

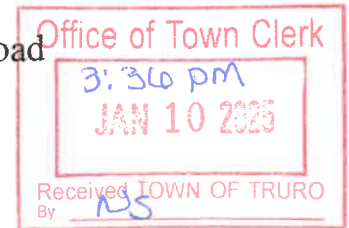


## Truro Select Board Hybrid Meeting

Tuesday, January 14, 2025

Regular Meeting-5:00pm

Truro Town Hall, 24 Town Hall Road



### REGULAR MEETING

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

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

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

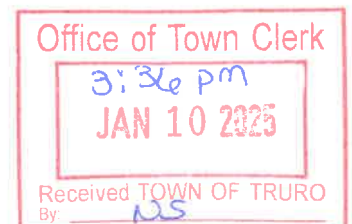
Please note that there may be a slight delay (15-30 seconds) between the meeting and the live-stream (and television broadcast). If you are watching the meeting and calling in, please lower the volume on your computer or television during public comments so that you may be heard clearly. We ask that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

#### Estimated Start Time

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

- |        |  |
|--------|--|
| 5:00pm | <b>1. PUBLIC COMMENT</b>   |
| 5:15pm | <b>2. PUBLIC HEARINGS - NONE</b>   |
| 5:15pm | <b>3. INTRODUCTION TO NEW EMPLOYEES - NONE</b>   |
| 5:15pm | <b>4. BOARD/COMMITTEE/COMMISSION APPOINTMENTS</b> <ul style="list-style-type: none"><li>A. Interview and Possible Appointment of Members to the Ad Hoc Town Seal Committee (Five Full-Members and One Alternate Member): Holly Ballard-Gardner, Peter Cook, Sue Lichtenstein, Isadora Medley, Chris Nagle, Apryl Shenk</li><li>B. Interview and Appointment of Full-Member and Possible Appointment of Alternate-Member to the Energy Committee: Paul Holt (New Applicant) and Harry Irwin (Current Alternate)</li></ul> |
| 5:45pm | <b>5. STAFF/COMMITTEE UPDATES</b> <ul style="list-style-type: none"><li>A. Public Works Update: Snows Landing, Pamet Harbor North Jetty, Longnook Beach Access, and Public Works Facility Phase 2<br/><i>Presenter: Jarrod Cabral, DPW Director</i></li></ul>  |
|        | <b>6. TABLED ITEMS - NONE</b>  |
| 6:05pm | <b>7. SELECT BOARD ACTION</b> <ul style="list-style-type: none"><li>A. Vote to Enter into a Grant Agreement Amendment with the USDA (United States Department of Agriculture) for the Mill Pond Culvert Replacement Project<br/><i>Presenter: Jarrod Cabral, DPW Director</i></li></ul>  |

- 6:10pm B. Review and Make Determination: Disclosure by Non-elected Municipal Employee of Financial Interest and Determination by Appointing Authority as required by MGL C. 268A § 19: Art Hultin  
*Presenter: Art Hultin, ZBA, and Darrin Tangeman, Town Manager*
- 6:20pm C. Vote to Set Town Meeting Date, and the Opening and Closing of the Warrant  
*Presenter: Susan Areson, Chair*
- 6:35pm D. Update on Cloverleaf Development and Discussion and Possible Vote on Groundbreaking Ceremony  
*Presenter: Kelly Clark, Assistant Town Manager*
- 6:50pm E. Discussion and Possible Vote on Town Manager Evaluation Scoring  
*Presenter: Susan Areson, Chair*
- 7:20pm F. Discussion and Possible Vote on 2024 Annual Town Report Cover, Theme and Dedication  
*Presenter: Darrin Tangeman, Town Manager*
- 7:30pm **8. REPORTS**  
A. Select Board Reports  
B. Town Manager Report
- 7:50pm **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: Common Victualer-Savory on the Cape  
D. Review and Approve Select Board Meeting Minutes: August 27, 2024 (Regular Meeting); September 10, 2024 (Work Session); September 10, 2024 (Regular Meeting); September 24, 2024 (Regular Meeting)
- 7:55pm **10. NEXT MEETING AGENDA**  
Regular Meeting: January 28, 2025





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** January 14, 2025

**ITEM:** Interview and Possible Appointment of Members to the Ad Hoc Town Seal Committee (Five Full-Members and One Alternate Member): Holly Ballard-Gardner, Peter Cook, Sue Lichtenstein, Isadora Medley, Chris Nagle, Apryl Shenk

**EXPLANATION:** Six applicants have applied to serve on the newly formed Ad Hoc Town Seal Committee. The Committee shall have five members and one alternate member to be appointed by the Select Board for a definite period of time, not to exceed two years. Should the Ad Hoc Town Seal Committee not achieve its charge and purpose for which it was created, members may be reappointed for additional one-year terms until the charge is complete. Applicants who have submitted applications are: Holly Ballard-Gardner, Peter Cook, Sue Lichtenstein, Isadora Medley, Chris Nagle and Apryl Shenk.

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

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

**SUGGESTED ACTION:** *Motion to Appoint \_\_\_\_\_ to the Ad Hoc Town Seal Committee for a two-year term which expires June 30, 2026.*

*Motion to Appoint \_\_\_\_\_ as an Alternate to the Ad Hoc Town Seal Committee for a one-year term which expires June 30, 2025.*

**ATTACHMENTS:**

1. Application to Serve-H. Ballard-Gardner

2. Application to Serve-P. Cook
3. Application to Serve-S. Lichtenstein
4. Application to Serve-I. Medley
5. Application to Serve-C. Nagle
6. Application to Serve-A. Shenk
7. Ad Hoc Town Seal Committee Charge



# Application to Serve on a Board or Committee

Agenda Item:4A1

## Applicant Information

Last Name	Ballard-Gardner
First Name	Holly
Middle Initial	
Email Address	
Phone Number	
Address (Street)	6 ATWOOD RD
Address (City)	Truro
Address (State)	MA
Address (Zip Code)	02666
Mailing Address (Please indicate box number and zip code)	POB 367 Truro MA 02666

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

Are you a full-time resident of Truro?

☐ Yes ☐ No

Are you registered to vote in Truro?

☐ Yes ☐ No

Seal of the Town of Truro  
COMMITTEE OF THE TOWN OF TRURO

## Board/ Committee Information

What Board/ Committee Are You Applying For? Ad Hoc Town Seal Committee

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

I believe the seal should honor Truro's founding and unique place in history, as well as reflect the town's contemporary identity. I'm committed to collaborating with diverse voices to create a symbol that embodies the spirit and values of Truro. My experience in branding—managing logo and identity projects for corporate and non-profit organizations—has given me a strong understanding of how symbols capture and communicate values and how good design can enhance their impact and resonance. I believe my background could be valuable in helping the committee design a professional town seal that resonates with and accurately reflects the heritage and aspirations of the Truro community.

Have you attended a meeting of the committee listed above?

☐ Yes ☒ No

Have you read the charge of the committee?

☒ Yes ☐ No

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

☐ Yes ☒ No

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

☒ Yes ☐ No

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

☐ Yes ☒ No

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

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

### Experience

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

I am chair of the Truro Cemetery Commission.

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

I have an MBA from Wharton and have worked in branding, brand strategy, and brand design for many years. I have experience in art direction, logo design, organization identity, and market research. I am currently head of strategy for Idea Bureau, a firm that creates independent design, language, and objects for architecture, the arts, and literature. I regularly use Cemetery Commission stationery bearing the current town seal.

Signature

Holly Ballard Gardner

Date

11/14/2024

# Application to Serve on a Board or Committee

## Applicant Information

Last Name	<input type="text" value="Cook"/>
First Name	<input type="text" value="Peter"/>
Middle Initial	<input type="text" value="J"/>
Email Address	<input type="text" value="[REDACTED]"/>
Phone Number	<input type="text" value="[REDACTED]"/>
Address (Street)	<input type="text" value="14 Bayberry Ln."/>
Address (City)	<input type="text" value="Truro"/>
Address (State)	<input type="text" value="MA"/>
Address (Zip Code)	<input type="text" value="02666"/>
Mailing Address (Please indicate box number and zip code)	<input type="text" value="P.O. Box 378 02666"/>

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

Are you a full-time resident of Truro?

☒ Yes ☐ No

Are you registered to vote in Truro?

☒ Yes ☐ No

ROUS BOWMAN AWARD  
ADMINISTRATIVE SERVICE  
TOWN OF TRURO

## Board/ Committee Information

What Board/ Committee Are You Applying For?

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

As a resident of Truro, as well as an employee of the Town who wears this seal on my uniform daily, I would like to serve to be part of the process of making our Town seal something we can all be proud of, that is culturally appropriate as well as individually significant.

Have you attended a meeting of the committee listed above?

☐ Yes ☒ No

Have you read the charge of the committee?

☒ Yes ☐ No

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

☐ Yes ☒ No

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

☒ Yes ☐ No

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

☐ Yes ☒ No

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

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

### Experience

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

Current Vice Chair of the Truro School Committee  
Current Member of the Truro School Wellness Committee

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

Signature

Peter J Cook

Date

11/21/2024

# Application to Serve on a Board or Committee

## Applicant Information

Last Name	Lichtenstein
First Name	Sue
Middle Initial	
Email Address	
Phone Number	
Address (Street)	56 Castle Rd
Address (City)	Truro
Address (State)	MA
Address (Zip Code)	02666
Mailing Address (Please indicate box number and zip code)	PO Box 317 02666

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

Are you a full-time resident of Truro?

☐ Yes ☒ No

Are you registered to vote in Truro?

☐ Yes ☒ No

ROWD 2022-2023  
AUTHENTICATED OFFICE  
TOWN OF TRURO

## Board/ Committee Information

What Board/ Committee Are You Applying For? Ad Hoc Town Seal Committee

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

I'm a visual artist with lifelong ties to Truro and this committee sounds like a lot of fun.

Have you attended a meeting of the committee listed above?

☐ Yes ☒ No

Have you read the charge of the committee?

☒ Yes ☐ No

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

☐ Yes ☒ No

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

☒ Yes ☐ No

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

☐ Yes ☒ No

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

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

Experience

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

In Truro I have been helping one of our local farming families this past year with harvesting (organized by Francie Rudolph at Sustainable Cape). Over the years, as an artist, I was a member of a studio cooperative in Waltham for 20 years, serving at times as President or Treasurer of its Board. I was also a member of a cooperative gallery in New York City from 2014-2018, and In Belmont, the town of my permanent residence, I volunteered with a neighborhood private lending library that operates out of a branch library building (when not in use by the public library), and also served on that Board as Treasurer for a number of years.

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

www.susanpost.com

Signature

Susan Lichtenstein

Date

11/14/2024



# Application to Serve on a Board or Committee

Agenda Item:4A4

## Applicant Information

Last Name	Medley
First Name	Isadora
Middle Initial	
Email Address	
Phone Number	
Address (Street)	4 Hopkins Way
Address (City)	North Truro
Address (State)	MA
Address (Zip Code)	02652
Mailing Address (Please indicate box number and zip code)	PO Box 1131 02652

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

Are you a full-time resident of Truro?

☒ Yes ☐ No

Are you registered to vote in Truro?

☒ Yes ☐ No

RCV3 2024/10/22 10:50

TOWN OF TRURO

TOWN OF TRURO

## Board/ Committee Information

What Board/ Committee Are You Applying For? Ad Hoc Town Seal Committee

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

I understand the power that visual branding marks like a seal and logo have in communicating the character of a town. I have a deep interest in being part of the group that shapes what Truro's new town seal symbolizes—both personally and professionally. Personally, I'm a Truro native who knows much of our small town's complicated history, and I want to see a new seal that represents all people and events truthfully. It should be a visual that stands the test of time, so my daughters won't be revising it again in 20 years. And I think it should celebrate the natural beauty of our town. Professionally, I'm an advertising Creative Director who has overseen branding projects for many well-known companies, so I have experience making these kinds of decisions, developing the creative strategy that supports the work, and communicating the new branding to constituents. Thank you for your consideration.

Have you attended a meeting of the committee listed above?

☐ Yes ☒ No

Have you read the charge of the committee?

☒ Yes ☐ No

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

☐ Yes ☒ No

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

☒ Yes ☐ No

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

☐ Yes ☒ No

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

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

## Experience

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

I'm currently a member of the Truro Bike & Walkways Committee. I have served as alternate on the Logan Dunne Memorial Scholarship committee that my family established with Beanstock Coffee to raise funds and award scholarships to local NRHS students in memory of my brother. Going way back: I was Class Treasurer for the NRHS Class of 2005, and still plan all of our class reunions. And professionally, I have worked in marketing and advertising for 15 years. In my role as Creative Director, I lead teams on campaigns and work cross-functionally with representatives from across organizations. I have also participated in many new business pitches.

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

Signature

Isadora Medley

Date

11/22/2024



# Application to Serve on a Board or Committee

Agenda Item:4A5

## Applicant Information

Last Name	Nagle
First Name	Chris
Middle Initial	
Email Address	
Phone Number	
Address (Street)	4 Pond Road
Address (City)	Unit C
Address (State)	MA
Address (Zip Code)	02652
Mailing Address (Please indicate box number and zip code)	PO Box 280, North Truro 02652

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

Are you a full-time resident of Truro?

☒ Yes ☐ No

Are you registered to vote in Truro?

☒ Yes ☐ No

RODNEY B. HARRIS, JR.  
ADMINISTRATIVE OFFICER  
TOWN OF TRURO

## Board/ Committee Information

What Board/ Committee Are You Applying For? Ad Hoc Town Seal Committee

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

I was quite inspired when I heard about the re-design of the Town Seal. I have a background in design, including graphics work, and I have tremendous respect for how graphics and logos should and can reflect the character, history, and ideals of an entity, product, person, initiative, or community. In this particular case, to truly explore and concentrate the character of a township into a graphic is exceptionally inspiring. This Town Seal must accurately, succinctly, and beautifully represent the textured history, ideals, and inclusiveness of this amazing township - its land and seascape - and its residents. We have a once in a lifetime opportunity to develop such a graphic representation of all of these components of Truro. I would very much welcome the chance to be involved and honored to serve the Town in this capacity.

Have you attended a meeting of the committee listed above?

☐ Yes ☒ No

Have you read the charge of the committee?

☒ Yes ☐ No

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

☐ Yes ☒ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

As with any design project, I would want to better understand from the Board what they - both as individual members and as a governing body - believe to be the objectives of the Seal. It is exceptionally important to do much listening before designing. I have questions about how this initiative was first developed, and what issues we have with the current or past Seals. I have a sense for some of them, but not all. I would want a reminder of the many uses and applications, sizes and locations of a finished product. I would be curious about access to archives as well as feedback on the idea of surveying the community for the components they would like to see incorporated. I would want to better understand how they expect the committee to be structured, how they expect it to function, and identify deliverables and timeframe.

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

I am a full-time resident and registered voter, have been for 17+ years. With more time to myself after narrowing my work scope, I will be paying more attention to town service opportunities.

## Experience

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

While not a Town committee, I have been quite involved with the Truro Conservation Trust for several initiatives - namely Twine Fields, Great Hollow Beach extension, the Village Pond parcels, and the Community Chapel. Before moving to Truro, I served on the Eastham Chamber of Commerce, developing a new logo and renovating the information booth. I have been very involved as a member of the Alumni Council for my alma mater, raising money for scholarship funds. As service to the community, I have hosted events for Lily House and Truro Conservation Trust in the past. And while not on Town committees, I am a frequent visitor to Town Hall and through my profession (residential design) I often work with - and have built mutual respect within - the Building, Health, Conservation, and Historic Departments and Committees. As you are well aware, any project or process here requires good teamwork.

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

I have long been a designer concentrating on residential work - mostly renovations with an emphasis on maintaining historic components and references. While my bachelors degree is Hotel Administration from Cornell University, I concentrated within their design department, becoming a teaching assistant. This interest led to most electives within the Art and Architecture School, culminating in a semester in Rome. Post college I matriculated in a Harvard summer design program, then started my career in residential design work. I was regularly doing graphics work along the way, a few projects include developing a new logo for Town of Eastham Chamber of Commerce (not the Seal), logos for my own businesses - a bed and breakfast in Eastham (Cottage Grove), an art gallery in Ptown (Outermost Art + Objects), and a Ptown coffee shop (Joe Coffee).

Signature

Chris Nagle

Date

12/19/2024

# Application to Serve on a Board or Committee

Agenda Item:4A6

## Applicant Information

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

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

Are you a full-time resident of Truro?

☒ Yes ☐ No

Are you registered to vote in Truro?

☒ Yes ☐ No

TRURO COMMUNITY CENTER  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

## Board/ Committee Information

What Board/ Committee Are You Applying For?

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

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

Have you attended a meeting of the committee listed above?

☐ Yes ☒ No

Have you read the charge of the committee?

☒ Yes ☐ No

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

☐ Yes ☒ No

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

☒ Yes ☐ No

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

☐ Yes ☒ No

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

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

### Experience

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

Currently serve on the COA Board

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

Signature

Apryl Shenk

Date

11/18/2024



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

## **Ad Hoc Town Seal Committee**

Adopted: November 12, 2024

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

### **Ad Hoc Town Seal Committee**

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

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

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



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Susan Areson, Chair



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Robert Weinstein, Vice-Chair



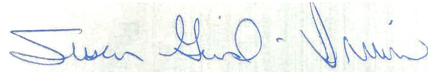
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Nancy Medoff, Clerk



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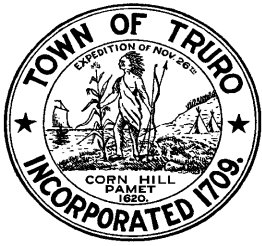
Stephanie Rein



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Susan Girard-Irwin

Truro Select Board



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** January 14, 2025

**ITEM:** Interview and Appointment of Full-Member and Possible Appointment of Alternate-Member to the Energy Committee: Paul Holt (New Applicant) and Harry Irwin (Current Alternate)

**EXPLANATION:** The Energy Committee currently has one unexpired full-member vacancy and 1 alternate-member vacancy. Mr. Paul Holt submitted an application to serve. Harry Irwin, the current Energy Committee Alternate, submitted an application to serve to be considered for the full-member vacancy.

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

**IMPACT IF NOT APPROVED:** The Energy Committee will continue to have vacancies.

**SUGGESTED ACTION:** *Motion to appoint \_\_\_\_\_ to fill the unexpired full-member vacancy with an end date of June 30, 2026.*

*Motion to appoint \_\_\_\_\_ to fill the alternate vacancy with an end date of June 30, 2025.*

**ATTACHMENTS:**

1. Application to Serve-P. Holt
2. Application to Serve-H. Irwin



## Last Name

Holt

Paul

(S)


\_\_\_\_\_

113 Castle Rd,

Truro

MA

02666

PO Box 584

☐ Yes ☒ No

☐ Yes ☒ No

## Energy

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

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

☒ Yes ☐ No

☐ Yes ☒ No

Recycling  
Climate Action

## Experience



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

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

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

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

Signature

Paul Holt

Date

01/01/2025

# Application to Serve on a Board or Committee

## Applicant Information

Last Name	<input type="text" value="Irwin"/>
First Name	<input type="text" value="Harry"/>
Middle Initial	<input type="text"/>
Email Address	<input type="text" value="[REDACTED]"/>
Phone Number	<input type="text" value="[REDACTED]"/>
Address (Street)	<input type="text" value="12 Hatch Road"/>
Address (City)	<input type="text" value="Truro"/>
Address (State)	<input type="text" value="MA"/>
Address (Zip Code)	<input type="text" value="02666"/>
Mailing Address (Please indicate box number and zip code)	<input type="text" value="PO Box 963 02666"/>

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

Are you a full-time resident of Truro?

☐ Yes ☒ No

Are you registered to vote in Truro?

☐ Yes ☒ No

5/20/2020 10:00 AM  
 10/10/2020 10:00 AM  
 10/10/2020 10:00 AM

## Board/ Committee Information

What Board/ Committee Are You Applying For?

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

Have you attended a meeting of the committee listed above?

☒ Yes ☐ No

Have you read the charge of the committee?

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☐ Yes ☒ No

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

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

## Experience

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

I worked in construction for 50 years and I was a LEED's Green Associate. When I retired I build a Net Zero house on Hatch Road.

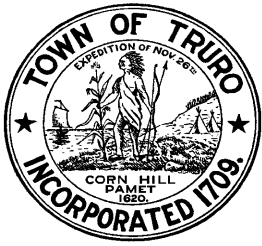
Briefly list any other relevant experience such as professional work, training, education, etc. A resume is NOT required. If you choose to attach a resume, it will become a public document.

Signature

Harry Irwin

Date

01/02/2025



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Department of Public Works

**REQUESTOR:** Jarrod J. Cabral, DPW Director

**REQUESTED MEETING DATE:** Jan 14, 2025

**ITEM:** Public Works Update: Snows Landing, Pamet Harbor North Jetty, Longnook Beach Access, and Public Works Facility Phase 2

**EXPLANATION:** Public Works Director Jarrod Cabral will provide an update on Snows Landing, Pamet Harbor North Jetty, Longnook Beach Access and Public Works Facility Phase 2

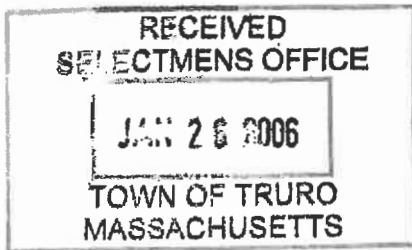
**FINANCIAL SOURCE (IF APPLICABLE):** N/A

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

**SUGGESTED ACTION:** Discussion only

**ATTACHMENTS:**

1. Quitclaim Deed
2. Zisson & Veara Legal opinion
3. Slade Associates Opinion
4. KP Law Opinion – Privately Owned Tidelands



QUITCLAIM DEED

I, **JOHN A. FUERST** of 2038 William Street, Vancouver, BC V5L2X6, Canada

for consideration of **SEVEN HUNDRED FIFTY THOUSAND and NO/100 DOLLARS (\$750,000.00)** paid

grant to **JOHN B. RICE**, individually, of ~~8 Hatch Road~~, Truro, Massachusetts 02666 Box 716 No. 02652

with QUITCLAIM COVENANTS,

Road The land and any buildings thereon known as **1 & 1A Meetinghouse Lane, Truro, Massachusetts**, situated on the Easterly side of Pamet River, and further described as follows:

Beginning at the Northeast corner thereof at a concrete bound it being Eleanor Ingraham's Northwest corner bound;

Thence running Southerly about eighty six (86) feet to the range of land of C.A. Slade;

Thence turning and running Westerly insaid Slade's range about one hundred ten (110) feet to the shore;

Thence continuing Westerly in range of land formerly of Horace H. Snow, Sr. one hundred (100) feet to the Pamet River;

Thence running Northerly and Westerly by said Pamet River about one hundred ten (110) feet to the Meeting House Road, so called;

Thence turning and running Easterly by said road a distance of about two hundred twenty (220) feet to the first emntioned bound.

Also a certain small piece of land in said Truro situated at the West end of Meeting House Road, commonly known as Snow's landing and bounded as follows:

On the North by land of Ernest Gebelein and salt meadow;

M50  
P7 (#1A)  
P69 (#1)

On the East by the West end of Meeting House Road;

On the South by land now or formerly of Horace H. Snow, Jr.;  
and

On the West by Pamet River.

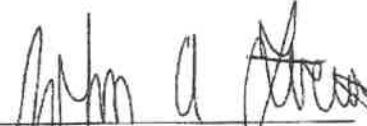
The above described premises are conveyed subject to and with  
the benefit of all rights, rights of way, easements,  
appurtenances, reservations and restrictions of record, insofar  
as the same are in force and applicable.

For title see deed recorded in Book 1563, Page 211. See also  
Estate of Norma S. Snow, Barnstable Probate Document No. 94P-  
461.

MASSACHUSETTS STATE EXCISE TAX  
BARNSTABLE COUNTY REGISTRY OF DEEDS  
Date: 07-18-2005 @ 11:33am  
Ct1#: 791 Doc#: 49058  
Fee: \$2,565.00 Cons: \$750,000.00

BARNSTABLE COUNTY EXCISE TAX  
BARNSTABLE COUNTY REGISTRY OF DEEDS  
Date: 07-18-2005 @ 11:33am  
Ct1#: 791 Doc#: 49058  
Fee: \$1,710.00 Cons: \$750,000.00

WITNESS my hand and seal this 13 day of July, 2005.

  
John A. Fuerst

CANADACITY: Vancouver  
COUNTY: VANCOUVER

On this 13 day of July, 2005, before me, the undersigned notary public, personally appeared John A. Fuerst, proved to me through satisfactory evidence of identification, which were B.C. Driver's License, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.

Shirley M. Manfron (official signature and seal of notary).Commission expires: non-expiring commission

**Shirley M. Manfron**  
Notary Public  
#3 2445 E. Hastings St.  
Vancouver, B.C. V5K 1Y8  
Telephone: 604-253-5241

**BARNSTABLE REGISTRY OF DEEDS**

05-174

**Pam Nolan**

**From:** Sarah Turano-Flores [stf@zisson-veara.com]  
**Sent:** Tuesday, February 14, 2006 1:30 PM  
**To:** Pam Nolan  
**Cc:** FredGaechte [REDACTED]  
**Subject:** Appeals on Dredging Project

Pam. A short summary of the appeals of the dredging project is set forth below for you to use at tonight's Board of Selectmen meeting. I'm not sure how much detail you wanted and so I'm giving you a lot – you can weed out what you don't want to use. I have given you facts only without comment and without discussion of the town's possible strategy (I'll do that tonight with the Board in executive session):

As part of the permitting process for the dredging project at Pamet Harbor, the Town needed to acquire a Wetlands Protection Act Order of Conditions and a Chapter 91 Waterways License. Coastal Engineering applied on the town's behalf to the Truro Conservation Commission for the Wetlands Order of Conditions and to the state Southeast Regional Office of the Department of Environmental Protection for the Waterways License. Through counsel, John Allen and Barbara Cordi-Allen objected to the proposed dredging based on a claim that the dredging would cause erosion on their property. In August of 2005, a Coastal Geologist was hired through town counsel and the town administrator's office, to study the dredging project and opine as to the merits of the erosion claim. A written opinion of the geologist was submitted to both the Conservation Commission and the state Waterways division, concluding that the project would not cause erosion on the Allen property. The Commission subsequently issued its Order of Conditions for the project in September of 2005. The Allens appealed the Commission's Order of Conditions to the Southeast Regional Office of the Department of Environmental Protection. Through town counsel, the town requested an expedited review of the proceedings. A site meeting was held in December and, on February 9, 2006, the Southeast Regional Office issued a Superseding Order of Conditions, permitting the project under the Wetlands Protection Act. Any appeals to the issuance of this Superseding Order must be taken to the Boston office of the Department of Environmental Protection within 10 business days of issuance or, in this case, February 23, 2006. To date, the Waterways Division has yet to finally act on the Waterways License. A draft decision was issued on February 9, 2006 and, according to the cover letter accompanying the draft, a final decision will issue within 21 days "if the Department has not received a written appeal." Appeals of the Waterways License are also made to the Boston office of the Department of Environmental Protection and, as set forth in the cover letter, must be filed prior to March 2, 2006. If appeals of both permits are undertaken, the cases could be consolidated and considered simultaneously. Appeals of this nature usually take up to one, if not several years to resolve at the DEP level. Once DEP has issued its final decisions (in the form of Final Orders of Condition and Final Waterways Licenses), aggrieved parties can further appeal to the trial court system, where actions are begun at the Superior Court level and may then proceed to the Appeals Court and, ultimately, the Supreme Judicial Court.

Let me know if you need me to explain anything in the foregoing paragraph or if you have any further questions. Thanks.

**Sarah A. Turano-Flores**  
**Zisson and Veara**  
**828 Main Street**  
**P.O. Box 2031**  
**Dennis, Massachusetts 02631**

**(508) 385-6031 (phone)**  
**(508) 385-6914 (fax)**

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2/14/2006



## Pam Nolan

**From:** Sarah Turano-Flores [stf@zisson-veara.com]  
**Sent:** Thursday, February 09, 2006 9:25 PM  
**To:** Pam Nolan  
**Cc:** Kara A. Lamb  
**Subject:** RE: easement

Hi Pam.

I'm not sure what you mean by "access" or "access for canoes and kayaks only." Does this mean the land in question is a pathway off a public way for foot traffic only? Is it a boat landing? If not off a public way, how do members of the public get there? Where is it? What are the town's long-term needs with respect to this parcel? Would it like to expand its use in any regard? Is the property owner limiting its use (i.e., not permitting vehicles, boats, etc.). Answers to these questions will help me advise you better, however, I can say the following as general matters:

1. There are two different interests we could consider acquiring: i) an "easement" to use the access where the town doesn't own the land, but just has the right to use it; or a "fee interest" in the access where the town actually owns the underlying land.
2. We can acquire either an "easement" or a "fee interest" via three different methods: i) it is gifted to us; ii) we purchase it; or iii) we take it by eminent domain.
3. Eminent domain is preferable because it clears up all title defects, seen and unseen. If the property owner is determined not to have good title to the property, he can only gift or sell to us his interest, however deficient it may be. In that event, we only get what title he had. By taking via eminent domain, we clear up any deficiencies in his title and the town gets good and clear title to the property. Thus, this is a preferable mechanism for the town to acquire property because it guarantees the town good title. However, in a taking, the damage award has to be paid to the rightful owner. If, the owner does not have good title, he cannot receive all of the damage award. Recall that this was the situation in Poor - they got a portion of the proceeds because they didn't have entirely clear title. We'd have to research the back title to determine whether a taking is a preferable way to proceed and, if so, confirm that the property owner is entitled to the damage award as the proper owner in interest. A two-thirds majority town meeting vote is necessary to effectuate any taking.
4. If the land or the easement is gifted to the town, for no consideration, no town meeting vote is necessary - just a vote of the Selectmen. Having said that, many towns put it on the warrant just as a policy matter - to get town approval of the acquisition. It is important to note that we would still recommend that a title examination be conducted because the town will only get the title the owner possesses.
5. If the town purchases the land for an amount of money, a vote of town meeting is necessary. To borrow or raise and appropriate for that purpose, a two-thirds majority is involved.
6. Please note that if the town intends to acquire this particular piece of property, it must comply with the provisions of the Procurement Act. Due to its unique characteristics, the town would not have to go out to bid, but it would have to comply with the following provisions of G.L. c. 30B, §16: "(e) the governmental body may waive or shorten the advertising requirement if... in the case of a proposed acquisition, the governmental body determines in writing that advertising will not benefit the governmental body's interest because of the unique qualities or location of the property needed. The determination shall specify the manner in which the property proposed for acquisition satisfies the unique requirements. The governmental body shall publish the determination and the reasons for the determination, along with the names of the parties having a beneficial interest in the property pursuant to section forty J of chapter seven, the location and size of the property, and the proposed purchase price or rental terms, in the central register not less than thirty days before the governmental body executes a binding agreement to acquire the property."

2/10/2006

I hope this general answer provides you with some guidance. If you would like our further opinion as to whether the town should acquire a fee interest or an easement, or whether it should be undertaken via gift, purchase or eminent domain, I will need additional information. I will not open a separate file for this until such time as you need more specific advice relative to this file. Until then, I will process these questions out of our "Truro Miscellaneous" file. Please do not hesitate to ask should you have further questions. Thank you.

Sarah A. Turano-Flores  
Zisson and Veara  
828 Main Street  
P.O. Box 2031  
Dennis, Massachusetts 02638  
(508) 385-6031 (phone)  
(508) 385-6914 (fax)

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**From:** Pam Nolan [mailto:townadm@truro-ma.gov]  
**Sent:** Thursday, February 09, 2006 11:50 AM  
**To:** Sarah Turano-Flores  
**Subject:** easement

Dear Sarah,

The Town has used an access to the Pamet river for years. Recently, when the property was sold, it was discovered that our supposed access was on private property. The new owner, John Rice, has agreed to allow the town to "take" the access or he will grant us an easement. The access is for canoes and kayaks only. Paul Morris, DPW Director, has provided maintenance on this spot for years (without an easement.)

We would like to know what is better for the Town. To "take" the property or to get an easement. Insurance will cover either one. Would an article at Town Meeting be needed?

Thanks I need this info for Tuesday Feb 14, BOS meeting.

Number is 222006

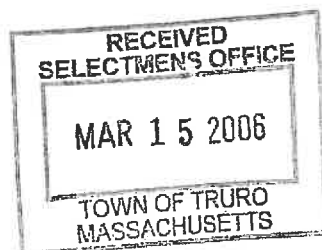
Pam

2/10/2006

DISTRIBUTION TO ALL BOS -  
3/15/06

**ZISSON AND VEARA**  
ATTORNEYS AT LAW

RICHARD L. ZISSON  
EDWARD E. VEARA  
E. JAMES VEARA  
PAUL V. BENATTI  
SARAH A. TURANO-FLORES  
MICHAEL I. FLORES  
MARY E. PYLES\*  
CHRISTOPHER A. VEARA  
ANNE E. BATCHELDER  
ALISHA B. TOMASINO  
KARA LAMB CUNHA



865 PROVIDENCE HIGHWAY  
DEDHAM, MASSACHUSETTS 02026-6825  
TEL (781) 329-1110  
FAX (781) 329-5119

828 MAIN STREET-BOX 2031  
OLD KINGS HIGHWAY  
DENNIS, MASSACHUSETTS 02638-0043  
TEL (508) 385-6031  
FAX (508) 385-6914

\*ALSO ADMITTED IN ARIZONA

**TO: FRED GAECHTER, CHAIR, TRURO BOARD OF SELECTMEN**  
**FROM: SARAH A. TURANO-FLORES**  
**DATE: March 15, 2006**  
**RE: PUBLIC'S RIGHTS AT SNOW'S LANDING**

An issue recently arose as to whether members of the public have the right to traverse private property for the purpose of launching their canoes and kayaks off the end of Meetinghouse Road, a town way. According to a survey plan drawn for John Rice, the public layout for Meetinghouse Road ends several tens of feet short of the thread of the Pamet River. According to that survey, there is privately owned tidelands stretching between the end of the public layout of Meetinghouse Road and the thread of the Pamet River. I did not conduct an independent title review to confirm the information shown on the survey and, therefore, my opinion is based on the assumption that what is indicated on the survey is correct. I probably don't need to tell you that this is a very big assumption.

In any event, from our site visit, we could observe that during high tide, the water comes up to what appears to be the end of the traveled road, and people launch their boats fairly readily and without having to cross much of the tidelands. During low tide, however, members of the public walk across several tens of feet of tideland in order to launch their boats into the Pamet River.

If the survey is correct and the tidelands are indeed privately held, then the question becomes whether members of the public have the right to traverse the private tidelands during low tide in order to launch their boats into the water beyond. After *very briefly* reviewing the case law on this subject, my tentative opinion is that the rights of the public do include the right to traverse the tideland area between the end of the public road and the water of the Pamet River *for the limited purpose* of launching their boats. This right, however, does not include the right merely to walk, sightsee, bathe, etc. Nor would it be applicable if the town did not own the layout of Meetinghouse Road. The public's rights in this regard arise due to the town's ownership of the upland abutting the tidelands (i.e., the public does not have to traverse across privately held upland in order to get to the tidelands) and are limited to those activities specifically related to fishing, fowling and navigation (boating).

ZISSON AND VEARA

Mr. Gaechter  
March 15, 2006  
Page 2

My opinion in this regard is preliminary in nature. At present, I understand there may not be a need to pursue this issue beyond a brief review of the legal issues implicated. Therefore, the case law supporting my conclusions in this regard is briefly outlined below. If you wish for my office to conduct a more formal opinion, I will need to do a complete title search of the town's title in and to Meetinghouse Road (I called Paul Morris and he is not sure it was ever formally laid out as a public way - he is investigating this question for me), a title check into the surrounding private properties, and some more in depth research related to the Public Trust Doctrine, as codified by the Colonial Ordinance of 1641-1647. For our purposes at present, however, my research reveals the following:

The following discussion comes from Pazolt v. Director of Div. of Marine Fisheries, 631 N.E.2d 547, 550-551, 417 Mass. 565, (Mass. 1994):

The Colonial Ordinance of 1641-1647 extended private titles to encompass land to the low water mark, expressly reserving certain public rights in the seashore. See Michaelson v. Silver Beach Improvement Ass'n, Inc., 342 Mass. 251, 253, 173 N.E.2d 273 (1961). The public retains the rights of fishing, fowling, and navigation. *Id.* The public's right to fish includes the right to dig for shellfish. See Wellfleet v. Glaze, supra 403 Mass. at 84, 525 N.E.2d 1298; Weston v. Sampson, 8 Cush. 347, 355 (1851). However, it does not include the right to affix permanent structures to the soil. See Locke v. Motley, 2 Gray 265, 267 (1854) (dictum).

The private property rights of coastal owners in the tidal area may be subordinate to the public's right if the public purposes are reasonably related to the protection or promotion of fishing or navigation. In those circumstances, public rights may prevail and the owner is not entitled to compensation. See Crocker v. Champlin, 202 Mass. 437, 441, 89 N.E. 129 (1909); Home for Aged Women v. Commonwealth, 202 Mass. 422, 435, 89 N.E. 124 (1909). The defendants assert that the right to conduct aquaculture is "reasonably related to," and a "natural derivative" of the public's right to fish.

The test for whether an activity is protected by the Colonial Ordinance has been variously described in SJC decisions and in an opinion of the justices. See e.g., Opinion of the Justices, 365 Mass. 681, 687, 313 N.E.2d 561 (1974) (public has reserved right to fish and any "natural derivative" thereof); Crocker v. Champlin, 202 Mass. 437, 441, 89 N.E. 129 (1909) (public right extends so far as is "reasonably necessary" in the interests of navigation); Wellfleet v. Glaze, supra 403 Mass. at 89-90, 525 N.E.2d 1298 (O'Connor, J., concurring) (public right may interfere with private rights if it is "reasonably related" to or a "natural derivative" of the right to fish).

Activities which have been classified as reasonably related to the public's right to fish are those which are necessary or incidental to the right to fish. The public's right to fish includes reasonable access to privately held tidal flats for the purposes of fishing. See Packard v. Ryder, 144 Mass. 440, 441, 11 N.E. 578 (1887). See also Weston v. Sampson, supra at 355 (right of

ZISSON AND VEARA

Mr. Gaechter  
March 15, 2006  
Page 3

access by boat to dig for clams); Barry v. Grela, 372 Mass. 278, 279, 361 N.E.2d 1251 (1977) (right of access on foot for purposes of fishing). In addition, the public may use "lines, seines, spears, nets and any of the ordinary and usual modes of catching fish...." Locke v. Motley, *supra* at 267.

These rights of the public to walk over tidelands, however, are specifically limited to walking when it is directly related to the fishing, fowling and navigation, as confirmed by the SJC in their decision, Opinion of the Justices, 313 N.E.2d 561, 566, 365 Mass. 681 (Mass. 1974). In other words, the public cannot simply walk on the tidelands when the tide is out simply for the pleasure of walking:

It has been held proper to interfere with the private property rights of coastal owners in the tidal area for purposes reasonably related to the protection or promotion of fishing or navigation without paying compensation. Home for Aged Women v. Commonwealth, 202 Mass. 422, 89 N.E. 124 (1909). Crocker v. Champlin, 202 Mass. 437, 89 N.E. 129 (1909). However, an 'on-foot right-of-passage' *not so related* to these public rights is not included within the permissible bundle of rights. The cases interpreting the right of the public in navigation all deal with the use in boats or other vessels of the area below mean high water mark 'when covered with tide water.' Commonwealth v. Charlestown, 1 Pick. 180, 183-184 (1822). Commonwealth v. Alger, 7 Cush. 53, 97 (1851). Old Colony St. Ry. v. Phillips, 207 Mass. 174, 180-181, 93 N.E. 792 (1911). The right of passage over dry land at periods of low tide cannot be reasonably included as one of the traditional rights of navigation. *Id.* In that decision, however, the Justices were considering a proposal by the state legislature to include an on foot right of passage over all privately held tidelands in Massachusetts, irrespective of whether the foot traffic was related to fishing, fowling or navigation.

Therefore, my preliminary research would appear to suggest that as long as the public is crossing the flats at periods of low tide for the purpose of launching their boats, their right to do so appears to be included in the public's right to navigate, as codified in the Colonial Ordinance. This interpretation has been upheld as recently as 1998. See, Sheffel v. Lebel, 689 N.E.2d 500, 505, 44 Mass.App.Ct. 175 (Mass.App.Ct. 1998) ("No easement or license would have been needed by the boatowners in order to utilize the tidal flats belonging to the landowners for public trust purposes, including boating. See Inhabitants of West Roxbury v. Stoddard, 89 Mass. 158, 7 Allen 158, 171 (1863); Barry v. Grela, 372 Mass. 278, 279, 361 N.E.2d 1251 (1977). Indeed, the owner of the flats is without power (in the absence of legislative authorization) to use them in such a fashion as to obstruct or hinder the public's navigation rights. Boston Waterfront Dev. Corp. v. Commonwealth, 378 Mass. at 636-637, 393 N.E.2d 356").

ZISSON AND VEARA

Mr. Gaechter  
March 15, 2006  
Page 4

This concludes my research to date on this subject. If you would like us to do a more formal opinion, please advise. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Sarah A. Turano-Flores". The signature is written in dark ink and is positioned above the printed name.

Sarah A. Turano-Flores

**SLADE ASSOCIATES, INC.  
REGISTERED LAND SURVEYORS**

P.O. BOX 592  
WELLFLEET, MASSACHUSETTS 02667  
508-349-3110  
FAX 508-349-7577



**ASSOCIATES:**

RICHARD F. LAY, R.L.S.  
CHESTER N. LAY, R.L.S.

E-MAIL: SLADE@SLADE-ASSOCIATES.COM  
CHET.LAY@SLADE-ASSOCIATES.COM  
RICHARD.LAY@SLADE-ASSOCIATES.COM

May 12, 2006

Paul Morris, Superintendent  
Department of Public Works  
Town of Truro  
P. O. Box 2030  
Truro, MA 02666

Re: Meeting House Road at Pamet River

Dear Paul,

You have asked us to provide you with a quotation of costs to define Meeting House Road where it meets the Pamet River. One problem that we have is lack of any record whereby this became a Town way. Cindy cannot find a layout. An abutting Land Court plan shows Meeting House Road as "Public – 24.00 ft. wide", but I have looked through the files of John R. Dyer, the surveyor who prepared the plan, and do not find any documentation concerning a road layout.

Another problem is the fact that John Rice owns the salt marsh directly abutting the end of Meeting House Road, so that actual public access to the Pamet may be a problem. With all this in mind, I think the Town may want to consider doing a proper layout and taking for the portion of Meeting House Road southwest of Castle Road, including a portion of Rice's salt marsh.

Please give me a call when you get a chance. Thanks.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chet Lay", written over a faint circular stamp.

Chester N. Lay  
Registered Land Surveyor

Encls.

CNL/jd

**SLADE ASSOCIATES, INC.  
REGISTERED LAND SURVEYORS**

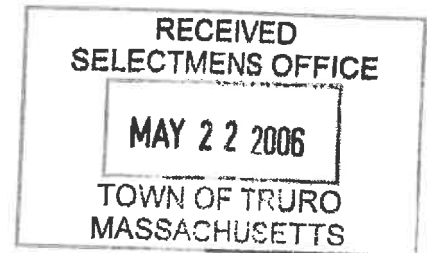
P.O. BOX 592  
WELLFLEET, MASSACHUSETTS 02667  
508-349-3110  
FAX 508-349-7577



**ASSOCIATES:**

RICHARD F. LAY, R.L.S.  
CHESTER N. LAY, R.L.S.

E-MAIL: SLADE@SLADE-ASSOCIATES.COM  
CHET.LAY@SLADE-ASSOCIATES.COM  
RICHARD.LAY@SLADE-ASSOCIATES.COM



May 19, 2006

Pamela Nolan, Town Administrator  
Town of Truro  
P. O. Box 2030  
Truro, MA 02666

Re: Meeting House Road at Pamet River

Dear Ms. Nolan,

We offer below a quotation of costs to prepare a taking plan for that portion of Meeting House Road running southwesterly from Castle Road to the Pamet River (approximately 470 feet) and additionally to map a 200 foot, more or less, extension to the channel of the Pamet River:

Field and office work necessary to prepare a plan for recordation to accompany an Order for Taking by the Town of Truro for the portion of Meeting House Road and the extension thereof detailed above  
\$3,420.00

An abutting Land Court plan shows Meeting House Road as "Public – 24.00 ft. wide", which looks to be reasonable.

Please give me a call if you have any questions or if you would like us to schedule this work.

Sincerely,

A handwritten signature in blue ink that reads "Chester N. Lay".

Chester N. Lay  
Registered Land Surveyor

CNL/jd





101 Arch Street, Boston, MA 02110  
Tel: 617.556.0007 | Fax: 617.654.1735  
[www.k-plaw.com](http://www.k-plaw.com)

March 31, 2021

**Jonathan M. Silverstein**  
[jsilverstein@k-plaw.com](mailto:jsilverstein@k-plaw.com)

BY ELECTRONIC MAIL ONLY ([dtangeman@truro-ma.gov](mailto:dtangeman@truro-ma.gov))

Mr. Darrin K. Tangeman  
Town Manager  
Truro Town Hall  
24 Town Hall Rd.  
P.O. Box 2030  
Truro, MA 02666

Re: Obtaining Rights for the Town to Access and Use Privately Owned Tidelands for Public Works and/or Public Safety Purposes

Dear Mr. Tangeman:

I am providing this opinion in response to a recent request submitted by the then-Interim Town Manager, Chief Calise, seeking legal guidance relative to the Town's rights to access and use privately owned tidelands for public purposes. In particular, the Chief asked for an explanation of the Town's rights under the Public Trust Doctrine, or otherwise, to access private shorefront areas in order to address serious public safety issues such as beach erosion, or to respond to emergencies. As explained below, the Town may not rely upon public trust rights in order to access and use private, shorefront property for such purposes. Rather, the Town must acquire the rights to access and use the property.

By virtue of the colonial ordinances of 1641- 47, ownership of land bounded by the sea extends to the low waterline, or 100 rods (1650 feet) from the high water mark, whichever is less. Private ownership of this intertidal area, however, is subject to the rights of the public to use the area for navigation, fishing and fowling. See, e.g. *Butler v. Attorney General*, 195 Mass. 79, 82-83 (1907). These public rights, commonly referred to as the public trust rights, are quite limited in scope. The Massachusetts Courts strictly construe the public trust rights of fishing, fowling and navigation, and I have found no cases that recognize any special municipal rights in privately owned tidelands, even to address public health and safety issues. In my opinion, therefore, absent permission by the landowner, the Town's entry onto privately owned tidelands for any purposes other than the exercise of the limited public trust rights of navigation, fishing and fowling, would constitute a trespass.

While there may be legitimate defenses against a trespass claim in the event of the Town's entry in response to a sudden, public emergency situation, undertaking public works projects on private property, such as erosion control, beach replenishment or flood control would not ordinarily qualify as a defense against trespass, in my opinion. Moreover, non-permissive entry could put the Town at risk for assessment of monetary damages. Short of acquiring fee ownership of tideland areas, the Town's options are to obtain permission from the private landowners in the form of

Mr. Darrin K. Tangeman  
Town Manager  
March 31, 2021  
Page 2

easements or licenses for the desired access or use rights. The utility of these options, as well as the procedures involved in acquiring them, will normally depend upon the specific circumstances surrounding the Town's needs in each case.

An easement creates a right to use the land of another for a specific purpose. Easements may be temporary (i.e., limited in duration for a specified period), or permanent. Except for easements granted to the Conservation Commission as a gift, Town acquisition of easements through gift, purchase or eminent domain, will require Town Meeting approval.

Unlike easements, licenses to use land do not create any property rights. They are always temporary in nature and may be revoked at the will of the party granting the license. Licenses are also revoked if ownership of the subject property is transferred. Because a license does not create any property rights, it cannot be acquired by eminent domain. Instead, the granting of a license would be a voluntary action, based upon terms negotiated between the municipality and the landowner. A license agreement does not require Town Meeting approval, in my opinion.

Chief Calise has also asked whether the Town might have arguments for claiming either easements by prescription, or easements "by necessity," to access and use private tidelands. In my opinion, a viable claim for prescriptive easement rights would depend upon the Town being able to establish in a court of competent jurisdiction that it has used the identified area of land for the particular purpose, openly, continuously and without the permission of the owner, for at least twenty years. In my further opinion, the concept of easement "by necessity" would be inapplicable to the circumstances described. An easement by necessity can arise only in the context of a conveyance of land that leaves the grantor landowner without reasonable means of access to his/her remaining land. In such a situation, the grantor may claim to have an access easement by necessity over the conveyed land.

Finally, Chief Calise has inquired about the process for determining whether the Town may have acquired easements over private tidelands in the past, and/or for determining whether some intertidal areas in Truro may have been exempted from the colonial ordinance. With respect to the existence of easements acquired by the Town in the past, any such easements should be on record in the Barnstable Registry of Deeds. A preliminary search of town reports and town meeting records may help to narrow the scope of registry research to be conducted by a title examiner.

Research to determine whether portion(s) of the Truro shoreline may have been legislatively exempted from application of the colonial ordinances, would not necessarily serve the purposes described. The likely result of any such exemption would be that ownership of the affected tidelands would be in the Commonwealth rather than in the owner of the abutting upland. Therefore, I suggest that the exemption issue should arise only if the Town seeks to acquire rights to access and use a particular area of the shore. It is at that time that the Town will need to confirm the identity of the



Mr. Darrin K. Tangeman  
Town Manager  
March 31, 2021  
Page 3

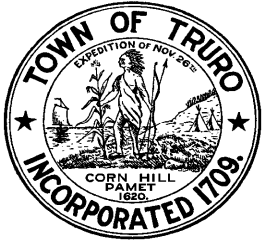
owner(s) of the identified area by conducting a title search and, if necessary, legislative research. Please do not hesitate to contact me if you have further questions in regard to this matter, or if you require our assistance in obtaining specific easements or licenses for the Town's use.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Jonathan M. Silverstein", with a stylized, flowing script.

Jonathan M. Silverstein

JMS/JCC/cqm  
752293/TRUR/0001



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Department of Public Works

**REQUESTOR:** Jarrod J. Cabral, DPW Director

**REQUESTED MEETING DATE:** January 14, 2025

**ITEM:** Vote to Enter into a Grant Agreement Amendment with the USDA (United States Department of Agriculture) for the Mill Pond Culvert Replacement Project

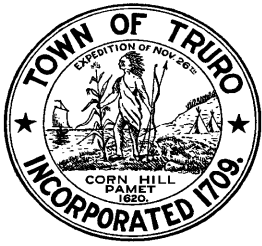
**EXPLANATION:** The USDA has awarded the Town an additional 1,000,000 in funding to assist with construction costs with the replacement of a tidally restrictive failing culvert to improve wildlife habitat, and water quality.

**FINANCIAL SOURCE (IF APPLICABLE):** Total additional grant award from the USDA \$1,000,000

**IMPACT IF NOT APPROVED:** Funding will not be awarded.

**SUGGESTED ACTION:** MOTION TO authorize the Town Manager to enter into and sign the grant amendment application for federal assistance, and any subsequent documents related thereto.

**ATTACHMENTS:** NONE



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Planning

**REQUESTOR:** Art Hultin-ZBA Member, and Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** January 14, 2025

**ITEM:** Review and Make Determination: Disclosure by Non-elected Municipal Employee of Financial Interest and Determination by Appointing Authority as required by MGL C. 268A § 19: Art Hultin

**EXPLANATION:** Art Hultin, Member of the Zoning Board of Appeals, submitted a Disclosure by Non-elected Municipal Employee of Financial Interest and Determination by Appointing Authority as required by MGL C. 268A § 19 with respect to a matter to be heard by the Zoning Board of Appeals on January 27, 2025. Pursuant to G.L. c. 268A, s. 19(b), the Select Board, as the appointing authority is required to make a determination as to whether the financial interest reported by Mr. Hultin is, or "is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee" - that is, in his participation in the matter before the ZBA. If the Board finds that the financial interest is "not so substantial" as to affect the integrity of Mr. Hultin's participation, he may participate in the matter without violating G.L. c. 268A, s. 19,

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

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

**SUGGESTED ACTION:** The Board should consider the financial interest reported by Mr. Hultin in the disclosure form and determine whether the interest is, or is not, "so substantial as to be

deemed likely to affect the integrity of the services which the [Town] may expect from [Mr. Hultin]" in participating in the ZBA matter. If the Board finds that the financial interest is "not so substantial," a motion may be made to find *that "As required by G.L. c. 268A, § 19, the Board has reviewed the particular matter and the financial interest identified by Mr. Hultin. The Board has determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the Town may expect from Mr. Hultin in participating in the matter before the Zoning Board of Appeals," and authorize the Chair to sign electronically or in ink, as required.*

**ATTACHMENTS:**

1. Disclosure by Non-elected Municipal Employee of Financial Interest and Determination by Appointing Authority as required by MGL C. 268A § 19: Art Hultin
2. Copy of G.L. c. 268A, s. 19

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

	<b>MUNICIPAL EMPLOYEE INFORMATION</b>
Name:	
Title or Position:	Member - ZBA
Municipal Agency:	Zoning Board of Appeals
Agency Address:	Truro Town Hall
Office Phone:	
Office E-mail:	
	My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.
	<b>PARTICULAR MATTER</b>
Particular matter  E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	Please describe the particular matter.  Review & Decide Public Hearing 2024-13 ZBA
Your required participation in the particular matter:  E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	Please describe the task you are required to perform with respect to the particular matter.  Review, discuss, draw conclusions, vote upon decision of ZBA
	<b>FINANCIAL INTEREST IN THE PARTICULAR MATTER</b>
Write an X by all that apply.	<input type="checkbox"/> I have a financial interest in the matter. <input type="checkbox"/> My immediate family member has a financial interest in the matter. <input type="checkbox"/> My business partner has a financial interest in the matter. <input checked="" type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter. <input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.

Office of Town Clerk

JAN 09 2025

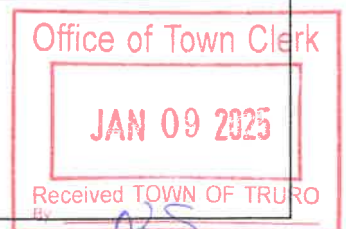
Received TOWN OF TRURO

By: MS

Financial interest in the matter	Please explain the financial interest and include a dollar amount if you know it. <i>I am an abutter to an abutter with 300 ft of property in question. No other financial interests exists now or in the past. \$0.00</i>
Employee signature:	<i>[Signature]</i>
Date:	<i>12-24-24</i>

### DETERMINATION BY APPOINTING OFFICIAL

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



Attach additional pages if necessary.

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



**Part IV** CRIMES, PUNISHMENTS AND PROCEEDINGS IN CRIMINAL CASES

**Title I** CRIMES AND PUNISHMENTS

**Chapter 268A** CONDUCT OF PUBLIC OFFICIALS AND EMPLOYEES

**Section 19** MUNICIPAL EMPLOYEES, RELATIVES OR ASSOCIATES;  
FINANCIAL INTEREST IN PARTICULAR MATTER

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

(b) It shall not be a violation of this section (1) if the municipal employee first advises the official responsible for appointment to his position of the nature and circumstances of the particular matter and makes full disclosure of such financial interest, and receives in advance a written determination made by that official that the interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee, or (2) if, in the case of an

elected municipal official making demand bank deposits of municipal funds, said official first files, with the clerk of the city or town, a statement making full disclosure of such financial interest, or (3) if the particular matter involves a determination of general policy and the interest of the municipal employee or members of his immediate family is shared with a substantial segment of the population of the municipality.



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Susan Areson, Select Board Chair

**REQUESTED MEETING DATE:** January 14, 2025

**ITEM:** Vote to Set the 2025 Annual Town Meeting Date and Opening/Closing of the 2025 Annual Town Meeting Warrant

**EXPLANATION:** Section 2-1-2 of the Charter sets the date for the Annual Town Meeting on the last Tuesday in April, which would be Tuesday, April 29, 2025. However, M.G.L. c. 39, §9 states that notwithstanding a Charter provision setting the date for the Annual Town Meeting, the Select Board may postpone the date of Town Meeting to any date on or before June 30th. In light of the increased turnout of last year's town meetings, a setup similar to last year, with a tent, portable restrooms, heat blowers, etc. will likely be needed. To minimize safety concerns, the need for lighting, and temperature concerns, moving the meeting to daytime is recommended. Chair Areson and Moderator Wisotzky met with Town Administration and the Acting Town Clerk and recommend holding the meeting on Saturday, May 3, 2025. This would allow both the Town Meeting and the Town Election to be held before Memorial Day Weekend.

Once the Town Meeting date is set, a vote on the dates for opening and closing of the warrant can occur. In accordance with Charter 2-3-4, the warrant must be opened for submission of articles 90 days before the date of the Annual Town Meeting and shall remain open for 30 days, putting the opening of the warrant as Sunday, February 2, 2025 for a May 3, 2025 Annual Town Meeting, making the nearest business day prior to the 90 days, **Friday, January 31, 2025**. It is customary for articles that have a financial impact ("money articles") to have an earlier deadline. Staff will provide a recommendation for an appropriate date for this deadline to the Board at the meeting. The warrant will close on **March 3, 2025 at 4:00 PM**.

As citizens prepare petitioned articles, we invite them to work with staff while preparing articles. Staff can provide an informal consult and insight on operational impacts, financial

impacts and can provide technical assistance to the extent possible. We will provide appointment times to conduct this consult with staff approximately 30 days prior to the close of the warrant once petitioners have draft language available to review and share with staff. We also remind citizens that the language in a petitioned article signed by certified voters cannot be changed after the petitioners have signed. Please consider this a friendly reminder to incorporate any comments/ explanations related to the article within the petition prior to collecting signatures so that they can be included in the warrant.

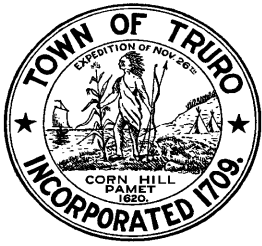
With dates for Town Meeting and the opening and closing of the warrant in place, staff will prepare a future agenda item to set the date for the Annual Town Election and to approve a revised municipal calendar.

**FINANCIAL SOURCE (IF APPLICABLE):** ATM/ATR Budget (0195)

**IMPACT IF NOT APPROVED:** Town Meeting will be held on the last Tuesday in April and Charter requirements for opening and closing the warrant will not be met.

**SUGGESTED ACTION:** *MOVE that, pursuant to General Laws c. 39, Section 9, the Select Board set the date for the Annual Town Meeting as May 3, 2025, and to open the warrant for the 2025 Annual Town Meeting on January 31, 2025 at 8:00 AM and to close the warrant for petitioned and committee articles on March 3, 2025 at 4:00 PM.*

**ATTACHMENTS:** None



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

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

**REQUESTED MEETING DATE:** January 14, 2025

**ITEM:** Update on Cloverleaf Development and Discussion and Possible Vote on Groundbreaking Ceremony

**EXPLANATION:** On Friday, December 27, 2024, the Cloverleaf Project Team closed on the financing necessary for the project. Construction is expected to begin in February and the Project Team and Town staff are targeting a mid-March groundbreaking ceremony. The proposed timing of ceremony will allow the Project Team to focus on mobilization in the month of February when equipment will be staged, site work will begin and the construction staff will be on site. A mid-March ceremony will also allow adequate time to prepare a program for the ceremony, distribute invitations and allow participants to reserve the date and time.

Due to the weather conditions in March, staff recommends that the ceremony be held indoors at the Truro Community Center followed by a caravan over to the site for the actual groundbreaking and photo opportunities. The Project Team offered their program planning experience, and Town staff will also engage their Provincetown counterparts to determine if there are is any guidance or insight they can provide following the recent groundbreaking event at Province Post.

Holding the ceremony at the Community Center saves on costs of tenting the site and bringing in audio equipment and chairs. There is funding available for light refreshments and other incidentals for the event in the Select Board budget. Tonight, the staff requests feedback from the Board on any elements of the program that members would like included and any individuals that should be invited to the event. Staff proposes that the feedback from the Board be relayed to the Cloverleaf Oversight Committee who could take on an active role in the planning with the staff.

Recommended individuals to be invited: Members of the Select Board (from 2017 to present), Zoning Board of Appeals (from 2019 to present), Board of Health (from 2019 to present), Truro Housing Authority (from 2017 to present, and specifically Carl Brotman) and Cloverleaf Oversight Committee; Rae Ann Palmer (former Town Manager); Senator Cyr; former Representative Peake; Representative Hadley Luddy; Grant Administrators for the MassWorks waterline grant (Jacquie McPherson), the Rural & Small Towns I/A system grant (Filipe Zamborlini) and Housing Choice waterline planning grant (Chris Kluchman); former Governor Baker; former Lieutenant Governor Polito; Governor Healey; Lieutenant Governor Driscoll; lending partners identified by the Project Team; and Town staff. This list is likely not comprehensive so staff requests that the Board provide any invitees who may have inadvertently been omitted.

**FINANCIAL SOURCE (IF APPLICABLE):** Committee Support Services line of the Select Board Budget (where community/ committee forums and events are funded).

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

**SUGGESTED ACTION:** *Discussion only. Board may wish to provide feedback on timing, ceremony program, invitees or other areas of the ceremonial groundbreaking. The Board may relay this feedback in the form of a vote or by consensus.*

**ATTACHMENTS:**

1. Press Release *Cloverleaf Financing Officially On Record; Groundbreaking Plans Underway*



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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



## PRESS RELEASE

**FOR IMMEDIATE RELEASE: December 30, 2024**

### ***Cloverleaf Financing Officially On Record; Groundbreaking Plans Underway***

Surmounting a series of obstacles, Community Housing Resource, Inc. and The Community Builders, Inc. closed on the Cloverleaf Development, securing the necessary financing to proceed with the project. The milestone follows seven years of persistence and collaboration to successfully navigate a global pandemic, resolve legal action, and close a multi-million dollar funding gap.

The development, located at 22 Highland Road, consists of 43 units; 39 income-restricted units and four market rate units. Of the 39 income-restricted units, six units are for up to 30% Area Median Income (AMI), 29 are for up to 60% AMI, and four are for up to 100% AMI. The town requested – through the Executive Office of Housing and Livable Communities – a 70% local preference (maximum allowable for initial occupancy) for current residents, municipal employees, employees of local businesses and households with children in the local school.

The Cloverleaf development will feature state-of-the-art sewage treatment to protect ground water with reduction of nitrogen down to 5PPM and reduction of other pathogens that traditional systems release to the aquifer, EV charging stations, Passive House and Enterprise Green Communities building envelopes with highly-efficient electric Heat Pumps and ERV (energy recovery ventilation), and approximately 75% of the energy needs of the development provided by solar/ photovoltaic power and without reliance on fossil fuels.

The project team faced a series of challenges. The Zoning Board of Appeal's comprehensive permit process included 26 hearing dates, nearly 75% of which were conducted via videoconference due to the COVID-19 pandemic. In addition, a group of Truro property owners appealed the permit in Superior Court. The suit was settled in February 2022. The project team also managed soaring construction costs and interest rates, which have not returned to pre-pandemic levels. The development team was able to bridge a funding gap by accessing additional state and federal sources, and making cost-saving design changes that still ensure high quality construction. The closing was completed on December 27, 2024.

Planning for a groundbreaking ceremony will begin just after the New Year with construction beginning in February 2025. Construction is expected to be completed in winter 2026/2027. Preliminary information about the lottery process will be shared on the Town's website in summer 2025.

**Contact**

**Administration Office**

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

**Office: (508) 349-7004 ext.110 or ext.124**





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Susan Areson, Select Board Chair

**REQUESTED MEETING DATE:** January 14, 2025

**ITEM:** Discussion and Possible Vote on Town Manager Evaluation Scoring

**EXPLANATION:** The board discussed and needs to vote on whether to use a 3-scale or 5-scale scoring system to rate the town manager's performance on the five mutually agreed-upon goals.

**FINANCIAL SOURCE (IF APPLICABLE):** Ratings will eventually be used to calculate possible merit increase in salary

**IMPACT IF NOT APPROVED:** There will be no clarity on how to rate performance on the goals

**SUGGESTED ACTION:** Motion to approve a (THREE/FIVE) scale rating system for the town manager's goals and schedule future discussion on how the numeric ratings will affect potential merit increase.

**ATTACHMENTS:**

1. Provincetown's May 13, 2024 weighted Town Manager scoring system to establish an overall rating and merit increase recommendation.
2. Town Manager Discussion/Recommendations



**Provincetown Select Board**  
**AGENDA ACTION REQUEST**  
**Monday, May 13, 2024**



## REVIEW AND DISCUSS

### Town Manager's 3 Year Goals Evaluation

**Action Sought:** Discussion

#### Proposed Motion(s)

Move that the Select Board vote to establish Town Manager Alex Morse's 3 Year performance score as 4 (Exceeds Expectations/Goals).

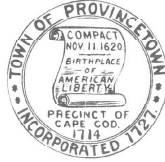
#### Additional Information

- The Select Board members will discuss the 3rd-year period overall, review the 3rd-year progress memo from Town Manager Alex Morse, revisit their individual reviews and agree on a cumulative and final score on behalf of the Select Board.
- Attached documents: Memo from Town Manager Alex Morse on 3rd-year goals and progress, TM Performance Evaluation with all members' cumulative.

#### Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

*Alex B. Morse*  
**Town Manager**  
*Town of Provincetown*



Town Hall, 260 Commercial Street  
Provincetown, Massachusetts 02657  
Facsimile (508) 487-9560  
Telephone (508) 487-7002

April 24, 2024

**Re: FY2024 Town Manager Annual Performance Evaluation**

Select Board:

Enclosed you will find a tracking sheet that includes the FY24 Town Manager Goals agreed upon by the Select Board last year. It provides the corresponding deliverables for each goal as well as a self-evaluation of what I see as my progress toward achieving each goal by marking it either "Complete" or "In Progress" and then providing a percentage of completion for each goal and deliverable.

You can also access a digital version of the tracking sheet at  
<https://app.smartsheet.com/sheets/MHCh334mGP5F822jfRq8GVq35fm2RR92277r88W1>

In addition to the FY24 Town Manager Goals and Deliverables adopted by the Board, I also want to highlight other accomplishments throughout the last year. These include:

- Modernizing & Securing Provincetown's elections
- Improving Crosswalk Safety
- Enhancing the Town's Preparation and Response to Storm Events
- Creating Temporary Seasonal Housing at 26 Shank Painter Road
- Advancing Housing-Related Bylaws
- Supporting Provincetown Scholarship Fund
- Expanding Support for Year-Round Businesses through the EDC program
- Completing Carpet Upgrades at Town Hall
- Launching an Overdose Prevention and NARCAN access Campaign
- Implementing Additional Police Training
- Developing and Emergency Response/Active Shooter Training for Town Staff

I am thankful for the Select Board's leadership and partnership, the assistance of a strong leadership team, dedicated Town staff, our volunteers on board and commissions, and the support of our community. I am incredibly proud of the progress we have all made together, and as I begin my second 3-year contract with the Town, I am excited to tackle the work still before us. In the coming weeks, we will work together to define Town-wide goals for the coming year, and subsequent goals and objectives for me and my team.

In appreciation,

Alex B. Morse. Town Manager

# Town Manager FY24 Goal Tracking

smartsheet

Status	Goal	Updates	Updates 2	Updates 3	Updates 4	% Completed
1	STATUS KEY					
2	COMPLETED					
3	IN PROGRESS					
4	ON HOLD					
5	NOT STARTED					
6						
7	TM Goals & Deliverables					
8	GOAL 1: Improve Government Operations	Progress Update 1	Progress Update 2	Progress Update 3	Progress Update 4	94%
9	1.Develop plan for future leadership and organizational structure of the Town's full-time, combination Fire/EMS Department.	So far this fiscal year, we have hired 17 full-time Fire-EMTs and Fire-Paramedics in the Fire Department, 3 more to be hired in coming months.	In the process of promoting EMS Coordinator to Deputy Chief for EMS, and appointing said employee to Board of Fire Engineers to ensure EMS and full-time representation on Board.	Fire Department received a \$72,000 SAFER Grant to support leadership training and recruitment and retention efforts for the call department over the next 4 years.	In effort to plan for future leadership, I recommended two articles at Town Meeting regarding the Fire Department, First, an article to make the Fire Chief a Town Manager appointment and amend the authority of the Board of Fire Engineers. This article was voted down at ATM. The second article, which was approved, extended residency for the Fire Chief to Provincetown, Truro and Wellfleet.	100%
10	2.Implement a body worn camera program for the Provincetown Police Department.	Implemented on December 1, 2023 with all sworn personnel.	Information sent out via a press release, posted on Town website, social media, and a dedicated page was created on the police department's website where the body worn camera policy is linked.			100%
11	3.Analyze Town staff and storage space needs.	We continue to analyze space needs. We have converted Town Hall copy room to flex desk space, and have added another work station in the Tax Collector's office.	The Lower Level of Town Hall was reorganized and new carpet installed to maximize office and storage space for the Community Development Department.	We continue to evaluate other Town buildings, storage usage and needs.		100%
12	4.Review, consolidate, and improve permitting process for residents and businesses.	Town Meeting adopted zoning bylaw amendments to eliminate the need for deed restrictions for ADUs and also relaxed setback thresholds for ADUs.	Licensing Board eliminated requirement for licensees to pay for and mail abutter notifications and pay for legal ads for most one-day special events.	Established monthly internal growth management process to streamline overlapping departmental oversight to improve GM application process.		100%

Status	Goal	Updates	Updates 2	Updates 3	Updates 4	% Completed
13	5. Develop plan for Town employee recruitment, retention, development, and promotion.	HR Manager is preparing a process that addresses phases of Organizational Development regarding recruitment, onboarding, and creating and implementing Individual Development Plans.	Turnover has been very minimal throughout this fiscal year and there continues to be a lot of promotions and growth from within the organization. This has certainly supported our retention efforts.	Successfully negotiated new 3-year collective bargaining agreements with both the NEBPA and AFSCME, which includes raises, cost of living increases, an increase in longevity payments, and additional funds for education and training. This has also supported employment stability in the departments impacted.	Our conversion of 26 Shank Painter into seasonal employee housing for this summer has vastly improved our recruitment efforts for Seasonal Community Service officers. We've hired for all positions and have done so earlier in the year compared to prior years.	75%
14	6. Implement employee evaluations and annual reviews.	We rolled out annual performance reviews and evaluations for senior staff for the first time.	Our next step is roll this out to all employees and assist managers in conducting annual reviews with their staff.			75%
15	7. Review and update Town Personnel Handbook Policy.	Preliminary review to make sure references to Charter and Mass General Law were up-to-date.	Reached out to KP Law to for guidance to make sure standard employee policies were up to date and in compliance with MA and Federal labor laws.	Completed and disbursed to all Town staff spring of 2024.		100%
16	8. Issue recommendations to the Select Board on future governance structure for MacMillan Pier in collaboration with the Pier Corp.	Town Manager delivered recommendation to dissolve the Pier Corp on January 25, 2024.	Public Hearing on Pier Corp Dissolution held on February 12, 2024.	Town Meeting approved dissolution of Pier Corp on 4/1/24.	Reorganization Plan including creation of Pier Department and Pier Commission presented to Select Board on 4/22.	100%
17	<b>GOAL 2: Support and Promote Year-Round Housing</b>	<b>Progress Update 1</b>	<b>Progress Update 2</b>	<b>Progress Update 3</b>	<b>Progress Update 4</b>	<b>90%</b>
18	1. Continue to support and advance the Community Builders Housing project at 3 Jerome Smith Road.	Project is officially breaking ground on 6/18. Septic removal work and sewer work starting in April 2024.				100%
19	2. Present next steps for housing development at/around VMCC.	Consultant's findings presented to the Select Board.	Next steps include doing further research of potential developable site at northern section of Grace Hall lot. KP Law is currently working on deed and property research.			100%
20	3. Present findings from development consultant on potential developable parcel(s) on Route 6.	Consultant's findings presented to the Select Board.	Next steps are to create parcels for two potentially developable sites - Route 6 next to dog park and site north of Howland St.			100%
21	4. Advance housing development at 26 Shank Painter Road by selecting development partner.	Development partner selected by the Select Board.	Soft financial commitment made by Select Board, Town staff working on next steps - permitting process, parking options, etc.			100%
22	5. Advance site readiness at 26 Shank Painter Road.	Funding secured for site readiness when the time comes.	We decided best use of this space in the interim was to convert it to seasonal housing for community service officers, which has allowed us to hire a full complement of CSOs earlier and more easily.			100%

	Status	Goal	Updates	Updates 2	Updates 3	Updates 4	% Completed
23	●	6.Rehouse tenants at 288A Bradford Street.	1st tenant rehoused as of July 1, 2023.	Still working with remaining tenant to identify other options.			75%
24	●	7.Begin site readiness at 288A Bradford Street to advance future development.	Still working with 1 tenant on relocation.	Met with Open Space Committee to discuss boundary of developable land as well as land slated for conservation, agreed to work together on RFP and stay in touch throughout permitting process.			50%
25	●	8.Convert Firehouse #2 into Town employee housing.	Plans approved by HDC and ZBA as of February 2024.	RFP for construction is out right now, proposals due May 2nd, 2024.			50%
26	●	9.Convene at least two housing workshops.	Joint Housing Workshop held in December 2023.	We scheduled a second workshop in late February, but after discussion with the Select Board, it was decided that a workshop was not necessary at that time.			100%
27	●	10.Advance housing programs, initiatives, regulations, etc. that are developed at Joint Housing Workshops.	Signed contract with UMass Donahue for a Housing Needs Assessment.	Developed housing/zoning articles for 2024 Annual Town Meeting.	Signed contract and begin implementation of a Lease to Locals year-round rental incentive program with Placemate.	Expanded rental assistance program up to 100% AMI and simplified the application and reporting process.	100%
28	●	11.Explore future real estate acquisitions for housing development.	Several properties explored and discussed with Select Board.	24 Nelson Ave & 22/22R Nelson Ave purchased on October 2023 at Special Town Meeting for future housing development.			100%
29	●	12.Add additional capacity to Town housing department and Town housing boards.	Deputy Housing Director position created, funded, and hired.	Created a part-time, contract Housing Assistant position to assist with housing office programs and tasks and provide additional staff support to the Year-Round Trust and Affordable Housing Trust	Actively recruiting for a high-level, visionary Director of Housing.		100%
30	●	<b>GOAL 3: Improve Roadway Safety &amp; Implement Parking Improvements</b>	<b>Progress Update 1</b>	<b>Progress Update 2</b>	<b>Progress Update 3</b>	<b>Progress Update 4</b>	<b>86%</b>
31	●	1.Continue planning process for Shank Painter Road improvements with MassDOT.	Planning has proceeded, funds secured at ATM for our portion of costs, including some easements and takings.	75% Design completed by EP and submitted to MassDOT on 04/01/24			100%
32	●	2.Explore efficient and user-friendly solutions for paid and permit parking at municipal lots and spaces.	Made improvements to Flash parking hardware and software technology.	Implemented a "Pay by Phone" call option for Passport parking to allow residents/visitors who aren't able to use the app to call and pay by credit card over the phone.	Added an additional late-night (12am-3am) shift on Friday, Saturday, and Sunday nights to staff the booths at MPL and Grace Hall to ensure vehicles leaving are paying.		100%

Status	Goal	Updates	Updates 2	Updates 3	Updates 4	% Completed
33	● 3.Review resident parking permit program and propose changes to improve workflow for staff and experience for applicants.	Did greater marketing and promotion to make residents aware of the ability to apply early and online for parking permits.	Opened parking permit applications a full month earlier than in 2023 (February vs. March)	Created a part-time Parking Permit position to help staff the permit office from March-July.	Proposed and had approved at the Traffic Hearing that free, 65+ Senior Permits stay valid for 4 years to decrease annual volume of permits for staff to process and reduce burden on senior residents.	100%
34	● 4.Advance CIP approved at 2023 Annual Town Meeting for pedestrian improvements on Province Lands Road between Commercial Street and Bradford Street Extension.	Delayed to better align with possible grant-funded work in the same area.				50%
35	● 5.Better regulate companies operating scooters, e-bikes and other micromobility businesses in the public way.	Currently working with Licensing Agent and the License Board on this.	Working on educational campaign with Community Service Officers for summer 2024.			50%
36	● 6.Advance MassWorks grant funded sidewalk project on Jerome Smith Road.	Project has been delayed to better coordinate with multiple projects on Jerome Smith Road, including TCB affordable housing project. It makes more sense to install sidewalks later in the construction timeline to mitigate damage and overcrowding.				100%
37	● 7.Complete the "Complete Streets" Prioritization Plan.	The Prioritization Plan was completed after our meeting in late August and a draft was sent to the town in September for review before getting submitted to and approved by MassDOT.	We submitted application by deadline in October 2023 for Tier 3 (construction) funds, and were able to get the Town the maximum \$500k grant for Winslow Street improvements			100%
38	● GOAL 4: Achieve & Maintain Strong Town Finances	Progress Update 1	Progress Update 2	Progress Update 3	Progress Update 4	90%
39	● 1.Onboard Pier to MUNIS system to eliminate duplication of accounting and outside bookkeeper services.	Pier's transition from using QuickBooks and outside bookkeeping services to balance the books to Munis was completed in November 2023. Pier is now using Munis to track Pier finances.	Town Meeting articles to dissolve the Pier Corp. and create the Pier Enterprise Fund passed	FY24 Enterprise Fund budget has been created and accounts set up in Munis.		100%
40	● 2.Improve internal grant management.	Created, funded, and posted a Grants & Procurement Manager position that will serve as part of the Finance team. We also came to an agreement with AFSCME to remove the Deputy Treasurer/Collector from the union, so we are exploring adding additional responsibilities, including grant management.	A procurement software module has been added to the Town's OpenGov software and is active and being utilized by departments.			50%

Status	Goal	Updates	Updates 2	Updates 3	Updates 4	% Completed
41	● 3.Strengthen internal financial controls within the Community Development Department.	New deposit procedures for Community Development have been implemented so that money intake has to be balanced, verified and signed off by CDD before bringing to the Collector's office where the deposit is counted and verified again.	All revenue codes in Viewpoint were reviewed by the Town Accountant to make sure revenues were being posted to the correct accounts.			100%
42	● 4. Complete and present findings of FY22 audit.	FY22 Audit report completed 8/21/23 and presented to the Select Board on 10/10/23				100%
43	● 5.Complete FY23 audit and return to appropriate annual audit schedule and timeline.	Fiscal year audit already completed, expect FY23 audit delivered by May 30th, back on schedule.	Single audit, which starts after fiscal year audit, has also been completed			100%
44	■ GOAL 5: Advance Municipal Water & Sewer Infrastructure Investments & Long-Term Planning	Progress Update 1	Progress Update 2	Progress Update 3	Progress Update 4	92%
45	● 1.Advance sewer expansion project once notified by USDA of funding award.	Initial application to USDA for \$45M not funded in 2023.	We resubmitted a \$6M to USDA in early 2024 and we are awaiting notice of award	We have also requested USDA NRCS funds of approximately \$1M from stormwater project grants to be credited to sewer expansion project		100%
46	● 2.Submit State Revolving Fund application for Sewer Expansion project.	We submitted 4 projects for SRF grants in August 2023.	Three projects were on Intended Use Plan (IUP): Lopes Square redirect, Jerome Smith pump station & Phase 7 Collection System- total packages- \$35M			100%
47	● 3.Pursue recommendations identified in independent study of the Central Vacuum System.	Lopes Square redirect project submitted to State Revolving Fund.	Lopes Square redirect approved by SRF and IUP approved in December 2023.			100%
48	● 4.Issue RFP for Sewer Design, Build, Operate (DBO) contract.	Several meetings with John Goodrich to develop process- initial meetings with EP and KP Law.	April Meeting with KP Law and EP to update schedule and refine process, RFP issuance date is 1/1/25.			75%
49	● 5.Finalize and launch sewer connection financial assistance program for eligible property owners.	Program finalized and launched, letters sent out and public outreach started in January 2023	10-12 applications appear to be eligible for grant assistance. Further outreach will continue this Spring.			100%
50	● 6.Improve water quality of Provincetown Harbor by advancing grant-funded projects related to stormwater runoff and develop stormwater catch basin maintenance standard operating procedures.	Phase 5 grant funded project- porous paving West End- USDA funded	Stormwater projects delays due to issues with contractor- discussing termination with KP Law	DPW staff meeting regularly to discuss SOP procedures- draft SOP to be updated this Spring		75%
51	● 7.Collaborate with the Town of Truro to investigate future water supply and storage needs.	Several staff level meetings to identify process, schedule and outcomes;	Staff meetings continue with projected joint SB meeting in early June			75%
52	● 8.Advance construction of the Shank Painter Road water main project.	Contract Awarded to Low Bidder - Robert B. Our. Expected to begin on Jerome Smith Road in early June 2024	Construction on Shank Painter Road, Browne Street and portion of Pleasant Street expected to begin Fall 2024 and completed prior to winter conditions			100%









Status	Goal	Updates	Updates 2	Updates 3	Updates 4	% Completed
53	● 9.Continue development of lead service inventory to submit to MassDEP.	Draft Lead Service Line Inventory (LSL) completed and under staff level review	Draft LSL Inventory expected to be submitted to MassDEP first week of May 2024 for review and comment	LSL inventory published as applicable by MassDEP regulation, lead & copper rule sampling program revised/developed based on LSL findings and program implemented for next compliance sampling round.		100%
54	● <b>GOAL 6: Invest in &amp; Upgrade Public Facilities &amp; Town Properties</b>	<b>Progress Update 1</b>	<b>Progress Update 2</b>	<b>Progress Update 3</b>	<b>Progress Update 4</b>	<b>80%</b>
55	● 1.Improve broadband connectivity in municipal locations and connect additional Town properties to broadband.	Airport officially connected to broadband, now all Town properties are served by broadband.				100%
56	● 2.Explore public Wi-Fi options for the Town.	Have held conversations with OpenCape, who is committed to helpful us advance this project.	Possible locations identified at Town Hall, Freeman St. building, and on the Pier.	Working through issues with Town Hall being a historic building, but we believe this can be implemented elsewhere on Town Hall property on one of the light poles in the near future.		50%
57	● 3.Improve the quality and reliability of public meeting broadcasts on TV and online.	Working with PTV to upgrade audio and video equipment in Judge Welsh Room and Town Hall Auditorium.	New, high definition camera installed in April 2024 for use for Select Board and other board/committee meetings in the Judge Welsh Room.			75%
58	● 4.Develop phased approach for current and future Public Works storage and facility needs.	DPW has started looking at modular designs for vehicle storage. We will be working with EDR to develop schedule for site work. Plan to have structure options to SB this Fall.	We have moved away from the concept of a brand new \$30M+ new DPW facility and recommend focusing on DPW high-priority and high-impact investments we can make for much less than a brand new facility.			75%
59	● 5.Continue planning for permanent, dedicated pickleball courts at the Jerome Smith parking lot and close Nickerson Courts to pickleball play.	4 dedicated pickleball courts opened in the Jerome Smith Lot on July 5, 2023.	Nickerson St. Courts closed to pickleball play and repainted for basketball play only in July 2023.			100%
60	● <b>GOAL 7: Promote Diversity, Equity, &amp; Inclusion</b>	<b>Progress Update 1</b>	<b>Progress Update 2</b>	<b>Progress Update 3</b>	<b>Progress Update 4</b>	<b>50%</b>
61	● 1.Launch sociodemographic survey for Town staff and boards/committees.	Launched and completed Sociodemographic Survey for Town Staff as well as Town Board/Committee members and presented report to the Select Board in July 2023.				100%
62	● 2.Incorporate sociodemographic questions into Town hiring and board/committee applications.	DEI-related questions have been added to standard interview questions for candidates interviewing for any Town position.	Coordinating with HR and Town Clerk, to implement sociodemographic questions into application processes.			50%

Status	Goal	Updates	Updates 2	Updates 3	Updates 4	% Completed
63	● 3.Launch Equity Review Survey to the public.	Focus this year has been on preparing materials for internal Equity Audit process.	Once those have been completed, will revisit the creation of an Equity Review Survey for the public to inform future DEI efforts as it relates to Town policies and procedures.			0%
64	● 4.Operationalize equity review of Town policies and practices.	Overview and roadmap presented to the Select Board on 4/22/24.	Internal Equity Review Team created with representatives from several Town departments to help lead the equity review process and support staff through it.	Equity Audit process to be launched with Town departments on a rolling basis beginning spring/summer 2024.		75%
65	● 5.Develop recommendations for corrective action(s) based on equity reviews.	While the internal Equity Review/Audit process has not yet been completed, the DEI Director has worked with several departments and boards to address issues that have arisen and help them take corrective action. Examples include the Visitor Services Board, Licensing Board, and Human Services grant program.				25%
66	■ GOAL 8: Complete Critical Town Planning Milestones & Advance Development Projects	Progress Update 1	Progress Update 2	Progress Update 3	Progress Update 4	95%
67	● 1.Complete and publish comprehensive Emergency Management Plan.	The Comprehensive Emergency Management plan has been updated over the last two years, but is largely a generic template provided by MEMA and completed by individual cities and towns with community-specific information. We have refined certain aspects of our emergency management planning regarding specific weather events, coastal flooding, and storm response.	Assistant Town Manager reviewed the document and proposed edits to the Emergency Management Coordinator, who shared the new draft with the Local Coordinator for MEMA East Region 2, who proposed additional edits.	Town staff are working to incorporate those edits and then will have the document reviewed by Town Counsel in the coming weeks.	Our plan is to finalize, publish, and share the Comprehensive Emergency Management Plan this summer.	75%
68	● 2.Finalize and adopt Local Comprehensive Plan at Town Meeting.	Passed at 2024 Annual Town Meeting.				100%
69	● 3.Complete permitting on Cannery Wharf Park.	Permitting completed.	Contractor chosen and construction started in spring 2024.			100%
70	● 4.Bring funding article to Town Meeting based on Motta Field Master Plan design.	100% funding secured at 2024 Annual Town Meeting for \$11.7 million project.	We are in line for a \$1M grant for the state to go towards the project, official notification expected in September.			100%
71	● 5.Collaborate with Pier Corporation on pier water line replacement project.	Pier Corp, DPW, and Water Dept. worked closely together to issue RFP.	Contract was awarded.	Contractor has pushed constructions start to fall 2024 due to the work causing disruption on the Pier.		100%
72	■ GOAL 9: Improve & Expand Communications & Community Engagement	Progress Update 1	Progress Update 2	Progress Update 3	Progress Update 4	100%

Status	Goal	Updates	Updates 2	Updates 3	Updates 4	% Completed
73	● 1.Continually review and assess Town communications to ensure timely information is being distribute to the public and stakeholders are aware and engaged.	We have continued our robust communications with the local media and our residents via press releases, frequent website updates, and social media posts.	Created an official Instagram account for the Town to share information with a different generation of users than those reached by the Town's Facebook page.			100%
74	● 2.Continue improvements to Town website by reorganizing content to make pertinent information more easily accessible.	Working with Town departments to streamline the information shared on their pages to make needed services easily accessible to residents and other users.	We have highlighted/called out important information on the homepage via boxes, graphics, links, etc. to make navigating to pertinent information quicker and easier for users.			100%
75	● 3.Increase number of residents subscribed to Town website "Notify Me" updates as well as Town emergency alerts via phone, email, and text message.	Have increased subscribers to the Town emergency alert system by 331 subscribers in 1 year, now totaling nearly 5,000 subscribers who receive the Town's emergency alerts via email and text message about severe weather, sewer outages, and other issues.	Have expanded the notification options via the Town website. This now includes Licensing Board event notifications so that residents are better informed about special one-day alcohol and entertainment licenses and Sewer Expansion Phase 6 project-specific updates for residents in the affected area. We have seen a steady increase in subscribers to these and our other lists that easily inform people about news and other updates added to the Town website.			100%
76	● 4.Create orientation and onboarding process for board/committee members, and provide training as necessary to regulatory boards.	Town Clerk presented training slides to BOS on 8/28/23.	Town Clerk held training sessions with all regulatory boards, and additional non-regulatory boards as requested.			100%
77	■ GOAL 10: Address Climate & Coastal Resiliency Challenges	Progress Update 1	Progress Update 2	Progress Update 3	Progress Update 4	100%
78	● 1.Release RFP and procure consultant services for development of Coastal Resilience Plan.	Coastal Resiliency Adv. Committee drafted RFP for consultant to develop CRP, which was released in January.	Consultant team (SCAPE, Woods Hole Group, EDR) selected in April 2024 and will commence work on teh CRP in May 2024.			100%
79	● 2.Conduct at least two public outreach sessions focused on the Coastal Resilience Plan.	Completed 2 public forums which were well attended. These forums provided updates on the CRP and ongoing Town resiliency projects, including how the Town prepares for and responds to coastal storms; also addressed storm preparedness and how homeowners can avoid impacts from hazardous chemicals in the event of flooding.	Town staff also worked with Cape Cod Commission to host two public workshops: 1) June 2023 to identify priority low-lying road segments in Town, 2) April 2024 to present and discuss alternative resilience solution for those segments.	In addition to community outreach with the CRP consultant team, the CRAC plans to continue bimonthly public forums to disseminate important information and take public input on climate resilience issues.		100%
80	● 3.Improve public access to and awareness of coastal resiliency information and resources.	Public forums described above were very well attended, through word-of-mouth, promotion by CRAC members and Town staff, and Town's social media outreach.	Coastal Resilience page on Town's website was improved and updated with coastal resiliency studies, resources, and related Town projects.			100%

Status	Goal	Updates	Updates 2	Updates 3	Updates 4	% Completed
81	● 4.Continue progress on Ryder St. Dune Enhancement Project.	With CZM Coastal Resilience grant funds, developed a monitoring and maintenance plan for the dune and construction specification documents to prepare for bidding.	Working with DEP Ch. 91 program and Town's contracted surveyor to determine Ch. 91 jurisdiction and finalize licensing process.			100%
82	● 5.Advance Long Point DiKe Modification Project.	Feasibility Cost Sharing Agreement between US Army Corps and Town has been signed for the feasibility study. Payment has been submitted from the Town for our initial share of costs.	US Army Corps' studies will commence in May 2024, and will include public meetings to provide updates and receive comments and input.			100%
83	● 6.Continue efforts around sediment and shoreline management.	With CZM Coastal Resilience grant funds, continued work with Center for Coastal Studies and counterparts in Truro, Wellfleet, and Eastham to develop regional sand management program for beach nourishment projects and develop a public intermunicipal shoreline management data portal.	Finalized conceptual design solutions for dune enhancement to protect low-lying road segment along Commercial Street (Rte. 6A) from Snail Road to the Truro town line.			100%
84	● 7.Develop a short-term mitigation plan to reduce the risk of flooding in low-lying areas impacted by storms in December 2022, including outreach to property owners in these areas to discuss short-term mitigation options to better protect their property and their neighbors' properties during coastal flooding events.	Shared resources and built communication with those in affected areas of Town.	Developed database of photos from coastal storms and flooding which will aid in getting grant funding and performing analysis during the development of the coastal resilience plan and projects that will follow.	CIP funds approved at 2024 Annual Town Meeting for continued short-term resilience efforts - this may include purchasing a sandbag machine, or deployable barriers that can be installed in areas where storms are projected to hit.		100%
85	● <b>GOAL 11: Implement Public Health &amp; Behavioral Health Programming</b>	<b>Progress Update 1</b>	<b>Progress Update 2</b>	<b>Progress Update 3</b>	<b>Progress Update 4</b>	<b>100%</b>
86	● 1.Implement ARPA-funded Outer Cape regional health and wellness programming in support of behavioral health with the towns of Eastham, Wellfleet, and Truro.	ARPA Update: Outer Cape Health Services (OCHS) offered Provincetown department heads a 'soft roll-out' introducing clinical contractors hired through the Outer Cape's ARPA grant, hosted by the Health Department on February 28th and presented by Brianne Smith, Director of Behavioral Health. The presentation included our contracted Navigator staff from OCHS, introducing Kerry Cox (RN) and Cassie Baker (LCSW) as clinical supports available to town staff to make referrals. Attendance included the Police Department, COA, Recreation, Library, the Housing Office, Tim Famulare as Director of Community Development and Dan Riviello for the Administration. A PSA published to the News Story on the Town website also to be promote it on social media.	4/18/24: Health emailed flyer created for town department heads to be aware of the regional shared clinical "town nurse" and behavioral health "town therapist" resources available through the ARPA-funded program awarded to the Outer Cape Health departments, to share with staff along with the 'referral form' to put in your request for follow up or services. Information also posted to <a href="https://www.provincetown-ma.gov/1389/Provincetown-Public-Health-Programming-FY25-Mental-Health-and-Substance-Use-Navigator-contract-to-go-out-to-OCHS-vendor,-increasing-Provincetown-coverage-from-current-.3-FTE-to-.5-FTE-coverage">https://www.provincetown-ma.gov/1389/Provincetown-Public-Health-Programming-FY25-Mental-Health-and-Substance-Use-Navigator-contract-to-go-out-to-OCHS-vendor,-increasing-Provincetown-coverage-from-current-.3-FTE-to-.5-FTE-coverage</a> .			100%

Status	Goal	Updates	Updates 2	Updates 3	Updates 4	% Completed
87	 2. Collaborate with local health and wellness organizations and non-profits to promote public health messaging for the LGBTQ+ and larger community.	Health Department social media account shares local, regional, MA DPH and CDC agency posts in support of health, wellness and positivity messaging for LGBTQ+ and all communities. Health participates in Quarterly Health and Prevention Services group meetings with ASGCC, OCHS and Helping our Women, attends the COA Health and Human Services roundtables. Health Department contracts support the community with Yoga for addiction recovery, Crystal Free SUD recovery peer groups, Navigator and HPC community support liaison, and collaborates as part of the "OC Wellness" group with branding launched FY24. See <a href="https://www.provincetown-ma.gov/1459/OC-Wellness">https://www.provincetown-ma.gov/1459/OC-Wellness</a>	June 6, 2024 Health Fair: Barnstable County public health nurses will offer free metabolic screenings (BP, glucose, cholesterol), bone density screening, and tick/summer sun risk reduction information for the community of residents and seasonal workforce. The fair will include STI risk reduction (TNT) programs with OCHS. Other partner agencies with fair stations will include ASGCC, VNA, Sustainable CAPE, Independence House, Lower Cape Outreach Council, our own COA, Housing Office and Outer Cape Community Solutions. Additionally, the Latinx ambassador has been invited and 4Cs will be present with promotion for grant-funded careers in healthcare and behavioral health specific to the Lower/Outer Cape region. PSAs to start going out in May. Resources offered are grounded in the social determinants of health to promote wellness, nutritional education and access to healthy foods across the LGBTQ+ and larger Provincetown and Outer Cape communities.			100%
88	 3. Assess need for additional staff capacity within the Health Department.	This has been assessed. There is a new inspectional position in Truro, trained by Lezli, that is shared with Provincetown.	Expand inspectional capacity with three -pronged plan: i. Onboard existing staff for inspecting low risk establishments. ii. Launch formal sub-regional pilot restaurant inspections with Truro health staff. iii. Expand use of County regional inspector assigned to food establishments weekly in Provincetown.			100%
89	  <b>Other Notable Items &amp; Achievements</b>	<b>Progress Update 1</b>	<b>Progress Update 2</b>	<b>Progress Update 3</b>	<b>Progress Update 4</b>	<b>98%</b>
90	 1. Modernizing & Securing Provincetown's elections	Town Clerk's Office developed plan to transition to an electronic vote tabulator.	New tabulators purchased, training completed, and they are now in place for Town and State/Federal elections.			100%
91	 2. Improving Crosswalk Safety	Staff proposed plan to eliminate the slippery solid yellow crosswalks on Bradford St.	Public Hearing held in March 2024 and new crosswalk design and slip-resistant coating will be implemented in spring 2024.			100%

Status	Goal	Updates	Updates 2	Updates 3	Updates 4	% Completed
92	● 3. Enhancing the Town's Response to Storm Events	Conservation, Community Development, DPW, Police, Fire, Administration, and other Town staff now regularly coordinate with each other and residents ahead of storm events.	During storm events, staff are on site to monitor conditions, ensure residents and properties are protected, and work to quickly address issues and perform cleanup after storms have ended.			100%
93	● 4. Creating Temporary Seasonal Housing at 26 Shank Painter	After police operations moved to 2 Jerome Smith, and instead of having the building sit dormant until demolition, we worked to convert the building to seasonal housing for Community Service Officers this summer.				100%
94	● 5. Advancing Housing-Related Bylaws	Created, built support for, and had 2 STR regulations passed at Special Town Meeting as well as a Zoning Bylaw to ban fractional ownership.	All 3 of these bylaws were approved by the Attorney General's Office and took effect in April 2024.			100%
95	● 6. Supporting the Scholarship Fund	Proposed and had passed at Annual Town Meeting a \$50,000 contribution to the Town's scholarship fund.				100%
96	● 7. Expanding Support for Year-Round Businesses	Proposed and had passed at Annual Town Meeting an additional \$50,000 for the town's Economic Development Grant program.	These additional funds will be used to expand the program to more clearly apply to not only new businesses, but to support and sustain year-round businesses as well.			100%
97	● 8. Completing Town Hall Carpet Upgrades	Successfully completed a carpet replacement project on the main floor of Town Hall to beautify office and meeting room spaces.				100%
98	● 9. Launching Overdose Prevention Campaign	Provided funding and partnered with the AIDS Support Group of Cape Cod on an overdose prevention campaign and to offer free fentanyl test strips in town and at bars/clubs to protect residents and visitors.	Installed Narcan boxes at Town Hall and other Town buildings and trained staff on how to use it in response to an overdose.			100%
99	● 10. Implementing Additional Police Training	Assistant Town Manager, Deputy Police Chief, and DEI Director worked closely together to identify resources for additional training for our police department.	All police officers as well as telecommunicators attended a full day "Bias Free Policing" training at the new station on April 23 and 24.			100%
100	● 11. Developing Emergency Response Training for Town Staff	In response to staff requests, we worked with the Deputy Police Chief to create emergency response/active shooter training that was informative and appropriate for Town staff.	Library staff were the first to receive this training in February 2024, and Council on Aging and Recreation staff will receive the training in early May.	Will continue to roll this out to all departments this summer and fall.		75%
101						
102						
103						
104						
105						

	Status	Goal	Updates	Updates 2	Updates 3	Updates 4	% Completed
106							
107							
108							
109							



# Town of Provincetown

## Town Manager

### Performance Appraisal

Town Manager:	Alex B. Morse
Performance Evaluation Period:	FY 2024
Review Date:	May 2024
Submitted By:	Select Board-Collective Scores

The chart below is a compilation of the goal ratings by the individual Select Board Members. The overall weighted ratings were averaged, and that number rounded to the nearest whole to obtain the overall rating and merit increase recommendation.

#### SECTION 1: SUMMARY

		Weight	Member Ratings from Column E					Weighted Goal Rating by SB Member
Goal 1:	Improve Government Operations	12%	0.48	0.48	0.36	0.48	0.48	<b>0.46</b>
Goal 2:	Support & Promote Year-Round Housing	12%	0.60	0.60	0.48	0.48	0.60	<b>0.55</b>
Goal 3:	Improve Roadway Safety & Parking	7%	0.28	0.28	0.14	0.21	0.28	<b>0.24</b>
Goal 4:	Achieve & Maintain Strong Town Finances	8%	0.40	0.32	0.24	0.32	0.32	<b>0.32</b>
Goal 5:	Advance Municipal Water & Sewer Infrastructure	11%	0.55	0.44	0.44	0.44	0.55	<b>0.48</b>
Goal 6:	Invest in Public Facilities and Town Properties Promote	8%	0.32	0.32	0.24	0.32	0.32	<b>0.30</b>
Goal 7:	Diversity, Equity, & Inclusion	8%	0.32	0.32	0.24	0.44	0.24	<b>0.27</b>
Goal 8:	Complete Critical Town Planning Milestones	8%	0.40	0.32	0.40	0.32	0.40	<b>0.37</b>
Goal 9:	Improve Communications & Community Engagement	11%	0.55	0.55	0.44	0.44	0.44	<b>0.48</b>
Goal 10:	Address Climate & Coastal Resiliency Challenges	8%	0.40	0.32	0.32	0.24	0.32	<b>0.32</b>
Goal 11:	Public Health & Behavioral Health Programming	7%	0.35	0.28	0.35	0.21	0.35	<b>0.31</b>
Goal 12:			<b>4.65</b>	<b>4.23</b>	<b>3.65</b>	<b>3.70</b>	<b>4.30</b>	
Overall Weighted Ratings of Goals by SB Members from Column E:								
*Average of Overall Weighted Ratings of Goals from Column E:			<b>4.11</b>					



## **7E2. TOWN MANAGER DISCUSSION/RECOMMENDATIONS:**

- A. Maintain the five mutually agreed up goals in an accessible/restricted format in SMARTSHEETS or Google Sheets so that the SB can observe the ongoing progress of the goals throughout the rating period.
- B. Research on 3-scale vs 5-scale scoring system. A 3-scale scoring system offers only three options to choose from, while a 5-scale scoring system provides five options, meaning the 5-scale system allows for more nuanced responses and better captures a wider level of performance compared to the 3-scale system; generally, a 5-scale is considered more preferred for most situations due to its greater granularity.

Key points:

**Granularity:** A 5-scale system provides more detail by offering more points to choose from, allowing for finer distinctions between different levels.

**Ease of use:** While a 3-scale system is simpler to understand, it may not be sufficient to accurately capture complex performance levels.

**Data quality:** Studies suggest using more than three points on a scale generally leads to more reliable and valid data.

Example scenarios:

**3-scale:** 1 = Does Not Meet Expectations, 2 = Meets Expectations, 3 = Exceeds Expectations

**5-scale:** 1 = Does Not Meet Expectations, 2 = Partially Meets Expectations, 3 = Meets Expectations, 4 = Exceeds Expectations, 5 = Greatly Exceeds Expectations

- C. Establish a scoring system similar to Provincetown, where the overall rating by all board members equates to a percentage-based merit increase. For context, the Town's contract employees are not subject to step increases as are all other Town Employees. Example of a possible scoring system: a median score of 2 equates to a 2% merit increase. If the median score is a 2.3, then the merit increase would be 2.3%. If the median score is less than 2 (meets expectations), then no merit increase is awarded.



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** January 14, 2025

**ITEM:** Discussion and Possible Vote on 2024 Annual Town Report Cover, Theme and Dedication

**EXPLANATION:** Each year staff requests suggestions from the Board for a cover/theme for the Annual Town Report and for the report dedication. Previous covers and themes have included Puma Park, town beaches, the Pamet River, and the elders of the community. Prior dedications of the book have been to community members or staff members for years of service or community groups and businesses. Staff offers that one idea for theme and cover could be “Truro’s Pets” featuring some of Truro’s non-human community members.

The Board held a preliminary discussion to start brainstorming for the cover, theme and dedication. Staff invited suggestions from the community on possible themes, covers and dedications.

The list of individuals who passed in 2024 and resignations/ retirements, as well as any community suggestions that are received, will be provided at the meeting for Board’s consideration for possible dedication.

**IMPACT IF NOT APPROVED:** If the cover is not decided upon at this meeting it can be determined at a later meeting. The Annual Town Report must be ready two weeks before the Annual Town Meeting.

**SUGGESTED ACTION:** *Discussion OR MOTION TO approve \_\_\_\_\_ as the cover and theme for the 2024 Annual Town Report and to dedicate the 2024 Annual Town Report to \_\_\_\_\_.*

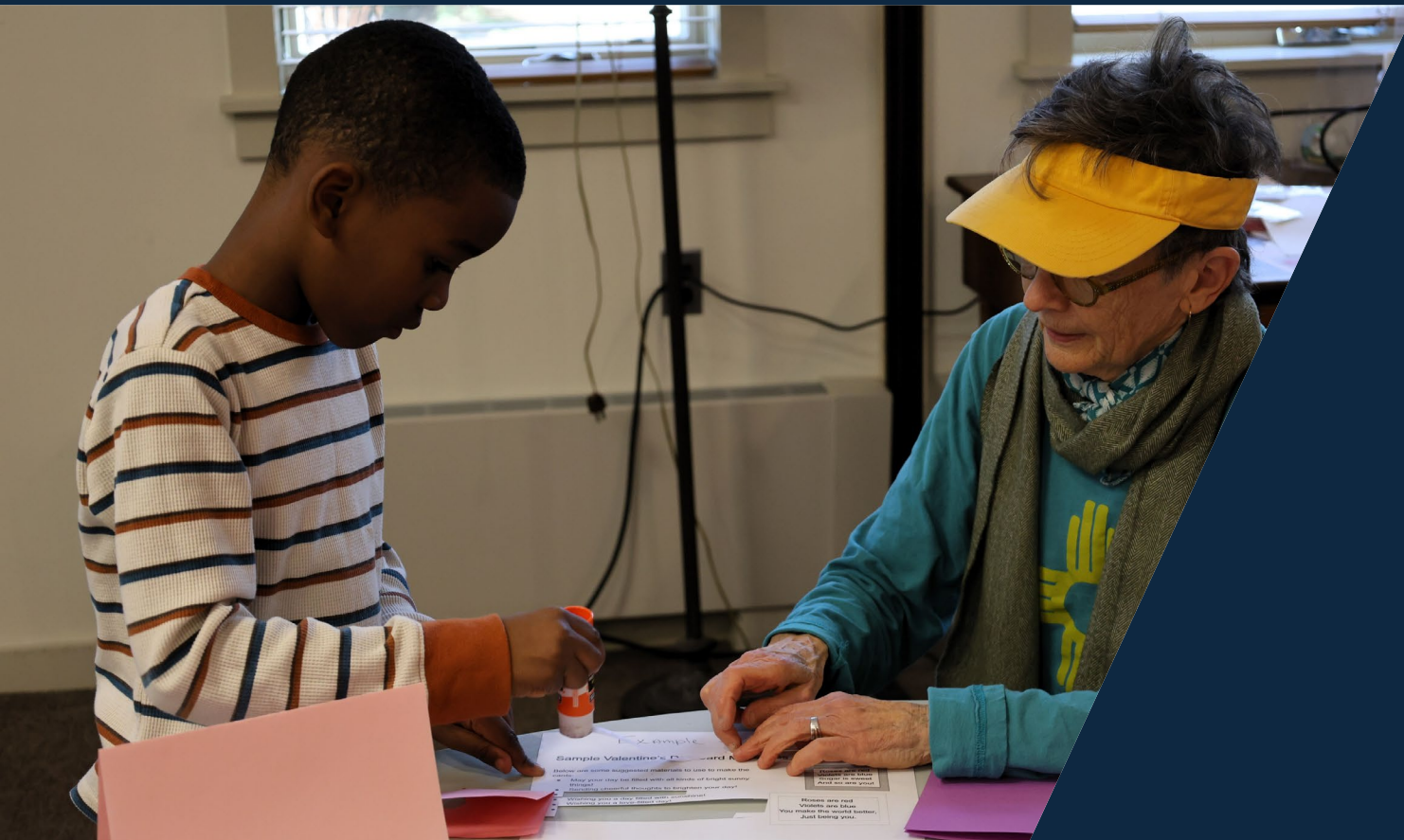
**ATTACHMENTS:**

1. 2023 Annual Town Report Cover and Dedication



Agenda Item: 7F1

# *Town of Truro 2023 Annual Town Report*







# In Dedication to Our Community's Caregivers

This year, the Town of Truro dedicates its annual report to the remarkable caregivers within our community, whose tireless efforts can often go unnoticed yet have a profound effect. We honor the dedication across all spectrums of care – from the tender support of family members and friends to the specialized expertise of healthcare professionals – all of whom enrich the lives of others. Whether providing respite, offering comfort in hospice care, nurturing our youngest through childcare, empowering individuals with disabilities, providing support as live-in caregivers, or navigating the challenges of memory-related conditions-your commitment and dedication serve as a guiding light of hope and comfort.

Additionally, we honor three local restaurants that are closing or changing hands after decades of serving our community with warmth and hospitality. These establishments have been more than just places to eat; they've been integral parts of our town's identity, where friendships were forged, memories were made, and stories were shared. Though these restaurateurs are moving on, their legacies are lasting in Truro's rich history.

To all who serve this community, whether through caregiving, entrepreneurship, or any other endeavor, we express our gratitude for your dedication to Truro. You are the lifeblood of our town.

**PHOTO CREDITS:** Katie Riconda, Communications and Marketing Coordinator and Truro Police and Fire Department









# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** January 14, 2025

**ITEM:** Approval of Renewal of 2025 Annual Business Licenses:

- Savory on the Cape, Inc.

**EXPLANATION:** These licenses are under the authority of the Select Board as the Local Licensing Authority. If you approve the licenses for renewal, the licenses will be issued only upon compliance with all regulations, receipt of the necessary fees, and proof of taxes paid in full for the fiscal year. There were no reported issues with these establishments in 2024.

Mass General Law	Licenses & Permits Issued by Select Board	Names of Businesses
Chapter 140 § 2	<b>Common Victualer</b> (Cooking, Preparing ,and Serving food)	<b>Savory on the Cape</b>

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

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

**SUGGESTED ACTION:** *Motion to approve the 2025 Common Victualer License for Savory on the Cape upon compliance with all regulations and receipt of the necessary fees.*

**ATTACHMENTS:**

1. Renewal Application for 2025: Savory on the Cape-Common Victualer



## Town of Truro Board of Health

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

HEALTH DEPARTMENT  
TOWN OF TRURO

JAN 08 2025

RECEIVED BY:

### APPLICATION FOR FOOD SERVICE - COMMON VICTUALER

**Name of Business:** SAVORY on the CAPE

☐ New

☒ Renewal/No Changes (Skip to Section 3)

#### Section 1 - License Type

Type of License: ☐ Food Service

☒ Common Victualer (\$50) ✓

Type of Food Service Establishment: ✓

☒ Food Service (restaurant or take out)/ \$75

☐ Retail Food (commercially prepared foods)/ \$15

☐ Residential Kitchen \$25

☐ Bed & Breakfast w/Continental Breakfast

☒ Catering/ \$50 ✓

☒ Manufacturer of Ice Cream/Frozen Dessert / \$10 ✓

☒ Bakery \$10 ✓

PAID  
#5601  
ALL INCLUSIVE  
PAYMENT

#### Section 2 - Business/Owner/Manger Information

**Federal Employers Identification Number (FEIN/SS)** [REDACTED]

**Business Name:** SAVORY on the CAPE INC

**Owner Name:** DIANE & BILL COSTA

**Email Address:** [REDACTED]

**Mailing Address:** PO BOX 690, TRURO, MA 02666

**Phone No:** [REDACTED]

#### Section 3 - Business Operation Details

**Number of Seats:** Inside: 39 Outside: VARIES **Number of Employees:** 30

**Length of Permit:** ☒ Annual ☐ Seasonal Operation

**Hours of Operation:** 7am To 10pm

**Days Closed Excluding Holidays:** \_\_\_\_\_

**If Seasonal: Approximate Dates of Operation:** \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

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

**Name:** DIANE COSTA

**Email Address:** [REDACTED]

**Mailing Address:** PO BOX 690 / TRURO / MA 02666

**Phone No:** [REDACTED]

**24 Hour Emergency:** [REDACTED]



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/07/2025

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

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

<b>PRODUCER</b> Automatic Data Processing Insurance Agency, Inc.  1 Adp Boulevard Roseland  NJ 07068	<b>CONTACT NAME:</b> Automatic Data Processing Insurance Agency, Inc. <b>PHONE (A/C No. Ext):</b> 1-800-524-7024 <b>FAX (A/C No):</b> <b>E-MAIL ADDRESS:</b>  <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Twin City Fire Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	<b>NAIC #</b> 29459
<b>INSURED</b> Savory On The Cape Inc  316 Route 6  Truro  MA 02666		

**COVERAGES****CERTIFICATE NUMBER:** 4049780**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						EACH OCCURRENCE \$ AGGREGATE \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A N	76WEGGE5186	04/09/2024	04/09/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

**CERTIFICATE HOLDER****CANCELLATION**Town of Truro, Attn: Noelle Scoullar  
24 Town Hall Road

Truro

MA 02666

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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

[www.mass.gov/dia](http://www.mass.gov/dia)

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

**Applicant Information**

**Please Print Legibly**

Business/Organization Name: SAVORY on the Cape INC

Address: 316 Route 6

City/State/Zip: TRURO / MA / 02666 Phone #: [REDACTED]

**Are you an employer? Check the appropriate box:**

1. ☒ I am an employer with 30 employees (full and/or part-time).\*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity.  
[No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

**Business Type (required):**

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

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

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

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

Insurance Company Name: TWIN City Insurance Co

Insurer's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Policy # or Self-ins. Lic. # 76WEGGE5186 Expiration Date: 4/09/2025

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

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

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

Signature: [Signature] Date: JAN 6, 2025

Phone #: 508 237 0647

**Official use only. Do not write in this area, to be completed by city or town official.**

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

**Issuing Authority (circle one):**

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office  
6. Other \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_



**TRURO FIRE RESCUE**  
**Truro Public Safety Facility**  
**344 Route 6 Truro, MA 02666**

**FIRE PROTECTION SYSTEMS**  
**ANNUAL TEST REPORT**

BUSINESS NAME: SAVANT on the Cape

OWNER/MANAGER: Diane Costa

ADDRESS: 316 RT 6 Truro 02666 POB690

PHONE #: [REDACTED] NUMBER OF UNITS: 1

CONTACT PERSON: Diane Costa

ADDRESS: POB690 Truro MA 02666

TESTING COMPANY: Long Point Electric LLC

TESTING ELECTRICIAN/TECHNICIAN: James J Meads JR

COMPANY PHONE #: 508-887-2056 HOME PHONE #: \_\_\_\_\_

LICENSE #: 17239A

The fire protection system (s) including, but not limited to, (Sprinkler Systems) (Range Hood Systems) (Fire Extinguishers) (Type I II III Fire Alarm Systems) (C.O. Detectors) at the above mentioned business address, were tested, (CERTIFIED) the add parts of the systems, were found to be, or corrected to be, fully operational.

COMMENTS: \_\_\_\_\_

DATE OF CERTIFICATION: 11/6/25 BY: James J Meads JR  
Signature of Licensed Electrician

**THIS REPORT MUST BE FILLED OUT AND SUBMITTED, PRIOR TO THE ISSUANCE OF, OR RENEWAL OF A LICENSE TO OPERATE WITHIN THE TOWN OF TRURO.**



## Service Report

Work has been completed

**Request ID:** 3740936

**Date:** 1/6/2025

**Specialist:** Rob Migneault

**Customer:** 100092790

**Work Order #:**

SAVORY ON THE CAPE  
316 STATE HWY 6 ALT  
02666 TRURO MA  
UNITED STATES

**Work Requested:** Dish Machine - - needing door channels and inspected


**Comment:** machine operates in all functions and is sanitizing properly

### Equipment Serviced

### Labor:

Line Code Description	Quantity	Work Date
Labor - Travel	0.01	1/6/2025
Total Labor Time	0.03	1/6/2025
	<b>0.04</b>	

### Customer Acknowledgement

Customer Signature:		Printed Name: Costa Date: 1/6/2025 2:58:16 PM
---------------------	---	--

### Terms & Conditions

The equipment described on this Service Report may include equipment that is owned by InnoServ or an affiliate and has been provided to Customer free of charge (collectively, "Loaned Equipment"). The equipment described on this Service Report may include equipment that is owned by InnoServ or an affiliate and has been provided to Customer free of charge (collectively, "Loaned Equipment"). Loaned Equipment does not include: (a) Customer-owned equipment, (b) equipment that has been sold to Customer by InnoServ or an affiliate as evidenced by a fully executed bill of sale or other definitive written agreement between the parties, or (c) any equipment that is subject to a written lease agreement between InnoServ or an affiliate and Customer. InnoServ or an affiliate owns all Loaned Equipment, and Customer has no interest whatsoever in the Loaned Equipment, including a leasehold interest, other than a temporary right to possession which may be revoked by InnoServ or an affiliate at any time, for any reason. InnoServ or an affiliate agrees to maintain the Loaned Equipment in proper working order, and Customer agrees to use in the Loaned Equipment only products supplied by InnoServ or an affiliate. Customer shall be liable for damage to or destruction of the Loaned Equipment, beyond normal wear and tear, while it is in Customer's possession. Customer agrees to maintain property, casualty, and general liability insurance in amounts sufficient to (1) cover the replacement cost of the Loaned Equipment in the event that the Loaned Equipment is destroyed or damaged by fire, wind, theft, vandalism, or similar occurrence; and (2) pay any personal or property damage claim brought in connection with Customer's use of the Loaned Equipment, up to \$1 million per occurrence. Customer agrees to pay all personal property taxes assessed upon the Loaned Equipment. Customer agrees to indemnify, defend, and hold InnoServ and its affiliates harmless from any claim brought against InnoServ or its affiliates in connection with Customer's use of the Loaned Equipment. InnoServ or its affiliates makes the Loaned Equipment available to Customer "as is" with no warranties, either express or implied. INNOSEV AND ITS AFFILIATES DISCLAIM ALL WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. If InnoServ or an affiliate, in its sole discretion, revokes Customer's temporary right to possession of the Loaned Equipment, Customer agrees to make the Loaned Equipment available for pick up by InnoServ or an affiliate during regular business hours upon 24 hours notice of revocation, oral or written, by InnoServ or an affiliate.

The Terms and Conditions of Service available at <https://www.innoserv.com/termsandconditions> are incorporated by reference herein in their entirety and apply to all services provided in connection with this Service Report. InnoServ and its affiliates hereby object to and shall not be bound by any additional, different or conflicting terms provided or proposed by Customer, whether printed or otherwise, in any other communication between the parties (including on any proposal or any of Customer's forms, letter or papers).

# Integrity Total Service, LLC

P.O. Box 974 | Forestdale, MA. 02644  
508-309-9180 | info@integrity-clean.com | www.Integrity-Clean.com

## RECIPIENT:

### Savory

316 Route 6  
Truro, MA 02666  
Phone: 508-487-2225

## SERVICE ADDRESS:

316 Route 6  
Truro, MA 02666

Invoice #29834

Issued	10/15/2024
Due	11/14/2024
Total	\$770.00

## For Services Rendered

Product/Service	Description	Qty.	Unit Price	Total
10/07/2024				
Exhaust Clean	Clean entire kitchen grease exhaust system. 1 Fan 2 Ducts 1 Hood (14 foot) All Filters  All work performed to NFPA 96 code standards	1	\$485.00	\$485.00*
Deep Clean	Clean equipment and floor as instructed.	1	\$285.00	\$285.00*

*PA CH 5586*

Total

\$770.00

\* Non-taxable

Thank you for your business!

# CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: DIANE COSTA

Certificate Number: 6312666

Date of Completion: 4/26/2023

Date of Expiration: 4/26/2028



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

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

Issued By:



Massachusetts Restaurant Association  
333 Turnpike Road, Suite 102  
Southborough, MA 01772  
508-303-9905  
[www.massrestaurantassoc.org](http://www.massrestaurantassoc.org)



800.765.2122  
[www.restaurant.org](http://www.restaurant.org)



# TAP SERIES, LLC

## *Certificate Of Achievement*

*This is hereby certified that on*      **01/02/2024**

**Diane Costa**

*having successfully completed  
the course of study*

**Approved Manual Choke Saving Procedures Training**

This certificate is only valid for the person printed above.

**This certificate expires on 01/02/2027**

*Sandra Kovach*

Sandra Kovach, Managing Member

**CSPT01958**

*Rose Lise Obetz*

Rose Obetz, PhD.

TAP Series © [www.tapseries.com](http://www.tapseries.com)  
To verify, go to [www.tapseries.com/verify](http://www.tapseries.com/verify)



# ServSafe® CERTIFICATION

## DIANE COSTA

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination,  
which is accredited by the American National Standards Institute (ANSI)—Conference for Food Protection (CFP).

23881055

CERTIFICATE NUMBER

10795

EXAM FORM NUMBER

4/26/2023

DATE OF EXAMINATION

4/26/2028

DATE OF EXPIRATION

Local laws apply. Check with your local regulatory agency for recertification requirements.



#0655

Sherman Brown  
Executive Vice President, National Restaurant Association Solutions



Select Board Meeting Minutes

## **Consent Agenda Item: 9D1**

August 27, 2024, Meeting

Via Zoom Platform (Hybrid)

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

Select Board Members Absent: None.

Others Present: Darrin Tangeman-Town Manager; Kelly Clark-Assistant Town Manager; Jarrod Cabral-DPW Director; Damien Clements (Director of Community Services); Michelle Peterson (Deputy Director of the Council on Aging); Annemarie Palheiro (Council on Aging Transportation and Activities Coordinator); Richard Pask (Truro Resident); Dennis O'Brien (Truro Resident); Michael Forgione (Truro Resident); Dan Smith (Chair of Shellfish Advisory Committee); Chris Lucy (Truro Resident)

Chair Areson opened the meeting at 5:02 pm and read aloud the information for members of the public to join the meeting.

### **EXECUTIVE SESSION MINUTES REPORT**

Chair Areson reported the board had voted to approve and release the minutes of May 28, 2024, and to approve and hold the minutes of July 9, 2024, due to ongoing litigation.

### **PUBLIC COMMENT**

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

Chair Areson made the first public comment to recognize a vote taken at the previous meeting to lease 71 North Pamet Road, which had been donated through an estate to the Truro Conservation Trust. The property will be used to house public safety workers. Chair Areson thanked the Conservation Trust and Town manager and acknowledged this is a model other public and private interests are also following.

Chair Areson recognized the following individuals who made public comments: Richard Pask who reported he had not received the death certificate for his wife that he had requested from the town clerk six weeks prior and has not received an estimate for when it will be available; Dennis O'Brien who expressed support for the location and plan for the DPW project and urged the board to narrow the vote to two candidates for the committee; Michael Forgione who reported he was unable to find the minutes for meetings after the spring (May) and requested guidelines for the release of meeting minutes, including where they are shown and when they are approved.

Chair Areson suggested and all board members agreed to table two items on the agenda: the interviews and appointment of members to the Ad Hoc Building Committee (5B) was tabled until September due to confusion over the number of vacancies and applicants; the vote to authorize release funds from the Dennis Family Gift Fund for the property at 296 Route 6, Truro (8B) due to legal issues involving the owners of the property that must be researched.

### **PUBLIC HEARINGS**



Chair Areson introduced Dan Smith, chair of the Shellfish Advisory Committee, to discuss proposed amendment of regulations for commercial aquaculture licenses. Vice-Chair Weinstein made a motion to open the Public Hearing and Member Girard-Irwin seconded the motion.

Dan Smith reported that there are currently 23 acres being used for aquaculture in the Cape Cod Bay by five Truro residents as their part time businesses. Five acres are still open for a new farmer. The Shell Fish Advisory Committee would like to amend the recreational shellfishing rules and regulations to bring consistency to language and reduce challenges to the process of becoming a farmer. Current grants given to individuals cannot be transferred to a new farmer and the committee would like to amend paragraph thirteen to allow existing licenses to be sublet or transferred, which would eliminate the involvement of state and federal governing bodies.

Questions were asked about the consistency in title for the Harbor Master/Shellfish Constable, which were determined to be two different titles, and it was decided to use only the title Shellfish Constable. Clerk Medoff asked about the removal of language about protection of sea turtles, which Dan Smith stated was included by a former chair and was proved to not be beneficial. Section 27 also amended the fees to be consistent with the public hearing fee to cover the cost to put in notices for meetings.

Vice-Chair Weinstein made a motion to close the Public Hearing. Member Girard-Irwin seconded the motion. A unanimous vote closed the Public Hearing.

**Clerk Medoff made a motion to approve the revised regulations for commercial aquaculture licenses as presented.**

**Member Girard-Irwin seconded the motion.**

**Discussion: Dan Smith requested a discussion whether to revise the nomenclature of the Shellfish Constable. Town Manager Tangeman remarked it could be put into the motion for town administration to advise the amended nomenclature.**

**Clerk Medoff amended her previous motion to approve the revised regulations with the recommendation of ensuring the nomenclature for the Shellfish Constable as advised by town administration.**

**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.**

### **INTRODUCTION TO NEW EMPLOYEES**

- A. Introduction to Council on Aging New Employee: Anne Marie Palheiro, Transportation and Activities Coordinator

Presenter: Damien Clements, Director of Community Services

Damien Clements introduced the new Council on Aging Transportation and Activities Coordinator. The new coordinator introduced themselves to the community. The new employee were welcomed by the Members.

#### **BOARD/COMMITTEE/COMMISSION APPOINTMENTS**

- A. Amendment of appointment of the Alt #2 Ad Hoc Walsh Committee: John Winder

Chair Areson noted an error made at the previous meeting when the incorrect name was recorded and called for a vote to reconsider the August 13, 2024, agenda item 7A to appoint the Alt #2 Ad Hoc Walsh Committee. The roll call vote was unanimous.

**Chair Areson made a motion to appoint John Winder as the Alt #2 Ad Hoc Walsh Committee for a one-year term, which will expire in August 2025.**

**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.**

#### **STAFF/ COMMITTEE UPDATES**

- A. Owner's Project Manager (OPM) for Final Design, Engineering, and Construction Administration of the New Department of Public Works Facility Update

Presenter: Jarrod Cabral, DPW Director

DPW Director Cabral gave an update on the plans and cost estimates by the Ad Hoc Building Committee. The size has been increased to 23,000 square feet, providing space for DPW Administration and Town Hall. The last conceptual design utilized a campus layout. They have been comparing plans and prices to other facilities off-Cape. The OPM selection committee reviewed and rated 6 proposals and identified the top three they recommend to the Town Manager.

During the Phase II Environmental Assessment, borings indicated rates of PFAs above drinking water limits that reach about two feet into the ground. They are continuing to test the soil and are waiting for the results. They are exploring whether removal would be possible or if they could cap and monitor the area.

The OPM committee will advocate for the town to reduce the cost per square foot. Jarrod Cabral, DPW Director, emphasized the importance of the OPM to the process to control costs and evaluate pricing. They have three candidates for the OPM and are working to ensure the DPW is able to meet the needs of the town cost effectively.

## **SELECT BOARD ACTION**

### **A. Review and Possible Approval of the Affordable Housing Trust Fund for Cloverleaf Development**

Presenter: Ted Malone, Developer with partners Tiffany Lung and Raina Crowley

Developer Ted Malone and Tiffany Lung provided a synopsis of Community Housing Resources (CHR) and the plans for the Cloverleaf Development, including an update for the funding that had been secured for the project planned to be complete by the end of the year.

Developer Ted Malone reported that the Cape Light Compact has been discontinued and the funding, a total of \$2.2 million, is no longer available, reducing the 7% funding from green incentives to 1%. They are requesting \$200,000 from the Truro Affordable Housing Trust Fund, in addition to the \$800,000 that has already been approved. The estimated cost for the town is \$44,000 per unit. The designs and timeline for the project has not changed.

Ted Malone confirmed that they cannot continue the project without replacing that funding and they are attempting to work with Senator Julian Cyr's office. Other funding expires at the end of this calendar year and they agreed to explore whether an extension is possible. Robert Weinstein-Vice Chair suggested contacting Governor Healey's office and lobbying to provide funding for the housing crisis.

**Vice-Chair Weinstein made a motion to approve the additional \$200,000 in Affordable Housing Trust Fund to the Cloverleaf Housing Project that will be distributed depending on funding from other sources and approval of the Town Manager, as the chief procurement officer.**

**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. Review and Possible Approval Demolition of the Walsh Cottages and Out Buildings**

Presenter: Jarrod Cabral, DPW Director

DPW Director Cabral reported that seven cottages and seven out buildings remain on the property and they are applying for demolition permits for each parcel. The Historical Commission will have twelve months to review whether the homes can be restored.

**Member Girard-Irwin made a motion to approve the demolition and removal of the cottages and out buildings remaining on the Walsh property and authorize staff to prepare applications for demolition and other documents needed for removal.**

**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.****TABLED ITEMS**

None

**SELECT BOARD REPORTS/COMMENTS**

Member Girard-Irwin reported that she is looking at the town objectives, for which she is the ambassador, and is working with town staff and the Cultural Council in establishing a designated cultural district. She attended Truro Cultural Council Meeting and has a scheduled meeting with Barbara Carbone to find out next steps. She has also been working with Clerk-Medoff on community engagement and has gathered individuals to create community led forums, a roundtable with committee board and chairs scheduled for September 23, 2024. Member Girard-Irwin engaged in liaison activities, attending Board of Health meetings, the OPM Selection Committee for the DPW Project, the Cape Cod Commission Public Hearing for the Truro local comprehensive plan, the listening sessions for the Part Time Resident Committee, and the Planning Committee on Signs. She will attend the upcoming Provincetown Sewer Plant Treatment meeting. She held office hours at Town Hall on August 29, September 5, and September 19, and at the Transfer Station on September 14 and October 5. During these office hours she heard individuals discussing the hiring of the Library Director and the Community Board hearings. Some also discussed the noticeable graffiti in town.

Member Rein wished everyone a happy Labor Day and reminded them to be patient with all of the people and animals still in town while we wait for the streets to become quieter.

Vice Chair Weinstein reported he attended meetings for the OPM Committee where the top three candidates to be interviewed were identified. Vice Chair Weinstein also fulfilled his role as liaison for the Planning Board, which had a discussion about signage. He held office hours at the transfer station and the farmer's market, but there was not signage so few people spoke to him. One resident who did speak to him also noted the vandalism (graffiti) around town and he hopes the police are aware of the issue.

Clerk Medoff attended the Chapter View Meeting on August 14, 2024, as the liaison. At this meeting members voted on new officers and Clerk Medoff reported there is one position open and an applicant that applied three weeks ago and she would like to get that in the discussion at the next meeting on September 10, 2024. Clerk Medoff reported she also attended the Part Time Resident Committee and the virtual meeting for Women Elected Municipal Officials (WEMO) meeting, at which members discussed building community support around new projects and initiatives. She hopes to attend a meeting at the library on September 12, 2024, led by Jerry Leman, the president of the Fisherman Stewardship Authority (FSA) where he will inform attendees of the effects wind farms may have on the oceans and its wildlife. She acknowledged the Provincetown Waste Water Treatment Plant is on the

same day. The Truro treasures meeting is on September 20, 2024. Clerk Medoff also provided an update for the Zoning Task Force and reported there are five applicants, and any new applicants should apply the end of the month for the Select Board meeting on September 24, 2024. Her office hours were held on August 29, 2024, at Town Hall, August 31, 2024, at the Transfer Station, September 22, 2024 at the Community Center, September 26, 2024 at Town Hall, and September 28, 2024 at the Transfer Station.

Chair Areson reported there is a meeting on September 12, 2024, with the Housing Authority and they will bring in someone from the state to discuss the Municipal Affordable Housing Trust. It will be a joint meeting with the Select Board and the Housing Authority. The Cemetery Commission reported that they have submitted an application to receive a Community Preservation Committee grant that will be used to repair damaged tombstones as indicated by the Chair of the Commission. They are also holding a discussion about utilizing Green Burials with the Climate Action Committee at the library on September 19, 2024, at 6pm. Chair Areson also requested that each Select Board Member reach out to Noelle and Nicole to inform them of the location, date, and time of their office hours.

### **TOWN MANAGER REPORT**

Town Manager Tangeman reminded all attending that the primary election is on September 3, 2024, with early voting will continuing this weekend, as well as the due date for Childcare Voucher applications.

### **CONSENT AGENDA**

Assistant Town Manager Clark reported that Member Girard Irwin had proposed one edit to the letter about South Highland Road to fix a typographical error. Assistant Town Manger Clark will amend this line. The Select Board voted 4-1-0 (with Member Rein abstaining due to her absence from the chambers).

- A. Review/Approve and Authorize Signature: None
- B. Review and Approve Appointment Renewals: None
- C. Review and Approve 2024 Seasonal Business Licenses: None
- D. Review and Approve Select Board Meeting Minutes: None
- E. Next Meeting Agenda:

Work Session: Proposed Date: September 10, 2024 (Town Manager Evaluation; Goals and Objectives Update)

Regular Meeting: September 10, 2024

Joint Meeting with Provincetown Select Board on Water: September 30, 2024, at Truro Community Center

**Chair Areson made a motion to approve the Consent Agenda as printed in the packet with the one editing change suggested by Member Girard-Irwin Member**

**Vice-Chair Weinstein seconded the motion.**

**Roll Call Vote:**

**Vice Chair Weinstein – Aye**

**Member Rein – Aye**

**Clerk Medoff – Aye**

**Member Girard-Irwin - Abstained (absent from chamber)**

**Chair Areson – Aye**

**So voted, 5-1-0, motion carries.**

**Next Meeting Agenda:**

Town Manager Tangeman stated the need for an update on the interviews and appointments for the Ad Hoc Building Committee, for which there remains one full member seat and one alternative member seat. He also reported there will be an executive session request for a possible reorganization discussion.

Town Manager Tangeman reported there are a couple of curb cuts that may be placed on the Agenda. He also requested creating a policy petition for the scanning of records and whether the records should be destroyed or retained once they have been digitized. Records will be accessible via a portal on the town website once fully automated. There may be state laws regarding this position.

Town Manager Tangeman introduced the topic of the cable internet charge review, for which Member Rein reported there is a meeting on Friday August 30, 2024 and hopeful it is part of their agenda and it can be added to the next Select Board Agenda.

Town Manager Tangeman mentioned the multiple meetings being held on September 12, 2024, including the Provincetown Waste Water Tour and the Affordable Housing Trust Fund, at which experts will discuss the changes to the Affordable Housing Bond Bill as a result of legislation. These meetings may conflict with other meetings Select Board members will be attending on that date.

Chair Areson reported details for a hybrid meeting of the Cape Cod National Advisory Commission at Salt Pond Visitor Center on September 9, 2024 at 1pm to discuss fire.

Town Manager Tangeman stated there is a requested executive session and they will meet to schedule that meeting.

Clerk Medoff asked to clarify that the application deadline has passed for the Ad Hoc Building Committee. Town Manager Tangeman stated the application process has been extended to the Wednesday prior to the Select Board Meeting on September 10, 2024.

Chair Areson asked about the interviews of applicants for the Zoning Task Force and the Charter Review Commission. She questioned if they would like to do Zoning Task Force and the Ad Hoc Building Committee at the same time. Clerk Medoff stated that local businesses have requested that the committee for the Zoning Task Force starts after the end of the summer season. She also stated there is an applicant who applied three weeks ago and requested they be added to the agenda for September 10, 2024. There are also CPC applications to be reviewed.

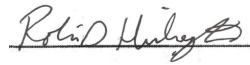
Chair Areson mentioned the need to review and release the Executive Session Minutes, which has not been done in years.

**Chair Areson made a motion to adjourn at 8:51 pm.**

**Clerk Medoff seconded the motion.**

**By unanimous consent, the meeting was adjourned.**

Respectfully submitted,



Robin D. Huibregtse  
Board Support/CPC Coordinator

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Susan Areson, Chair

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Robert Weinstein, Vice Chair

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Nancy Medoff, Clerk

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Stephanie Rein, Member

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Susan Girard-Irwin, Member

**Public Records Material Attachments**

Legal Notice

Application to Serve-Laura English

Application to Serve-John Marksbury

Cape Cod Builders Inc Preliminary Project Schedule

Updated TMCIR Spreadsheet

Memorandum of Lease-71 North Pamet Road

Long Term Lease-71 North Pamet Road

Lease Sketch-71 North Pamet Road

Curb Cut Application

Boundary Survey

Site Clearing Stakeout Worksheet

Current Ad Hoc Zoning Task Force Charge

Draft Revised Ad Hoc Zoning Task Force Charge

Current Ad Hoc Walsh Property Advisory Committee Charge  
Draft Revised Ad Hoc Walsh Property Advisory Committee Charge  
Application to Serve-David Bannard  
Application to Serve-Eileen Breslin  
Application to Serve-Anne (Alexa) Elam  
Application to Serve-Mark Gebhardt  
Application to Serve-Anne Greenbaum  
Application to Serve-Cass Johnson  
Application to Serve-Jonathon Winder  
The Warrant for the State Primary Election on September 3, 2024 (approved by the Board of Registrars on July 31, 2024)  
Official Posting of the State Primary Election Warrant  
Memorandum Regarding the Proposed Schedule for Early In-Person Voting for the State Primary Election from August 24 through August 30, 2024 (approved by the Board of Registrars on July 31, 2024)  
Memorandum Regarding Police Detail for Election Day  
Letter RE: the Estate of Miriam A. Collinson from David C. Nunheimer, Esq.  
Receipt & Release Letter  
M.G.L. Chapter 44, Section 53A  
One-Day Entertainment and One-Day Alcohol License Applications-Center for the Arts at Castle Hill and Edgewood Farm



September 10, 2024, Work Session Meeting

Via Zoom Platform (Hybrid)

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

Select Board Members Absent:

Others Present: Darrin Tangeman-Town Manager; Kelly Clark-Assistant Town Manager

Chair Areson opened the meeting at 1:01 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.

### **QUESTIONS AND EXPECTATIONS OF EVALUATION PROCESS**

Chair Areson stated the Select Board would be discussing the process and timeline for Town Manager Tangeman's evaluation. Town Manager Tangeman had previously shared material with the Select Board members for them to review. Chair Areson polled the board to see what expectations and questions they may have about the process or about the materials and schedule. She also suggested that Town Manager Tangeman review what he had sent for the benefit of the public.

Chair Areson opened up discussion to the Board Members. Member Rein noted each Board Member was asked to come prepared with three of the twenty-eight evaluation criteria selected to include in the evaluation and requested of the other Board Members and the Town Manager that they share what areas on which they need to focus for the community. During past evaluations, she noted each Member came with one suggested goal.

Chair Areson stated that if each Member has three, it may result in too many goals and Member Girard-Irwin noted that these suggested goals may overlap and their purpose was to come up with criteria that seemed important based on what had been provided by Town Manager Tangeman and their discussion. She stated they would not use the 360 Tool but instead review the ICMA criteria outline in the work plan.

Chair Areson stated and Board Members agreed that the time frame for the evaluation would be between the current date and June 30, 2025. She also suggested that completing the 360 tool be one of the Smart Goals for Town Manager Tangeman to complete. Town Manager Tangeman had given each Board Member copies of two possible companies and suggested they select which they prefer.

Member Rein suggested their current purpose was the understand the criteria and Chair Areson stated they were to begin setting goals based on the criteria. It was noted that the Board had not completed this process as a group in prior years and instead each met with the Town Manager individually. Clerk Medoff suggested they begin with five goals and other Board Members agreed.

### **TOWN MANAGER COMMENTS**

Chair Areson allowed Town Manager Tangeman to make comments. Town Manager Tangeman reviewed the process that had been used in previous years as suggested by the Town Council. Each Board Member would score him, he would score himself, and he would discuss these scores with the

Select Board Chair to receive an overall score and identify areas of improvement. His contract states that the Select Board identifies his goals and focus areas because each year has different priorities. Town Manager Tangeman suggested focusing on the ICMA Best Practice Evaluation. He stated it may be difficult to address all 28 areas of focus and suggested that the Board develop Smart Goals by refining the focus areas for the coming fiscal year. This would provide clear expectations of what the Town Manager was to accomplish and criteria by which to be evaluated.

Clerk Medoff asked why the Board was not using the prior evaluation forms, to which Town Manager Tangeman responded that the ICMA form is what they would use and he could receive a maximum score of forty-five based on the Smart Goals. They would be using an existing evaluation to frame the conversation and develop goals that were more clear and focused than in previous years. Town Manager Tangeman stated this process would incorporate qualitative and quantitative aspects into his review and enable him to provide updates and identify any issues with achieving the goals with more input from the Select Board.

Town Manager Tangeman stated that he hopes this process will improve community engagement. He received comments from the public that recommended the work plan be posted and annual surveys from the community and internal staff be conducted. The Select Board would also have regular opportunities to communicate with staff to give and receive feedback.

Town Manager Tangeman provided each Select Board Member with the 2021 version of the evaluation, the Town Manager job description, two versions of the 360 tool, and a memo from April about how the evaluation process was conducted in the past.

#### **DISCUSSION OF GOAL SETTING AND SCORING PROCESS**

Vice Chair Weinstein stated that the information on which he was focused included the job description, the Town Manager's contract, and the town charter. He stated that the evaluation conducted last April was used for contract renewal and was therefore much more limited. Vice Chair Weinstein also noted there is a disconnect between the Board and the community and the community should be able to see the evaluation criteria being used. The town charter states that the Board's role and the Town Manager's job description are to be a guide for the Town Manager and they should therefore be focusing on what the board is after rather than the elaborations of the ICMA. The negative atmosphere in the community could be calmed if the people knew what they were using to judge the Town Manager's performance.

Chair Areson noted that the Board had never conducted a public evaluation and Town Manager Tangeman's suggestions would improve the process. The Board would agree on the criteria and report out publicly. Although the previous process was legal, the lack of a public portion worked against the Select Board and the Town Manager. Member Rein stated that the public process was currently being set up and Member Girard-Irwin noted that the evaluation would not be for a full year. All Select Board members agreed that it would be best to use the old form rather than "reinvent the wheel" and remember they must have measurable goals determined by different buckets and Select Board members would need to explain their scores. Agreement on the criteria would add a level of subjectivity to the process and provide clear expectations. The Board would also discuss their scores and agree on final scores with qualitative explanations.

The Select Board discussed whether it was fair if each Board Member did not determine the same score. Member Girard-Irwin stated that if they set guidelines for what each score indicates and what the highest score showing exceeding expectations would look like, averaging their scores would be fair.

### **DISCUSSION OF EVALUATION CRITERIA**

Chair Areson stated the Board should look at the 28 criteria and narrow it down to about fifteen, with each Member suggesting three focuses for criteria. Clerk Medoff suggested going through all 28 evaluation criteria and deciding which ones to use and which ones to put aside. Town Manager Tangeman informed the Board that the ICMA has defined each element of criteria and that this may help inform their discussion. Each area of critique was reviewed and put into larger categories (“buckets”).

The Select Board discussed what the criteria for integrity meant and agreed it indicated whether the Town Manager has been moral, ethical, and transparent with a strong legal backing for any decisions. Chair Areson stated that she believed it indicated that the Town Manager was making decisions based on assessment of what is best for the community as a whole. Other Members disagreed and questioned how that can be scored objectively with a measurable goal. They agreed to continue their review of the list of 28 criteria categories to see where they could be narrowed down to fewer categories. Chair Areson stated the Board should be evaluating the Town Manager’s ability to help the Select Board achieve their goals and objectives.

### **EVALUATION CRITERIA CATEGORIES**

The Select Board decided on five larger categories under which other criteria would further define and help guide priorities.

#### **1. Team Leadership**

- Coaching and Mentorship
- Empowerment
- Delegation

#### **2. Organizational Planning/Management**

- HR Management
- Functional Expertise
- Crisis Management
- Strategic Planning

#### **3. Effective Communication**

- Media Relations
- Interpersonal Communication
- Communication with Select Board Members

- Presentation Skills

#### **4. Community**

- Citizen Services
- Citizen Engagement
- Community Relationships

#### **5. Financial**

- Budgeting
- Financial Analysis

Chair Areson stated the Board should use the above framework to develop Smart Goals, with each Board Member returning with five to review during the next discussion. Each category may have multiple goals and some may have none. All of this would be discussed at a subsequent work session.

Assistant Town Manager Clark informed the Board that she would share the documented list of categories they created with each Member and they would be able to write their goals under the appropriate "bucket". Town Manager Tangeman stated they would decide on what was acceptable for each score (3, 2, 1, or 0).

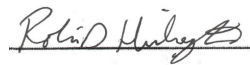
Chair Areson noted it would be helpful for the community to see how the Board collaborated to create a fair assessment of Town Manager Tangeman's performance.

**Member Rein made a motion to adjourn at 3:07pm.**

**Member Girard-Irwin seconded the motion.**

**By unanimous consent, the meeting was adjourned.**

Respectfully submitted,



Robin D. Huibregtse  
Board Support/CPC Coordinator

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Susan Areson, Chair

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Robert Weinstein, Vice Chair

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Nancy Medoff, Clerk

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Stephanie Rein, Member

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Susan Girard-Irwin, Member

September 10, 2024, Meeting

Via Zoom Platform (Hybrid)

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

Select Board Members Absent:

Others Present: Darrin Tangeman-Town Manager; Kelly Clark-Assistant Town Manager; Jarrod Cabral-DPW Director; Barbara Carboni (Town Planner/Land Use Council); Elaine Eliopolis (True Part-Time Resident); Michael Forgione (Truro Resident)

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**

Chair Areson reported there was no Executive Session Report.

Chair Areson requested that item 8A be addressed out of order due to a conflict the speaker had later that evening. It was agreed it would be discussed after Public Comment.

#### **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: Elaine Eliopolis who inquired about the stalled process of getting approval for year-round use of her property at Anchorage on the Bay and received as a response information to contact the Town Manager's office; Michael Forgione who stated his concerns of a conflict of interest for item 5A on the agenda in regards to one of the candidates for the Ad Hoc Building Committee who is the chair of the Finance Committee; Select Board Member Girard-Irwin commented on the personal attacks applicants receive when they apply to participate on a committee and asked everyone to ensure they are treated respect.

#### **PUBLIC HEARINGS**

Chair Areson introduced Barbara Carboni, Town Planner/Land Use Counsel, to discuss approving a draft policy for the retention or destruction of paper records after they are scanned and saved digitally.

Barbara Carboni reported that the planning department is preparing records to be scanned by the outside vendor and that they are unsure of what to do with the paper copies that had been stored in the offices, in which space is now more limited. She asked the Select Board to decide on a policy on retention or destruction for the records of every department once they are scanned.

Barbara Carboni and Emilie Beebe drafted a policy and procedures, which was attached to the agenda items. She stated that there are forms that may be filed with the Secretary of State seeking to destroy records after they are scanned as long as they are made permanently available. Therefore retaining the paper copies is not required and they may seek permission to destroy the paper copies.

Questions were asked about the process of scanning the records. Member Rein asked about the age of the records they had begun scanning the records and whether they were of any historic value. Barbara Carboni responded that they began with the oldest records dated to the 1980s and that historic records are being scanned and handled separately. Clerk Medoff asked about the process of quality control for the scanned records to ensure they are legible, to which Barbara Carboni responded that the department reviews a standard percentage of the documents as determined by the Supervisor of Records from the state.

Chair Areson noted that there is a municipal retention schedule that is part of the committee commission handbook. She also stated she has no issue with destroying the records as long as they are following the law, and the scanned files are inspected. Town Manager Tangeman encouraged the Board to act soon and move forward with a formal policy.

**Clerk Medoff made a motion to approve the procedures as presented with a formal policy to be reviewed and approved by the Select Board at a later date.**

**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.**

#### **INTRODUCTION TO NEW EMPLOYEES**

None

#### **BOARD/COMMITTEE/COMMISSION APPOINTMENTS**

- A. Appointment of one full member seat and one alternate seat for the Ad Hoc Building Committee for the Future DPW Facility

Chair Areson noted that the applicant Clinton Kershaw had withdrawn his application and that five applicants remain - Brian Boyle, Robert Panessiti Douglas Rose, Tracy Rose and Anastasia Song. Each applicant will be asked the same series of questions, and the Select Board will follow up with any additional questions. Interviews would be conducted in alphabetical order:

#### **Brian Boyle (Truro Resident):**

Chair Areson asked the first question - Tell the Board about yourself and why you are interested in joining the committee, touching on your experience and skills.

Brian Boyle's response stated that this was an exciting opportunity to meet the needs of today and the future and that he was an active community supporter of the committee. He noted he had training and

expertise to meet the requirements of the position and knows the process well as a former leader of technical teams. He stated he would help update requirements to include future trends, such as renewable energy. He formerly acted as the Army's transportation core and is the chair of the Energy Committee. Brian Boyle received his training at MIT and he is able to devise creative ways of solving problems. If appointed, he would assist with ensuring costs and plans are accepted by voters and stakeholders.

Town Manager Tangeman noted that the initial cost estimated by the DPW study group was not accurate and asked Brian Boyle if he challenged the cost proposed at that time and feels comfortable doing so now. In response Brian Boyle made suggestions for strategies that would reduce costs, such as avoiding unused parking lot spaces, reusing existing structures, building infrastructure for electric vehicles, and making the site modular.

**Bob Panessiti (Truro Resident):**

Chair Areson opened the interview stating that there was not a conflict of interest as had been suggested by M. Forgione during Public Comments. She then asked the first question - Tell the Board about yourself and why you are interested in joining the committee, touching on your experience and skills.

Bob Panessiti responded that he has served on many committees over the past twenty years and has the education and experience needed for the position. He has a foundation of academic knowledge in science, is the chair for the Finance Committee, has served on private boards and finance committees, has overseen the building of group homes, and is in favor of building a facility that meets the needs of the community and considers its environmental impact.

Clerk Medoff asked Bob Panessiti if he had ideas or projects he would pursue as a member of the Board. Bob Panessiti responded with various ideas, including using alternative building materials and construction efficiencies.

**Douglas Rose (Non-resident Taxpayer):**

Chair Areson asked the first question - Tell the Board about yourself and why you are interested in joining the committee, touching on your experience and skills.

Douglas Rose answered that he had worked for the NY State DOT and was a 42-year professional engineer in the Albany area. He highlighted his work with highway maintenance and buildings owned by the DOT. He has questioned the estimates proposed for the new DPW facility and believes the new facility must think of the future. He noted that being an outsider of the community with local knowledge would be an asset. He has experience working on teams and is currently consulting on projects for highway and bridge construction in New York.

Chair Areson asked Douglas Rose if he had attended or watched any of the meetings of the committee, which he had not. Member Rein asked if he knew how much time was required of him to serve and whether he could make that commitment. He assured the Board he would be able to commit to 10-15 hours a week and that he and his wife would move to Truro in a couple of years. Clerk Medoff also asked him to clarify which estimates he had been speaking of, to which Douglas Rose stated he believed any



cost over \$20 million was a lot, but noted there would be fixed fees and building new structures has become more expensive in recent years.

**Anastasia Song (Non-resident Taxpayer):**

Chair Areson repeated the initial question - Tell the Board about yourself and why you are interested in joining the committee, touching on your experience and skills.

Anastasia Song stated that she had many years of financial experience and had watched all of the meetings of the committee online. She elaborated on her experience to include municipal finance, chief financial officer of a \$2 billion municipal power utility facility, oil and gas heading program, assistant director of finance for the NY Metropolitan Transportation Authority (MTA), direct infrastructure senior executive for an independent power producer, coal sites, the acquisition of facilities of Boston Edison , commissioner of the Port Authority of NY and NJ, and more.

The Select Board had no questions for Anastasia Song.

An update was provided to Chair Areson stating that Tracy had withdrawn her application.

Chair Areson stated that the Board would fill each position separately and opened the discussion of the Board's preferences. Clerk Medoff noted the combination of finance and construction engineering found in the resume of Anastasia Song. Chair Areson, Member Rein, and Member Girard-Irwin all agreed.

**Chair Areson made a motion to appoint Anastasia Song for the full vacancy on the Ad Hoc Building Committee for the Future DPW Facility to expire June 30, 2025.**

**Member Girard-Irwin seconded the motion.**

**Roll Call Vote:**

**Vice Chair Weinstein – Abstain**

**Member Rein - Aye**

**Clerk Medoff – Aye**

**Member Girard-Irwin - Aye**

**Chair Areson – Aye**

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

Chair Areson opened discussion for the Alternate Position on the Ad Hoc Building Committee. Member Rein noted that the financial aspects of the job are very important, and she believed Bob Panessiti should be appointed as the alternate. Member Girard-Irwin stated she felt comfortable with Bob Panessiti but also thought Brian Boyle's energy committee experience was very relevant. Vice Chair Weinstein stated Bob Panessiti's past involvement in the town showed his commitment to practical negotiation. Chair Areson stated she was comfortable with either Bob Panessiti or Brian Boyle. Member Rein also spoke in support of Bob Panessiti.

**Vice Chair Weinstein made a motion to appoint Bob Panessiti for the Alternate seat on the Ad Hoc Building Committee.**

**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.**

#### **STAFF/ COMMITTEE UPDATES**

**A. Curb Cut Application at 15 Town Hall Road**

Presenter: Jarrod Cabral, DPW Director

DPW Director Cabral shared with the Select Board that the structure at 15 Town Hall Road had applied for a building permit, which was approved without the curb cut application. While the homeowner obtained a temporary occupancy permit, an engineer developed plans for the driveway. The driveway would be made wider, and this triggered a curb cut.

**Vice Chair Weinstein made a motion to approve the curb cut application for 15 Town Hall Road.**

**Member Girard-Irwin seconded the motion.**

**Roll Call Vote:**

**Vice Chair Weinstein – Aye**

**Member Rein - Aye**

**Clerk Medoff – Aye**

**Member Girard-Irwin - Aye**

**Chair Areson – Aye**

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

#### **SELECT BOARD ACTION**

**A. Approval to Sign a Letter to Massachusetts Officials for Financial Assistance for the Cloverleaf Development**

Presenter: N/A

Chair Areson noted that this item has been deferred and that the letter was premature. The Board will discuss it the next day or so, but they are not ready to present today.

**B. Review and Possible Approval Recognizing September as Suicide Prevention and Action Month**

Presenter: Stephanie Rein, Select Board Member

Member Rein explained that the Cape and Island Suicide Prevention Coalition is aiming to destigmatize mental health by increasing awareness and visibility and connecting people with appropriate services using phone number 988. She noted that Barnstable County's rate of suicides is 1.5 times higher than

the state. The aforementioned Coalition has been spreading the word about the need for active prevention and public support and is therefore proclaiming September as the National Suicide Prevention and Action Month

**Member Rein made a motion to declare September as Suicide Prevention and Action Month and authorize the chair to sign electronically.**

**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.**

#### **TABLED ITEMS**

None

#### **SELECT BOARD REPORTS/COMMENTS**

Member Girard-Irwin reported that she attended the Bike and Walkways Committee Meeting, where it was suggested they place signs for the vulnerable road user law, avoid pedestrians and cyclists. They will be reaching out to the town to have access to electric signs and are working on Bike and Walkways Policy, which may come to them later. She plans to tour the Provincetown Sewer Plant and attend the School Committee Meeting as well as the Council on Aging meeting. She is also focusing on objectives C2.1 to work with staff and designate a cultural district.

Vice Chair Weinstein stated he had attended the recent Ad Hoc DPW Building Committee meeting and that they are still waiting for the completion of lab analysis of the borings and the topographical study of the town hall site. He stated the town is obligated to clean up any PFAs found, which may have a financial impact. He attended a meeting the Cloverleaf Developer Ted Malone and noted that they cannot give a start date for building until the financial gap is resolved. Vice Chair Weinstein also explained that his application to the Cape Cod National Seashore Advisory Group had been denied and they would need to appoint someone as an alternative.

Clerk Medoff attended the Ad Hoc Building Committee meeting as a citizen as well as the Cons Com as the liaison. She held office hours at the transfer station and town hall and will attend the Water and Sewer Board Meeting in Provincetown and tour the Waste Water Treatment Facility tour on Thursday. The One Cape Summit is next week, and she plans to attend on Thursday. On Thursday at 6pm, she stated that the CEO of Fisherman Stewardship Association will give a talk at the library about the impact of renewable energy initiatives on the ocean. At Rock the Block during Truro Treasures Weekend, she and Member Girard-Irwin will participate in the dunk tank on Saturday at Captain's Choice. Her office hours include the antique car show, the transfer station, and Thursday after the Select Board meeting at

Town Hall. On September 23 is the Committee Chair Roundtable which will discuss what they want to achieve. She would like to figure out a way to communicate with the public about what is happening with the Cloverleaf Project.

Member Rein will be touring the Waste Water Treatment Facility tour as well as the joint forum of the Select Board and the Housing Authority at 5pm on Thursday. She will also attend the Climate Action Committee meeting downstairs at Town Hall at 10am and their event on 9/19 at 6pm at the Truro Library, where they will share information on green burials.

Chair Areson reported that there is a Housing Authority forum with the woman who wrote the book for the state on the Municipal Affordable Housing Trust, which will be a hybrid presentation. All members of the Select Board and Housing Authority are invited to attend at 5pm in the Select Board chambers. The Seashore Advisory Committee meeting requires another member of the Truro Select Board or someone in the community to be appointed. The previous topic was fire danger, and the superintendent gave a presentation. There is a new fire chief on staff, and they are looking to hire five more people to enact prescribed burns and other safety measures. Barnstable County assembly of delegates attended and want to update their Wildfire Management Plan with corporations of towns and the seashore. The next hybrid meeting will be on October 9 at Salt Pond Visitor Center where they will discuss climate resiliency and climate change. Chair Areson stated she plans to attend the One Cape Summit on Wednesday. She also mentioned the Science Symposium at Salt Pond Visitor Center on 9/19 9:30-1pm where they will discuss endangered species and ocean species with science experts. It is open to the public.

### **TOWN MANAGER REPORT**

Town Manager Tangeman reported he will begin the panel applicant review process for the library director, for which they have 17 applicants. He has four on a panel, including members of Friends of the Library and the Board of Trustees reviewing applications.

### **CONSENT AGENDA**

Chair Areson asked if anyone on the Board had any questions on the one item on the Consent Agenda, and no questions were asked.

**Chair Areson made a motion to approve the Consent Agenda as printed in the packet**  
**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.**

Chair Areson requested that the Board put in dates for future workshops in October and November. She proposed the second and third Tuesdays to avoid Thanksgiving, the 12th and 19th.

#### **Next Agenda:**

Town Manager Tangeman reported that an Executive session will be held to appoint the Collective Bargaining Representatives for the town, held on 9/24/2024. At the regular meeting they should conduct interviews for the Committee Commission appointments. For Select Board Actions, Town Manager Tangeman inquired about the Cable Internet Community Charter, and she will let everyone know by the end of the week. The special council for water resources requires a representative to be appointed by the Select Board for the municipal agreement with Provincetown. Town Manager Tangeman also noted they should vote to execute the order of taking for the TMI. The Board must also review the conservation restriction for 17 Depot Road, to which there was a modification.

Vice Chair Weinstein stated the Department of Interior encouraged them to move forward with naming an alternate for the National Seashore Advisory Group and asked if they should put it out to the public and add to the agenda interviewing possible candidates. Chair Areson stated she will work with Assistant Town Manager Kelly Clark to put out a call, but scheduling interviews on 9/24 may not give enough time for candidates to apply and the agenda for 9/24 may be too full to add interviews. Chair Areson noted they also have the Zoning Task Force interviews and Clerk Medoff added that there were 6 applicants.

Chair Areson also noted that the Board is very behind on getting their regular session meeting minutes. The law states they have 30 days, or 3 meetings to complete them. They are looking for solutions to complete them in a more timely fashion. Town Manager Tangeman informed the Board that it is a staffing issue, and he has spoken to the CPC about hiring an employee that could be shared.

#### **Work Sessions**

Member Girard-Irwin asked if the 10/15 meeting could be moved out due to personal conflicts. There are currently three work sessions that are needed and unlikely they can be combined.

The first work session involves the evaluation of the Town Manager, for which they need to write smart goals ahead of time so they can be formatted to be shared and discussed. Clerk Medoff asked if the group could regroup to receive clearer direction. It was agreed that Chair Areson and Town Manager Tangeman would meet to develop guidance for the goals. They scheduled this session for 10/8 at 3:30 and asked everyone to come with their smart goals.

Another work session is a discussion of the budget forecast vs the actuals. Clerk Medoff suggested this meeting could be optional. This session is scheduled. The third work session needed is for policies.

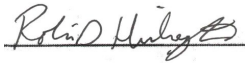
Assistant Town Manager Clark stated she would send the Board Members a "doodle poll" for 10/15 and 10/22

**Chair Areson made a motion to adjourn at 7:15 pm.**

**Clerk Medoff seconded the motion.**

**By unanimous consent, the meeting was adjourned.**

Respectfully submitted,



Robin D. Huibregtse  
Board Support/CPC Coordinator

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Susan Areson, Chair

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Robert Weinstein, Vice Chair

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Nancy Medoff, Clerk

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Stephanie Rein, Member

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Susan Girard-Irwin, Member

**Public Records Material Attachments**

Legal Notice

Application to Serve-Laura English

Application to Serve-John Marksbury

Cape Cod Builders Inc Preliminary Project Schedule

Updated TMCIR Spreadsheet

Memorandum of Lease-71 North Pamet Road

Long Term Lease-71 North Pamet Road

Lease Sketch-71 North Pamet Road

Curb Cut Application

Boundary Survey

Site Clearing Stakeout Worksheet

Current Ad Hoc Zoning Task Force Charge

Draft Revised Ad Hoc Zoning Task Force Charge

Current Ad Hoc Walsh Property Advisory Committee Charge

Draft Revised Ad Hoc Walsh Property Advisory Committee Charge

Application to Serve-David Bannard

Application to Serve-Eileen Breslin

Application to Serve-Anne (Alexa) Elam

Application to Serve-Mark Gebhardt

Application to Serve-Anne Greenbaum

Application to Serve-Cass Johnson

Application to Serve-Jonathon Winder

The Warrant for the State Primary Election on September 3, 2024 (approved by the Board of Registrars on July 31, 2024)

Official Posting of the State Primary Election Warrant

Memorandum Regarding the Proposed Schedule for Early In-Person Voting for the State Primary Election from August 24 through August 30, 2024 (approved by the Board of Registrars on July 31, 2024)

Memorandum Regarding Police Detail for Election Day

Letter RE: the Estate of Miriam A. Collinson from David C. Nunheimer, Esq.

Receipt & Release Letter

M.G.L. Chapter 44, Section 53A

One-Day Entertainment and One-Day Alcohol License Applications-Center for the Arts at Castle Hill and Edgewood Farm

September 24, 2024, Meeting

Via Zoom Platform (Hybrid)

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

Select Board Members Absent:

Others Present: Darrin Tangeman-Town Manager; Kelly Clark-Assistant Town Manager; Barbara Carboni (Town Planner/Land Use Council); John Nahas (Principal Assessor); Alex Lessin (Finance Director); Fred Gaechter (Chair of the Truro Conservation Trust); Karen Ruymann (Truro Resident); Kathy Rosenkampff (Truro Resident); Regan McCarthy (Vice President of Part-Time Resident Taxpayers Association); Dennis O'Brien (Truro Resident); Raphael Richter (Truro Resident); Maura Glatzel (Truro Resident)

Vice Chair Weinstein 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**

None

#### **PUBLIC COMMENT**

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

Vice Chair Weinstein recognized the following individuals who made public comments: Karen Ruymann who encouraged other town residents to apply for one of the many vacancies for town boards and committees and inquired about the status of a committee vacancy to which she and one other resident had applied; Town Manager Tangeman who provided an update on the Walsh Committee, which will meet in the third week of October to review the charge, vote for officers, set quarterly meetings, and draft events to achieve what the community recommended; Kathy Rosenkampff who encouraged the board to keep RTEs in place or expand them to maintain a workforce for the town; Regan McCarthy who provided her opinion that RTEs further divide the town and place an increasing unfair burden on part-time residents.

#### **PUBLIC HEARINGS**

Vice Chair Weinstein introduced John Nahas, Principal Assessor for the town of Truro, to discuss the property tax levy and classification options for which the Select Board will vote. Vice Chair Weinstein read the Legal Announcement for the Public Hearing and stated that following the presentation they would allow questions and comments from the public, then the Public Hearing would be closed, and the Select Board would deliberate and vote. The Select Board voted unanimously to open the Public Hearing.

John Nahas, representing the Board of Assessors, informed the Select Board that there are four options that impact the tax levy on which they will vote: Classifying or splitting with the commercial class, open space discount, small business commercial exemption, and residential tax exemption (RTE). He



explained how the tax levy is calculated and relates to the budget which was voted on at the town meeting in May. He stated the maximum allowable levy is \$21,970,033.

John Nahas stated that the Board of Assessors recommends that the Board votes for the Residential Tax Exemption. The town is 95% residential, which makes splitting the tax with personal, commercial, and industrial class impractical. The open space discount would not benefit town residents, and the small business commercial exemption could cause hardship for small businesses who rent property. The RTE would provide a decrease in the taxable value of property for those who show that Truro is their primary domicile. Eighteen other communities have adopted the RTE, and many towns have increased their reduction with none choosing to decrease the percentage.

John Nahas presented graphs and charts to show there are 3341 residential parcels in Truro and 694 properties that qualify for the RTE. Residents must apply annually and the number of residents applying has increased over time. Qualifying parcels are able to save \$1662 and the intent is to promote owner occupancy and provide benefits for lower valued homes. 59% of recipients will be residents that live in Truro and have a home that is worth less than the town average. At a meeting held on 9/3/24, the Board of Assessors recommended to grant an RTE at a rate determined by the Select Board.

The Select Board asked questions about the property tax levy options. Clerk Medoff inquired about the percentage of residents who would qualify to take the RTE, to which John Nahas replied that 21% of all residential parcels take the RTE. She also asked what parcels qualify for the open space discount and it was explained that the town of Truro does not manage the town with an open space code. Member Girard-Irwin clarified Clerk Medoff's initial question by stating that she was not asking the percentage of the total 3341 residential parcels, but only those who would be able to qualify for the RTE, which is likely more than the 694 who do take the exemption. John Nahas further explained that 2924 are livable parcels and of those 24% accept the exemption. She also asked how they calculate the New Growth for the fiscal year, for which the answer was building permits granted and new houses built.

The public asked questions and made statements about the property tax levy options. Karen Ruymann stated that John Nahas had assisted her in realizing she was eligible for the RTE because she did not realize she had to apply to receive it and she worries many others may not realize they must apply due to a lack of information available for the public. Dennis O'Brien commented on the trend regarding the volume of RTE filings in the last seven years and noted that it has increased by 150 more filings between FY18 and FY25. Ralphael Richter suggested the Select Board vote for the maximum RTE of 35% because the charts that were presented demonstrated the impact of a few hundred dollars that it has on the folks that need it and the minimal impact, \$30 a year, it has on those who do not qualify or apply.

Regan McCarthy asked to return to the question posed by Clerk Medoff and Member Girard-Irwin about the percentage of those who take the RTE, fearing there is misunderstanding because the issue is your domicile and not how much time you live in Truro. She said what differentiates full-time and part-time residents is the personal property indicator, which some full-time residents are receiving due to ADUs. She stated that the numbers presented were not clear since many more are eligible than the total who take the RTE. She believes the tax increase for those who do not qualify is unfair and it is causing many part-timers to leave Truro, decreasing the number of middle-class part-time residents who are replaced by higher income individuals.

Town Manager Tangeman stated the RTEs have a positive cumulative effect on those who take it, and this is also the population that votes to approve the budget each year. Alex Lessin, who assisted John Nahas in his presentation, noted that the requirements to qualify are very stringent and we can only know how many homes qualify of those who have applied. Analysis has shown the impact to be significant and the increase in tax bill is lower than inflation. Chair Areson also noted that state law does not allow communities to discriminate in terms of income or need. Vice Chair Weinstein stated that he observed that those who are qualifying for the RTE are those whom the state anticipated the program to help. He also notes that if the town lost its year-round residents, no one would be able to repopulate the community.

Member Rein stated she is in favor of the RTE and noted that Wellfleet has implemented it at 30% and Provincetown at 35%. She believes it is a tool to give families, seniors, and anyone else the option to live here. Regan McCarthy, however, spoke again to state there are other alternatives that would provide more relief to residents that would not burden those who do not qualify. Maura Glatzel stated that she appreciated the depth to which this discussion has reached and that it is important for the board to remember who is benefited most, which is those who only call Truro their home. It is a privilege to own an additional home.

**Member Rein made a motion to close the Public Hearing.**

**Clerk Medoff seconded the motion.**

**Roll Call Vote:**

**Member Rein - Aye**

**Clerk Medoff – Aye**

**Member Girard-Irwin - Aye**

**Chair Areson – Aye**

**Vice Chair Weinstein – Aye**

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

**Member Rein made a motion to approve a residential factor of one.**

**Clerk Medoff seconded the motion.**

**Roll call Vote:**

**Chair Areson - Aye**

**Member Rein - Aye**

**Clerk Medoff – Aye**

**Member Girard-Irwin - Aye**

**Vice Chair Weinstein - Aye**

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

**Chair Areson made a motion not to grant an open space discount.**

**Clerk Medoff seconded the motion.**

**Roll call Vote:**

**Chair Areson - Aye  
Member Rein - Aye  
Clerk Medoff – Aye  
Member Girard-Irwin - Aye  
Vice Chair Weinstein - Aye  
So voted 5-0-0, motion carries**

**Member Rein made a motion not to grant a small commercial exemption.**

**Member Girard-Irwin seconded the motion.**

**Roll call Vote:**

**Chair Areson - Aye  
Member Rein - Aye  
Clerk Medoff – Aye  
Member Girard-Irwin - Aye  
Vice Chair Weinstein - Aye  
So voted 5-0-0, motion carries**

**Member Girard-Irwin made a motion to grant a residential tax exemption in the amount of 35%.**

**Member Rein seconded the motion.**

**Discussion: Vice-Chair Weinstein noted to other Board members that this motion increases the current rate to the maximum rate of 35%. Chair Areson stated that she is not in favor of raising the rate. Clerk Medoff stated that she has been on both sides of the RTE and while she supports it and would like to increase the number of people taking advantage of it, she believes it is best to keep it stable at 30%.**

**Roll call Vote:**

**Chair Areson - Nay  
Member Rein - Aye  
Clerk Medoff – Nay  
Member Girard-Irwin - Aye  
Vice Chair Weinstein - Aye  
So voted 3-2-0, motion carries**

#### **INTRODUCTION TO NEW EMPLOYEES**

None

#### **BOARD/COMMITTEE/COMMISSION APPOINTMENTS**

- A. Appointment of five full-member seats and one alternate seat for the Zoning Task Force

Chair Areson reviewed that the purpose of the Zoning Task Force is to review the town's zoning and general bylaws and focus on provisions that may affect housing opportunities or production, implement the Affordable Homes Act, identify any bylaws and provisions that need to be removed, evaluate recommendations in the comprehensive plan, housing plan, equal development opportunities, and the impact of lack of housing and needed professionals on the community. Interviews would be conducted in alphabetical order:

**Ellery Althaus (Truro Resident):**

Ellery Althaus joined via zoom. He is a current member of the Truro Planning Board and was on the Local Comprehensive Planning Committee. He is a former business owner in Truro, though his business has moved to Wellfleet. He has two children in Truro Schools and grew up in Truro.

Clerk Medoff asked him to explain why he is interested in joining the committee.

Ellery Althaus answered that he is frustrated with the pace of housing in the community and that it is an opportunity to address that. As a former business owner, he was frustrated by the zoning around business and he wants to help the community, especially the housing crisis. He has enjoyed his time on other boards and feels like this is a natural step.

Chair Areson noted that the establishment of the committee came out of the work done by the Planning Board two years ago, which Ellery was a part of.

**David Bannard (Truro Resident):**

David Bannard was involved in the charter review committee and volunteered for the Walsh Committee but was not selected. He is familiar with the planning materials and noted that all referred to the zoning code as an impasse. He hopes to develop local and workforce housing and encourage businesses to open in Truro while preserving the character of the town. He is a real estate attorney and has worked with and understands local zoning codes.

Vice-Chair Weinstein asked if he would have the time required for the committee, to which he responded that he is willing to devote the time needed.

**Nick Brown (Truro Resident):**

Nick Brown has been a full-time resident since 1995 and was part of the planning board starting in 1995 with 18 years as chairman. He was involved in the project behind the library and also spent two years on the Zoning Board of Appeals and attempted to bring housing to the Walsh Project.

Vice-Chair Weinstein asked if he would have the time required for the committee, to which he responded that he has the time to devote now. He also stated he hopes to see affordable housing established in the town before he is no longer alive.

**Maura Glatzel (Truro Resident):**

Maura Glatzel has spent 25 years in Truro and has been the Vice Chair of the Housing Authority and Vice Chair of the Local Comprehensive Planning Committee. She has two children at the local Truro elementary school.

Member Rein noted that she has a great understanding of the community's needs and desires. Clerk Medoff read aloud the last sentence of her application stating that she wrote the plans and now wants to execute them.

**Darrell Shedd (Truro Resident):**

Darrell Shedd was the Vice Chair of the Zoning Board of Appeals, where he learned a lot about the bylaws and gained experience presenting warrants to the town. He hopes he is able to improve the housing situation in town.

**Dan Silva (Truro Resident):**

Dan Silva has lived his whole life in Truro. He was on the Truro Fire Department for 27 years and has been a general contractor in business for over 30 years. He hopes to help move things forward and shares the frustrations with things, namely housing, moving slowly. He believes many bylaws are outdated.

Vice-Chair Weinstein asked if he would have the time required for the committee despite raising his children and running a business, noting he must also know the hardship of keeping employees, to which he responded yes and stated that he is interested in putting time into it and moving things forward.

**Clerk Medoff made a motion to appoint Daniel Silva as a full member to the Zoning Task Force for a term set to expire May 30, 2026.**

**Member Girard-Irwin seconded the motion.**

**Roll Call Vote:**

**Member Rein - Aye**

**Clerk Medoff – Aye**

**Member Girard-Irwin - Aye**

**Chair Areson – Aye**

**Vice Chair Weinstein – Aye**

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

**Member Rein made a motion to appoint Maura Glatzel as a full member to the Zoning Task Force for a term set to expire May 30, 2026.**

**Chair Areson seconded the motion.**

**Roll Call Vote:**

**Member Rein - Aye**

**Clerk Medoff – Aye**

**Member Girard-Irwin - Aye**

**Chair Areson – Aye**

**Vice Chair Weinstein – Aye**

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

**Chair Areson made a motion to appoint Ellery Althaus as a full member to the Zoning Task Force for a term set to expire May 30, 2026.**

**Member Rein seconded the motion.**

**Roll Call Vote:**

**Member Rein - Aye  
Clerk Medoff – Aye  
Member Girard-Irwin - Aye  
Chair Areson – Aye  
Vice Chair Weinstein – Aye  
So voted, 5-0-0, motion carries.**

**Member Girard-Irwin made a motion to appoint David Bannard as a full member to the Zoning Task Force for a term set to expire May 30, 2026.**

**Clerk Medoff seconded the motion.**

**Roll Call Vote:**

**Member Rein - Aye  
Clerk Medoff – Aye  
Member Girard-Irwin - Aye  
Chair Areson – Aye  
Vice Chair Weinstein – Aye  
So voted, 5-0-0, motion carries.**

**Member Rein made a motion to appoint Nick Brown as a full member to the Zoning Task Force for a term set to expire May 30, 2026.**

**Vice-Chair Weinstein seconded the motion.**

**Roll Call Vote:**

**Member Rein - Aye  
Clerk Medoff – Aye  
Member Girard-Irwin - Aye  
Chair Areson – Aye  
Vice Chair Weinstein – Aye  
So voted, 5-0-0, motion carries.**

**Member Rein made a motion to appoint Darrell Shedd to the alternate seat on the Zoning Task Force for a term set to expire May 30, 2026.**

**Clerk Medoff seconded the motion**

**Questions: Chair Areson asked if alternates are appointed to May 30 of the following year, making the appointment expire in 2025, to which Assistant Town Manager Kelly Clark responded that it does not state anywhere that the alternate's appointment is different from a full seat appointment.**

**Roll Call Vote:**

**Member Rein - Aye**

**Clerk Medoff – Aye**

**Member Girard-Irwin - Aye**

**Chair Areson – Aye**

**Vice Chair Weinstein – Aye**

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

**STAFF/ COMMITTEE UPDATES**

**A. Cloverleaf Affordable Housing Development**

**Presenter: Darrin Tangeman, Town Manager**

Town Manager Tangeman provided an update on the status of the Cloverleaf Housing Development, stating that Assistant Town Manager Clark has had many conversations with stake holders, state and local nonprofits to assist the project developer. They have found that the Executive Office of Housing and Communities will close the gap and Barnstable has also committed funds that were set to expire. A tentative timeline has the financial closing in December 2024, construction in January 2025, completion in September 2026, a certificate of occupancy in October 2026, and leasing starting in November 2026. They are now working to see where savings can be found in engineering.

Vice-Chair Weinstein stated that the project was meant to be as eco-friendly as possible and was wondering whether the developer has been conversing with the construction company about the issue of value engineering. Assistant Town Manager Clark stated that Ted Malone identified ways to use value engineering and how much of that gap that will address. Vice-Chair Weinstein stated that the gap must be rectified before determining a date for construction. There will be a meeting in the next few weeks prior to getting the closing documents in order. Assistant Town Manager Clark has also been in contact with Katy Cline from KP Law who is communicating with the Mass DOT attorney and a second amended development agreement is being worked on.

**SELECT BOARD ACTION**

**A. Appointment of J. Talerman, Esq. of Mead Talerman and Costa LLC as special counsel to represent the town in negotiating amendments to the inter-municipal water agreement with the town of Provincetown**

**Presenter: Barbara Carboni, Town Planner/Land Use Council**

Barbara Carboni stated that since KP Law represents both Provincetown and Truro, it was recommended they hire special council to represent the town of Truro in its negotiations with Provincetown over the Inter-municipal Agreement (IMA). Barbara Carboni has known J. Talerman for many years and is aware that his firm represents many municipalities.

Member Rein asked if Provincetown is also seeking outside cancel, and they are not since Truro has done so. Chair Areson asked for an explanation of the negotiations needed, to which Barbara Carboni and Clerk Medoff answered that since the Provincetown water system draws water from wells in Truro, Truro must have representatives to inform any decisions made. Assistant Town Manager Clark stated they are revisiting the IMA due to capital needs that are coming and to address specifics for various concerns. Clerk Medoff stated the goal is to have a new IMA by Spring 2025.

Vice-Chair Weinstein asked whether J. Talerman is an aggressive negotiator and Barbara Carboni stated that she gives her personal guarantee he will be as aggressive as the Board wishes him to be.

**Chair Areson made a motion to appoint J. Talerman, Esq. as special counsel to represent the town of Truro in the negotiations for the Inter-municipal Water Agreement with Provincetown.**

**Clerk Medoff seconded the motion.**

**Roll Call Vote:**

**Member Rein - Aye**

**Clerk Medoff – Aye**

**Member Girard-Irwin - Aye**

**Chair Areson – Aye**

**Vice Chair Weinstein – Aye**

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

**B. Review and Possible Approval of an Assignment of Conservation Restriction of 17 Depot Road**

**Presenter: Fred Gaechter, Chair of the Truro Conservation Trust**

Fred Gaechter informed the Board that they have already approved the Conservation Restriction (CR) and while the content remains the same, they are asking to change only the assignees. Recent approval for a CPA grant requires changing the assignees to meet the requirements to receive the state grant. According to Massachusetts law, the primary assignee of the CR would become the Town of Truro, and the secondary assignee could be any other conservation organization. The Truro Conservation Trust is recommending it be Mark Robinson of the Compact of Cape Cod Conservation Trust. Truro would become the legal holder of the Conservation Restriction, and the Compact would assist in enforcement of the CR.

**Member Girard-Irwin made a motion to approve the Assignment of Conservation Restriction of 17 Depot Road with amended assignees.**

**Member Rein seconded the motion.**

**Vice Chair Weinstein seconded the motion.**

**Roll Call Vote:**

**Member Rein - Aye**

**Clerk Medoff – Aye**

**Member Girard-Irwin – Aye**

**Chair Areson – Aye**



**Vice Chair Weinstein – Aye**  
**So voted, 5-0-0, motion carries.**

**TABLED ITEMS**

None

**SELECT BOARD REPORTS/COMMENTS**

Clerk Medoff reported that appointing the Zoning Task Force created a very important committee and she had been correct that the public would be interested but were unaware of the opportunity. She stated that she will attend the water and sewer meeting on September 30, 2024, at which they will discuss the new IMA and how Truro and Provincetown can work together for this important resource. She attended the Waste Water Treatment Plant tour, which was very informational, as well as the Housing Forum on Municipal Trusts on September 12 and the One Cape Summit on September 18. She lamented that the Truro Treasures Rock the Block had been rained out, but mentioned she held office hours at the car show. She held office hours on Thursday 9am-11am at Town Hall and Saturday 9am-10am at the transfer station. She also stated that the Community Forums are moving forward with a small group in the coming weeks.

Member Rein toured the Waste Water Treatment Plant in Provincetown and stated she learned a lot about how the plant works and it was an impressive operation. She stated the Walsh Ad Hoc Committee is moving slowly but will meet the third week of October. On October 10 at 4:30pm in the conference room of the Council on Aging, she will attend the first joint meeting of the Beach Commission and the Disabilities Commission to discuss how their goals and objectives overlap. She is also hoping to find new members to reform the Agricultural Commission, of which she is the liaison.

Chair Areson stated that staff gave a great presentation to the Housing Authority and Select Board on the Municipal Affordable Housing Trust. She also attended the One Cape Summit. Chair Areson also mentioned that there is a Cape Cod National Seashore Advisory Commission meeting on October 7 1-4pm at which they will discuss climate change and resiliency.

Member Girard-Irwin stated she had also attended many of the same meetings as her colleagues. She stated she also learned a lot at the Waste Water Treatment Plant tour. She attended the talk about Community Engagement with over 20 chairs of different committees, boards, and commissions. They plan to meet every two months. On September 11, she attended the COA Board Meeting and stated that the Board would like more direction from the town on policies for different programming they can offer. They also discussed the format of the Senior Needs Assessment, looking at Brewster's document, and will reach out to Member Rein. She attended a meeting of the CPC on September 18 and stated interested parties should look for information about grant applications, for which the deadline is November 1 and includes affordable housing, open space, historical restoration, and outdoor recreation. The Select Board narrowed down the Owner's Project Manager (OPM) selection for the DPW project to three candidates and interviews were held on September 17. She held Select Board Hours at the transfer station and community center in September and has three scheduled in October at the transfer station and one at the community center.

Vice-Chair Weinstein stated that he had been part of the group that interviewed the applicants for the OPM for the DPW project and that they had spent four hours interviewing the three finalists to make recommendations to the Town Manager. The Pamet Harbor Committee met to discuss public safety and improving camera coverage in the parking lot and in the mooring field, especially considering that the boats in the harbor have increased in size. He also hopes the police chief can attend a future meeting. They also discussed what defined a dinghy and noted there are many dinghies owned by the town that people should use. Vice-Chair Weinstein also attended the One Cape Summit, held at the Winchmere Harbor Club and felt it had been disappointing.

### **TOWN MANAGER REPORT**

Town Manager Tangeman reported that Katie Halvorsen had been hired as the Housing Coordinator and at the next meeting there will be a formal presentation and Q&A with her, the Select Board and the community. He also stated there is one more interview for the Library Director before they move to the finalist level, which should occur in the first week of October. A posting for a CPC Coordinator and Board Support has been posted on the website. He also reported that the pending enactment of House Bill 3735 establishes a program to reduce property tax liability in exchange for volunteer services for persons with disabilities. They are also working on negotiating a contract for the new OPM.

### **CONSENT AGENDA**

Member Girard-Irwin commented on a minor edit in the June 11, 2024, minutes in section F to change her response to “aye.” Chair Areson suggested minor edits to include a brief description of what individuals spoke of during the public comment period.

**Chair Areson made a motion to approve the Consent Agenda with the edits mentioned by two board members.**

**Member Rein seconded the motion.**

**Roll Call Vote:**

**Member Rein - Aye**

**Clerk Medoff – Aye**

**Member Girard-Irwin – Aye**

**Chair Areson – Aye**

**Vice Chair Weinstein – Aye**

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

**Next Agenda:**

Town Manager Tangeman reported that the joint meeting with the Provincetown Select Board being held on September 30 should be included. He also stated there will be a Work Session and regular meeting on October 8.

On the Agenda for the October 8 meeting, they should include the Seashore Advisory Committee appointments, a records preservation update, and the following Select Board Actions: Primary Election,

a new curb cut, review contract agreement with a vendor for cable internet, potential changes in contracts with Cloverleaf option agreement, and an Order of Taking for the Truro Motor Inn.

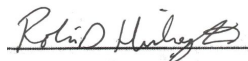
Clerk Medoff asked if they could add to an agenda the vacancy for the Charter Review Committee, for which there has been one applicant awaiting a response. Town Manager Tangeman stated that the committee has enough members to have a quorum and if there is only one applicant then it becomes a defect appointment. He would like to have more than one applicant for a single vacancy. A discussion about whether a single applicant for a vacancy should or should not be interviewed commenced, but Chair Areson stated this should be a topic put onto a future agenda. Member Girard-Irwin asked what the process should be when everyone's appointment has ended and whether there should be a performance review prior to reappointment. Chair Areson stated these are all changes in policy that must be discussed by the Select Board

**Chair Areson made a motion to adjourn at 7:55 pm.**

**Clerk Medoff seconded the motion.**

**By unanimous consent, the meeting was adjourned.**

Respectfully submitted,



Robin D. Huibregtse  
Board Support/CPC Coordinator

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Susan Areson, Chair

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Robert Weinstein, Vice Chair

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Nancy Medoff, Clerk

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Stephanie Rein, Member

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Susan Girard-Irwin, Member

**Public Records Material Attachments**

Legal Notice

Application to Serve-Laura English

Application to Serve-John Marksbury

Cape Cod Builders Inc Preliminary Project Schedule  
Updated TMCIR Spreadsheet  
Memorandum of Lease-71 North Pamet Road  
Long Term Lease-71 North Pamet Road  
Lease Sketch-71 North Pamet Road  
Curb Cut Application  
Boundary Survey  
Site Clearing Stakeout Worksheet  
Current Ad Hoc Zoning Task Force Charge  
Draft Revised Ad Hoc Zoning Task Force Charge  
Current Ad Hoc Walsh Property Advisory Committee Charge  
Draft Revised Ad Hoc Walsh Property Advisory Committee Charge  
Application to Serve-David Bannard  
Application to Serve-Eileen Breslin  
Application to Serve-Anne (Alexa) Elam  
Application to Serve-Mark Gebhardt  
Application to Serve-Anne Greenbaum  
Application to Serve-Cass Johnson  
Application to Serve-Jonathon Winder  
The Warrant for the State Primary Election on September 3, 2024 (approved by the Board of Registrars on July 31, 2024)  
Official Posting of the State Primary Election Warrant  
Memorandum Regarding the Proposed Schedule for Early In-Person Voting for the State Primary Election from August 24 through August 30, 2024 (approved by the Board of Registrars on July 31, 2024)  
Memorandum Regarding Police Detail for Election Day  
Letter RE: the Estate of Miriam A. Collinson from David C. Nunheimer, Esq.  
Receipt & Release Letter  
M.G.L. Chapter 44, Section 53A  
One-Day Entertainment and One-Day Alcohol License Applications-Center for the Arts at Castle Hill and Edgewood Farm