Select Board Minutes

November 12, 2024

Via Zoom Platform (Hybrid)

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

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

Absent: None

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

EXECUTIVE SESSION MINUTES REPORT

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

PUBLIC COMMENT

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

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

Office of Town Clerk

PUBLIC HEARINGS

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

Chair Areson moved to open the public hearing.

Member Rein seconded the motion.

Roll Call Vote:
Vice Chair Weinstein - Aye
Member Rein - Aye
Clerk Medoff - Aye
Member Girard-Irwin - Aye
Chair Areson - Aye
So voted, 5-0-0, motion carries.

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

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

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

Chair Areson moved to close the public hearing. Member Rein seconded the motion. The Public Hearing was closed.

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



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

Clerk Medoff seconded the motion Roll Call Vote: Vice Chair Weinstein - Aye Member Rein - Aye Clerk Medoff - Aye Member Girard-Irwin - Aye Chair Areson - Aye So voted, 5-0-0, motion carries.

INTRODUCTION TO NEW EMPLOYEES

B. Chris Kaufmann, Library Director

Presenter: Darrin Tangeman, Town Manager

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

BOARD/COMMITTEE/COMMISSION APPOINTMENTS

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

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

Jack Farley (Truro Resident):

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

Kevin Grunwald (Truro Resident):

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

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

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

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

Robert "Bob" Tilden (Truro Resident):

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

Leah Camhi (Truro Resident):

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

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

Clerk Medoff seconded the motion.
Roll Call Vote:

Roll Call Vote:
Vice Chair Weinstein - Aye
Member Rein - Aye
Clerk Medoff - Aye
Member Girard-Irwin - Aye
Chair Areson - Aye
So voted, 5-0-0, motion carries.

STAFF/ COMMITTEE UPDATES

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



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

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

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

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

B. Status Report on 25 South Highland

Presenter: Darrin Tangeman, Town Manager

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

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

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

TABLED ITEMS

None

SELECT BOARD ACTION

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

Presenter: Susan Areson, Chair

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

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

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

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

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

Office of Town Clerk

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

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

Member Rein seconded the motion.
Roll Call Vote:
Vice Chair Weinstein - Abstain
Member Rein - Aye
Clerk Medoff - Aye
Member Girard-Irwin - Aye
Chair Areson - Aye
So voted, 4-0-1, motion carries.

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

Presenter: Susan Areson, Chair

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

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

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



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

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

Presenter: Susan Areson, Chair

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

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

Roll Call Vote:
Vice Chair Weinstein - Aye
Member Rein - Aye
Clerk Medoff - Aye
Member Girard-Irwin - Aye
Chair Areson — Aye
So voted, 5-0-0, motion carries.

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

Presenter: Susan Areson, Chair

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

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

Member Girard-Irwin seconded the motion.

Roll Call Vote:

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

Chair Areson moved to approve the recording of the Housing Authority meetings for later posting on the town website.

Clerk Medoff seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Rein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson — Aye

SELECT BOARD REPORTS/COMMENTS

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

A. Select Board Reports

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

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

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

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

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

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

B. Town Manager Report

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

CONSENT AGENDA

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

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



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

Clerk Medoff seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Rein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

NEXT MEETING AGENDA

Regular Meeting: November 19, 2024

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

Vice Chair Weinstein made a motion to adjourn at 8:17 pm.

Clerk Medoff seconded the motion.

By unanimous consent, the meeting was adjourned.

Respectfully submitted,

Robin D. Huibregtse

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Board Support/CPC Coordinator

D. Landard Vine Char

Nancy Medoff, Clerk

Stephanie Rein, Member

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Susan Girard-Irwin, Member

Public Records Material Attachments

Public Hearing Notice

Letter to Select Board and Proposed Floor Plan

ABCC Application

Police Chief Memo

Board of Health Minutes January 16, 2024

Board of Health Minutes April 16, 2024

Health Agenda Emily Beebe Letter April 30, 2024

Existing Establishment Example: Eataly, 800 Boylston St. Boston

ABCC Advisory on Sec. 12 and 15 licenses

2025 ABCC Renewal Application

Application to Serve-Kevin Grunwald

Application to Serve-Jack Farley

Application to Serve-Michael Fee

Application to Serve-Denise McWilliams

Letter Regarding CCNS Advisory Commission Appointment Nomination (January 2024)

Application to Serve-Leah Camp

Application to Serve-Robert Tilden

Bailey Boyd November 2024 Truro Childcare Voucher Program Monthly Report

Childcare Voucher Program Overview 2024

Agenda Materials from October 17, 2024 Select Board Meeting

Weston & Sampson Walsh way Property Assessment Report

Press Release: 25 South Highland road Walsh Cottage Unauthorized Demolition (October 10, 2024)

Draft Charge for Ad Hoc Town Seal Committee

Current Policy #65

Draft Policy 65

Renewal Application for 2025: Gingerbread House-Lodging License

Renewal Application for 2025: Truro General Store-Common Victualer and Transient Vendor

Annual Municipal Calendar for 2025 ATM and Fiscal Year 2026 Budget Preparations

2025 Select Board Meeting Calendar

2025 Calendar with Religious Observances

