



Truro Board of Selectmen Meeting Agenda

Tuesday, March 24th, 2015

Regular Board of Selectmen Meeting-5:00pm

Selectmen's Chambers Town Hall 24 Town Hall Road, Truro

1. PUBLIC COMMENT

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

2. PUBLIC HEARINGS NONE

3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Review, Approve & Interview - Beth O'Rourke-COA Board-Alternate member
- B. Review, Approve & Interview - Rachel Harrington-Recreation Commission-three year term

4. TABLED ITEMS NONE

5. BOARD OF SELECTMEN ACTION

- A. Alternative Parking at Pamet Harbor-Discussion only
Presenter: Tim Silva, Chair Pamet Harbor Commission & Tony Jackett, Harbor Master
- B. CONTINUED Vote to Place and recommend Articles on Annual Town Meeting Warrant
Presenter: Jay Coburn
- C. CONTINUED Discussion of Selection of Town Counsel
Presenter: Jay Coburn

6. CONSENT AGENDA

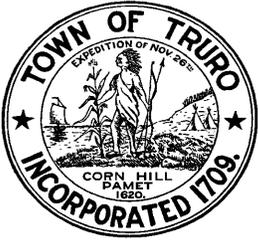
- A. Review & Approve and Authorize the Vice-Chair to sign:
 1. Carole Ridley of Ridley & Associates Contract
- B. Review & Approve Additional Free Book Boxes at Ryder, Ballston and Coast Guard Beaches
- C. Review & Approve Review and Approve Extension of Shellfish Season at Pamet Harbor
- D. Review & Approve Common Victualer (Food) Licenses: The Box Lunch & Top Mast Café
- E. Review & Approve 2015 Seasonal Alcohol Licenses & ABCC Seasonal Renewal Certification : Beach Point Health & Swim Club, Blackfish Restaurant, Fuller's Package Store, Jams Inc., Top Mast Café Restaurant, Terra Luna Restaurant, Whitman House Restaurant

7. SELECTMEN REPORTS AND LIAISON REPORTS

8. NEXT MEETING AGENDA: April 7th, 2015

9. TOWN ADMINISTRATOR'S REPORT

10. EXECUTIVE SESSION: *"Move that the Board of Selectmen enter into executive session pursuant to M.G.L. c. 30A, § 21(a)(4) to discuss the deployment of security personnel, and strategies with respect thereto and not reconvene in open session"*



TOWN OF TRURO

Board of Selectmen Agenda Item

BOARD/COMMITTEE/COMMISSION: Board of Selectmen - Boards and Committees/Commission Appointments

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: March 24th, 2015

ITEM: Approval of Beth O'Rourke's application to serve as an Alternate member with the Council on Aging Board.

EXPLANATION:

Beth O'Rourke submitted an application to serve that the Selectmen's office received on March 10th for the Council on Aging Board*; it has been endorsed by the Chair of the Council on Aging Board.

*In accordance with the Charter passed at ATE, April 22, 1993, the **Board of Selectmen** shall be the appointing authority under the provisions of Chapter 6-4-1. Membership changed from 9 members to 12 on February 8, 2000.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: If the appointment is not approved there will be a vacancy on the Council on Aging Board for an Alternate.

SUGGESTED ACTION: *MOTION TO appoint Beth O'Rourke to the Council on Aging as an Alternate member for a one year term ending June 30, 2016.*

ATTACHMENTS:

1. Application to Serve –Beth O'Rourke
2. Endorsement from Chair of Council on Aging Board



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Beth O'Rourke HOME TELEPHONE: Personal Information Redacted

ADDRESS: 1 Alden Way WORK PHONE: Truro

MAILING ADDRESS: PO Box 311 E-MAIL: Personal Information Redacted

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

Council on Aging

SPECIAL QUALIFICATIONS OR INTEREST: Events; Fundraising
computer skills

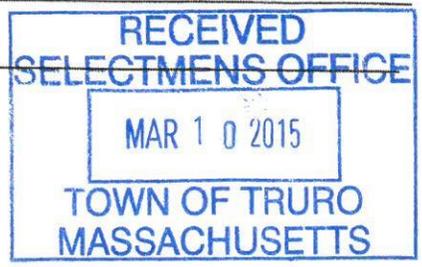
COMMENTS: I've been a Truro resident for
21 years and would love to get more
involved in Truro.

SIGNATURE: Beth O'Rourke DATE: 3.9.15

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

SIGNATURE: _____ DATE: _____

INTERVIEW DATE: _____ APPOINTMENT DATE (IF APPLICABLE): _____



From: ~~~~~
To: ntudor@truro-ma.gov
Date: 03/11/2015 12:58 PM
Subject: Re: Application to Serve -COA Alt.

To The Selectmans Office,
I can't think of a better person to serve on The COA Board than Beth O'Rourke. She is energetic and informative, and will do a great service to the community.

Bonnie J. Sollog

From: "Nicole Tudor" <ntudor@truro-ma.gov>
To: "Bonnie Sollog"
Cc: "Noelle Scoullar" <nscoullar@truro-ma.gov>, "Susan Travers" <coadirector@truro-ma.gov>
Sent: Wednesday, March 11, 2015 10:09:54 AM
Subject: Application to Serve -COA Alt.

Hello Bonnie,

We received an application to serve from Beth O'Rourke (see attached). She is available to go before the BoS on 3-24 for the appointment of Alternate on the COA Board.

Would you kindly respond to her application as Chair, directly on the application or in response to this email?

Thank you!

Nicole

Nicole Tudor
Selectmen's Office
Executive Assistant
Board of Selectmen Secretary
Truro Town Hall
24 Town Hall Rd
PO Box 2030
Truro, MA 02666
Phone: (508)349-7004 Ext 10
Fax: (508)349-5505
Email: ntudor@truro-ma.gov

From: thetownoftruro@gmail.com
To: ntudor@truro-ma.gov



TOWN OF TRURO

Board of Selectmen Agenda Item

BOARD/COMMITTEE/COMMISSION: Board of Selectmen - Boards and Committees/Commission Appointments

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: March 24th, 2015

ITEM: Approval of Rachel Harrington application to serve as a member on the Recreation Commission.

EXPLANATION:

Rachel Harrington submitted an application to serve that the Selectmen's office received on March 9th for the Recreation Commission*; it has been endorsed by the Acting-Chair of the Recreation Commission.

*In accordance with the Charter passed at ATE, April 22, 1992, Chapter 6-4-2 (d), the **Board of Selectmen** shall be the appointing authority. On July 25, 2006, the BOS increased the membership from five members to seven.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: If the appointment is not approved there will be a vacancy on the Recreation Commission for a full term membership.

SUGGESTED ACTION: *MOTION TO appoint Rachel Harrington to the Recreation Commission as a full member for a three year term ending June 30, 2018.*

ATTACHMENTS:

1. Application to Serve –Rachel Harrington
2. Endorsement from Acting-Chair of Recreation Commission



TOWN OF TRURO

MAR 09 2015

P.O. Box 2030, Truro MA 02666

TOWN OF TRURO MASSACHUSETTS

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

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: RACHEL HARRINGTON HOME TELEPHONE: Personal Information Redacted

ADDRESS: 6 HOUSTON DRIVE N. TRURO WORK PHONE: Personal Information Redacted

MAILING ADDRESS: P.O. Box 406 Provincetown E-MAIL: Personal Information Redacted

FAX: _____ MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: RECREATION COMMISSION

SPECIAL QUALIFICATIONS OR INTEREST: I CURRENTLY HAVE 3 CHILDREN WHO ACTIVELY PARTICIPATE IN TRURO REC ACTIVITIES. I STRONGLY BELIEVE THAT KEEPING PEOPLE ACTIVE AND INVOLVED IS CRUCIAL IMPORTANT IN OUR COMMUNITY.

COMMENTS: I ALSO LOVE TRURO, AND WANT TO HELP MAKE IT AN EVEN BETTER PLACE TO BE, AND RAISE A FAMILY.

SIGNATURE: [Handwritten Signature] DATE: 3.6.15

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

SIGNATURE: _____ DATE: _____

INTERVIEW DATE: _____ APPOINTMENT DATE (IF APPLICABLE): _____

From:
To: ntudor@truro-ma.gov
Date: 03/10/2015 02:27 PM
Subject: Re: Application to Serve -Rec. Commission

I think Rachel will make be a great addition to the Recreation Commission and we will be happy to have her join us.

Jane Petterson
Acting Chair



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Pamet Harbor Commission

REQUESTOR: Tim Silva, Chairman; Tony Jackett, Harbormaster

REQUESTED MEETING DATE: March 24, 2015

ITEM: General discussion of alternative parking near Pamet Harbor

EXPLANATION: The Pamet Harbor Commission is seeking dialogue with the BoS for alternative parking to relieve pressure at Pamet Harbor to accommodate boaters during excessive demand, particularly when fish are plentiful and the launch facility is most desirable.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The added difficulty managing the parking lot at Pamet Harbor with cars illegally parked.

SUGGESTED ACTION: *None, For Discussion.*

ATTACHMENTS: None



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Administrator

REQUESTED MEETING DATE: March 24, 2015

ITEM: Board of Selectman review and vote to determine support of the articles as presented in the attached draft 2015 Annual Town Meeting Warrant.

EXPLANATION: In accordance with the Truro Town Charter, Chapter 2 § 3-8, Any article sponsored by a multi-member body shall state in the warrant the sponsor's recommendation and recorded vote before it shall be acted upon by the Town Meeting. Any article not receiving a recommendation as required by this provision may only be considered and acted upon only with the approval, by two-thirds vote, of the Town Meeting, unless otherwise provided by the General Laws.

The draft warrant and comments from Town Counsel are attached for review and action. The Town Counsel comments were inserted into the draft warrant for discussion purposes. All items that were not acted on at the March 17, 2015 Board of Selectman Meeting are ready for action.

SUGGESTED ACTION: *Motion to recommend Articles to the 2015 Annual Town Meeting.*

ATTACHMENTS:

1. Draft of Proposed 2015 Annual Town Meeting Warrant
2. 2016 Proposed Municipal Operating Budget
3. FY 2016 Projected Available Spending Capacity
4. Budget Variances by Major Cost Center
5. Letter from Town Counsel Veara with comments on the proposed warrant.



DRAFT – 032015

Warrant
Truro Annual Town Meeting
April 28, 2015, 6:00 pm
Truro Central School

&

Annual Election Ballot
7am to 8pm
Tuesday, May 12, 2015
Truro Community Center

**Free drop-in child care available for ages 3 and up during Annual Town Meeting.
Pre-registration is not required.**

**Transportation will be available for our senior citizens by the Council on Aging.
Reservations must be made in advance by calling #508-487-2462, ext. 20.**

Please note: Accommodations for individuals with disabilities including assistive listening devices (ALD) and material in alternative formats may be arranged by contacting Town Hall four business days prior to annual town meeting at (508) 349-7004 ext. 10 or ext. 24

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Article 27 – Charter Change – §4-2-7

Article 28 – Charter Change – §4-2-9

Article 29 – Charter Change – §4-2-1

Article 30 – Charter Change – §4-3-1 and Appendix B, Part 2

Article 31 – Charter Change – §5-4-3

Article 32 – Charter Change - §5.5.5

Article 33 – Charter Change – Appendix B, Part 3

Annual Town Election

Posting of the Warrant and Ballot

Appendix A – Non-Union Compensation for FY2015 and FY2016

Appendix B – FY2016 Omnibus Budget

Message from the Board of Selectmen

Dear Truro Voter:

DRAFT

DRAFT

DRAFT

Terms Used In Municipal Finance

Appropriation: An amount of money which has been authorized by vote of Town Meeting to be spent for a designated purpose.

Available Funds: Available funds refer to the Stabilization Fund, Golf Course Receipts Reserved for Appropriation, Beach Receipts Reserved for Appropriation, Pamet Harbor Receipts Reserved for Appropriation, Recreation Receipts Reserved for Appropriation, Conservation Commission Receipts Reserved for Appropriation, and continued appropriations left in Articles voted at previous Town Meetings.

Bond and Interest Record (Bond Register) – The permanent and complete record maintained by a treasurer for each bond issue. It shows the amount of interest and principal coming due each date and all other pertinent information concerning the bond issue.

Bond Anticipation Note (BAN) – Short-term debt instrument used to generate cash for initial project costs and with the expectation that the debt will be replaced later by permanent bonding. Typically issued for a term of less than one year, BANs may be re-issued for up to five years, provided principal repayment begins after two years (MGL Ch. 44 §17). Principal payments on school-related BANs may be deferred up to seven years (increased in 2002 from five years) if the community has an approved project on the Massachusetts School Building Authority (MSBA) priority list. BANs are full faith and credit obligations.

Capital Outlay Expenditure Exclusion – A temporary increase in the tax levy to fund a capital project or make a capital acquisition. Exclusions require two-thirds vote of the selectmen or city council (sometimes with the mayor's approval) and a majority vote in a community-wide referendum. The exclusion is added to the tax levy only during the year in which the project is being funded and may increase the tax levy above the levy ceiling.

Cherry Sheet: A form showing all State and County charges and reimbursements to the Town as certified by the Massachusetts Department of Revenue.

Classification of Real Property – Assessors are required to classify all real property according to use into one of four classes: Residential, Open Space, Commercial, and Industrial. Having classified its real property, local officials are permitted to determine locally, within limits established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners.

Classification of the Tax Rate – Each year, the selectmen or city council vote whether to exercise certain tax rate options. Those options include choosing a residential factor (MGL Ch. 40 §56), and determining whether to offer an open space discount, a residential exemption (Ch. 59, §5C), and/or a small commercial exemption (Ch. 59, §5I) to property owners.

CMR – Code of Massachusetts Regulations.

Code of Ethics – The provisions and requirements of MGL Ch. 286A pertaining to the standards of behavior and conduct to which all public officials and employees are held.

COLA – Cost of Living Adjustment

Collective Bargaining – The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor unit.

Commitment – Establishes the liability for individual taxpayers. The assessors' commitment of real estate taxes fixes the amount that the collector will bill and collect from property owners.

Community Preservation Act (CPA) – Enacted as MGL Ch. 44B in 2000, CPA permits cities and towns accepting its provisions to establish a restricted fund from which monies can be appropriated only for: a) the acquisition, creation and preservation of open space; b) the acquisition, preservation, rehabilitation, and restoration of historic resources; and c) the acquisition, creation and preservation of land for recreational use; d) the creation, preservation and support of community housing; and e) the rehabilitation and restoration of

open space, land for recreational use and community housing that is acquired or created using monies from the fund. Acceptance requires town meeting or city council approval or a citizen petition.

Overlay (Also called Allowance for Abatements and Exemptions): The amount raised by the Assessors to be used for potential abatement of property taxes. The Overlay Surplus is the portion of each year's Overlay Account no longer required to cover the property abatements.

Free Cash: This is the amount certified annually by the State Bureau of Accounts. Town Meeting may appropriate from Free Cash for any purpose. Sometimes referred to as Excess and Deficiency.

Transfer: The authorization to use an appropriation for a different purpose; in most cases only Town Meeting may authorize a transfer. However, in Truro, with certain restrictions, transfers may be authorized if the transfer is \$2,500.00 or less, the transfer is within the same Department, and is approved by the Department Head, Town Administrator and the Finance Committee.

Reserve Fund: This fund is established by the voters at an Annual Town Meeting through the Omnibus Budget. Transfers from the Reserve Fund are within the exclusive control of the Finance Committee and are for extraordinary or unforeseen expenditures.

Stabilization Fund: This is a special reserve account. Without an authorizing two-thirds (2/3) vote at a Town Meeting, funds cannot be deposited into or withdrawn from this account.

PROPOSITION 2½ TERMS

Community Preservation Fund – A special revenue fund established pursuant to MGL Ch. 44B to receive all monies collected to support a Community Preservation Program, including but not limited to, tax surcharge receipts, proceeds from borrowings, funds received from the Commonwealth, and proceeds from the sale of certain real estate.

Contingent Votes: Chapter 634 of the Acts of 1989 permits a Town Meeting to appropriate funds contingent upon passage of a referendum question (Override). A contingent vote does not automatically result in an override referendum. An override referendum can only be called by the Board of Selectmen. If a referendum is called by the Selectmen, it must take place within ninety days of the Town Meeting vote.

Debt Exclusion and Capital Outlay Expenditure Exclusion: These two override ballot questions can be placed on a referendum by a two-thirds (2/3) vote of the Board of Selectmen. If a majority of the voters approve the ballot question, the Town's levy limit is temporarily increased for the amount voted at the referendum. The increase may exceed the Town's levy limit.

General Override: A general override ballot question can be placed on a referendum if a majority of the Board of Selectmen votes to do so. If the ballot question is approved by a majority of the voters, the Town's levy limit is permanently increased by the amount voted at the referendum. The levy limit increases may not exceed the Town's levy ceiling.

Levy: The property tax levy is the revenue the Town can raise through real and personal property taxes. The levy is the largest source of revenue for the Town.

Levy Ceiling: This is the maximum amount of the levy limit. The ceiling equals 2½% of the Town's full and fair cash value.

Levy Limit: The limit is based on the previous year's levy plus certain allowable increases.

Levy Limit Increase: The levy limit automatically increases each year by 2½% of the previous year's levy limit.

New Growth: The increase in the levy limit attributable to new construction and new parcel subdivisions.

Override: A community can increase its levy limit by voting at a referendum to exceed the limit. There are three (3) types of overrides: general, debt exclusion and capital outlay expenditure exclusion.

Fiscal Year 2016

Five Year Capital Improvement Plan

In accordance with the requirements of the Truro Charter (Paragraph 7-2-6), the Board of Selectmen respectfully present for your review the FY 2016 Five Year Capital Improvement Plan. The expenditures listed are presented to give an updated overview of the projects and capital needs planned for the future. Attempts to define the future, while prudent from a planning point of view, must be fully recognized as “best estimates” that will be subject to continual change as each capital question moves forward.

During the calendar year 2003, the Town consolidated all long-term debt, including certain Cape Cod Land Bank acquisitions, into one general obligation bond, and refinanced the debt during a period of low interest rates, saving the Town almost \$500,000.00 over the life of the bond; thus concurrently improving its Standard & Poor’s Bond Rating three (3) levels to an A+ rating. The attached “previously committed long-term debt” schedule, and the new “previously committed Land Bank debt” schedule, reflects that refinancing. Today, Truro is the proud owner of a new bond rating. The Town’s bond rating now is an “AA+” after a 2014 review by Standard and Poor.

Commencing with the FY2002 Municipal Operating Budget, the Town approved a new procedure to incorporate safety and other high priority capital items in the operating budget, up to a maximum expenditure amount to be set annually. Concerted effort has been focused on gradually increasing the annual appropriation for priority capital items to insure sufficient budget capacity to develop and maintain a realistic upgrade and/or replacement schedule for the town’s rolling stock of vehicle, equipment and machinery. If an item does not succeed in being placed in the operating budget for purchase through this Operating Capital Account, Budget Line Item #01-133-5800, then the capital item may be funded in a different manner.

As one alternative, the Capital Improvement Fund (approved by Article 17 of the April 11, 2000, Annual Town Meeting) may be used. The Capital Improvement Fund is a special revenue fund authorized by a Home Rule Petition to the Legislature and the Governor, and which requires approval by a two-thirds vote at Town Meeting (similar to the Stabilization Fund) for appropriation. There is a balance of \$249,856.00 in the Capital Improvement Fund after the 2014 Annual Town Meeting approved the use of \$95,000 to air condition the gymnasium in Truro Central School. Two other ways to acquire a capital item individually require either a separate article specifying use of other available funds, or a Capital Exclusion Article, on the Town Meeting Warrant. The Capital Exclusion Article is considered to be a so-called "menu-override," requiring a majority vote at both Town Meeting and at the next referendum.

For FY2016, most of the safety and high priority capital needs are included in the Operating Capital Account budget request. Two items will appear as Capital Exclusion appropriations and several other FY2016 requested capital items have been deferred to FY 2017, or later.

FIVE YEAR CAPITAL IMPROVEMENT PLAN

**Debt figures include principal and interest

PREVIOUSLY COMMITTED LONG TERM DEBT**	FY2016	FY2017	FY2018	FY2019	FY2020
<u>Year committed/amount/repayment</u>					
TRURO PUBLIC LIBRARY (Note 1)	\$65,000	\$63,000	\$00.00	\$00.00	\$00.00
1999/\$1,108,708/20 - paid in full FY2017					
TOWN HALL REHABILITATION (Note 2)	\$211,000	\$205,000	\$194,000	\$188,000	\$182,000
2002/\$3,258,360/20 - paid in full FY2023					
SEWER (MWPAT) (Note 3)	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000
2003/\$197,404/19 - paid in full FY2021					
COMMUNITY CENTER (Note 4)	\$287,000	\$278,000	\$269,000	\$255,000	\$247,000
2006/\$3,735,000/20 - paid in full FY2026					
HARBOR JETTY REPAIR	\$125,000	\$120,000	\$115,000	\$00.00	\$00.00
2009/\$1,100,000/10 - paid in full FY2018					
SUB TOTAL	\$699,000	\$677,000	\$589,000	\$454,000	\$440,000
PREVIOUSLY COMMITTED LAND BANK DEBT** (Note 5)	FY2016	FY2017	FY2018	FY2019	FY2020
<u>Year committed/amount/repayment</u>					
Morea Property	\$18,000	\$18,000	\$17,000	\$16,000	\$16,000
2002/\$312,000/17 - paid in full FY2020					
Meldahl Property	\$60,000	\$58,000	\$56,000	\$54,000	\$52,000
2001/\$860,000/17 - paid in full FY2020					
Poor Property (Note 6)	\$140,000	\$135,000	\$130,000	\$125,000	\$115,000
2005/\$1,500,000/13 - paid in full FY2020					
SUB TOTAL	\$218,000	\$211,000	\$203,000	\$195,000	\$183,000
NEW AND POTENTIAL CAPITAL PROJECTS**					
<u>Year to Commit/Amount/Repayment</u>	FY2016	FY2017	FY2017	FY2019	FY2020
New DPW Facility Land Acquisition/Trade & Building Construction (Note 7)	\$00.00	\$319,000	\$311,000	\$303,000	\$296,000
2017/\$3,700,000/20 - Paid in full FY 2037					
SUB TOTAL	\$00.00	\$319,000	\$311,000	\$303,000	\$296,000
TOTAL	\$917,000	\$1,207,000	\$1,103,000	\$952,000	\$919,000

NOTES

1. The total project borrowed reflects a Commonwealth Board of Library Commissioners grant of \$640,000 and the receipt of donations in excess of \$400,000 to offset the total cost.
2. The total project amount borrowed has been reduced by receipt of a Small Cities Grant in the amount of \$312,000
3. MA Water Pollution Abatement Trust loan. This is a no interest loan. Septic betterment receipts used to repay the debt.
4. The total project amount borrowed has been reduced by the receipt of donations in the amount of \$223,000
5. On May 10, 2005 the Town completed acceptance of Section 298/Chapter 149 of the Acts of 2004 which replaces the Cape Cod Land Bank with the Community Preservation Act (with modifications).
6. The Poor Property is the last Land Bank Acquisition
7. The DPW facility project is included for long range planning purposes only. Any such increase in the Town's long term debt is not recommended until such time as other long-term debt has retired. The Town is in the early stage of identifying a site for the project.

CAPITAL IMPROVEMENT BUDGET FY2016- FY2019

Projected Capital Needs

Includes equipment, technology and other Departmental capital requests exceeding \$5,000

DEPARTMENT ITEM REQUESTED	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
<u>INFORMATION SYSTEMS (IS)</u>					
Ceiling mount projector, connect booth, wired mics, screen (A)	\$15,000				
<u>BUILDING/HEALTH/CONSERVATION</u>					
High Density File Storage System	\$41,000				
<u>ACCOUNTING</u>					
Req/PO Software	\$15,000				
<u>DPW</u>					
Zero-turn mower					\$12,000
Rough terrain lawn mower					\$18,000
Dump truck, plow and sander	\$120,000				
Brush cutter/mower			\$80,000		
Pick-up truck		\$36,000			
One ton dump truck			\$70,000		
Rubber Tire Loader				\$120,000	
<u>TRANSFER STATION</u>					
Transfer trailer				\$75,000	
Recycling compactor		\$60,000			
Roll-off trailer					\$100,000
Compactor			\$80,000		
Portable Scales and Software	\$30,000				
<u>PUBLIC BUILDING MAINTENANCE</u>					
Public Safety Building siding and trim			\$60,000		
Town Hall interior painting		\$22,000			
Library roof				\$65,000	
Town Hall Siding and Trim				\$30,000	
Community Center Carpet Replacement					\$20,000
Community Center Interior Painting					\$22,000
<u>COUNCIL ON AGING</u>					
Ford FLEX Passenger Vehicle		\$32,000			
<u>RECREATION AND BEACH DEPARTMENT</u>					
Four-Wheel-Drive Vehicle Replacement		\$35,000			
Study for Addition to Recreation Lounge			\$50,000		
ATV		\$10,000			
Community Center Splash Pad				\$25,000	
Community Center Shade Sail		\$10,000			
Snow's Fieldhouse: Finished Basement				\$50,000	
Snow's Field: Gen. Imp. (playground, grading, gate, fence, etc.)			\$50,000		

DEPARTMENT ITEM REQUESTED	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Sedan Vehicle Replacement				\$25,000	
<u>FIRE AND RESCUE</u>					
Defibrillator Replacement (B)	\$78,000				
Replace 480: F350/F450 Utility Brush Response Vehicle		\$60,000			
Ambulance			\$200,000		
Equipment replacement/Acquisition, as need determines				\$50,000	
<u>LIBRARY</u>					
Replace part of bookshelves in Children's Room	\$5,000				
Replace bathroom and kitchen vanities	\$10,000				
Replace carpet on lower level		\$25,000			
Reconfigure space to create a young adult area		\$15,000			
Carpet in Children's room		\$12,000			
Replace carpet in main area (not children's room)			\$25,000		
Reconfiguration of library space				\$50,000	
<u>POLICE</u>					
Police Cruisers (2)	\$71,000		\$70,000	\$66,200	\$66,655
Police Cruiser (1)		\$31,500			
Replace portable radios (6)		\$20,400	\$20,400	\$20,400	
Police Firing Range					\$250,000
<u>HARBOR OPERATIONS/SHELLFISH WARDEN</u>					
26 Foot boat and engine					\$65,000
Upweller			\$5,000		
Float and Poles				\$6,000	
<u>SCHOOL</u>					
Technology update	\$17,000	\$17,500	\$17,500	\$17,500	\$17,500
Repaint Steel (Exterior)	\$40,000				
Refurbish Playground (B)	\$125,000				
Repaint West Side of School		\$25,000			
Reseal Parking Lots/Playground		\$40,000			
Repaint East Side of School			\$25,000		
Repaint South Side of School				\$25,000	
<u>TOTAL</u>	\$567,000	\$451,400	\$752,900	\$625,100	\$571,155

(A) To be funded using PEG Access Funds

(B) This will appear as Capital Exclusion Articles (Article)

Greetings:

In the name of the Commonwealth, you are hereby required to warn the inhabitants of the Town of Truro qualified to vote in town affairs, to meet at the Truro Community Center on Tuesday, April 28, 2015 at 7:00 pm, then and there, to vote on the following articles:

ARTICLE 1: AUTHORIZATION TO HEAR THE REPORTS OF MULTI-MEMBER BODIES

Town Counsel: Lawful Article

To see if the Town will vote to hear reports of any multi-member body, whose annual report was not published in the 2014 Annual Town Report, or take any other action relative thereto. ***Requested by the Board of Selectmen***

Board of Selectmen Recommendation: 5-0-0 in favor

Comment: Customary Article

ARTICLE 2: AUTHORIZATION TO SET THE SALARY OF THE BOARD OF SELECTMEN

Town Counsel: Lawful Article

To see if the Town will vote to determine and set the following as the salary for the Board of Selectmen, who shall receive for Fiscal Year 2016: Board of Selectmen 5 @ \$3,000.00 = \$15,000.00, or take any other action relative thereto. ***Requested by the Finance Committee***

Finance Committee Recommendation:

Board of Selectmen Recommendation: 5-0-0 in favor

Comment: Customary article

ARTICLE 3: AUTHORIZATION TO SET THE SALARY OF THE MODERATOR

Town Counsel: Lawful Article

To see if the Town will vote to determine and set the salary for the Town Moderator, who shall receive for Fiscal Year 2016: Moderator @ \$150.00

Or take any other action relative thereto. ***Requested by the Board of Selectmen***

Finance Committee Recommendation:

Board of Selectmen Recommendation: 5-0-0 in favor

Comment: Customary article

ARTICLE 4: AMENDMENTS TO THE FY2015 OPERATING BUDGET

Town Counsel: Lawful Article

To see if the Town will vote to appropriate from available funds and/or authorize the transfer from various line items within current appropriations, such sums of money necessary to supplement the operating/or capital budgets of the various Town departments for the current fiscal year 2014-2015 (FY2015), or take any other action relative thereto. *Requested by the Board of Selectmen*

Finance Committee Recommendation:

Board of Selectmen Recommendation:

FROM	TO	AMOUNT
Free Cash	Fire Department Payroll	\$107,000
<i>To pay for coverage 24 hours per day, seven days per week.</i>		
Free Cash	Pamet Harbor Ops – Capital: Security Camera	\$7,500
<i>To purchase and install cameras to provide additional security at the harbor.</i>		
Free Cash	Snow Removal Budget (FY '15 Deficit)	\$75,000
<i>To pay for unanticipated snow and ice removal for FY2015</i>		
Free Cash	Town Administrator Purchase of Services Budget (Ballston Beach Related Design & Engineering)	\$10,000
<i>To provide the necessary engineering and design services to complete the recommendations for the over wash problems at Ballston Beach.</i>		
Free Cash	Transfer Station Supply Budget (Recycling Bins, Container Chute)	\$13,500
<i>To purchase the necessary bins to assist with single source recycling at the Transfer Station</i>		
Re-appropriate FY '13 Op Cap Encumbered Balance re: Public Safety Facility Exterior Painting Project	Transfer Station Purchase of Services Budget (Tipping Fees)	11,596.09
<i>To cover increased costs of taking trash to the Covanta facility.</i>		
Re-appropriate FY '15 T/S Capital Balance re: Purchase of Transfer Trailer	Transfer Station Purchase of Services Budget (Tipping Fees)	\$18,189.00
<i>To cover increased costs of taking trash to the Covanta facility.</i>		
TOTAL		\$242,785.09

ARTICLE 5: FY 2016 OMNIBUS BUDGET APPROPRIATION

Town Counsel: Lawful Article

To see if the Town will vote to raise and appropriate and transfer from available funds the sum of Seventeen Million, Seven Hundred Ninety-five Thousand, Eight Hundred Twenty-five dollars and twenty-five cents (\$17,795,825.25) to defray the expenses and charges of the Town of Truro in Fiscal Year 2016 (the period from July 1, 2015 through June 30, 2016), including the costs of public education, debt service and interest payments, and to meet said appropriation by the following means:

Source	Amount
Raise through taxation	\$16,866,420.25
Transfer from Beach Receipts Reserved for Appropriation	\$280,000.00
Transfer from Golf Receipts Reserved for Appropriation	\$120,000.00
Transfer from Pamet Harbor Receipts Reserved for Appropriation	\$65,000.00
Transfer from Recreation Receipts Reserved for Appropriation	\$15,500.00
Transfer from Conservation Commission Receipts Reserved for Appropriation	\$5,000.00
Transfer from Fund Balance Reserved for Overlay Released by the Assessors	\$138,800.00
Transfer from Educational/Governmental Programing Access Fund	\$78,050.00
Appropriate within the Septic Betterment Program Fund	\$10,400.00
Appropriate within the Community Preservation Act Fund	\$216,625.00
TOTAL	\$17,795,825.25

Or take any other action relative thereto. *Requested by the Board of Selectmen*

Finance Committee Recommendation:

Board of Selectmen Recommendation:

***Comment:** The proposed Fiscal Year 2016 Operation Budget can be found after the text of the Annual Town Meeting Warrant as Appendix B. The Budget Format contains the expenditure figures for the Fiscal Year 2014, appropriation figures for Fiscal Year 2015, and request for Fiscal Year 2016 for Town Departments, the Finance Committee's recommendations and the Board of Selectman's recommendations. Please refer to the Selectmen's Letter to the voters on Page 1 and the Finance Committee's letter to the voters on Page 3.*

ARTICLE 6: TRANSFER OF FUNDS FROM FREE CASH

Section One: To Reduce or Stabilize the FY 2016 Tax Rate

Town Counsel: Lawful Article

To see if the Town will vote to transfer One Million Three Hundred Thousand dollars (\$1,300,000.00) from Free Cash to reduce or stabilize the Tax Rate, or to take any other action relative thereto.

Requested by the Board of Selectmen

Finance Committee Recommendation:

Board of Selectmen Recommendation:

Comment: *Customary Article.*

Section Two: To the OPEB Trust Fund

Town Counsel: Lawful Article

To see if the town will vote to transfer the sum of Three Hundred Thousand dollars (\$300,000.00) from free cash to the Other Post-Employment Benefits (OPEB) Trust Fund, or take any other action relative thereto. *Requested by the Board of Selectmen*

Finance Committee Recommendation:

Board of Selectmen Recommendation: 5-0-0 in favor

Comment: *This is a Customary Article that began at the 2014ATM to transfer funds into the Other Post-Employment Benefits (OPEB) Trust Fund to cover future liability in accordance with government accounting standards. This year's proposal is to transfer three hundred thousand dollars (\$300,000).*

ARTICLE 7: COMMUNITY PRESERVATION ACT

Town Counsel: Lawful Article

Section One: Habitat for Humanity of Cape Cod, Inc. - Land Acquisition (Community Housing)

To see if the Town will vote to appropriate the sum of Two Hundred Sixty-Five Thousand dollars (\$265,000.00) exactly including Fifty Thousand Three Hundred Sixty-one dollars (\$50,361.00) exactly from Community Preservation Act Reserve for Community Housing, Fifty-three Thousand Ninety-four dollars (\$53,094.00) exactly from Projected Fiscal 2016 Community Preservation Act Revenues and One Hundred Sixty-one Thousand Five Hundred Forty-five dollars (\$161,545.00) exactly from Undesignated Community Preservation Act Fund Balance to purchase a buildable lot suitable for Affordable Housing or take any other action relative thereto. *Requested by Habitat for Humanity of Cape Cod, Inc.*

Finance Committee Recommendation:

Board of Selectmen Recommendation: 5-0-0 in favor

Community Preservation Committee Recommendation: 7-0-0 in favor

Comment: *Habitat for Humanity seeks to purchase land in Truro and then use their tried –and-true “sweat equity” model for a qualified homeowners to build new affordable homes, deed restricted affordable in perpetuity. Habitat works closely with the buyers, providing significant home buyer counseling and works hand in hand through the mortgage and closing process. The target date for completion of a new Habitat home is late 2017 or early 2018. Habitat for Humanity of Cape Cod has a proven success record in Truro.*

Section Two: Phase 3 Preservation of the Truro Meeting House (Historic Preservation)

Town Counsel: Lawful Article

To see if the Town will vote to appropriate Two Hundred Sixty-four Thousand Seven Hundred Ninety dollars (\$264,790.00) exactly including Fifty-three Thousand Ninety-four dollars (\$53,094.00) exactly from the Fiscal Year 2016 Projected Community Preservation Act Fund Revenues and Two Hundred Eleven Thousand Six Hundred Ninety-six dollars (\$211,696.00) exactly from Undesignated Community Preservation Act Fund Balance for the final phase of the complete restoration of the Truro

Meeting House or take any other action relative thereto. *Requested by Friends of the Truro Meeting House*

Finance Committee Recommendation:

Board of Selectmen Recommendation: 5-0-0 in favor

Community Preservation Committee Recommendation: 7-0-0 in favor

Comment: *Final Phase Funding will complete the preservation of Truro's oldest historic landmark. Previous phases on priority construction work moved forward on schedule. Final Phase Preservation of the Old Congregational Meeting House (Truro Meeting House) focuses on finishing the foundations, replacement of rotted sills and timbers, making the crawl space more accessible and venting the crawl space. The Friends of the Truro Meeting House have reached out to broaden public support and continue fundraising to bring additional contributions to the project. Note: The CPC has voted that no funds can be drawn from this grant until the Historic Preservation Deed restriction is approved, executed and recorded against the property.*

Section Three: Beach Access Materials (Recreation)

Town Counsel: Lawful Article

To see if the Town will appropriate the sum of Twenty-two Thousand Fifty-nine dollars (\$22,059.00) exactly from Community Preservation Act Undesignated Fund Balances to purchase not more than six (6) handicap access mats for use at Corn Hill Beach and Head of the Meadow Beach or take any other action relative thereto. *Requested by Truro Commission on Disabilities*

Finance Committee Recommendation:

Board of Selectmen Recommendation: 5-0-0 in favor

Community Preservation Committee Recommendation: 7-0-0 in favor

Comment: *Access mats, such as "Mobi Mats" or similar products would enable visitors to get closer to the water. This type of beach access materials have become popular with able bodied as well as disabled beach goers and define an approved route to beaches, protecting plants and wildlife. Additional access material at Head of the Meadow Beach will create a "T" so that users can go left or right and allow the mobility impaired to stay on the mats away from oncoming traffic. Also, additional materials at Corn Hill Beach will extend access beyond the boardwalk and form an L shape allowing users to get off the main path and also out of the way of ORVs entering the beach. These materials are generally easily maintained, dismantled and stored at the end of the beach season.*

Section Four: Participation in the Purchase of Two Lots at Edgewood Farm to be Protected by a Deed Restriction in Perpetuity (Open Space)

Town Counsel: Lawful Article

To see if the Town will vote to appropriate the sum of Forty Thousand dollars (\$40,000.00) exactly from Community Preservation Act Undesignated Fund Balance in exchange for a Conservation Deed Restriction which will prohibit development of these parcels or take any other action relative thereto. *Requested by Truro Conservation Trust*

Finance Committee Recommendation:

Board of Selectmen Recommendation: 5-0-0 in favor

Community Preservation Committee Recommendation: 7-0-0 in favor

Comment: *The Truro Conservation Trust proposes to purchase two lots to preserve 3.77 acres of pristine woodlands of Edgewood Farm. The Trust's intent is to create walking trails from the abutting Town-owned Open Space land to the highest elevation in the Edgewood Farm lots. The entire price of the two lots is \$536,000 which the Truro Conservation Trust hopes to cover through the Massachusetts LAND Grant program. The lots will be held in conservation in perpetuity.*

Section Five: Administrative Percentage

Town Counsel: Lawful Article

To see if the Town will appropriate the sum of Twenty-six Thousand Five Hundred Forty-seven dollars (\$26,547.00) exactly from FY 2016 Projected Community Preservation Act Revenue for the administrative expenses of the Community Preservation Committee or take any other action relative thereto. ***Requested by Community Preservation Committee***

Finance Committee Recommendation:

Board of Selectmen Recommendation: 5-0-0 in favor

Community Preservation Committee Recommendation: 6-0- in favor

Comment: *The request this year is for the full 5% allowed by the Community Preservation Act and the Truro Bylaws. This is to cover expenses for a consultant to manage CPC operations as well as legal expenses, membership in the Community Preservation Coalition, printing, advertising and supplies. Any money remaining unspent at the end of Fiscal Year 2016 will be applied to the Community Preservation Act Undesignated Fund Balance.*

ARTICLE 8: AUTHORIZATION TO EXPEND FUNDS IN ANTICIPATION OF REIMBURSEMENT FOR STATE HIGHWAY ASSISTANCE AID

Town Counsel: Lawful Article

To see if the Town will vote to authorize the Town Treasurer, under the direction of the Board of Selectmen and under the authority of Massachusetts General Laws Chapter 44 Sections 6 and 6A, as amended, to borrow a sum of money; to appropriate this sum for work on roads located on the state Primary System as approved by the Massachusetts Highway Department; to authorize, under the direction of the Board of Selectmen and the Town Administrator, the expenditure of these funds in anticipation of state reimbursement; and to accept any and all state highway assistance funds authorized by the Legislature under the provisions of Chapter 45 of the Acts of 2005, and any other different or subsequent legislation, and as approved by the Massachusetts Highway Department under the so-called Chapter 90 Highway Assistance Program, or to take any other action relative thereto.

Requested by the Town Administrator

Finance Committee Recommendation:

Board of Selectmen Recommendation: 5-0-0 in favor

Comment: *Customary Article*

ARTICLE 9: CAPITAL EXCLUSION TO PURCHASE DEFIBRILLATORS

Town Counsel: Lawful Article

To see if the Town will vote to raise and appropriate the sum of Seventy-eight Thousand dollars (\$78,000.00) to purchase replacement defibrillators for the Fire and Rescue Department, and for the payment of all other costs incidental and related thereto; to authorize the Town Administrator to solicit bids, to enter into contracts and to expend this money for this purpose; to meet this appropriation, to seek, accept and expend any funds or grants which may be available to defray a portion of the project's cost; and to provide that no sums shall be expended hereunder unless and until the Town shall have voted to exclude the amounts needed from the limitations imposed by Chapter 59, Section 21C(i½) of the General Laws (Proposition 2½), or to take any other action relative thereto.

Requested by the Board of Selectmen

Finance Committee Recommendation:

Board of Selectmen Recommendation: 5-0-0 in favor

Comment: *Defibrillation is a common emergency treatment for life-threatening cardiac events. Defibrillation consists of delivering a therapeutic dose of electrical energy to the heart with a device called a defibrillator. If approved, this article will replace old equipment used by the Fire and Rescue Department. In order for the Capital Exclusion to be finalized, the request must be approved by a majority of voters at Town Meeting and at the Annual Town Election on May 12, 2015.*

ARTICLE 10: CAPITAL EXCLUSION TO REFURBISH THE TRURO CENTRAL SCHOOL PLAYGROUND

Town Counsel: Lawful Article

To see if the Town will vote to raise and appropriate the sum of One Hundred Twenty-five Thousand dollars (\$125,000.00) to refurbish the playground at the Truro Central School, and for the payment of all other costs incidental and related thereto; to authorize the Town Administrator to solicit bids, to enter into contracts and to expend this money for this purpose; to meet this appropriation, to seek, accept and expend any funds or grants which may be available to defray a portion of the project's cost; and to provide that no sums shall be expended hereunder unless and until the Town shall have voted to exclude the amounts needed from the limitations imposed by Chapter 59, Section 21C(i½) of the General Laws (Proposition 2½), or to take any other action relative thereto. *Requested by the Board of Selectmen and the School Committee*

Finance Committee Recommendation:

Board of Selectmen Recommendation: 5-0-0 in favor

School Committee Recommendation:

Comment: *In order for the Capital Exclusion to be finalized, the request must be approved by a majority of voters at Town Meeting and at the Annual Town Election on May 12, 2015.*

ARTICLE 11: TRANSFER OF FUNDS FROM STABILIZATION FUND TO EMPLOYEE BENEFITS ACCOUNT

Town Counsel: Lawful Article

To see if the Town will vote to transfer the sum of Fifty Thousand dollars (\$50,000.00) from the Stabilization Fund, if required, to an account designated to pay the unused sick and vacation time benefits for employees that retire, and to vote to appropriate for redeposit into the Stabilization Account the transferred funds unused at the end of the fiscal year 2016, or to take any other action relative thereto. *Requested by the Town Administrator and Town Accountant*

Finance Committee Recommendation:
Board of Selectmen Recommendation: 5-0-0 in favor

***Comment:** Several Town employees with long years of service are near retirement. This transfer would help mitigate the impact of pay outs those employees will receive for unused sick and vacation time when they retire. Our recommendation is to continue to reserve funds annually for this purpose as more employees reach retirement. The transfer will only be completed if required. .*

ARTICLE 12: NON-UNION PERSONNEL CLASSIFICATION AND COMPENSATION SCHEDULE, COST OF LIVING ALLOWANCE FOR FISCAL YEAR 2015

Town Counsel: Lawful Article

To see if the Town will vote to amend the Personnel Bylaw, Section 12.3, Classification and Compensation Schedule (Non-Union Personnel) by deleting the applicable personnel classification and compensation schedule, and inserting in its place the following schedule to be effective July 1, 2015, (said schedule appearing in Appendix A). Said amendments having been incorporated in the FY 2016 Omnibus Operating Budget in the COLA Undistributed-Reserved for Transfer Account, Budget Line Item #01015457, or take any other action relative thereto. ***Requested by the Town Administrator***

Finance Committee Recommendation:
Board of Selectmen Recommendation: 5-0-0 in favor

***Comment:** Customary Article. The Town Administrator has recommended a 2% non-union personnel cost of living allowance for FY 2016, which was incorporated in the FY 2016 Omnibus Operating Budget. This article does not increase the operating budget as presented in Article 5. This is included solely to seek your approval of the non-union Classification and Compensation Plan. See Attachment A.*

ARTICLE 13: TO AMEND THE PERSONNEL BYLAW TO INCREASE THE HOURS FOR THE LIBRARY DIRECTOR

Town Counsel: Lawful Article

To see if the Town will vote to increase from 35 to 40 the number of weekly compensated hours for the Library Director and to amend the Personnel Bylaw's Grade 12 Classification/Compensation Schedules for the Library Director so that, beginning with Fiscal Year 2016, it will read as follows:

Grade	Job Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
12	Library Director	Ann'l.	\$56,778	\$60,183	\$63,796	\$67,623	\$71,681	\$75,602

Or take any other action relative thereto. ***Requested by the Board of Selectmen, Town Administrator and Board of Library Trustees***

Finance Committee Recommendation:
Board of Selectmen Recommendation: 5-0-0 in favor
Board of Library Trustees Recommendation:

***Comment:** To correctly compensate the Library Director for the hours necessary to complete the duties and requirements of the position.*

ARTICLE 14: TO AMEND THE PERSONNEL BYLAW TO CREATE A PART-TIME ASSISTANT TO THE HEALTH/CONSERVATION AGENT

Town Counsel: Lawful Article

To see if the Town will vote to amend the Personnel Bylaw by adding “Assistant Health and Conservation Agent” as a new position effective July 1, 2015 and to amend Article XII - Classification/Compensation Schedules by adding the following:

Grade	Job Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
10A	Assistant to the Health & Conservation Agent	Hourly	22.58	23.99	25.39	26.78	28.19	29.58

Or take any other action relative thereto. *Requested by the Board of Selectmen and Town Administrator*

Finance Committee Recommendation:
Board of Selectmen Recommendation: 5-0-0 in favor

Comment: The request is for a new part-time Assistant to the Health & Conservation Agent (20 hrs/wk) to work for the Health and Conservation Department. If a qualified applicant is identified this position would replace the Field Inspector who is paid on a per inspection basis. The responsibilities of both the Health and Conservation Departments have become more complex. The Health and Conservation Agent is increasingly responsible for projects such as Ballston Beach and the Upper Pamet Valley, the Comprehensive Waste Water Management Plan, the mandate to develop a regional waste management agency and land use issues which are becoming more complicated due to water, wetland and other environmental reviews. The additional position, requiring at minimum a registered sanitarian license, will assist with witness percolation and soil testing; comprehensive housing inspections; various conservation filed work; various health inspections; plan review; and investigations of a variety of health and conservation related complaints.

ARTICLE 15: RETURN OF FUNDS TO THE CONGREGATIONAL CHURCH

Town Counsel: Lawful Article

To see if the Town will vote to instruct and authorize the Town Clerk to return the principal and all accumulated interest out of both the Congregational Cemetery Fund and the Congregational Cemetery (General) fund to the Congregational Church, or to take any other action relative thereto. *Requested by the Cemetery Commission*

Finance Committee Recommendation:
Board of Selectmen Recommendation: 5-0-0 in favor

Comment: At the request of the Congregational Church Board of Directors this would return all monies currently being held by the Town in the Congregational Cemetery Fund and the Congregational Cemetery (General) fund back to the Congregational Church for the purposes of property maintenance.

ARTICLE 16: POND ROAD EASEMENT

Town Counsel: Lawful Article

To see if the Town will vote to authorize the Board of Selectmen to grant, in consideration of the payment of no less than Five Thousand dollars (\$5,000.00), an appurtenant easement to Richard Balzer and Patricia Bellinger on and along the “Shell Drive” which is shown on the “Consolidation Plan of Land in Truro Made for Riding Lights, LLC” recorded in the Barnstable County Registry of Deeds Plan Book 627 on Page 47, which begins at Pond Road, crosses the Town’s land, and, with a width of approximately 12 feet, runs 100 feet, more or less, northwesterly to the grantees’ land, and which may be used for pedestrian and vehicular ingress and egress to and from the grantees’ residence at 41 Pond Road (shown on Truro Assessors’ Map 35 as Parcel 122), or to take any other action relative thereto.

Requested by the Board of Selectmen and the Town Administrator.

Board of Selectmen Recommendation: 5-0-0 in favor

Comment: The property located at 41 Pond Road has historically been used a driveway over town owned land adjacent to the Cold Storage Beach Parking lot; however a legal easement has not existed. This easement would allow the current and future owners to lawfully access the property.

ARTICLE 17: AMENDMENT TO THE TRURO PERSONNEL BYLAW TO ADD A BYLAW REGARDING A SHARED POSITION WITH ANOTHER MUNICIPALITY

Prepared by Labor Counsel

To see if the Town will vote to amend the Truro Personnel Bylaw, Article II, by adding thereto the following new subsection:

- 2.1.11 Shared Employee – An employee working in a particular capacity for the Town and in a like capacity for another municipality pursuant to an inter-municipal agreement. This bylaw shall apply to a shared employee, and the shared employee shall be entitled to compensation and benefits, only as provided in the inter-municipal agreement.

or take any other action relative thereto. ***Requested by the Board of Selectmen and the Town Administrator.***

Selectmen Recommendation:

Comment: To allow for the payment of the Town’s portion of employee benefits to an employee who works full time for two communities.

ARTICLE 18: AMENDMENT TO THE TRURO PERSONNEL BYLAW TO ADD A SUBSECTION FOR LIMITATION ON DUAL OR MULTIPLE POSITIONS

Prepared by Labor Counsel

To see if the Town will vote to amend the Truro Personnel Bylaw, Article V, by adding thereto the following new subsection:

- 5.3 Limitation on Dual or Multiple Positions – Except as authorized by M.G.L. c. 268A and as approved in advance by the Board of Selectmen in exceptional circumstances, no employee of the Town shall be eligible for employment in another position with the Town if the combined weekly hours worked by the employee in the service of the Town

foreseeably would exceed 40 on a regular or recurring basis. This provision shall not apply to employees holding only positions exempt from the overtime provisions of the Fair Labor Standards Act.

Or take any other action relative thereto. *Requested by the Board of Selectmen and the Town Administrator.*

Finance Committee Recommendation:
Board of Selectmen Recommendation:

Comment: *To prevent the automatic payment of wages at an overtime rate due to employment in multiple positions.*

ARTICLE 19: AMEND GENERAL BYLAWS TO BAN SMOKING ON TOWN BEACHES

Town Counsel: Lawful Article

To see if the Town will vote amend the General Bylaws of the Town of Truro by repealing Chapter III Public Health Section 5, subsection 3-5-1 which reads “Smoking shall be prohibited on all public places as provided in MGL ch. 270, s. 22” and by inserting in its place as the new subsection 3-5-1 the following “Smoking is prohibited in all places designated in Massachusetts General Laws Chapter 270, Section 22, and on all town-owned beaches.”

Or take any other action relative thereto. *Requested by the Board of Selectmen and the Beach Commission*

Finance Committee Recommendation:
Board of Selectmen Recommendation: 5-0-0 in favor

Comment: *The Beach Commission has voted in favor of banning smoking at Town beaches. This would be consistent with the National Seashores prohibition of smoking on beaches with the desire to eliminate cigarette butts and other smoking waste on the beaches.*

ARTICLE 20: ZONING AMENDMENT - §30.2, NOTE 4

Town Counsel: Lawful Article

To see if the Town will vote to amend the Truro Zoning Bylaw, Section 30.2 Note 4, by deleting the existing language and replacing it with the following: “4. Uses in this category are further subject to the special regulations set forth in §40.5 and the Planning Board shall serve as the Special Permit granting authority.” Or to take any other action relative thereto. *Requested by the Planning Board*

Board of Selectmen Recommendation: 5-0-0 in favor
Planning Board Recommendation: 7-0-0

Comment: *This is a housekeeping item to clarify and simplify the existing language. The intent of the language remains the same. The existing language to be deleted and replaced reads as follows: “4. Includes buildings and appurtenances; Special Permit Granting Authority is the Planning Board.*

ARTICLE 21: ZONING AMENDMENT - §30.2, NOTE 6

Town Counsel: Lawful Article

To see if the Town will vote to amend the Truro Zoning Bylaw, Section 30.2 Note 6, by deleting the last portion of the final sentence, which reads “; the proposed accessory use need not be located on the same parcel as the primary use” Or to take any other action relative thereto. *Requested by the Planning Board*

Board of Selectmen Recommendation: 5-0-0 in favor

Planning Board Recommendation: 7-0-0 in favor

Comment: This is a housekeeping item. The existing language and the language to be deleted read as follows: “6. The Board of Appeals may approve activities which are necessary in connection with scientific research or scientific development or related production, and which are accessory to a permitted use, if the Board finds the proposed accessory use does not substantially derogate from the public good; the proposed accessory use need not be located on the same parcel as the primary use.”

ARTICLE 22: ZONING AMENDMENT - §50.1.H

Town Counsel: Lawful Article

To see if the Town will vote to amend the Truro Zoning Bylaw by deleting Section 50.1.H, which reads “H. Public accommodations shall not exceed two (2) habitable stories.” Or to take any other action relative thereto. *Requested by the Planning Board*

Board of Selectmen Recommendation: 5-0-0 in favor

Planning Board Recommendation: 7-0-0 in favor

Comment: This is a housekeeping item. The requirement for the height and number of habitable stories is covered in other sections of the Zoning Bylaw; specifically §50.1.A and §50.1.E.

ARTICLE 23: ZONING AMENDMENT – DEFINITION OF STREET & NEW §30.11 STREETS AND FRONTAGE

Town Counsel: Lawful Article

To see if the Town will vote to amend the Truro Zoning Bylaw Section 10.4 by deleting the definition of “Street” and replacing it with the following:

Street. A private or public way by which vehicles and pedestrians can safely gain access to and egress from homes, places of business and other locations. For the purposes of this bylaw, the terms “street”, “road” and “way” bear the same meaning.

And further, to amend Section 30 Use Regulations by adding a new Section 30.11 Streets and Frontage as follows:

“Section 30.11 Streets and Frontage

- A. Purpose: It is the intent of this section to provide the minimum requirements for streets in Truro in order to qualify as safe and adequate for the purposes of obtaining a building permit from the Building Commissioner on an existing private road.
- B. Applicability: A Street is assumed to qualify as safe and adequate and can be developed by right provided the following is met:
 - 1. a public way which the Town Clerk certifies is maintained and used as a public way; or,
 - 2. a way that has been approved, endorsed and constructed in accordance with the subdivision control law; or
 - 3. a way that was in existence on December 8, 1955 and meets the following minimum criteria:

Number of lots on Road	1 - 5	6 - 10	11 - 20	21 or more
Minimum Roadway Width	8 feet, plus 3 feet clearance on both sides	14 feet	16 feet	18 feet
Maximum Allowable Grade	12 %	10 %	8 %	8 %

For ways which do not meet these minimum requirements, the Planning Board, in conformance with subparagraph C, shall make a determination as to whether said road provides safe and adequate access.

- C. The Planning Board shall make a determination of the adequacy of a street as outlined below:
 - 1. Public Hearing – Upon the filing of a request with the Planning Board, the Board shall hold a duly noticed public hearing within forty-five (45) days. Notice shall be made no less than fourteen (14) days prior to the scheduled public hearing via regular first class mail to all the owners of properties along said street.
 - 2. The request can be for a determination of the entire length of street or a determination of the street up to and including a lot located on said street.
 - 3. Referral – Upon the filing of a request and prior to the public hearing said request shall be referred to the Police and Fire Departments and the Department of Public Works for review and comment.
 - 4. Requirements – The applicant shall show to the satisfaction of the Planning Board that the street has sufficient width, suitable grades and adequate construction to provide access for emergency vehicles as well as safe travel and adequate circulation. The Planning Board may refer to and may utilize existing road standards as outlined in the Town of Truro Rules and Regulations Governing the Subdivision of Land (as amended) and the Town of Truro General Bylaws (as amended).
 - 5. The Planning Board’s Decision on the determination of adequacy of the street shall be filed with the Town Clerk. Any appeal from that decision must be commenced within sixty (60) days from the date of filing with the Town Clerk under the provisions of Massachusetts General Laws Chapter 249, Section 4.”

Or to take any other action relative thereto. ***Requested by the Planning Board***

Board of Selectmen Recommendation: 1 in favor, 4 opposed
Planning Board Recommendation: 6-0 in favor

***Comment:** The current definition of street needs to be updated. It currently reads in part that "When a street(s) is to be used for lot frontage, the street(s) shall conform to the requirements of the Town of Truro Subdivision Regulations, Section IV - Design Standards (b), (c), & (d) as they existed on January 1, 1989." Although the current definition contains an exception for certain "accepted public paved ways," the majority of streets in Truro are not paved and most of them have never been accepted. The design standards in existence on January 1, 1989 required that "The minimum width of street right-of-ways shall be 40 feet." Also, the references are outdated as the Subdivision Regulations have been rewritten. The Planning Board submits that the requirement of a 40 foot right-of-way is unduly restrictive.*

At the 2013 ATM the Planning Board proposed a new Street definition and additional language. At that time the article did not receive the required 2/3 vote and the message that was heard was that the proposed language in 2013 did not contain standards or requirements and there was a concern with phase "in the opinion of the Planning Board".

The new proposed language presents a simple and straight forward definition of "Street". In addition, the new proposed Section 30.11 provides for minimum requirements (consistent with both the Town General Bylaw regarding Public Safety and with the Subdivision Rules and Regulations.) This section also provides for additional review if those requirements are not met.

ARTICLE 24: ZONING AMENDMENT – CONVERSION OF COTTAGE OR CABIN COLONY, MOTOR COURT, MOTEL OR HOTEL FOR YEAR ROUND USE

Town Counsel: Lawful Article

To see if the Town will vote to amend the Truro Zoning Bylaw by adding a new Definition of "Dwelling, Multi-Family" in Section 10.4 as follows:

"Dwelling, Multi-family. Three or more dwelling units, attached, detached, or a combination thereof on a single lot."

And further, to amend the Truro Zoning Bylaw Section 30.2 by adding "Multi-family Dwelling" in the Use Table under Residential Uses and by adding a new NOTES 13, as following:

RESIDENTIAL							
	R	BP	NT6A	TC	NTC	Rt6	S
Multi-family Dwelling (13)	N	SP	SP	N	SP	SP	N

NOTES

13. This use is further subject to the special regulations set forth in §40.3A, Conversion of Cottage or Cabin Colony, Motor Court, Motel or Hotel for Year Round Use and the Zoning Board of Appeals shall serve as the Special Permit granting authority.

And further, to amend the Truro Zoning Bylaw by adding a new Section 40.3A, as follows:

§40.3A. Conversion of Cottage or Cabin Colony, Motor Court, Motel or Hotel for Year Round Use

- A. Purpose. The Board of Appeals may grant a special permit for the conversion of a cottage colony, cabin colony, motor court, motel, or hotel to a multi-family dwelling use under any type of ownership, provided that the provisions of this section are met. For those properties which have received a Special Permit pursuant to §40.3 above, a new Special Permit will be required to allow for the year-round use of said property.
- B. Requirements.
1. The converted premises shall comply with applicable provisions of the zoning, building, health and safety codes, as determined by the Building Commissioner and Board of Health and applicable provisions of the Provincetown Water regulations so as to provide for appropriate and adequate year round living.
 2. Each converted unit shall comply with the parking requirements for single family dwellings as established in § 30.9, Parking, except that, where pre-existing structures under this section are unable to meet the current parking standards on their existing lots, the parking requirement may be met on a contiguous lot or on a lot directly across the street provided the following conditions are met:
 - a. The two lots must be in and remain in common ownership and not be further divided.
 - b. The two lots shall not be used for the purpose of increasing the size or the use of the pre-existing structure or property.
 - c. Other than parking, pre-existing structures, and septic systems allowed by the Truro Board of Health, the adjacent lot shall remain open space.
 - d. All conditions must be recorded at the Barnstable Registry of Deeds.
 3. The density of units permitted on a lot shall be as follows:
 - a. Route 6A, North Truro Limited Business District; North Truro Center General Business District and Rout 6 General Business District: one unit per 3,000 sq. ft.
 - b. Beach Point Limited Business District one unit per 2,100 sq. ft.
 - c. Notwithstanding the restrictions of this section, no cottage colony, cabin colony, motor court, motel, or hotel which existed on January 1, 1987 shall be required to reduce its then existing number of units if or when it converts to multi-unit dwelling or non-dwelling use so long as it complies with all other requirements of this bylaw.
 - d. The granting of a Special Permit hereunder shall be consistent with the provisions of Section 30.8."

Or take any other action relative thereto. ***Requested by the Board of Selectmen***

Board of Selectmen Recommendation:

Planning Board Recommendation: 0 in favor, 4 opposed, 2 abstain

Comment:

ARTICLE 25: CHARTER AMENDMENT CHANGE “TOWN ADMINISTRATOR” TO “TOWN MANAGER”

Town Counsel: Lawful Article

To see if the Town will vote to amend the Town Charter by changing throughout the term “Town Administrator” to “Town Manager”. Or to take any other action relative thereto. *Requested by the Board of Selectmen*

Board of Selectmen Recommendation:

Ad-Hoc Charter Review Committee: 6-0 in favor

Comment: *Town Manager better reflects the duties and responsibilities of the position, which have grown more complex over the years. If passed, this revision will be placed on the ballot for the Annual town Election in May 2016 for final approval by the voters.*

ARTICLE 26: CHARTER AMENDMENT TO SECTION 3-1-1

Town Counsel: Lawful Article

To see if the Town will vote to amend Section 3-1-1 of the Town Charter by adding the sentence “The membership of the following multi-member bodies shall be elected as follows:” and to then list all the Elected Officials as follows (new language shown in ***bold italics***):

3-1-1 A Moderator shall be elected for a three-year term.

The membership of the following multi-member bodies shall be elected as follows:

A Board of Selectmen of five members.

A School Committee of five members.

A Planning Board of seven members.

A Board of Library Trustees of five members, notwithstanding the provisions of Section 10 of chapter 78 of the General Laws.

A Housing Authority of four members in accordance with the General Laws. A fifth member of the Housing Authority shall be appointed by the Commonwealth.

A Cemetery Commission of three members.

Or to take any other action relative thereto. *Requested by the Board of Selectmen*

Board of Selectmen Recommendation:

Ad-Hoc Charter Review Committee: 6-0 in favor

Comment: *Section 3-1-1, Elected Officials, currently lists only the Moderator. Other elected officials are listed in Appendix B, Part 1. This change will consolidate all elected officials in Section 3-1-1. If passed, this revision will be placed on the ballot for the Annual town Election in May 2016 for final approval by the voters.*

ARTICLE 27: CHARTER AMENDMENT SECTION 4-2-7

Town Counsel: Lawful Article

To see if the Town will vote to amend Section 4-2-7 of the Town Charter by adding new language and deleting language as follows (new language shown in **bold italics**, deleted language shown in ~~strike-out~~):

- 4-2-7 The Board of Selectmen shall have the sole authority to enter into contracts **for amounts greater than \$100,000.00** for the Town unless otherwise provided for in General Law or By-law. **The Town Administrator shall have the authority to enter into contracts for amounts up to \$100,000.00 for the Town unless otherwise provided for in General Law or By-law.** The exception, **in either case, is where** ~~is where~~ **occurs when** contracts are funded within the school budget, ~~such~~ **and those** contracts shall be signed by the Superintendent of Schools or the School Committee, whichever is appropriate in accordance with the General Laws.

Or to take any other action relative thereto. **Requested by the Board of Selectmen**

Board of Selectmen Recommendation:

Ad-Hoc Charter Review Committee: 6-0 in favor

Comment: The Town Administrator functions as the Chief Procurement Officer of Truro, and contract administration is consistent with that responsibility. Contracts cannot be signed unless the funds have been budgeted and appropriated by Town Meeting. If passed, this change will take one year to implement because the proposed Charter revisions need approval from the voters at the Annual Town Election in May 2016.

ARTICLE 28: CHARTER AMENDMENT SECTION 4-2-9

Town Counsel: Lawful Article

To see if the Town will vote to amend Section 4-2-9 of the Town Charter by adding new language as follows (new language shown in **bold italics**):

- 4-2-9 The Board of Selectmen shall act as the licensing authority of the Town, **but may delegate some of this authority to the Licensing Agent**, and shall have the power and responsibility required to issue licenses and to make all necessary rules and regulations regarding the issuance of such licenses, and to attach conditions and impose such restrictions as it considers to be in the public interest, and to enforce, or cause to be enforced, the law, rules and regulations relating to all businesses to which it issues licenses, with the exception of public health licenses issued by the Board of Health or unless otherwise provided by the General Laws.

Or to take any other action relative thereto. **Requested by the Board of Selectmen**

Board of Selectmen Recommendation:

Ad-Hoc Charter Review Committee: 6-0 in favor

Comment: This change will give the Board of Selectmen the flexibility to delegate some licensing authority, if they deem it to be appropriate. If passed, this revision will be placed on the ballot for the Annual town Election in May 2016 for final approval by the voters.

ARTICLE 29: CHARTER AMENDMENT SECTION 4-2-1

Town Counsel: Lawful Article

To see if the Town will vote to amend Section 4-2-1 of the Town Charter by adding at the end of the paragraph the following sentence:

“The Town Administrator shall receive an annual performance evaluation from the Board of Selectmen”

Or to take any other action relative thereto. *Requested by the Board of Selectmen*

Board of Selectmen Recommendation:

Ad-Hoc Charter Review Committee: 6-0 in favor

Comment: Section 4-2-1 provides that the Board of Selectmen shall regularly provide direction to the Town Administrator. An annual performance evaluation is an important component of that process. If passed, this revision will be placed on the ballot for the Annual town Election in May 2016 for final approval by the voters.

ARTICLE 30: CHARTER AMENDMENT SECTION 4-3-1 AND APPENDIX B, PART 2

Town Counsel: Lawful Article

To see if the Town will vote to amend Section 4-3-1 of the Town Charter by making the following changes (language to be removed in ~~strike-out~~):

4-3-1 The Board of Selectmen shall appoint:
Town Administrator
~~Public Safety Personnel:~~
Police Chief ~~and Officers~~
Fire Chief
~~Civil Defense Director~~
Constables
Town Counsel

And further, in Appendix B, Part 2, make the following changes:

~~Police Chief and Officers~~
Fire Chief
Constable
~~Civil Defense Director~~

Or to take any other action relative thereto. *Requested by the Board of Selectmen*

Board of Selectmen Recommendation:

Ad-Hoc Charter Review Committee: 6-0 in favor

Comment: Warrant Articles 29 and 30 transfer the appointing authority for Public Safety personnel, except for the Police Chief and Fire Chief, from the Board of Selectmen to the Town Administrator. If passed, this revision will be placed on the ballot for the Annual town Election in May 2016 for final approval by the voters.

ARTICLE 31: CHARTER AMENDMENT SECTION 5-4-3

Town Counsel: Lawful Article

To see if the Town will vote to amend Section 5-4-3 of the Town Charter by making the following changes (language to be removed in ~~strike-out~~):

- 5-4-3 After consultation with the appropriate elected officials, supervisors, department heads or multi-member bodies, the Town Administrator shall appoint all full-time, part-time or seasonal employees, except those of ~~the Police Department, the Fire Department or the~~ School Department.

Or to take any other action relative thereto. *Requested by the Board of Selectmen*

Board of Selectmen Recommendation:

Ad-Hoc Charter Review Committee: 6-0 in favor

Comment: Warrant Articles 29 and 30 transfer the appointing authority for Public Safety personnel, except for the Police Chief and Fire Chief, from the Board of Selectmen to the Town Administrator.. If passed, this revision will be placed on the ballot for the Annual town Election in May 2016 for final approval by the voters.

ARTICLE 32: CHARTER AMENDMENT SECTION 5-5-5

Town Counsel: Lawful Article

To see if the Town will vote to amend the Town Charter by adding a new Section 5-5-5 as follows:

- 5-5-5 The Town Administrator shall regularly provide direction to all department heads and employees, including the Police Chief and Fire Chief, unless stated otherwise in the Charter. All such department Heads and employees shall receive an annual performance evaluation from the Town Administrator, or their designated department head.

Or to take any other action relative thereto. *Requested by the Board of Selectmen*

Board of Selectmen Recommendation:

Ad-Hoc Charter Review Committee: 6-0 in favor

Comment: Warrant Articles 31 and 32 change the administrative reporting responsibility for the Police Chief and Fire Chief from the Board of Selectmen to the Town Administrator. The Board of Selectmen will retain policy-making authority, however. If passed, this revision will be placed on the ballot for the Annual town Election in May 2016 for final approval by the voters.

ARTICLE 33: CHARTER AMENDMENT APPENDIX B, PART 3

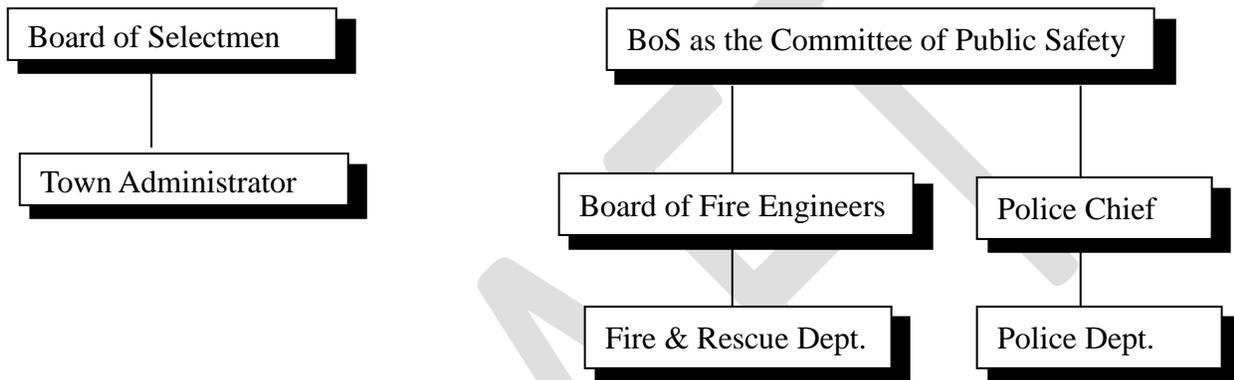
Town Counsel: Lawful Article

To see if the Town will vote to amend the Town Charter, Appendix B, Part 3 Departmental Chart by changing the title to "Appendix B, Part 3 Reporting Responsibilities" and deleting the "BoS as the Committee of Public Safety" and by having the "Police Chief" and the "Fire Chief" report to the Town Administrator, or to take any other action relative thereto. *Requested by the Board of Selectmen*

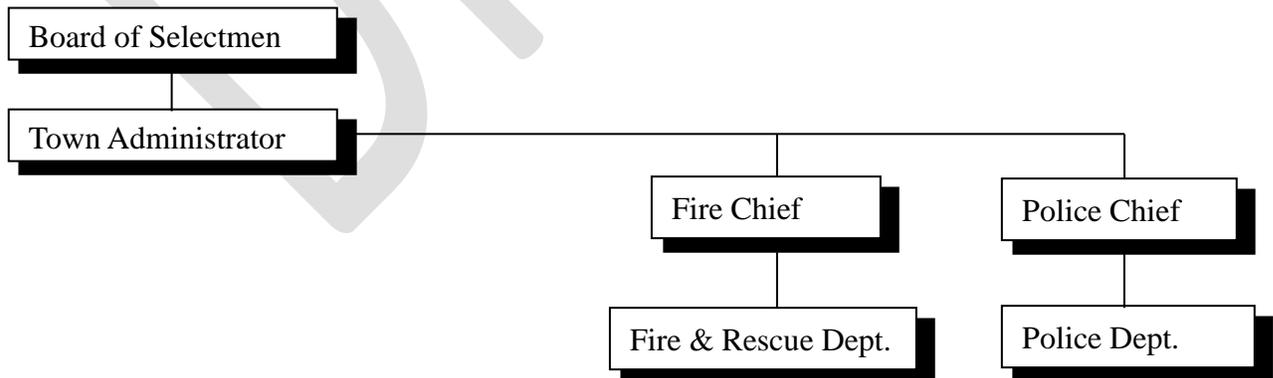
**Board of Selectmen Recommendation:
Ad-Hoc Charter Review Committee: 6-0 in favor**

Comment: Warrant Articles 31 and 32 change the administrative reporting responsibility for the Police Chief and Fire Chief from the Board of Selectmen to the Town Administrator. The Board of Selectmen will retain policy-making authority, however. If passed, this revision will be placed on the ballot for the Annual town Election in May 2016 for final approval by the voters.

Portion of the existing Appendix B, Part 3 Departmental Chart:



Portion of new proposed Appendix B, Part 3 Reporting Responsibilities, showing proposed changes:



**ANNUAL TOWN ELECTION
TUESDAY, MAY 12, 2015
TRURO COMMUNITY CENTER
7:00AM – 8:00PM**

Barnstable ss
To the Constable for the Town of Truro
Greetings:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of the said Town who are qualified to vote in a Town Election, to vote at Truro Community Center on Tuesday, May 12, 2015 from 7:00 am to 8:00 pm for the following Town offices and questions:

#	OFFICE	TERM
2	Selectmen	3 year
2	School Committee	3 year
2	Library Trustee	3 year
1	Cemetery Commission	3 year
2	Planning Board	5 year
1	Housing Authority	5 year

QUESTION

Shall the Town of Truro be allowed to assess an additional \$78,000 in real estate and personal property taxes for the purpose of paying for defibrillators for the Fire/Rescue Department, and for the payment of all other costs incidental and related thereto for the fiscal year beginning July first, two thousand fifteen?

Yes____ No____

QUESTION

Shall the Town of Truro be allowed to assess an additional \$125,000 in real estate and personal property taxes for the purpose of paying for the refurbishing of the playground for the Truro Central School, and for the payment of all other costs incidental and related thereto for the fiscal year beginning July first, two thousand fifteen?

Yes____ No____

QUESTION

Shall an Act passed by the General Court in the year 2014 entitled “An Act Relative to Property Tax Exemptions for Rental Properties in the Town of Truro Restricted as Affordable Housing” be accepted.

Yes ___ No ___

QUESTION

Shall the Town approve the Charter amendment proposed and passed at the April 29, 2014 Town Meeting as summarized below?

Yes ___ No ___

These amendments will change the Truro Town Charter, Sections 2-3-5, 4-2-2 and 4-2-11 to include the requirement of posting the Town Meeting warrant, any goal, policy, plan or official act adopted by Board of Selectmen and the Board of Selectmen’s annual meeting for stating the Board’s goals on the Truro Town Website.

QUESTION

Shall the Town approve the Charter amendment proposed and passed at the April 29, 2014 Town Meeting as summarized below?

Yes ___ No ___

This amendment will change the Truro Town Charter Section 4-2-8 of the Truro Town Charter by deleting it in its entirety. ~~4-2-8 The Board of Selectmen shall act as the Commissioners of Public Safety in accordance with General Law.~~

QUESTION

Shall the Town approve the Charter amendment proposed and passed at the April 29, 2014 Town Meeting as summarized below?

Yes ___ No ___

This amendment will change the Truro Town Charter Chapter 7, by inserting a Section 7-1-2(d) as follows:

- d) A Budget Task Force shall be formed on or before December 15 of each year. The Budget Task Force shall consist of two (2) members of the Finance Committee, two (2) members of the Board of Selectmen, the Town Accountant and the Town Administrator. It shall be the charge of the Budget Task Force to review with department heads individual budgets.

QUESTION

Shall the Town approve the Charter amendment proposed and passed at the April 29, 2014 Town Meeting as summarized below?

Yes ___ No ___

This amendment will change the Truro Town Charter Section 7-5-1 to require an audit by a Certified Public Accounting firm every fiscal year

QUESTION

Shall the Town approve the Charter amendment proposed and passed at the April 29, 2014 Town Meeting as summarized below?

Yes ___ No ___

This amendment will change the Truro Town Charter Section 6-4-2 by establishing a standing (permanent) Charter Review Committee, appointed by the Board of Selectmen, adding other existing committees missing from the list, correct the name of one committee, delete obsolete multi-member bodies and delete the list of multi-member bodies appointed by the Board of Selectmen in Appendix B and move the list to 6-4-2 and amend as follows:

6-4-2 The multi-member bodies listed below shall be appointed by the Board of Selectmen in accordance with sections 4-3-2 and 6-2-6 of this Charter.

- Board of Health
- Water Resources Advisory Committee
- Recycling Committee
- Conservation Commission
- ~~Beach Point Erosion Committee~~
- Zoning Board of Appeals
- Town Building Committee
- ~~Housing Partnership~~
- Historical Review Board
- Commission on Disabilities
- Cable **and Internet** Advisory Committee
- ~~Local Comprehensive Plan Steering Committee~~
- Town Employee Insurance Advisory Committee
- Charter Review Committee**
- Bike and Walkways Committee**

- Regional Delegates
- Other Inter-Governmental Representatives
- Council on Aging
- Board of Assessors
- Beach Commission
- Golf Course Advisory Commission
- Pamet Harbor Commission
- Recreation Commission
- Truro Cultural Council
- ~~Truro Partnership~~
- Historical Commission
- Human Services Committee
- Other Multi-Member Bodies
- Economic Development Committee**
- Open Space Committee**

QUESTION

Shall the Town approve the Charter amendment proposed and passed at the April 29, 2014 Town Meeting as summarized below?

Yes ___ No ___

This amendment will change the Truro Town Charter by deleting in its entirety “Chapter 9 – Transitional Provision”

QUESTION

Shall the Town approve the Charter amendment proposed and passed at the April 29, 2014 Town Meeting as summarized below?

Yes ___ No ___

This amendment will change the Truro Town Charter Chapter 7-1-4 to change the date in which the Finance Committee has to hold its required budget meeting:

7-1-4 ~~On or before March 15 of each year,~~ ***Not less than 10 day prior to the scheduled Annual Town Meeting,*** the Finance Committee shall hold at least one public hearing on the proposed budgets, including the school budget, for the ensuing fiscal year.

This completes the Warrant for May 12, 2015 election.

In conformity with Section 2.3.5 of the Truro Town Charter, you are hereby directed to serve these warrants, by posting duly-attested copies in Town Hall, the United States Post Offices, two other public places in Truro and two other public places in North Truro, fourteen days, at least, before the date of said meetings.

Hereto fail not and make due return of the warrants, together with your doings thereon, to the Town Clerk, at time and place of said meetings. Given unto our hands this [redacted] day of March in the Year of our Lord, Two Thousand and Fifteen.

We, the members of the Board of Selectmen of the Town of Truro, have read the warrant for Annual Town Meeting to be held at 7:00 p.m. on April 28, 2015, at the Truro Central School and have read the warrant for the Town election to be held on Tuesday May 12, 2015 at the Truro Community Center from 7:00 a.m. to 8:00 p.m.

Acting in capacity of the Board of Selectmen we do hereby grant approval of and permission for the above mentioned warrant

Jay Coburn, Chair

Paul Wisotzky, Vice-Chair

Janet W. Worthington, Clerk

Robert Weinstein

Maureen Burgess

A true copy, attest:

Cynthia A. Slade
Town Clerk, Town of Truro

Sirs: I have served this warrant by posting duly attested copies thereof at the following places: Grozier's Garage, Lower Cape Auto & Truck Repair, Savory & Sweet Escape, Pamet Valley Liquors, Truro Post Office, N. Truro Post Office, Truro Public Safety Facility, Truro Public Library, Transfer Station, Truro Central School, Truro Community Center, and Truro Town Hall

date Constable

Appendix A
Non-Union Personnel
Compensation and Classification
FY2015 and FY2016

TO FY15 - CLASSIFICATION & COMPENSATION SCHEDULE								
NON-UNION & NON-CONTRACT								
Grade			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
	Job Title		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
	Salaries are rounded							
1	Beach Attendant	Hrly	\$11.68	\$12.06	\$12.52	\$12.91	\$13.35	\$13.76
	Election Teller	Hrly 1 step	\$11.68					
2	<i>No current position</i>	Hrly						
3	Beach Sales Clerk	Hrly	\$13.43	\$13.88	\$14.56	\$15.11	\$15.64	\$16.25
	Recreation Counselor	Hrly	\$13.43	\$13.88	\$14.56	\$15.11	\$15.64	\$16.25
	Council on Aging Van Drivers	Hrly	\$13.43	\$13.88	\$14.56	\$15.11	\$15.64	\$16.25
4	Golf Ranger/Starters	Hrly	\$13.66	\$14.62	\$15.57	\$16.66	\$17.82	\$19.06
	Golf Sales Clerks	Hrly	\$13.66	\$14.62	\$15.57	\$16.66	\$17.82	\$19.06
	Recreation Assistant Dir/ Program Coordinator	Hrly	\$13.66	\$14.62	\$15.57	\$16.66	\$17.82	\$19.06
5	Beach Assistant Supervisor	Hrly	\$15.01	\$16.01	\$16.97	\$17.95	\$18.92	\$19.96
	Beach Lifeguard	Hrly	\$15.01	\$16.01	\$16.97	\$17.95	\$18.92	\$19.96
	Golf Assistant Manager	Hrly	\$15.01	\$16.01	\$16.97	\$17.95	\$18.92	\$19.96
	Golf Greenskeeper	Hrly	\$15.01	\$16.01	\$16.97	\$17.95	\$18.92	\$19.96
6	Beach Head Lifeguard	Hrly	\$16.08	\$17.07	\$18.09	\$19.09	\$20.11	\$21.20
7	Office Assistant 1	Hrly	\$18.15	\$18.80	\$19.45	\$20.06	\$20.72	\$21.35
	Library Tech Services/Youth Services	Hrly	\$18.15	\$18.80	\$19.45	\$20.06	\$20.72	\$21.35
8	Assistant Harbormaster (2 pt positions)	Hrly	\$18.44	\$19.06	\$19.68	\$20.27	\$20.90	\$21.53
	Library Programs/Comm. Outreach	Hrly	\$18.44	\$19.06	\$19.68	\$20.27	\$20.90	\$21.53
9	<i>No Current Position</i>							
9A	Staff Librarian (convert to hourly)	Ann'l.	\$36,167	\$38,133	\$40,099	\$42,065	\$44,058	\$46,020
10	Ass't. Rec./Beach Dir. (plus stipend- flat rate \$8,100)	Ann'l	\$41,022	\$44,762	\$45,558	\$47,826	\$50,106	\$52,370
	Assistant Library Director	Hrly	\$22.45	\$24.50	\$24.94	\$26.18	\$27.42	\$28.66
11	Harbormaster/Shellfish Warden	Hrly	\$30.00	\$31.20	\$32.45	\$33.75	\$35.10	\$36.50

	Greens Sup't	Ann'l.	\$43,157	\$45,552	\$47,944	\$50,340	\$52,730	\$55,172
	Executive Assistant	Ann'l	\$50,820	\$53,380	\$56,369	\$59,336	\$62,326	\$65,315
12	Recreation/Beach Dir. (plus stipend- flat rate \$9,900)	Ann'l.	\$48,225	\$51,117	\$54,185	\$57,435	\$60,881	\$64,212
	Library Director	Ann'l.	\$48,707	\$51,628	\$54,727	\$58,010	\$61,491	\$64,855
14A	Golf Course Manager	Ann'l	\$51,211	\$54,199.	\$57,378	\$60,719	\$64,419	\$68,307
15	Inspector of Buildings/Building Commissioner	Hrly	\$30.18	\$31.96	\$33.72	\$35.49	\$37.27	\$39.00
17	DPW Director – Employment Agreement	Ann'l.						
18	Assistant Town Admin.	Ann'l	\$76,379	\$80,197	\$84,206	\$88,418	\$92,838	\$97,481
P1	<i>No Current Position</i>							
P2	Parking Magistrate	Ann'l.	\$4,865					
P3	Plumbing/Gas Inspector	Per Inspec.	\$40.00					
P3A	Deputy Plumbing/Gas Inspector	Per Inspec.	\$32.00					
P5	Shellfish Warden	Ann'l.	\$10,482					
P5	Wiring Inspector	Ann'l	\$13,844					
P5A	Deputy Wiring Inspector	Per Inspec.	\$32.00					
P6	Dog Officer/Animal Control	Hrly 1 step	\$27.55					
P7	<i>No Current Position</i>							
P8	Deputy Building Inspector	Per Inspec.	\$32.00					
P9	Field Inspector: Conservation/Health	Per Inspec.	\$45.00					
F5	FF/First Responder	Hrly	\$16.44					
F15	FF/EMT/Basic	Hrly	\$21.92					
F18	FF/EMT/Intermediate	Hrly	\$23.29					
F19	FF/EMT/Paramedic	Hrly	\$24.67					
F20	Squad Member flat rate	Ann'l	\$2,391					
F1	Fire Chief flat rate (reflects add'l \$10,000 atm 2013)	Ann'l	\$49,050					

2%		TO FY16 – CLASSIFICATION & COMPENSATION SCHEDULE							
NON-UNION & NON-CONTRACT									
Grade			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
	Job Title		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 6
	Salaries are rounded								
1	Beach Attendant	Hrly	\$11.91	\$12.30	\$12.77	\$13.17	\$13.62	\$14.04	
	Election Teller (1 step)	Hrly	\$11.91						
2	<i>No Current Position</i>								
3	Beach Sales Clerk	Hrly	\$13.70	\$14.16	\$14.85	\$15.41	\$15.95	\$16.58	
	Recreation Counselor	Hrly	\$13.70	\$14.16	\$14.85	\$15.41	\$15.95	\$16.58	
	Council on Aging Van Drivers	Hrly	\$13.70	\$14.16	\$14.85	\$15.41	\$15.95	\$16.58	
4	<i>Golf Ranger/Starters*</i>								
	<i>Golf Sales Clerks*</i>								
	Rec. Assistant Dir/ Program Coordinator	Hrly	\$13.93	\$14.91	\$15.88	\$16.99	\$18.18	\$19.44	
5	Beach Assistant Supervisor	Hrly	\$15.31	\$16.33	\$17.31	\$18.31	\$19.30	\$20.36	
	Beach Lifeguard	Hrly	\$15.31	\$16.33	\$17.31	\$18.31	\$19.30	\$20.36	
	<i>Golf Assistant Manager*</i>								
	<i>Golf Greenskeeper*</i>								
5A	Library Assistant (21 hours)	Hrly	\$17.09	\$17.95	\$18.83	\$19.96	\$21.15	\$22.37	
6	Beach Head Lifeguard	Hrly	\$16.40	\$17.41	\$18.45	\$19.47	\$20.51	\$21.62	
7	Office Assistant 1	Hrly	\$18.51	\$19.18	\$19.84	\$20.46	\$21.13	\$21.78	
	Library Tech. Serv/Youth Serv (23 hours)	Hrly	\$18.51	\$19.18	\$19.84	\$20.46	\$21.13	\$21.78	
8	Assistant Harbormaster (2 pt positions)	Hrly	\$18.81	\$19.44	\$20.07	\$20.68	\$21.32	\$21.96	
	Library Prog/Comm Outreach (25 hours)	Hrly	\$18.81	\$19.44	\$20.07	\$20.68	\$21.32	\$21.96	
9	<i>No Current Position</i>								
9A	Staff Librarian	Hrly	\$20.20	\$21.29	\$22.39	\$23.48	\$24.60	\$25.69	
10	Asst. Recreation/Beach Director (plus stipend – flat rate \$8100)	Ann'l	\$41,842	\$45,657	\$46,469	\$48,783	\$51,108	\$53,417	
10A	Assistant Library Director	Hrly	\$22.90	\$24.99	\$25.44	\$26.70	\$27.97	\$29.23	
11	Harbormaster/Shellfish Warden	Hrly.	\$30.60	\$31.82	\$33.10	\$34.43	\$35.80	\$37.23	
	<i>Greens Superintendent*</i>								

	Executive Assistant	Ann'l	\$51,836	\$54,448	\$57,496	\$60,523	\$63,573	\$66,621
12	Recreation/Beach Director (plus stipend - flat rate - \$9,900)	Ann'l.	\$49,190	\$52,139	\$55,269	\$58,584	\$62,099	\$65,496
	Library Director	Ann'l.	\$49,681	\$52,661	\$55,822	\$59,170	\$62,721	\$66,152
14A	<i>Golf Course Manager*</i>							
15	Insp. of Buildings/Bldg Comm	Hrly.	\$30.78	\$32.60	\$34.39	\$36.20	\$38.02	\$39.78
17	DPW Director	Ann'l.	\$87,720	\$89,760	\$91,800	\$93,840	\$95,880	\$97,920
18	Assistant Town Admin.	Ann'l	\$77,907	\$81,801	\$85,890	\$90,186	\$94,695	\$99,431
P1	<i>No Current Position</i>							
P2	Parking Magistrate	Ann'l.	\$4,962					
P3	Plumbing/Gas Inspector	Per Inspection \$40.00						
P3A	Deputy Plumbing/Gas Inspector	Per Inspection \$32.00						
P5	Wiring Inspector (plus \$64/Week office hours)	Ann'l	\$10,692					
P5A	Deputy Wiring Inspector	Per Inspection \$32.00						
P6	Dog Officer/Animal Control	Hrly	\$28.10					
P8	Deputy Building Inspector	Per Inspection \$32.00						
P9	Field Inspector: Conservation/Health	Per Inspection \$45.00						
F5	FF/First Responder	Hrly	\$16.77					
F15	FF/EMT/Basic	Hrly	\$22.36					
F18	FF/EMT/Intermediate	Hrly	\$23.76					
F19	FF/EMT/Paramedic	Hrly	\$25.16					
F20	Squad Member flat rate	Ann'l	\$2,439					
F1	Fire Chief flat rate	Ann'l	\$50,031					

***Position Currently Not Funded**

Appendix B

Omnibus Budget

Fiscal Year 2016

DRAFT

TOWN OF TRURO FY 2016 MUNICIPAL OPERATING BUDGET

Agenda Item: 5B2

DEPT		2015	2015	2016		T/A
#	ACCOUNT TITLE	Appropriation	Expended through 12.31.2014:	Request	T/A Recommendation	Recommendation Y- o-Y \$
<u>GOVERNMENT</u>						
010114	MODERATOR					
	5100 Salary	150.00	0.00	150.00	150.00	0.00
	5700 Other Charges	150.00	20.00	150.00	150.00	0.00
	Total	300.00	20.00	300.00	300.00	0.00
010122	SELECTMEN					
	5100 Salaries & Wages	15,000.00	6,954.05	15,000.00	15,000.00	0.00
	5200 Purchase of Services	65,000.00	803.04	15,000.00	15,000.00	(50,000.00)
	5220 Chamber Booklet Assistance	15,700.00	15,700.00	23,600.00	23,600.00	7,900.00
	5300 Audit & Audit Services	45,000.00	10,000.00	39,000.00	39,000.00	(6,000.00)
	5400 Supplies					
	5600 Intergovernmental					
	5700 Other Charges	13,600.00	1,469.80	13,600.00	13,600.00	0.00
	5720 Out-Of-State Travel					
	581050 Eminent Domain Set Aside					
	Total	154,300.00	34,926.89	106,200.00	106,200.00	(48,100.00)
010129	TOWN ADMINISTRATOR					
	5100 Salaries & Wages	424,293.00	166,269.18	403,679.09	403,679.09	(20,613.91)
	5150 Overtime					
	5200 Purchase of Services	12,580.00	1,139.59	12,580.00	12,580.00	0.00
	5400 Supplies	5,000.00	1,509.67	5,000.00	5,000.00	0.00
	5700 Other Charges	11,290.00	1,744.39	11,290.00	11,290.00	0.00
	5720 Out-of-State Travel	1,750.00		1,750.00	1,750.00	0.00
	Total	454,913.00	170,662.83	434,299.09	434,299.09	(20,613.91)
010131	FINANCE COMMITTEE					
	5200 Purchase of Services	100.00	0.00	100.00	100.00	0.00
	5700 Other Charges	900.00	129.00	900.00	900.00	0.00
	Total	1,000.00	129.00	1,000.00	1,000.00	0.00
010132	RESERVE FUND					
	5600 Intergovernmental Transfers	100,000.00	0.00	100,000.00	100,000.00	0.00
	TOTAL	100,000.00	0.00	100,000.00	100,000.00	0.00
010133	OPERATING CAPITAL ACCOUNT					
	5800 Accounting: Req/PO Software			15,000.00	15,000.00	
	IT: Ceiling mount Projector, connect booth, wired mics, screen			15,000.00	0.00	PEG Access Funds
	PD: 2 Cruisers			71,000.00	71,000.00	
	FD: Defibrillator Replacement			78,000.00	0.00	Capital Exclusion
	Building/Inspections: High Density Filing System			41,000.00	41,000.00	
	TCS: Technology Upgrade			17,000.00	17,000.00	
	TCS: Repaint Steel			40,000.00	40,000.00	
	TCS: Refurbish Playground			125,000.00		Capital Exclusion
	DPW: Dump Truck/Plow/Sander			120,000.00	120,000.00	
	T/S: Scales & Softward			70,000.00	30,000.00	
	TPL: Replace Childrens Room Shelving			5,000.00	5,000.00	

TOWN OF TRURO FY 2016 MUNICIPAL OPERATING BUDGET

DEPT		2015	2015	2016		T/A
#	ACCOUNT TITLE	Appropriation	Expended through 12.31.2014:	Request	T/A Recommendation	Recommendation Y- o-Y \$
	TPL: Carpet Childrens Room			12,000.00	0.00	
	TPL: Replace Bath & Kitchen Vanities			10,000.00	10,000.00	
	TOTAL	169,100.00	0.00	619,000.00	349,000.00	179,900.00
010135	TOWN ACCOUNTANT					
	5100 Salaries & Wages	149,752.06	64,397.16	153,684.00	153,684.00	3,931.94
	5200 Purchase of Services	2,590.00	0.00	2,590.00	2,590.00	0.00
	5400 Supplies	775.00	162.96	775.00	775.00	0.00
	5700 Other Charges	4,323.00	668.19	4,323.00	4,323.00	0.00
	Total	157,440.06	65,228.31	161,372.00	161,372.00	3,931.94
010141	BOARD OF ASSESSORS					
	5100 Salaries & Wages	156,020.60	70,299.14	158,792.07	158,792.07	2,771.47
	5200 Purchase of Services	800.00	127.05	800.00	800.00	0.00
	5300 Revaluation Expenses	18,600.00	2,845.58	18,600.00	18,600.00	0.00
	5400 Supplies	1,000.00	146.27	1,000.00	1,000.00	0.00
	5700 Other Charges	3,385.00	814.78	3,385.00	3,385.00	0.00
	5800 Capital Purchases	0.00			0.00	0.00
	Total	179,805.60	74,232.82	182,577.07	182,577.07	2,771.47
010145	TOWN CLERK/TREASURER/COLLECTOR					
	5100 Salaries & Wages	200,357.00	100,932.70	197,771.00	197,771.00	(2,586.00)
	5200 Purchase of Services	30,270.00	6,900.50	31,900.00	31,900.00	1,630.00
	5400 Supplies	2,200.00	611.08	2,200.00	2,200.00	0.00
	5700 Other Charges	3,425.00	468.00	3,425.00	3,425.00	0.00
	Total	236,252.00	108,912.28	235,296.00	235,296.00	(956.00)
010151	TOWN COUNSEL					
	5200 Purchase of Services	142,000.00	64,575.88	177,000.00	177,000.00	35,000.00
	Total	142,000.00	64,575.88	177,000.00	177,000.00	35,000.00
010152	VACATION/SICK LEAVE CONTIN.					
	5100 Salaries & Wages	10,000.00	0.00	15,000.00	15,000.00	5,000.00
	Total	10,000.00	0.00	15,000.00	15,000.00	5,000.00
010153	RESERVE FOR ADMIN/STAFF CHANGES / CONTRACT SETTLEMENT					
	5100 Reserved for Transfer	90,814.00	36,611.30	64,520.00	73,100.00	(17,714.00)
	Total	90,814.00	36,611.30	64,520.00	73,100.00	(17,714.00)
010154	COLA UNDISTRIBUTED					
	5700 Reserved for Transfer	56,178.00	42,033.00	100,340.00	103,520.00	47,342.00
	TOTAL	56,178.00	42,033.00	100,340.00	103,520.00	47,342.00
010155	INFORMATION TECHNOLOGY (FORMERLY COMPUTER OPERATIONS)					
	5100 Salaries & Wages & OT	76,734.88	33,911.58	76,531.86	76,531.86	(203.02)
	5200 Purchase of Services	162,643.20	64,401.67	166,002.90	166,002.90	3,359.70
	5400 Supplies	3,155.00	1,929.26	4,340.00	4,340.00	1,185.00
	5700 Other Charges	910.00	389.79	1,705.00	1,705.00	795.00
	5800 Capital Outlay	43,900.00	10,772.75	4,200.00	4,200.00	(39,700.00)
	Total	287,343.08	111,405.05	252,779.76	252,779.76	(34,563.32)

TOWN OF TRURO FY 2016 MUNICIPAL OPERATING BUDGET

DEPT		2015	2015	2016		T/A
#	ACCOUNT TITLE	Appropriation	Expended through 12.31.2014:	Request	T/A Recommendation	Recommendation Y- o-Y \$
010162	ELECTIONS AND BOARD OF REGISTRARS					
	5100 Salaries & Wages	8,015.00	3,550.72	5,400.00	5,400.00	(2,615.00)
	5200 Purchase of Services	2,614.00	0.00	2,736.00	2,736.00	122.00
	5400 Supplies	350.00	0.00	350.00	350.00	0.00
	Total	10,979.00	3,550.72	8,486.00	8,486.00	(2,493.00)
010168	CABLE TV ADVISORY COMMITTEE					
	5200 Purchase of Services	27,800.00	0.00	27,800.00	27,800.00	0.00
	5700 Other Charges	0.00	0.00	0.00	0.00	0.00
	5800 Capital Purchases	35,250.00	0.00	35,250.00	35,250.00	0.00
	Total	63,050.00	0.00	63,050.00	63,050.00	0.00
010170	OPEN SPACE COMMITTEE					
	5200 Purchase of Services	100.00	0.00	100.00	100.00	0.00
	Total	100.00	0.00	100.00	100.00	
010171	CONSERVATION COMMISSION					
	5100 Salaries & Wages	3,491.52	517.80	2,751.77	2,751.77	(739.75)
	5200 Purchase of Services	2,200.00	78.54	1,400.00	1,400.00	(800.00)
	5400 Supplies	200.00	0.00	200.00	200.00	0.00
	5700 Other Charges	1,650.00	179.00	1,650.00	1,650.00	0.00
	Total	7,541.52	775.34	6,001.77	6,001.77	(1,539.75)
010175	PLANNING BOARD					
	5100 Salaries & Wages	3,122.00	0.00	3,122.00	3,122.00	0.00
	5200 Purchase of Services	500.00	78.54	500.00	500.00	0.00
	5400 Supplies	250.00	0.00	250.00	250.00	0.00
	5700 Other Charges	300.00	0.00	300.00	300.00	0.00
	Total	4,172.00	78.54	4,172.00	4,172.00	0.00
010176	ZONING BOARD OF APPEALS					
	5100 Salaries & Wages	3,274.00	800.64	3,250.00	3,250.00	(24.00)
	5150 Overtime	1,075.00		1,075.00	1,075.00	0.00
	5200 Purchase of Services	350.00	121.66	375.00	375.00	25.00
	5400 Supplies	40.00	0.00	30.00	30.00	(10.00)
	5700 Other Charges	200.00	0.00	175.00	175.00	(25.00)
	Total	4,939.00	922.30	4,905.00	4,905.00	(34.00)
010179	AGRICULTURAL COMMISSION					
	5200 Purchase of Services	500.00	0.00	500.00	500.00	0.00
	Total	500.00	0.00	500.00	500.00	0.00
010192	TOWN HALL OPERATION					
	5200 Purchase of Services	70,400.00	18,410.37	70,400.00	70,400.00	0.00
	5400 Supplies	25,450.00	2,300.39	25,450.00	25,450.00	0.00
	Total	95,850.00	20,710.76	95,850.00	95,850.00	0.00
010194	TOWN BUILDING COMMITTEE					
	5100 Salaries & Wages	100.00	0.00	100.00	100.00	0.00
	5150 Overtime	0.00			0.00	0.00
	5200 Purchase of Services	100.00	0.00	100.00	100.00	0.00
	Total	200.00	0.00	200.00	200.00	0.00

TOWN OF TRURO FY 2016 MUNICIPAL OPERATING BUDGET

DEPT		2015	2015	2016		T/A
#	ACCOUNT TITLE	Appropriation	Expended through 12.31.2014:	Request	T/A Recommendation	Recommendation Y- o-Y \$
010195	ANNUAL TOWN REPORT AND ANNUAL TOWN MEETING WARRANT					
	5200 Purchase of Services	9,000.00	0.00	9,000.00	9,000.00	0.00
	Total	9,000.00	0.00	9,000.00	9,000.00	0.00
010196	TOWN ENERGY COMMITTEE					
	5200 Purchase of Services	1,000.00	0.00	1,000.00	1,000.00	0.00
	5700 Other charges					
	5800 Capital Project: Photovoltaics					
	Total	1,000.00	0.00	1,000.00	1,000.00	0.00
010199	MUNICIPAL POSTAGE					
	5200 Purchase of Services	11,385.00	4,379.84	11,395.00	11,395.00	10.00
	5400 Supplies	300.00	122.38	300.00	300.00	0.00
	Total	11,685.00	4,502.22	11,695.00	11,695.00	10.00
	TOTAL GENERAL GOVERNMENT	2,169,817.96	739,277.24	2,654,643.69	2,396,403.69	147,941.43
	<u>PUBLIC SAFETY</u>					
010210	POLICE DEPARTMENT					
	5100 Salaries & Wages	1,450,489.87	579,097.39	1,458,248.26	1,458,248.26	7,758.39
	5150 Overtime	185,909.00		195,909.00	195,909.00	10,000.00
	5200 Purchase of Services	46,067.00	13,427.88	41,617.00	41,617.00	(4,450.00)
	5400 Supplies	93,100.00	30,322.79	92,350.00	92,350.00	(750.00)
	5600 Intergovernmental	9,000.00	9,000.00	6,000.00	6,000.00	(3,000.00)
	5700 Other Charges	35,975.00	15,159.17	22,975.00	22,975.00	(13,000.00)
	5750 Grant Funding Outlay	40,000.00	24,565.03	40,000.00	40,000.00	0.00
	5800 Capital Purchases (In CIP)	0.00		0.00	0.00	0.00
	Total	1,860,540.87	671,572.26	1,857,099.26	1,857,099.26	(3,441.61)
010219	PARKING MAGISTRATE					
	5100 Salaries & Wages	4,865.00	2,255.44	4,865.00	4,865.00	0.00
	5200 Purchase of Services	1,000.00	800.33	1,000.00	1,000.00	0.00
	5400 Supplies				0.00	0.00
	Total	5,865.00	3,055.77	5,865.00	5,865.00	0.00
010220	FIRE DEPARTMENT/RESCUE AND EMERGENCY MEDICAL SERVICES					
	5100 Salaries, Wages & OT	358,741.14	180,074.19	600,115.74	600,115.74	241,374.60
	5200 Purchase of Services	21,309.50	8,418.70	20,809.50	20,809.50	(500.00)
	5300 Training Expenses	11,000.00	1,124.67	8,000.00	8,000.00	(3,000.00)
	5400 Supplies	31,000.00	16,481.09	31,000.00	31,000.00	0.00
	5410 Fire Preparedness Fund				0.00	0.00
	5700 Other Charges	6,300.00	1,961.89	9,300.00	9,300.00	3,000.00
	5800 Capital Outlay	88,500.00	28,165.00	38,500.00	38,500.00	(50,000.00)
	5800 Capital Equipment				0.00	0.00
	Total	516,850.64	236,225.54	707,725.24	707,725.24	190,874.60
010231	AMBULANCE FUND					
	5200 Purchase of Services	339,010.00	169,504.66	347,484.00	347,484.00	8,474.00
	Total	339,010.00	169,504.66	347,484.00	347,484.00	8,474.00
010232	CAPE & ISLANDS EMERGENCY MEDICAL SERVICES					
	5200 Purchase of Services	1,750.00	1,647.65	1,750.00	1,750.00	0.00
	Total	1,750.00	1,647.65	1,750.00	1,750.00	0.00

TOWN OF TRURO FY 2016 MUNICIPAL OPERATING BUDGET

DEPT		2015	2015	2016		T/A
#	ACCOUNT TITLE	Appropriation	Expended through 12.31.2014:	Request	T/A Recommendation	Recommendation Y- o-Y \$
010241	BUILDING/INSPECTION SERVICES DEPARTMENT					
	5100 Salaries & Wages	204,534.83	77,674.20	201,009.95	203,009.95	(1,524.88)
	5200 Purchase of Services	902.88	(5.99)	579.00	579.00	(323.88)
	5400 Supplies	3,471.50	367.74	2,082.40	2,082.40	(1,389.10)
	5700 Other Charges	3,664.00	200.00	3,664.00	3,664.00	0.00
	5800 Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Total	212,573.21	78,235.95	207,335.35	209,335.35	(3,237.86)
010291	TRURO EMERGENCY MANAGEMENT AGENCY (Civil Defense)					
	5200 Purchase of Services	12,500.00	0.00	12,500.00	12,500.00	0.00
	5400 Supplies	6,250.00	72.45	6,250.00	6,250.00	0.00
	5700 Other Charges	2,000.00	400.60	2,000.00	2,000.00	0.00
	Total	20,750.00	473.05	20,750.00	20,750.00	0.00
010292	DOG/ANIMAL CONTROL OFFICER					
	5100 Salaries & Wages	26,881.00	3,587.01	26,881.00	26,881.00	26,881.00
	5150 Overtime				0.00	
	5200 Purchase of Services	1,600.00	275.45	1,345.00	1,345.00	(255.00)
	5400 Supplies	3,000.00	114.82	3,400.00	3,400.00	400.00
	5700 Other Charges	200.00	287.62	550.00	550.00	350.00
	Total	31,681.00	4,264.90	32,176.00	32,176.00	495.00
010298	OIL SPILL COORDINATOR					
	5200 Purchase of Services	300.00	300.00	300.00	300.00	0.00
	5400 Supplies	300.00	300.00	300.00	300.00	0.00
	Total	600.00	600.00	600.00	600.00	0.00
010299	SHELLFISH WARDEN					
	5100 Salaries & Wages	0.00	Moved to Harbor Ops	Moved to Harbor Ops	Moved to Harbor Ops	
	5200 Purchase of Services	400.00	0.00	400.00	400.00	0.00
	5400 Supplies	4,500.00	213.15	4,500.00	4,500.00	0.00
	5700 Other Charges	1,400.00	0.00	1,400.00	1,400.00	0.00
	Total	6,300.00	213.15	6,300.00	6,300.00	0.00
	TOTAL PUBLIC SAFETY	2,995,920.72	1,165,792.93	3,187,084.85	3,189,084.85	193,164.13

TOWN OF TRURO FY 2016 MUNICIPAL OPERATING BUDGET

DEPT		2015	2015	2016		T/A
#	ACCOUNT TITLE	Appropriation	Expended through 12.31.2014:	Request	T/A Recommendation	Recommendation Y- o-Y \$
<u>PUBLIC EDUCATION</u>						
010300	TRURO PUBLIC SCHOOL					
	* 9-44 REGULAR DAY PROGRAM					
	1000 SERIES (ADMINISTRATION)	218,468.00	105,475.88	203,668.00		
	2000 SERIES (INSTRUCTION)	1,312,404.00	519,577.92	1,326,554.00		
	3000 SERIES (OTHER SERVICES)	257,715.00	58,739.58	267,173.00		
	4000 SERIES (MAINTENANCE)	307,649.00	117,237.69	308,363.00		
	5000 SERIES (FIXED CHARGES)					
	6000 SERIES (COMMUNITY SERVICES)	1,825.00	673.75	1,500.00		
	7000 SERIES (ACQ F/A)					
	TOTAL DAY TOTALS	2,098,061.00	801,704.82	2,107,258.00	2,107,258.00	9,197.00
	* 9-45 CHAPTER 766 (SPECIAL NEEDS)					
	2000 SERIES (INSTRUCTION)	848,372.00	315,777.79	811,158.00		
	3000 SERIES (OTHER SERVICES)	109,271.00	12,261.08	109,271.00		
	5000 SERIES (FIXED CHARGES)					
	6000 SERIES (COMMUNITY SERVICES)	1,100.00	35.00	750.00		
	7000 SERIES (ACQ F/A)					
	9000 SERIES (OTHER DIS)	108,497.00	31,726.84	172,186.00		
	TOTAL CHAPTER 766	1,067,240.00	359,800.71	1,093,365.00	1,093,365.00	26,125.00
	ADULT EDUCATION & AFTER SCHOOL ACTIVITIES					
	2000 SERIES	6,000.00	3,000.00	6,000.00		
	3000 SERIES					
	TOTAL ADULT ED/ASA:	6,000.00	3,000.00	6,000.00	6,000.00	0.00
	TOTAL NET SCHOOL BUDGET K - 6:	3,171,301.00	1,164,505.53	3,206,623.00	3,206,623.00	35,322.00
	SECONDARY REGULAR ED - TUITIONED OUT					
	INSTRUCTION					
	2000 Sped Paraprofessional Salary					
	Sped Paraprofessional Substitutes					
	Sped Paraprof Tutorial Support 7 - 12					
	Sped Specialist Tutorial Support 7 - 12	4,000.00	560.00	2,000.00		
	Sped Distance Learning Services					
	Sped Psych Contract Svc-Grades 7-12	4,000.00	2,915.00	4,000.00		
	Speech/Language Pathologist					
	SPED Instructional Equipment	100.00	0.00	100.00		
	SPED General Supplies	100.00	0.00	100.00		
	SPED Psychological Contracted Svs-Grades 7-12					
	Sub-Total:	8,200.00	3,475.00	6,200.00	6,200.00	
	OTHER SCHOOL SERVICES - REGULAR DAY					
	3000 Pupil Transportation (7 - 12 ONLY)	143,224.00	42,120.05	148,009.00	148,009.00	
	Pupil Transportation - Sped	32,500.00	8,743.75	27,000.00	27,000.00	
	Sub-total:	175,724.00	50,863.80	175,009.00	175,009.00	
	PROGRAMS/OTHER DISTRICTS					
	9000 Tuition Grades 7 - 12	1,484,000.00	107,706.06	1,550,236.00	1,550,236.00	
	Sped Tuitions Grades 7 - 12					
	Payments to Non-Public Schools	194,000.00	0.00	200,900.00	200,900.00	
	Payments to Member Collaborative					
	Sub-total:	1,678,000.00	107,706.06	1,751,136.00	1,751,136.00	73,136.00

TOWN OF TRURO FY 2016 MUNICIPAL OPERATING BUDGET

DEPT		2015	2015	2016		T/A
#	ACCOUNT TITLE	Appropriation	Expended through 12.31.2014:	Request	T/A Recommendation	Recommendation Y- o-Y \$
	TOTAL SECONDARY REGULAR ED-TUITIONED OUT:	1,861,924.00	162,044.86	1,932,345.00	1,932,345.00	70,421.00
	TOTAL SCHOOL BUDGET K - 12	5,033,225.00	1,326,550.39	5,138,968.00	5,138,968.00	105,743.00
	CAPITAL PROJECTS/EXPENSES					
010300	TRURO PRE-SCHOOL PROGRAM	113,546.00	39,304.35	114,679.00	114,679.00	1,133.00
	TOTAL	113,546.00	39,304.35	114,679.00	114,679.00	1,133.00
010315	CAPE COD REGIONAL TECHNICAL HIGH SCHOOL COMMITTEE EXPENSE					
5700	Other Charges	600.00	0.00	600.00	600.00	0.00
	Total	600.00	0.00	600.00	600.00	0.00
010316	CAPE COD REGIONAL TECHNICAL HIGH SCHOOL ASSESSMENT					
5600	Assessment Due	52,491.00	41,992.00	36,809.00	36,809.00	(15,682.00)
	Total	52,491.00	41,992.00	36,809.00	36,809.00	(15,682.00)
	TOTAL PUBLIC EDUCATION	5,199,862.00	1,407,846.74	5,291,056.00	5,291,056.00	91,194.00
	<u>PUBLIC WORKS</u>					
010400	DEPARTMENT OF PUBLIC WORKS					
5100	Salaries & Wages	433,698.64	188,600.69	415,196.59	415,196.59	(18,502.05)
5150	Overtime	14,350.00	6,890.42	14,000.00	14,000.00	(350.00)
5200	Purchase of Services	40,650.00	18,575.33	40,350.00	40,350.00	(300.00)
5400	Supplies	164,950.00	35,918.71	165,950.00	165,950.00	1,000.00
5700	Other Charges	3,450.00	522.03	3,450.00	3,450.00	0.00
5800	Capital			120,000.00	Moved to CIP	0.00
5800	Capital Project:					
	Total	657,098.64	250,507.18	758,946.59	638,946.59	(18,152.05)
010423	SNOW REMOVAL					
5100	Salaries & Wages	11,700.00	1,363.14	11,700.00	11,700.00	0.00
5200	Purchase of Services	500.00	0.00	500.00	500.00	0.00
5400	Supplies	12,800.00	2,789.21	12,800.00	12,800.00	0.00
	Total	25,000.00	4,152.35	25,000.00	25,000.00	0.00
010424	STREET LIGHTS					
5200	Purchase of Services	4,600.00	991.36	3,675.00	3,675.00	(925.00)
	Total	4,600.00	991.36	3,675.00	3,675.00	(925.00)
010430	TRANSFER STATION/DISPOSAL AREA					
5100	Salaries & Wages	195,106.52	79,220.30	197,226.84	197,226.84	2,120.32
5150	Overtime	9,225.00	4,732.04	9,000.00	9,000.00	(225.00)
5200	Purchase of Services	108,725.00	52,691.88	148,800.00	148,800.00	40,075.00
5400	Supplies	48,150.00	25,310.17	48,350.00	48,350.00	200.00
5600	Intergovernmental	0.00	0.00	0.00	0.00	0.00
5700	Other Charges	1,380.00	360.00	1,480.00	1,480.00	100.00
5800	Capital Outlay:	75,000.00	0.00	50,000.00	50,000.00	(25,000.00)
	Total	437,586.52	162,314.39	454,856.84	454,856.84	17,270.32

TOWN OF TRURO FY 2016 MUNICIPAL OPERATING BUDGET

DEPT		2015	2015	2016		T/A
#	ACCOUNT TITLE	Appropriation	Expended through 12.31.2014:	Request	T/A Recommendation	Recommendation Y- o-Y \$
010470	PUBLIC BUILDING MAINTENANCE					
5100	Salaries & Wages	229,861.92	93,609.90	224,539.28	224,539.28	(5,322.64)
5150	Overtime	4,180.00	855.96	4,180.00	4,180.00	0.00
5200	Purchase of Services	141,498.00	65,416.48	141,870.00	141,870.00	372.00
5400	Supplies	60,200.00	13,586.09	53,200.00	53,200.00	(7,000.00)
5700	Other Charges & Fees	1,235.00	0.00	1,235.00	1,235.00	0.00
5800	Capital Outlay	1,000.00	449.00	1,000.00	1,000.00	0.00
5850	Capital Preventative Bldg Maintenance	0.00	0.00	33,000.00	33,000.00	33,000.00
	Total	437,974.92	173,917.43	459,024.28	459,024.28	21,049.36
010491	TOWN CEMETERIES					
5200	Purchase of Services	26,000.00	10,608.00	26,000.00	26,000.00	0.00
5400	Supplies	300.00	177.96	300.00	300.00	0.00
5700	Other Charges	0.00	0.00		0.00	0.00
5800	Capital					
	Total	26,300.00	10,785.96	26,300.00	26,300.00	0.00
010492	SOLDIERS & SAILORS LOTS					
5200	Purchase of Services	2,700.00	1,632.00	2,600.00	2,600.00	(100.00)
	Total	2,700.00	1,632.00	2,600.00	2,600.00	(100.00)
010499	CAPE COD GREENHEAD FLY CONTROL DISTRICT					
5200	Purchase of Services	1,000.00	1,000.00	1,000.00	1,000.00	0.00
	Total	1,000.00	1,000.00	1,000.00	1,000.00	0.00
TOTAL PUBLIC WORKS		1,592,260.08	605,300.67	1,731,402.71	1,611,402.71	19,142.63
	<u>PUBLIC SERVICES</u>					
010510	HUMAN SERVICES COMMITTEE					
5200	Purchase of Services	41,050.00	41,050.00	38,350.00	38,350.00	(2,700.00)
	Total	41,050.00	41,050.00	38,350.00	38,350.00	(2,700.00)
010511	BOARD OF HEALTH					
5100	Salaries & Wages	99,461.98	47,585.11	99,246.46	114,246.46	14,784.48
5150	Overtime	0.00	0.00	0.00	0.00	0.00
5200	Purchase of Services	23,457.00	7,570.30	23,457.00	23,457.00	0.00
5400	Supplies	400.00	58.95	400.00	400.00	0.00
5700	Other Charges	1,870.00	320.00	1,870.00	1,870.00	0.00
	Total	125,188.98	55,534.36	124,973.46	139,973.46	14,784.48
010512	WATER RESOURCE OVERSIGHT COMMITTEE					
5200	Purchase of Services	2,000.00	400.00	3,500.00	3,500.00	1,500.00
5200	Water Sampling Fees	3,500.00	0.00	750.00	750.00	(2,750.00)
5700	Other Charges and Expenditures	0.00	1,486.50	1,250.00	1,250.00	1,250.00
	Total	5,500.00	1,886.50	5,500.00	5,500.00	0.00
010515	RECYCLING COMMITTEE					
5200	Purchase of Services	800.00	0.00	800.00	800.00	0.00
5700	Other Charges	400.00	0.00	400.00	400.00	0.00
	Total	1,200.00	0.00	1,200.00	1,200.00	0.00

TOWN OF TRURO FY 2016 MUNICIPAL OPERATING BUDGET

DEPT		2015	2015	2016		T/A
#	ACCOUNT TITLE	Appropriation	Expended through 12.31.2014:	Request	T/A Recommendation	Recommendation Y- o-Y \$
010541	COUNCIL ON AGING					
	5100 Salaries & Wages	244,503.32	91,880.33	233,883.33	233,883.33	(10,619.99)
	5150 Overtime	7,696.00	0.00	7,696.00	7,696.00	0.00
	5200 Purchase of Services	13,617.00	7,647.23	13,617.00	13,617.00	0.00
	5400 Supplies	18,860.00	3,836.06	18,860.00	18,860.00	0.00
	5700 Other Charges	4,506.00	1,834.93	4,506.00	4,506.00	0.00
	5800 Capital	0.00	0.00	0.00	0.00	0.00
	Total	289,182.32	105,198.55	278,562.33	278,562.33	(10,619.99)
010543	VETERANS SERVICES					
	5200 Purchase of Services	14,812.44	14,812.44	14,694.63	14,694.63	(117.81)
	5700 Other Charges	15,000.00	3,440.50	15,000.00	15,000.00	0.00
	Total	29,812.44	18,252.94	29,694.63	29,694.63	(117.81)
010545	DISABILITIES COMMITTEE					
	5200 Purchase of Services	175.00	0.00	175.00	175.00	0.00
	5400 Supplies				0.00	0.00
	5700 Other Charges	25.00	0.00	25.00	25.00	0.00
	Total	200.00	0.00	200.00	200.00	
010560	HOUSING AUTHORITY				0.00	
	5800 Capital (Land Acquisition)	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	
TOTAL PUBLIC SERVICES		492,133.74	221,922.35	478,480.42	493,480.42	1,346.68
<u>CULTURE & RECREATION</u>						
010610	IN LIBRARIES					
	5100 Salaries & Wages	225,031.00	98,173.85	223,771.00	233,320.00	8,289.00
	5200 Purchase of Services	25,735.00	11,204.85	28,835.00	28,835.00	3,100.00
	5400 Supplies	14,100.00	6,995.20	14,000.00	14,000.00	(100.00)
	5410 Books & Subscriptions	59,500.00	29,893.72	60,000.00	60,000.00	500.00
	5700 Other Charges	22,000.00	18,583.16	24,000.00	24,000.00	2,000.00
	5800 Capital Outlay				0.00	0.00
	Total	346,366.00	164,850.78	350,606.00	360,155.00	13,789.00
010630	RECREATION COMMISSION					
	5100 Salaries & Wages	204,618.20	109,140.79	204,069.96	191,069.96	(13,548.24)
	5150 Overtime	412.00	0.00	400.00	400.00	(12.00)
	5200 Purchase of Services	37,445.00	21,013.98	38,130.00	38,130.00	685.00
	5210 Youth Fund for Sports Not offered in Truro	3,000.00	0.00	3,000.00	3,000.00	0.00
	5400 Supplies	10,445.00	8,504.36	10,595.00	10,595.00	150.00
	5600 Intergovernmental Expenses	0.00	0.00	0.00	0.00	0.00
	5700 Other Charges	4,360.00	2,732.40	4,935.00	4,935.00	575.00
	5800 Capital Outlay	2,000.00	49.99	2,000.00	2,000.00	0.00
	Total	262,280.20	141,441.52	263,129.96	250,129.96	(12,150.24)
010635	BICYCLE AND WALKWAYS COMMITTEE					
	5200 Purchase of Services	0.00	0.00	600.00	600.00	600.00
	5400 Supplies	0.00	0.00	1,400.00	1,400.00	1,400.00
	Total	0.00	0.00	2,000.00	2,000.00	2,000.00

TOWN OF TRURO FY 2016 MUNICIPAL OPERATING BUDGET

DEPT		2015	2015	2016		T/A
#	ACCOUNT TITLE	Appropriation	Expended through 12.31.2014:	Request	T/A Recommendation	Recommendation Y- o-Y \$
010640	BEACH PROGRAM OPERATIONS					
5100	Salaries & Wages	191,380.39	145,883.33	194,198.80	194,198.80	2,818.41
5150	Overtime	4,841.00	2,436.19	4,700.00	4,700.00	(141.00)
5200	Purchase of Services	14,410.00	9,884.53	14,040.00	14,040.00	(370.00)
5400	Supplies	16,000.00	2,907.41	15,800.00	15,800.00	(200.00)
5600	Intergovernmental (Details)	1,000.00	0.00	1,000.00	1,000.00	0.00
5700	Other Charges	3,850.00	480.00	4,850.00	4,850.00	1,000.00
5800	Capital Outlay		3,155.44		0.00	0.00
	Total	231,481.39	164,746.90	234,588.80	234,588.80	3,107.41
060660	PAMET HARBOR COMMISSION					
5100	Salaries & Wages	258.00	250.00	500.00	500.00	242.00
5200	Purchase of Services	350.00	350.00	350.00	350.00	0.00
5400	Supplies	25.00	25.00	50.00	50.00	25.00
5700	Other Charges	75.00	75.00	0.00	0.00	(75.00)
5850	Capital Outlay & Maintenance Dredging	99,700.00	99,700.00	101,875.00	101,875.00	2,175.00
	Total	100,408.00	100,400.00	102,775.00	102,775.00	2,367.00
010661	PAMET HARBOR OPERATIONS					
5100	Salaries & Wages	86,159.39	43,837.54	98,905.50	98,905.50	12,746.11
5150	Overtime	Included above	Included above	1,000.00	1,000.00	1,000.00
5200	Purchase of Services	5,000.00	1,039.40	5,349.88	5,349.88	349.88
5400	Supplies	5,500.00	3,181.04	6,500.00	6,500.00	1,000.00
5700	Other Charges	900.00	0.00	1,480.00	1,480.00	580.00
5800	Capital Outlay			10,000.00	10,000.00	10,000.00
	Total	97,559.39	48,057.98	123,235.38	123,235.38	25,675.99
010691	HISTORICAL COMMISSION					
5200	Purchase of Services	0.00	0.00		0.00	0.00
5400	Supplies	220.00	220.00	200.00	200.00	(20.00)
5700	Other Charges	0.00	0.00		0.00	0.00
	Total	220.00	220.00	200.00	200.00	(20.00)
010692	HISTORIC REVIEW BOARD					
5100	Personal Services	150.00	150.00	75.00	75.00	(75.00)
5200	Purchase of Services	0.00	0.00	0.00	0.00	0.00
5400	Supplies	0.00	0.00	50.00	50.00	50.00
	Total	150.00	150.00	125.00	125.00	(25.00)
TOTAL CULTURE & RECREATION		1,038,464.98	619,867.18	1,076,660.14	1,073,209.14	34,744.16
	DEBT SERVICE					
010710	RETIREMENT OF DEBT - PRINCIPAL (GENERAL FUND)					
5910	Long Term Debt Principal Payment	785,400.00	65,000.00	845,400.00	845,400.00	60,000.00
	Total	785,400.00	65,000.00	845,400.00	845,400.00	60,000.00
010751	INTEREST PAYMENTS - LONG TERM DEBT					
5915	Long Term Debt Interest Payment	219,495.00	109,747.50	192,545.00	192,545.00	(26,950.00)
	Total	219,495.00	109,747.50	192,545.00	192,545.00	(26,950.00)
010752	INTEREST PAYMENTS - SHORT TERM DEBT					
5925	Short Term Debt Interest Payment	13,894.66	1,944.66	12,576.44	12,576.44	(1,318.22)
	Total	13,894.66	1,944.66	12,576.44	12,576.44	(1,318.22)
TOTAL DEBT SERVICE		1,018,789.66	176,692.16	1,050,521.44	1,050,521.44	31,731.78

TOWN OF TRURO FY 2016 MUNICIPAL OPERATING BUDGET

DEPT		2015	2015	2016		T/A
#	ACCOUNT TITLE	Appropriation	Expended through 12.31.2014:	Request	T/A Recommendation	Recommendation Y- o-Y \$
<u>EMPLOYEE BENEFITS</u>						
010911	RETIREMENT AND PENSION					
	5170 County Retirement Assessment	962,900.00	944,824.00	966,993.00	966,993.00	4,093.00
	Total	962,900.00	944,824.00	966,993.00	966,993.00	4,093.00
010912	WORKER'S COMPENSATION					
	5170 Worker's Compensation Insurance	46,000.00	44,576.91	46,000.00	46,000.00	0.00
	Total	46,000.00	44,576.91	46,000.00	46,000.00	0.00
010913	UNEMPLOYMENT INSURANCE COMPENSATION					
	5170 Unemployment Compensation	92,300.00	26,275.75	92,000.00	92,000.00	(300.00)
	Total	92,300.00	26,275.75	92,000.00	92,000.00	(300.00)
010914	GROUP HEALTH INSURANCE - EMPLOYER SHARE					
	5170 Group Health Premium Payments	1,134,886.00	540,180.70	1,263,608.00	1,263,608.00	128,722.00
	Total	1,134,886.00	540,180.70	1,263,608.00	1,263,608.00	128,722.00
010915	GROUP LIFE INSURANCE - EMPLOYER SHARE					
	5170 Group Life Premium Payments	2,177.00	927.58	2,066.00	2,066.00	(111.00)
	Total	2,177.00	927.58	2,066.00	2,066.00	(111.00)
010916	FICA/MEDICARE INSURANCES - EMPLOYER SHARE					
	5176 FICA/Medicare Payments	106,000.00	53,794.17	105,000.00	105,000.00	(1,000.00)
	Total	106,000.00	53,794.17	105,000.00	105,000.00	(1,000.00)
TOTAL EMPLOYEE BENEFITS		2,344,263.00	1,610,579.11	2,475,667.00	2,475,667.00	131,404.00
<u>MUNICIPAL LIABILITY INSURANCES</u>						
010945	MUNICIPAL LIABILITY INSURANCES					
	5700 Insurance Payments	225,000.00	187,657.18	215,000.00	215,000.00	(10,000.00)
	Total	225,000.00	187,657.18	215,000.00	215,000.00	(10,000.00)
TOTAL MUNICIPAL INSURANCES		225,000.00	187,657.18	215,000.00	215,000.00	(10,000.00)
GRAND TOTAL OPERATING BUDGET:		<u>17,076,512.14</u>	<u>6,734,935.56</u>	<u>18,160,516.25</u>	<u>17,795,825.25</u>	<u>719,313.11</u>

4.21%

FY 2016 PROJECTED AVAILABLE SPENDING CAPACITY ("REVENUES")

Agenda Item: 5B3

I TO CALCULATE THE FY 2015 LEVY LIMIT:			
A.	FY 14 Levy Limit		12,026,014.00
A1.	ADD Amended FY 2014 Growth	+	-
B.	ADD (A + A1) x 2.5%	+	300,650.00
C.	ADD FY 15 New Growth	+	114,710.00
D.	ADD FY 2015 General Override	+	465,115.00 *
E.	FY 2015 Subtotal	+	-
		\$	<u>12,906,489.00</u>
			FY 2014 Levy Limit
F.	FY 2015 LEVY CEILING		50,702,935.00
	<small>Based on a total property value of \$2,028,1418,110. FY 2015 EQV</small>		
II TO CALCULATE THE FY 2016 Levy Limit			
A.	FY 2015 Levy Limit from I		12,906,489.00
A.1	ADD Amended FY 2015 New Growth		-
B	Add (IIA +IIA1) X 2.5%	+	\$ 322,662.00
C	Add FY 2016 New Growth (Projection)	+	\$ 99,450.00
			<small>Projection 03.04.2015</small>
D	Add FY 2016 General Override (Projection)	+	\$ -
E.	FY 2016 Subtotal	=	\$ 13,328,601.00
	PROJECTED 2016 Levy Limit:		II <u>13,328,601.00</u>
			FY 2016 Levy Limit
III TO CALCULATE THE FY 2016 MAXIMUM ALLOWABLE LEVY LIMIT:			
A.	FY 2016 Levy Limit from II		13,328,601.00
B.	FY 2016 Menu Override Items:		-
C.	FY 2016 New Debt Exclusions	**	-
D.	FY 2016 Capital Expenditure Exclusions	***	203,000.00
E.	FY 2016 Stabilization Fund Override	****	-
F.	Other Adjustments (Cape Cod Commission Assessment)		91,570.00
G.	FY 2016 General Override		-
H.	FY 2016 maximum Allowable Levy		<u>13,623,171.00</u>
*	<small>As per the list of potential menu override questions presented by the Town Administrator</small>		
**	<small>As per the list of potential DEBT exclusion override questions presented by the Town Administrator</small>		
***	<small>As per the list of potential CAPITAL EXPENDITURE EXCLUSION questions presented by the Town Administrator</small>		
****	<small>As per the list of potential Stabilization Fund Override questions presented by the Town Administrator</small>		

FY 2016 PROJECTED EXPENDITURES AND ASSESSMENTS ("EXPENDITURES")

1	FY 2016 ANNUAL TOWN MEETING APPROPRIATIONS				
	A.	FY 2016 Operating Budget		15,711,392.25	
	B.	Tuition to Other Districts	-	1,932,345.00	
	C.	Pre-School Program		114,679.00	
	D.	CCRTHS Committee Expense		600.00	
	E.	CCRTHS Assessment		36,809.00	17,795,825.25
	F.	Raise and Appropriate Special Articles:			
	1	None as of 03.11.2015		-	-
	F.	Menu Override Requests: NONE			
	G.	Special Articles using Other Financing Sources: "Available funds"			
	1	CPA Appropriations of FY 2016 Surcharge Revenues		349,360.00	
	2	CPA Appropriations of Reserved Fund Balances		485,661.00	835,021.00
	3	Capital Improvements Trust Fund		-	
	4	Stabilization Fund Transfer for Employee Benefits		50,000.00	50,000.00
	5	PEG Access ("Cable TV) Fund		15,000.00	15,000.00
					900,021.00
	H.	Capital Exclusion Override Requests:			
	1	TCS Playground Refurbishment	CE	125,000.00	
	2	F/R/EMS - Debrillator Replacement	CE	78,000.00	
				-	203,000.00
					203,000.00
	I.	Debt Exclusion Override Requests:			
	1	None	DE	-	-

	J.	FREE CASH USED TO FUND APPROPRIATIONS:			
	1	Free Cash to OPEB Trust Fund		300,000.00	
				-	300,000.00
		TOTAL PROJECTED ANNUAL TOWN MEETING APPROPRIATIONS			19,198,846.25
					19,198,846.25
2	2016 OVERLAY ACCOUNT			95,000.00	TB Projection 02.04.15
2.A	Prior Year Overlay Deficits to be raised: Overlay Deficits Snow & Ice Deficits			-	To be funded via Free Cash @ ATM
3	CHERRY SHEET OFFSETS C.S. ER-1 : Charter School + School Choice () + PL 874 + School Lunch			234,037.00	as of 02.04.2015 ESTIMATE @ '15 + 5%
4	STATE & COUNTY CHARGES			437,619.00	as of 02.04.2015 ESTIMATE @ '15 + 5%
	TOTAL PROJECTED FY 2015 AMOUNT TO BE RAISED				19,965,502.25

AVAILABLE FUNDS

	Current Balances:	Suggested FY 2015 Article Use:	Balances after 2015 Use:	FY 2016 Art/Bud Use:	BALANCE after ATM Use:
Beach Receipts Reserved for Appropriation	281,069.87		281,069.87	280,000.00	1,069.87
Golf Course Receipts Reserved for Appropriation	390,276.14		390,276.14	120,000.00	270,276.14
Pamet Harbor Receipts Reserved for Appropriation	66,218.15	-	66,218.15	65,000.00	1,218.15
Sub-total Unrestricted Funds:	737,564.16	-	737,564.16	465,000.00	272,564.16
Recreation receipts Reserved for Appropriation	15,859.19	-	15,859.19	15,500.00	359.19
Conservation Commission Receipts Reserved for Appropriation	37,529.90	-	37,529.90	5,000.00	32,529.90
Fund Balance Reserved for Extraordinary & Unforeseen Expenditures ("Overlay Surplus") IF REQUEST/RELEASE BY ASSESSORS	138,819.98	-	138,819.98	138,800.00	19.98
Municipal Waterways Improvements Fund	35,491.88	-	35,491.88		35,491.88
Prior Year Appropriations to be Used as available funds (Reappropriated)	29,785.09	29,785.09	-	-	-
Insurance Proceeds > \$20 K	6,313.63	-	6,313.63		6,313.63
Sale of Cemetery Lots	7,927.50		7,927.50		7,927.50
Rescue Squad Gift Account	153,710.75		153,710.75		153,710.75
Educational/Governmental Programing Access Fund (Cable)	98,967.98	-	98,967.98	78,050.00	20,917.98
Sub-total Available Funds:	1,261,970.06	29,785.09	1,232,184.97	702,350.00	529,834.97
Betterment funds	84,342.11	-	84,342.11	10,400.00	73,942.11
Free Cash	2,279,775.00	213,000.00	2,066,775.00	300,000.00	1,766,775.00
Stabilization Fund	943,828.29	-	943,828.29	50,000.00	893,828.29
Community Preservation Act Funds (2016 Surcharge)	530,942.00	-	530,942.00	349,360.00	181,582.00
Community Preservation Reserved Funds: Affordable Housing	50,361.00	-	50,361.00	50,361.00	-
Community Preservation Reserved Funds: Historic Preservation	1,010.00	-	1,010.00		1,010.00
Community Preservation Reserved Funds: Opens Space (Debt)		-	-		-
Community Preservation Reserved Funds: Undesignated	923,066.33	-	923,066.33	435,300.00	487,766.33
Community Preservation Reserved Funds: Recreation		-	-		-
Community Preservation Appropriations: Reappropriations		-	-		-
OPEB Trust Fund	650,537.21	-	650,537.21		650,537.21
Affordable Housing Trust Fund	97,933.88	-	97,933.88		97,933.88
Capital Improvements Trust Fund	249,651.04	-	249,651.04		249,651.04
		-	-	-	-
		-	-	-	-
TOTAL AVAILABLE FUNDS	7,073,416.92	242,785.09	6,830,631.83	1,897,771.00	4,932,860.83

FY 2016 TAX LEVY RECAP

III. AMOUNT TO BE RAISED BY

REAL AND PERSONAL PROPERTY TAX LEVY

FY 2016 TAX LEVY LIMIT	-	13,328,601.00 *
FY 2015 NEW GROWTH - Amended		-
FY 2015 ADDITIONAL OVERRIDES	See below	-
FY 2015 BASE LEVY		13,328,601.00
		<u>-</u>
		13,328,601.00

EXISTING DEBT EXCLUSIONS/ALTERNATE FUNDING PROGRAMS

F/R/P Facility -		DONE!
Library Project		64,200.00
Town Hall		210,550.00
Senior /Community Center		286,320.00
South Jetty Remodel (Temp)		65,000.00
Pamet Harbor Project		124,850.00
Fire Apparatus (Temp)		60,000.00
		<u>810,920.00</u>

TOTAL EXISTING DEBT EXCLUSIONS:

810,920.00

2016 NEW OVERRIDES		-
NEW GENERAL/MENU OVERRIDE(S)	MO	-
NEW CAPITAL EXPENDITURE EXCLUSIONS:	CE	203,000.00
NEW DEBT EXCLUSIONS	DE	-
CAPE COD COMMISSION ASSESSMENT:		91,570.00
Add FY 2016 New Growth (Projection)		99,450.00
FY 2016 MAXIMUM ALLOWABLE LEVY LIMIT		14,533,541.00
		<u><u>14,533,541.00</u></u>

FY 2016 TAX LEVY RECAP

PROJECTED ESTIMATED RECEIPTS AND OTHER REVENUE:	-	5,439,641.00
PROJECTED FY 2016 TAX LEVY LIMIT	-	14,533,541.00
PROJECTED TOTAL REVENUE		19,973,182.00
PROJECTED TOTAL AMOUNT TO BE RAISED:	-	<u>19,965,502.25</u>
PROJECTED EXCESS (DEFICIENCY) LEVY CAPACITY:		<u>7,679.75</u>

GTB 03.12.2015
 "RAP03202015"
 w/ recap 03202015

Analysis of year-over-year budget increase: 2015 actual budget to 2016 proposed budget

	<u>Cash Variance</u>	<u>% Variance</u>
Variance:	719,313.11	4.212%

By Major Cost Center:

Operating Capital Account	179,900.00	25.010%
Fire Department	190,874.60	26.536%
Public Education	91,194.00	12.678%
Group Health (Town Share)	128,722.00	17.895%
Debt Service	31,731.78	4.411%
All other: no individual cost center exceeds 3.57% of total	96,890.73	13.470%
Totals:	719,313.11	100.00%

ZISSON & VEARA, P.C.

ATTORNEYS AT LAW

828 MAIN STREET

DENNIS, MASSACHUSETTS 02638

TELEPHONE (508) 385-6031

FAX (508) 385-6914

MAILING ADDRESS: P.O. BOX 2031, DENNIS, MA 02638-0043

E. JAMES VEARA
PAUL V. BENATTI
CHRISTOPHER A. VEARA

RICHARD L. ZISSON
(1942-2006)

EDWARD E. VEARA
RETIRED

March 4, 2015

VIA EMAIL and FIRST-CLASS MAIL

Ms. Charleen Greenhalgh
Assistant Town Administrator/Planner
P. O. Box 2030
Truro, MA 02666

RE: Articles for the April 28, 2015 Annual Town Meeting of the Town of Truro

Dear Charleen:

Recently, I received Draft-022615 of the Warrant for the April 28, 2015 Annual Town Meeting of the Town of Truro. I also received your February 27, 2015 instruction letter. I reviewed the draft Articles, and in the following paragraphs, I will furnish my usual commentary about the form and lawfulness of each Article and Section and about the measure of the vote needed to pass each of them.

ARTICLE 1, Board Reports:

This is a lawful Article, and it may be passed by a simple majority vote. Mass. Gen. Laws ch. 40, § 1; Mass. Gen. Laws ch. 40, § 49, amended by St.2000, c. 105; Mass. Gen. Laws ch. 41, § 23B, added by St.1959, c. 98.

ARTICLE 2, Selectmen:

This is a lawful Article, and it may be passed by a simple majority vote. Mass. Gen. Laws ch. 41, § 108, amended by St.1982, c. 226.

ARTICLE 3, Moderator:

This is a lawful Article, and it may be passed by a simple majority vote. Mass. Gen. Laws ch. 41, § 108.

ARTICLE 4, 2015 Budget:

This is a lawful Article, and it may be passed by a simple majority vote. Mass. Gen. Laws ch. 40, § 5, amended by St.1989, c. 687 §12.

ARTICLE 5, 2016 Budget:

This Article needs to be completed, but in its general form, it is a lawful Article, and it may be passed by a simple majority vote. Mass. Gen. Laws ch. 40, § 5; Mass. Gen. Laws ch. 44, § 14; Mass Gen. Laws ch. 59, § 23, amended by St.1988, c. 73; Mass. Gen. Laws ch. 71, § 1, amended by St.2010, c. 256, § 60; Mass. Gen. Laws ch. 71, § 16B, amended by St.1996, c. 151, § 220; Mass. Gen. Laws ch. 71 § 34, amended by St.1996, c. 450, § 122.

ARTICLE 6, Section 1, Tax Rate:

This is a lawful Article Section, and it may be passed by a simple majority vote. Mass. Gen. Laws ch. 40, § 5; Mass. Gen. Laws ch. 59, § 23.

ARTICLE 6, Section 2, OPEB:

This is a lawful Article Section, and it may be passed by a simple majority vote. Mass. Gen. Laws ch. 40, § 5; Mass. Gen. Laws ch. 32, § 22, amended by St.2011, c. 176, § 39.

ARTICLE A:

This Article has not been drafted.

ARTICLE B:

This Article has not been drafted.

ARTICLE C, Community Preservation Act:

Section One: Land Acquisition:

This is a lawful Article Section, but it cannot be passed by less than a two-thirds' vote. Mass. Gen. Laws ch. 40, § 14, amended by St.1967, c. 59, § 3; Mass. Gen. Laws ch. 44B, § 5, amended by St.2013, c. 3, § 5; Mass. Gen. Laws ch. 44B, § 6, amended by St.2012, c. 139, § 79; Mass. Gen. Laws ch. 44B, § 7, amended by St.2012, c. 139, § 80; Mass. Gen. Laws ch. 44B, § 12, amended by St.2012, c. 139, § 82; Mass. Gen. Laws ch. 184, § 31, amended by St.1990, c. 520, § 3.

Section Two, Meeting House:

This is a lawful Article Section, and if the acquisition of a preservation restriction was previously authorized, this Section can be passed by a simple majority vote. Mass. Gen. Laws ch. 44B, §§ 5, 6, 12. If, however, the preservation restriction was not previously authorized, then this Section will need a two-thirds' vote. Mass. Gen. Laws ch. 40, § 14; Mass. Gen. Laws ch. 184, § 32, amended by St.2008, c. 522, §40. In the latter instance, the Section's last line should be expanded to read: "Meeting House and to acquire a preservation restriction for the building or to take any other action relative thereto."

Section Three, Highland Museum:

In my opinion, this is not a lawful Article Section.

The Community Preservation Act provides enabling authority, and relative to this proposal, it states in part the following:

The community preservation committee shall make recommendations to the legislative body . . . for the acquisition, preservation, rehabilitation and restoration of historic resources. . . . Mass. Gen. Laws ch. 44B, § 5(2).

The Act also furnishes the following definitions:

As used in this chapter, the following words shall, unless the context clearly indicates a different meaning, have the following meanings:--

"Acquire", obtain by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. "Acquire" shall not include a taking by eminent domain, except as provided in this chapter.

"Preservation", protection of personal or real property from injury, harm or destruction.

"Rehabilitation", capital improvements, or the making of extraordinary repairs, to historic resources, open spaces, lands for recreational use and community housing for the purpose of making such historic resources, open spaces, lands for

recreational use and community housing functional for their intended uses including, but not limited to, improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes; provided, that with respect to historic resources, "rehabilitation" shall comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties codified in 36 C.P.R. Part 68; and provided further, that with respect to land for recreational use, "rehabilitation" shall include the replacement of playground equipment and other capital improvements to the land or the facilities thereon which make the land or the related facilities more functional for the intended recreational use. Mass. Gen. Laws ch. 44B, § 2, amended by St.2012, c. 139, §§ 69-73.

The preparation of architectural drawings does not fall within the statutory definitions for acquire, preservation, or rehabilitation nor within the ordinary meaning of the undefined term restoration. Although plan development may be a useful or even an essential preparatory activity "leading to the historic rehabilitation of the museum," such preliminary undertakings do not fall within the Act's provisions, definitions, or authorizations for local appropriation. The actual museum rehabilitation, of course, fits into the Act, but the antecedent design services do not.

Section Four, Beach Mats:

This is a lawful Article Section, and it may be passed by a simple majority vote. Mass. Gen. Laws ch. 44B, §§ 2, 5, 6, 7.

Section Five, Edgewood Farm:

This is a lawful Article Section, but it cannot be passed by less than a two-thirds' vote. Mass. Gen. Laws ch. 40, § 14; Mass. Gen. Laws ch. 44B, §§ 2, 5, 6, 7, 12; Mass. Gen. Laws ch. 184, §§ 31, 32.

Massachusetts General Laws Chapter 44B, Section 12 has two related paragraphs. The pertinent language in the first paragraph reads as follows:

A real property interest that is acquired with monies from the Community Preservation Fund shall be bound by a permanent restriction. . . . The permanent restriction shall run with the land and shall be enforceable by the city or town or the commonwealth. The permanent restriction may also run to

the benefit of a nonprofit organization . . . with the right to enforce the restriction. [emphasis added]

According to this paragraph, the town must be able to enforce the restriction, but a nonprofit organization can be a co-holder of the restriction and can enforce it. The paragraph even goes on to state that a town can pay the non-profit “to hold, monitor and enforce” the restriction.

The second paragraph is similar, but the only restriction holder is the town. The statute’s pertinent language is the following:

Real property interests acquired under this chapter shall be owned and managed by the city or town. . . . The legislative body may also delegate management of such property to a nonprofit organization created under chapter . . . 203. [emphasis added]

Although the town would be the only restriction holder, it can, through an agreement, arrange to have a nonprofit perform the management services. I used this second arrangement for the redrafted Section you requested, and that form follows:

To see if the Town will vote to appropriate the sum of Forty Thousand Dollars (\$40,000.00) exactly from the revenue and balance projected for the FY 2016 Community Preservation Act Undesignated Fund account to assist with the purchase of 3.77 acres of Edgewood Farm woodland, to acquire a conservation restriction which will, through deed restrictions, prohibit the future development of the two parcels involved, and to authorize the Board of Selectmen to enter into an agreement with the Truro Conservation Trust for the management of the conservation restriction or to take any other action relative thereto.

Section Six, Administration:

This is a lawful Article Section, and it may be passed by a simple majority vote. Mass. Gen. Laws ch. 44B, §§ 5, 6; General Bylaws of the Town of Truro, Chapter VII, Sections 2 and 3.

ARTICLE D, Highway Assistance:

This is a lawful Article, and it may be passed by a simple majority vote. Mass. Gen. Laws ch. 40, § 5; Mass. Gen. Laws ch. 44, § 4, amended by St.1992, c. 143, § 1; Mass. Gen.

Laws ch. 44, § 6, amended by St.1991, c. 552, § 36; Mass. Gen. Laws ch. 44, § 6A, amended by St.1984, c. 236; Mass. Gen. Laws ch. 44, § 53, amended by St.1992, c. 62; Mass. Gen. Laws ch. 84, § 1, amended by St.1991, c. 552, § 52; Mass. Gen. Laws ch. 90, § 34, amended by St.2009, c. 25, § 81.

ARTICLE E:

Both Article E and Article H were withdrawn.

ARTICLE F, Defibrillators:

This is a lawful Article, and it may be passed by a simple majority vote. Mass. Gen. Laws ch. 30B, § 5, amended by St.2014, c. 165, § 62; Mass. Gen. Laws ch. 40, § 4, amended by St.1989, c. 710; Mass. Gen. Laws ch. 40, § 5; Mass. Gen. Laws ch. 44, § 53A, amended by St.1986, c. 651, § 3; Mass. Gen. Laws ch. 59, § 21C, amended by St.2007, c. 91, §§ 1, 2; Mass. Gen. Laws ch. 59, § 23.

In both this Article and in the second ballot question, please note the spelling of defibrillators.

ARTICLE G, School Playground:

This is a lawful Article, and it may be passed by a simple majority vote. Mass. Gen. Laws ch. 30, § 39M, amended by St.2008, c. 303, § 11; Mass. Gen. Laws ch. 40, §§ 4, 5, 53A; Mass. Gen. Laws ch. 45, § 14, amended by St.1970, c. 86; Mass. Gen. Laws ch. 59, §§ 21C(1/2), 23; Mass. Gen. Laws ch. 71, § 68, amended by St.2003, c. 46, § 83.

ARTICLE I, Stabilization to Retirement:

This is a lawful Article, but it cannot be passed by less than a two-thirds' vote. Mass. Gen. Laws ch. 32, § 22; Mass. Gen. Laws ch. 40, § 5B, amended by St.2003, c. 140, § 19.

ARTICLE J, Pond Road:

This is a lawful Article, and it may be passed by a simple majority vote. *Compare* Mass. Gen. Laws ch. 40, § 15, amended by St.1961, c. 117 and *Harris v. Town of Wayland*, 392 Mass. 237, 466 N.E.2d 822 (1984) *with* Mass. Gen. Laws ch. 40, § 3, amended by St.2010, c. 188, § 22 and *Oliver v. Town of Mattapoisett*, 17 Mass. App. Ct. 286, 457 N.E.2d 679 (1983), *review denied*, 391 Mass. 1102, 459 N.E.2d 825 (1984).

Had the Town acquired the land by eminent domain, as it once believed, the Article would have needed a two-thirds' vote.

Incidentally, in the Comment, I believe “has historical used” should be “has historically been used.”

ARTICLE K, Non-Union COLA:

This is a lawful Article, and it may be passed by a simple majority vote. Mass. Gen. Laws ch. 41, § 108A, amended by St.1978, c. 393, § 20; Mass. Gen. Laws ch. 41, § 108C, amended by St.1978, c. 393, § 21; Personnel Bylaw of Town of Truro, Massachusetts, Article III, Section 3.8.

ARTICLE L, Personnel:

Section One and Section Two will be provided by labor counsel.

ARTICLE M, Church Cemetery Funds:

This is a lawful Article, and it may be passed by a simple majority vote. I have assumed that the Town holds these funds under the provisions of Massachusetts General Laws Chapter 114, Section 19, amended by St.1981, c. 565, and that nothing in the arrangement prevents the return of those funds, but without knowing how the Town came to hold those funds and what terms and conditions apply to them, I cannot be certain.

ARTICLE N, Beach Smoking:

This is a lawful Article, and it may be passed by a simple majority vote. Mass. Gen. Laws ch. 40, § 21, amended by St.2008, c. 76, §§ 1, 2; Mass. Gen. Laws ch. 43B, § 13, added by St.1966, Ex.Sess., c. 734, § 1. *See generally Tri-Nel Management, Inc. v. Board of Health of Barnstable*, 433 Mass. 217, 741 N.E.2d 37 (2001); *Take Five Vending, Ltd. v. Town of Provincetown*, 415 Mass. 741, 615 N.E.2d 576 (1993).

MGL Chapter 270 s. 22 is a freestanding criminal statute – not enabling authority for a local by-law – and it relates strictly to smoking in enclosed and semi-enclosed spaces, not public beaches. There is no separate statute labeled 22J, and the subsection (j) of Section 22 is not especially relevant. Accordingly, I suggest revising Article N so that it will read something like the following:

To see if the Town will vote to amend the General Bylaws of the Town of Truro by repealing Chapter III, Section 5, subsection 3-5-1 which reads, “Smoking shall be prohibited in all public places as provided in MGL ch. 270 s. 22” and by inserting in its place as the new subsection 3-5-1 the following, “Smoking is prohibited in all places designated in

Massachusetts General Laws Chapter 270, Section 22, and on all town beaches,” or to take any other action relative thereto.

If “town beaches” refers to those beaches owned by the Town of Truro, then the phrase would be better as “town-owned beaches.”

ARTICLE O, Reserve Trust Fund:

Articles O and P are incomplete at this time.

ARTICLE Q, Library Director:

This is a lawful Article, and it may be passed by a simple majority vote. Mass. Gen. Laws ch. 41, § 108C; Mass. Gen. Laws ch. 78, § 11, amended by St.1994, c. 85, § 17; Personnel Bylaw § 3.8.

Please note that Article Q does not raise the funds to pay the increased compensation.

Because the Article addresses two issues – increased hours and a by-law amendment – I suggest the following form:

To see if the Town will vote to increase from 35 to 40 the number of weekly compensated hours for the Library Director and to amend the Personnel Bylaw’s Grade 12 Classification/ Compensation Schedule for the Library Director so that, beginning with Fiscal Year 2016, it will read as follows:

or to take any other action relative thereto.

ARTICLE R, Assistant Agent:

This is a lawful Article, and it may be passed by a simple majority vote. Mass. Gen. Laws ch. 41, § 108C; Mass. Gen. Laws ch. 111, § 30, amended by St.1961, c. 55.

Again, please note that this Article does not include funding.

ARTICLE S, Footnote 4:

This is a lawful Article, but it cannot be passed by less than a two-thirds’ vote. Mass. Gen. Laws ch. 40A, § 5, amended by St.2008, c. 451, § 45; Town of Truro Zoning Bylaw, Section 60, § 60.2.

ARTICLE T, Footnote 6:

This is a lawful Article, but it cannot be passed by less than a two-thirds' vote. Mass. Gen. Laws ch. 40A, § 5, ¶5.

ARTICLE U, § 50.1.H:

This is a lawful Article, but it cannot be passed by less than a two-thirds' vote. Mass. Gen. Laws ch. 40A, § 5.

ARTICLE V, Streets and Frontage:

This Article was previously reviewed. It needs a two-thirds' vote.

ARTICLE W, Year-Round Use:

This Article was previously reviewed. It needs a two-thirds' vote.

ARTICLE X, Zoning:

This Article has not been drafted.

ARTICLE Y, Town Manager:

This is a lawful Article, but it cannot be passed by less than a two-thirds' vote. Mass. Gen. Laws ch. 43B, § 10, amended by St.1998, c. 161, § 284; The Truro Charter, Chapter 9, Section 9, subsection 9-9-4.

ARTICLE Z, Elected Boards:

This is a lawful Article, but it cannot be passed by less than a two-thirds' vote. Mass. Gen. Laws ch. 43B, § 10, ¶1.

ARTICLE AA, Contracts:

This is a lawful Article, but it cannot be passed by less than a two-thirds' vote. Mass. Gen. Laws ch. 43B, § 10.

ARTICLE BB, Licensing Agent:

This is a lawful Article, but it cannot be passed by less than a two-thirds' vote. Mass. Gen. Laws ch. 43B, § 10.

ARTICLE CC, Performance Review:

This is a lawful Article, but it cannot be passed by less than a two-thirds' vote. Mass. Gen. Laws ch. 43B, § 10.

ARTICLE DD, Selectmen Appointments:

This is a lawful Article, but it cannot be passed by less than two-thirds' vote. Mass. Gen. Laws. ch. 43B, § 10.

ARTICLE EE, Administrator Appointments:

This is a lawful Article, but it cannot be passed by less than a two-thirds' vote. Mass. Gen. Laws ch. 43B, § 10.

ARTICLE FE, Section 5-5-5:

This is a lawful Article but it cannot be passed by less than a two-thirds' vote. Mass. Gen. Laws ch. 43B, § 10.

Please note that, although the Article refers to new language in bold italics, Article FF does not have bold italics or even timid italics.

ARTICLE GG, Chart Changes:

This is a lawful Article, but it cannot be passed by less than a two-thirds' vote. Mass. Gen. Laws ch. 43B, § 10.

ELECTION WARRANT:

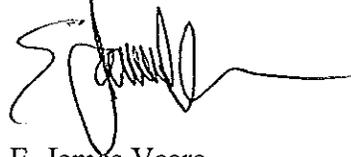
The first ballot question asks voters for a \$120,000 Proposition 2½ exemption to allow for the payment of a dump truck/plow/sander. At least in the draft I received, there is no corresponding Article for this exemption and appropriation.

In the first Charter amendment question, I would expand "act adopted Board of Selectmen" to "act adopted by the Board of Selectmen." Similarly, I would change "Board of Selectmen annual meeting" to "Board of Selectmen's annual meeting."

The next six (6) questions all used "prosed," which should be corrected to "proposed."

This completes my review of the draft Articles and ballot questions. If you have any questions about this response or if you need anything further, please feel free to contact me.

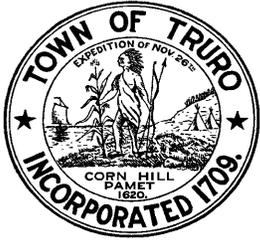
Cordially,

A handwritten signature in black ink, appearing to read 'E. James Veara', with a long horizontal flourish extending to the right.

E. James Veara

EJV:sjb

cc: Rae Ann Palmer, Town Administrator via email only
Monica Kraft, Town Moderator
Board of Selectmen



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Board of Selectman

REQUESTED MEETING DATE: Continued from March 17, 2015

ITEM: Selection of Town Counsel

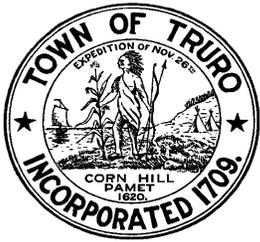
EXPLANATION: At the conclusion of the final interview of Town Counsel candidates, the Board agreed to discuss the selection at the next Board of Selectman meeting on February 24, 2015 which was deferred until the receipt of sample opinion letters and continued until March 24, 2015.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: *Motion to*

ATTACHMENTS: None



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Administrator

REQUESTED MEETING DATE: March 24, 2015

ITEM: Approval of agreement for temporary planning analysis and support services with Ridley & Associates.

EXPLANATION: Carol Ridely of Ridley & Associates was recommended by the Cape Cod Commission to provide staff support to the Town and Planning Board during the ATA/Town Planner's extended medical leave. She is available and interested in providing the service. Her proposal is attached and has been reviewed by Town Counsel. After meeting with Ms. Ridley, I expect that she would spend between 5-10 hours per week depending on items before the Planning Board. Her fee is \$125 per hour.

FINANCIAL SOURCE (IF APPLICABLE): There are funds in the Town Administrator current year budget to cover this cost. I have included additional funds in the Sick and Vacation pay out line in my proposed budget as a contingency for the coming fiscal year if needed.

IMPACT IF NOT APPROVED: The Planning Board will need to be staffed through the Town Administrator's office.

SUGGESTED ACTION: *Motion to approve the agreement for consulting services with Ridley & Associates and to authorize the Vice-Chair to sign the agreement.*

ATTACHMENTS:

1. Proposed Agreement.

**AGREEMENT
FOR
CONSULTING SERVICES**

This Agreement is made this 12th day of March, 2015 by and between the Town of Truro (hereinafter referred to as “the Town”) having an office at 24 Town Hall Road, Truro, MA, acting by its duly authorized agent, and Ridley & Associates, Inc. (“R&A”), with a principal place of business located at 115 Kendrick Road, East Harwich, MA, hereinafter referred to as R&A.

The parties to this Agreement, in consideration of the mutual covenants and stipulations set out herein agree as follows:

1. **Scope of Services.** R&A shall provide planning analysis and support services in accordance with and upon the terms and prices outlined in Attachment A, which is incorporated by reference and made specifically part of this Agreement.
2. **Term of Contract.** The contract period shall commence with the date of execution of this Agreement and proceed to completion of tasks as noted in Attachment A, or until the end date of any subsequent services addenda.
3. **Compensation.** R&A shall provide consulting services, including cost of all labor, materials, and incidental expenses needed to accomplish said work, at the price or hourly rate noted in Attachment A.

The Town agrees to pay R&A the amounts stated in invoices within thirty (30) days of receipt. If an invoice is not acceptable to the Town, it shall be promptly returned to R&A with a written explanation of the basis for rejection. R&A shall revise the invoice accordingly and resubmit it to the Town as soon as practicable. Late payment of invoices shall be billed at an annual interest rate of 18 percent.

4. **Materials and Information.** The Town and its agents shall provide to R&A all relevant materials and information on a timely basis in order for R&A to prepare analysis and documents and conduct communications with prospective or selected contractors.
5. **Deliverables.** All documents, analysis, reports, and data in any format prepared by R&A and submitted to the Town under this Agreement shall become the property of the Town.
6. **Independent Contractor.** In no case shall R&A act, hold itself out as, or permit anyone to consider it the employee of the Town for any purpose. No agency shall be created between R&A and the Town as a result of R&A’s performance of service hereunder and R&A acknowledges and agrees that it is responsible as an independent contractor for all operations under the Agreement.
7. **Insurance.** R&A shall maintain during the term of work specified in Attachment A, or the term of any subsequent addenda, insurance coverage from companies licensed to do business in the Commonwealth of Massachusetts, including General Liability Insurance with a combined single limit for bodily injury, including death, and property damage of at least \$1,000,000, and to the extent applicable, Workers’ Compensation in accordance with the Massachusetts General Laws for all of R&A’s employees engaged in the performance of services under this Agreement.

R&A shall hold the Town and its officers, board, and employees harmless from liability for R&A employees and/or damage to R&A's property.

8. **Indemnification.** The Town shall fully indemnify and hold harmless R&A, its officers and employees against any and all liability, losses, settlements, judgments, damages, costs or expenses (including but not limited to reasonable attorney's fees and expenses) resulting from any claim related to R&A services to the Town pursuant to this Agreement. Such indemnification shall extend beyond termination of this Agreement.

9. **Termination.** Either party may terminate this Agreement with a written notice to the other party specifying therein the termination date which shall not be sooner than ten (10) days prior to such termination. Upon such termination, R&A shall be entitled to all compensation for work completed or hours expended up to and including the termination date. The day that services under Attachment A of this Agreement are completed shall be considered the termination date, unless there is a subsequent written agreement between the parties for addenda to Attachment A. The completion of such added services will then determine the termination date.

10. **Assignment.** R&A shall not assign, sublet or otherwise transfer this Agreement, in whole or in part without the prior written consent of the Town, and shall not assign any of the moneys payable under this Agreement, except by and with the written consent of the Town.

11. **Entire Agreement, Amendment, and Contract Records.** This Agreement merges and supercedes all prior understandings, agreements, discussion and correspondence and sets forth the entire understanding of the parties. This Agreement is to be construed as a Massachusetts contract. It shall be binding upon the respective heirs, devisees, executors, administrators, successors and assigns of the parties, and may be modified or amended only by a written instrument executed by both R&A and the Town. All of the records and expenses and all data supporting the calculation of compensation from the Town hereunder shall be maintained by R&A for a period of six (6) years after the final payment under this Agreement.

12. **Notices.** Each party shall provide timely notifications to the other at the addresses noted below, or such other address as may be provided by time to time by each party.

For the Town of Truro:
Paul Wisotzky, Vice Chair
Board of Selectmen
Town of Truro
24 Town Hall Road
PO Box 2030
Truro, MA 02666

For R&A:
Carole Ridley, Principal
Ridley & Associates, Inc.
115 Kendrick Road
Harwich, MA 02645

Paul Wisotzky

Date



3/12/15

Carole Ridley

Date

ATTACHMENT A

Scope of Work & Compensation

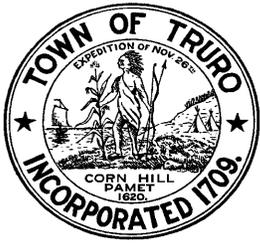
Scope of Work

The following tasks shall be provided by R&A under this agreement:

- Support for the Truro Planning Board, including preparation of agendas, review of submissions to the Planning Board, coordination with customary local boards in the review of submissions, development of staff reports related to submissions, disposition of Planning Board decisions, and attendance at Planning Board meetings; and
- Research and analysis of select planning issues as directed by the Town or its employees, elected or appointed officials, or committees.

Services will commence upon execution of this agreement and will continue on a month-to-month basis.

All services will be provided for an hourly rate of \$125, inclusive of travel related expenses.



TOWN OF TRURO

Board of Selectmen Agenda Item

BOARD/COMMITTEE/COMMISSIONS

REQUESTOR: FRIENDS OF THE TRURO LIBRARY (FOTL)

REQUESTED MEETING DATE: March 24, 2015

ITEM: Approval to install three additional Little Free Library Boxes on Town owned land.

EXPLANATION: Last year FOTL went before various Town Committees and Boards and received approval to build three Little Free Library Boxes on Town owned land. Local Truro Builder, Art Hultin, helped in supplying most of the material and labor to help build and install these Library Boxes. In late June we erected them at Snow's Park, Head of the Meadow, and Corn Hill Beaches. This year with the help of a Truro Cultural Council Grant, we would like to build and install 3 more Little Free Library Boxes at Ryder, Ballston *, and Coastguard Beaches. Art Hultin has agreed to help with the building of the Little Free Library Boxes again this year. We hope to have them installed earlier than last year, which is why we are attending a meeting now. We found the original 3 Little Free Library Boxes a huge success, needing to be replenished several times each week. With signs on the boxes saying "TAKE A BOOK, AND LEAVE A BOOK", it was a novel way of getting books to people in a different way and promoting literacy. On one side of the Library Boxes we put a Scan emblem that allows one with a smart phone to scan and download the Truro Public website showing all the Children and Adult events happening for the month. We also put on the other side of the Library Boxes a written list of the events scheduled during July and August at the Library. A FOTL representative would meet with the Truro DPW and/or Recreation and Beach Department regarding the location of these 3 new Little Library Boxes.

* Ballston Beach Free Book box will be discussed with the Ballston Beach working group.

FINANCIAL SOURCE (IF APPLICABLE): Truro Cultural Council Grant to help defray some of the building costs has been awarded to FOTL for this project.

IMPACT IF NOT APPROVED: Visitors and residents would not be able to utilize the Free Library Boxes at the Truro Beaches proposed.

SUGGESTED ACTION: *MOTION TO approve three proposed Little Free Library Boxes at Ballston, Ryder and Coast Guard Beaches.*

ATTACHMENTS:

1. Photos of existing Little Free Library Boxes on Town property during the summer months.
2. Email from Beach Director regarding vote of Beach Commission







From: Kelly Sullivan Clark <recdirec@truro-ma.gov>
To: ntudor@truro-ma.gov
Date: 03/19/2015 08:52 AM
Subject: Beach Co

Hi Nicole,

The Beach Commission voted to support the Little Library boxes at three beaches. They had no concerns and felt comfortable with the Friends of the Library working with Jay Norton to find appropriate locations at the beaches.

Kelly

Kelly Sullivan Clark- Recreation & Beach Director
Truro Recreation & Beach Department
Truro Community Center
25 Library Lane
N. Truro, MA 02666
Office: 508 487 1632



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Shellfish Department

REQUESTOR: Tony Jackett, Shellfish Constable

REQUESTED MEETING DATE: March 24' 2015

ITEM: Request for Shellfish Season Extension

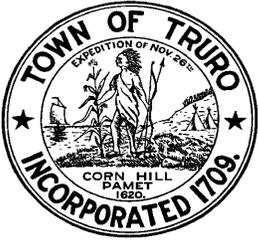
EXPLANATION: Pamet Harbor has had ice buildup due to the cold winter months. As a result the public has not had access to shellfish areas within the harbor. As the weather warms up and the ice abates people will be able to resume their ability to shellfish.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The ice may impact the shellfish broodstock by moving it around but giving the public access to shellfish into April will give us a better glimpse at making a shellfish assessment as well as giving the public a fair opportunity to harvest shellfish while stocks have remained plentiful.

SUGGESTED ACTION: *MOTION TO authorize the Shellfish Warden to extend the shellfish season until Sunday, April 12, 2015.*

ATTACHMENTS: None



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: March 17, 2015

ITEM: Approval of 2015 Seasonal Common Victualer (Food) License Renewals

EXPLANATION: There are two 2015 seasonal license renewal applications and supporting documentation under the authority of the Board of Selectmen as Local Licensing Authorities. Please know that if you approve this for renewal, the licenses will be issued only upon compliance with all regulations and upon receipt of the necessary documents and fees. There were no reported issues with these establishments in 2014.

Mass General Law	Licenses & Permits Issued by Board of Selectmen	Names of Businesses
Chapter 140 § 2	Common Victualer-Cook, Prepare & Serve Food	The Box Lunch Top Mast Cafe

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Licensees will not be issued a Common Victualer (food) License for 2015 for The Box Lunch & Top Mast Cafe.

SUGGESTED ACTION: *MOTION TO approve 2015 seasonal common victualer(food) licenses for The Box Lunch & Top Mast Cafe upon compliance with all regulations and receipt of the necessary documents and fees.*

ATTACHMENTS:

1. Renewal Applications for 2015: The Box Lunch & Top Mast Cafe



TOWN OF TRURO

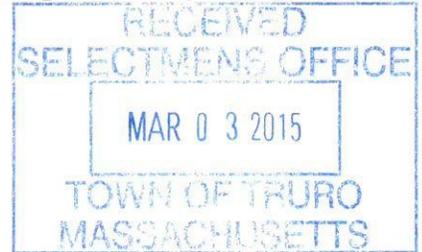
P.O. Box 2030, Truro, MA 02666

Licensing Department

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

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

PAID
CHK 1789 \$195-
3-3-15



Date: 2/22/15 **BUSINESS LICENSE APPLICATION** Renewal New

Section 1 – License Type

Please check the appropriate box the best describes the license type(s).

- | LODGING | # UNITS | FOOD SERVICE | RETAIL SERVICE | OTHER |
|---|---------|--|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Motel | _____ | <input checked="" type="checkbox"/> Food Service
(Restaurant/Mobile Food Vending) | <input type="checkbox"/> Gas Station | <input type="checkbox"/> Pool/Spa |
| <input type="checkbox"/> Cottage Colony | _____ | <input checked="" type="checkbox"/> Common Victualer | <input type="checkbox"/> Tobacco | <input type="checkbox"/> Peddler |
| <input type="checkbox"/> Condominium | _____ | <input type="checkbox"/> Transient Vendor | | |
| <input type="checkbox"/> Campground | _____ | <input type="checkbox"/> Manufacturer of Ice Cream | | |
| <input type="checkbox"/> Lodging | _____ | <input checked="" type="checkbox"/> Bakery | | |
| | | <input type="checkbox"/> Foods (snacks) Commercially Packaged | | |
| | | <input type="checkbox"/> Catering | | |

Section 2 – Business Information

Federal Employers Identification Number (FEIN/SS) Personal Information Redacted

Print Name of Applicant OWEN/Kathryn MacWalt Business Name or DBA (Check if new name) TRURO BOX LUXHT
Same

Owner Name 300 RT UNIT 4, TRURO, MA 02667

Street Address of Business 508-487-4545 Mailing Address of Business (Check if New Address) OWEN@boxluxht.com

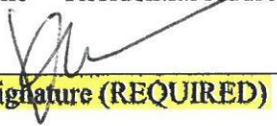
Business Phone Number (Check if New Phone Number) Business E-Mail Address

Section 3 – Manager Information

Check if New Manager (Must submit application to Name a Manager)

Complete below if Manager is same as previous year.

Owner / Kathryn Macnutt 50 Bnair lane Wellfleet
Manager Name Residential Address (include Unit#) Mailing Address Phone (24 hrs a day)

 Personal Information Redacted
Manager's Signature (REQUIRED)

Section 4 – Hours of Operation

Annual Seasonal (Please check one that applies)

Aprx 04/01/15 Aprx 11/1/15
Opening Date (MM/DD/YYYY) Closing Date (MM/DD/YYYY)

7 8-4
Days of the Week Open Hours of Operation (Opening to Closing)

Section 5 – Additional Applications & Documentation

Additional Documentation is required for the following: (Check if applicable)

RESTAURANTS- Food Service Application & Inspection of Kitchen Equipment
(Inspection of Commercial Hood and Ventilation System & Copy of current service report of mechanical washing
equipment (Dishwasher)

RETAIL SALES –Permit to Sell Tobacco Application

GAS STATIONS – Service Station Compliance Form & Third-Party Underground Storage Tank
Inspection Report (FP-289) form

Last Inspection _____ Next Inspection _____ Facility ID _____

SMOKE DETECTOR/FIRE PROTECTION CERTIFICATION

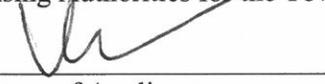
IF YOU HAVE EMPLOYEES- Workers Compensation Affidavit & Certificate of Insurance

IF YOU DO NOT HAVE EMPLOYEES- Workers Compensation Affidavit

Section 6 – ATTESTATION

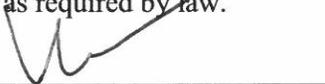
Sign the following statements ONLY if they are true:

I hereby attest that I am conducting a business in the Town of Truro in accordance with the statutes of the Commonwealth of Massachusetts and subject to the rules and regulations promulgated by the Licensing Authorities for the Town of Truro.



Signature of Applicant

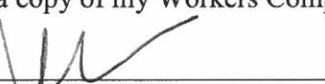
I certify under the penalties of perjury that, to the best of my knowledge and belief, I have filed all State tax returns and paid all applicable State taxes, Room Occupancy taxes, Meal Tax and local property taxes as required by law.



Signature of Applicant

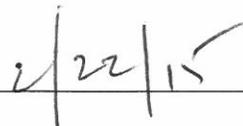
Choose one of the following statements to attest as the truth. They cannot both be true, so be sure that you only sign on one of the signature spaces below:

I attest that under the provisions of MGL Chapter 152, Paragraph 25C, I am in compliance with the law insofar as I **do** have employees in my business and therefore am required to provide the Town of Truro with a copy of my Workers Compensation Coverage to obtain a license for my business.



Signature of Applicant

I attest that I **do not** have employees in my business. _____
Signature of Applicant



DATE

Complete the application and supporting documents and mail or bring them with the appropriate fees to:

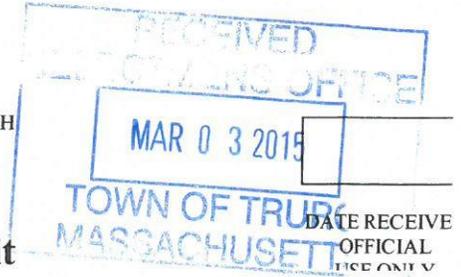
**TOWN OF TRURO
Licensing Department
PO Box 2030
Truro, MA 02666**



SUBMIT COMPLETED FORM TO THE BOARD OF HEALTH

Town of Truro

Application for Food Service Permit



PART I - TO BE FILLED IN BY APPLICANT

Applicant: (check one) New Renewal

Date: 3/3/15

Type of Food Service Establishment :

- Food Service (restaurant or take out)
- Retail Food (commercially prepared foods)
- Residential Kitchen
- Bed & Breakfast
- Continental Breakfast
- Mobile Food Vendors or Pushcart
- Catering
- Frozen Dairy Dessert Machine
- Ice Cream Truck ****Please note, a food service permit for an Ice Cream Truck cannot be issued until an Ice Cream Truck Vendor Permit is obtained from the Chief of Police****

Name of Food Establishment: Box Lunch

Address of Food Establishment: 300 RT6, UNIT 4

Address for Base of Operations for Caterers and Mobile Food or Pushcarts: N/A

Authorized Representative or Contact } Name: Kathryn Jones Macneil

or Contact } Address: 50 Blair Ave, Wellfleet, MA 02667

Telephone Days: Personal Information Redacted

Number of Seats: Inside: 0 Outside: 4 picnic tables

Annual or Seasonal Operation: Depends

Hours of Operation Mon-Fri: 8:00 To 6:00

Days Closed Excluding Holidays: None while open

If Seasonal: Approximate Dates of Operation: 07/01/15 To 11/1/15

Food Service Establishments Conducting Food Preparation (excludes retail food establishments that don't prepare food and continental breakfast).

List Names of all staff with a Food Manager Certification:
1. Kathryn Macneil Exp. Date: / /

2. _____ Exp. Date: ___/___/___
 3. _____ Exp. Date: ___/___/___
 4. _____ Exp. Date: ___/___/___

List Names of all staff with a Allergen Awareness Certification:

1. Kathryn Macneil #201570 Exp. Date: 3/8/16
 2. _____ Exp. Date: ___/___/___
 3. _____ Exp. Date: ___/___/___
 4. _____ Exp. Date: ___/___/___

List Names of all staff with a Choke Saver Training:

1. _____ Date of Training: ___/___/___
 2. _____ Date of Training: ___/___/___

MOBILE FOOD VENDORS ONLY- List fixed or stationary location(s) where food will be sold:

Has your menu changed from last year? Yes No

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

I agree to any conditions specified by the Board of Health, and all local, state and federal rules and regulations.

 Signature of Authorized Representative Date 3/3/15

PART II - TO BE FILLED IN BY AUTHORIZED TOWN AGENT

Board of Health Comments or Conditions:

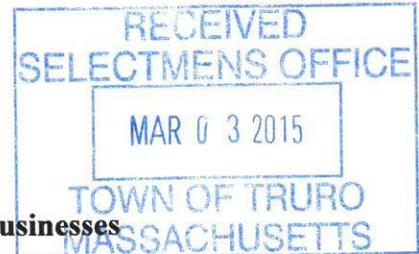
No critical violations noted in 2014
Water analysis completed

Approved Denied

 Signature of BOH or Agent Date 3/4/15



The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
1 Congress Street, Suite 100
Boston, MA 02114-2017
www.mass.gov/dia



Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: TRYRO BOX LUNCH CORP

Address: 300 RT 6, UNIT 4

City/State/Zip: TRYRO, MA 02266 Phone #: 508-487-4545

Are you an employer? Check the appropriate box:

- 1. [X] I am an employer with 4 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. [X] 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:

Insurer's Address: See certificate of liability ins-

City/State/Zip:

Policy # or Self-ins. Lic. # Expiration Date:

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: [Redacted] Date: 2/21/15

Phone #: [Redacted] Personal Information Redacted

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):

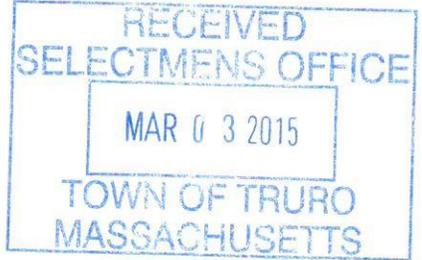
- 1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
6. Other

Contact Person: Phone #:



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

FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT



BUSINESS NAME: TRURO BOX LUNCH
OWNER/MANAGER: OWEN / Kathryn Macnutt
ADDRESS: 300 RT 6, UNIT 4, TRURO, MA 02666
PHONE #: 508-487-545 NUMBER OF UNITS: _____
CONTACT PERSON: OWEN / Kathryn Macnutt
ADDRESS: 50 Briarlane, Wellfleet, MA 02667
TESTING COMPANY: Ralph J. Perry
TESTING ELECTRICIAN/TECHNICIAN: _____
COMPANY PHONE #: 508-775-3773 HOME PHONE #: _____
LICENSE #: MA-CRT107 DOT CERT # A85U

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: See Rept

DATE OF CERTIFICATION: 3/2/15 BY: _____
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.

MALTI J. TERRELL, INC.

P.O. BOX 339 • HYANNIS, MA 02601 • 508-775-3473

MA-CR#017 • DOT CERT #A-850

FIRE PROTECTION INSPECTION REPORT/WORK ORDER# No

NAME: Box lunch DATE: 3/2/15 ACCOUNT# _____
 LOCATION: 300 RLF 6 NEW _____ CHARGE COD _____
TRURO MA. 02666 ANNUAL NEW EQUIP _____ SERVICE RETURNS _____
Briar lane TOTAL # OF EXTINGUISHERS 2
 BILL TO: Wellfleet ma 02667 # EXTINGUISHERS DUE SERVICE NEXT YEAR _____
 CUSTOMER PO# _____ INSPECTION DUE: March 2016
 CONTACT: Kathie PHONE: 349-2178 CELL _____ SERVICE/LABOR: NONE

NEW EQUIPMENT

DRY CHEM 2 1/2 ABC _____ 5ABC _____ 10ABC _____ 20ABC _____ 10BC _____ 20BC _____ 10PK _____ 20PK _____
 CO2 5lb _____ 10lb _____ 15lb _____ 20lb _____ PW _____ CLASS K _____ 1 _____ HALOTRON 2 1/2 lb _____ 5lb _____ 11lb _____ 15.5lb _____
 MARINE SYSTEM _____ EMERGENCY LIGHTS _____ EXIT LIGHTS _____ OTHER _____

INSPECTION / RECERTIFICATION

DRYCHEM _____ K CLASS _____ PW _____ HALON/HALOTRON _____ CO2 _____ COND TEST _____ MARINE CYLINDER _____
 EMERGENCY LIGHTS _____ EXIT LIGHTS _____ OTHER _____

RECHARGE / SERVICE / HYDROTEST

RECHARGES	SERVICE
DRY CHEM 2 1/2 lb _____ 5lb _____ 10lb _____ 20lb _____	6 YEAR MAINTENANCE _____ HYDROTEST _____
PW _____ K CLASS .61 _____ 2.5G _____	HYDROTEST _____
HALOTRON 2 1/2 lb _____ 5lb _____ 11 lb _____ 15 1/2 lb _____	6 YEAR MAINTENANCE _____ HYDROTEST _____
CO2 5 lb _____ 10lb _____ 15lb _____ 20lb _____ COND TEST _____	HYDROTEST _____

Notes:

PARTS

SERVICE COLLAR _____ WALL HOOK _____ M1-5lb _____ Other _____
 ORING _____ VEHICLE BRACKET _____ M2-10lb _____
 CHECK STEM _____ HEAVY DUTY BRACKET _____ 20lb _____
 PULL PIN _____ BULBS _____ REPLACEMENT COVER _____
 GAUGE _____ BATTERIES _____ BATTERY DISPOSAL _____ FEC COVER _____

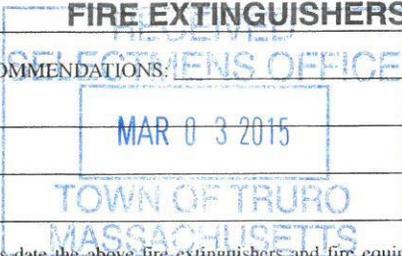
SIGNS / LABELS

FIRST AID

DOT _____ OSHA _____ PWM 90 _____ FIRST AID KIT 8161 _____ 8162 _____ 8163 _____ J-KIT _____ REFILL _____
 BL SERIES VINYL _____ TYPE _____ EYEWASH STATION _____ REFILL _____ INSPECTA SHIELD _____
 RP SERIES PLASTIC _____ TYPE _____ OTHER _____

FIRE EXTINGUISHERS ARE IN COMPLIANCE WITH NFPA10 CODE YES NO

RECOMMENDATIONS:



tax 17 ⁷⁵/₁₀₀
 301 ⁷⁵/₁₀₀

On this date the above fire extinguishers and fire equipment were inspected or serviced in accordance with procedures of the NFPA 10 and the manufacturer's manual, with the results indicated above.

SERVICE TECHNICIAN MALTI J. TERRELL LIC # _____

CUSTOMER'S AUTHORIZED REPRESENTATIVE _____

The above service technician certifies that the fire extinguishers and emergency lights were personally inspected and found conditions to be as indicated above.

Number-2015-62A

Fee \$75.00

Town of Truro Board of Health
24 Town Hall Road, Truro, MA 02666
Permit To Operate A Food Establishment

In accordance with Regulations promulgated under authority of Chapter 111, Section 127A of the General Laws a Permit is hereby granted to:

Owen and Kathryn MacNutt, mgrs.,
The Box Lunch-Truro

Whose place of business is **300 Route 6-Unit #4**

Type of business and any restrictions **Restaurant**

To operate a food establishment in **Truro**
(City or Town)

Permit Expires: **December 31, 2015**

Date Issued:



Patricia Pajaron, RS
Agent for the Truro Board of Health

Number-2015-62C

Fee \$10.00

Town of Truro Board of Health
24 Town Hall Road, Truro, MA 02666
Bakery License

This is to Certify that **Owen and Kathryn MacNutt, mgrs.,**
 The Box Lunch-Truro
Address **300 Route 6-Unit #4**

IS HEREBY GRANTED A LICENSE

For a Bakery

This license is granted in conformity with the Statutes and ordinances relating thereto, and expires December 31, 2015 unless sooner suspended or revoked.

Date



Patricia Pajaron, RS
Agent to the Truro Board of Health



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Licensing Department

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

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

BUSINESS LICENSE APPLICATION

Date: 1/5/15 Renewal New

Section 1 – License Type

Please check the appropriate box the best describes the license type(s).

LODGING	# UNITS	FOOD SERVICE	RETAIL SERVICE	OTHER
<input type="checkbox"/> Motel	_____	<input checked="" type="checkbox"/> Food Service (Restaurant/Mobile Food Vending)	<input type="checkbox"/> Gas Station	<input type="checkbox"/> Pool/Spa
<input type="checkbox"/> Cottage Colony	_____	<input checked="" type="checkbox"/> Common Victualer	<input type="checkbox"/> Tobacco	<input type="checkbox"/> Peddler
<input type="checkbox"/> Condominium	_____	<input type="checkbox"/> Transient Vendor		
<input type="checkbox"/> Campground	_____	<input type="checkbox"/> Manufacturer of Ice Cream		
<input type="checkbox"/> Lodging	_____	<input type="checkbox"/> Bakery		<input checked="" type="checkbox"/> ICE CREAM
		<input type="checkbox"/> Foods (snacks) Commercially Packaged		
		<input type="checkbox"/> Catering		

Section 2 – Business Information

Federal Employers Identification Number (FEIN/SS) Personal Information Redacted

TOP MAST RESORT, INC. / DBA TOP MAST CAFE
 Print Name of Applicant Business Name or DBA (Check if new name)

ALBERT SILVA
 Owner Name

217 SHORE RD. N. TRURO
 Street Address of Business Mailing Address of Business (Check if New Address)

508-487-1189 VACATION@TOPMASTRESORT.COM
 Business Phone Number (Check if New Phone Number) Business E-Mail Address

Section 3 – Manager Information

Check if New Manager (Must submit application to Name a Manager)

Complete below if Manager is same as previous year.

JASON SILVA 217 SHORE RD N. TRURO P.O.B 44 508-487-1189
Manager Name Residential Address (include Unit#) Mailing Address Phone (24 hrs a day)

Jason Silva
Manager's Signature (REQUIRED)

Section 4 – Hours of Operation

Annual Seasonal (Please check one that applies)

5/1/15 10/26/15
Opening Date (MM/DD/YYYY) Closing Date (MM/DD/YYYY)

7 7:00 -
Days of the Week Open Hours of Operation (Opening to Closing)

Section 5 – Additional Applications & Documentation

Additional Documentation is required for the following: (Check if applicable)

RESTAURANTS- Food Service Application & Inspection of Kitchen Equipment
(Inspection of Commercial Hood and Ventilation System & Copy of current service report of mechanical washing equipment (Dishwasher)

RETAIL SALES –Permit to Sell Tobacco Application

GAS STATIONS – Service Station Compliance Form & Third-Party Underground Storage Tank Inspection Report (FP-289) form

Last Inspection _____ Next Inspection _____ Facility ID _____

SMOKE DETECTOR/FIRE PROTECTION CERTIFICATION

IF YOU HAVE EMPLOYEES- Workers Compensation Affidavit & Certificate of Insurance

IF YOU DO NOT HAVE EMPLOYEES- Workers Compensation Affidavit

Section 6 – ATTESTATION

Sign the following statements ONLY if they are true:

I hereby attest that I am conducting a business in the Town of Truro in accordance with the statutes of the Commonwealth of Massachusetts and subject to the rules and regulations promulgated by the Licensing Authorities for the Town of Truro.

Albert Silva
Signature of Applicant

I certify under the penalties of perjury that, to the best of my knowledge and belief, I have filed all State tax returns and paid all applicable State taxes, Room Occupancy taxes, Meal Tax and local property taxes as required by law.

Albert Silva
Signature of Applicant

Choose one of the following statements to attest as the truth. They cannot both be true, so be sure that you only sign on one of the signature spaces below:

I attest that under the provisions of MGL Chapter 152, Paragraph 25C, I am in compliance with the law insofar as I **do** have employees in my business and therefore am required to provide the Town of Truro with a copy of my Workers Compensation Coverage to obtain a license for my business.

Albert Silva
Signature of Applicant

I attest that I **do not** have employees in my business. _____
Signature of Applicant

1/5/15
DATE

Complete the application and supporting documents and mail or bring them with the appropriate fees to:

**TOWN OF TRURO
Licensing Department
PO Box 2030
Truro, MA 02666**



The Commonwealth of Massachusetts
 Department of Industrial Accidents
 Office of Investigations
 1 Congress Street, Suite 100
 Boston, MA 02114-2017
 www.mass.gov/dia

Print Form



Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: TOP MAST MOTEL / DBA TOP MAST CAFE

Address: 217 SHORE RD.

City/State/Zip: N. TRURO, MA. 02652 Phone #: 508-487-1189

<p>Are you an employer? Check the appropriate box:</p> <p>1. <input checked="" type="checkbox"/> I am an employer with <u>8</u> employees (full and/or part-time).*</p> <p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]</p> <p>3. <input type="checkbox"/> 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]**</p> <p>4. <input type="checkbox"/> We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]</p>	<p>Business Type (required):</p> <p>5. <input type="checkbox"/> Retail</p> <p>6. <input checked="" type="checkbox"/> Restaurant/Bar/Eating Establishment</p> <p>7. <input type="checkbox"/> Office and/or Sales (incl. real estate, auto, etc.)</p> <p>8. <input type="checkbox"/> Non-profit</p> <p>9. <input type="checkbox"/> Entertainment</p> <p>10. <input type="checkbox"/> Manufacturing</p> <p>11. <input type="checkbox"/> Health Care</p> <p>12. <input type="checkbox"/> Other _____</p>
---	---

*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: ASSOCIATED EMPLOYERS INS. CO.

Insurer's Address: 54 THIRD AVE.

City/State/Zip: BURLINGTON, MA. 01803

Policy # or Self-ins. Lic. # WCC-500-5003179-2014A Expiration Date: 9/30/15

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: Albert Silva Date: 1/5/15

Phone #: 508-487-1189

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

City or Town: _____ Permit/License # _____

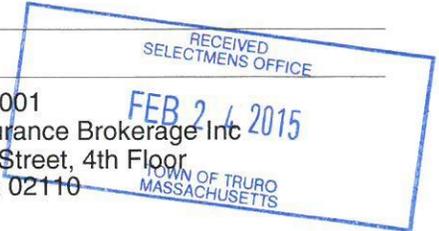
Issuing Authority (circle one):
 1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
 6. Other _____

Contact Person: _____ Phone #: _____

Associated Employers Insurance Company

Insured: 5003179
 Topmast Resort Inc
 217 Shore Road Rte 6a
 P O Box 44
 North Truro, MA 02652

Producer: 03019-001-001
 Boston Insurance Brokerage Inc
 24 Federal Street, 4th Floor
 Boston, MA 02110



Insured FEIN: **-***9681
 Policy Number: → WCC-500-5003179-2014A
 Policy Period: 09/30/2014 - 09/30/2015

Issue Date: 07/31/2014
 Endorsement Effective Date: 09/30/2014
 Endorsement Number:

CLASSIFICATION CODE SCHEDULE

Policy Unit: 001

Unit State Code: MA

Policy Unit Name: Topmast Resort Inc

Billing Plan: Annual

Classification Description	Class Code No.	Payroll Amount	Rate Per \$100	Estimated Premium
CLERICAL OFFICE EMPLOYEES NOC	8810	125,652	0.08	101
HOTEL: ALL OTHER EMPLOYEES &	9052	156,437	1.58	2,472
HOTEL: RESTAURANT EMPLOYEES	9058	26,979	1.58	426
BATH NOC & CLERICAL	9063	If any	0.71	0
RESTAURANT NOC	9079	If any	1.15	0

Deviated Premium	2,999
Excess Employers Liability 1.00%	30
EEL Minimum Premium Adjustment	17
Premium Subject to Exp Mod	3,046
Merit Modifier 0.95	(152)
Standard Premium	2,894
Expense Constant	338
Terrorism Act Surcharge	93
Total Estimated Premium	3,325
DIA ASSESSMENT 3.40%	97
Total Estimated Premium & Surcharge(s)	3,422



MAY 23 2014

95A Turnpike Road, 1st Floor - Westborough, MA 01581
 Toll Free (877) 366-1140 - FAX: (508) 836-4949

RECEIVED
 SELECTMENS OFFICE
 FEB 24 2015
 TOWN OF TRURO
 MASSACHUSETTS

LIQUOR LIABILITY DECLARATIONS

TYPE: Occurrence

Policy Number: 10015202LL

THIS DECLARATIONS PAGE AND ENDORSEMENTS, IF ANY, ARE PART OF YOUR POLICY.

PRODUCER:

Kaplansky Insurance
 154 Shore Road
 P.O. Box 267
 North Truro, MA 02650

NAME OF INSURED (mailing address):

Top Mast Resort Inc.
 D/B/A Top Mast Cafe
 P.O. Box 44
 North Truro, MA 02652

Producer's Code No.: 102

POLICY PERIOD: From: 05/26/2014

To: 05/26/2015

Time: 12:00 AM

Standard Time at the address of the Insured Premises as stated herein.

LOC NO. INSURED PREMISES

001 209 Shore Road, North Truro, Barnstable County MA, 02652

LIMITS OF INSURANCE		
Limit:	\$500,000	Per Person
Limit:	\$1,000,000	Per Occurrence
Limit:	\$1,000,000	Aggregate
Liquor Sales:	\$5,200	

DESCRIPTION OF BUSINESS
FORM OF BUSINESS: Corporation
BUSINESS DESCRIPTION: Restaurant

Policy Number: 10015202LL		CLASSIFICATION AND PREMIUM		
LOC NO.	COVERAGE	CODE NO.	LIMIT OF LIABILITY	PREMIUM
001	Property Damage Endorsement			\$50
001	Pref - Restaurants - liquor sales less than 40% of total sales	34		\$500
Total Premium:				\$550



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

RECEIVED
SELECTMENS OFFICE
APR 11 2014
TOWN OF TRURO
MASSACHUSETTS

FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT

BUSINESS NAME: TOP MAST RESORT, INC.

(CAFÉ + POOL)

OWNER/MANAGER: ALBERT SILVA

ADDRESS: 209 SHORE RD N. TRURO

PHONE #: 508-487-1189 NUMBER OF UNITS: N/A

CONTACT PERSON: ALBERT SILVA

ADDRESS: 209 SHORE RD N. TRURO

TESTING COMPANY: RALPH J. PERRY INC

TESTING ELECTRICIAN/TECHNICIAN: Mike Perkins

COMPANY PHONE #: 508 775-3473 HOME PHONE #: _____

LICENSE #: 19 Fire System

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: OK

DATE OF CERTIFICATION: 4-2-14 BY: [Signature]

Signature of Licensed ~~Electrician~~ **TECHNICIAN**

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.

Number-2015-63B

Fee \$75.00

Town of Truro Board of Health
24 Town Hall Road, Truro, MA 02666
Permit To Operate A Food Establishment

In accordance with Regulations promulgated under authority of Chapter 111, Section 127A of the General Laws a Permit is hereby granted to:

Whose place of business is **Albert Silva/Jason Silva mgrs. d/b/a Topmast Cafe**
located at 209 Shore Road

Type of business and any restrictions **Restaurant**

To operate a food establishment in **North Truro**
(City or Town)

Permit Expires: **12-31-2015**

Date Issued:

Seating: **72**

Peter Pappas
for the

Truro Board of Health

Number-2015-63D

Fee \$10.00

Town of Truro Board of Health
24 Town Hall Road, Truro, MA 02666
Ice Cream License

This is to Certify that
Address

Albert Silva/Jason Silva, mgrs., d/b/a Topmast Cafe
209 Shore Road

IS HEREBY GRANTED A LICENSE

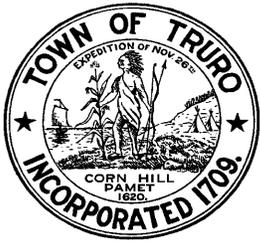
To sell ice cream, soda water, and confections

This license is granted in conformity with the Statutes and ordinances relating thereto, and expires
December 31, 2015 unless sooner suspended or revoked.

Date

Arthur Depina
Truro

Truro Board of Health



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: March 24, 2015

ITEM: Renewal of Seasonal Alcohol Licenses for 2015

EXPLANATION: Every March the review and approval of the Seasonal alcohol licenses come before the Local Licensing Authorities/Board of Selectmen for restaurants and package stores. These Seasonal licenses run from April 1-January 15. The Town of Truro currently has 7 such licenses: 5 On-Premise (MGL 138 § 12) Restaurants and 2 Off-Premise (MGL 138 § 15) package stores

The following establishments are seeking renewal: **Whitman House Restaurant, Blackfish Restaurant, Top Mast Café, Jams Inc., Fuller's Package Store, Terra Luna Restaurant, Beach Point Health & Swim Club.**

All Liquor Liability and Certificates of Inspection will be required prior to issuance of on-premise licenses as required by the Alcoholic Beverages Control Commission.

In addition ABCC license renewal applications, the renewal certification must also be signed by the local licensing authorities. No seasonal licensees failed to renew in 2015.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Seasonal Alcohol Licensees will not be renewed for 2015 if not approved by the Local Licensing Authority and the renewal certification will not be approved for submission to the ABCC.

SUGGESTED ACTION: *MOTION TO approve the renewal of the seasonal alcohol licenses for the Whitman House Restaurant, Blackfish Restaurant, Top Mast Café, Jams Inc., Fuller's Package Store, Terra Luna Restaurant, & Beach Point Health & Swim Club and approval of the 2015 renewal certification.*

ATTACHMENTS:

1. ABCC Seasonal License Holders Applications
2. Chief of Police Review of Seasonal Licensees
3. ABCC Seasonal Renewal Certification



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

ON PREMISES LICENSE RENEWAL APPLICATION

LICENSE NUMBER: 129200002

CITY OR TOWN **TRURO**

APPLICATION FOR RENEWAL:

Seasonal
CLASS

LICENSED FOR **2015**

YEAR

LICENSEE NAME: **ROBERT L. RICE INC.**

DOING BUSINESS AS **WHITMAN HOUSE**

ADDRESS **7 GRT.HOLLOW RD.**

CITY/TOWN: **TRURO**

STATE: **MA**

ZIP CODE: **02666**

MANAGER: **RICE, ROBERT L.** TYPE OF LICENSE: **Restaurant**

CATEGORY: **All Alcohol**

EMAIL ADDRESS:

[Empty text box for email address]

YOUR EMAIL ADDRESS IS REQUIRED. PLEASE PRINT CLEARLY.

DESCRIPTION OF LICENSED PREMISES:

DINING ROOMS AND COCKTAIL LOUNGE, CELLAR, STORAGE, 2ND FLOOR RESTROOMS AND STORAGE. LOCATED OFF ROUTE 6 IN N. TRURO, MASS

I hereby certify and swear under penalties of perjury that:

1. the renewed license will be of the same type for the same premises now licensed;
2. the licensee has complied with all laws of the Commonwealth relating to taxes; and
3. the premises are now open for business (If not explain below)

SIGNED BY

Robert L. Rice

Individual, Partner or Authorized Corporate Officer

DATE: **3/10/15**

TELEPHONE NUMBER:
508 487 1940

EMPLOYER IDENTIFICATION NUMBER:
(Note: **NOT** Individual Social Security Number)

We the undersigned, attest that we are in possession (1) the certificate required by Chapter 304 of the Acts of 2004, signed by the building inspector and the head of the fire department for the above named license and (2) the certificate of liquor liability insurance required by Chapter 116 of the Acts of 2010.

Please Check Below:

APPROVED:

DISAPPROVED:

(If disapproved explain)

LOCAL LICENSING AUTHORITY

By:

DATE:

APPLICATION FOR RENEWAL MUST BE FILED BY LICENSEES DURING THE MONTH OF MARCH (M.G.L. Ch. 138 § 16A)



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

ON PREMISES LICENSE RENEWAL APPLICATION

LICENSE NUMBER: 129200003

CITY OR TOWN TRURO

APPLICATION FOR RENEWAL:

Seasonal

LICENSED FOR 2015

CLASS

YEAR

LICENSEE NAME: PAMET RESTAURANT GROUP INC.

DOING BUSINESS AS BLACKFISH

ADDRESS 17 TRURO CENTER RD

CITY/TOWN: TRURO

STATE: MA

ZIP CODE: 02666

MANAGER: JANSEN, ERIC

TYPE OF LICENSE: Restaurant

CATEGORY: All Alcohol

EMAIL ADDRESS:

[Redacted email address box]

YOUR EMAIL ADDRESS IS REQUIRED. PLEASE PRINT CLEARLY.

DESCRIPTION OF LICENSED PREMISES:

1 1/2 STORY BLDG WITH 3 ROOMS AND ADJACENT TERRACE, BOTH ENTRANCE AND EXIT ON EAST SIDE OF ROAD

I hereby certify and swear under penalties of perjury that:

1. the renewed license will be of the same type for the same premises now licensed;
2. the licensee has complied with all laws of the Commonwealth relating to taxes; and
3. the premises are now open for business (If not explain below)

SIGNED BY

[Signature]
 Individual, Partner or Authorized Corporate Officer

DATE: 3/20/15

TELEPHONE NUMBER:

508-246-9995

EMPLOYER IDENTIFICATION NUMBER:

(Note: **NOT** Individual Social Security Number)

We the undersigned, attest that we are in possession (1) the certificate required by Chapter 304 of the Acts of 2004, signed by the building inspector and the head of the fire department for the above named license and (2) the certificate of liquor liability insurance required by Chapter 116 of the Acts of 2010.

Please Check Below:

APPROVED:

DISAPPROVED:

(If disapproved explain)

LOCAL LICENSING AUTHORITY

By:

DATE:



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

ON PREMISES LICENSE RENEWAL APPLICATION

LICENSE NUMBER: 129200006

CITY OR TOWN TRURO

APPLICATION FOR RENEWAL:

Seasonal
 CLASS

LICENSED FOR 2015

YEAR

LICENSEE NAME: TOP MAST RESORT INC.

DOING BUSINESS AS TOP MAST CAFÉ

ADDRESS 209 SHORE ROAD

CITY/TOWN: TRURO

STATE: MA

ZIP CODE: 02652

MANAGER: SILVA, ALBERT R. TYPE OF LICENSE: Restaurant

CATEGORY: All Alcohol

EMAIL ADDRESS: VACATION@TOPMASTRSORT.COM

YOUR EMAIL ADDRESS IS REQUIRED. PLEASE PRINT CLEARLY.

DESCRIPTION OF LICENSED PREMISES:

TWO STORY BLDG. UPPER STORY MANAGERS QUARTERS. LOWER STORY IS THE RESTAURANT & KITCHEN, RESTROOMS & GARAGE.

I hereby certify and swear under penalties of perjury that:

1. the renewed license will be of the same type for the same premises now licensed;
2. the licensee has complied with all laws of the Commonwealth relating to taxes; and
3. the premises are now open for business (If not explain below)

SIGNED BY

Albert Silva

Individual, Partner or Authorized Corporate Officer

DATE: 3/12/15

TELEPHONE NUMBER:

508-487-1189

EMPLOYER IDENTIFICATION NUMBER:

(Note: **NOT** Individual Social Security Number)

We the undersigned, attest that we are in possession (1) the certificate required by Chapter 304 of the Acts of 2004, signed by the building inspector and the head of the fire department for the above named license and (2) the certificate of liquor liability insurance required by Chapter 116 of the Acts of 2010.

Please Check Below:

APPROVED:

DISAPPROVED:

(If disapproved explain)

LOCAL LICENSING AUTHORITY

By:

DATE:



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

OFF-PREMISES LICENSE RENEWAL APPLICATION

LICENSE NUMBER: 129200011

CITY OR TOWN TRURO

APPLICATION FOR RENEWAL:

Seasonal
 CLASS

LICENSED FOR 2015

YEAR

LICENSEE NAME: JAMS INC.

DOING BUSINESS AS

ADDRESS 14 TRURO CENTER RD

CITY/TOWN: TRURO

STATE: MA

ZIP CODE: 02666

MANAGER: ROSENTHAL, AVE TYPE OF LICENSE: Package Store
 D.

CATEGORY: Wine and
 Malt Regular

EMAIL ADDRESS:

YOUR EMAIL ADDRESS IS REQUIRED. PLEASE PRINT CLEARLY.

DESCRIPTION OF LICENSED PREMISES:

TWO STY BLDG. 1ST FLR SALES RM ANS ST. 2ND FLR APT

I hereby certify and swear under penalties of perjury that:

1. the renewed license will be of the same type for the same premises now licensed;
2. the licensee has complied with all laws of the Commonwealth relating to taxes; and
3. the premises are now open for business (If not explain below)

SIGNED BY

Qui D. Rosenthal

Individual, Partner or Authorized Corporate Officer

DATE:
 02-20-2015

TELEPHONE NUMBER:
 508-349-1616

EMPLOYER IDENTIFICATION NUMBER:
 (Note: **NOT** Individual Social Security Number)

Please Check Below:

APPROVED:

DISAPPROVED:

(If disapproved explain)

LOCAL LICENSING AUTHORITY

By:

DATE:

APPLICATION FOR RENEWAL MUST BE FILED BY LICENSEES DURING THE MONTH OF MARCH (M.G.L. Ch. 138 § 16A)



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

OFF-PREMISES LICENSE RENEWAL APPLICATION

LICENSE NUMBER: 129200012 CITY OR TOWN TRURO
 APPLICATION FOR RENEWAL: Seasonal CLASS LICENSED FOR 2015 YEAR

LICENSEE NAME: 2D'S TRANSPORT INC.
 DOING BUSINESS AS FULLER'S PACKAGE STORE
 ADDRESS ROUTE 6

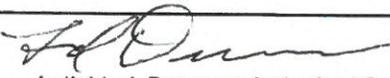
CITY/TOWN: TRURO STATE: MA ZIP CODE: 02666

MANAGER: DUNN, FREDERICK R. TYPE OF LICENSE: Package Store CATEGORY: All Alcohol

EMAIL ADDRESS: Fullers eFullers PACKAGE - Com Cast Biz. Net
YOUR EMAIL ADDRESS IS REQUIRED. PLEASE PRINT CLEARLY

DESCRIPTION OF LICENSED PREMISES:
 SINGLE STORY, TWO ROOMS, FULL BASEMENT FOR STORAGE. LOCATED ON ROUTE 6 IN TRURO, MASS

- I hereby certify and swear under penalties of perjury that:
1. the renewed license will be of the same type for the same premises now licensed;
 2. the licensee has complied with all laws of the Commonwealth relating to taxes; and
 3. the premises are now open for business (If not explain below)

SIGNED BY 
 Individual, Partner or Authorized Corporate Officer

2/24/15
 DATE:

TELEPHONE NUMBER:

EMPLOYER IDENTIFICATION NUMBER:
 (Note: **NOT** Individual Social Security Number)

Please Check Below:
 APPROVED:
 DISAPPROVED:
 (If disapproved explain)

LOCAL LICENSING AUTHORITY
 By: _____

DATE:



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

ON PREMISES LICENSE RENEWAL APPLICATION

LICENSE NUMBER: 129200018

CITY OR TOWN TRURO

APPLICATION FOR RENEWAL:

Seasonal
 CLASS

LICENSED FOR 2015
 YEAR

LICENSEE NAME: STOSTEF, INC.

DOING BUSINESS AS TERRA LUNA RESTAURANT

ADDRESS ROUTE 6A

CITY/TOWN: TRURO

STATE: MA

ZIP CODE: 02666

MANAGER: PASQUALE,
 ANTHONY J.

TYPE OF LICENSE: Restaurant

CATEGORY: All Alcohol

EMAIL ADDRESS: [Redacted]

YOUR EMAIL ADDRESS IS REQUIRED. PLEASE PRINT CLEARLY.

DESCRIPTION OF LICENSED PREMISES:

ONE STORY BLDG. DINING ROOM AND KITCHEN

I hereby certify and swear under penalties of perjury that:

1. the renewed license will be of the same type for the same premises now licensed;
2. the licensee has complied with all laws of the Commonwealth relating to taxes; and
3. the premises are now open for business (If not explain below)

SIGNED BY

Anthony Pasquale
 Individual, Partner or Authorized Corporate Officer

DATE: 3/9/15

TELEPHONE NUMBER:
 508 487 1019

EMPLOYER IDENTIFICATION NUMBER:
 (Note: **NOT** Individual Social Security Number)

We the undersigned, attest that we are in possession (1) the certificate required by Chapter 304 of the Acts of 2004, signed by the building inspector and the head of the fire department for the above named license and (2) the certificate of liquor liability insurance required by Chapter 116 of the Acts of 2010.

Please Check Below:

APPROVED:

DISAPPROVED:

(If disapproved explain)

LOCAL LICENSING AUTHORITY

By:

DATE:

APPLICATION FOR RENEWAL MUST BE FILED BY LICENSEES DURING THE MONTH OF MARCH (M.G.L. Ch. 138 § 16A)



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

ON PREMISES LICENSE RENEWAL APPLICATION

LICENSE NUMBER: 129200034

CITY OR TOWN TRURO

APPLICATION FOR RENEWAL:

Seasonal
 CLASS

LICENSED FOR 2015
 YEAR

LICENSEE NAME: BEACH POINT HEALTH AND SWIM CLUB,LLC
 DOING BUSINESS A

ADDRESS 217 SHORE ROAD

CITY/TOWN: TRURO

STATE: MA

ZIP CODE: 02666

MANAGER: SILVA, ALBERT

TYPE OF LICENSE: General on
 premise

CATEGORY: All Alcohol

EMAIL ADDRESS:

YOUR EMAIL ADDRESS IS REQUIRED. PLEASE PRINT CLEARLY.

DESCRIPTION OF LICENSED PREMISES:

THE BLDG. IS A 5,000 SQ. FT. COMPLEX HOUSING A 50' POOL ,KIDDIE POOL, HOT TUB, SAUNA, STRAM ROOM, EXERCISE ROOM, 3 PRIVATE SHOWERS, 2 BATHROOMS, EXITS ARE LOCATED ON EACH END OF THE BLDG. AND IN THE REAR OF THE BLDG.

I hereby certify and swear under penalties of perjury that:

1. the renewed license will be of the same type for the same premises now licensed;
2. the licensee has complied with all laws of the Commonwealth relating to taxes; and
3. the premises are now open for business (If not explain below)

SIGNED BY

Albert Silva

Individual, Partner or Authorized Corporate Officer

DATE: 3/17/15

TELEPHONE NUMBER:

508-487-1189

EMPLOYER IDENTIFICATION NUMBER:

(Note: **NOT** Individual Social Security Number)

We the undersigned, attest that we are in possession (1) the certificate required by Chapter 304 of the Acts of 2004, signed by the building inspector and the head of the fire department for the above named license and (2) the certificate of liquor liability insurance required by Chapter 116 of the Acts of 2010.

Please Check Below:

APPROVED:

DISAPPROVED:

(If disapproved explain)

LOCAL LICENSING AUTHORITY

By:

DATE:

APPLICATION FOR RENEWAL MUST BE FILED BY LICENSEES DURING THE MONTH OF MARCH (M.G.L. Ch. 138 § 16A)



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Licensing Department

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

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

MEMO

To: Chief of Police, Kyle Takakjian, Truro Police Department
From: Nicole Tudor, Executive Assistant
Date: March 10, 2015
Re: 2015 Seasonal Liquor License Renewals

Please review the following 7 renewals for the seasonal alcohol beverage licenses for 2015 and kindly make any comments or concerns as you deem necessary. We anticipate the Local Licensing Authority (BOS) will review these renewal applications either March 17th or March 24th.

If you have any questions please feel free to contact this office. Thank you very much for your time and assistance, as always.

2015 SEASONAL LIQUOR LICENSE RENEWAL APPLICANTS:

1. **Beach Point Health and Swim Club, LLC**, 217 Shore Road, Albert Silva, Manager

License #129200034 (ABCC) Type of License: General On Premise Category: All Alcohol

Approved/No Issues or Violations

Reason for Denial

Comments: _____

2. Pamet Restaurant Group, Inc., dba **Blackfish Restaurant**, 17 Truro Center Rd, Eric Jansen, Manager

License # 129200003 (ABCC) Type of License: Restaurant Category: All Alcohol

Approved/No Issues or Violations

Reason for Denial

Comments: _____

3. 2 D's Transport, Inc. dba **Fuller's Package Store**, 300 Route 6, Frederick W. Dunn, Manager

License # 129200012 (ABCC) Type of License: Package Store Category: All Alcohol

Approved/No Issues or Violations Reason for Denial

Comments: _____

4. **Jams, Inc.**, 14 Truro Center Rd, Ave Rosenthal, Manager

License # 129200011 (ABCC) Type of License: Package Store Category: Wine & Malt

Approved/No Issues or Violations Reason for Denial

Comments: _____

5. Top Mast Resort Inc, dba **Top Mast Cafe**, 209 Shore Rd, Albert R. Silva, Manager

License # 129200006 (ABCC) Type of License: Restaurant Category: All Alcohol

Approved/No Issues or Violations Reasons for Denial

Comments: _____

6. Stostef, Inc dba **Terra Luna Restaurant**, 104 Shore Rd, Anthony Pasquale, Manager

License # 129200018 (ABCC) Type of License: Restaurant Category: All Alcohol

Approved/No Issues or Violations Reasons for Denial

Comments: _____

7. Robert L. Rice, Inc, dba **Whitman House Rest.**, 7 Great Hollow Rd, Robert L. Rice, Manager

License # 129200002 (ABCC) Type of License: Restaurant Category: All Alcohol

Approved/No Issues or Violations Reasons for Denial

Comments: _____

POLICE DEPARTMENT APPROVAL

Date: 3/19/15

Signature: Kyle Tabakjian
Chief of Police

Agenda Item: 6E3

2015 SEASONAL LIQUOR LICENSE RENEWAL APPLICATIONS GUIDELINES

Licensees must sign all applications during the month of **March**. Please review and correct the data if necessary. The licensee who is applying for renewal must provide the social security number or federal identification number. That field is located under the signature line. Failure to provide this information will result in the renewal form being returned and renewal denied by the ABCC.

Any changes must be made in red ink and an approved form 43 must be attached to verify the change. If no approved form 43 is attached, the change will not be accepted.

For licenses in process of transfer, the license holder as of March 31, 2015 must file the renewal.

Certification letter identifying any non-renewals must be included with the renewals.

Applications should be put in numerical order (See License # in upper left hand corner of application) before mailing to A.B.C.C. Renewal applications should be sent in one mailing along with the renewal certification letter.

ANY QUESTIONS REGARDING THE ABOVE GUIDELINES SHOULD BE DIRECTED TO RYA MELVILLE AT EXT 718 OR RMELVILLE@TRE.STATE.MA.US.

Ryan Melville, Licensing Supervisor

SEASONAL RENEWAL CERTIFICATION 2014

CITY/TOWN:

A. LICENSEES WHO FAILED TO RENEW FOR 2015:

LICENSE #:	NAME AND ADDRESS:
NONE	

B. LICENSEES DISAPPROVED BY THE CITY/TOWN FOR 2015:

LICENSE #:	NAME AND ADDRESS:
NONE	

We hereby certify that we have determined that the premises described in all the 2015 Renewal Applications approved by us and forwarded to the A.B.C.C. are now occupied, used or controlled by the licensee and will be on April 1, 2015.

The Local Licensing Authorities

PLEASE ATTACH ALL RENEWAL APPLICATIONS MENTIONED ABOVE TO THIS CERTIFICATION.

IF EXTRA SPACE IS NEEDED, PLEASE USE THE BACK OF THIS FORM.

A. LICENSEES WHO FAILED TO RENEW FOR 2015:

LICENSE #:	NAME AND ADDRESS:
NONE	

B. LICENSEES DISAPPROVED BY THE CITY/TOWN FOR 2015:

LICENSE #:	NAME AND ADDRESS:
NONE	

RETURN THIS FORM WITH 2015 SEASONAL RENEWALS

It is important for the ABCC to be updated on the individual in charge of licensing matters and assist them in serving the needs of your city/town regarding liquor license issues. Please fill out this form and return it with your renewals. Thank you in advance for your cooperation.

Email Address:	NTUDOR@TRURO-MA.GOV
Contact Name:	NICOLE TUDOR
City/town:	TRURO
Mailing Address:	PO BOX 2030 TRURO MA 02666
Phone:	(508) 349-7004
Fax:	(508) 349-5505