



Truro Board of Selectmen Meeting Agenda

Tuesday, May 26th, 2015

Executive Session Meeting - 4:30pm

Regular Board of Selectmen Meeting - 5:00pm

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

EXECUTIVE SESSION: *“Move that the Board of Selectmen enter into Executive Session in accordance with the provisions of Massachusetts General Law, Chapter 30A, Section 21(a) number 3, to discuss strategy with respect to collective bargaining (all bargaining units), whereas discussion of these matters in open session would have a detrimental effect on the bargaining of the Town (and the Chair so declares it) and to reconvene in Open Session.”*

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 NONE

4. TABLED ITEMS NONE

5. BOARD OF SELECTMEN ACTION

- A. Vote on Election of Board of Selectmen Officers
Presenter: Jay Coburn
- B. Review and Approve Board of Selectmen Liaison Assignments
Presenter: Jay Coburn
- C. Parking on South Pamet Road
Presenter: Jay Norton
- D. Discussion on the Parking at Pamet Harbor with Pamet Harbor Commission
Present: Tim Silva, Chair Pamet Harbor Commission
- E. Aquaculture Development Area Grant Holders Annual Report
Presenter: Tony Jackett, Harbor Master/Shellfish Constable, and ADA License Holders
- F. Discussion on *Vibrio Parahaemolyticus* (Control Plan for Oysters)
Presenter: Tony Jackett, Harbor Master/Shellfish Constable
- G. Discussion of the Interim Fire Chief Consultant
Presenter: Paul Wisotzky
- H. Discussion of FY16 Goals and Objectives
Presenter: Paul Wisotzky, Vice-Chairman

6. CONSENT AGENDA

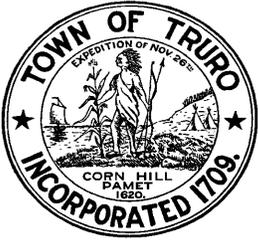
- A. Review and Approve and Authorize the Chair to sign:
 - 1. Close out of Staging Permits: Corn Hill Beach (Bayberry Gardens) and Ballston Beach (Greg Morris)
- B. Review and Approve One Day Entertainment License-Summer Kickoff-Recreation Dept.- 6/13 3-6pm and Authorize the Chair to sign application
- C. Review and Approve 2015 Farmers' Market Use of Pamet Park and Entertainment License: Mondays 6/8- 9/28, 7-12:30pm and waiver of cost and Authorize the Chair to sign applications
- D. Review and Approve Change of Hours Liquor License-Salty Market LLC (Sunday's 10AM) per MGL 138§15
- E. Review and Approve One Day Alcohol and Entertainment Licenses-Truro Historic Society- 6/5, 6/19, 7/6, 7/12, 7/16, 7/27, 8/3, 8/8, 8/10, 8/26, 9/20, 9/27 from 6-10pm and ABCC Charity Wine License Application and Authorize the Chair to sign applications
- F. Review and Approve Ocean to the Bay Run/Walk- June 14, 2015

- G. Review and Approve Board of Selectmen meeting date of June 23, 2015
- H. Review and Approve Appointments to the Permanent Charter Review Committee and revised Charge
- I. Review and Approve the following licenses: Transient Vendor License–Perry’s Furniture
- J. Review and Approve Amended ABCC Form 43 for Payomet Inc. Non-Profit Corporation (dba Payomet Performing Arts Center) for Seasonal Wine and Beer Alcohol License Application
- K. Review and Approve Minutes of April 22, 2015 and May 6, 2015
- L. Review and Approve Engagement Letters for Town Auditor and Authorize the Chair to sign

7. SELECTMEN REPORTS AND LIAISON REPORTS

8. NEXT MEETING AGENDA: TUESDAY, June 9th, 2015

9. TOWN ADMINISTRATOR’S REPORT



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Administrator on behalf of the Board of Selectmen

REQUESTED MEETING DATE: May 26, 2015

ITEM: Election of Board of Selectman Officers

EXPLANATION: Action to elect a Chair, Vice Chair and Clerk of the Board.

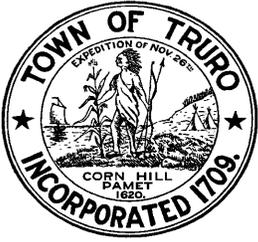
SUGGESTED ACTION:

Motion to approve _____ as Chair of the Board of Selectmen.

Motion to approve _____ as Vice Chair of the Board of Selectmen.

Motion to approve _____ as Clerk of the Board of Selectmen.

ATTACHMENTS: None



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Administrator on behalf of the Board of Selectmen

REQUESTED MEETING DATE: May 26, 2015

ITEM: Approval of Board of Selectmen Liaisons

EXPLANATION: Review and approve Board of Selectman liaisons to other appointed and elected committees.

SUGGESTED ACTION: *Motion to approve the attached list of liaison assignments.*

ATTACHMENTS:

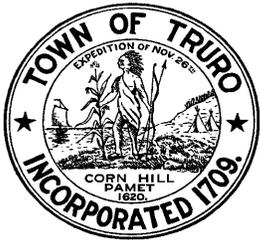
1. Proposed liaison assignments.

Agenda Item: 5B1

BOARD	MEETING TIME	CHAIR	PHONE	EMAIL	LIASON
Cemetery Commission	3rd Tuesday at 10AM at Town Hall	Robert Masson	508/487-1636	remasson@comcast.net	Burgess
Commission on Disability	1st Friday at 3PM at Town Hall	Susan Howe	508/487-1413	truromom@aol.com	Burgess
Cultural Council	As needed	Kenneth Hawkey	508/487-0018	kejoh@aol.com	Burgess
Historical Commission	As needed at Town Hall	Chuck Steinman	508/487-0122	c.e.steinman@comcast.net	Weinstein
Historical Review Board	As needed	Matthew J. Kiefer	617/524-7782	mkiefer@goulstonstorrs.com	Weinstein
Recycling Committee	1st Monday at 2PM at Town Hall	Norman "Tippy" Scherer	508/487-9143	n/a	Burgess
School Committee	Tuesday or Thursday at 5PM at Truro Central School	Theresa L. Humes	508/487-7250	terri.humes@siriuscom.com	Burgess
Appeals, Zoning Board of	3rd or 4th Monday at 7PM at Town Hall	Bertram Perkel	508/487-8835	bperkel29@comcast.net	Coburn
Assessors, Board of	As needed at Town Hall	R. Bruce Boleyn	508/349-6939	rbbcb.boleyn@gmail.com	Coburn
Energy Committee	Fridays once a month at Town Hall	Brian Boyle	508/349-7955	beboyle@aol.com	Coburn
Finance Committee	As needed at Town Hall	Robert Panessiti	508/487-6836	robert.panessiti@ubs.com	Wisotzky
Police Department	To Be Determined	Kyle Takakjian	508/487-8730	takakjian@truropolice.org	Coburn
Bike and Walkways Committee	Public Safety Facility	Cathy Haynes	508/789-5836	cchaynesartist@gmail.com	Weinstein
Cable and Internet Advisory Committee	As needed at Town Hall	William "Billy" Goedicke	617/510-7244	goedsole@gmail.com	Weinstein
Health, Board of	1st and 3rd Tuesdays at 4:30PM at Town Hall	Tracey Rose	508/349-9527	traceyarose@comcast.net	Weinstein
Library Trustees	3rd Wednesday at 9:30AM at Truro Public Library	Barbara Wood		bbwood1@comcast.net	Weinstein

Pamet Harbor Commission	2nd Thursday at 7PM at Public Safety Facility	Timothy L. Silva	508/487-0860	riverfoxjigs@comcast.net	Worthington
Town Building Committee	Not meeting				
Water Resources Oversight Committee	Wednesday at Town Hall	Kevin Kuechler	508/487-6045	kkuechler@comcast.net	Burgess
Agricultural Commission	As needed at Town Hall	David DeWitt	617/959-4923	truroagfair@gmail.com	Coburn
Community Preservation Committee	As needed at Town Hall	Deborah McCutcheon	508/487-2984	dlmcc@ix.netcom.com	Wisotzky
Council on Aging Board	2nd Tuesday at 9AM at Council on Aging	Bonnie Sollog	508/487-9890	bonsol13@comcast.net	Wisotzky
Fire & Rescue Department		Brian Davis		chief@truofirerescue.org	Wisotzky/Worthington
Housing Authority	As needed	Carl J. Brotman	508/349-2601	carlbrotman@comcast.net	Wisotzky
Open Space Committee	2nd Monday at Town Hall	Nick Norman	508/349-2600	nick@3harborsrealty.com	Coburn
Planning Board	Alternating Tuesdays at 6PM at Town Hall	Leo Childs	508/487-2043	skip_childs@nps.gov	Coburn
Recreation Commission	As needed at Community Center	Jane Peterson			Wisotzky
Beach Commission	Wednesdays as needed at Truro Public Library	Eliza Harned	508/487-9397	harnede@truro-ma.org	Worthington
Conservation Commission	1st Monday at 7PM at Town Hall	Deborah McCutcheon	508/487-2984	dlmcc@ix.netcom.com	Worthington
Economic Development Committee	Not Meeting-No response from Comm.	Kristen Roberts	508/487-6200 x 2	kristen@trurovineyardsofcapecod.com	Worthington
Human Services	As needed	Susan Travers	508/487-2462	coadirector@truro-ma.gov	Burgess
Shellfish Advisory Committee	As needed at Town Hall	Scott Lindell	508/540-9804	slindell@mbl.edu	Worthington
Taxation Aid Committee	As needed at Town Hall	R. Bruce Boleyn	508/349-6939	rbbscb.boleyn@gmail.com	Worthington

Truro Concert Committee	As needed at Truro Public Library	Patricia Wheeler	508/487-4408	quailridge22@comcast.net	Worthington
Charter Review Committee	as needed	Phil Smith	508/487-8280	trurobeachhouse37@comcast.net	Weinstein



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Public Works

REQUESTOR: Jay Norton, Director

REQUESTED MEETING DATE: May 26, 2015

ITEM: Additional Parking along South Pamet Road for Ballston Beach

EXPLANATION: As previously discussed at the April 7, 2015 BOS meeting, due to the erosional and overwash events that occurred during the winter at Ballston beach, numerous parking spaces have been compromised. To accommodate additional parking spaces, we are proposing a total of 9 parallel parking spaces along the southern edge of South Pamet Road within the Town Right of Way between Long Dune Lane and Aunt Sal's Lane. Letters and an aerial schematic were sent to the abutters adjacent to the proposed parallel parking spaces, and they were informed that this would be up for discussion on May 26, 2015.

FINANCIAL SOURCE (IF APPLICABLE): DPW Operating Budget

IMPACT IF NOT APPROVED: There would be fewer parking spaces at Ballston Beach.

SUGGESTED ACTION: *MOTION TO Authorize the addition of nine parking spaces, location as proposed by Town staff, on South Pamet Road for parking by permit for Ballston Beach.*

ATTACHMENTS:

1. Map of Proposed Parking Spaces

Out of approximately 25 Spaces beyond the access road at the end of the Ballston parking lot, we have recovered approximately 10 spaces by moving the sand. The addition of 9 spaces below will bring the deficit of lost parking spaces to approx. 6

BALLSTON BEACH

Aunt Sal's Ln

5 Spaces

Long Dune Ln

4 Spaces

S. Pamet Road





TOWN OF TRURO

Board of Selectmen Agenda Item

BOARD/COMMITTEE/COMMISSION: Pamet Harbor Commission

REQUESTOR: Chair, Tim Silva & Citizen, Elena Rice

REQUESTED MEETING DATE: May 26, 2015

ITEM: Discussion of parking at Pamet Harbor

EXPLANATION: 1) Postpone enforcement of new single-space parking regulations as outlined in Town Memo dated 9/3/14 and section 5 of LMA until adequate data is available to better assess the demands on the Pamet Harbor parking lot. Such data should become available at the earliest after the 2015 boating season. (See action item #2)
2) During the 2015 and subsequent boating seasons as needed, collect information on the usage of the Pamet Harbor parking lot. Specifically documenting date and time that the single-space parking fills, how long it remained full, weather and marine conditions for these dates. Also note number of users that are turned away when the single spaces are full and if possible, determine their usage intent whether that be a mooring holder looking to use their boat, a kayaker looking to launch, a group boarding a boat that is at the dock that did not come from a mooring, a sightseer looking to walk the shore, etc.

FINANCIAL SOURCE (IF APPLICABLE): n/a

IMPACT IF NOT APPROVED: Parking Pass program at Harbor will continue

SUGGESTED ACTION: Move to approve/deny enforcement of new single space parking regulations.

ATTACHMENTS:

1. Packet for agenda item request
2. Attachments index
3. Document A-Land Management Agreement
4. Board of Selectmen Minutes 8/12/2014
5. Letter from Tony Jackett
6. Letter from Robert Lawton

PACKET for Agenda Item Request

TOPIC: Single-space parking management at Pamet Harbor

BACKGROUND

Traditionally the single-space parking area at Pamet Harbor has been managed as a first come first serve system for all. The Harbormaster and his staff have historically done an excellent job equitably and efficiently managing the parking at Pamet Harbor for single-space and trailers, to maximize its use during the high demand months of July and August. As of July 2014, there were no documented complaints about the single-space parking area at Pamet Harbor confirmed by Assistant Town Administrator Charleen GreenHalgh.

However, this system that has been working very well and drawing little to no negative feedback is now planned to be changed dramatically for the 2015 boating season. On 8/12/14, the Board of Selectman voted unanimously to approve the Land Management Agreement for Pamet Harbor (see Document A). At this Selectman's meeting, the chair of the Pamet Harbor Commission, Tim Silva, requested preservation of the traditional uses of Pamet Harbor including managing of parking to remain under the purview of the Harbormaster and staff. Other Truro residents and taxpayers made similar requests as outlined in the minutes for this meeting (see Document B). Additionally, Selectman Bob Weinstein had assured the Pamet Harbor Commission as outlined in the Pamet Harbor Commission meeting minutes from 8/5/14 (see Document C) that "traditional uses would not be affected."

However, following up the unanimous vote on 8/12/14 to approve the Land Management Agreement and related claims to preserve traditional usage, a Town Memo was posted on 9/3/14 (see Document D) indicating that single-space parking was now for those launching/retrieving watercraft and mooring permit holders only. This is a significant change in the traditional usage of the single-space parking at Pamet Harbor and we believe it is going to cause considerable problems during the 2015 boating season.

We are urging the Board of Selectman to consider postponing the enforcement of these new parking regulations until adequate data is collected to determine if and when the single-space parking fills and how alternatives can be put in place during these peak dates which is estimated to be 7-10 days at most during the boating season.

There are several reasons as to why we are requesting this agenda item including:

1) If it isn't broke, don't fix it

The status quo at Pamet Harbor in effect over the past several years has drawn few to no complaints about the single-space parking. The new regulations drew negative feedback at the 8/12/14 Selectman's meeting and the 7/1/14 Pamet Harbor parking lot meeting. We also have spoken with local residents, taxpayers, small business owners and annual Truro visitors that will be impacted by these new regulations, who are asking where they may sign a petition or file a complaint about these changes. The volume of complaint management is looking to be potentially high and it is going to be difficult to explain why an individual can't park, where they have always parked, when there are open spaces available.

2) Lack of alternate parking solution

There is currently no viable alternate parking solution in place to address where to park the vehicles of the users of Pamet Harbor that have historically been allowed to park in the single spaces including: recreational boating passengers and crew; commercial fishing passengers and crew; charter fishing passengers and crew; sightseers.

The Mill Pond Rd alternate parking still needs Conservation Commission review and is possibly drawing negative feedback from residents on that road. Therefore it likely will not be mitigated by the boating season.

The Pamet Harbor Yacht Club has made it clear that they do not want to offer daily paid parking and they have thus far not responded to requests from local charter businesses to purchase seasonal parking spaces, which would only solve the issue for a very small amount of users.

The proposal to have all those participating in a boating outing to travel in the vehicle that is launching the boat is very often not possible. Most boats are pulled by trucks that have space for 2-4 passengers at maximum, therefore encouraging users to cram additional passengers above the capacity of their vehicle is unsafe and should not be recommended by the town as put forth by Selectman Burgess in the minutes of the 8/12/14 Selectman's meeting.

The Corn Hill parking lot as an alternate parking space is inadequate because it requires passengers to then walk or bicycle to Pamet Harbor which could take 15-60 minutes depending on the speed of the individual and thus tie up a boat on the float for a long time while waiting for this passenger. Or if those parking at Corn Hill are to be picked up on the beach introduces a spike in boat traffic to the Corn Hill shoreline that the Truro Beach Commission is likely not prepared to manage to maintain the safety of swimmers.

The idea of making a shuttle stop from local parking lots to Pamet Harbor needs more detailed planning as the shuttle schedule would need to be strictly adhered to such that passengers did not miss the tide, if the shuttle was off schedule or to not causes boats awaiting passengers to be tied up to the float for long periods of time. Also since we do not have data to show when the peak days of usage typically are at Pamet Harbor, then a schedule cannot be efficiently proposed without such data.

3) Float time limit and ramp traffic bottlenecks

Since there are no viable alternate parking solutions in place as outline above, the passengers of a boat will have to find their own alternate parking, whether spontaneous or planned. The boat that is awaiting the arrival of these passengers by foot or bicycle or other means is absolutely going to be on the float longer. The more boats on the float waiting for passengers, means the less boats that can be launched/retrieved. This bottleneck that will wastefully consume Harbor resources and potentially require more Harbor staff, would be introduced by the new parking regulations.

4) Already making exceptions

The municipality is already making exceptions to section 5 of the Land Management Agreement under the umbrella of "preserving traditional usages" by allowing the dinghy dock, float storage in the parking area, and commercial lobstermen storing their traps on the float, all of which go against section 5, 320 CMR 2.03 (15). Therefore requesting an exception from the single-space parking regulations of section 5, should be treated equally when preserving traditional usage.

5) Excessive bike/pedestrian traffic

Depot Road is already a narrow road for boat and trailer traffic and to add more bike and pedestrian traffic to this road should be avoided if possible. This increase in bike/pedestrian traffic would be introduced by the new parking regulations.

6) Town resources

When the new parking regulations are enforced, the Harbormaster and/or a Truro Police officer will need to issue tickets and/or arrange for towing. This is a new and potential additional draw of the town police force that is of low value to all residents and visitors of the town of Truro. We do not want our police officers responding to Pamet Harbor parking lot ticket issues instead of motor vehicle accidents or other public safety events, which is where their time is much better employed.

Also as outlined in the final paragraph of the Town Memo dated 9/3/14, since the Harbormaster would now have to decide if the parking lot is going to be under pressure and then review the intent of every vehicle in the single-space parking, there likely will need to be additional harbor staff to accomplish this and also mitigate the confusion and potential disputes from users who were allowed to park one day, yet were then ticketed the next. This extra parking management staffing for the upcoming boating season increasing the facilities operating budget, that is already subsidized by the taxpayers of the town of Truro, several of whom would be prohibited from parking at the facility themselves.

SUMMARY

Postponing the enforcement of the new parking regulations until adequate data is collected to review if there truly is a single-space parking access issue and if so, when do these access issues arise, such that regulations can be crafted to address real problems and provide real alternate solutions to avoid many of the items listed above.

The Board of Selectmen needs to seriously consider these requested actions to avoid the first potentially very negative boating season at Pamet Harbor in 2015.

ATTACHMENTS INDEX

Document A - Land Management Agreement

Document B - Minutes from the 8/12/14 Selectman's meeting

Document C - Minutes from the 8/5/14 Pamet Harbor Commission meeting

Document D - Town Memo dated 9/3/14 from Mr. Bob Lawton

LAND MANAGEMENT AGREEMENT

THIS LAND MANAGEMENT AGREEMENT (“Agreement”) is entered into pursuant to the authority of G.L. c.21A, §2(8) and §11B, on this _____ day of _____, 20____, by and between the Department of Fish and Game (“Department”) and the Town/City of Truro, acting by and through its Board of Selectmen/Aldermen and/or Mayor (“Municipality”).

IN CONSIDERATION of the construction, improvement or repair, maintenance and daily operation of the fishing and/or boating access facility located at: Depot Road, on Pamet Harbor, consisting of a boat ramp, boarding pier, gangway and floats and associated parking(“facility”), and in consideration of the mutual covenants contained herein, and for other good and valuable consideration with regard to the facility, the Department and the Municipality covenant and agree as follows:

1. The Department shall, subject to available funding and staff, undertake any repairs, replacement or reconstruction of the facility made reasonably necessary by the effects of weather or normal public usage, provided that prior to undertaking any such activities, the Department and the Municipality reach agreement on the percentage (%) of costs to be paid by the respective parties.
2. The Department shall provide the Municipality with a sign or signs which contain the provisions of 320 CMR 2.00, regulations governing the use of public access facilities, and a statement that the facility was constructed by the Department of Fish and Game, Office of Fishing and Boating Access.
3. The Municipality shall install and maintain the sign or signs provided pursuant to section 2 of this Agreement in a prominent and visible location at the facility.

4. The Municipality shall be responsible for the daily operation and maintenance of the facility including, but not limited to policing, trash and litter removal, and the overall preservation of the facility for use by the general public in accordance with G.L. c.131, §45.

5. The Municipality shall not use or permit to be used any parking spaces or open areas within the facility for purposes other than public access, or for purposes that are inconsistent with the provisions of 320 CMR 2.00 without the written permission of the Department. The Municipality further agrees that the car-top vehicle parking spaces shall be used on a first come, first serve basis for vehicles used only to launch car-top boats, except that single-car parking spaces, may be used by individuals who are holders of town mooring permits if such a parking space is available at the time. The layout of the trailer parking spaces shall be the layout existing on the date of this agreement.

6. Subject to the prior written approval of the Department, the Municipality may adopt a fee schedule and method of collecting such fees for the use of the facility.

(a) Fees charged by the Municipality for launching and parking of vehicles with trailers or car-top boats shall be the same for all citizens, and for each type of usage, except as otherwise provided for in §6(b) and 6(c) of this Agreement.

(b) Fees for out-of-state users may be no more than three (3) times the fee for in-state users for daily or seasonal use, unless federal monies were used in, or reimbursed for the construction or repair of said facility, in which case the fee shall be the same for all users.

(c) A separate fee for commercial haulers may be adopted by the Municipality for daily or seasonal use.

7. All fees collected by the municipality shall be used exclusively for the daily operation and maintenance of the facility. Upon request, the Municipality shall provide the Department with a certified accounting of the receipts and expenditures of all such fees.

8. Subject to the prior written approval of the Department, the Municipality may adopt reasonable management measures governing the use of the facility that are not inconsistent with the provisions of 320 CMR 2.00, or other applicable management measures as adopted by the Department.

9. It is the intention of the Department and the Municipality that this Agreement provide for the continued existence, preservation, operation and maintenance of the facility, and that such benefit exceeds to an immeasurable and unascertainable extent any consideration recited in this Agreement. Therefore, the parties agree that any payment of monies would be an inadequate remedy for a breach by either party to this Agreement, and said parties further agree that as an alternative or an additional remedy, specific performance of any covenant contained herein may be enforced against the breaching party.

10. This Agreement shall be in effect until mutually dissolved or modified in writing by the Department and the Municipality.

IN WITNESSES WHEREOF, the parties hereto have executed this Agreement on this _____ day of _____, 20____.

BY THE DEPARTMENT OF FISH AND GAME

Mary Griffin, Commissioner

John P. Sheppard
Director of Fishing and Boating Access

BY THE MUNICIPALITY

Board of Selectmen/Aldermen and/or Mayor

I, _____, Clerk of the Municipality, hereby certify that the above named individual(s) currently hold(s) the office of _____, and is/are authorized to sign this Agreement on behalf of the Municipality.

TOWN/CITY SEAL



Google earth

7-16-14

feet 300
meters 90



Truro Board of Selectmen
Meeting Minutes – August 12, 2014
Truro Town Hall, 4:00 p.m.

Members Present: Jay Coburn-Chair, Paul Wisotzky-Vice Chair, Jan Worthington-Clerk, Robert Weinstein, and Maureen Burgess
Others Present: Co-Acting Town Administrator Robert Lawton

Chair Jay Coburn called the meeting to order at 4:00 p.m.

At 4:00pm Coburn moved that the Board of Selectmen enter into Executive Session in accordance with the provisions of Massachusetts General Law, Chapter 30A, 21(a) number (3) to discuss strategy relative to collective bargaining, and strategy relative to litigation, whereas discussion of these matters in open session would have a detrimental effect on the bargaining/litigating position of the Town and to reconvene in regular session. Coburn so declared that it would have a detrimental effect on the town. Worthington seconded the motion. Roll Call Vote: Robert Weinstein, aye; Maureen Burgess, aye; Jay Coburn, aye; Paul Wisotzky, aye; Jan Worthington, aye. So voted unanimously 5-0.

At 5:05 p.m. the Board of Selectmen reconvened in Open Session.

Public Comment Period

Christopher Lucy presented two questions. He questioned whether it was lawful to use Community Preservation funds for the Friends of the Truro Recreation bid for a consultant since Town Counsel opinion on the ATM Article was not favorable to this being for the purposes of recreation. Mr. Lawton spoke to the use of CPC funds being used for certain recreational purposes.

His second question was related to the Kline residence on Stephens Way. The second request before the Board of Selectmen, was regarding the Kline property. He questioned the amount being spent on the courts and the amount of money being lost in revenue for the property owner's tax abatement. He finished by commenting that this lawsuit needed to end.

Update on implementation of Fire Department Alternative Work Period and Overtime

Wisotzky explained that an alternate work period had been approved which consisted of an overtime work period after 28 days. This will be fully implemented to control overtime expenses.

Update on Wage and Classification Study

Mr. Lawton referred to the time line from Human Resources Services Inc. and his memo¹ to the Board of Selectmen. He stated concern that the contract calls for a completion of the Wage and Classification study to have been finished by HRS Inc. in the month April 2014. He explained that most of the job descriptions have been reviewed and returned to HRS Inc. Mr. Lawton stated that the final report will be available in mid-September. Coburn expressed great concern that the consultants were not meeting their deliverable. He felt that it was important to express to the consultants their frustration and the lack of a good reference that would come from the Truro Board of Selectmen. It was noted that the full report from the consultants was delaying other items that needed to be accomplished. Wisotzky added that he too was concerned with the many revisions made to the job descriptions that took time from the staff to do and is ultimately the work of the consultants. Weinstein asked if anything could be done to expedite this process. Mr. Lawton added that he would like a second review of the job descriptions then

the consultants will provide the wage analysis. Coburn suggested no further payment without the Board of Selectmen approval.

Burgess moved that no further payments be made to Human Resource Services Inc. Weinstein seconded the motion. So voted unanimously 5-0.

Review and Approve Land Management Agreement for Pamet Harbor Parking Lot, Boat Ramp, Boarding Pier, Gangway and Floats with Pamet Harbor Commission and signage

Tim Silva, Chair of the Pamet Harbor Commission came before the Board of Selectmen . He spoke of the vote of support that the Commission gave for the Land Management Agreement². He mentioned issues that might arise when the parking lot is busy and suggested that the enforcement of the parking rules goes to the Harbor Master. Mr. Silva noted the option of a Special Permit for certain events additionally allowed for the parking lot. He mentioned accessing one side of Mill Pond Road as an alternative for people to park which he thought was a good alternative. Burgess suggested that the Charter fisherman implement having customers park at their residences. Worthington added that when it is busy the rules can be applied per the judgement of the Harbor Master. Mr. Lawton explained how the tickets would be issued in order to access parking. Weinstein spoke to the reason that the agreement was broad , since the Department of Fish and Game manages 163 facilities. There was a brief discussion on the history of the facility with respect to the State and what has been allowed over the years and the issuing of Special permits for certain events that use the parking lot. It was noted that Special permitting will be referenced in the signage that the State is providing and that the facility is for boating purposes.

Mr. Lucy asked about 320 CMR 2.00 regulations with respect to required postings and publication when approving the Land Management Agreement. Mr. Lawton responded that those requirements pertain to any changes made to the agreement. He also explained that the agreement allows for mooring holders to use the facility. It was discussed that the Harbor Master would be in charge of the regulations of the harbor parking lot.

Moniz Rose came before the Board of Selectmen with the question of whether those with boats, kayaks, mooring holders were going to be treated differently. He stated that he had been at the meeting at the harbor which included a discussion with Jack Sheppard, Director of Fishing and Boating Access, adding he felt that use of the parking lot should be left as it is for many reasons including the Harbor Master being in a difficult spot.

Elena Rice spoke of owning a Charter business and questioned whether use of the parking lot was going to be different tomorrow. She said she also uses the parking lot for family fishing trips in addition to chartering and asked if she will still be able to use the parking lot for these activities.

Tony Jackett, Harbor Master, explained that the end of the busy season was approaching and things had worked out for the summer. He explained how parking has been working throughout the summer. He said that they work to accommodate use of the parking lot. He added that he would adhere to the direction of the Town Administrator.

Wisotzky encouraged Mr. Jackett to come before the Board of Selectmen if there are any issues.

Weinstein moved on this day August 12, 2014 the Town of Truro enter into a Land Management Agreement pursuant to the Authority of General Law 21A Section 2 (8) Section 11B by and between the Department of Fish and Game and the Town of Truro acting by and through its

Board of Selectmen. Burgess seconded the motion. So voted unanimously 5-0.

Appointment of Shellfish Constable and Deputy Shellfish Wardens per MGL CH 130 §98

Coburn eluded to a conflict of interest issue with Mr. Wisbauer's appointment as a Deputy Shellfish Warden and as a grant holder. Weinstein explained that based on the Statute the Shellfish Constable is appointed by the Board of Selectmen³. Weinstein cited MGL Chapter 130 §98 that authorizes the Board of Selectmen to make the appointments. Tony Jackett will be appointed as Shellfish Constable and the Deputies for a three year term. Both Mr. Wisbauer and Mr. Bloom assist Mr. Jackett and would need to get the requisite training. Mr. Jackett gave accounts of situations in which his assistants have enforced the regulations. It was reiterated that there was a conflict with Mr. Wisbauer being appointed as a grant holder which would delay his appointment until there is proper disclosure filings. Wisotzky thanked Mr. Jackett for all his hard work on the Shellfish beds. He added that they need to make sure that people successfully complete the training. Both Steve Wisbauer and John Bloom need to complete the training within three years per MGL Chpt. 130 §98. **Weinstein made a motion pursuant to MGL Chapter 130 §98 under the authority of the Board of Selectmen to appoint Tony Jackett as Shellfish Constable and John Bloom as Deputy Shellfish Warden. Burgess seconded the motion. So voted unanimously 5-0.**

Coburn asked to take out of order the appointment of John Dundas to the Zoning Board of Appeals.

Review and Approve John Dundas as Alternate on the Zoning Board of Appeals

Dundas was before the Board of Selectmen to be appointed an Alternate on the Zoning Board of Appeals⁴. He spoke to his interest in serving on this Board. He was thanked for his willingness to serve. **Wisotzky moved to approve the appointment of John Dundas as an Alternate on the Zoning Board of Appeals. Worthington seconded the motion. So voted unanimously 5-0.**

Review and Approve Applications to Serve on Charter Review Committee-Gary Palmer and John Snow

Coburn commented that there was one vacancy on the Committee with both John Snow and Gary Palmer applying to serve on the Committee⁵. **Worthington moved to appoint Gary Palmer on the Charter Review Committee. Weinstein seconded the motion. So voted unanimously 5-0.**

Report on the Town Administrator Search Process and scheduling candidate interview dates

Worthington, explained as Liaison, to the Town Administrator Search Committee that the Committee will have 3-5 candidate's names to present on August 26th. She noted that the Board of Selectmen need to consider their next steps once the names are presented. It was suggested that beyond the interview process, the candidates meet with staff and have them see different parts of Truro. Coburn suggested during a one- two day process, they meet with the 3-5 candidates prior to the interviews. He proposed the days of September 15th and 16th. There was a brief discussion as to how much time to spend interviewing each candidate. It was agreed that all of the Department heads should meet with the finalists then hold the interview process in public session. Worthington suggested that the Board of Selectmen think ahead as to what questions they want to ask the candidates. Mr. Lawton responded that he would prepare some questions and each Selectmen can pick two questions to ask of the finalists. He also suggested a tour of Truro with the candidates. Burgess suggested a problem solving scenerio for the finalists to respond to as a part of their interview. Wisotzky commented on the Open Meeting Law requirements when they do take the candidates around town and meet with staff. It was suggested to try to have questions formalized for the meeting on the 26th. There was a discussion as to a proposed date of September 16th for the interviews.



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

Dear Board of Selectmen,

Thursday, August 07, 2014

The Pamet Harbor Commission met on Tuesday, August 5, 2014. Bob Weinstein, liaison to the Harbor Commission, did a good job explaining the Land Management Agreement as presented by the Office of Fishing and Boating Access. He asked the commission to familiarize themselves with the updated rules and regulations, as handouts were presented at the meeting. Bob indicated that he had put a call in to Jack Sheppard, who heads up the Department of Fish and Game. He also spoke with Tony Steller, a representative. Bob was assured that many of the traditional uses would not be affected.

Tim Silva, Chair of the Pamet Harbor Commission, did a good job emphasizing the towns past history, and its contribution to maintaining Pamet Harbor. Tim asked to hear from the other members of the Commission. Their input focused on allowing the Harbormaster to use discretion and common sense in managing the parking lot, and applying enforcement when needed.

Ultimately, the Commission voted unanimously to accept the Land Management Agreement, with the request of revisiting it for renewal in 10 years.

It was pointed out that prior to any management measures, proper notice to the public needs to be given. Doing so will allow interested persons an opportunity to comment.

Respectfully submitted,

Anthony R. Jackett
Harbormaster and Shellfish Constable

BW/AM



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

DOCUMENT D

MEMO

To: Users of Pamet Harbor

From: Robert C. Lawton Jr., Co-Acting Town Administrator

Date: September 3, 2014

Re: Parking at Pamet Harbor

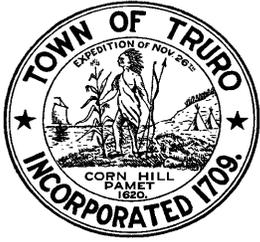
The town has recently approved the parking plan at Pamet Harbor, submitted by the State Department of Fish and Game, Division of Public Access. We would like to explain how we will comply with the Access Board regulations, and the Land Management Agreement.

The regulations state in part that the parking area may not be used for "a purpose other than the parking of vehicles used to launch and retrieve watercraft in conjunction with the intended use of the public access facility." The Land Management Agreement also includes parking set aside on a first come first serve basis for the Town of Truro mooring permit holders.

An issue which could affect other users would be the parking of cars by passengers, and crew, of charter vessels. This is not allowed. Charter operators will need to make arrangements for parking for their passengers and crew members. This could include arrangements with the town for people to park at Corn Hill Beach, arranging for passengers to meet at a public parking lot, or at your place of business.

We intend to start implementing this parking plan for the rest of this season. Harbormaster-Shellfish Constable Tony Jackett has been authorized to oversee the smooth functioning of these regulations. **When the facility is not under parking pressure, parking will be permitted at the discretion of the Harbormaster.**

Cc: Board of Selectmen
Pamet Harbor Commission



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Shellfish Department

REQUESTOR: Tony Jackett, Shellfish Constable

REQUESTED MEETING DATE: May 26, 2015

ITEM: Aquaculture Development Area; harvesters to discuss growth and survival of shellfish in the ADA and plans for the next two years.

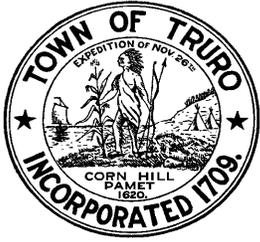
EXPLANATION: Aquaculture Development Area; harvesters to discuss growth and survival of shellfish in the ADA and plans for the next two years.

FINANCIAL SOURCE (IF APPLICABLE): none

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: no action requested

ATTACHMENTS: None



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Shellfish Department

REQUESTOR: Tony Jackett, Shellfish Constable

REQUESTED MEETING DATE: May 26, 2015

ITEM: Discussion of the Vibrio Control Plan for harvesters of oysters for 2015

EXPLANATION: Shellfish Constable to discuss the Vibrio Control Plan for harvesters of oysters for 2015

FINANCIAL SOURCE (IF APPLICABLE): none

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: no action requested

ATTACHMENTS:

1) Division of Marine Fisheries Vibrio Control Plan for Oysters



Paul J. Diodati
Director

Commonwealth of Massachusetts

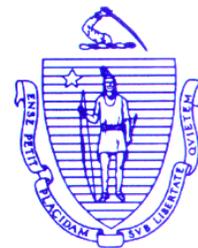
Division of Marine Fisheries

251 Causeway Street, Suite 400

Boston, Massachusetts 02114

(617)626-1520

fax (617)626-1509



Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Matthew A. Beaton
Secretary

George N. Peterson, Jr.
Commissioner

Mary-Lee King
Deputy Commissioner

April 8, 2015

Marine Fisheries Advisory

Public Meetings Scheduled:

Vibrio parahaemolyticus Control Plan for Oysters

Three public meetings have been scheduled to announce the **2015 Massachusetts *Vibrio parahaemolyticus* (Vp) Control Plan for Oysters**. Highlights of the 2015 plan include the option for harvesters to record the time of icing for individual harvester lots with a single harvester icing tag, clarification on re-submergence requirements for harvesters and new tagging options for re-submerged oysters, and changes to icing requirements for transport and storage by original dealers. Each of the public meetings will feature a presentation by Dr. Angelo DePaolo, Lead Seafood Microbiologist, U.S. Food and Drug Administration (FDA), Gulf Coast Seafood Laboratory, Dauphin Island, AL. Dr. DePaolo's presentation will include an overview of the *Vibrio* management in other states, a demonstration of the effectiveness of ice slurries to rapidly cool oysters, and a discussion of best oyster handling practices. All commercial harvest of oysters in Massachusetts must comply with *Vp* controls during the period May 21 through October 18, 2015.

The plan is intended to control the post-harvest growth of *Vp* bacteria in oysters during warm weather to prevent *Vp* related illnesses. The plan was developed by the Massachusetts Department of Fish and Game, Division of Marine Fisheries and the Department of Public Health, Bureau of Environmental Health, Food Protection Program in order to comply with the requirements of the National Shellfish Sanitation Program.

Public Meeting Schedule

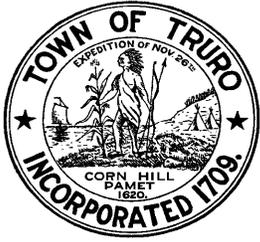
**Wednesday, April 22, 2015 at the Truro Community Center, 7 Standish Way,
Truro, MA 02666, 11:30 AM – 1:30 PM.**

**Thursday, April 23, 2015 at the Barnstable Town Hall, Town Council Meeting Room
367 Main St, Hyannis, MA 02601, 12:30 AM – 2:30 PM.**

**Thursday, April 23, 2015 at the Kingston Town Hall, Room 200
26 Evergreen St, Kingston, MA 02364, 6:00 PM – 8:00 PM.**

*Note: we realize these meetings may conflict with tides optimal for oyster harvesting.
We apologize for any inconvenience.*

For further information regarding these meetings please contact
Chris Schillaci (508-990-2860 ext. 135; christopher.schillaci@state.ma.us)



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Administrator

REQUESTED MEETING DATE: May 26, 2015

ITEM: Discussion of Search and Selection Process for Interim Fire Chief

EXPLANATION: At your April 22nd meeting, it was agreed that Vice-Chairman Wisotzky and Clerk Worthington would work with the Town Administrator to review the proposals received from the consulting firms for the Interim Fire Chief search. Three firms responded to the RFP, Resources Management Associates of Illinois, Emergency Services Consulting International of Oregon and Municipal Resources of New Hampshire. All three firms responded with a process that would take between 90 and 120 days to complete. Additionally, the process was extensive and more appropriately utilized for the hiring of a permanent Chief. The working committee is recommending that all proposals be rejected and that the Town Administrator be authorized to seek quotes for a modified process more consistent with the hiring of an interim position.

FINANCIAL SOURCE (IF APPLICABLE): Town Administrator's Budget

IMPACT IF NOT APPROVED: If one of the firms is hired, the process may not be completed by the mandatory retirement date of the current Chief.

SUGGESTED ACTION: *Motion to reject all respondents to the Interim Fire Chief Search Consultant RFP and to authorize the Town Administrator to seek quotes and hire a firm to complete a modified search process.*

ATTACHMENTS:

1. None



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Administrator on behalf of Vice Chair Wisotzky

REQUESTED MEETING DATE: May 26, 2015

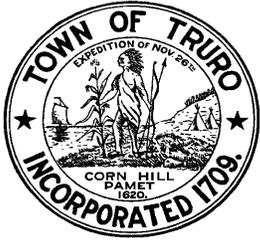
ITEM: Discussion of Goals and Objectives

EXPLANATION: To discuss/brainstorm ideas for 2016 objectives.

SUGGESTED ACTION: None Required

ATTACHMENTS:

1. 2015 Goals and Objectives



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Administrator on behalf of Vice Chair Wisotzky

REQUESTED MEETING DATE: May 26, 2015

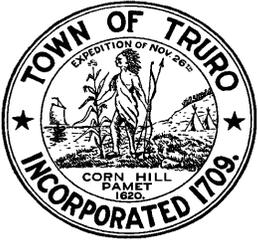
ITEM: Discussion of Goals and Objectives

EXPLANATION: To discuss/brainstorm ideas for 2016 objectives.

SUGGESTED ACTION: None Required

ATTACHMENTS:

1. 2015 Goals and Objectives



Agenda Item: 6A

TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Office of the Board of Selectmen

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: Board of Selectmen meeting date May 26th, 2015

ITEM: Review and Approve closing of the staging permits provided by Greg Morris and Bayberry Gardens and release of liability to the Town of Truro.

EXPLANATION: Board of Selectmen Policy #48 requires Staging permits when Town beaches are accessed with construction equipment by contractors. The use of Ballston Beach and Corn Hill Beach work was approved on April 7th. The both projects were verified completed by DPW Director, Beach Director and Conservation Agent. Once work is completed the Town needs to authorize the release of liability in order to close the permits.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The applications will remain open until such time that it is closed through the process indicated.

SUGGESTED ACTION: MOTION TO approve the release of the liability to Greg Morris and Bayberry Gardens for doing work at Ballston and Corn Hill Beaches in order to close the permits.

ATTACHMENTS:

1. Staging Permit Applications



TOWN OF TRURO

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

APPLICATION FOR CONSTRUCTION/STAGING PERMIT FOR USE OF TOWN-OWNED PROPERTY AND/OR BEACH ACCESS

Date: 03/31/2015

Location of Staging Area/Access: BALISTON BEACH

Contractor: Greg Morris

Legal Mailing Address: PO BOX 356 TRURO MA 02666

Telephone: 508-349-9083 Cell: Personal Information Redacted

Working for: TOM DENNIS DEP # _____

Work Location: 133 SOUTH PAMET RD.

Property Owners Legal Mailing Address: 1537 MAIN ST. SPRINGFIELD MA 01013

Telephone: Personal Information Redacted

Project Description: STORING 6x6 WOOD BLOCKING, NO SAND, NO MATERIALS

Equipment and Materials to be Used: NO MACHINES, BLOCKS OF WOOD, 1 I-beam

Estimated Work Start & Finish Dates: APRIL 11th - APRIL 25th

Contractor's Signature: [Signature]

Date Certification of Liability Insurance and/or Security Received: ✓ MARCH 31st, 15

DPW Director Comments: No sand removed from parking lot

[Signature]
3/31/15

Beach Supervisor Comments: Kelly Clare 4/1/15

Conservation Agent Comments: Per special condition #17 of the
Supervising Order of Conditions - all areas - Town Row's
Parking lot shall be restored to original condition -
ppgmm 4/1/15

Board of Selectmen Signature of Approval: _____ **Date:** _____

Restrictions/Conditions: _____

Project Completion Sign-Off

We, the undersigned, have inspected the Town property as identified on this application and found it to be in good condition.

DPW Director Approval *James R. Natta* Date 5/6/15

Beach Supervisor Approval *Kelly Clon* Date 5/1/15

For Beach Access, Conservation Agent Approval *EB for PP* Date 5/11/15

Board of Selectmen Approval of Release of Certification of Liability Insurance and/or Security:

Signature

Date

TOWN OF TRURO

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

APPLICATION FOR CONSTRUCTION/STAGING PERMIT FOR USE OF TOWN-OWNED PROPERTY AND/OR BEACH ACCESS

Date: 3/16/15

Location of Staging Area/Access: Corn Hill

Contractor: Bayberry Gardens

Legal Mailing Address: PO Box 835, Truro, MA, 02666

Telephone: 508 349 6764 Cell: Personal Information Redacted Gray van Staden

Working for: Peter Goldstein

DEP # _____

Work Location: 53 Fishermans Rd.

Property Owners Legal Mailing Address: 1 WEST 81st STREET #3DB NY, NY 10024

Telephone: 508 487 2539

Project Description: PLANT BEACH GRASS @ TOE OF SAND BANK TO
SLOW EROSION DOWN.

Equipment and Materials to be Used: TRUCK, LADDERS, ROPE, DIGLITS,

Estimated Work Start & Finish Dates: start when approved finish 7-10 days after

Contractor's Signature: G. Sloan

Date Certification of Liability Insurance and/or Security Received: MARCH 30, 2015

DPW Director Comments: Juan R. Natta 3/31/15

Beach Supervisor Comments: Kelly Olson 4/1/15

Conservation Agent Comments: Project scheduled for April 6th conservation meeting for approval - R. Payan

Board of Selectmen Signature of Approval: _____ **Date:** _____

Restrictions/Conditions: _____

Project Completion Sign-Off

We, the undersigned, have inspected the Town property as identified on this application and found it to be in good condition.

DPW Director Approval *James R. Abate* Date 5/6/15

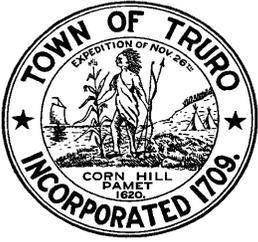
Beach Supervisor Approval *Kelly O'Connell* Date 5/1/15

For Beach Access, Conservation Agent Approval *EB for PP* Date 5/11/15

Board of Selectmen Approval of Release of Certification of Liability Insurance and/or Security:

Signature

Date



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Recreation and Beach

REQUESTOR: Damion Clements, Assistant Recreation and Beach Director

REQUESTED MEETING DATE: May 26, 2015

ITEM: Application for an Entertainment License

EXPLANATION: Truro Recreation & Beach Department is holding a summer kick-off community gathering on Saturday, June 13, 2015 from 3:00pm-6:00pm. There will be live entertainment with an amplified system.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: *MOTION TO approve the entertainment license for the Truro Recreation & Beach Department for Saturday, June 13, 2015 from 3:00pm-3:00pm.*

ATTACHMENTS:

1. Application for an Entertainment License



TOWN OF TRURO

Licensing Department
 PO Box 2030, Truro, MA 02666

PH: 508-349-7004, Ext. 10 or 24 Fax: 508-349-5505
 Email: ntudor@truro-ma.gov or nscoullar@truro-ma.gov

Application for an Entertainment License

Weekday Saturday Sunday

The undersigned hereby applies for a license in accordance with the provisions of Mass. General Laws, c.140 §181

BUSINESS/ORGANIZATION INFORMATION

Damion Clements **Truro Recreation & Beach**
 Name of Applicant Business/Organization Name
PO Box 2030, Truro, MA 02666
 Mailing Address of Business/Organization

Is this a Non-profit or For-profit Entity (Check the appropriate box) Yes No
 If yes, proof of 501c3 **must** accompany this application
Damion Clements **(508)487-1632** asstrecdir@truro-ma.gov
 Contact Person Phone Number Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name Mailing Address
 Phone Number Email Address

EVENT INFORMATION

Sat. / June 13, 2015 **Summer Kick-Off (Community gathering)**
 Day (s)/Date (s) of Event for License to be issued Purpose of Event (example: fundraiser)
 Hours of Event (from - to) **3:00pm - 6:00 pm**

Location (Must provide facility name, if any, street number and name) **Lawn at 7 Standish Way, N.Truro** Event is: Indoor Outdoor Event
 (Please check applicable box) **(508)487-1632**
 Property Owner Name and Address Phone number
 Seating Capacity: **n/a** Occupancy Number: **n/a**
 Name of Caterer (if applicable) Approximate number of people attending

If the event is catered please return Caterer Food Service Form to Health Agent at Fax # 508.349.5508

Will an admission fee be collected? Yes No

Will there be a One Day Alcohol License Yes No **If yes; you must also apply for a One Day Alcohol License**

Will there be Police Traffic Control? Yes No

ENTERTAINMENT INFORMATION

Type of Entertainment: Please check the appropriate boxes.

Dancing: By Patron By Entertainers No Dancing

Music: Recorded Juke Box Live No Music

Number of Musicians & Instruments (Type) 5

Amplified System: Yes No

Shows: Theater Movies Floor Show Light Show
 No Show

Other: Video Games Pool/Billiard Tables (Please indicate quantity) _____

Applicant's Signature

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable regulations of the Town of Truro.

Digitally signed by Damion Clements
Date: 2015.04.24 13:23:49 -04'00'

04/24/15

Signature

Date

- A valid entertainment license must be on the premises before the entertainment is commenced.
- No entertainment shall be offered, conducted, or otherwise provided by any establishment licensed under MGL Chapter 140 without first obtaining an entertainment license from the Board of Selectmen.
- Sunday entertainment must be specifically requested and addressed in the permitting process.
- These regulations are intended to allow the Board of Selectmen to determine the appropriate parameters to limit impacts to the neighbors of the establishment and to the community by the establishment and the entertainment provided therein.
- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

Office Use Only

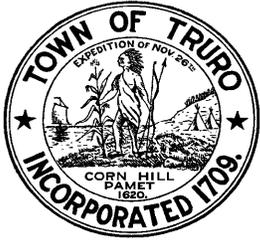
APPROVAL

License No _____

Board of Selectmen _____ Meeting Date _____

Police Department Kyle Tatakjian Date 5/4/15

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



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: May 26, 2015

ITEM: Use of Pamet Park and Entertainment License for Sustainable CAPE's Farmers Market and request of waiver of cost.

EXPLANATION: Sustainable CAPE has applied for a use of Town-Owned Property (Pamet Park/Veterans Memorial Park) and an Entertainment License for Mondays from June 8-Sept 28, 7am-12:30pm, and is asking for a waiver of fees associated with these permits; total of 17 Mondays at \$12.50 (Entertainment License Non-Profit rate) and \$25.00 (Use of Town Property Non-profit rate).

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Farmers Market will not be held at Pamet Park/Veterans Memorial Park

SUGGESTED ACTION:

MOTION TO approve the use of Town Owned Property and an Entertainment (One Day) License by Sustainable Cape for Mondays from June 8-Sept 28, 7am-12:30pm.

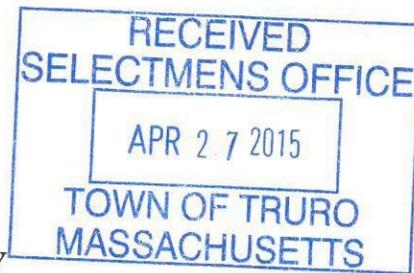
MOTION TO approve/deny the waiver of fees for the use of Town Owned property permit and Entertainment License.

ATTACHMENTS:

1. Application for permit to use Town-Owned Property
2. Application for an Entertainment License
3. Letter from Francie Randolph

TOWN OF TRURO

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



APPLICATION FOR PERMIT TO USE TOWN-OWNED PROPERTY

Applicant: Sustainable CAPE Email: info@sustainablecape.org

Group Affiliation (If Any): 501(c)3 collaborating with the Farm Bureau & Barnstable County Extension

Mailing Address: PO Box 1004 City: Truro State: MA Zip: 02666

Phone: Personal Information Redacted Cell Phone: same

Type of Activity (Please be specific as to number of persons, equipment to be used (if any), whether food or beverages will be served, parking arrangements, etc.):
Truro Farmers' Market - approx 800 people/day. Equipment includes tents, tables, and chairs for vendors.

Parking and safety coordinated with Truro Fire and Police Depts. Food served in accordance with the Truro

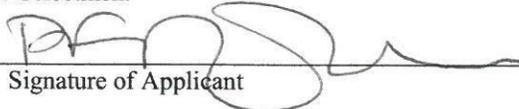
Board of Health.

Town Property to be Used: Pamet Park / Veterans Memorial Park

Date(s) and Hours of Use: Mondays: June 8 - Sept 28, 7am - 12:30pm Day: _____

Applicant is responsible for obtaining all necessary permits and inspections (see page 2)

I, as applicant for the above, do hereby acknowledge that the town is exempt from any liability for this activity. I, as applicant for the above, additionally guarantee that the area to be used will be cleaned and left free of any debris at the completion of said activity. A fee of \$50.00 is to be submitted to the Town upon approval of the application by the Board of Selectmen.

 Date: 4/27/15

Action by the Board of Selectmen: _____ Date: _____

____ Approved as submitted

____ Approved with the following condition(s): _____

____ Disapproved with the following reason(s): _____

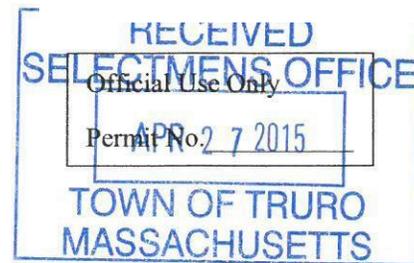
Signatures of the Board: _____

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS & INSPECTIONS

Health/Conservation Agent Signature: _____ Comments/Conditions: Permits/Inspections needed:	Building Commissioner Signature: _____ Comments/Conditions: Permits/Inspections needed:
Police Department Signature: <i>Kyle Takakjian 5/4/15</i> _____ Comments/Conditions:	Fire Department Signature: <i>Bruce Owens</i> _____ Comments/Conditions:
DPW Signature: <i>[Signature]</i> _____ Comments/Conditions:	Harbormaster Signature: _____ Comments/Conditions:
Recreation & Beach Director: _____ Comments/Conditions:	OTHER: _____ Comments/Conditions:



TOWN OF TRURO
Licensing Department
PO Box 2030, Truro, MA 02666
 PH: 508-349-7004, Ext. 10 & 24 Fax: 508-349-5505
 Email: ntudor@truro-ma.gov or nscoullar@truro-ma.gov



Application for an Entertainment License - RENEWAL

Weekday Sunday

The undersigned hereby applies for a license in accordance with the provisions of Mass. General Laws, c.140 §181

BUSINESS/ORGANIZATION INFORMATION

Francie Randolph Sustainable CAPE
 Name of Applicant Business/Organization Name

PO Box 1004 Truro, MA 02666
 Mailing Address of Business/Organization

Is this a Non-profit or For-profit Entity (Check the appropriate box) Yes No
 If yes, proof of 501c3 **must** accompany this application

Francie Randolph
 Contact Person Personal Information Redacted
Phone Number Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name Mailing Address

Phone Number Email Address

EVENT INFORMATION

Mondays, June 6 - Sept 28 Truro Ed. Farmers' Market
 Day (s)/Date (s) of Event for License to be issued Purpose of Event (example: fundraiser)

Hours of Event (from - to) 8am - 12pm

Pamet Park / Veteran's Memorial Park Event is: Indoor Outdoor Event
 Location (Must provide facility name, if any, street number and name) (Please check applicable box)

Town of Truro
 Property Owner Name and Address Phone number

Seating Capacity: _____ Occupancy Number: _____

Approximate number of people attending 800
 Name of Caterer (if applicable)

If the event is catered please return Caterer Food Service Form to Health Agent at Fax # 508.349.5508

Will an admission fee be collected? Yes No

Will there be a One Day Alcohol License Yes No

Will there be Police Traffic Control? Yes No

If yes; you **must** also apply for a One Day Alcohol License

ENTERTAINMENT INFORMATION

Type of Entertainment: Please check the appropriate boxes.

Dancing: By Patron By Entertainers No Dancing

Music: Recorded Juke Box Live No Music

Number of Musicians & Instruments Usually one per week (sometimes a duo)

Amplified System: Yes No

Shows: Theater Movies Floor Show Light Show
 No Show

Other: Video Games Pool/Billiard Tables (Please indicate quantity) _____

Applicant's Signature

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable regulations of the Town of Truro.

[Signature] 4/27/15
 Signature Date

- A valid entertainment license must be on the premises before the entertainment is commenced.
- No entertainment shall be offered, conducted, or otherwise provided by any establishment licensed under MGL Chapter 140 without first obtaining an entertainment license from the Board of Selectmen.
- Sunday entertainment must be specifically requested and addressed in the permitting process.
- These regulations are intended to allow the Board of Selectmen to determine the appropriate parameters to limit impacts to the neighbors of the establishment and to the community by the establishment and the entertainment provided therein.
- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

Office Use Only

APPROVAL

Permit No. _____

Board of Selectmen _____ Meeting Date _____

Police Department Kyle Tatakjian Date 5/4/15

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

Sustainable CAPE



CENTER for AGRICULTURAL PRESERVATION & EDUCATION

8 Truro Center Road, PO Box 1004, Truro, Massachusetts 02666

SustainableCAPE.org

Thank you!

May 20, 2015

Board of Selectmen
Town of Truro, 02666

Dear Selectmen,

We want to thank you for your support of our programs: the Truro Educational Farmers' Market, the Truro Agricultural Fair, the Children's Community Gardens and our Farm-to-School work. You and your team at Town Hall are tremendous assets for our town -- and all of us at Sustainable CAPE are incredibly appreciative of your work on behalf of our community.

We believe that we share the same longterm goals for Truro: a prosperous economic center, multi-generational life and laughter at the heart of our town, healthful food accessible to all, and increased support of a sustainable local food system & natural environment. We have greatly enjoyed working together with you and past selectmen toward these changes.

Because of our common goals, and the fact that the town could help support the Farmer's Market and our local food access programs* to benefit our Truro population, we ask that you consider becoming a sponsor of the market. Specifically we request that instead of a "per market" fee, we could support you by hosting Meet the Selectmen tables and you could support us by decreasing our town use fees to a "one time" fee of \$25 (non-profit rate), or waiving the fees altogether. We very much enjoyed hosting the Meet the Selectmen Tables at the market last season and look forward to continuing working together to connect the selectmen of our town with community at the Farmers' Market (next scheduled date: June 8).

We are aware of your non-profit bylaws and are respectfully requesting that the Town of Truro consider sponsorship of our summerlong market in support of our shared goals of sustainable economic development and public/private partnership. We would be thrilled to build upon our positive collaborations in this way.

Thank you very much for your time and consideration on our behalf.

Best,

Francie Randolph
Founding Director, Sustainable CAPE

* Our local food access programs include registering all eligible vendors to accept Senior Discount Coupons for the elderly & WIC (Women, Infants & Children) Coupons, and using our USDA grant-funded EBT machine to debit SNAP Cards (formerly food stamps). In addition, we double this government support at our market so that a \$10 debit becomes \$20 to spend in Farmers' Market tokens. This doubling provides incentive to draw all socio-economic levels of our community to the market, thereby supporting our local economy & longterm health.

*Growing Food.
Growing Community.
Growing Connection.*



In 2009, 72 Vermont farmers' markets generated \$7 million in gross sales, \$4.3 million of which came from agricultural sales.

While no statewide economic studies have been conducted yet in Vermont, economic impact analysis studies in Iowa and Oklahoma found that every dollar spent at a farmers' market generated an additional \$0.58 - \$1.36 in sales at other area businesses.

Other related economic activity takes the form of wages paid by farmers to employees, purchases made by farmers at local stores, and local tax revenue in areas with a local options tax.

In municipalities with a downtown, farmers' markets attract visitors to the downtown area, driving customers to local business and making the downtown area a more attractive destination.

"Nearby businesses love us."

***–Chris Wagner, Manager
Burlington Farmers' Market***

Town Plans

Farmers' markets can help municipalities meet town plan goals, including:

- Ensuring community food security
- Increasing the availability of locally grown foods to lower income residents (Wolcott)
- Helping youth maintain a healthy weight (Wolcott)
- Identifying and preserving agricultural land as required by the Vermont Planning and Development Act
- Maintaining the economic viability of agriculture (Manchester, Stowe)
- Promoting opportunities for the public to purchase local agricultural and forest products (Stowe)

The UVM Center for Rural Studies assisted with this section.

Resources

Northeast Organic Farming Association of Vermont (NOFA-VT)

PO Box 697, Richmond VT 05477
(802) 434-4122 / info@nofavt.org / www.nofavt.org

Vermont Farmers' Market Association
www.vtfma.org

**Vermont League of Cities and Towns
Vermont Planners Association**

89 Main Street, Suite 4
Montpelier, VT 05602-2948
(802) 229-9111 / info@vlct.org / www.vlct.org

**VT Land Use Education & Training Collaborative:
Vermont Planning Information Center**
www.vpic.info

International City/County Management Assn.
Washington, DC
(202) 289-ICMA / (202) 962-3500 / www.icma.org

**Publication: Community Health and Food
Access: The Local Government Role**
<http://icma.org/en/Search?s=farmers%2Bmarket>

Farmers' Market Coalition
Cockeysville, MD
www.farmersmarketcoalition.org.

Project for Public Spaces
New York, NY
www.pps.org/markets

Local, State, and Federal Grants

NOFA-VT mini-grants can help new markets get going. These short-term funds can also help existing markets undertake new initiatives.

Additional funds can become available to municipalities that partner with markets on other grants of mutual benefit. Community Development and Economic Development grants are potential sources of shared grant income.

Periodically, the USDA makes grants to farmers' markets.

In 2011, funds are available for infrastructure to support farmers' markets. Interested municipalities should contact the NOFA-VT office.

Supporting Your Farmers' Market

A guide for municipalities



Farmers' market customers come to buy food for their families, socialize with their neighbors, and participate in the life of their community. This guide helps municipalities partner with their farmers' market for a stronger market and, in turn, a stronger community.



Prepared by the Northeast Organic Farming Association of Vermont (NOFA-VT)

Farmers' Markets Benefit Communities

"By setting up a farmers' market, local officials can create a vibrant shopping experience that benefits area farmers, businesses, and consumers."

–International City/County Management Association

- Farmers' markets keep wealth in local communities by providing a venue for direct producer-to-consumer sales.
- Farmers' markets allow local farmers to sell their food at a higher profit margin, strengthening their business and improving the local economy.
- Farmers' markets build the resilience of local food systems, increase food security, educate citizens about the diversity of healthy and local food products, and incubate new businesses.
- Farmers' markets bring people together, strengthening the fabric of the community.

"The Farmers' Market is a huge asset to our community."

–Bill Fraser, City Manager, Montpelier



What Markets Need from Communities

Just as communities benefit from the presence of a farmers' market, farmers' markets benefit when they receive support from their host community. To be successful in the long term, markets need:

- A safe, sufficiently-sized space
- Signage that advertises the market to passing traffic
- A day and time that is consistent year to year
- Adequate parking for shoppers and vendors
- Support from local citizens and local government

Town managers, selectboards, city councilors and other local government officials can be instrumental in fostering a new farmers' market to success, or ensuring that an established market will continue to thrive.



Operational Support

Farmers' markets benefit substantially from municipal operational support. At least one-third of Vermont's farmers' markets receive municipal support, such as:

- Space for the market, free of cost or at a favorable rate. Virtually all the income from farmers' markets goes directly to the vendors; markets generally operate on a non-profit basis and keep only enough to pay operating expenses. High site fees can make the overhead cost of the market unprofitable to vendors.
- Signage for the market on municipal land. Municipal policy often impacts markets' ability to post signs. By working together, markets and municipalities can find a solution that will comply with local ordinances and ensure that the market is well-publicized to both residents and passers-by.
- Parking assistance, including blocking off spaces or parking lots the night before or the morning of market day.
- Electricity for music and special events.
- Garbage collection.
- Inclusion in municipal newsletters and publications.
- A link between municipal and market websites.
- Safety audits, with the help of police departments. Market managers do a safety audit of their market, assessing how and where foot traffic and vehicles will flow to ensure safety of market visitors and vendors.
- In areas with public transportation, municipal officials can advocate for a bus stop at the market to make it more accessible to residents who don't drive.

"The farmers' market has stimulated the community and demonstrated that if we work together, we can make something really good happen."

—Dave Crawford, Manager, Village of Essex Junction

Regulations, Policies, and Permits

Siting a farmers' market can require a careful examination of zoning laws regarding land use, signage, and parking. Street closures may also be considered. Farmers' market leaders may ask for a copy of current zoning laws so that they can explore how their plans to start or expand a market interact with local law.

Several Vermont municipalities (including Hartford and Jericho) define a "farmers' market" in their zoning regulations, providing clarification should any future issues arise.

Time spent up front determining what space the market will use and at what times, what signage is allowed, and what municipal services will be involved, is time well spent and will avoid confusion or conflict once the market gets going.

"Be clear in writing about the terms of the agreement. Get it approved by the people it needs to be approved by; have them pass a resolution... Details, issues, and concerns to be dealt with are just that."

—Bill Fraser, City Manager, Montpelier

Liability and Insurance

Liability and risk management are frequent and valid concerns for municipalities. It is important that people and property are protected from any accidents that might occur at the farmers' market.

Most Vermont markets carry their own general liability policy. Some markets require individual vendors to carry their own liability/product insurance.

Municipal insurance policies via the VLCT can't extend their coverage to farmers' markets; some commercial carriers can.

Several Vermont farmers' markets are sponsored by their local Chamber of Commerce and are insured via a general liability rider on the Chamber's policy.



When planning a new market...

It's not always beneficial to vendors to have a farmers' market in every town. Vendor fees, market equipment, hired labor, and time are costs that a farmer must balance against potential—not guaranteed—sales. Too many markets in a small area could decrease the gross sales at each, resulting in insufficient income for the farmer.

When contemplating a new market, engage community members and potential vendors to identify who is available to support the market, and to determine if local producers have the capacity to vend at another market.

The New York Times



The Opinion Pages | CONTRIBUTING OP-ED WRITER

Farmers' Market Values Mark Bittman AUG. 5, 2014

For most of us, there's no better place to buy fruits and vegetables than at a farmers' market. Period. The talk about high prices isn't entirely unjustified, but it can be countered, and I'll get to that in a minute.

What's inarguable is that farmers' markets offer food of superior quality, help support smaller-scale farmers in an environment that's more and more difficult for anyone not doing industrial-scale agriculture, and increase the amount of local food available to shoppers. All of this despite still-inadequate recognition and lack of government support.

Then there's "know your farmer, know your food." When you buy directly from a farmer, you're pretty much guaranteed real freshness (we've all seen farmers' market produce last two or three times longer than supermarket produce). You're supporting a local business — even a neighbor! And you have the opportunity to ask, "How are you growing this food?" Every farmer I've spoken to says — not always in a thrilled tone — that the questions from shoppers never stop. But even if a vegetable isn't "certified organic," you can still begin to develop your own standards for what makes sense and what doesn't.

Farmers' markets are not just markets. They're educational systems that teach us how food is raised and why that matters.

"Producer-only" farmers' markets, as opposed to markets that sell food from anywhere, are really the ideal. The organizations that run these tend to be nonprofits, and often use volunteers to keep going. In many cases they are mission-driven: organizers want to make sure small farms remain viable and that we — nonfarmers — have access to good local food. At this stage of the game, there is no higher cause.

The quality of produce in producer-only markets — that is, places where people sell what they grow — is phenomenal, especially right now. If you're going to complain that tomatoes are \$6 a pound in some markets (they are; they're also sometimes 99 cents), you might also note that usually these are real tomatoes, sometimes explosive in flavor, whereas the \$4 per pound tomatoes I bought in the supermarket this week were grown in water and were less tasty than your average canned tomato. To some extent, you get what you pay for.

Then again, there are often bargains on incredibly high-quality produce for anyone who is willing to shop. Last week, at a recently opened market near Washington, D.C.'s convention center, I bought tiny lavender "fairy tale" eggplants for less than \$3 a pound. The Saturday before last, at New York's Union Square Greenmarket, I found perfectly ripe, real apricots for \$5 a pound. (A chef strode up next to me and bought two cases; the farmer had only three total, which is why you want to go early.) That may sound expensive, but if you want a real apricot, this is the only way to get it.

At the 37-year-old market on 175th Street in Washington Heights, I found purslane — a salad green I've been foraging for 40 years, and that I adore — and bought a bunch as big as my head for \$2. I found papalo (also called Bolivian coriander), a delicious, strong-tasting green I've bought every time I've seen it since I first tasted it in Mexico a few years ago.

And at the tiny farmers' market in Truro, on Cape Cod, now in its second year, I bought lobsters for 40 percent less than they cost in local stores, pork jowls for \$2 a pound, and gorgeous half-yellow, half-green summer squash for a dollar each; they were worth it.

With more than 8,000 farmers' markets nationwide (representing something like 50,000 farmers, according to the Department of Agriculture), potentially millions of people are being affected by similar experiences. That's a great thing. And this week — National Farmers Market Week — a commemorative postage stamp is being introduced at a ceremony in Washington on Thursday. Present will be Bernadine Prince, co-executive director of FreshFarm Markets in Metro DC, which runs 13 producer-only markets, and president of the Farmers Market Coalition. Prince said to me, "Farmers' markets are an economic engine that keeps farmers going." Yes, that too.

That's good for everyone, but things could be better. It's clear to me — after visits to farmers in New York, New Jersey, Massachusetts and California, to farmers' markets wherever I've traveled in the last few years, and recent conversations with Prince, Michael Hurwitz (director of New York's Greenmarket), Francie Randolph (who runs Sustainable CAPE and founded the Truro market last year), and others — that a few key improvements could make it easier for farmers and markets to thrive.

Near the top of many lists is municipal support, largely in the form of space, water, electricity and the like, and the reduction (or absence) of fees. "Each of our 13 markets requires a different negotiation and different set of fees," says Prince. "Some are a dollar a year and some are far more expensive." Since this money comes mostly from fees charged to farmers, the costs are usually passed on to consumers.

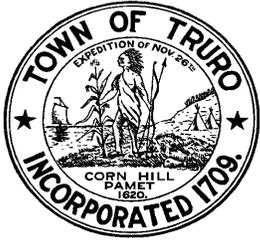
By increasing foot traffic, bringing shoppers into otherwise-ignored spaces, providing space for farmers to sell their goods at retail prices (80 percent of the farmers in New York's markets, says Hurwitz, could not survive on wholesale alone), these markets benefit everyone. Markets need infrastructure — either permanent space or, at least, water and electricity.

Farmers who come to market may be working 18-hour days, or even longer, depending on the length of their drive. On top of this, to handle retail sales they've got to process a variety of forms of payment in addition to cash, from SNAP (food stamps) to credit cards to tokens (you actually do not want to know how convoluted these payments get). When there's a unified, wireless form of payment, this will become less of a burden. That's in the works — Hurwitz estimates it'll be here no later than the end of the decade — but undoubtedly it could be hurried along.

At least a few hundred markets are taking advantage of programs like Wholesale Wave that double the value of food stamps at farmers' markets, and that number will soar when the Agriculture Department's Food Insecurity Nutrition Incentive program kicks in, contributing as much as \$20 million to the cause. That's real progress, but more is needed.

In short, says the Southern Maine congresswoman Chellie Pingree, a staunch supporter of local food systems, "We've had some success in passing policies that support farmers' markets, but really the numbers are pretty small compared to the huge support that flows to big commodity crops. Policy makers are slowly catching up with the public on the benefits of supporting local agriculture, but we have a long way to go before the playing field is really leveled."

Truth.



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: May 26, 2015

ITEM: Application to approve change in hours for alcohol sales on Sunday (10AM) for Salty Market

EXPLANATION: The ABCC has amended M.G.L. c. 138, §15, Off-Premises Retail Sunday Opening Time Allowed, to 10:00AM. Salty Market is applying to change their Sunday hours beginning time to sell alcohol from 12:00PM to 10:00AM.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Alcohol will continue to be sold on Sundays starting at 12:00 noon.

SUGGESTED ACTION: *MOTION TO approve Salty Market at 2 Highland Road to sell alcohol on Sundays starting at 10:00AM.*

ATTACHMENTS:

1. Form 43
2. Memo to Chief Takakjian
3. Retail Alcoholic Beverages License Application
4. Salty Market, LLC Company Vote
5. Change of Hours Checklist
6. ABCC Advisory regarding change of hours
7. Current Retail Package Goods Store All Alcohol License



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

Agenda Item: 6D1

For Reconsideration

FORM 43
 MUST BE SIGNED BY LOCAL LICENSING AUTHORITY

129200036	Truro	05/26/2015
ABCC License Number	City/Town	Local Approval Date

TRANSACTION TYPE (Please check all relevant transactions):

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> New Officer/Director | <input type="checkbox"/> Pledge of License | <input type="checkbox"/> Change Corporate Name |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Pledge of Stock | <input type="checkbox"/> Seasonal to Annual |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Transfer of Stock | <input type="checkbox"/> Change of License Type |
| <input type="checkbox"/> Cordials/Liqueurs Permit | <input type="checkbox"/> Issuance of Stock | <input type="checkbox"/> New Stockholder | <input checked="" type="checkbox"/> Other Change of hours |
| <input type="checkbox"/> 6-Day to 7-Day License | <input type="checkbox"/> Management/Operating Agreement | <input type="checkbox"/> Wine & Malt to All Alcohol | |

Name of Licensee	Salty Market, LLC	EIN of Licensee	Personal Information Redacted
D/B/A	Salty Market	Manager	Ellery Paul Althaus

ADDRESS:	2 Highland Rd.	CITY/TOWN:	North Truro	STATE	MA	ZIP CODE	02652
----------	----------------	------------	-------------	-------	----	----------	-------

Annual	All Alcohol	Package Store
Annual or Seasonal	Category: (All Alcohol- Wine & Malt Wine, Malt & Cordials)	Type: (Restaurant, Club, Package Store, General On Premises, Etc.)

Complete Description of Licensed Premises:

Location at 2 Highland Rd, 2 1/2 story building with one salesroom for groceries, one small open room for liquor and back room for prep area for deli. One entrance and exit in front of building and 2 doors in rear for receiving. Basement for storage, 1/3 size of store.

Application Filed:	May 4, 2015	Advertised:	N/A	Abutters Notified:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Date & Time		Date & Attach Publication		

Licensee Contact Person for Transaction	Noelle Scoullar	Phone:	508-349-7004 Ext. 24
---	-----------------	--------	----------------------

ADDRESS:	24 Town Hall Road (PO Box 2030)	CITY/TOWN:	Truro	STATE	MA	ZIP CODE	02666
----------	---------------------------------	------------	-------	-------	----	----------	-------

Remarks: The Corporate Board of Salty Market has approved the change in Sunday hours. Salty Market is now applying for approval to extend their Sunday business hours to start at 10:00AM.

The Local Licensing Authorities By:	Alcoholic Beverages Control Commission Ralph Sacramone Executive Director
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ABCC Remarks: _____



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

To: Chief Kyle Takakjian, Truro Police Department
From: Nicole Tudor, Executive Assistant
Date: May 12, 2015
Re: Salty Market, LLC, dba Salty Market, 2 Highland Rd, North Truro
Ellery P. Althaus, Owner & Manager requests an Extension of Sunday Hours
per *MGL C. 138 § 15 Off-Premise Retail License Sunday Opening Time Allowed
at 10:00AM*

Ellery P. Althaus, of Salty Market LLC dba Salty Market, submitted a Retail Alcoholic Beverages License Application Monetary Transmittal Form, and their Vote of the Corporate Board per the ABCC requirement. Current Owner & Manager on record Ellery P. Althaus, of Salty Market, 2 Highland Road, North Truro MA 02652 is requesting to open Sunday at 10:00AM , two (2) hours earlier than his current license allows. His current license is an annual license .

I have included the accompanying ABCC applications as submitted by the applicant that will be provided to the Alcoholic Beverages Control Commission upon approval of the Board of Selectmen at a duly held meeting on May 26th, 2015. I have also included the ABCC Advisory, *MGL Ch. 138, §15 Off-Premises Retail Licenses Sunday Opening Time Allowed At 10:00AM {Effective October 23, 2014}*. This request requires no legal notice or abutters notification per Town Counsel.

Please kindly review for purposes of approval with the Local Licensing Authority (BOS) this request for an extension of hours to 10:00AM on Sundays for this annual all alcohol retail package store license to ensure that the safety and well-being of the public will be protected.

Please provide any questions/comments or concerns below:

POLICE DEPARTMENT REVIEW:

Date: 5/20/15

Signature: Kyle Takakjian
Kyle Takakjian, Police Chief

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM**

**APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE
LOCAL LICENSING AUTHORITY.**

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA:

NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

129200036

LICENSEE NAME:

Salty Market, LLC

ADDRESS:

2 Highland Rd

CITY/TOWN:

North Truro

STATE MA

ZIP CODE

02652

TRANSACTION TYPE (Please check all relevant transactions):

- Change of Hours
 Change of DBA
 Charity Wine License

**THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND
SUPPORTING DOCUMENTS TO:**

**ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396**

Salty Market, LLC Company Vote

I, **Ellery P. Althaus**, do hereby certify:

That I am the manager of **Salty Market, LLC**, that at a meeting of the members and manager of the Company duly called and held at the office of the company at North Truro, Massachusetts on the 3rd day of May, 2015, all the Members and Manager being present and voting at all times, the following resolution was unanimously adopted:

Voted: That the Company apply to the town of Truro for a change the hours of operation for the all alcoholic Year Round License #129200036 at 2 Highland Road, North Truro from Monday- Saturday 8:00am-11:00pm, Sunday from 12:00 noon until 11:00pm, to Monday-Saturday 8:00am-11:00pm, Sunday from 10:00am until 11:00pm, and that the Manager is hereby authorized and directed to execute the Change of Hours application and other required documents on behalf of the company in order to apply for said License.

I Do Further Certify that the above vote has not been altered, amended, rescinded or repealed.

I Do Further Certify that **Salty Market, LLC** is a duly organized Limited Liability Company, that foregoing votes are in accordance with the Certificate of Organization and Operating Agreement, and that I am the duly elected and qualified Manager of the Company.

Dated at Truro, Massachusetts, this 3rd day of May, 2015

ATTEST:

Ellery P Althaus

Witness:

Be May 5/3/2015

Change of Hours Checklist

This application will be returned if the following documentation is not submitted:

- Vote of Corporate Board or LLC

Note: No fee is required for this transaction as formal ABCC approval is not necessary



Steven Grossman
Treasurer and Receiver General

The Commonwealth of Massachusetts
Department of the State Treasurer
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114

Agenda Item: 6D6

Kim S. Gainsboro
Chairman

THE ALCOHOLIC BEVERAGES CONTROL COMMISSION (“ABCC”) ADVISORY
M.G.L. c. 138, §15 OFF-PREMISES RETAIL LICENSEES SUNDAY OPENING TIME
ALLOWED AT 10:00 A.M.

Effective October 23, 2014¹, off-premises retail alcoholic beverages licensees (M.G.L. c. 138, §15) will be permitted to sell alcoholic beverages beginning at 10:00 a.m. on Sundays. Although under the law, these licensees are entitled as a matter of right to open at 10:00 a.m. and as such do not need the approval of the Local Licensing Authorities, licensees must notify the Local Licensing Authorities about the change of hours.

The simplest way for licensees to effectuate this change is to follow the process outlined in the CHANGE OF HOURS Application which may be found on our website at <http://www.mass.gov/abcc/pdf/forms/nofeetransmittal.pdf>. Licensees should use this form to notify the Local Licensing Authority of the change in hours and attach a corporate vote authorizing the change. Upon receipt of this request, the Local Licensing Authority must approve it. The Local Licensing Authority should forward an approved “Form 43” with the additional Sunday hours of sale to the ABCC for each licensee affected.

As mentioned above, this law does not go into effect until October 23, 2014. All licensees should ensure that sales of alcoholic beverages take place only on the days and hours approved by the Local Licensing Authority. Licensees who fail to notify the Local Licensing Authority about the change to their hours are prohibited from making sales at an earlier time than those permitted on the face of their license.

As always, all licensees must ensure that they are in compliance with the Laws of the Commonwealth of Massachusetts, and that sales of alcoholic beverages take place only as authorized by applicable law. Individuals with questions concerning this advisory may contact Ralph Sacramone, Executive Director, at 617-727-3040 x 731.

(Issued: September 8, 2014)

¹ The Massachusetts Legislature amended M.G.L. c 136, §6(52) which allow off-premises M.G.L. c. 138, §15 or so called “package store” license holders to sell alcoholic beverages, beginning at 10 A.M. on Sundays.

© 1988 GOSS, A&S
All Rights Reserved

LICENSE ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF
The TOWN of TRURO
of

MASSACHUSETTS

HEREBY GRANTS A

RETAIL PACKAGE GOODS STORE

License to Expose, Keep for Sale, and to Sell

All Kinds of Alcoholic Beverages

Not To Be Drunk On the Premises

To SALTY MARKET, LLC
ELLERY PAUL ALTHAUS, MANAGER
.....

on the following described premises located at 2 Highland Rd. 2 1/2 story building with 1 salesroom for groceries, 1 small open room for liquor and back room for prep area for deli. 1 entrance and exit in front of building and 2 doors in rear for receiving. Basement for storage, 1/3 size of store.
.....

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires December 31st, 2015., unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 24th day of November 2014

The Hours during which Alcoholic Beverages may be sold are

From Monday-Saturday 8:00am-11:00PM

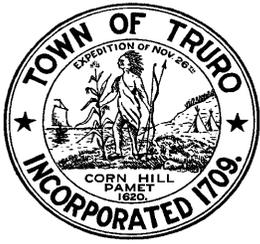
Sunday sales from 12:00 noon until 11:00PM.

ABCC License # 129200036.....

Handwritten signatures of board members
Licensing Board

LICENSING BOARD

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Noelle Scoullar on behalf of Truro Historical Society at Highland House Museum

REQUESTED MEETING DATE: May 26, 2015

ITEM: Approval of One Day Pouring Licenses for Wine and Malt, and Entertainment Licenses and a request for approval of an ABCC charity wine license application.

EXPLANATION: Highland House Museum is holding 12 fundraising events where alcohol will be served, 10 of which will also have entertainment. Wine is being donated for these events and the Truro Historical Committee has provided a completed ABCC Charity Wine License Application for the donation of wine to their charity. Per the ABCC this needs local approval from the Local Licensing Authority. An ABCC form 43 for such approval is in the signature file. Sunday Entertainment with admission requires the State License Application to be completed and signed by the Chair and returned to the Department of Public Safety.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Alternate methods of fundraising will need to be utilized

SUGGESTED ACTION: *MOTION TO approve One Day Pouring Licenses for Wine and Malt, and Entertainment Licenses for: June 5 and 19; July 6, 10, 16, and 27; August 3, 8, 10, and 26; September 20 and 27 and Truro Historical Society's ABCC Charity Wine Application and authorize the Chair to sign the Sunday License for Entertainment (9/20) with the Commonwealth of MA.*

ATTACHMENTS:

1. Form 43
2. Retail Alcoholic Beverages License Application Monetary Transmittal Form
3. Charity Wine License Application
4. Charity Wine Pouring Events Checklist
5. Accompanying documents
6. Application for One Day Pouring License
7. Application for an Entertainment License
8. Department of Public Safety Application for Sunday Entertainment



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

For Reconsideration

FORM 43
 MUST BE SIGNED BY LOCAL LICENSING AUTHORITY

N/A	Truro	05/06/2015
ABCC License Number	City/Town	Local Approval Date

TRANSACTION TYPE (Please check all relevant transactions):

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> New License | <input type="checkbox"/> New Officer/Director | <input type="checkbox"/> Pledge of License | <input type="checkbox"/> Change Corporate Name |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Pledge of Stock | <input type="checkbox"/> Seasonal to Annual |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Transfer of Stock | <input type="checkbox"/> Change of License Type |
| <input type="checkbox"/> Cordials/Liqueurs Permit | <input type="checkbox"/> Issuance of Stock | <input type="checkbox"/> New Stockholder | <input checked="" type="checkbox"/> Other Charity Wine License |
| <input type="checkbox"/> 6-Day to 7-Day License | <input type="checkbox"/> Management/Operating Agreement | <input type="checkbox"/> Wine & Malt to All Alcohol | |

Name of Licensee	Truro Historical Society	EIN of Licensee	Personal Information Redacted
D/B/A	Highland House Museum	Manager	Jim Summers, Museum Director

ADDRESS: 6 Highland Road	CITY/TOWN: Truro	STATE: MA	ZIP CODE: 02666
--------------------------	------------------	-----------	-----------------

N/A	Wine	Non-Profit Museum
Annual or Seasonal	Category: (All Alcohol- Wine & Malt Wine, Malt & Cordials)	Type: (Restaurant, Club, Package Store, General On Premises, Etc.)

Complete Description of Licensed Premises:

2 story building, with the events held on the first floor comprised of three rooms, three entrances and exits. Surrounding grounds with tables, chairs and benches for seating. Bathrooms are adjacent to the museum with exterior access.

Application Filed: May 11, 2015	Advertised: N/A	Abutters Notified: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Date & Time	Date & Attach Publication	

Licensee Contact Person for Transaction	Noelle Scoullar	Phone:	508-349-7004 Ext 24
---	-----------------	--------	---------------------

ADDRESS: Truro Town Hall, 24 Town Hall Road	CITY/TOWN: Truro	STATE: MA	ZIP CODE: 02666
---	------------------	-----------	-----------------

Remarks: The Truro Board of Selectmen approved the One Day Pouring Licenses for Wine at the May 26, 2015 Board of Selectmen meeting.

The Local Licensing Authorities By:	Alcoholic Beverages Control Commission Ralph Sacramone Executive Director
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
ABCC Remarks:	_____

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

Agenda Item: 6E2

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE
 LOCAL LICENSING AUTHORITY.

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA:

NO FEE

IF USED EPAY, CONFIRMATION NUMBER:

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

CHARITY NAME:

TRURO HISTORICAL SOCIETY

ADDRESS:

P. O. BOX 486

CITY/TOWN:

TRURO

STATE MA

ZIP CODE

02666

TRANSACTION TYPE (Please check all relevant transactions):

- Change of Hours
 Change of DBA
 Charity Wine License

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL
 FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND
 SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION
 P. O. BOX 3396
 BOSTON, MA 02241-3396

Charity Wine License Application

1. Qualified Charity Applicant Information:

Name of Applicant:	TRURO HISTORICAL SOCIETY						
Contact Person	James Summers, Director						
Address of Applicant:	P.O.BOX 486	City/Town:	TRURO	State	MA	Zip Code	2,666
Phone Number:	508-487-3397	Fax Number:					

NOTE: 1. Attach Certificate of Good Standing from the Secretary of the Commonwealth
2. Attach a copy of the Certificate of Solicitation from the Public Charities Division of the MA Attorney General's Office (Certificate must be current to the date of the event)

2. Type of License Requested:

Charity Wine Pouring License Charity Wine Auction License Charity Wine Partnership License

***Donated Wine Only**

3. Event Information:

Date(s) of Event: June 7, 19; July 6, 12, 16, 27; August 3, 8, 10, 26; September 20, 27

These events are only permitted at one of the locations specified below. Please check the one that applies.

Address of Applicant's Corporate Headquarters:
13 TRURO CENTER ROAD TRURO, MA 02666

Address of Applicant's Usual Place of Business:
HIGHLAND HOUSE MUSEUM, 6 HIGHLAND ROAD, NORTH TRURO, MA

Address of Licensee:
P.O.BOX 486 TRURO, MA 02666

Name of Licensee : TRURO HISTORICAL SOCIETY ABCC License #

*Attach letter of consent from Licensee

Describe Area to be Licensed:
2 STORY BUILDING, WITH THE EVENTS HELD ON THE FIRST FLOOR COMPRISED OF THREE ROOMS, THREE ENTRANCES AND EXITS. SURROUNDING GROUNDS WITH TABLES, CHAIRS AND BENCHES FOR SEATING. BATHROOMS ARE ADJACENT TO THE MUSEUM WITH EXTERIOR ACCESS.

If additional space is needed, please use the last page

4. Who Donated Wine:

Name	Donated
Sigrid Wiemers	1/2 CASE

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate; I hereby acknowledge I have read and understand the attached conditions.

Signature: *Sigrid Wiemers, treasurer*

Date 4/30/15



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

CHARITY WINE POURING EVENTS - (WINE DONATED FOR PUBLIC EVENT)

THE FOLLOWING MUST BE SUBMITTED FOR WINE* DONATIONS

STATE REQUIREMENTS

- FORM 43- SIGNED BY THE BOARD OF SELECTMEN/LOCAL LICENSING AUTHORITY
- CHARITY WINE LICENSE APPLICATION
- CERTIFICATE OF GOOD STANDING
- CERTIFICATE OF SOLICITATION-CURRENT

TOWN OF TRURO REQUIREMENTS

- CERTIFICATE OF INSPECTION-CURRENT
- CERTIFICATE OF LIQUOR LIABILITY-CURRENT
- ONE DAY POURING APPLICATION-SIGNED BY CHIEF OF POLICE
- COPY OF SERVER'S CERTIFICATE OF POURING TRAINING

*NOTE THIS IS FOR **WINE ONLY** DONATIONS -ALL OTHER ALCOHOL MUST BE PURCHASED THROUGH A WHOLESALER

Personal Information Redacted

Address any reply to: JFK Federal Bldg., Boston, Mass. 02203

US Treasury Department

District Director
Internal Revenue Service

Date:

April 28, 1969

In reply refer to:

AU: R: EO: ED



Truro Historical Society Inc.
c/o Robert W. Chastaney, Jr.
Holsbery Road
Truro, Mass. 02666

Gentlemen:

Purpose:	Educational
Address Inquiries and File Returns with District Director of Internal Revenue:	Boston, Mass.
Form 990-A Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Accounting Period Ending:	December 31

On the basis of your stated purposes and the understanding that your operations will continue as evidenced to date or will conform to those proposed in your ruling application, we have concluded that you are exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code. Any changes in operation from those described, or in your character or purposes, must be reported immediately to your District Director for consideration of their effect upon your exempt status. You must also report any change in your name or address.

You are not required to file Federal income tax returns so long as you retain an exempt status, unless you are subject to the tax on unrelated business income imposed by section 511 of the Code, in which event you are required to file Form 990-T. Our determination as to your liability for filing the annual information return, Form 990-A, is set forth above. That return, if required, must be filed on or before the 15th day of the fifth month after the close of your annual accounting period indicated above.

Contributions made to you are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of section 2055, 2106 and 2522 of the Code.

You are not liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes) unless you file a waiver of exemption certificate as provided in such act. You are not liable for the tax imposed under the Federal Unemployment Tax Act. Inquiries about the waiver of exemption certificate for social security taxes should be addressed to this office, as should any questions concerning excise, employment or other Federal taxes.

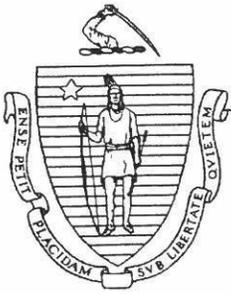
This is a determination letter.

Very truly yours,

W. E. Williams

WILLIAM E. WILLIAMS

District Director



MARTHA COAKLEY
ATTORNEY GENERAL

THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL
ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

(617) 727-2200
(617) 727-4765 TTY
www.mass.gov/ago

TRURO HISTORICAL SOCIETY, INC.
PO Box 486
27 Highland Road
Truro, MA 02666-0486

Certificate for Solicitation

This certificate has been issued to the organization listed below because it is current in its filings with the Attorney General's Division of Non-Profit Organizations/Public Charities. This registration in no manner constitutes endorsement or approval by the Commonwealth of Massachusetts of the named organization.

Name of organization: TRURO HISTORICAL SOCIETY, INC.
Certificate End Date: 05/15/2015
Attorney General's Account Number: **Personal Information Redacted**

Issued By
The Division of Non-Profit Organizations/Public Charities
Business and Labor Bureau



The Commonwealth of Massachusetts
Secretary of the Commonwealth
State House, Boston, Massachusetts 02133

William Francis Galvin
Secretary of the
Commonwealth

December 26, 2013

TO WHOM IT MAY CONCERN:

I hereby certify that according to the records of this office

TRURO HISTORICAL SOCIETY, INC.

is a domestic corporation organized on February 28, 1967 (Chapter 180).

I further certify that there are no proceedings presently pending under the Massachusetts General Laws Chapter 180 section 26 A, for revocation of the charter of said corporation; that the State Secretary has not received notice of dissolution of the corporation pursuant to Massachusetts General Laws, Chapter 180, Section 11, 11A, or 11B; that said corporation has filed all annual reports, and paid all fees with respect to such reports, and so far as appears of record said corporation has legal existence and is in good standing with this office.



In testimony of which,
I have hereunto affixed the
Great Seal of the Commonwealth
on the date first above written.

William Francis Galvin
Secretary of the Commonwealth

Certificate of Completion

This is to certify that

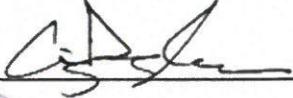
sigrid wiemers

has completed

Learn2Serve Off-Premises Alcohol Seller/Server

Completion Date 06/06/2014

Course Duration 0.0


 360training.com™

360training.com ♦ 13801 Burnet Rd., Suite 100 ♦ Austin, TX 78727 ♦ 800-442-1149 ♦ www.360trainingsupport.com



[Main Menu](#)

Do not click **Back-Space** to leave this window

Certificate of Completion

This Certificate of Completion of
eTIPS On Premise 2.0
For coursework completed on May 13, 2015
provided by Health Communications, Inc.
is hereby granted to:

Jim Summer's

Certification to be sent to:
Truro Historical Society
6 Highland House Rd
Truro MA, 02652 USA



This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.

Print Main Menu

Do not click Back-Space to leave this window



Certificate of Completion

This Certificate of Completion of
eTIPS On Premise 2.0

For coursework completed on April 22, 2015
provided by Health Communications, Inc.
is hereby granted to:

Susan Howe

Certification to be sent to:

**Truro Historical Society, Highland House Museum
27 Lighthouse Rd
North Truro MA, 02652 USA**



HEALTH COMMUNICATIONS, INC.

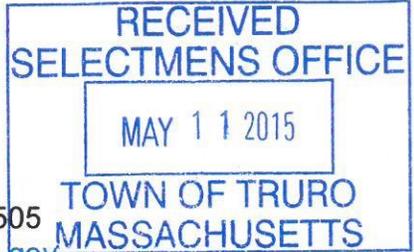


This document is not part of TIPS certification. If significant errors have been expressed the course. Valid certificates and documents will be forwarded to you.



TOWN OF TRURO
P.O. Box 2030, Truro, MA 02666
Licensing Department

PH: 508-349-7004, Ext. 10 or 24 Fax: 508-349-5505
Email: ntudor@truro-ma.gov or nscoullar@truro-ma.gov



Application for a One Day Pouring License
MGL Chapter 138, Section 14 Special Licenses

The Local Licensing Authorities of TRURO pursuant to the provisions of Chapter 138 § 14 issuance of a **special one-day pouring license** as described herein.

BUSINESS/ORGANIZATION INFORMATION

TRURO Historical Society, INC
Name of Applicant Business/Organization Name

P.O. Box 486 Truro, MA 02666
Mailing Address of Business/Organization

Non-profit or For-profit Entity Yes No
If yes, proof of 501c3 **must** accompany this application

Sigwiemers Personal Information Redacted
Contact Person Phone Number Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name Mailing Address

Phone Number Email Address

EVENT INFORMATION

June 5, 19; July 6, 10, 16, 27; August 3, 8, 10, 26; Sept 20, 27th - Fundraising
Date of Event for License to be issued Purpose of Event (example: wedding, fundraiser)

Hours of Alcoholic Beverages sales, service and/or Consumption (from - to) 6-10 PM

Highland House Museum 6 Highland Light Road No Truro MA 02662
Event Location (Must provide facility name, if any, street number and name)

N.P.S. C/O Cape Cod National Seashore Wellfleet MA Personal Information Redacted
Property Owner Name and Address Phone number

MA 50-60 / event
Name of Caterer (if applicable) Approximate number of people attending

Is the event open to the general public Yes No

Will there be Entertainment Yes No If Yes, Type of Entertainment music
Will there be Police Detail Yes No

Purchase & Service

License is for the Sale of:

- All Alcohol Beverages (\$50.00) Wines & Malt beverages Only (\$25.00)
 Wines Only (\$25.00) Malt Beverages Only (\$25.00)

What is the source of the alcohol for the event (where is it being purchased?) donated wine & approved sites.

Who will be serving the Alcohol? Board members with certificates - posted at each event

Massachusetts Alcohol Beverage Control Commission (ABCC) has a 3-page list of "authorized sources" for the purchase of Alcohol used in conjunction with a temporary pouring license. The list includes alcohol wholesalers, farm brewers, manufacturers and direct shippers only. At this time, package stores and liquor stores are not considered "authorized sources" for use with a temporary pouring license.

Applicant's Signature

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable Alcohol Control Laws of the State of Massachusetts and policies and regulations of the Town of Truro.

Signature of Treasurer, treasurer 4/30/15
Signature Date

- Licenses are issued to persons who are at least 21 years of age.
- All Massachusetts Municipalities are required to send copies of temporary pouring licenses issued by the town to the ABCC in Boston.
- Liquor Liability Insurance Certificate may be required and must list the Town of Truro as the "certificate holder" in the lower left corner of the certificate form.
- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

Office Use Only

APPROVAL

Board of Selectmen _____ Meeting Date _____

Police Department Kyle Tataljian Date 5/18/15

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



TOWN OF TRURO

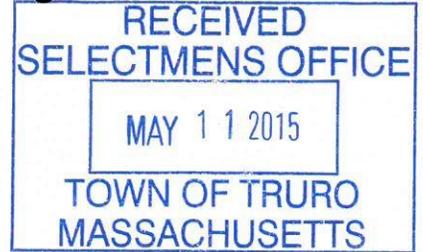
Licensing Department

PO Box 2030, Truro, MA 02666

PH: 508-349-7004, Ext. 10 or 24 Fax: 508-349-5505

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

Agenda Item: 6E7



Application for an Entertainment License

Weekday Saturday Sunday

The undersigned hereby applies for a license in accordance with the provisions of Mass. General Laws, c.140 §181

BUSINESS/ORGANIZATION INFORMATION

Name of Applicant Truro Historical Society Business/Organization Name

Mailing Address of Business/Organization P.O. Box 486 Truro, MASS 02666

Is this a Non-profit or For-profit Entity (Check the appropriate box) Yes No
If yes, proof of 501c3 **must** accompany this application

Contact Person Sig Wiemers Phone Number **Personal Information Redacted** Email **Personal Information Redacted**

INDIVIDUAL APPLICANT INFORMATION

Individual's Name Mailing Address

Phone Number Email Address

EVENT INFORMATION

Day (s)/Date (s) of Event for License to be issued 6/5, 6/19, 7/6, 7/16, 7/27, 8/3, 8/8, 8/10, 8/26, 9/20 Purpose of Event (example: fundraiser) fundraiser

Hours of Event (from - to) 6⁰ - 10^{PM}

Location (Must provide facility name, if any, street number and name) Highland House Museum 6 Highland Light Road Event is: Indoor Outdoor Event
(Please check applicable box)

Property Owner Name and Address NPS - c/o CCNUS - Wellfleet - Ma Phone number **Personal Information Redacted**

Seating Capacity: 60 Occupancy Number: 60

Name of Caterer (if applicable) _____ Approximate number of people attending 50-60

If the event is catered please return Caterer Food Service Form to Health Agent at Fax # 508.349.5508

Will an admission fee be collected? Yes No

Will there be a One Day Alcohol License Yes No

If yes; you must also apply for a One Day Alcohol License

Will there be Police Traffic Control? Yes No

ENTERTAINMENT INFORMATION

Type of Entertainment: Please check the appropriate boxes.

Dancing: By Patron By Entertainers No Dancing

Music: Recorded Juke Box Live No Music

Number of Musicians & Instruments (Type) vocals, Guitar, Brass

Amplified System: Yes No

Shows: Theater Movies Floor Show Light Show
 No Show

Other: Video Games Pool/Billiard Tables (Please indicate quantity) _____

Applicant's Signature

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable regulations of the Town of Truro.

Sigrid J. Shumier, treasurer *5/18/15*
Signature Date

- A valid entertainment license must be on the premises before the entertainment is commenced.
- No entertainment shall be offered, conducted, or otherwise provided by any establishment licensed under MGL Chapter 140 without first obtaining an entertainment license from the Board of Selectmen.
- Sunday entertainment must be specifically requested and addressed in the permitting process.
- These regulations are intended to allow the Board of Selectmen to determine the appropriate parameters to limit impacts to the neighbors of the establishment and to the community by the establishment and the entertainment provided therein.
- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

Office Use Only

APPROVAL

License No _____

Board of Selectmen _____ Meeting Date _____

Police Department *Kyle Talalajian* Date *5/18/15*

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

Truro Historical Society
P. O. Box 486
Truro, MA 02666

April 30, 2015

Town Of Truro
Board of Selectmen
Town Hall Road
Truro, MA 02666

The Truro Historical Society will be presenting several events during the 2015 season at which music will be performed and/or refreshments will be served, including beer and wine.

The list below identifies these events and their corresponding dates.

Open House (public invited!) June 5, 4-6pm
Swing Dance Party! June 19, 7:30pm
The Cape Cod Sax Quartet July 6, 7:30pm
Draggers, Trawlers & Traps Open House July 10, 4 - pm
Bootlegger's Ball with Zoe Lewis July 16, 7:30pm
Sing-along with Jon & James July 27, 7pm
Chev Hardy Sings Ballads August 3, 7:30pm
Truro Historical Society Annual Dinner August 8, 6pm
Bruce Abbott & Fred Fried Jazz Combo August 10, 7:30pm
Outer Cape Chorale Chamber Singers August 26, 7pm
Highland House Dance Party! September 20, 7:3 pm
Museum closing event (public invited!) September 27, 1 - 4:30pm

Thank you for considering our application for one-day pouring licenses for the 2015 season.

Sincerely,

Jim Summers, Director

State Fee, \$ 2.00
 Municipal Fee, \$ 25.00

THE COMMONWEALTH OF MASSACHUSETTS
 TOWN OF TRURO



LICENSE

For

PUBLIC ENTERTAINMENT ON SUNDAY

The Name of the Establishment is Truro Historical Society in or on the property at No. 21 Highland Light Road, North Truro, MA 02652 (address)

The Licensee or Authorized representative, Sigrid D. Wiemers in

accordance with chapter 136 of the General Laws, as amended, hereby request a license for the following program or entertainment:

DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion
9/20/2015	6-10PM	Museum House Party with music for dancing

Hon. _____ Mayor/ Chairman of Board of Selectman, _____ (City or Town)

Fees per occurrence (Individual Sunday(s)): Regular Hours (Sunday 1:00pm – Midnight): \$2.00 Special Hours (Sunday 12:00 am- Midnight): \$5.00. Annual Fee (For Operating on every Sunday in calendar year): Regular Hours (Sunday 1:00pm – Midnight): \$50.00 Special Hours (Sunday 12:00 am- Midnight): \$100.00

This license is granted and accepted, and the entertainment approved, upon the understanding that such entertainment that the licensee shall comply with the laws of the Commonwealth applicable to licensed entertainments, and also to the following terms and conditions: The licensee shall at all times allow any person designated in writing by the Mayor, Board of Selectmen, or Commissioner of Public Safety, to enter and inspect his place of amusement and view the exhibitions and performances therein; shall permit regular police officers, detailed by the Commissioner of Public Safety or Chief of the local Police Department to enter and be about this place of amusement during performances therein; may employ to preserve order in his place of amusement only regular or special police officers designated therefore by the Chief of Police, and shall pay to said Chief of Police for the services of the regular police officers such amount as shall be fixed by him; shall permit at all times to enter and be about his place of amusement such members of the Fire Department as shall be detailed by the Chief of the Fire Department to guard against fire; shall keep in good condition, go as to be easily accessible, such standpipes, hose, axes, chemical extinguishers and other apparatus as the fire department may require; shall allow such members of the fire department in case of any fire in such place, to exercise exclusive control and direction of his employees and of the means and apparatus provided for extinguishing fire therein; shall permit no obstruction of any nature in any aisle, passageway or stairway of the licensed premises, nor allow any person therein to remain in any aisle passageway or stairway during an entertainment; and shall conform to any other rules and regulations at any time made by the Mayor or Board of Selectmen. This license shall be kept on the premise where the entertainment is to be held, and shall be surrendered to any regular police officer or authorized representative of the Department of Public Safety. This license is issued under the provisions of Chapter 136 of the General Laws, as amended, and is subject to revocation at any time by the Mayor, Board of Selectmen, or Commissioner of Public Safety.

Do not write in this box

This application and program must be signed by the licensee or authorized representative of entertainment to be held. No Change to be made in the program without permission of the authorities granting and approving the license.

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Selectmen's Office

REQUESTOR: Noelle Scoullar, on behalf of Highland Light House

REQUESTED MEETING DATE: May 26, 2015

ITEM: Application for Permit for Organized Bike & Road Race

EXPLANATION: Highland Light House/Eastern National are holding an Ocean to Bay Run/Walk which will utilize Highland Light Road, South Highland, Highland, and Pond Roads on June 14, Sunday, starting at 9:00AM

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Run/Walk will have to be held elsewhere

SUGGESTED ACTION: MOTION TO approve the Ocean to Bay Run/Walk to be held on June 14, 2015, starting at 9:00AM

ATTACHMENTS:

1. Application for Permit for Organized Bike & Road Race
2. Memo from Kelly Sullivan Clark, Recreation & Beach Director



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

APPLICATION FOR PERMIT FOR ORGANIZED BIKE & ROAD RACES

Applicant: HIGHLAND LIGHT HOUSE Email: Personal Information Redacted

Group Affiliation (If Any): HIGHLAND LIGHT HOUSE / EASTERN NATIONAL

Mailing Address: PO BOX 699 City: TRURO State: MA Zip: 02662

Phone: Personal Information Redacted Cell Phone: _____

Type of Event (Please be specific as to number of persons, equipment to be used (if any), whether food or beverages will be served, parking arrangements, etc.):

OCEAN TO BAY RUN / WALK

Streets &/or Roads to be Used:
HIGHLAND LIGHT ROAD, SOUTH HIGHLAND, HIGHLAND RD, POLO ROAD

Date(s) and Hours Race/Event:
6/14/15 9AM RACE START Day: SUNDAY

Applicant is responsible for obtaining all necessary permits and inspections (see page 2)
If Town Beaches are being used the Use of Town Property MUST be completed in addition to this application.
I, as applicant for the above, do hereby acknowledge that the town is exempt from any liability for this activity. I, as applicant for the above, additionally guarantee that the area to be used will be cleaned and left free of any debris at the completion of said activity.

Signature of Applicant: [Handwritten Signature] Date: 4/29/2015

Action by the Board of Selectmen: _____ Date: _____

- Approved as submitted
- Approved with the following condition(s): _____
- Disapproved with the following reason(s): _____

Signatures of the Board: _____

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS & INSPECTIONS

Health/Conservation Agent Signature: _____ Comments/Conditions: Permits/Inspections needed:	Building Commissioner Signature: _____ Comments/Conditions: Permits/Inspections needed:
Police Department Signature: <i>Kyle Takadjian</i> _____ Comments/Conditions:	Fire Department Signature: <i>Brian J. C...</i> _____ Comments/Conditions:
DPW Signature: _____ Comments/Conditions:	Harbormaster Signature: _____ Comments/Conditions:
Beach Supervisor: <i>Kelly Ann</i> _____ Comments/Conditions:	Other: _____ Comments/Conditions:

Ocean to the Bay 5 mile run/walk

Phone 617-515-6142

142 Indian Hill Rd, North, Chatham MA 02633

April 29, 2015

To: The Truro Board of Selectmen
Subject: Requesting a Review and Approval of our plan for the 10th Annual Ocean to the Bay Road Race. 5 mile run/walk.

Dear Sirs:

The purpose of this communication is to request permission to use town roads for our 10th Annual Road Race and to provide you with details of the event, from which the proceeds benefit the Highland Museum & Lighthouse preservation.

Date: Sunday, June 14, 2015

Time: 9:00AM-11:00AM

Place: Approximate 5 mile course that starts at the Highland Lighthouse and goes across Highland Rd. to Cold Storage Beach on the bay, then back to the lighthouse via Coast Guard Beach Rd. Please see attached map for details.

Note: As shown on the attached map we plan to have volunteers stationed at various locations on the route, but we would ask that you please advise regarding police assistance that you think may be needed.

Separately, since we expect from 100 to 200 runners and/or walkers to take part in this event, the availability of rescue support is another point we would ask you to consider.

Thanking you in advance for your help in reviewing this plan, and awaiting your response, I remain sincerely,

**Kathleen Walker
Geof Newton**

**Race Directors
Ocean to the Bay 5 mile run/walk**



Truro Community Center
7 Standish Way
North Truro, MA 02652

P.O. Box 2030
Truro, MA 02666

P: 508.487.1632/ F: 508.487.0854
Email: RecDirector@truro-ma.gov
www.truro-ma.gov/recreation

RECREATION & BEACH DEPARTMENT

To: Members of the Board of Selectmen
Kathleen Walker, Ocean to the Bay Race Director
Geof Newton, Ocean to the Bay Race Director
From: Kelly Sullivan Clark, Recreation & Beach Director
Re: Use of Town Beach/ Parking Lot

May 8, 2015

Dear Members of the Board of Selectmen, Kathleen Walker and Geof Newton,

I am writing in regard to the application of Kathleen Walker and Geof Newton for the Ocean to the Bay 5 mile run/ walk. In reviewing the application, I would like to notify and/or remind you of the following conditions regarding use of the Town beaches and parking lots.

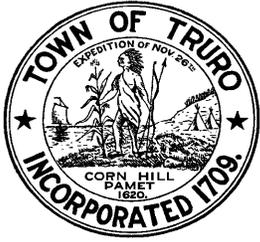
- Alcohol is not permitted on the beaches, unless approved by the Board of Selectmen.
- Handicap parking spaces should be used only with the appropriate placard/permit.
- All garbage, decorations, equipment, etc. should be removed from the beach and parking lot by the end of the event.
- Protected species and their habitats should not be disturbed.
- Glass is not permitted on the beaches.
- Vehicles are not permitted on the beach at any time without appropriate permits.
- Fires on the beach require additional permitting.
- Access to the general public cannot be blocked.
- Tents, pavilions and other structures require special approval.
- The event should obey all Town noise and light ordinances.

Failure to comply with the above conditions may result in Federal, State and/or Local legal consequences, depending on the violation. Additionally, please remember that there are may not be restroom facilities available at the time of your event at the beaches.

We appreciate your cooperation and hope you enjoy your use of the beach and/or parking lot.

Sincerely,

Kelly Sullivan Clark
Recreation & Beach Director
Town of Truro



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Selectmen's Office

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: May 26, 2015

ITEM: Review/Approve Board of Selectmen meeting date of June 23, 2015

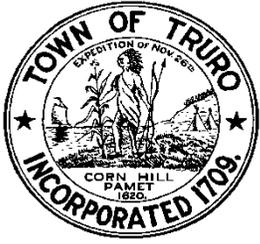
EXPLANATION: The 2015 Board of Selectmen schedule inadvertently had a typo. BoS must approve the correct meeting date of June 23, 2015

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: *MOTION TO approve the Board of Selectmen meeting date of June 23, 2015.*

ATTACHMENTS: None



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar Executive Assistant

REQUESTED MEETING DATE: May 26, 2015

ITEM: Review and Approval of appointments to the Permanent Charter Review Committee and approval of the revised charge.

EXPLANATION: At the 2014 Annual Town Meeting voters passed a charter amendment to include a standing Charter Review Committee. Voters affirmed this vote at the Annual Town Election in May 2015.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The committee will not be appointed.

SUGGESTED ACTION: *MOTION TO appoint Philip Smith, Brian Boyle, Meg Royka, Parker Small, Gary Palmer, and Robert Panessiti to the Permanent Charter Review Committee.*

ATTACHMENTS:

1. Applications to serve
2. Charter Review Charge



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: PHILIP SMITH HOME TELEPHONE: Personal Information Redacted

ADDRESS: 37 PARKER DRIVE WORK PHONE: _____

MAILING ADDRESS: P.O. Box 488 E-MAIL: Personal Information Redacted

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

CHARTER REVIEW COMMITTEE

SPECIAL QUALIFICATIONS OR INTEREST: _____

SERVED AS CHAIR OF THE PREVIOUS TWO AD HOC

CHARTER REVIEW COMMITTEES

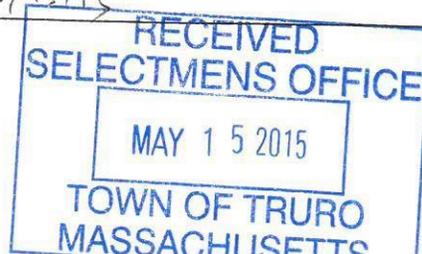
COMMENTS: _____

SIGNATURE: _____ DATE: _____

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

SIGNATURE: [Signature] DATE: 5/15/15

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



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: BRIAN E. BOYLE HOME TELEPHONE: Personal Information Redacted

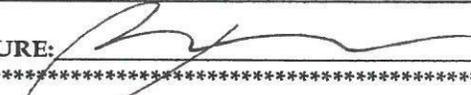
ADDRESS: 11 Toms Hill Path WORK PHONE: Personal Information Redacted

MAILING ADDRESS: Po Bx 786 Truro MA 02666 E-MAIL: Personal Information Redacted

FAX: (617) 249-1966 MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: _____
Charter Review Committee

SPECIAL QUALIFICATIONS OR INTEREST: prior member of Ad Hoc
Charter Review Committee

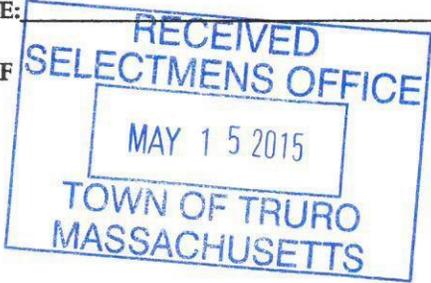
COMMENTS: _____

SIGNATURE:  DATE: 5/15/2015

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

SIGNATURE: _____ DATE: _____

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





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: MEG ROYKA HOME TELEPHONE: Personal Information Redacted

ADDRESS: 4 PINE RIDGE RD N. TRURO WORK PHONE: -

MAILING ADDRESS: PO BOX 448 N. TRURO E-MAIL: Personal Information Redacted

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

CHARTER REVIEW COMMITTEE

SPECIAL QUALIFICATIONS OR INTEREST: HAVE BEEN A MEMBER OF THE LAST TWO AD-HOC CHARTER REVIEW COMMITTEES AND WISH TO CONTINUE THE WORK. FORMERLY SERVED TOWN AS LIBRARY DIRECTOR AND HAVE BEEN A FULL-TIME RESIDENT SINCE 1998.

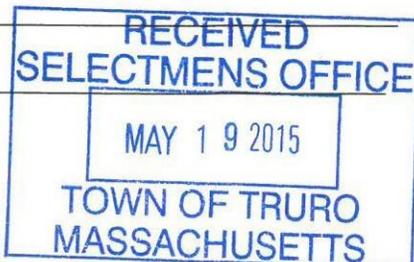
COMMENTS: _____

SIGNATURE: [Signature] DATE: May 19, 2015

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

SIGNATURE: _____ DATE: _____

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





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: Parker A. Small Jr MD HOME TELEPHONE: Personal Information Redacted

ADDRESS: 19 Crestview Circle WORK PHONE: ---

MAILING ADDRESS: Box 203 02652 E-MAIL Personal Information Redacted

FAX: --- MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: 203

Charter Review Committee

SPECIAL QUALIFICATIONS OR INTEREST: Former Mayor Oakmont MD
Local, state & Fed "lobbying" especially regards
vaccines

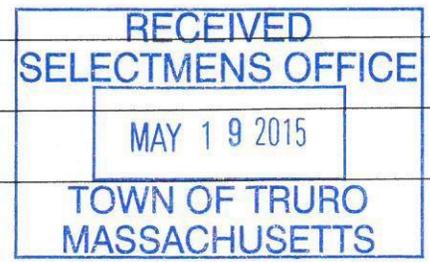
COMMENTS:

SIGNATURE: [Signature] DATE: 5/15/15

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

SIGNATURE: _____ DATE: _____

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





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: Gary Palmer _____ HOME TELEPHONE: Personal Information Redacted

ADDRESS: 11 bayberry Ln _____ WORK PHONE: _____

MAILING ADDRESS: P.O. 130 Truro MA, 02666 _____ E-MAIL: Personal Information Redacted

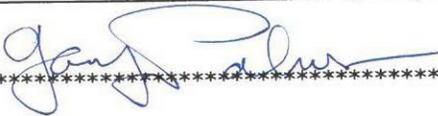
FAX: _____ MULTI-MEMBER BODY ON WHICH I WISH TO SERVE Charter Review

SPECIAL QUALIFICATIONS OR INTEREST: Familiar with many facets of town government.

Served nine years on the Board of health from 1996 to 2005 the 1998 Carter and by law review committee 1997, chair ;2002 charter and by law review committee, vice chair;

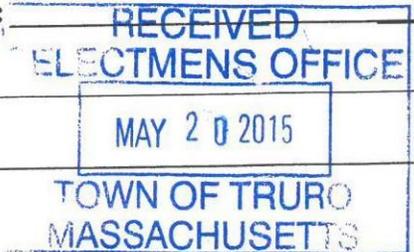
Local comprehensive plan implementation committee 1998-99; Selectmen 2003 - 2012

COMMENTS: I have good grasp of the charter and the role of the TA in relation to the selectmen and the various town committees. I am familiar with many of the issues facing the town as well as the budgeting process.

SIGNATURE  DATE: 5/15/15

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

SIGNATURE: _____ DATE: _____



INTERVIEW DATE: _____ APPOINTMENT DATE (IF _____)



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Robert M. Caputo HOME TELEPHONE: Personal Information Redacted

ADDRESS: 20 Knowles Heights Rd WORK PHONE: _____

MAILING ADDRESS: 552 E. Broadway Boston MA 02127 E-MAIL: Personal Information Redacted

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

Charter Review

SPECIAL QUALIFICATIONS OR INTEREST: _____

Chair of Finance Comm:

Previous vice-chair Charter Review Comm.

COMMENTS: _____

SIGNATURE: [Signature] DATE: 5/19/2015

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

SIGNATURE: _____ DATE: _____

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

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

Date: May 26, 2015

From: Board of Selectmen

To: Charter Review Committee

The Truro Town Voters at Annual Town Meeting 2014 and at the Election of May 2015 voted to establish a Charter Review Committee in accordance with the Truro Town Charter, Section 6-4-2 with the following Charge:

CHARTER REVIEW COMMITTEE

The Charter Review Committee is hereby established to make recommendations for the revision or amendment of the Truro Charter, such revisions or amendments to be made in accordance with Massachusetts General Laws and the Truro Charter and Bylaws.

The purpose of the Charter Review Committee is to make recommendations for the revision or amendment of this Charter at Annual Town Meeting.

Committee Organization: The Committee shall be comprised of seven (7) members appointed by the Board of Selectmen in accordance with the Truro Town Charter Chapter 9-9-3.

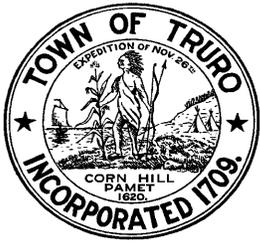
Jay Coburn

Paul Wisotzky

Jan Worthington

Robert Weinstein

Maureen Burgess
Board of Selectmen
Town of Truro



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: May 26, 2015

ITEM: Transient Vendor License Application

EXPLANATION: Donald Perry, d/b/a Perry's Furniture, located at 148 Shore Road, has applied for his Transient Vendor License for 2015 (May-November).

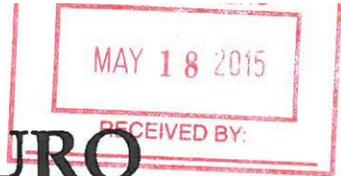
FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Perry's Furniture will be unable to operate.

SUGGESTED ACTION: *MOTION TO approve the Transient Vendor license for Perry's Furniture.*

ATTACHMENTS:

1. Business License Application
2. Workers' Compensation Insurance Affidavit



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

Date: 5/15/15 **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	<u>RETAIL SERVICE</u>	OTHER
<input type="checkbox"/> Motel	_____	<input type="checkbox"/> Food Service (Restaurant/Mobile Food Vending)	<input type="checkbox"/> Gas Station	<input type="checkbox"/> Pool/Spa
<input type="checkbox"/> Cottage Colony	_____	<input 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 type="checkbox"/> Foods (snacks) Commercially Packaged		
		<input type="checkbox"/> Catering		

Section 2 – Business Information

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

Donald Perry
Print Name of Applicant

Perrys Furniture
Business Name or DBA (Check if new name)

Donald Perry
Owner Name

146 Shore Rd
Street Address of Business

PO Box 185 N Truro ma
Mailing Address of Business (Check if New Address)

508 487 0250
Business Phone Number (Check if New Phone Number)

info@capecodtreasurechest.com
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.

Donald Perry PO Box 185 508 487 0250
Manager Name Residential Address (include Unit#) Mailing Address Phone (24 hrs a day)

Donald Perry
Manager's Signature (REQUIRED)

Section 4 – Hours of Operation

Annual Seasonal (Please check one that applies)

05/20/2015 11/01/2015
Opening Date (MM/DD/YYYY) Closing Date (MM/DD/YYYY)

7 9-5
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

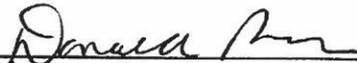
Sign the following statements **ONLY** if they are true:

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.

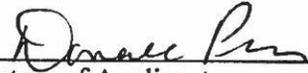


Signature of Applicant

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



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: Builders/Contractors/Electricians/Plumbers
Applicant Information **Please Print Legibly**

Name (Business/Organization/Individual): Donald Perry

Address: PO Box 185

City/State/Zip: N Truro MA Phone #: **Personal Information Redacted**

Are you an employer? Check the appropriate box:

- | | |
|---|---|
| <p>1. <input type="checkbox"/> I am an employer with _____ employees (full and/or part-time).*</p> <p>2. <input checked="" 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"/> I am a homeowner doing all work myself. [No workers' comp. insurance required.] †</p> | <p>4. <input type="checkbox"/> I am a general contractor and I have hired the sub-contractors listed on the attached sheet. These sub-contractors have employees and have workers' comp. insurance. ‡</p> <p>5. <input type="checkbox"/> We are a corporation and its officers have exercised their right of exemption per MGL c. 152, §1(4), and we have no employees. [No workers' comp. insurance required.]</p> |
|---|---|

Type of project (required):

6. New construction
7. Remodeling
8. Demolition
9. Building addition
10. Electrical repairs or additions
11. Plumbing repairs or additions
12. Roof repairs
13. Other _____

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

† Homeowners who submit this affidavit indicating they are doing all work and then hire outside contractors must submit a new affidavit indicating such.

‡ Contractors that check this box must attached an additional sheet showing the name of the sub-contractors and state whether or not those entities have employees. If the sub-contractors have employees, they must provide their workers' comp. policy number.

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

Insurance Company Name: _____

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

Job Site Address: _____ City/State/Zip: _____

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: Donald Perry Date: 5/18/15

Phone #: 5084870250

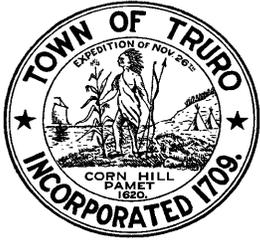
Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Electrical Inspector 5. Plumbing Inspector
 6. Other _____

Contact Person: _____ Phone #: _____



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: May 26, 2015

ITEM: Amendment to Alcoholic Beverages Control Commission Form 43

EXPLANATION: Payomet Performing Arts Charitable Trust dba Payomet Performing Arts Center was requested by the ABCC to file their application as a Corporation not a Trust. Payomet Performing Arts filed with the Commonwealth's Corporations Division as a Non-Profit Corporation named Payomet Inc. The Local Licensing Authority is being requested to endorse this name change.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Payomet Performing Arts Center's ABCC package will not be considered for approval.

SUGGESTED ACTION: *MOTION TO Approve the Amended Form 43 for Payomet Inc. for a Seasonal Wine and Beer Alcohol Pouring License.*

ATTACHMENTS:

1. Amended Form 43
2. Commonwealth Corporations Division – Payomet Inc.



Corporations Division

Business Entity Summary

ID Number: 001174099

[Request certificate](#)

[New search](#)

Summary for: PAYOMET, INC.

The exact name of the Nonprofit Corporation: PAYOMET, INC.			
Entity type: Nonprofit Corporation			
Identification Number: 001174099			
Date of Organization in Massachusetts: 05-20-2015			
Last date certain:			
Current Fiscal Month/Day: 01/31			
The location of the Principal Office in Massachusetts:			
Address: 180 OLD LONG POND ROAD			
City or town, State, Zip code, WELLFLEET, MA 02667 USA			
Country:			
The name and address of the Resident Agent:			
Name: ATTORNEY BRUCE A. BIERHANS			
Address: 540 MAIN ST SUITE 17			
City or town, State, Zip code, HYANNIS, MA 02601 USA			
Country:			
The Officers and Directors of the Corporation:			
Title	Individual Name	Address	Term expires
PRESIDENT	FREDERICK TODD	18 CASTLE ROAD TRURO, MA 02666 USA 18 CASTLE ROAD TRURO, MA 02666 USA	12-31-2015
TREASURER	RUSSELL BRAUN	PO BOX 272 NORTH TRURO, MA 02652 USA 510 SHORE RD TRURO, MA 02652	12-31-2015

		USA	
CLERK	ALAN FLAXMAN	PO BOX 711 SOUTH WELLFLEET, MA 02663 USA 400 OLD WHARF RD WELLFLEET, MA 02667 USA	12-31-2015
VICE PRESIDENT	MAUREEN CRONIN	PO BOX 856 NORTH TRURO, MA 02652 USA 1 CHICKADEE LANE TRURO, MA 02652 USA	12-31-2015
DIRECTOR	ARIANA BRADFORD	30 QUAIL ROAD WELLFLEET, MA 02667 USA 30 QUAIL ROAD WELLFLEET, MA 02667 USA	12-31-2015
DIRECTOR	MICHAEL KRAEMER	101 WILLIAMS ST PROVIDENCE, RI 02906 USA 101 WILLIAMS ST PROVIDENCE, RI 02906 USA	12-31-2015
DIRECTOR	KEVIN RICE	180 OLD LONG POND ROAD WELLFLEET, MA 02667 USA 180 OLD LONG POND ROAD WELLFLEET, MA 02667 USA	12-31-2015
DIRECTOR	SETH ROLBEIN	PO BOX 5 WELLFLEET, MA 02667 USA 50 HIGGINS LANE WELLFLEET, MA 02667 USA	12-31-2015

Consent Confidential Data Merger Allowed Manufacturing

View filings for this business entity:

ALL FILINGS

- Annual Report
- Application For Revival
- Articles of Amendment
- Articles of Consolidation - Foreign and Domestic

[View filings](#)

Comments or notes associated with this business entity:

[New search](#)

Agenda Item: 6K

Truro Board of Selectmen
Meeting Minutes – Wednesday, April 22, 2015
Truro Town Hall, 6:00 p.m.

Members Present: Chair-Jay Coburn, Vice Chair-Paul Wisotzky, Clerk-Jan Worthington, Bob Weinstein, Maureen Burgess

Present: Town Administrator-Rae Ann Palmer, Town Accountant Trudi Brazil, Elizabeth Bianco, Katharine Reed, Josiah Mayo, Kevin Rice, Atty. Lester Murphy

Chair Coburn called the meeting to order at 6:00 p.m. He announced the meeting was being recorded for broadcast on Truro TV channel 18, and asked if any audience members were recording. Hearing no response in the affirmative, he opened the meeting up for public comments. No one came up to speak during the public comment period, and Chair Coburn opened the Public Hearing.

Public Hearing

- A. **The Truro Board of Selectmen will hold a public hearing on Wednesday, April 22nd, 2015 at 6:00 p.m. at Truro Town Hall, 24 Town Hall Road, Truro, on an application for a new Peddler License received from Elizabeth and Raphael Bianco, manager and owner d/b/a Rough House Food Truck, location to be at 8 Highland Road (Farm Maid Foods Inc. d/b/a Chequessett Chocolate).**

Chair Coburn stated that he had a conflict of interest and stepped down. Selectman Wisotzky will act as Chair for this Public Hearing. Selectman Wisotzky opened the Public Hearing. Ms. Reed states that the food truck will offer breakfast and lunch selections. Chequessett Chocolate will be Rough House Food Truck's commissary kitchen. They have been approved by the Board of Health, and Planning Board. They have received their State Peddler license as well. Per the Board of Health, the food truck license was approved, but held pending inspection of the food truck. Selectman Weinstein would like them to give more detail on how they see the site being impacted in terms of parking. Ms. Reed explained her parking computation, which satisfied Selectman Weinstein.

Selectman Weinstein made a motion to approve a Peddler License for Rough House Food Truck to Elizabeth and Raphael Bianco, located at 8 Highland Road.

Selectman Burgess seconded this motion.

So voted, 4-0 (Chair Coburn recused)

Tabled Items

- A. **The application of Payomet Performing Arts Charitable Trust dba Payomet Performing Arts Center, Kevin Rice, Manager of Record in Request of a New Seasonal Wine & Malt Pouring License (under MGL Chapter 138 § 12 General On-Premise) with the Town of Truro. The premises location is 29 Old Dewline Road, Truro, MA 02666.**

Chair Coburn confirmed with Mr. Rice that an application has been submitted to the Planning Board for a temporary sign permit, and a hearing has been scheduled. Selectman Worthington asked if Mr. Rice was satisfied with the way things were going and if the timeline was going to work for him. Mr. Rice stated that he would make it work.

Selectman Burgess made a motion to approve Kevin Rice, Managing Director of Payomet Performing Arts Center, for a General On-Premise Seasonal Wine and Malt Pouring License, located on 29 Old Dewline Road, Truro, MA.

Selectman Weinstein seconded this motion.

So voted unanimously, 5-0.

Board of Selectmen Action

A. Review & Approve Condominium Conversion for East Harbor Motel Cottages 618 Shore Rd.

Atty. Murphy states that they are seeking to convert the property to a Multi-Family use as a Condominium form of ownership. The current proposal, which has been submitted to the Town, is to convert, in place, the existing property. There very well be, in the future, renovations and/or the combining of units, but right now the proposal is to take the existing property and convert the units to a condominium form of ownership. The Building Commissioner has approved the parking plan, contingent upon the Planning Board handling (through site plan review). They then went to the Zoning Board of Appeals who issued a waiver of the site plan review, approving the designed parking, and waiving the installation of additional parking spaces pending there being an actual need for them. The Board of Health has approved the existing septic system. Atty. Murphy has the original covenant for the Board of Selectmen to sign. Selectman Wisotzky pointed out a discrepancy regarding the unit number for the manager's unit. On the covenant it is listed as unit #1, and on the conversion application it is listed as unit #7. Atty. Murphy explained that the process was started before they had accurate floor plans, and he now has them. Building 7, Unit 1 is the manager's unit. The other correction is that there are 18 units, not 17. Selectman Wisotzky asked that the paperwork be corrected to show the right number of units. Selectman Weinstein asked that when a conversion like this becomes effective is the motel license still held? Atty. Murphy stated that the covenant requires that the property continue to be licensed as a motel and cottages.

Selectman Wistotzky made a motion to approve the application to convert East Harbor Motel-Cottages to a condominium form of ownership.

Selectman Weinstein seconded this motion.

So voted unanimously, 5-0.

Ms. Palmer added that she spoke with the Building Commissioner and the Health Agent, and an amended conversion application will be required for their files, and she recommended holding the item until that first page with the corrections is submitted.

B. Discussion of Rescission of Board of Selectmen Policies.

Selectmen Wisotzky and Burgess have been working on looking over all of the policy memoranda to remove the ones not needed anymore, and update the ones that they are keeping. They are in the middle of that project. They have identified three (thus far) that can be removed;

- Policy Memorandum #1-School crosswalk responsibility. (This directed the Police Department to do crosswalk duty, and this is now under the Police Policies and Prodedures).
- Policy Memorandum #20-The Weekly Correspondence Reader File. (This was to get information to the Board of Selectmen of what was happening in Town Hall. Now that they receive a weekly update from the Town Administrator, this is no longer necessary.)
- Policy Memorandum #33-Naming Opportunities for the Community Center. (This was started during the building and capital campaign and is no longer relevant.)

Selectman Burgess made a motion to rescind Policy Memorandums #1, #20, and #33.

**Selectman Wisotzky seconded this motion.
So voted unanimously, 5-0.**

C. Discussion of Interim Fire Chief search process.

Selectman Wisotzky went over the questions before them;

1. In the past, in terms of search firms, Ms. Palmer has reviewed the applicants from the RFP and then presented the Board with a summary of everyone. A discussion is then held based on that information, along with their proposals. Does the Board of Selectman wish to go with the same approach this time? Ms. Palmer added that the Board could also interview the firms if so desired. The consensus was that the Board would like to go forward in a similar fashion. Selectman Wisotzky then asked that this be placed on the last meeting of May.
2. Who does the Board want to participate in this process? It was agreed to make a “hybrid committee” which would include 1 or 2 Board of Selectmen members and a couple of interested parties as well. Selectman Wisotzky volunteered to be on the committee, as did Selectman Worthington. Chair Coburn asked that they bring back to the table the names of a couple of individuals from the community who could strengthen the process. Selectman Weinstein wished to encourage that the people from the community either be retired from previous experience in the Fire Department here, or a neighboring community.

D. Discussion of Information contained in State Alcohol License Applications.

Selectman Weinstein reminded the Board that this issue came up when they were reviewing an alcohol beverage license application. He was surprised to view inappropriate, personal information. The Board can make a motion to redact this information, or they could prepare a policy memorandum.

Selectman Wisotzky made a motion to direct staff to redact confidential information on alcohol license applications prior to Board of Selectmen review.

Selectman Burgess seconded this motion.

So voted unanimously, 5-0.

E. Board of Selectmen Goal Setting Process for FY16.

Chair Coburn would like to have a discussion on what kind of process they would like to use so they can get going. The Charter requires that they hold a public hearing by the end of June to receive comments on the goals and objectives. Last year, they introduced a new step into the process which was to hold a meeting with the Department Heads to seek their input. Chair Coburn found that to be a helpful exercise, and supports them doing that again. Selectman Weinstein would like the Board to take the opportunity, at an upcoming meeting, to make a final review of last year’s goals and objectives to see where they stand. Some are ongoing, and he’d like to see those be reinstated and have a public explanation as to why. June 2, 2015 was agreed upon, with a timeframe of 1-4.

F. Discussion of Annual Town Meeting Motions.

Chair Coburn wished to go through the warrant, and assign articles to members of the Board. Articles 20-24 will be moved through the Planning Board. CPC will handle their article (7a, b and c), and the Finance Committee will handle theirs articles. The articles were read through, and each Selectman got approximately 5 assigned to them.

7. Consent Agenda

A. Review & Approve and Authorize the Chair to sign:

1. MOA between Truro's Housing Authority & The Cape Cod Commission for Technical Assistance through Development Cycles for a Housing Needs Assessment for Truro.

B. Review & Approve Ragnar Relay Road Race and Use of Town-Owned Property-Corn Hill Beach Parking lot, Truro Central School Parking lot & Head of the Meadow Beach Parking lot May 9th, 2015 8am-9pm & Authorize the Chair to sign MASS DOT Event Notification Form.

C. Review & Approve Use of Town-Owned Property Application for Snow's Park, Community Development Partnership on behalf of the Annual Bob Murray Housing with Love Walk-July 13, 2015, 11:30am-1:30pm.

D. Review & Approve Two Year Renewals for ADA grants for the following grant holders: Dana Pazolt #1-5, Jeffrey Souza #6-8, William & Cheryl Souza #9 & #10, Chris Costa #11 & #12, Shawn Costa #13 & #14, Steve Wisbauer #25.

E. Review and Approve Transient Vendor License: Days' Market

F. Review and Approve Proclamation for Paul Morris Day, April 28, 2015

G. Review and Approve Minutes of March 24, 2015 Regular

Selectman Wisotzky would love to have the senior ADA holders come in and give a small report on how it's going, what they have learned, and has anything been sold? Selectman Burgess also brought up the Vibrio Conference held today, sponsored by the Department of Marine Fisheries, and how she would like a report on that as well. Ms. Palmer will ask Tony Jackett to write up a report. Selectman Weinstein would like a member of the Shellfish Advisory Committee to do a report as well.

Selectman Worthington made a motion to approve the Consent Agenda as written.

Selectman Wisotzky seconded this motion.

So voted unanimously, 5-0, except for Item C. which Chair Coburn abstained.

8. Selectmen Reports and Liaison Reports

Selectman Weinstein attended the most recent meeting of the Library Trustees. A brief discussion was held about the step change for the Library Director. He would like to be sure that the Library Director will be in attendance at the Annual Town Meeting in case citizens have any questions. He also met newcomer Sally Brotman. The Trustees gave a report on upcoming summer programs, and are moving forward on the free libraries. On the 27th of April, 2015, he will attend a meeting of the Municipal Planning Organization, of which he will provide a report after it happens.

Selectman Burgess attended a meeting of the School Committee. They went through their first achievement test called PARCC (Post Academic Readiness for College and Career). They have a choice of sticking with the MCAS or moving to this new test. According to Superintendent Gradone, they are finding the PARCC test to be lacking. They are having difficulty finding substitutes to teach at the school. Anyone who has a teaching certificate, and is interested, is encouraged to apply for placement on the substitute list. Selectman Wisotzky added that a teaching certificate is not needed in Massachusetts for substitute teaching. Selectman Burgess continued, stating she attended the April 8 discussion of the Ballston Beach-Upper Pamet Valley area. It was well attended by many scientists from different groups. Chair Coburn attended the Cape and Islands Selectmen and Councilor's Association meeting. They received a presentation by Sally Dean about outer Cape and community health centers throughout the Cape.

Selectman Wisotzky wanted to thank Ms. Palmer and Ms. Kraft for putting on a great Town Meeting. He believes that they are ready to do another Selectmen Office Hours schedule. They would like to expand their range this year to be at more locations.

Selectman Worthington had no report.

9. Next Meeting Agenda: Wednesday, May 6th, 2015

Chair Coburn went over the agenda for their next meeting.

10. Town Administrator's Report

Ms. Palmer went over her report;

- A. The issues over the Land Management Agreement and parking at Pamet Harbor continue to be front and center. The Banner printed a letter to the editor regarding this, and the Town has, to date, received 32 written complaint forms about the parking at the Harbor from various citizens. Ms. Palmer also received an email from a concerned citizen who was worried he would not be able to enjoy lunch or view a sunset. She contacted Jack Sheppard, the Director of Fishing and Boat access at the State. Mr. Sheppard assured Ms. Palmer that the Town's Land Management Agreement is consistent with every other harbor, both on the Cape and in the Commonwealth. The kind of restrictions which were agreed to are also consistent with every other harbor. She wishes to remind people that we signed the Land Management Agreement because we got money from the State to rebuild the boat ramp, the revetment, and to do work on the parking lot. That saved the taxpayers a considerable amount of money from local tax dollars to keep the ramp operational. A survey will be kept to review the parking situation, but at the end of the day if the Town wants to continue its relationship with the State, these are the rules which have to be followed. Chair Coburn suggested Ms. Palmer write an article for the upcoming Town Newsletter.
- B. Ms. Palmer received an email from the Chair of the SMART/PAYT Committee indicating that their deadline was originally May 1, 2015, and they believe they need an extension of six months.
- C. Barnstable County is much closer to being ready to do our email conversion to Microsoft Outlook. Ms. Palmer has a formal pricing plan, and she is waiting for the contract amendment to move forward with this. Their servers are what we are waiting for.
- D. Ms. Palmer requested an opinion from Town Counsel about potential tools we might have, to deal with some of the severely blighted properties in Town. She received a letter from Town Counsel, and she will be meeting with the Building Commissioner and the Health Agent to discuss the contents of the letter, and to talk about where to go from here. She has also asked the Fire Chief to take a look at some of this as well, because she believes there are some fire hazard issues.
- E. She received a text from the DPW Director that the Health Board chose to approve only the request to limit access to the Transfer Station by compactors/commercial trash haulers for sixty days. They will hold another public hearing at the end of the sixty days.

Selectman Wisotzky made a motion to adjourn the meeting at 7:15PM.

Selectman Burgess seconded this motion.

So voted unanimously, 5-0.

Respectfully submitted,
Noelle Scoullar

Jay Coburn, Chairman

Paul Wisotzky, Vice-Chairman

Janet W. Worthington, Clerk

Robert Weinstein

**Maureen Burgess
Board of Selectmen
Town of Truro**

Documents Used

Application for new Peddlers License-Rough House Food Truck
Application to approve a new Seasonal Wine & Malt Pouring License-Payomet Performing Arts Center
Application to convert to a condominium form of ownership-East Harbour Motel and Cottages
Policy Memorandum #1, #20, and #33-Action to Rescind
Annual Town Meeting Warrant Articles
Memorandum of Agreement between Barnstable County and the Town of Truro
Application to use Town Owned Property-Application for Organized Road Race-Ragnar Relay
Applications for renewal of Shellfish Aquaculture licensed in the Aquaculture Development Area
Application for Transient Vendor-Days' Market
Proclamation for Paul Morris
Board of Selectmen Minutes-March 24, 2015

Agenda Item: 6K

Truro Board of Selectmen
Meeting Minutes – May 6, 2015
Truro Town Hall, 5:00pm

Members Present: Jay Coburn-Chair, Paul Wisotzky-Vice Chair, Jan Worthington-Clerk, Robert Weinstein, Maureen Burgess

Others Present: Town Administrator Rae Ann Palmer , Town Accountant Trudi Brazil, Chief Kyle Takakjian, Officer Steve Raneo

Chairman Jay Coburn called the meeting to order at 5:00 p.m.

Public Comment

Elena Rice and her husband own Reed Deel Fishing in Truro. She explained that she was before them due to a recent request for a discussion with the Pamet Harbor Commission regarding parking at the Pamet Harbor with the Board of Selectmen. She referred to material she submitted to be placed on an agenda for discussion. She contested that the Board of Selectmen should discuss this openly in order to clarify the parking situation for the public. She cited concern for the charter businesses as she felt the new regulations would impact these local operations. She pointed to exceptions being made for certain user groups. Selectmen Chair Coburn requested this item be placed on the May 26th Agenda for discussion.

Eric Morea, of the Pamet Harbor Commission, spoke of the Land Management Agreement signed in 1987 and in 2013, noting parking rules were now changed. Jack Sheppard explained last summer that the use of the parking lot is at the discretion of the town. He added that citizen complaints have been sent. Chair Coburn suggested that his comments be saved for the May 26th meeting. Mr. Morea stated lastly that the PHC had requested a meeting with the Board of Selectmen; a question of their being a quorum arose and whether it was supported by a Board of Selectmen member. Chair Coburn reiterated that this item will be on the agenda for the 26th.

BOARD/COMMITTEE/COMMISSION APPOINTMENTS

Review & Approve & Interview - Beverley Rose – Police Matron for the Truro Police Department
Chief Takakjian introduced Beverley “Jennifer” Rose as a Police Matron. He explained the need to fill the position with 3 day training scheduled in May. **Selectmen Wisotzky moved to appoint Beverley A. Rose as a Police Matron. Selectmen Weinstein seconded the motion. So voted unanimously 5-0.**

TABLED ITEMS NONE

BOARD OF SELECTMEN ACTION

K9 Presentation

Chief Takakjian and Officer Steve Raneo of the Truro Police Department announced that they were before the Board of Selectmen to offer a K9 unit at the department. Chief Takakjian explained when drug detection is needed or if there is a missing person K9's come from the Barnstable County Sheriff's department, Dennis or Yarmouth Police departments. The wait time to Truro is an hour at least for the K9 and their handler. He noted that Officer Raneo did a great deal of research on having a

K9. There were a couple factors that would make this work for Truro: community support, and financial support. They established a non-profit K9 Association. Chief Takakjian emphasized the growing Heroin issue on the Cape as well as in Truro. He added that K9's are the best at detecting such drugs. Chief Takakjian then explained the department's recent history on searching for people. He cited recent statistics for both drug and missing persons. He spoke to a handler's commitment to a K9. Over \$44K has been raised to support this program. Officer Raneo explained the research and the need for the program on the department. He explained the time line for her training to date with the assistance of a former military dog trainer in Wellfleet and the 10 week K9 academy. The dog is also required to train 16 hours a month. He then explained the demonstration and left to bring Ella to demonstrate her abilities thus far.

Selectmen Worthington question Officer Raneo needing to go to another town while he is on shift in Truro. Chief Takakjian replied that Officer Raneo would go to the adjoining towns under the Mutual Aid Agreement. Chair Coburn received confirmation that one of the existing vehicles will be made into a K9 vehicle. Chief Takakjian explained through donated funds they will be refurbishing an older police department vehicle.

Selectmen Weinstein stated skepticism for the necessity of a K9 unit and cited incidents from the 2014 Annual Town Report. He stated concern to the potential future cost to the community. He asked that neighboring towns support this program financially including Provincetown, Wellfleet, and Eastham. He questioned the tactics used to fill a need for equipment but until there was a shared role by other towns he would not be supporting this program. There was a brief demonstration by Ella for the hidden synthetic drugs.

Chief Takakjian responded to Selectmen Weinstein's comment in the different incidents that they run across that can also be attributed to drugs. Officer Raneo explained to Selectmen Wisotzky where the dog is until the program commences. Chief Takakjian explained the K9 unit that fits in the back of the police vehicle. Selectmen Worthington asked if the dog will go on every call. Officer Raneo stated that she would. Chief Takakjian expanded on the duties of Officer Raneo's shift as not changing. Officer Raneo explained transporting a prisoner would be done by another police officer. Chief Takakjian explained that the situation is not different from having a single office shift with an arrest.

Chief Takakjian answered Selectmen Weinstein question with regards to the longer term expense of the K9 vehicle. The cost for the insurance and gasoline would be applied to the town. He added that the K9 Association would pay for the maintenance of the vehicle. Selectmen Worthington commented that she would like to see outreach to drug users as similarly done through the Gloucester Police department.

Chief Takakjian explained that the dog will also be used for search and rescue purposes. Selectmen Wisotzky stated that he supported the program but added that he wanted to make sure that it remains self sustaining. It was explained that Ella's services could be used by any municipality that is in the Municipal Aid Agreement; which is all the towns on Cape Cod and the Islands. Chief Takakjian noted that over time costs will incur. He cited fund raising efforts that are currently underway to combat this potential cost with reference made to the budget slide which indicated the \$8K in overtime for training.

Selectmen Burgess asked about the Academy Training and whether he would then be replaced by another officer for that same shift. Chief Takakjian responded that it would depend on the shift.

Selectmen Weinstein stated concern over the funding in the longer term and asked if there were grants available. He asked that the neighboring towns sign on to a portion of the costs as they would benefit as well. There was a brief explanation with regards to missing persons. Chief Takakjian spoke of grants that they could facilitate. Selectmen Chair Coburn commended Officer Raneo on his efforts. He cautioned against the program being funded through private citizens and not through the government. He also cited concern that the dog would be used in many other towns that have greater resources. Chief Takakjian responded that they will be evaluating this program over time for purposes of the other towns facilitating the program and the impact to the budget. He added that the department will have to make careful decisions as to when the dog can be used. He explained to Selectmen Worthington that the overtime will be reevaluated each year. Selectmen Chair Coburn stated that \$5-10K would be a reasonable contribution from each town. **Selectmen Wisotzky moved to endorse the implementation of K9 program and to request financial support from the participating towns: Eastham, Wellfleet and Provincetown. Chair Coburn amended the motion to include supporting further development of this program using private funds. Selectmen Burgess seconded the motion. So voted unanimously 5-0.**

Selection of Town Counsel

Selectmen Chair Coburn stated that interviews were completed from several law firms that submitted Request for Quotations for Town Counsel. Proposals have been reviewed and interviews conducted. Selectmen Worthington proposed a postponement of the vote as present Counsel is involved in complicated cases. She stated concern over Kopelman and Paige representing Provincetown as well as Truro and whether this would be an issue with respect to regional agreements. She stated concern over an issue with Provincetown's Police Chief and their representation by that law firm. She also noted that the firms main Attorney was not present at the Provincetown Annual Town Meeting. She stated that they do have a depth of knowledge that may be positive in some ways for Truro but she was not comfortable to make a decision tonight. Selectmen Burgess spoke of the complexities of the decision and was grateful for the time it has taken to make a decision. She spoke of her view point regarding each law firm. She agreed with Selectmen Worthington's concern over Kopelman and Paige representing three Lower Cape towns and the concern of current litigation issues.

Selectmen Wisotzky noted the difficulty in making this decision. He spoke of future goals with regionalization and efficiencies. He felt that Kopelman and Paige have the breadth of knowledge that would serve Truro well but had concern regarding conflict and loyalty. He added concern that Truro may get lost compared to the larger town of Provincetown, adding that these items could be addressed in a contract with exact points made of what Truro wants and requires. He also questioned if the current Counsel should be retained to continue cases that he is working on. Selectmen Worthington responded to Selectmen Wisotzky that stating their requirements was a red flag to her.

Selectmen Weinstein stated that current Counsel has had 40 years without examination. He added, with the complexities of future issues now is the time to initiate a change. He appreciated his colleague's concern that Kopelman and Paige was a large firm but he was satisfied with the answers they gave. He cited that they represent many towns in Barnstable County and there has never been an issue with respect to loyalty. He added that there has been time given to consider the applicants before them and would not support the decision being delayed further. He stated that his vote would be for Kopelman and Paige. Selectmen Chair Coburn reflected on the long standing relationship with Attorney Veara but looking into the future felt that the town was going to require a wider breadth of knowledge from Counsel. He spoke of his conversations with neighboring towns regarding their relationship with Kopelman and Paige.

Selectmen Chair Coburn stated that he would only like to make a 2 year commitment with a 30 day exit strategy and he added that Attorney Dolan should assist with completing the Union negotiations and have Attorney Veara continue with the case *Connors vs. ZBA*. **Selectmen Weinstein agreed and made a motion to accept Kopelman and Paige with a 2 year contract and 30 day exit within the agreement with Kopelman and Paige. Selectmen Wisotzky amended the motion to include advisement from the Town Administrator regarding current litigation that would remain with current Counsel.** Selectmen Weinstein stated that this should be clearly expressed to both law firms. Selectmen Burgess cited comfort with continuing with current Counsel on items they are involved in. Selectmen Worthington asked that perhaps a policy on review of Counsel be incorporated and spoke to the relationship with Attorney Veara and his father over the years. **Selectmen Chair Coburn for clarity spoke of the motion including a transition of legal services to Kopelman and Paige, and to work on an agreement which includes a proposal for a transition with identified cases through the Town Administrator, including a 2 year term with 30 day exit strategy (within the parameters of the agreement).** Selectmen Weinstein so moved the motion. **Selectmen Wisotzky seconded the motion. So voted 4-1. Selectmen Worthington opposed.** Selectmen Weinstein suggest a review be done annually of the law firm. Selectmen Chair Coburn agreed adding it should be made a goal for FY16.

Update on FY15 Board of Selectmen Goals and Objectives

Town Administrator Rae Ann Palmer cited the attachments in the packet material. She stated that there is training scheduled for Ethics and Open Meeting Law which is in line with their goals as well as FMLA training. She added that she will also implement a customer service curriculum training in the future. It was decided to not discuss any goals at this time but wait until the work session. Selectmen Weinstein thanked his colleagues for the completed goals and objectives and the work that has been done on them.

Review and Approve New Remote Participation Policy

Selectmen Wisotzky mentioned the recent discussions on the Remote Participation Policy; in which their current policy is not in compliance with the State's Attorney General Open Meeting Law requirements. The former policy stated that a member could only do video conferencing with a minimum of audio conferencing. A Town cannot be more restrictive. The updated version contains language from the Attorney General's Open Meeting Law section on remote participation. He added that this has to be applicable to all Boards and Committees and not selective. The language of a Board or Committee opting out of this policy can be added. He listed the reasons that this would be applicable to a member. Selectmen Burgess spoke to the issue of cost as noted by Attorney Dolan. Selectmen Wisotzky gave an example of the cost being on the responsibility of the member unless related to accessibility. Ms. Palmer suggested if the revised policy were adopted the Town would look into a conference telephone. There was a brief discussion as to how many Committees facilitate the remote participation. Selectmen Worthington reiterated the importance of attendance. Selectmen Chair Coburn expressed discomfort with allowing regulatory Boards to participate remotely. Selectmen Wisotzky agreed adding that there has to be a quorum in the room in order to have a member participate remotely per the AG's OML. Selectmen Weinstein noted, under *Exceptions*, it is only allowed twice a year. He further noted under *Permissible Reasons for Remote Participation* that the reasons may be of an unknown duration. Selectmen Wisotzky commented that the audio has to be audible to everyone in the room. He added that it needs to be specifically noted in the minutes as well, which should be instructed to the committee Chairs. Selectmen Chair Coburn spoke of rescinding the policy. The Town Administrator Rae Ann Palmer contributed that there would need to be more

preparation done in order to adopt this revised policy. **Selectmen Worthington made a motion to rescind Board of Selectmen Policy #50 Remote Participation and advise all Committee Chairs. Selectmen Weinstein seconded the motion. So voted unanimously 5-0.**

CONSENT AGENDA

- A. Review and Approve Extension of Appointments to SMART/PAYT Committee membership and Charge
- B. Review and Approve Reappointment of Paul Kiernan-Truro Building Committee-3 year term
- C. Review and Approve the following licenses: Hawker Peddler's License-David Lewis-Lewis Brother's Ice Cream Truck; Transient Vendor License-North of Highland Campground and Hillside Farm Stand
- D. Review and Approve Minutes of April 7, 2015 Regular, March 25, 2015 Executive Session

Chairman Coburn asked to hold letter B and asked for a motion to approve the Consent Agenda. Selectmen Weinstein so moved. Selectmen Wisotzky seconded the motion. So voted unanimously 5-0.

Chairman Coburn asked to postpone the appointment of the Building Committee members until such time as there is a building project; no action on B was taken.

Selectmen Reports and Liaison Reports

Selectmen Worthington spoke of a new card shop in the former Whitman House Quilt shop in Truro he'll be open for the summer.

Selectmen Vice-Chair Wisotzky thanked everyone for their work on the Annual Town Meeting and for the whole process to get things ready.

Selectmen Burgess also thanked everyone for their work on the Annual Town Meeting. She congratulated Diane Rose for her appointment of Senior of the Year by the Council on Aging. The Cape Cod National Seashore finalized their fee structure for their beaches. She spoke of the rumble strips on Route 6 in Wellfleet. She spoke of coming up on her first year as Selectmen and thanked her colleagues and the Chairman.

Selectmen Weinstein stated that he attended the recent metropolitan planning organization meeting; he is the only candidate for Region D for Eastham, Wellfleet, Truro and Provincetown. The next meeting is Monday May 18th which includes the election. He spoke of the membership which includes people from the 14 communities in the County. He spoke of upcoming topics that the committee is discussing including the bicycle master plan, and culvert construction review discussions, meeting once a month in which he will give updates to this Board.

Selectmen Chairman Coburn discussed how the Annual Town Meeting went and reminded people about the upcoming Annual Town Election. He stated that there was an award given to Representative Sarah Peake on behalf of Massachusetts Association of Community Development Corporations for her work supporting local businesses. He also thanked his colleagues for their efforts and has decided to no longer serve as Chair and would like to nominate as Chair, Paul Wisotzky and Jan Worthington as Vice-Chair at the meeting on May 26th.

Next Meeting Agenda:

WORK SESSION to plan for FY16 – week of May 18th

Town Administrator Rae Ann Palmer suggested the best date be May 19th for a work session of the Board of Selectmen at the Public Safety Facility. The work session will be for discussing FY16 Goals and Objectives. Chairman Coburn suggested that there be a discussion on the process of the Goals and Objectives with Town staff. He also added a discussion on Board Policies and Procedures and Communicating with staff and as liaisons to Committees.

TUESDAY, May 26th, 2015

Selectmen Wisotzky requested that Jack Sheppard, Director at the Office of Fishing and Boating Access, attend the meeting on May 26th.

Town Administrator's Report

Town Administrator Rae Ann Palmer stated that she is in receipt of 39 complaints regarding the parking at Pamet Harbor. A response to the complainants is being worked on. Ms. Palmer read from her statement regarding this topic which was posted in the May Truro ENewsletter. Ms. Palmer explained that the request put forth by the Pamet Harbor Commission came in and since it had been determined at the last meeting of the Board of Selectmen that the Board would not consider postponing the implementation of the new parking regulations, this item requesting a delay in implementing the regulations would not be put on the Agenda again. She explained the issue relating to the question of whether there was a quorum of members at the April Pamet Harbor Commission meeting.

A letter has been prepared to the Army Corp of Engineers requesting their assistance in the study of restoring the tidal flow to Little Pamet. She met today with the Regional Transit Authority, to which she is a member through her position as Town Administrator. She spoke at length with their Administrator about possibilities for a shuttle service.

Selectmen Weinstein thanked Ms. Palmer for her report. He requested that her response letter to the Pamet Harbor Parking Lot complainants also go to the Mooring holders. Selectmen Weinstein added that he is the liaison to the Pamet Harbor Commission and did question the quorum of their recent meeting.

At 7:37pm Selectmen Chair Coburn asked for a motion to adjourn. Selectmen Wisotzky so moved. Selectmen Burgess seconded the motion. So voted unanimously 5-0.

Respectfully submitted, Nicole Tudor, Board of Selectmen Secretary

Jay Coburn, Chairman

Paul Wisotzky, Vice-Chairman

Janet W. Worthington, Clerk

Robert Weinstein

Maureen Burgess
Board of Selectmen

Town of Truro

Documents used:

K9 Power Point Presentation

Beverley Rose Appointment for Police Matron

Selection of Town Counsel Agenda Request

FY Goals and Objectives updated May 6th and March 17th, 2015

Remote Participation Policy #50 revised May 6th

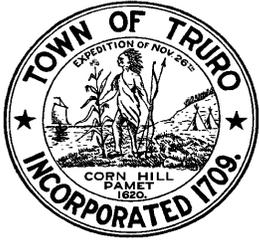
SMART/PAYT Appointment slips and Charge

Paul Kiernan's Application to serve

Business Application packets for North of Highland Camping Area, Hillside Farmstand and Lewis Brother's Ice cream

Board of Selectmen April 7, 2015 Minutes

DRAFT



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Accounting

REQUESTOR: Trudi Brazil, Town Accountant

REQUESTED MEETING DATE: May 26, 2015

ITEM: Engagement Letters with Audit firm for FY 2014 and 2015 audits

EXPLANATION: New engagement letters required by CLA after acquiring Sullivan-Rogers Co.

FINANCIAL SOURCE (IF APPLICABLE): FY 2015 and 2016 appropriations

IMPACT IF NOT APPROVED: FY 2014 audited financial statements release will be held

SUGGESTED ACTION: *Motion to approve the audit engagement letters presented by CliftonLarsonAllen, LLP for 2014 and 2015 and authorize the Chair to sign.*

ATTACHMENTS:

1. Engagement Letter for FY 2014 Audit
2. Engagement Letter for FY 2015 Audit



CliftonLarsonAllen LLP
111 S Bedford Street
Suite 200
Burlington, MA 01803
781-229-1200 | fax 781-229-1250
CLAconnect.com

December 12, 2014

Ms. Trudi Brazil, Town Accountant
Town of Truro
24 Town Hall Road
PO Box 2030
Truro, Massachusetts 02666

Dear Trudi:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP (CLA) will provide for the Town of Truro, Massachusetts (“you,” “your,” or “the entity”) for the year ended June 30, 2014.

Daniel M. Sullivan, CPA, Principal, is responsible for the performance of the audit engagement.

Audit services

We will audit the financial statements of the governmental activities, each major fund and the aggregate remaining fund information, which collectively comprise the basic financial statements of the Town of Truro, Massachusetts, as of and for the year ended June 30, 2014, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity’s basic financial statements. The following RSI will be subjected to certain limited procedures, but will not be audited.

1. Management’s discussion and analysis.
2. Budgetary comparison schedules.
3. GASB-required supplementary pension and OPEB information

Nonaudit services

We will also provide the following nonaudit services:

- Drafting of your financial statements and related notes.
- Preparation of journal entries (related to financial statement presentation)

Audit objectives

The objective of our audit is the expression of opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the

United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

We will issue a written report upon completion of our audit of your financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*. The report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating

the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards*. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and compliance relevant information about any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that may have occurred that are required to be communicated under *Government Auditing Standards*.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements and RSI in accordance with U.S. GAAP. Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design, implementation, and maintenance of effective internal control, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered. You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements and related notes. Since the preparation and fair presentation of the financial statements is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for those financial statements. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements.
- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Use of financial statements

The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or an offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

The foregoing section shall not constitute a waiver by the Town of any right or privilege afforded to it under any federal or state law or regulation, and the Town reserves any such rights there under.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely matter to certain regulatory agencies (i.e., cognizant or oversight agency for audit), or their designees, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The foregoing section shall not constitute a waiver by the Town of any right or privilege afforded to it under any federal or state law or regulation, and the Town reserves any such rights there under.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the regulatory agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Fees

Our fees for these services are \$35,000. Our fees include all out-of-pocket costs, such as report reproduction, typing, postage, travel, copies, telephone, etc. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimate. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Other fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf. You and your attorney will receive a copy of every subpoena or request we are asked to respond to. You can control the costs of any discovery process or document request by informing us which requests you would like us to act on.

This section shall not apply to any suit between CLA and the Town of Truro, Massachusetts.

Finance charges and collection expenses

You agree that if any statement is not paid within 60 days from its date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

Consent

Consent to use financial information

Annually, we assemble a variety of benchmarking analyses using client data obtained through our audit and other engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by ET Section 301 of the AICPA Code of Professional Conduct. Your acceptance of this engagement letter will serve as your consent to use of the Town of Truro, Massachusetts' information in these cost comparison, performance indicator, and/or benchmarking reports.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between us, including past agreements, understandings, negotiations and discussions with Sullivan, Rogers & Company, LLC. If you have any questions, please let us know. Please sign, date, and return this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and our respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP



Daniel M. Sullivan, CPA
Principal
781-229-1220

Dan.Sullivan@CLAconnect.com

Response:

This letter correctly sets forth the understanding of the Town of Truro, Massachusetts.

Authorized signature: _____

Title: _____

Date: _____





CliftonLarsonAllen
111 S Bedford Street
Suite 200
Burlington, MA 01803
781-229-1200 | fax 781-229-1250
CLAAconnect.com

May 18, 2015

Ms. Trudi Brazil, Town Accountant
Town of Truro
24 Town Hall Road
PO Box 2030
Truro, Massachusetts 02666

Dear Trudi:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP (CLA) will provide for the Town of Truro, Massachusetts (“you,” “your,” or “the entity”) for the year ended June 30, 2015.

Daniel M. Sullivan, CPA, Principal, is responsible for the performance of the audit engagement.

Audit services

We will audit the financial statements of the governmental activities, each major fund and the aggregate remaining fund information, which collectively comprise the basic financial statements of the Town of Truro, Massachusetts, as of and for the year ended June 30, 2015, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity’s basic financial statements. The following RSI will be subjected to certain limited procedures, but will not be audited.

1. Management’s discussion and analysis.
2. Budgetary comparison schedules.
3. GASB-required supplementary pension and OPEB information

Nonaudit services

We will also provide the following nonaudit services:

- Drafting of your financial statements and related notes.
- Preparation of journal entries (related to financial statement presentation)

Audit objectives

The objective of our audit is the expression of opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the

United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

We will issue a written report upon completion of our audit of your financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*. The report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating

the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards*. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and compliance relevant information about any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that may have occurred that are required to be communicated under *Government Auditing Standards*.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements and RSI in accordance with U.S. GAAP. Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design, implementation, and maintenance of effective internal control, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered. You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements and related notes. Since the preparation and fair presentation of the financial statements is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for those financial statements. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements.
- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Use of financial statements

The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or an offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

The foregoing section shall not constitute a waiver by the Town of any right or privilege afforded to it under any federal or state law or regulation, and the Town reserves any such rights there under.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely matter to certain regulatory agencies (i.e., cognizant or oversight agency for audit), or their designees, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The foregoing section shall not constitute a waiver by the Town of any right or privilege afforded to it under any federal or state law or regulation, and the Town reserves any such rights there under.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the regulatory agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Fees

Our fees for these services are \$36,000. Our fees include all out-of-pocket costs, such as report reproduction, typing, postage, travel, copies, telephone, etc. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimate. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Other fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf. You and your attorney will receive a copy of every subpoena or request we are asked to respond to. You can control the costs of any discovery process or document request by informing us which requests you would like us to act on.

This section shall not apply to any suit between CLA and the Town of Truro, Massachusetts.

Finance charges and collection expenses

You agree that if any statement is not paid within 60 days from its date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

Consent

Consent to use financial information

Annually, we assemble a variety of benchmarking analyses using client data obtained through our audit and other engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by ET Section 301 of the AICPA Code of Professional Conduct. Your acceptance of this engagement letter will serve as your consent to use of the Town of Truro, Massachusetts' information in these cost comparison, performance indicator, and/or benchmarking reports.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between us, including past agreements, understandings, negotiations and discussions with Sullivan, Rogers & Company, LLC. If you have any questions, please let us know. Please sign, date, and return this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and our respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP



Daniel M. Sullivan, CPA

Principal

781-229-1220

Dan.Sullivan@CLAconnect.com

Response:

This letter correctly sets forth the understanding of the Town of Truro, Massachusetts.

Authorized signature: _____

Title: _____

Date: _____
