Truro Board of Selectmen Meeting Agenda

Tuesday, May 24, 2016

Executive Session – 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 relative to pending litigation involving 25-27 Stephens Way, whereas discussion of these matters in open session would have a detrimental effect on the litigating position 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 CONTINUED

A. **402 Shore Road and 408 Shore Road:** A Public Hearing in accordance with the provisions of Massachusetts General Laws, Chapter 139, sections 1 through 3A, to determine whether the buildings located at 402 Shore Road and 408 Shore Rd, Truro, Massachusetts, are dilapidated or are dangerous buildings and whether an order should be issued adjudging said buildings to be a nuisance to the neighborhood or dangerous.

3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

A. Review and Approve applicant Susan Grace as a full member of the Truro Council on Aging

B. Review and Approve applicant Jon Seager and John Dundas for the appointment of Veterans' Graves Officer

4. TABLED ITEMS NONE

5. BOARD OF SELECTMEN ACTION

A. Mass DOT presentation on bike lanes
Presenter: Pam Haznar and Richard Madsen of MassDOT

B. Meeting with Committee/Board Chairs to discuss their FY17 Goals and Objectives
Presenter: Paul Wisotzky, Chair Board of Selectmen

C. Discussion of Legal Fees
Presenter: Rae Ann Palmer, Town Manager

6. CONSENT AGENDA

A. Review/Approve and Authorize Signature:

1. Entertainment License for Francie Randolph, Sustainable CAPE, for Farmers' Market to be held Mondays June 13th – August 29th, 2016
2. Entertainment License and MA State Sunday Entertainment License for Francie Randolph, Sustainable CAPE, for Agricultural Fair to be held on Sunday, September 4th, 2016.
3. Entertainment License for Truro Historical Society; 6/12 (MA State Sunday License as well), 7/13, 8/13, 8/24 and One Day Pouring License for 6/3, 6/12, 6/29, 7/6, 7/13, 7/15, 7/20, 7/27, 8/3, 8/10, 8/13, 8/17, 8/24, 8/31, 9/24
4. Review and Approve Head of the Meadow Beach Food Vendor Contract
5. Agreement between the Town of Truro and Paul S. Kapinos & Associates dba/pk Valuation Group
6. Renewal Proposal Letter to MIIA Property & Liability and Worker's Compensation insurance programs for FY 2017
7. Entertainment License for Kevin Rice, Payomet Performing Arts Center and MA State Sunday Entertainment License for 2016 Season
8. CDBG Close-out Agreement for 2012 Grant

B. Review and Approve Renewal of Seasonal Licenses: Joey's Food Truck (Hawker Peddler) Head of the Meadow Beach; Moorland House (Lodging House) & Perry's Furniture (Transient Vendor)
C. Review and Approve Regular Board of Selectmen Minutes – April 12, 2016 , Joint Meeting Minutes February 11, 2016

7. SELECTMEN AND LIAISON AND TOWN ADMINISTRATOR REPORTS

8. NEXT MEETING AGENDA: Tuesday, June 14

Agenda Item: 2A

TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: April 19, 2016 Continued to May 24th, 2016

ITEM: Public Hearing on properties located at 402 Shore Rd. and 408 Shore Rd.

EXPLANATION: The Board of Selectmen are conducting a public hearing to determine whether the buildings located at 402 Shore Rd and 408 Shore Rd are dilapidated or are dangerous buildings and whether an order adjudging said buildings as a nuisance to the neighborhood or dangerous should be issued. Property owners and Abutters were notified of said hearing. Interested members from the Public may attend and comment as well as the property owners. Staff will provide information and photographs regarding the condition of the properties.

SUGGESTED ACTION: MOTION TO

ATTACHMENTS:

1. Public Hearing Notices from Town Counsel to Property Owners
2. Legal Counsel Notices to Property Owners
3. Letter from Property Owner of 396 Shore Rd

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

TOWN OF TRURO
PUBLIC HEARING

On Tuesday April 19th, 2016 at 5:00 p.m., in the Selectmen's Chambers, Truro Town Hall, 24 Town Hall Road, Truro, Massachusetts, the Board of Selectmen will hold a public hearing in accordance with the provisions of Massachusetts General Laws, Chapter 139, sections 1 through 3A, to determine whether the buildings located at 402 and 408 Shore Rd, Truro, Massachusetts, are a dilapidated or are dangerous buildings and whether an order adjudging said buildings to be a nuisance to the neighborhood or dangerous should issue.
Comments from the public will be heard, and all interested parties are urged to attend.

Paul Wisotzky
Chair, Board of Selectmen

Agenda Item: 2A2

KOPELMAN AND PAIGE, P.C.

The Leader in Public Sector Law

101 Arch Street
Boston, MA 02110
T: 617.556.0007
F: 617.654.1735
www.k-plaw.com

Joshua D. Monahan
jmonahan@k-plaw.com

March 24, 2016

RECEIVED
SELECTMENS OFFICE
MAR 28 2016
TOWN OF TRURO
MASSACHUSETTS

BY FACSIMILE ONLY - 617-770-1700

QuickServ
P.O. Box 869103
Milton, MA 02186

Re: Town of Truro Notice of Hearing to Barbara Rybeck of Meriden, CT

Dear Sir/Madam:

Enclosed please find a Notice Hearing for Ms. Barbara Rybeck at 562 Baldwin Avenue, Unit 17, Meriden Connecticut 06450. Kindly serve on Ms. Rybeck and forward your Return of Service to me at your earliest convenience.

If you have any questions, please do not hesitate to contact me. Thank you for your attention to this matter.

Very truly yours,

Joshua D. Monahan

JDM/smm
Enc.
cc: Board of Selectmen
Town Administrator

551397/TRUR/0006

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Town Administrator

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

March 23, 2016

Ms. Barbara Rybeck
562 Baldwin Avenue, Unit 17
Meriden, CT 06450

Ms. Joan Siniscalco
16 Stonegate Circle
Cheshire, CT 06410

NOTICE OF HEARING
DILAPIDATED OR DANGEROUS BUILDINGS
402 SHORE ROAD, TRURO, MASSACHUSETTS

Dear Ms. Rybeck and Siniscalco:

On Tuesday, April 19, 2016 at 5:00 p.m., in the Selectmen's Chambers, Truro Town Hall, 24 Town Hall Road, Truro, Massachusetts, the Board of Selectmen will hold a public hearing in accordance with the provisions of Massachusetts General Laws, Chapter 139, sections 1 through 3A, to determine whether the building located on the property owned by you at 402 Shore Road, Truro, Massachusetts, is a dilapidated or dangerous building and whether an order adjudging said building to be a nuisance to the neighborhood or dangerous should issue.

Please be advised that an order adjudging said building to be a nuisance to the neighborhood or dangerous may result in an order requiring you to demolish the building or take such other action as the Board of Selectmen deem necessary and reasonable to abate the nuisance or dangerous conditions.

You are invited to attend the hearing and at that time you may produce any documentation and/or witnesses to show that the building is not a nuisance to the neighborhood or dangerous. You may be represented by counsel at your own expense if you so choose.

If you have any questions in this regard, you may contact Town Administrator Rae Ann Palmer at 508-349-7004.

Very truly yours,

Rae Ann Palmer

Rae Ann Palmer
Town Administrator

KOPELMAN AND PAIGE, P.C.
The Leader in Public Sector Law

101 Arch Street
Boston, MA 02110
T: 617.556.0007
F: 617.654.1735
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Joshua D. Monahan
jmonahan@k-plaw.com

March 24, 2016

BY FACSIMILE ONLY- 617-770-1700

RECEIVED
SELECTMENS OFFICE
MAR 28 2016
TOWN OF TRURO
MASSACHUSETTS

QuickServ
P.O. Box 869103
Milton, MA 02186

Re: Town of Truro Notice of Hearing to Kevin R. Shea, Newton, MA

Dear Sir/Madam:

Enclosed please find a Notice Hearing for Mr. Kevin Shea at 47 Studio Road, Newton, Massachusetts 02466. Kindly serve on Mr. Shea and forward your Return of Service to me at your earliest convenience.

If you have any questions, please do not hesitate to contact me. Thank you for your attention to this matter.

Very truly yours,

Joshua D. Monahan

JDM/smm
Enc.
cc: Board of Selectmen
Town Administrator

551394/TRUR/0006

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Town Administrator

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

March 23, 2016

Kevin R. Shea
47 Studio Road
Newton, MA 02466

NOTICE OF HEARING
DILAPIDATED OR DANGEROUS BUILDINGS
408 SHORE ROAD, TRURO, MASSACHUSETTS

Dear Mr. Shea:

On Tuesday, April 19, 2016 at 5:00 p.m., in the Selectmen's Chambers, Truro Town Hall, 24 Town Hall Road, Truro, Massachusetts, the Board of Selectmen will hold a public hearing in accordance with the provisions of Massachusetts General Laws, Chapter 139, sections 1 through 3A, to determine whether the buildings located on the property owned by you at 408 Shore Road, Truro, Massachusetts, are dilapidated or dangerous buildings and whether an order adjudging said buildings to be a nuisance to the neighborhood or dangerous should issue.

Please be advised that an order adjudging said buildings to be a nuisance to the neighborhood or dangerous may result in an order requiring you to demolish the buildings or take such other action as the Board of Selectmen deem necessary and reasonable to abate the nuisance or dangerous conditions.

You are invited to attend the hearing and at that time you may produce any documentation and/or witnesses to show that the building is not a nuisance to the neighborhood or dangerous. You may be represented by counsel at your own expense if you so choose.

If you have any questions in this regard, you may contact Town Administrator Rae Ann Palmer at 508-349-7004.

Very truly yours,

Rae Ann Palmer

Rae Ann Palmer
Town Administrator

KOPELMAN AND PAIGE, P.C.
The Leader in Public Sector Law

101 Arch Street
Boston, MA 02110
T: 617.556.0007
F: 617.654.1735
www.k-plaw.com

March 24, 2016

Joshua D. Monahan
jmonahan@k-plaw.com

BY FACSIMILE ONLY - 617-770-1700

RECEIVED
SELECTMENS OFFICE
MAR 28 2016
TOWN OF TRURO
MASSACHUSETTS

QuickServ
P.O. Box 869103
Milton, MA 02186

Re: Town of Truro Notice of Hearing to Joan Siniscalco of Cheshire, CT

Dear Sir/Madam:

Enclosed please find a Notice Hearing for Ms. Joan Siniscalco at 16 Stonegate Circle, Cheshire, Connecticut 06410. Kindly serve on Ms. Siniscalco and forward your Return of Service to me at your earliest convenience.

If you have any questions, please do not hesitate to contact me. Thank you for your attention to this matter.

Very truly yours,

Joshua D. Monahan

JDM/smm
Enc.
cc: Board of Selectmen
Town Administrator

551397/TRUR/0006

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Town Administrator

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

March 23, 2016

Ms. Barbara Rybeck
562 Baldwin Avenue, Unit 17
Meriden, CT 06450

Ms. Joan Siniscalco
16 Stonegate Circle
Cheshire, CT 06410

NOTICE OF HEARING
DILAPIDATED OR DANGEROUS BUILDINGS
402 SHORE ROAD, TRURO, MASSACHUSETTS

Dear Ms. Rybeck and Siniscalco:

On Tuesday, April 19, 2016 at 5:00 p.m., in the Selectmen's Chambers, Truro Town Hall, 24 Town Hall Road, Truro, Massachusetts, the Board of Selectmen will hold a public hearing in accordance with the provisions of Massachusetts General Laws, Chapter 139, sections 1 through 3A, to determine whether the building located on the property owned by you at 402 Shore Road, Truro, Massachusetts, is a dilapidated or dangerous building and whether an order adjudging said building to be a nuisance to the neighborhood or dangerous should issue.

Please be advised that an order adjudging said building to be a nuisance to the neighborhood or dangerous may result in an order requiring you to demolish the building or take such other action as the Board of Selectmen deem necessary and reasonable to abate the nuisance or dangerous conditions.

You are invited to attend the hearing and at that time you may produce any documentation and/or witnesses to show that the building is not a nuisance to the neighborhood or dangerous. You may be represented by counsel at your own expense if you so choose.

If you have any questions in this regard, you may contact Town Administrator Rae Ann Palmer at 508-349-7004.

Very truly yours,

Rae Ann Palmer

Rae Ann Palmer
Town Administrator

Agenda Item: 2A3

Marjorie Morse
Joseph Kraetsch
396 Shore Road
North Truro, MA

Paul Wisotzky
Chair, Board of Selectman
Town of Truro
P.O. Box 2030
Truro, MA

To Board of Selectmen Chair, Paul Wisotzky:

Although we are unable to attend the April 19 hearing, we offer this letter as our input on 402/408 Shore Road. Since 1995 we have owned 396 Shore Road, which is two doors down from said property.

The old hotel and adjacent cottages are in extreme disrepair, and have been for decades. They are a serious eyesore and an embarrassing blight on beautiful Beach Point. Even more importantly, the property is unsafe, and its abandoned and deteriorated state attracts bad behavior and poses a safety threat. For example:

- Shingles from the roof litter the beach and are found in the water.
- "Squatters" often make the hotel a temporary home. It is unsettling to imagine that someone could be smoking in what is surely a tinderbox, that, if engulfed in fire would put all neighboring properties at great risk.
- Broken glass, splintered wood, and trash surround the property; one young man was visiting a neighbor and cut his foot so badly on glass near the property that he had to go to Urgent Care.
- Tourists stop and explore the property, not realizing the unsafe conditions.
- The boards on the windows are frequently torn off, providing easy access for unwanted activity.

We also understand that neighbors trying to sell their properties have been unable to do so specifically because potential buyers are discouraged by this unsightly, prominent mess. We do not want our own property devalued by the condition of 402/408.

Thank you for holding this hearing. We are encouraged that steps may be taken to fix a problem that has been allowed to fester for far too long.

Regards,

Marjorie Morse

Joseph Kraetsch

TOWN OF TRURO

Board of Selectmen Agenda Item

BOARD/COMMITTEE/COMMISSION: Council on Aging

REQUESTOR: Noelle Scoullar, Executive Assistant, on behalf of Bonnie Sollog, Chair of the Council on Aging

REQUESTED MEETING DATE: May 24, 2016

ITEM: Application to serve on the Council on Aging

EXPLANATION: Susan Grace has applied to fill a vacancy as a full member on the Council on Aging.

FINANCIAL SOURCE (IF APPLICABLE):

IMPACT IF NOT APPROVED: Susan Grace will not be able to participate as a member of the Council on Aging.

SUGGESTED ACTION: *Move to approve Susan Grace as a full member of the Truro Council on Aging for a three year term, expiring on June 30, 2019.*

ATTACHMENTS:

1. Application to Serve with comments from Chair, Bonnie Sollog

Agenda Item: 3A1

COA

SELECTMENS OFFICE
APR 15 2016
TOWN OF TRURO
MASSACHUSETTS

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: Susan Grace HOME TELEPHONE: [redacted]

ADDRESS: 28 Wendigo Lane WORK PHONE: [redacted] cell

MAILING ADDRESS: Box 495 No. Truro E-MAIL: [redacted]

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

SPECIAL QUALIFICATIONS OR INTEREST:
Wasa Cultural Council, MBA, degree in Accounting

COMMENTS: I know Susan to be a competent, organized person. We are so lucky to have her on the COA Board.
Bonnie J Sollog

SIGNATURE: [signature] DATE: 4/15/16

****

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

SIGNATURE: DATE:

INTERVIEW DATE: APPOINTMENT DATE (IF APPLICABLE):

TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant, on behalf of Board of Selectmen

REQUESTED MEETING DATE: May 24, 2016

ITEM: Approval of Applicants to be Veterans' Graves Officers

EXPLANATION: Jon Seager and John Dundas have submitted applications to serve as the Veteran's Graves Officer. The *Massachusetts General Law Chapter 115 Veteran's Benefits §9 – Care of Graves of Veterans* in conjunction with Edward Merigan, Barnstable's Director and Veteran's Agent, explanation of duties are attached. It is currently one appointment that needs to be filled but upon the advisement of Mr. Merigan, two appointments would be appropriate and helpful should an individual not be available on either Veteran's Day or Memorial Day.

IMPACT IF NOT APPROVED: If the appointment(s) are not approved the vacancy of Veterans' Grave Officer will remain open and flags will not be displayed at the Veterans Graves sites in Truro Cemeteries.

SUGGESTED ACTION: *MOTION TO approve the appointments of Jon Seager and John Dundas as the Veterans' Graves Officers for three year terms, expiring on June 30, 2019.*

ATTACHMENTS:

1. Application to Serve - Jon Seager
2. Application to Serve - John Dundas
3. MGL Ch. 115 § 9 and Duties of the Veterans' Grave Officer (emails from Ed Merigan)

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: Jon W. Seager HOME TELEPHONE: [redacted]

ADDRESS: 525 Shore Road, Unit 7 North Truro, MA 02652 ~~WORK~~ CELL PHONE: [redacted]

MAILING ADDRESS: Po Box 996, Truro, MA 02666 E-MAIL: [redacted]

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

SPECIAL QUALIFICATIONS OR INTEREST: US Navy Veteran (1962-1966)

COMMENTS:

SIGNATURE: Jon W. Seager DATE: 5/3/2016

****

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

SIGNATURE: DATE:

INTERVIEW DATE: APPOINTMENT DATE (IF APPLICABLE):

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TOWN OF TRURO
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Agenda Item: 3B2

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: John Dundas HOME TELEPHONE: [redacted]

ADDRESS: 4 Baisol Rd WORK PHONE: _____

MAILING ADDRESS: POB 649 E-MAIL: [redacted]

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

SPECIAL QUALIFICATIONS OR INTEREST: Veteran, VFW 3152 (Provincetown)

COMMENTS: _____

SIGNATURE: _____ DATE: 5/17/16

****

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

SIGNATURE: _____ DATE: _____

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

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TOWN OF TRURO
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Agenda Item: 3B3

General Laws

Print Page

PART I	ADMINISTRATION OF THE GOVERNMENT	NEXT
TITLE XVII	PUBLIC WELFARE	PREV NEXT
CHAPTER 115	VETERANS' BENEFITS	NEXT
Section 9	Care of graves of veterans	PREV NEXT

Section 9. The mayor of every city and the selectmen of every town shall appoint a resident of such city or town who shall be a veteran as defined in clause Forty-third of section seven of chapter four, as a veterans' graves officer, for a term to be determined by the appointing authority; provided, however, that said term shall not exceed five years. It shall be the duty of such veterans' graves officer to cause every veteran's grave within such city or town to be suitably kept and cared for. Such care shall include the clearing of weeds and other unseemly growth from said graves; the repairing, replacement and general up-keep of fences around said graves; the raising and repairing of sunken grave stones and markers and other similar services that may be necessary to restore and maintain such graves and their surroundings in an orderly condition. If the cost of such care and maintenance is not paid by private persons, or by the trustees of the cemeteries where any such grave is situated, it shall be paid by the city or town; and cities and towns may appropriate money therefor. Money so appropriated may be expended directly by the city or town or paid over to the trustees or manager of any cemetery where any such grave is situated; but the sum so paid over in any year shall not exceed for each grave the sum charged for the annual care and maintenance of like lots in the same cemetery, or, if no such charge is made in that cemetery, it shall not exceed the sum charged in other cemeteries in the same city or town for like services. In cities and towns where there are cemeteries containing the remains of deceased veterans, such cities and towns shall cause to be placed on such veterans' graves a flag of the United States on every Memorial day. Upon the approval of the commissioner, compensation for 75 per cent of the cost of such flags, but none of the expenses attending the placement of such flags shall be paid by the commonwealth to the several cities and towns on or before November 10 in the year after such expenditures. In cities and towns where there are cemeteries with mausoleums containing the remains of deceased veterans, each such city or town shall cause to be placed on each mausoleum a suitable plaque with the names of all deceased veterans contained therein, and a flag of the United States shall be suitably placed at each mausoleum on every Memorial day.

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Nicole Tudor

From: Merigan, Edward <Edward.Merigan@town.barnstable.ma.us>
Sent: Friday, May 06, 2016 4:28 PM
To: Nicole Tudor
Cc: Barnstable - Rob Schultz
Subject: RE: Veterans' Grave Officer Appointment question

Hi Nicole,
The Graves Officer is basically responsible for the following:

- Decorating town veterans' monuments prior to both Memorial Day and Veterans Day. This consists of placing two flags at each monument around town.

- Letting DPW know if any of the monuments need landscaping or repair.

- Decorating all graves of veterans in the town only for Memorial Day.. Veteran's graves are identified one of two ways - they have a metal flag holder or- they have an 18" x 24" flat marker provided by the VA. Many of our larger towns depend on volunteers to assist with this effort. If anyone reports that their veteran's grave is unmarked and thus not being decorated, you can have them contact our P'Town office (508-487-7099) and we will help them get it marked.

- Maintaining an inventory of flags for the above purposes. These are the 12"x18" sewn around cotton flags on a 3/8" dia wooden staff. He/she can let us know when additional stock is required and we can order them from our Chapter 115 benefits budget. If we do it that way, the Commonwealth will reimburse 75% of the cost.

Hope this helps. Please let me know if you need anything else and have a great weekend.

Ed

-----Original Message-----
From: Nicole Tudor [mailto:ntudor@truro-ma.gov]
Sent: Friday, May 06, 2016 9:24 AM
To: Merigan, Edward
Cc: Noelle Scoullar
Subject: RE: Veterans' Grave Officer Appointment question

Hi Ed!

I hope you are well. We have an application to serve for the position of Veterans Grave Officer. Would you have any material that we could email the applicant?

Nicole Tudor

From: Merigan, Edward <Edward.Merigan@town.barnstable.ma.us>
Sent: Wednesday, May 11, 2016 11:07 AM
To: Nicole Tudor
Cc: Barnstable - Rob Schultz; Noelle Scoullar
Subject: RE: Veterans' Grave Officer Appointment question

Hi Nicole,
There are three basic scenarios
1) If the grave has a metal flag holder, ensure that the holder is straight and then place the flag into the holder. Most cemeteries want the metal holders close to the headstone to stay clear of mowers.
2) If the headstone has a VA medallion (rare) - place the flag into the ground, approximately 3", and immediately adjacent to the headstone for the same reason as above.
3) Most graves will usually have the flat, 18"x24" VA marker (granite or bronze). As you are reading the marker, place the flag immediately adjacent to the top, center of the marker, inserted 3" into the ground.

Let me know if you need more info.

-----Original Message-----
From: Nicole Tudor [mailto:ntudor@truro-ma.gov]
Sent: Wednesday, May 11, 2016 9:15 AM
To: Merigan, Edward
Cc: Barnstable - Rob Schultz; Noelle Scoullar
Subject: RE: Veterans' Grave Officer Appointment question

Hi Ed, would you be able to email us a "how to" sheet on the proper placement of the flags at each veterans' graves sites?

Thank you, Nicole

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

TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: DPW on behalf of the Massachusetts Department of Transportation

REQUESTOR: Jay Norton, Director

REQUESTED MEETING DATE: 5/24/16

ITEM: Presentation by MassDOT officials regarding proposed bike lanes along Route 6, South Highland Road and Highland Road in Truro

EXPLANATION: In September of 2015, Thomas J. Tinlin (Highway Administrator for MassDOT) furnished a letter (attached) to the Town explaining the feasibility of installing bike lane symbols and signage along the existing shoulders of Route 6 (From Wellfleet Town line to Aldrich Road in Truro). Subsequently, through ongoing discussions with MassDOT officials and discussions at the Cape Cod Joint Transportation Committee (CCJTC) meetings, a project design team at MassDOT District 5 was created to prepare design documents to be utilized for implementation of the bike lane improvements. In a meeting held at Town Hall on March 30, 2016 Pamela Haznar and Richard Madsen from MassDOT presented the attached powerpoint presentation to staff. Town staff exhibited concerns regarding the termination point (Aldrich Road) due to high traffic volume and the existing configuration of the shoulder layout after Aldrich Road. It was recommended to terminate the pavement markings along Route 6 at South Highland road and divert bikers down South Highland to Highland Road to the Route 6 crossing (continuing the pavement markings and signage along these routes as well). This component of the project has been included within the scope. This project also includes portions along Route 6 in Wellfleet. Staff from Mass DOT will be at your meeting to present the plan.

FINANCIAL SOURCE (IF APPLICABLE): This project will be funded through the Transportation Improvement Program (TIP). The estimated cost of the project is approximately $500,000.

IMPACT IF NOT APPROVED: The Town will lose the funding from the TIP and will not have improved bike lanes along Route 6.

SUGGESTED ACTION: *MOTION TO endorse the bike lane improvements project along route 6 as presented by MassDOT.*

ATTACHMENTS:

1. Letter from Thomas J. Tinlin, MassDOT Highway Administrator dated September 21, 2015
2. MassDOT powerpoint presentation on bike lanes along Route 6

Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, Secretary & CEO
Thomas J. Tinlin, Administrator

massDOT
Massachusetts Department of Transportation
Highway Division

September 16, 2015

RECEIVED
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SEP 2 1 2015
TOWN OF TRURO
MASSACHUSETTS

Paul Wisotzky, Chair
Town of Truro
Office of the Board of Selectmen
P.O. Box 2030
Truro, MA 02666

Dear Mr. Wisotzky:

MassDOT's District 5 Office has completed a preliminary investigation of the installation of bike lanes and other safety-related issues along Route 6. It has been determined that it is feasible to install bike lane symbols within the existing paved shoulders on Route 6 between Shore Road and the Wellfleet Town Line. However, there is insufficient space available for the installation of a milled rumble strip along the edge line. The District will investigate the use of a pavement marking contract to provide bike lane striping to be implemented in the Spring of 2016.

The reconfiguration of pavement markings in the vicinity of Shore Road will require additional study, engineering analysis and design to ensure the changes made are appropriate to meet existing conditions and needs. It is MassDOT's intention to initiate a stand-alone project for this location, obtain base survey information, traffic data, and secure a design consultant.

MassDOT District 5 Staff would like to meet with Town Officials to discuss the Route 6 improvements in greater detail. Please contact Pam Haznar, District 5 Project Development Engineer, at (508) 884-4239, or by email at Pamela.Haznar@dot.state.ma.us to discuss potential dates and locations to meet.

MassDOT looks forward to hearing from you, and to working with you to improve the conditions along the Route 6 corridor.

Sincerely,

Thomas J. Tinlin
Highway Administrator

cc: Patricia Leavenworth, P.E., Chief Engineer
Mary-Joe Perry, District 5 Highway Director
Pamela Haznar, P.E., District 5 Project Development Engineer
The Honorable Dan Wolf, State Senator
The Honorable Sarah Peake, State Representative
Rae Ann Palmer, Truro Town Administrator
Martha Henevor, Cape Cod Commission
Catherine Hayes, Truro Bike and Walkways Committee

Ten Park Plaza, Suite 4160, Boston, MA 02116
Tel: 857-368-4636, TTY: 857-368-0655
www.mass.gov/massdot

massDOT
Massachusetts Department of Transportation
Leading the Nation in Transportation Excellence

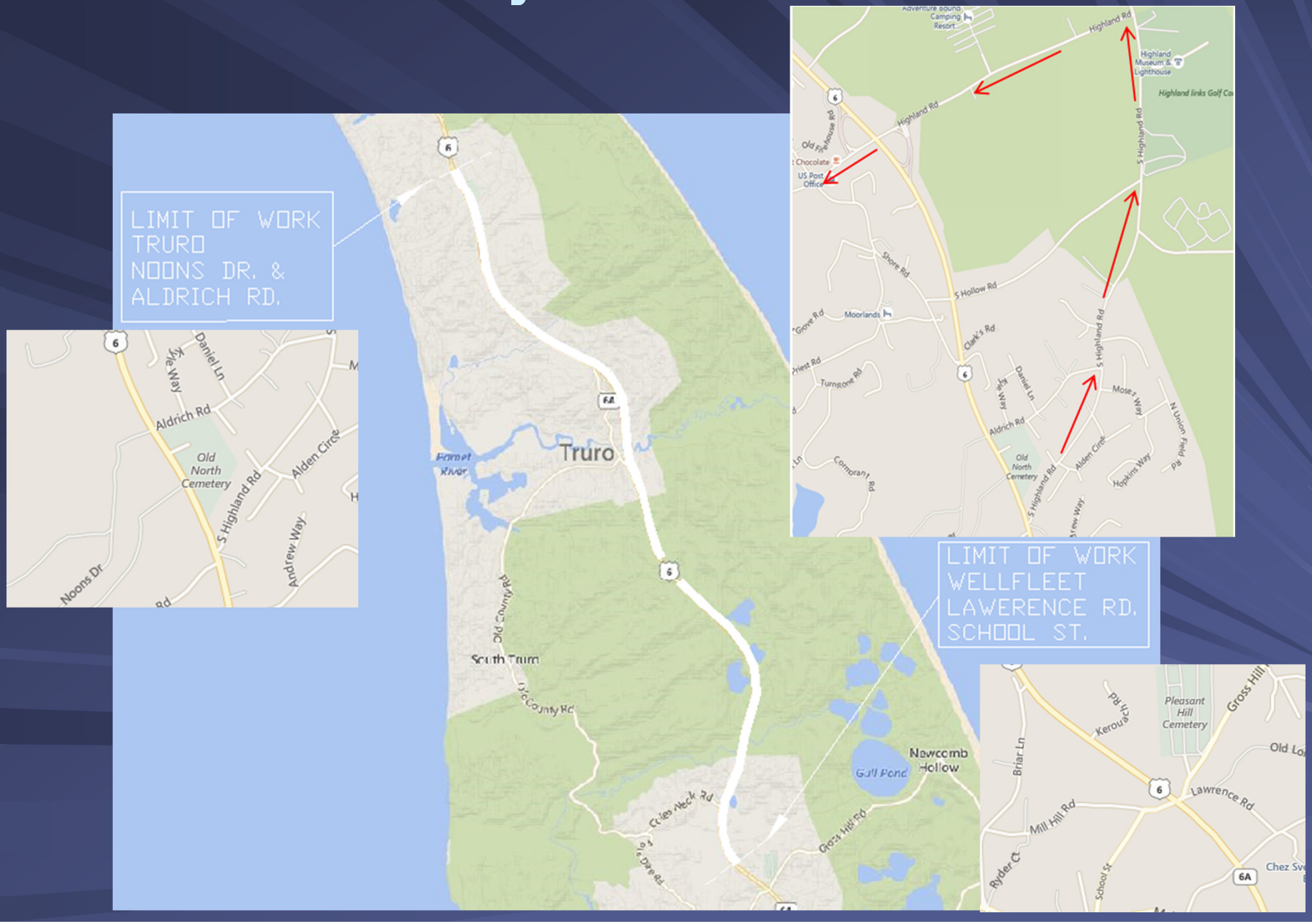
ROUTE 6 WELLFLEET AND TRURO

TRURO

TOWN OF WELLFLEET 1620 INCORPORATED 1763

TOWN OF TRURO INCORPORATED 1709

Project Limits



Existing Roadway Characteristics

- Lack of bicycle lane pavement markings
- Lack of bicycle lane signage
- Reduced marked shoulder width at two intersections (<5’)
- Shoulder erosion/drop off

Route 6 – Truro, MA.

Proposed Bicycle and Roadway Improvements

- Roadway Improvements
  - Providing bike lane markings
  - Adding bike lane signage
  - Shifting existing lane markings to provide minimum 5 foot shoulder width at two intersections
  - Adding dense graded crushed stone shoulders at select locations
  - Installing rumble strip along DYCL
  - Installing loam and seed along unpaved shoulders at select locations
  - Reappying SWEL and DYCL

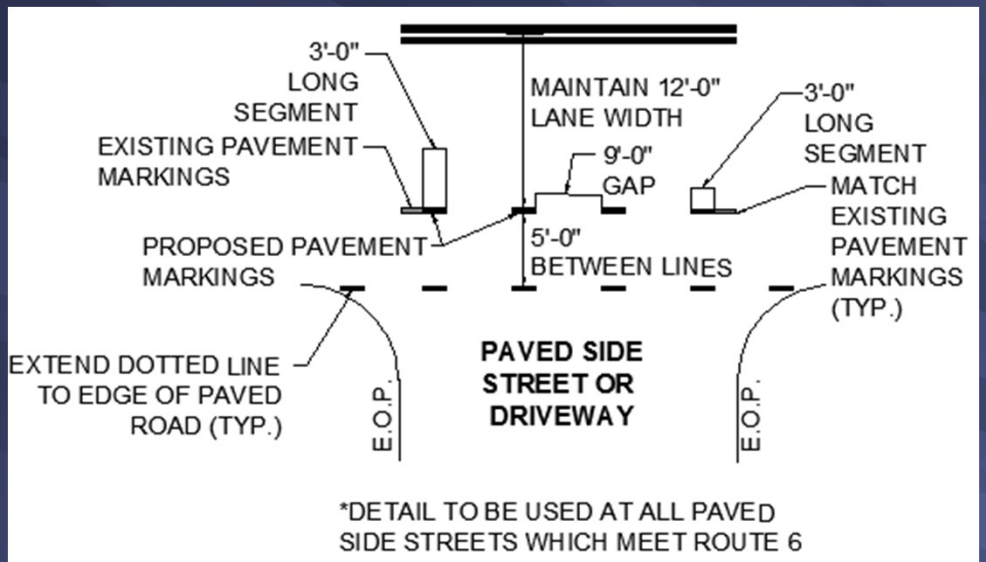
Selected Improvement

- MassDOT Developed bicycle safety accommodation improvements in response to Town request
  - In cooperation with Towns of Truro and Wellfleet, MassDOT developed a project to implement improvements

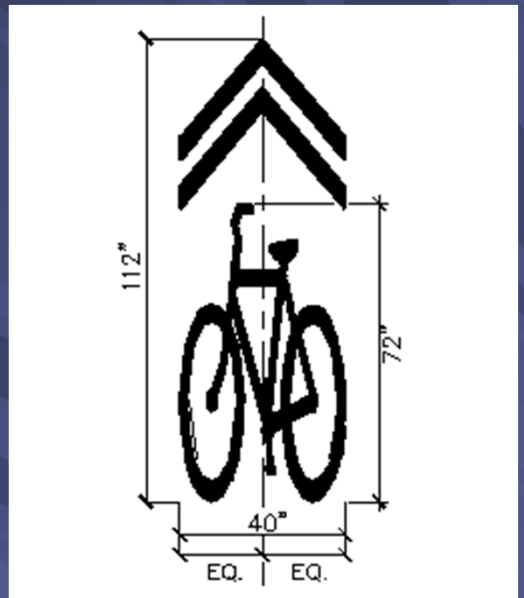
Selected Improvement

- Project Review Committee voted this past February to approve this project to be eligible for TIP funding
- No Right of Way impacts associated with this project
- Anticipated construction cost funding:
  - 80% Federal
  - 20% State
- Preliminary estimate: $500,000

Proposed Pavement Markings

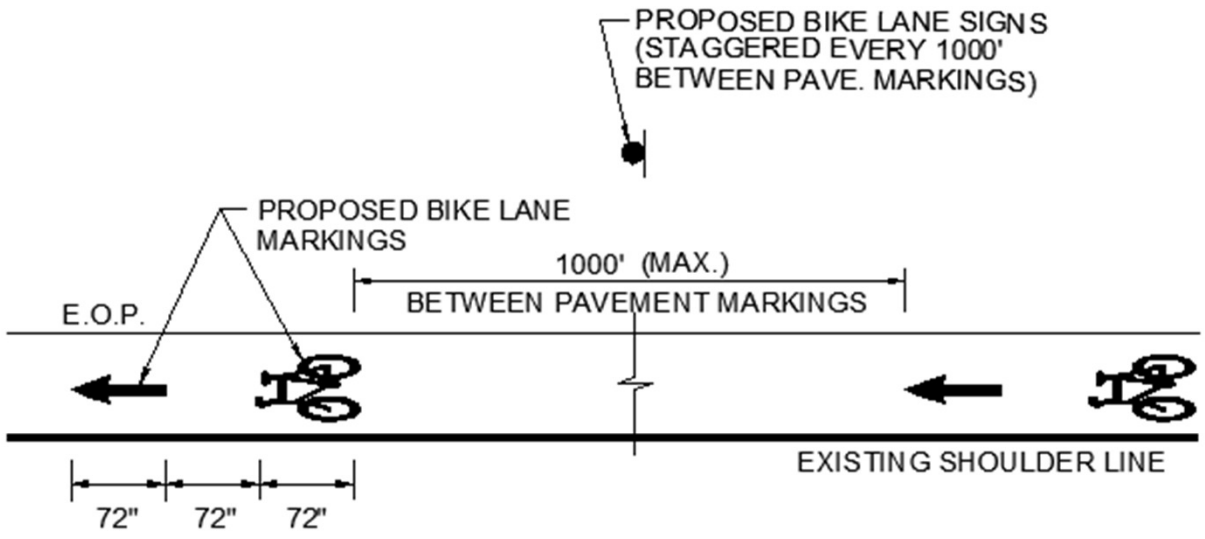


PROPOSED 6" DOTTED WHITE LANE LINE
N.T.S.



PROPOSED SHARE-THE-ROAD "SHARROW" SYMBOL
N.T.S.

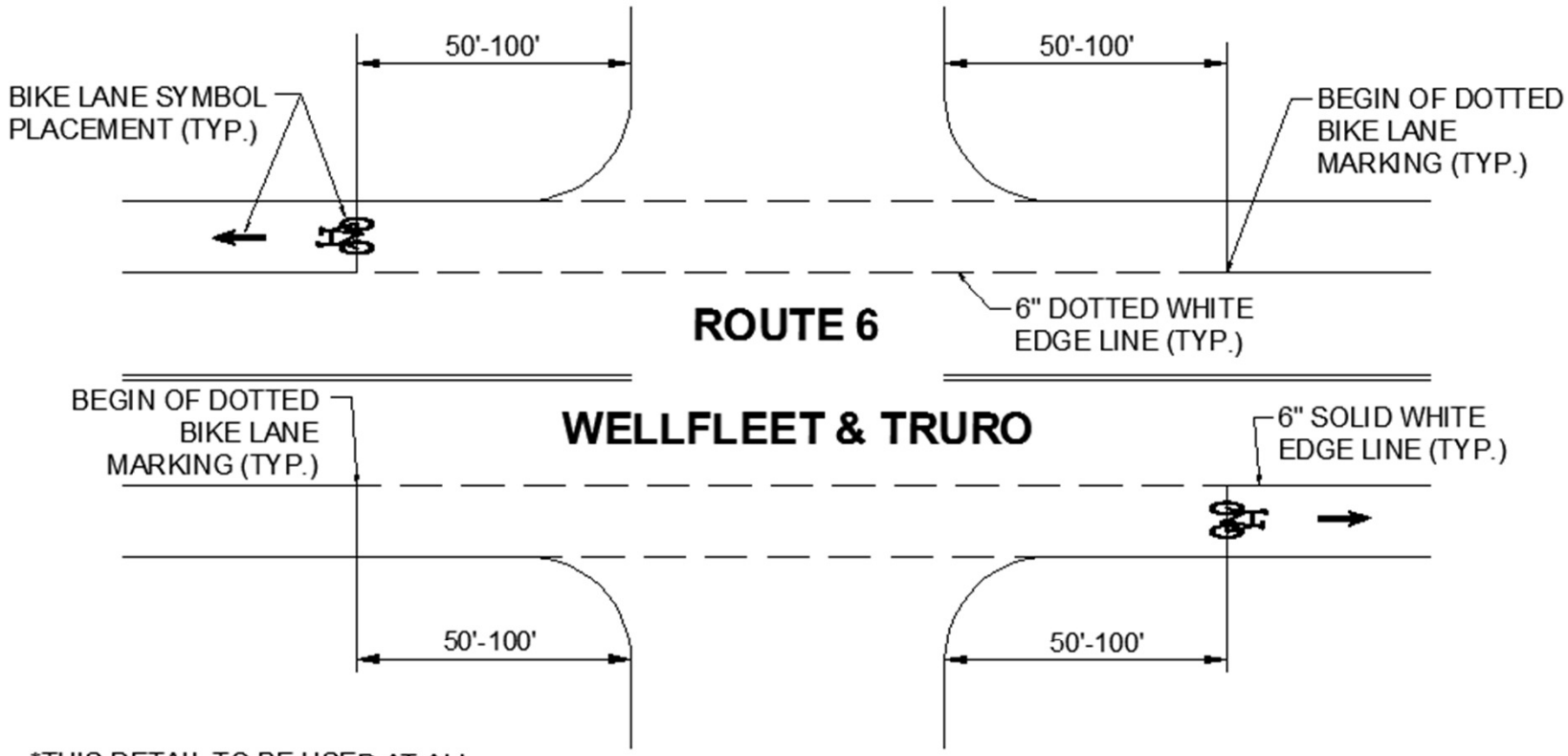
Proposed Pavement Markings



* BIKE LANE SYMBOLS TO BE PLACED AT INTERVALS OF 1000 FEET AND ON THE FAR SIDE OF INTERSECTIONS

PROPOSED BIKE LANE SYMBOL MARKINGS TYPICAL
N.T.S.

Proposed Pavement Markings



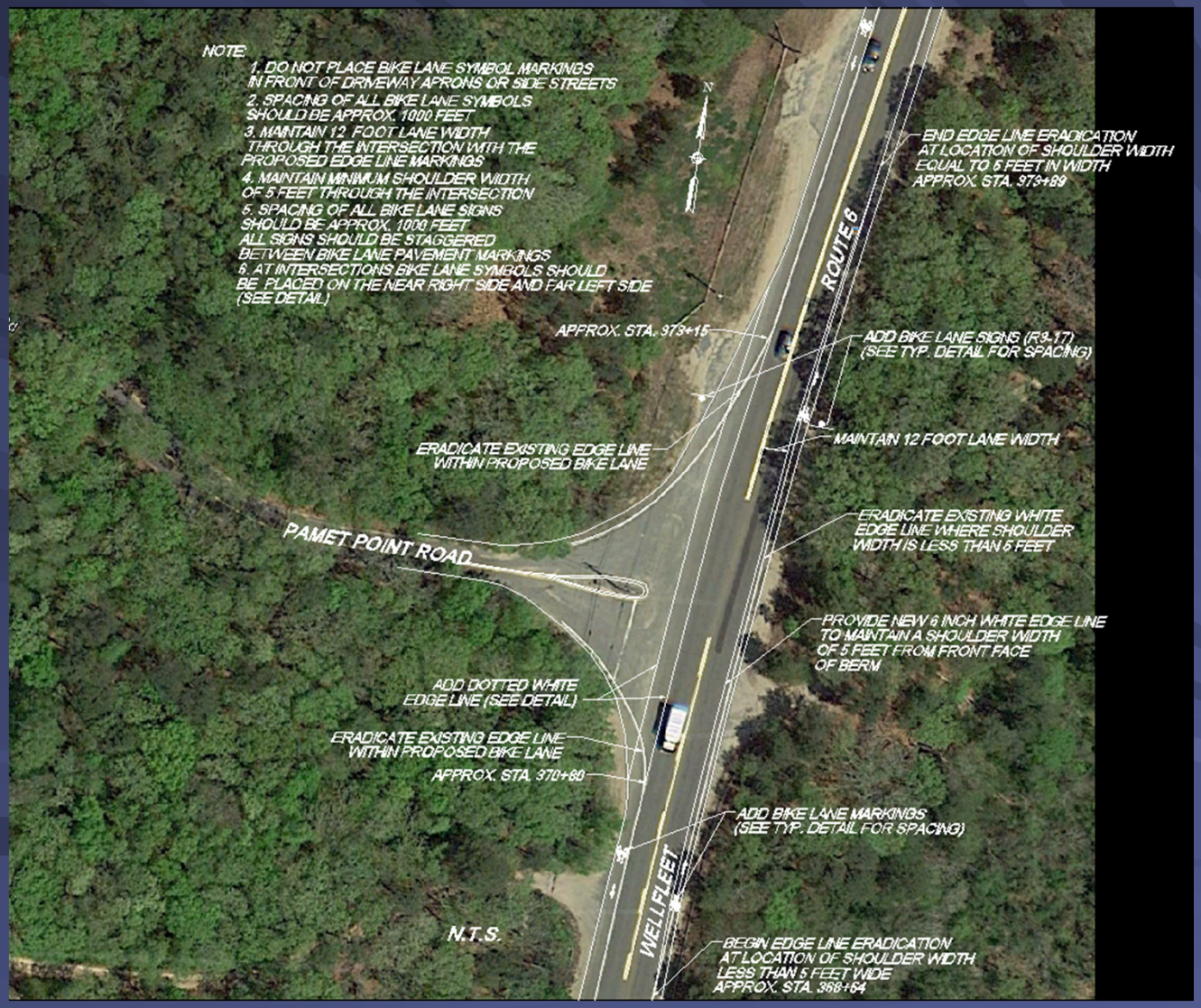
*THIS DETAIL TO BE USED AT ALL MAJOR PAVED SIDE STREETS WHICH MEET ROUTE 6 WHERE THERE IS AN EXISTING BREAK IN THE SHOULDER LINE.

BICYCLE LANE APPLICATION AT INTERSECTIONS
N.T.S.

Proposed Conditions

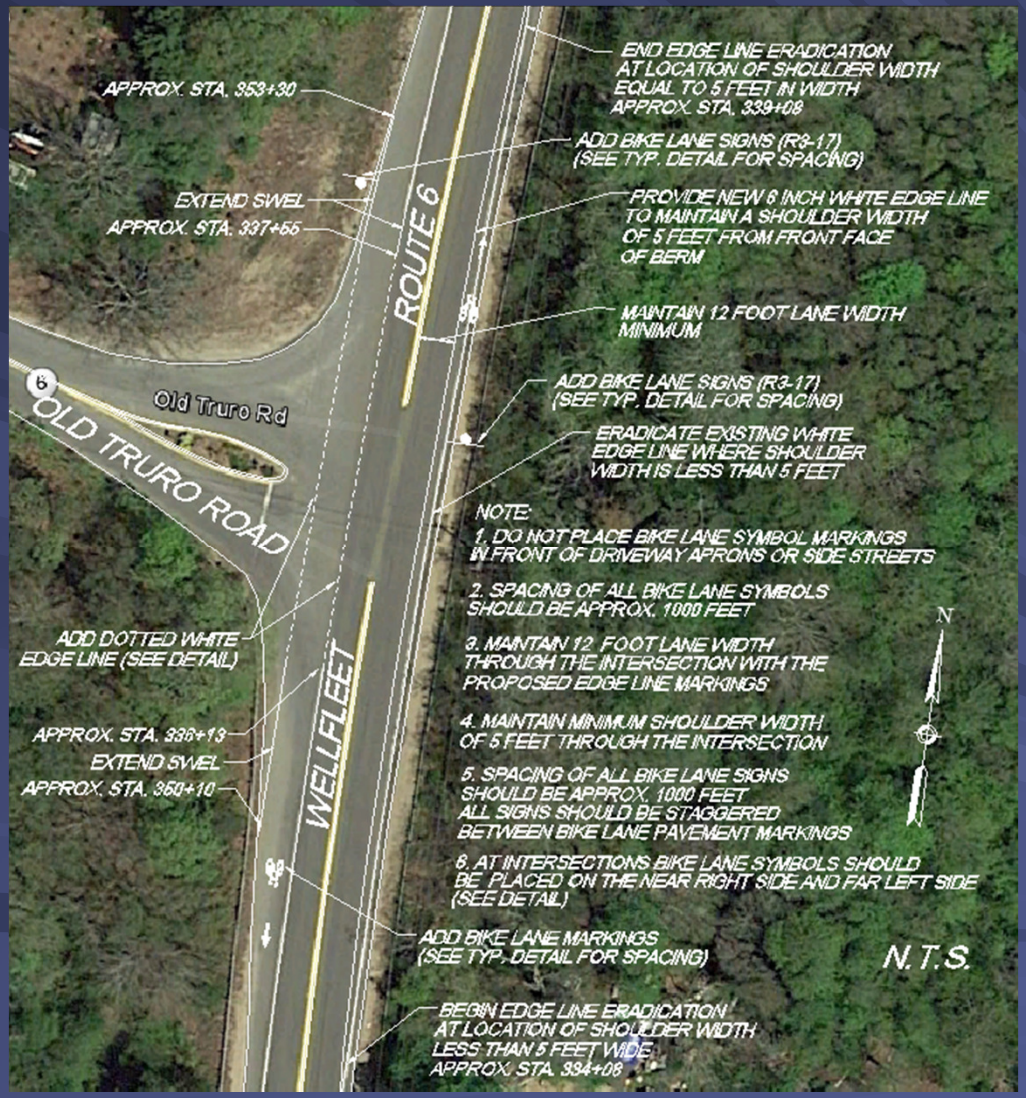
Route 6 at Town Hall Road - (Truro, Ma.)

Proposed Conditions



Route 6 at Pamet Point Road - (Wellfleet, Ma.)

Proposed Conditions



Route 6 at Old Truro Road - (Wellfleet, Ma.)

Next Steps

- Review public comments
- Advance design to final stage
- Coordinate with Cape Cod Commission (CCC) and Cape Cod Metropolitan Planning Organization (MPO) for funding
- Advertise project for bids
- MassDOT oversight of construction
  - No work to be done during peak summer months (Memorial Day to Labor Day)
- Work with Municipalities, CCC and MPO to continue bicycle accessibility improvements

Questions / Comments ?

Route 6 - (Wellfleet, Ma.)

Thank You!

massDOT
Massachusetts Department of Transportation
Leading the Nation in Transportation Excellence

Agenda Item: 5B

TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

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

REQUESTED MEETING DATE: May 24, 2016

ITEM: Discussion and input regarding the FY17 Goals and Objectives with Chairs from the Planning Board, Board of Health, Energy Committee, Agricultural Commission, Human Services, Zoning Board of Appeals, Housing Authority, Recycling Committee, Council on Aging and the Water Resources Oversight Committee.

SUGGESTED ACTION: *None Required – for Discussion*

ATTACHMENTS:

1. Draft FY17 Goals and Objectives

TOWN OF TRURO

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

Values and
Fiscal Year 2016 Goals and Objectives

VALUES:

The Town of Truro holds the following values that inform our approach to governance and municipal services. They are the guiding principles that drive all of the activities undertaken by any staff, volunteer, elected or appointed official in the Town of Truro. They embody our beliefs and our highest aspirations.

Excellence:
We strive to provide the highest quality services that are responsive to the needs of our residents and visitors. We engage in continuous learning, draw from past experience and strive to get it right the first time.

Integrity:
We hold ourselves to high ethical standards and commit to behave lawfully, respectfully, honestly and fairly.

Openness and Transparency:
We commit to sharing information, working inclusively and to hold ourselves accountable.

Historic and Environmental Protection:
We work diligently to maintain the historic rural and coastal character and culture of Truro and to be strong stewards of our fragile environment.

Fiscal Integrity:
We believe in sound fiscal policy and practice.

Diversity:
We strive to create a community that values diversity and is available, accessible and open to all.

GOALS AND OBJECTIVES:

Each year, as a way of articulating policy and priorities, the Truro Board of Selectmen develops goals and objectives. These are intended to provide guidance and direction to the Town Manager and her appointees, the Police and Fire Chiefs, and all of the Town's multi-member bodies.

The goals and objectives are divided into five broad categories:

- TOWN SERVICES
- FISCAL MANAGEMENT
- PUBLIC SAFETY

- COMMUNITY SUSTAINABILITY
- COMMUNITY ENGAGEMENT & GOVERNANCE

Some of the objectives and activities are ongoing or continuing from FY2015 or earlier. Continued objectives have been marked as such.

The Truro Board of Selectmen has agreed to pursue the following goals and objectives for Fiscal Year 2016, July 1, 2015 through June 30, 2016.

TOWN SERVICES

THE TOWN OF TRURO WILL PROVIDE EFFICIENT AND EFFECTIVE MUNICIPAL SERVICES THAT MEET THE NEEDS OF YEAR-ROUND RESIDENTS, PART-TIME RESIDENTS AND VISITORS.

TS1. The Town Manager will on an ongoing basis assess the staffing structure of the Town and the related delivery of services and propose changes that further this goal.

TS2. The Town Manager will continue to explore opportunities for greater collaboration, shared programs and services with the Outer Cape towns, Barnstable County Government and the State of Massachusetts.

TS3. The Town Manager will work with the Cape Cod National Seashore Superintendent around areas of mutual concern.

TS4. The Board of Selectmen will pursue solutions to address the lack of regular maintenance and snow plowing for the dirt roads within the Cape Cod National Seashore.

TS5. The Town Manager will explore the development of alternative beach parking including the feasibility of permitting privately run shuttle bus services to access town beaches and attractions.

TS6. The Town Manager will continue to work with the Regional Transit Authority to develop a coordinated transportation system that will improve access for year round and summer residents to Town beaches, Post Offices, Town Hall, Community Center, Library, Council on Aging and Town Center of Truro and North Truro.

TS7. The Board of Selectmen, working with the Town Manager and the Board of Health will reduce the cost of solid waste disposal handled through the Transfer Station by: *(Continuing)*

a. Implementing Single Stream Recycling.
b. Creating and implementing a public education campaign that educates citizens about ways to decrease household solid waste disposal and increase recycling.
c. Creating more opportunities for Town-wide recycling.

TS8. The Town Manager and Licensing staff will review all policies and procedures regarding licensing approval and renewal and will recommend changes to the Board of Selectmen for adoption of Licensing Rules and Regulations and changes as necessary to Policy Memorandum #14.

TS9. The Town Manager will implement technology to facilitate the business of Town Government.

TS10. The Board of Selectmen and the Town Manager will revise the process and related forms for conducting annual performance evaluations for the Police Chief and the Fire Chief. *(Continuing & revised)*

TS11. The Police Chief and Town Manager will complete and update of the Town's Hazard Mitigation Plan. (*continuing*)

FISCAL MANAGEMENT

THE TOWN OF TRURO WILL DEVELOP SHORT AND LONG-TERM TERM FISCAL POLICIES THAT INCREASE REVENUE FROM SOURCES OTHER THAN PROPERTY TAXES AND MINIMIZE ANNUAL BUDGET GROWTH.

FM1. The Town Manager will present quarterly financial reports for the Board of Selectmen.

FM2. The Town Manager will prepare revenue & expense reports as part of the Budget Task Force process for the following Departments/Functions: Pamet Harbor, Recreation, Beach, Transfer Station, Shellfish and the Council on Aging.

FM3. The Board of Selectmen, Finance Committee and Town Manager will work to develop a five-year strategic plan for the Town.

FM4. The Board of Selectmen and the Finance Committee will work with the Town Manager to develop a ten-year Capital plan for the Town

FM5. The Board of Selectmen will work with the Town Manager to develop a feasibility and cost study of the potential options to move the DPW facility off Town Hall Hill by building or acquiring a new facility. *(Continuing)*

FM6. The Board of Selectmen will annually conduct a comprehensive review of Town Fees that will be included in the Budget Task Force process in order to provide for reasonable and equitable fees that maximize income for the Town and work towards self-sustaining programming. *(Revised/Continuing)*

FM7. The Town Accountant and Town Manager will develop a fiscal policy manual that covers new accounting requirements including addressing unfunded OPEB benefits, auditor's recommendations and sound business practices. (continuing)

PUBLIC SAFETY

THE TOWN OF TRURO WILL PROVIDE HIGH QUALITY AND COST EFFECTIVE POLICE, FIRE AND EMERGENCY SERVICES TO RESIDENTS AND VISITORS IN COORDINATION AND COLLABORATION WITH NEIGHBORING TOWNS.

PS1. The Board of Selectmen, Town Manager and Fire Chief will work to address the long term sustainability of the Fire & Rescue Department including opportunities for shared services and/or regionalizing with our neighboring communities.

PS2. The Board of Selectmen will work with the Town Manager and the Police Chief to develop a vision and mission statement (policy memorandum) that informs policy and practice at the Truro Police Department.

PS3. The Police Chief will arrange for emergency management training for the Board of Selectmen by December 31, 2016 so that the Board members may better understand their roles and legal responsibilities. *(Continuing)*

PS4. The Town Manager and the Board of Selectmen will work with the State, Truro Chamber of Commerce and local business owners and residents to create safe and accessible centers of Truro and North Truro.

PS5. The Town Manager and the Board of Selectman will explore the Gloucester Massachusetts Police Department "Angel Program" model for addressing the growing opioid addiction problem on Cape Cod.

PS6. The Board of Selectmen will work with the Town Manager, the State Department of Transportation, and the Truro Chamber of Commerce to create signage for Truro Center and North Truro Center businesses.

PS7. The Town Manager and Police Chief will work with their counterparts on the Outer Cape to strengthen the availability of mental and substance abuse prevention and treatment services in our Communities.

COMMUNITY SUSTAINABILITY

THE TOWN OF TRURO WILL SUPPORT POLICIES AND PROGRAMS THAT:

- **FOSTER SUSTAINABLE AND APPROPRIATE ECONOMIC DEVELOPMENT**
- **CREATE MORE AFFORDABLE, YEAR –ROUND PLACES FOR PEOPLE TO LIVE**
- **PROTECT AND RESTORE OUR FRAGILE ENVIRONMENT**

CS1. In an effort to support economic development the Board of Selectmen, working with the Cable & Internet Advisory Committee will

a. identify ways to ensure broadband internet service is available in all areas of the Town. *(Continuing)*
b. continue to closely monitor Comcast contract compliance including expansion of service. *(Continuing)*

CS2. The Board of Selectmen will hold a joint meeting with the School Committee to address such issues as declining school enrollment, the long-term financial needs of the school and our relationship to the Nauset Regional School District.

CS3. The Board of Selectmen working with the Planning Board will explore zoning by-law changes that will increase the diversity of year round housing options for affordable and community housing for current and future residents.

CS4. The Board of Selectmen and the Town Manager will support the Truro Housing Authority in their efforts to complete the 2015 draft Housing Needs Assessment and Housing Production Plan and

seek approval by the Planning Board, the Board of Selectmen and the Department of Housing & Community Development per 760 CMR 56.03(4) to inform future initiatives and policies that increase the availability of affordable and community housing in the Town of Truro.

CS5. The Town Manager will continue to develop and implement plans for the restoration of tidal flow to the Pamet River Valley and to develop long-term solutions to the effects of erosion and over washing at Ballston Beach. *(Continuing-revised)*

CS6. The Board of Selectmen will hold quarterly joint meetings with the Planning Board to encourage information sharing and coordinated policy development.

CS7. The Board of Selectmen working with the Town Manager will research the impacts of implementing a differential property tax rate (residential property tax exemption) and present findings and recommendations to be included in the Budget Task Force Process.

CS8. The Board of Selectmen will hold a joint meeting with the Community Preservation Committee prior to the beginning of their funding cycle to share respective priorities in the CPC's focus areas of Affordable Housing, Open Space (Recreation) and Historic Preservation in order to develop a more coordinated effort in these areas.

CS9. The Board of Selectmen will develop a policy statement regarding the use of town roads, property and facilities for fundraising events to ensure that a portion of the proceeds benefit agencies/programs serving residents of the Town.

CS10. The Board of Selectmen working with the Town Manager, Planning Board and Truro Housing Authority will bring forward an article to the next Town Meeting on Accessory Dwelling Units.

CS11. The Board of Selectmen will hold a joint meeting with the Planning Board and Zoning Board of Appeals.

CS12. The Board of Selectmen will hold a joint meeting with the Conservation Commission.

CS13. The Board of Selectmen will hold a joint meeting with the Board of Health.

CS14. The Board of Selectmen and the Truro Housing Authority will continue to pursue acquisition of the +/- cloverleaf parcel for affordable and community housing, conduct a feasibility study for use of the property and secure a developer to develop the property.

COMMUNITY ENGAGEMENT & GOVERNANCE

THE TOWN OF TRURO WILL HAVE AN OPEN AND TRANSPARENT GOVERNMENT THAT PROACTIVELY ENGAGES AND INVOLVES THE TOWN'S RESIDENTS.

CEG1. The Town Manager will develop policy regarding social media content and posting across departments.

CEG2. The Town Manager will develop an overall vision and e-communication strategy and plan that will include ways to increase use of the Town's website, Facebook page and other electronic and social

media as a way to communicate with and gather information from residents, property owners and visitors.

CEG3. The Board of Selectmen will catalogue and review all of the Board's Policy Memorandums to identify those in need of update or deletion. The Board of Selectmen will work to complete revision of policies by the end of FY2017. *(continuing)*

CEG4. The Board of Selectmen will conduct a thorough review of charges for Boards, Committees and Commissions under its purview. This will include:

a. An assessment of relevance to the current and future work of the Town of Truro.
b. Revisions to charges to ensure clarity of purpose, role and authority.
c. Consolidation if possible and appropriate.
d. Develop incentives for residents to volunteer to serve on Boards, Commissions and Committees.

CEG5. The Town will equip an additional meeting room with cameras and sound to record meetings of Town Boards and Commissions.

CEG6. The Town will create and provide support, training and educational materials to all of our citizen volunteers in order to make our volunteer driven committees and services more effective and compliant with State and Federal regulations.

CEG7. The Town Manager will develop and implement data collection methods to gather evaluative information from residents and visitors that utilize Town services and resources that can inform service delivery, program, budget and policy development.

CEG8. The Board of Selectmen will hold a summer meeting with Part Time Residents to inform and engage them in Town affairs.

Agenda Item: 5C

TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: May 11, 2016

ITEM: Discussion of Legal Counsel Fees

EXPLANATION: In response to questions raised at Town Meeting, BOS Chairman Wisotzky requested that this item be placed on the agenda for discussion and review. Attached are a summary of the current fiscal year legal fees by category and a summary of the legal fees related to the litigation of 25-27 Stephen's Way.

FINANCIAL SOURCE (IF APPLICABLE): Town Budget

SUGGESTED ACTION: None required, for discussion purposes.

ATTACHMENTS:

1. Summary of FY 2016 Legal Fees

LEGAL EXPENSES TO DATE - FISCAL YEAR 2016

Kopelman & Page

Month:	General Legal Services	25-27 Stephen's Way	Landfill / Solar	Land Use	Health / Conservation	Town Meetings	Fees	Monthly Totals
07.31.2015	198.00	0.00	0.00	846.00	1,566.00	0.00	5.24	2,615.24
08.31.2015	396.00	36.00	0.00	1,962.00	612.00	0.00	126.56	3,132.56
09.30.2015	1,278.00	3,114.00	2,538.00	4,194.00	864.00	72.00	63.27	12,123.27
10.31.2015	1,566.00	126.00	2,304.00	4,410.00	522.00	630.00	412.43	9,970.43
11.30.2015	828.00	0.00	1,098.00	3,492.00	180.00	558.00	189.18	6,345.18
11.30.2015	0.00	0.00	0.00	108.00	0.00	0.00	0.00	108.00
12.31.2015	594.00	2,934.00	2,988.00	2,790.00	1,854.00	0.00	578.23	11,738.23
12.31.2015	0.00	0.00	0.00	54.00	0.00	0.00	0.00	54.00
01.31.2016	2,160.00	3,258.00	0.00	3,654.00	126.00	0.00	447.93	9,645.93
01.31.2016	0.00	0.00	0.00	36.00	0.00	0.00	0.00	36.00
02.29.2016	3,132.00	90.00	432.00	3,276.00	612.00	0.00	380.44	7,922.44
03.31.2016	1,836.00	828.00	18.00	432.00	5,382.00	2,268.00	428.23	11,192.23
Total to Date:	**11,988.00**	**10,386.00**	**9,378.00**	**25,254.00**	**11,718.00**	**3,528.00**	**2,631.51**	**$74,883.51**

Lighthouse Legal Services

Month	Quarterly Retainer Fee	Additional Services	Totals
07.01.2015	3,000.00	0.00	3,000.00
08.03.2015	0.00	594.00	594.00
09.01.2015	0.00	2,894.25	2,894.25
10.01.2015	3,000.00	4,628.50	7,628.50
11.02.2015	0.00	3,838.50	3,838.50
12.01.2015	0.00	643.50	643.50
01.08.2016	3,000.00	2,094.00	5,094.00
02.01.2016	0.00	1,461.60	1,461.60
03.02.2016	0.00	495.00	495.00
04.05.2016	3,000.00	380.00	3,380.00
Total to Date:	**12,000.00**	**17,029.35**	**$29,029.35**

Zisson & Veara

Month	Monthly Total:
07.27.2015	2,733.50
08.25.2015	718.25
09.24.2015	2,220.00
10.22.2015	2,610.00
11.23.2015	7,090.51
12.23.2015	1,920.00
01.25.2016	750.00
02.25.2016	1,020.00
03.24.2016	330.00
04.25.2016	2,934.61
Total to Date:	**$22,326.87**

Total FY 2016 Legal Expenses to Date

Grand Total:	**$126,239.73**
Appropriation:	$177,000.00
Available Balance:	$50,760.27

25-27 Stephen's Way - Historical Expenses

Year:	Total
2008	2,974.36
2009	6,142.29
2010	8,173.42
2011	22,718.26
2012	25,494.85
2013	31,313.69
2014	81,482.97
2015	21,236.96
Total	**$199,536.80**

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

6. CONSENT AGENDA

A. Review/Approve and Authorize Signature:

1. Entertainment License for Francie Randolph, Sustainable CAPE, for Farmers' Market to be held Mondays June 13th – August 29th, 2016
2. Entertainment License and MA State Sunday Entertainment License for Francie Randolph, Sustainable CAPE, for Agricultural Fair to be held on Sunday, September 4th, 2016.
3. Entertainment License for Truro Historical Society; 6/12 (MA State Sunday License as well), 7/13, 8/13, 8/24 and One Day Pouring License for 6/3, 6/12, 6/29, 7/6, 7/13, 7/15, 7/20, 7/27, 8/3, 8/10, 8/13, 8/17, 8/24, 8/31, 9/24
4. Review and Approve Head of the Meadow Beach Food Vendor Contract
5. Agreement between the Town of Truro and Paul S. Kapinos & Associates dba/pk Valuation Group
6. Renewal Proposal Letter to MIIA Property & Liability and Worker's Compensation insurance programs for FY 2017
7. Entertainment License for Kevin Rice, Payomet Performing Arts Center and MA State Sunday Entertainment License for 2016 Season
8. CDBG Close-out Agreement for 2012 Grant

B. Review and Approve Renewal of Seasonal Licenses: Joey's Food Truck (Hawker Peddler) Head of the Meadow Beach; Moorland House (Lodging House) & Perry's Furniture (Transient Vendor)

C. Review and Approve Regular Board of Selectmen Minutes – April 12, 2016 , Joint Meeting Minutes February 11, 2016

TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administrative Office

REQUESTOR: Noelle Scoullar, Executive Assistant, on behalf of Francie Randolph, Sustainable Cape

REQUESTED MEETING DATE: May 24, 2016

ITEM: Application for Entertainment License for Farmers' Markets being held Mondays June 13- August 29 and Application for Entertainment License for Truro Ag Fair being held Sunday, September 4.

EXPLANATION: Francie Randolph, of Sustainable Cape, has completed two applications for entertainment:
Mondays, June 13-August 29 at the Farmers' Market
Sunday, September 4 at the Truro Agricultural Fair

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Sustainable Cape will not be allowed to have entertainment at the Farmers' Markets nor at the Agricultural Fair.

SUGGESTED ACTION: *MOTION TO approve the Entertainment Licenses for both the Farmers' Market and the Agricultural Fair, and authorize the Chair to sign.*

ATTACHMENTS:

1. Application for Entertainment License-Farmers' Market
2. Application for Entertainment License-Agricultural Fair

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

Official Use Only

Permit No._____

Application for an Entertainment License

☑ 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 — Name of Applicant

Sustainable CAPE — 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

Jane Weber — Contact Person

(774) 383-3169 — Phone Number

jane@sustainablecape.org — Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

EVENT INFORMATION

Mondays, June ~~6~~ 13 - ~~Sept 5~~ Aug 29 — Day (s)/Date (s) of Event for License to be issued

Truro Educational Farmers' Market — Purpose of Event (example: fundraiser)

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

Pamet Park / Veteran's Memorial Park — Location (**Must** provide facility name, if any, street number and name)

Event is: ☐ Indoor ☑ Outdoor Event (Please check applicable box)

Town of Truro — Property Owner Name and Address

Phone number

Seating Capacity: _____

Occupancy Number: _____

Name of Caterer (*if applicable*)

Approximate number of people attending 800

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 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.

Francine Randolph April 27, 2016

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 Takalejian Date 5/2/16

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 & 24 Fax: 508-349-5505
Email: ntudor@truro-ma.gov or nscoullar@truro-ma.gov

Official Use Only
Permit No._____

Application for an Entertainment License

☐ 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
Name of Applicant

Sustainable CAPE
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

(714) 383-3169
Phone Number

francie@sustainablecape.org
Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

EVENT INFORMATION

Sunday, September 4, 2016
Day (s)/Date (s) of Event for License to be issued

Truro Agricultural Fair
Purpose of Event (example: fundraiser)

Hours of Event (*from - to*) 7am - 5pm

Snow's Field / Truro Green
Location (**Must** provide facility name, if any, street number and name)

Event is: ☐ Indoor ☒ Outdoor Event
(Please check applicable box)

Town of Truro
Property Owner Name and Address

Phone number

Seating Capacity: _____

Occupancy Number: _____

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 varied fiddlers bands

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 _____ Date April 27 2016

- 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 Takakjian Date 5/2/16

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

TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration Office

REQUESTOR: Noelle Scoullar, Executive Assistant, on Behalf of Jim Summer, Director of the Truro Historical Society

REQUESTED MEETING DATE: May 24, 2016

ITEM: Applications for Entertainment and One Day Pouring Licenses

EXPLANATION: The Truro Historical Society has applied for Entertainment and One Day Pouring Licenses for their 2016 Season.
Entertainment Dates: 6/12, 7/13, 8/13, 8/24 (note 6/12 is a Sunday and the MA State Sunday Entertainment License has been prepared).
One Day Pouring License Dates: 6/3, 6/12, 6/29, 7/6, 7/13, 7/15, 7/20, 7/27, 8/3, 8/10, 8/13, 8/17, 8/24, 8/31, 9/24.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Truro Historical Society will be unable to hold events or serve alcohol at these events.

SUGGESTED ACTION: *MOTION TO approve the Entertainment Licenses and One Day Pouring Licenses for the dates listed above, and to authorize the Chair to sign.*

ATTACHMENTS:

1. Application for Entertainment Licenses plus MA State Application for Sunday Entertainment. Application for One Day Pouring Licenses.
2. Letter from Jim Summers, Certificate of Liability Insurance, eTips Certifications

Consent Agenda Item: 6A4

TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: May 24, 2016

ITEM: Approval and Authorization to sign the contract agreement with and for Joseph F. Rugo, d/b/a Joeys Food Truck to operate at Head of the Meadow Beach

EXPLANATION: Mr. Rugo was awarded the bid for the Head of the Meadow Beach Food Vendor. The amount payable to the Town that Mr. Rugo bid is $3,000.00. The services at the Beach are set to begin on June 20, 2016, with a request to start later on Monday mornings so that he may use the same food truck at the Farmers' Market.

The contract is before the Board of Selectmen for approval for the 2016 season as the Head of the Meadow Beach Food Vendor.

Mr. Rugo additionally requested authorization to use a mobile food unit (yet to be purchased) at Corn Hill Beach during the day. The Beach Commission approved this additional site at their April 7th meeting. Upon speaking with Mr. Rugo, if the additional location of Corn Hill is approved for this season he will move forward with acquiring an additional unit and it will come back to the Board of Selectmen for approval of a license.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: There would not be a food vendor for this summer at Head of the Meadow Beach.

SUGGESTED ACTION: *MOTION TO approve and authorize the Chairman to sign the contract agreement with Joseph F. Rugo d/b/a Joey's Food Truck to operate at Head of the Meadow Beach and Corn Hill Beach.*

ATTACHMENTS:

1. Notice of Award
2. Copy of proposed contract
3. Mr. Rugo's proposal
4. Request for Proposal that was issued

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Town Administrator
Tel: 508-349-7004, Extension: 10 or 24 Fax: 508-349-5505

April 27, 2016

CERTIFIED MAIL: 7013 0600 0001 3825 3597

Joey Rugo
Food Truck Gypsy Inc. dba Joey's Food Truck
PO Box 696
Wellfleet, MA 02667

RE: Notice of Award Head of the Meadow Beach Vendor

Dear Mr. Rugo,

Please be advised the Town of Truro would like to Award you the Head of the Meadow Beach Food Vendor Concession. I have reviewed and accepted your request for proposal for providing beach vendor services for the Town of Truro in accordance with the specifications as noted for the year 2016, contingent upon passing the inspection with the Health Agent, CORI, and check of references.

The acceptance is also contingent upon our receiving proof of liability insurance, as outlined in the Specifications and Conditions. Your acceptance bid is as follows:

Payment to the Town of Truro: $3,000.00

You are required to return an acknowledged copy of the enclosed Notice of Award to the Selectmen's Office within 5 days. If you should have any questions regarding this, please feel free to call us at the above number. Thank you for your interest in the Town of Truro.

Sincerely,

Rae Ann Palmer
Town Administrator
Town of Truro

Enc.
cc: Trudi Brazil, Town Accountant
Kelly Clark, Recreation & Beach Director
Pat Pajaron, Health Agent

Head of the Meadow Food Vendor 2016

ACCEPTANCE OF NOTICE OF AWARD

Receipt of the above NOTICE OF AWARD is hereby acknowledged by JOSEPH RUGO
this the 5 day of MAY, 2016.

By JOSEPH RUGO
Title OWNER
Employer Identification Number [redacted]

Joseph F Rugo

RECEIVED
SELECTMENS OFFICE
MAY 05 2016
TOWN OF TRURO
MASSACHUSETTS

Consent Agenda Item: 6A4

Agreement Between
Town of Truro, MA
And
Joseph F. Rugo d/b/a Joeys Food Truck

This Agreement made the _____ of _____, 2016 by and between Joey Rugo, owner of Food Truck Gypsy Inc. d/b/a Joeys Food Truck, mailing address P.O. Box 696, Wellfleet, MA 02667, herein called the "Contractor" and the town of Truro, mailing address P.O. Box 2030, Truro, MA 02666, herein called the "Town" for the provision of Beach Food Vendor Concession.

Witnesseth, that the Contractor and the Town for the consideration herein after named agree as follows"

Article 1. Scope of Work

The Contractor shall perform all Work and Services required and as specified in the Request for Proposals for a Beach Food Vendor Concession to be located at the Head of the Meadow Beach, for the period from 6/20/2016 through and including 9/6/2016, herein called the "RFP".

Article 2. Time of Completion

The contract is for the period of June 20, 2016 through and including September 6, 2016.

Article 3. Contract Sum and Time of Payment

Pursuant to Section III.B.8 of the RFP, the Contractor shall make payment in full two weeks after the award of the proposals by certified check or money order in the amount of Three Thousand dollars ($3,000.00) made out to the "Town of Truro."

Article 4. Contract Documents

The RFP, the Contractor's Proposal and this Agreement form the Contract, and they are fully a part of the Contract as attached and incorporated herein by reference.

Article 5. Performance and Compliance

The Work and Services performed under this Contract shall be rendered in conformity with the standard outlined in the RFP.

Article 6. Executive Order 195

The Governor, or his designee, the Secretary of Administration and Finance, and the State Auditor or his designee, shall have the right at reasonable notice, to examine the books, records, and other compilations of data of the Contractor which pertain to the performance of the provisions and requirements of this Contract.

Article 7. Termination for Cause

The Town may terminate this Agreement for cause, at any time upon written notice to the Contractor designating the reason for said termination. Termination shall be effective immediately and no refund of payment shall be eligible.

In WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in duplicate on the respective dates indicated below:

TOWN OF TRURO	JOSEPH F. RUGO d/b/a Joeys Food Truck
_____	_____ Joseph F. Rugo
_____ Chair	
Date: _____	Date: _____

2015 Truro Beach Concessions
Head of the Meadow
6/20/16 - 9/7/16

Joeys Food Truck
P.O. Box 696
Wellfleet, MA 02667
774.573.6529

Town of Truro,

Joeys Food Truck would like to propose to do business at Head of the Meadow Beach in Truro MA over the summer season of 6/20/16 to 9/7/16. Joeys Food Truck is locally grown and on its third summer of business on the outer Cape, service gourmet tacos, quesadillas, street corn and other seasonal delights using the freshest sourced ingredients available

Joseph F Rugo
Owner
4/12/16

2015 Truro Beach Concessions
Head of the Meadow
6/20/16 - 9/7/16

Joeys Food Truck
P.O. Box 696
Wellfleet, MA 02667
774.573.6529

Dress Code:

We will abide by all local and state regulation and health codes. This applies to the dress code of our staff. All staff must wear closed toe shoes, a clean work uniform, and apron, and protective gloves while preparing and serving food items.

Staffing Plan / Qualification Requirements

1) Two years customer service or kitchen experience
2) Polite, Professional & Reliable staffing determined by:
    1) Face to Face interview
    2) Past Work Experiences
    3) Checked References
3) At least one servsafe staff member working per shift
4) All staff members must abide by dress & health code regulations at all times while on public or private property at the food truck and at our base of operation

JOSEPH F RUGO V

[redacted]

P.O. Box 696
Wellfleet, MA
01519

Career Objective

To work and grow in a professional, respectful environment, where my knowledge, experience, and creativity can be put to best use.

Experience

Owner, JOEYS FOOD TRUCK, Massachusetts — 2014 - Present
Creation, Development, Management, & Operations of a successful mobile food business. Have added an additional truck to the fleet each year of operations. Three will be in business on Cape Cod over Summer 2016.

Owner, RUGO LANDSCAPING, Provincetown, Truro — 2010-2014
Owned & Operated a small-scale landscaping company. Servicing up to 10+ properties on a weekly basis.

Assistant Manager, CIRO & SALS, Provincetown — 2010-2013
Assisted the GM with daily staffing, ordering, and customer needs. Ability to step-in to many different roles to fill a short staffed position.

Server, BUBULAS BY THE BAY, Provincetown — 2011- 2014
Server at a fast paced, high energy dining establishment. Ability to multi-task successfully and work well with customers and staff.

Education

Emmanuel College: Boston, MA — Political Science, 2010

Skills

My greatest skill is the ability to make decisions and follow through with them. I find ease in making connections with diverse types of people from all backgrounds and walks of life. I am proficient in Microsoft Word, and Excel.

References

Becky Rosenberg, Director: Wellfleet Recreation

Worked closely together to establish Bakers Field food service location in 2014 and 2015. Assisted Wellfleet Rec Dept. with summer camp program & Recreation sponsored events and fundraisers

300 Main St, Wellfleet, MA

[redacted]

Carl Erickson, CEO: Beacon Worldwide

Carl has been a father figure to me since middle school years. He has advised me on many things from choosing a college to current business decisions. He has also been a landlord over the past year.

13 Bayberry Ln, Millbury, MA

[redacted]

John Yingling, Owner: Spiritus, Bubulas by the Bay, Local 187

A regular customer, friend, and supporter of JOEYS FOOD TRUCK. Was a big help in establishing the business in 2014

7 Hatch Rd, Truro MA

[redacted]

Zachary Luster, GM: Ciro & Sals

General Manager of Ciro & Sals and long time friend and college roommate. Introduced me to the outer cape in 2010 and showed me the ropes of restaurant management.

4 Kiley Ct, Provincetown MA

[redacted]

Menu for Joeys Food Truck

Tacos

Jamaican Jerk Chicken - $6
Grilled Jerk Chicken, Shredded Raddichio, Sharp Cheddar, Red Onion Marmalade, Tomato Salsa, Corn Tortilla

Sweet Braised Pork - $6
Braised Chili Rubbed Pork, Green Apple & Jicama Slaw, Lime & Cilantro Sour Cream, Shaved Radish, Pineapple Salsa, Corn Tortilla

Catch of the Day - $7
Marinated and Seared Seasonal Fish, Carrot & Cabbage Slaw, Chipotle Aioli, Pineapple Salsa, Corn Tortilla

Roasted Veggie Medley & Spiced Tofu - $6
"Chorizo" Inspired Crumbled Tofu, Roasted Summer Squash, Zucchini & Bell Peppers, Corn & Black Bean Pico de Gallo, Tomato Salsa, Corn Tortilla

Burritos

Rice & Beans - $6
Rice, Cuban Style Black Beans,Flour Tortilla
Options: Lettuce, Sharp Cheddar, Tomato Salsa

Jamacian Jerk Chicken - $10
Grilled Jerk Chicken, Shredded Raddichio, Sharp Cheddar, Red Onion Marmalade, Tomato Salsa, Flour Tortilla

Sweet Braised Pork - $10
Braised Chili Rubbed Pork, Green Apple & Jicama Slaw, Lime & Cilantro Sour Cream, Shaved Radish, Pineapple Salsa, Flour Tortilla

Catch of the Day- $12
Marinated and Seared Seasonal Fish, Carrot & Cabbage Slaw, Chipotle Aioli, Pineapple Salsa, Flour Tortilla

Roasted Veggie Medley & Spiced Tofu- $10
"Chorizo" Inspired Crumbled Tofu, Roasted Summer Squash, Zucchini & Bell Peppers, Corn & Black Bean Pico de Gallo, Tomato Salsa, Flour Tortilla

Quesadillas

Cheese - $5
Mozzarella & Cheddar Blend, Flour Tortilla
Served with Tomato Salsa

Bean & Cheese - $6
Mozzarella & Cheddar Blend, Cuban Black Beans, Flour Tortilla
Served with Tomato Salsa

Chicken - $8
Mozzarella & Cheddar Blend, Jerk Chicken, Flour Tortilla
Served with Tomato Salsa

Pulled Pork - $8
Mozzarella & Cheddar Blend, Sweet Braised Pork, Flour Tortilla
Served with Pineapple Salsa

Roasted Veggies - $8
Mozzarella & Cheddar Blend, Roasted Summer Squash, Zucchini & Bell Peppers, Flour Tortilla
Served with Tomato Salsa

** Joeys Special ** - $10
Mozzarella & Cheddar Blend, Jerk Chicken, Red Onion Marmalade, Chipotle Aioli, Corn & Black Bean Salsa, Flour Tortilla
Served with Guacamole

Corn

Classic Corn on the Cob - $2
Grilled Corn on the Cob, Butter

Mexican Street Corn - $4
Grilled Corn on the Cob, Ancho Chili Butter, Chipotle Aioli, Feta Cheese, Cilantro

Snacks

Chips & Salsa - $2
Tortilla Chips
Served with Tomato Salsa

Guacamole - $2
Made in House Daily

Hot Dog - $4
Nathan's All Beef Hot Dog, New England Style Bun

Chili Cheese Dog - $6
Nathan's All Beef Hot Dog, Amy's Organic Beef Chili, Sharp Cheddar, New England Style Bun

Cat Dog -$6
Nathan's All Beef Hot Dog, Guacamole, Corn Tortilla

Cup of Chili -$4
Amy's Organic Beef Chili

Drinks

Mexican Glass Bottle Soda - $3
Water - $2
Canned Soda - $2
Fresh Lemonade - $3
House Brewed Unsweetened Ice Tea - $3
Arnold Palmer - $3
Organic Fair Trade Cold Brew Coffee - $4

From: Joeys Food Truck [redacted]
To: healthag@truro-ma.gov
Date: 06/12/2015 07:18 AM
Subject: ServSafe, Allergy Awareness, Rental Contract

Good Morning Pat,

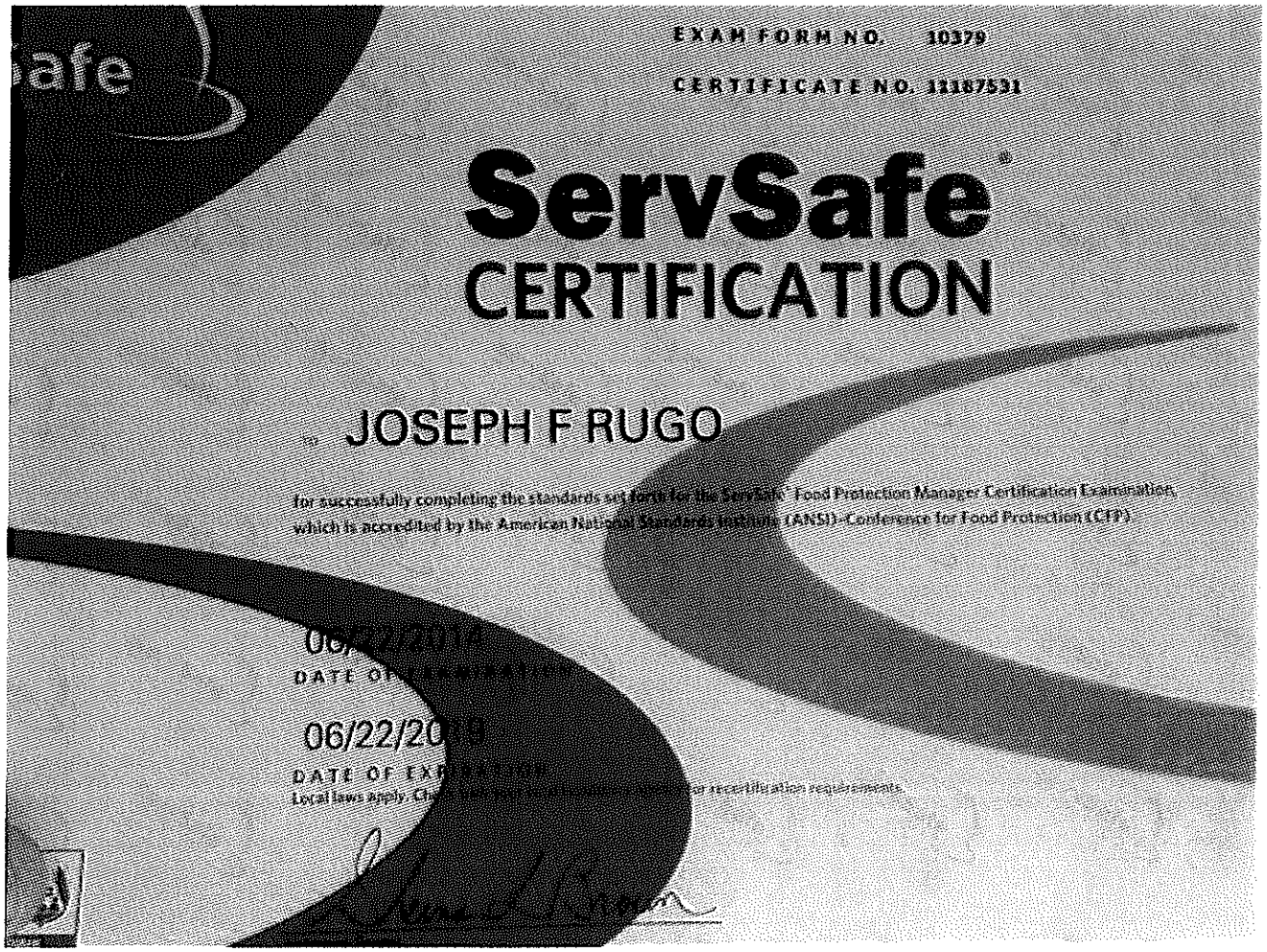
Here is a copy of my ServSafe Certification, Allergy Awareness Certification, and a copy of the contract for our coomisary kitchen for the Duck Creeke Tavern Kitchen (70 Main St. Wellfleet, MA 02667)

The kitchen is being inspected by Hillary this today at 8:30am. I will be by before 11am to give you a copy.

I will let you know as soon as the water lines are complete and the new truck is ready for your inspection!

Thank you

Joey Rugo


EXAM FORM NO. 10379

CERTIFICATE NO. 12187531

ServSafe®
CERTIFICATION

JOSEPH F RUGO

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

06/22/2014
DATE OF EXAMINATION

06/22/2019
DATE OF EXPIRATION

Local laws apply. Check with your local health department for recertification requirements.

ServSafe Allergens™
Certificate of Achievement

Awarded to

JOSEPH RUGO

For completing the ServSafe Allergens Training and Assessment

Provided by the **National Restaurant Association**

Certificate Number:	Student ID:	Expiration Date:
1468857	9983510	6/19/2017

Sherman Brown
Senior Vice President, National Restaurant Association

RENTAL CONTRACT
5/30/15

This rent agreement is made on 5 day of May, 2015 by and between
Sweet Seasons Inc. (hereinafter "Landlord")

AND

Food Truck Gypsy Inc. (hereinafter "Tenant").

In consideration for the shared promises and agreements contained herein, and for other good and valuable consideration, the parties hereby agree as follows:

1.The Landlord rents to the Tenant, and the tenant rents from the Landlord the following stated grounds:
   1. Upstairs Kitchen Space
   2.Walk-In Refrigerator
   3.Icea Machine
   4. Area for Dry Storage

2. The Landlord shall be responsible for supplying the Tenant with a fully functional Commercial Kitchen space that is up to Local and State Health Regulations.

3. The Tenant shall be responsible for the initial cleaning and cleanliness throughout the Rental period.

Appendix C

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004 , Extension: 10 or 24 Fax: 508-349-5505

Beach Food Vendor Concession Permit Application

Name of Firm, or Applicant: JOSEPH RUGO

Address: PO BOX 696 WELLFLEET MA 02667

Telephone: [redacted]

Location of Base of Operation: 8 highland RD TRURO MA

Description of Vehicle: 14FT TRAILER + 17FT BOX TRUCK

Vehicle Identification Number: [redacted]

Vehicle Registration Number:

List Food Items to be Sold: TACOS, BURRITTOS, QUESADILLAS, CORN ON THE COB HOT DOGS, BREAKFAST SANDWICHS

Description of Equipment: GRILL + FLAT TOP, FRIDGES, GENERATOR DAYSINK, STEAM TABLES

Proposal amount for Permit for the beach Season: _____ ($_____)

I, the undersigned, the authorized representative of JOEY'S FOOD TRUCK **, hereby certify that all the information contained herein is accurate and complete and that I have read the Specifications and Conditions of the Town of Truro Beach Vendor Permit contained in this Request for Proposal, understand the requirements of these Specifications and Conditions and agree to comply with the requirements and standards contained therein.**

Joseph Rugo JOSEPH RUGO
Owner, Principal or Authorized Representative

4/5/16
Date

Appendix E

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004 , Extension: 10 or 24 Fax: 508-349-5505

ACKNOWLEDGEMENT OF PRINCIPAL, IF A CORPORATION:

State of MASSACHUSETTS)

County of BARNSTABLE)

On this APRIL day of 13, 2016, before me personally came and appeared JOSEPH RUGO, proved to me through satisfactory evidence of identity, which was _____, to be the person whose name is signed below, who, being by me duly sworn, did depose and say to me that he resides at 31 SIBLEY ST GRAFTON MA, that he is OWNER of FOOD TRUCK GYPSY INC the corporation described in and which executed the foregoing instrument; that he knows the seal of said corporation; that one of the impressions affixed to said instrument is an impression of such seal; that it was so affixed by the order of the directors of said corporation and that he signed his name thereto by like order.

(Seal) NICOLE TUDOR
Notary Public
COMMONWEALTH OF MASSACHUSETTS
My Commission Expires
August 22, 2019

Notary Public

ACKNOWLEDGEMENT OF PRINCIPAL, IF A PARTNERSHIP:

State of _____)

County of _____)

On this _____ day of _____, 20____, before me personally came and appeared _____, proved to me through satisfactory evidence of identity, which was _____, to be the person whose name is signed below, and one of the members of the firm of _____ described in and which executed the foregoing instrument and he acknowledged to me that he executed the same as and for the act and deed of said firm.

(Seal)

_____
Notary Public

Appendix A

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004, Extension: 10 or 24 Fax: 508-349-5505

Certificate of Non-Collusion

Description of Proposal: HEAD OF THE MEADOW BEACH CONCESSION BID SUMMER 2016

Date of RFP: April 2016

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

JOSEPH F RUGO
(Name of Person Signing Proposal)

FOOD TRUCK GYPSY INC. DBA JOEYS FOOD TRUCK
(Name of Business)

This form must accompany proposal

Appendix D

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004 , Extension: 10 or 24 Fax: 508-349-5505

REVENUE ENFORCEMENT AND PROTECTION CERTIFICATION (REAP)

Pursuant to M.G.L.Ch. 62C. Section 49A. I certify under the Penalties of Perjury That I Have Filed All Mass. State Tax Returns and Paid ALL Mass. State and Town Taxes Required under Law.

Company Name: FOOD TRUCK GYPSY INC

Street and No: 31 SIBLEY ST

City or Town: GRAFTON

State: MA Zip Code: 01519

Telephone: [redacted]

Social Security or Federal Identification Number: [redacted]

Certified by State Office of Minority and Women Business Assistance (SOMWBA): _____

Date of Certification: _____

Failure to complete this form may result in rejection of the RFP.

Joseph Rizzo
Authorized Signature

4/5/16
Date

Appendix B

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004, Extension: 10 or 24 Fax: 508-349-5505

STATE TAXES CERTIFICATION CLAUSE

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes under law.

FOOD TRUCK GYPSY INC
*Signature of individual or Corporate Name
(Mandatory)

by: JOSEPH RUGO
Corporate Officer
(Mandatory, if applicable)

[redacted]
**Social Security # (Voluntary) or Federal Identification #

* Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant.

** Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Mass. G.L. 62C s. 49.A.

2015 Truro Beach Concessions
Head of the Meadow
6/20/16 - 9/7/16

Joeys Food Truck
P.O. Box 696
Wellfleet, MA 02667
774.573.6529

Town of Truro,

Joeys Food Truck would like to propose to do business at Head of the Meadow Beach in Truro, MA over the summer season of 6/20/16 - 9/7/16. We would like to propose the bid amount of:

$ 3,000 THREE THOUSAND DOLLARS

Joseph F Rugo
Owner
4/12/16

SPECIAL STATE LICENSE

Hawker or Pedler

№ 121267 A

Licensee: Joseph Rugo
1878 Rte 6
S. Wellfleet, MA 02667

Expires: 6-21-16

Town of Truro

Request for Proposals

For a Beach Food Vendor Concession to be located at the Head of the Meadow Beach

For the period from
6/20/2016 through and including 9/6/2016

March 2016

This document and any addenda thereto are issued electronically only. It is the responsibility of every bidder who receives this bid and all associated documents to check the Town of Truro website for any addenda or modification to this solicitation, if they intend to respond. The Town of Truro accepts no liability to provide accommodation to bidders who submit a response based upon an out of date solicitation document. Bidders may not alter (manually or electronically) the bid language or any bid documents. Unauthorized modifications to the body of the bid, specifications, terms or conditions, or which change the intent of this bid are prohibited and may disqualify a response.

SECTION I. INTRODUCTION AND BACKGROUND

The Town of Truro is seeking Request for Proposals ("RFP") from qualified mobile food concessionaires interested in securing the **Beach Food Vendor Concession** for Head of the Meadow Beach, North Truro and Corn Hill Beach, Truro **(the Corn Hill Beach location award is pending site approval by the Beach Commission and the Board of Selectmen).**
The RFP, with specifications and requirements, may be obtained by going to www.truro-ma.gov and viewing our Bids & Proposals page.

The Town of Truro, acting by and through the Board of Selectmen receiving the recommendations of the Town Administrator may award one (1) mobile food vendor license to the qualified, successful highest proposal amount so as to allow the successful highest bidder to sell food through the use of one (1) mobile unit only at the Head of the Meadow Beach, and one (1) mobile unit only at Corn Hill Beach(pending site approval), during the summer beach season from the third weekend in June through Labor Day.

Head of the Meadow Beach, located at 70 Head of the Meadow Road, is one of Truro's finest ocean-side beaches. This is the only ocean side Truro Town beach which is open to the public for a daily parking fee. There is ample parking.

SECTION II. KEY DATES FOR THIS PROPOSAL

Following are key dates for this Request for Proposal. Please respond in according to these requirements.

Key dates for this Proposal

March 18, 2016	Proposal posted on Town Website
March 31, 2016	Last day to submit questions to the Purchasing Agent
April 14, 2016	Proposals Due, 2:00 pm, Selectmen's Office 24 Town Hall Rd, Truro, MA 02666
April 20, 2016	Tentative optional interview date
April 21, 2016	Notification of Award/generate contracts for signature
May 17 or June 7, 2016	Board of Health Food Service for Mobil Food Vendor
May 11 or May 24, 2016	Board of Selectmen Peddler License for Mobil Food Vendor
June 20, 2016 (targeted)	Equipped, supplied, and ready for operation by 6/20/2016

SECTION III. PROPOSAL INSTRUCTIONS

A. GENERAL

1. Attention of all proposers is directed to Chapter 30B of the General Laws of the

Commonwealth of Massachusetts and to all other applicable sections of the General Laws as most recently amended which govern the award of this contract.

2. The Town of Truro may cancel this RFP, in whole or in part, or may reject all proposals submitted in response, or may procure only some goods and/or services outlined in this RFP whenever such action is determined to be fiscally advantageous to the Town or if it is otherwise in the best interest of the Town.
3. The Town of Truro may request that supplementary information be furnished to assure the Town that a proposer has the technical competence, the business and technical organization, and the financial resources adequate to successfully perform the necessary work.
4. The following forms and documents are provided by the awarding authority and shall be **signed and submitted** with the proposal:
    a. Certificate of Non Collusion (Appendix A)
    b. State Taxes Certification Clause (Appendix B)
    c. Beach Permit Food Concession Permit Application (Appendix C)
    d. Revenue Enforcement and Protection Certification (Appendix D)
    e. Acknowledgement of Principal, If a Corporation or Acknowledgement of Principal, If a Partnership (Appendix E).

All proposals shall be in ink or typewritten and must be completed according to the instructions contained herein.

5. Questions or clarifications rising from these documents shall be submitted to the Town in writing. They should be sent to the individual named in section V.B. They must be submitted in accordance with section II "Key Dates for This Proposal".
6. All responses are to include a cover letter, which shall include a statement that the Proposal is in accordance with this RFP and that the proposer has read and understands all sections and provisions herein. Exceptions, if any, are to be clearly stated.
7. All proposals shall be submitted to the Town Administrator, Town of Truro, Selectmen's Office, 24 Town Hall Rd, Truro, MA 02666, on or before the date and time stated in section II "Key dates for this Proposal". Each proposal shall be in SEALED envelopes, clearly marked on the outside of the envelope to indicate the contents, and the name and address of the proposer.
8. Proposers may correct, modify or withdraw the original proposals on or before the date and time as stated in the "Key dates for this Proposal". Corrections or modifications shall be in sealed envelopes, clearly marked to indicate the contents, with the name and address of the vendor. Any late correction or modification to the proposal will not be accepted. A proposer who wishes to withdraw a proposal must make the request in writing.
9. Each proposer shall be presumed to have read and be thoroughly familiar with these documents. Unfamiliarity with these documents shall in no way relieve any proposer from any obligation in respect to his/her proposal.
10. It is understood that the Vendor's Proposal to the Town of Truro to provide said services and products will remain valid for 90 days past the submission deadline.
11. It is understood that the proposer has submitted the Proposal in good faith and has not colluded with any other individuals, firms, or corporations in creating the proposal to subvert the market process. See Non-Collusion Certificate attached (Appendix A).
12. All costs involved in preparing the Proposal will be borne by the vendor; the Town will not be liable for any costs associated with the creation of the Proposal. The proposer shall be familiar with all state, local and other laws relating to this type of work and shall obtain all permits required and shall pay all expenses for same.
13. Proposals, which are incomplete, conditional or obscure, will be rejected. No award will be made to any proposer who cannot satisfy the awarding authority that he/she has sufficient ability and sufficient capital to enable him/her to meet the requirements of these specifications.

The awarding authority's decision or judgment on these matters shall be final, conclusive and binding.

14. Any proposal received after the date and time stated in the "Key dates for this Proposal" will be deemed "non-responsive" and shall not be opened. Unopened proposals will be returned to the proposer.
15. The Proposals will be opened on the date and at the time stated in the "Key dates for this Proposal" in the Selectmen's Meeting Room immediately after response due date. The name of the person or organization submitting a proposal will be read and recorded. The contents of all proposals will be opened publicly. A register of proposals will be completed indicating the name of the proposer and the number of proposal modifications submitted by each proposer. This register may be viewed upon request. The names of the witnesses will also be recorded. Although the pricing will be announced at the proposal opening, the technical proposal will be evaluated and the technical merit and pricing will be used to determine the proposal most advantageous to the Town.
16. Any contract resulting from this RFP shall be awarded to the proposer meeting all criteria and requirements and who has submitted the most advantageous bid amount to the Town of Truro. The Town alone will be the sole judge in determining whether a vendor's proposal satisfies the requirements of this RFP and whether or not the Proposal will prove advantageous to the Town. The selected vendor will be under contractual agreement to the Town per the attached contract document.
17. Response to this RFP acknowledges the vendor's acceptance of all sections and requirements of this document. The RFP will be written into the successful vendor's proposal as part of the system contract. IF THE VENDOR'S PROPOSAL DOES NOT COMPLY WITH THE REQUIREMENTS OF THIS RFP, OR IF AN ITEM IS NOT UNDERSTOOD IN ANYWAY, A COPY OF THAT SECTION OF THE RFP MUST THEN BE INCLUDED IN THE PROPOSAL AND ALL ITS COPIES CLEARLY STATING THE DEVIATION, ADDITIONS, OR OTHER COMMENTS.

B. SPECIFIATIONS AND CONDITIONS

1. The selected vendor shall meet the standards and requirements of: (a) the State Sanitary Code, Chapter X, Minimum Standards for Food Establishments; (b) 105 code of Massachusetts Regulations (CMR) 590.009(B); and (c) the rules and regulations of the Truro Board of Health.
2. The selected vendor shall obtain all necessary state and local permits and licenses. The selected vendor shall meet all the requirements of the Truro Board of Selectmen, Health Agent, and Board of Health, including, but not limited to, vehicular safety standards, insurance, as well as sanitary and food service requirements.
3. The selected vendor shall locate the approved mobile vendor unit at the designated area of the approved beach(es) only. The awarded location (s) shall be determined by the Board of Selectmen and the Beach Commission. At the Head of the Meadow Beach, the mobile vendor unit shall be located in the northeasterly corner of the parking lot; at Corn Hill Beach, the mobile vendor until shall be located to the left of the entrance, beyond the trash receptacles. Mobile vendor unit locations may be changed by direction from the Board of Selectmen in conjunction with the Town Administrator. Only the one approved mobile vendor unit will be permitted in the beach parking lot.
4. The selected vendor shall provide all required utilities, e.g., electricity and water, necessary for the food service operation, and shall provide a trash and recycle receptacle for the mobile vendor unit.
5. The selected vendor shall provide food service on all fair weather days, including holidays and weekends, between the hours of 11:00 a.m. and 4:00 p.m. through the term of the permit, the

period from the third weekend in June through Labor Day.

6. The selected vendor shall not assign, or sublease any portion of the licensed service.
7. The selected vendor shall carry concessionaire's liability/product liability insurance in the amount of $1,000,000 and shall provide the Town of Truro with a certificate of endorsement with the Town of Truro listed as an additional insured for the beach season period of the permit, from the third weekend in June through Labor Day. The selected vendor shall also carry Worker's Compensation Insurance in the amount of $500,000., and shall provide the Town of Truro evidence of such insurance coverage, unless the business owner operates the mobile vendor unit, and does not hire employees to do so.
8. The selected vendor shall make payment in full two weeks after the award of the proposals by certified check or money order.
9. The Town of Truro shall have the right to revoke the concession permit for the Beach Food Vendor for reasonable cause, including, but not limited to: (a) failure to maintain a sanitary mobile vendor unit in conformity with all applicable state and local standards, (b) inappropriate, offensive, or criminal behavior by the vendor, or any employee or agent of the vendor, (c) misrepresentation of information provided in the enclosed vendor permit application, (d) failure to service the public as required by Section #5 above, or (e) failure to maintain a respectable, family-oriented, food service operation in the best interest of the public and the Town of Truro.
10. The selected vendor shall adhere to the following guidelines for Sale and Preparation of Food from a Mobile Food Vendor Unit:
    a. All packaged food must come from a licensed source, and must be packaged and labeled;
    b. All potentially hazardous foods must be maintained at proper temperatures: frozen <0° F; hot holding >140° F and cold holding <41ºF. Wrapped cold foods are prohibited from direct contact with ice;
    c. Thermometers must be available, and in use for monitoring food temperatures;
    d. Employees and vendors must be able to wash hands with soap and hot water within the mobile unit or the use of a hand washing station approved by the Health Agent. Full restrooms with lavatories are not available at Truro beaches;
    e. At the concession unit, foods must be adequately protected from the elements, insects, and the public. Good food-handling practices must be observed;
    f. Only single-service items may be used, and must be protected;
    g. Only single-service condiments shall be used;
    h. Only single canned or bottled beverages will be allowed for sale; canned and bottled beverages may be stored in ice.
    i. Arrangements must be made for trash and recycle disposal; and adequate storage facilities must be available both at the site and at the base of operations.
    j. The mobile vending unit must be kept clean at all times. A labeled spray bottle of sanitizing solution must be available for cleaning all food contact surfaces:
        - Chlorine sanitizer: 50-100 PPM (1/2 TBL non-scented household bleach per 1 gallon water for 100 ppm solution)
        - Quaternary Ammonium sanitizer: 200 ppm (follow product instructions)
    k. All mobile food vendors must operate from a licensed fixed facility (base of operations). Mobile food operations not equipped with adequate water and waste systems to facilitate handwashing and the cleaning/ sanitizing of utensils are restricted to the preparation and service of frankfurters and non-potentially hazardous foods.
    l. The vendor will supply the Town with a listing of all food items to be sold and a price list.
    m. The vendor’s mobile food truck will be the only vehicle permitted on site. All other vehicles must obtain beach stickers and/or daily hang tags.
    n. Temporary signage must be either affixed to mobile food truck, or placed within 5 feet of

vehicle (via a sandwich board). Signage is not allowed on dunes and/or protected vegetation, and must not block or hinder parking spaces and/or emergency vehicles.

C. NOTIFICATION OF AWARD

All proposers will be notified of the selection decision within approximately 7 days of the date proposals are due to the Town unless otherwise notified by the Town. In no case will the award be made beyond 90 days unless the vendor agrees to extend the period of time in which the proposal is valid.

D. AGREEMENT OF CONTRACT

This RFP, as well as the selected vendor's proposal, and any addenda to that proposal will become part of the final contractual documents. At the time of the signing of the contract, the concessioner/vendor shall submit the liability insurance and Worker's Compensation Insurance documentation as outline in section III.E and III.B.7.

E. INSURANCE REQUIREMENTS

Refer to section III.B.7.

SECTION IV. PROPOSAL REQUIREMENTS

A. MINIMUM REQUIREMENTS

The Town of Truro shall reject proposals which do not meet the following certain minimum requirements:

1. Three (3) years of management experience in the restaurant and/or large scale concession operation.
2. Minimum acceptable guaranteed lease amount: $500.00
3. The proposal must be from an established corporation, partnership, firm or individual who normally furnish such services as the principal business for which the corporation or firm is formed or has a minimum of three (3) years experience in managing a similar food service business. A description of the business including a list of clients (does not have to be a complete list; a sample is acceptable, including a complete list for the past three (3) years) and number of employees is required.
4. The proposer must provide a list of the names and titles of personnel who will be assigned to represent the business and who will be the principals and key personnel. Include resumes with their experience and qualifications.
5. A business plan.
6. The proposal must be received in the Purchasing Agent's before the deadline for receipt of proposals, and must be complete (must include or address all items specified in Section V -- Proposal Submission Requirements).
7. The vendor must have signed all forms (listed in section III. A.4 and attached hereto) and include them in the proposal package.
8. The proposal must be signed by an agent of the company who has authority to bind the company to a firm proposal price.

B. TECHNICAL SCOPE OF SERVICES

The following is a summary of the services the Town of Truro is requesting of the successful proposer.

Proposer will operate and maintain a high standard of food concession at Head of the Meadow Beach, Truro, MA.

It is expected that the start up of the successful proposer's operation will be on or about June 20, 2016 (estimated official day of opening) - hours of operation shall be consistent with section III. B. 5.

Manager on Duty – It is a strongly stated requirement that the Principal be onsite in a significant fashion during the peak time of operations to insure the proper management of the concession.

Public Health and Safety - The proposer must submit detailed evidence that past operations managed and run by the prospective firm (or individual) have complied with all health and safety regulations concerning the operation of Snack Bar Concession service establishments. A full and accurate disclosure of any issues concerning Public Health, Public Safety histories is required to show the applicant has a demonstrated clean record in accordance with business operations of this nature.

Criminal Histories (CORI) - The Town shall conduct a Criminal Offender Record Information (CORI) check on all employees and the principal to perform work on site for this contract. Any unacceptable results of CORI check shall result in an employee being unable to work on the premises.

ServSafe Food Safety Certification - The successful proposer will submit evidence that two employees have ServSafe Certification (a primary and a backup). A certified ServSafe person must be present at all times during which the snack bar concession is in operation.

Minimum Staffing - A main function of the concession service is to provide prompt service to the visitors to the Head of the Meadow Beach and to provide adequate staffing. Please describe your staffing plan in your business plan.

Dress Code - It is recommended that a dress code be in effect for all concession employees while on the premises. The Town requires a neat and tidy appearance.

C. FINANCIAL SCOPE OF SERVICES

The Financial Scope of Services must include any information that would assist the evaluation committee in selecting the best-suited proposal.

The minimum bid amount for this business opportunity is $500.00.

Business Plan – Proposer to submit a detailed business plan with your proposal submittal for this business opportunity.

D. ADDITIONAL NARRATIVE/COVER LETTER INFORMATION

1. Please summarize what you believe your firm offers that is unique from other providers of concessionaire services.
2. Please provide at least three (3) references with contact phone numbers. These references should

be able to accurately vouch for your ability to meet the scope of this proposal.

3. A commitment needs to be made that the proposer, if given the award by April 28, 2016, can be operational on June 20, 2016. Refer to the Key Dates exhibit found on page 3.
4. Please list the anticipated amount of support services and/or documents the Town would be required to provide.
5. A dress code policy that demonstrates a professional approach to serving the public is required. This should be detailed enough to allow the evaluation committee to understand the proposer's approach to this important area in presenting a well-run concession business.

SECTION V. PROPOSAL SUBMISSION REQUIREMENTS

A. SUBMISSION

One (1) sealed envelope, containing one (1) unbound original and one (1) copy of the complete proposal marked "Beach Concession 2016." must be received per the time frame outlined in section II. It is the sole responsibility of the proposer to insure that the proposal arrives on time and at the designated place.

Within your Proposal, please supply each of the following items and clearly structure and label your Proposal.

1. Narrative/Cover Letter including name of Proposer, address and telephone number and signed in ink by someone authorized to sign such documents.
2. Submit Dress Code of employees.
3. Submit résumés for principal(s) and key personnel (if selected). If key personnel are not selected at the time of proposal submittal, provide staffing plan and qualification requirements.
4. Provide business plan, sample menus and pricing and any other pertinent information required for the evaluation committee to use in their review process and all other requested information stated herein.
5. ServSafe certification and past health and safety track record.
6. All forms (listed in section III. A.4 and attached hereto) signed and dated.
7. Bid amount **in a separate sealed envelope** clearly marked at the bid proposal with the name of the Proposer.

B. CONTACT INFORMATION

Clarification and interpretations of this RFP must be requested in writing, email preferred. Responses shall be likewise furnished. The last day to submit written requests can be found in the section Key Dates for this Proposal. Please contact the Town of Truro for clarification of this RFP. Direct all inquiries regarding the plan to:

Rae Ann Palmer, Town Administrator
24 Town Hall Road
Truro, MA 02666
Phone: (508) 349-7004
Fax: (508) 349-5505
Business Hours: 8:00 a.m. - 4:00 p.m.
Monday through Friday
rpalmer@truro-ma.gov

Appendix A

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004 , Extension: 10 or 24 Fax: 508-349-5505

Certificate of Non-Collusion

Description of Proposal: _____

_____

_____

Date of RFP: _____

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

_____
(Name of Person Signing Proposal)

_____
(Name of Business)

This form must accompany proposal

Appendix B

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004 , Extension: 10 or 24 Fax: 508-349-5505

STATE TAXES CERTIFICATION CLAUSE

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes under law.

_____ by:_____

*Signature of individual or Corporate Name (Mandatory)

Corporate Officer (Mandatory, if applicable)

_____

**Social Security # (Voluntary) or Federal Identification #

* Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant.

** Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Mass. G.L. 62C s. 49.A.

Appendix C

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004 , Extension: 10 or 24 Fax: 508-349-5505

Beach Food Vendor Concession Permit Application

Name of Firm, or Applicant:_____

Address:_____

Telephone:_____

Location of Base of Operation:_____

Description of Vehicle:_____

Vehicle Identification Number:_____

Vehicle Registration Number: _____

List Food Items to be Sold:_____
_____
_____

Description of Equipment:_____
_____
_____

Proposal amount for Permit for the beach Season: _____($_____)

I, the undersigned, the authorized representative of _____, hereby certify that all the information contained herein is accurate and complete and that I have read the Specifications and Conditions of the Town of Truro Beach Vendor Permit contained in this Request for Proposal, understand the requirements of these Specifications and Conditions and agree to comply with the requirements and standards contained therein.

_____
Owner, Principal or Authorized Representative

_____
Date

Appendix D

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004 , Extension: 10 or 24 Fax: 508-349-5505

REVENUE ENFORCEMENT AND PROTECTION CERTIFICATION (REAP)

Pursuant to M.G.L.Ch. 62C. Section 49A. I certify under the Penalties of Perjury That I Have Filed All Mass. State Tax Returns and Paid ALL Mass. State and Town Taxes Required under Law.

Company Name: _____

Street and No: _____

City or Town: _____

State: _____ Zip Code: _____

Telephone: _____

Social Security or Federal Identification Number:_____

Certified by State Office of Minority and
Women Business Assistance (SOMWBA): _____

Date of Certification: _____

Failure to complete this form may result in rejection of the RFP.

_____
Authorized Signature

_____
Date

Appendix E

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004 , Extension: 10 or 24 Fax: 508-349-5505

ACKNOWLEDGEMENT OF PRINCIPAL, IF A CORPORATION:

State of _____)

County of _____)

On this _____ day of _____, 20____, before me personally came and appeared _____, proved to me through satisfactory evidence of identity, which was_____, to be the person whose name is signed below, who, being by me duly sworn, did depose and say to me that he resides at_____, that he is _____ of_____the corporation described in and which executed the foregoing instrument; that he knows the seal of said corporation; that one of the impressions affixed to said instrument is an impression of such seal; that it was so affixed by the order of the directors of said corporation and that he signed his name thereto by like order.

(Seal) _____
Notary Public

ACKNOWLEDGEMENT OF PRINCIPAL, IF A PARTNERSHIP:

State of _____)

County of _____)

On this _____ day of _____, 20____, before me personally came and appeared _____, proved to me through satisfactory evidence of identity, which was_____, to be the person whose name is signed below, and one of the members of the firm of _____ described in and which executed the foregoing instrument and he acknowledged to me that he executed the same as and for the act and deed of said firm.

(Seal) _____
Notary Public

Consent Agenda Item: 6A5

TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Assessing Department

REQUESTOR: Cathy Fryxell, Deputy Assessor

REQUESTED MEETING DATE: May 24, 2016

ITEM: Contract with pkValuation Group, Paul S. Kapinos & Associates, Inc. for Valuation Services during Fiscal Years 2017, 2018 and 2019.

EXPLANATION: A Request for Proposal (RFP) was available to all interested parties and advertised in the Provincetown Banner on March 24, 2016 with a closing date of April 11, 2016, 12 noon. The last RFP was done in 2008. The sealed bid was opened by the Board of Assessors on April 12, 2016 and subsequently awarded to Paul S. Kapinos & Associates, Inc. dba pkValuation Group ("pk").

This is a multi-year contract with pkValuations Group ("pk") who is the current vendor for the Town's Assessing Computer Assisted Mass Appraisal System (CAMA). The Town has been using and working with "pk" since the initial installation in 2002. Services rendered include commercial & industrial data collection, market analysis and re-calibrate system models according to current market conditions and Department of Revenue (DOR) directives. For FY2017, this contract covers all aspects of support for Triennial Recertification and Cyclical Re-inspection Program (according to DOR directives); FY2018 and FY2019, covers all aspects of support for Interim Year Update and Cyclical Re-inspection Program.

FINANCIAL SOURCE (IF APPLICABLE): Each Fiscal Year's budget has a specific line item, "Revaluation Services" under the Assessing Department. See attached Project Cost Itemization for individual year costs.

IMPACT IF NOT APPROVED: This renewing service contract agreement allows staff time and resources to be directed to the existing goals of on-going residential data discovery, collection and record update while meeting daily customer service needs. These contracted valuation services and market analysis are necessary for assisting the Deputy Assessor with the setting of the annual tax rate, providing for a timely tax billing and the received revenue.

SUGGESTED ACTION: *Motion to approve and authorize the Chair to sign the Fiscal Year 2017 through 2019 Re-Certification Program Agreement between the Town of Truro and Paul S. Kapinos & Associates, Inc. dba pkValuation Group.*

ATTACHMENTS:

1. Contract with pkValuation Group, Paul S. Kapinos & Associates, Inc. for Valuation Services during Fiscal Years 2017, 2018 and 2019
2. Schedule D – Price Proposal for Fiscal Years 2017, 2018 and 2019

AGREEMENT

Between the Town of Truro and Paul S. Kapinos & Associates, Inc. dba/ pkValuationGroup
For the implementation of a Fiscal 2017 - Fiscal 2019 Re-Certification Program

---

Made this 29th day of April, 2016, by and between the Town of Truro, Massachusetts, a municipal corporation with offices at, 24 Town Hall Road, Truro, Massachusetts, through its Board of Assessors, hereinafter referred to as "TOWN" and Paul S. Kapinos & Associates, Inc., dba/ pkValuationGroup , a Massachusetts corporation with offices at 29 College Street, South Hadley, Massachusetts, hereinafter referred to as "CONTRACTOR", do hereby enter into this Agreement as follows:

1. The CONTRACTOR agrees to provide the Truro Assessors Department with a Property Valuation Services for Fiscal Year 2017 through Fiscal 2019 as identified in the CONTRACTOR's proposal to the TOWN dated April 7, 2016, and in response to the TOWN's Request for Proposal for said services, each is herein attached and made a part of this Agreement.

2. For the services identified in the CONTRACTOR's proposal, the TOWN shall pay the CONTRACTOR in accordance with Schedule D. of the Proposal.

3. The CONTRACTOR shall provide said services under this Agreement as an independent contractor and not as an employee of the TOWN. As such, no employees, agents or representatives of the CONTRACTOR shall be entitled to any benefits afforded to the TOWN's regular employees.

4. This Agreement shall not be assigned by either party without the prior express written approval of the TOWN.

5. This Agreement shall not be modified, altered or amended without the prior express written approval of both the CONTRACTOR and the TOWN.

6. If any provision(s) of the Agreement shall be adjudged to be invalid or unenforceable, said provision(s) shall not affect the validity of the remaining provisions of the Agreement or the rights and obligations of the parties hereunder.

7. This Agreement shall be constructed as a Massachusetts contract, and as such, enforcement or determination of validity of any of its provisions shall be by court of appropriate jurisdiction in the Commonwealth of Massachusetts.

8. This Agreement is binding upon, and shall inure to the benefit of the heirs, assigns and successors in interest of the parties.

IN WITNESS whereof, the respective parties hereto have caused this instrument to be duly subscribed and sealed on the date above written.

THE TOWN OF TRURO BOARD OF SELECTMEN

By:

Paul C. Wisotzky, Chairman

Janet W. Worthington, Vice-Chairman

Maureen Burgess, Clerk

Jay Coburn

Robert Weinstein

By:

Paul S. Kapinos, President
Paul S. Kapinos & Assoc., Inc
dba/ pkValuationGroup

I CERTIFY UNDER THE PENALTIES OF PERJURY THAT I, TO MY BEST OF MY KNOWLEGDE AND BELIEF HAVE FILED ALL STATE TAX RETURNS AND PAID ALL STATE TAXES REQUIRED UNDER LAW

Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed or extended. This request is made under the authority of MGL Ch. 62C Sec. 49A.

Approved by the Chief Procurement Officer for Truro:

Date

I certify that sufficient appropriations have been made to fund this Agreement for Fiscal Year 2017. Fiscal 2018 and 2019 are subject to appropriation.

Town Accountant, Date

Schedule D. Price Proposal:

Town of Truro Fiscal 2017 through Fiscal 2019 Revaluation Program

Instructions: Each blank must be filled in and the completed section must be signed, identified as the Price Proposal, placed in a ***separate envelope***, and sealed.

Project Cost Itemization

Fiscal Year	Service	Price
FY17	Re-Certification and Cyclical Re-Inspection Program	$30,000
FY18	Interim Year Update and Cyclical Re-Inspection Program	$18,900
FY19	Interim Year Update and Cyclical Re-Inspection Program	$18,900
	Total 3 Year Price	$67,800

Per Diem Rates for Defense of Values: $400 to $1,200

The undersigned hereby agrees to furnish the TOWN in conformity with this proposal, any or all of the above articles at the price listed above.

Company: pkValuation Group
Paul S. Kapinos & Associates, Inc.
29 College St.
South Hadley, MA 01075
Tel. 413.534.9191
Fax. 413.534.9199

Authorized Signature:

Paul S. Kapinos , President

TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Accounting

REQUESTOR: Trudi Brazil, Town Accountant

REQUESTED MEETING DATE: Tuesday, May 24, 2016

ITEM: Consent Agenda Item: Approve and authorize the chair to sign the letter committing the Town to continue participation in the MIIA Property & Liability and Worker's Compensation insurance programs for FY 2017.

EXPLANATION: MIIA has proposed a total premium for these two policies of $234,421 which represents a 2.5% increase over the 2016 total premium of $228,613 ($5,810 increase). Signing this document will secure our coverage through MIIA at this premium pricing.

FINANCIAL SOURCE (IF APPLICABLE): FY 2017 Insurance budgets

IMPACT IF NOT APPROVED: We will be required to 'shop' our coverage. We will also lose any participation credits we receive; these credits are applied throughout the year effectively reducing the final cost of the coverage provided.

SUGGESTED ACTION: *Motion to Approve the Town's continued participation in the MIIA Property & Liability and Worker's Compensation insurance programs for FY 2017 and to authorize the chair to sign the letter of commitment.*

ATTACHMENTS:

1. May 2, 2016 letter from Adriene Magnolia, Senior Account Executive with Massachusetts Interlocal Insurance Association (MIIA). The statement of continued participation is located at the bottom of the form.

MIIA MASSACHUSETTS BASED MEMBER DRIVEN

MIIA Member Services
15 Cabot Road
Woburn, MA 01801-1003
TEL (800) 526-6442
FAX (781) 376-9907
www.emiia.org

RECEIVED
SELECTMENS OFFICE
MAY 04 2016
TOWN OF TRURO
MASSACHUSETTS

May 2, 2016

Ms. Rae Ann Palmer
Town Administrator
Town of Truro
24 Town Hall Road
Truro, MA 02666

Re: Renewal Proposal

Dear Rae Ann:

The Town of Truro is a valued member of the MIIA programs. Due to the financial strength of our programs, we are able to offer you a renewal proposal for Fiscal Year 2017 which includes a rate increase of 2.5%. We are pleased to offer this renewal proposal for both your property and liability and your workers' compensation coverages.

Your overall contributions will reflect changes in exposures, building values, vehicles, expenditures, payroll or experience modification factors. In addition, MIIA may provide participation credits and *MIIA Rewards* credits depending upon your participation. To assist the membership, we will provide a 3% prepay premium discount for Fiscal Year 2017 as long as the premium is paid in full by August 1, 2016.

MIIA was founded by the Massachusetts Municipal Association (MMA) to establish insurance cost stability for Massachusetts communities while at the same time delivering the broadest coverages and services to its members. Today, we have become the leader in municipal insurance and risk management services as a result of the members' commitment.

By accepting our proposal, you will continue to enjoy stable costs while benefiting from MIIA's consistently superior coverages and services. In order to accept our offer, please sign and return the enclosed copy of this letter to our offices before May 16, 2016. For your convenience, enclosed is a return envelope. We are pleased to serve you and appreciate your continued commitment to the MIIA programs.

Sincerely,

Adriene

Adriene Magnolia, AAI, AIS
Senior Account Executive

We wish to continue participating in the MIIA Property and Liability and Workers' Compensation program for Fiscal Year 2017.

_____ _____
Signature Date

_____
Title

TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: May 24, 2016

ITEM: Approval of Entertainment License for Payomet Performing Arts

EXPLANATION: MGL Chapter 140 § 181 provides local authority to license performance events. Payomet Performing Arts has applied for an Entertainment License for their 2016 Season, with an attached list of event dates and a Commonwealth of Massachusetts License for Public Entertainment on Sunday- Sunday dates of July 3, July 17, and August 6th. The Entertainment application has been reviewed by the Chief of Police.
They have temporary sign permit applications submitted to the Planning Board.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Performances will not take place at Payomet Performing Arts Center at 29 Old Dewline Rd (Highland Center) in Truro.

SUGGESTED ACTION*: MOTION TO approve an Entertainment License for Payomet Performing Arts Charitable Trust for the 2016 Season and the* Commonwealth of Massachusetts License for Public Entertainment on Sunday *and Authorize the Chair to sign the applications.*

ATTACHMENTS:

1. 2016 Business Application, Entertainment Application, Sunday State Entertainment Application and list of event dates.

Consent Agenda Item: 6A7

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TOWN OF TRURO

BUSINESS LICENSE APPLICATION
ADMINISTRATION OFFICE

Main Floor Town Hall•P.O. Box 2030
24 Town Hall Rd•Truro, MA 02666
Tel: 508-349-7004 Extensions: 10 or 24 Fax: 508-349-5505

NO BUSINESS MAY OPERATE WITHOUT A VALID LICENSE ON THE PREMISES

The undersigned hereby applies for a License to conduct business in the Town of Truro in accordance with the Statutes of the Commonwealth of Massachusetts and subject to the Rules and Regulations of the Licensing Authorities.

Please check the appropriate box that best describes the license type (s) being applied for:

Business Request	License Type	Hours of Operation
☐ New Application	☐ Common Victualer (Food)* *See Health Department*	☐ **Annual License**
☒ Renewal – No Changes	☐ Transient Vendor (Retail)	Number of Days Open:
☐ Renewal – Change (s)	☐ Peddler/Mobil Lunch Cart* *See Health Department*	Hours AM PM
☐ Transfer of License	☐ Entertainment License *Complete Entertainment Application*	☒ **Seasonal License**
☐ Name Change	☐ Lodging House	Number of Days Open: 7 days
☐ Manager Change	☒ Alcohol License *Complete ABCC Application*	Opening Date: 6/18/2016
☐ Location Change	☐ Innholder	Closing Date: 10/15/2016
☐ Seasonal to Annual	☐ Taxicabs	Hours AM Varies PM
☐ Annual to Seasonal	☐ Other	☐ Change of Hours
☐ Extension of Premises		☐ Other

Other information please describe _____

APPLICANT INFORMATION

Name of Applicant Kevin Rice

Name of Business/Corporation/Partnership Payomet Performing Arts Center

Business Location 29 Old Dewline Rd
Truro Street Address

Mailing Address of Business PO Box 1202, Truro, MA 02666
Please use preferred mailing address for any Town Correspondence

Business Contact Information 508.487.5400 (or 508.349.2929)/[redacted] info@payomet.org
Business Number/Cell Number/Email Address

Name of Manager Kevin Rice
Please Print

Manager Contact Information [redacted]/info@payomet.org

Cell Number/Email Address

Manager's Mailing Address 180 Old Long Pond Rd, Wellfleet, MA 02666

FEIN Business Number [redacted]

Food Vendor Drivers' License #_____ Vehicle Registration #_____

CHECKLIST-Please provide the following items if not provided to the Health Department.

☐RESTAURANTS- See Health Department Application
☐FIRE PROTECTION SYSTEMS ANNUAL TEST REPORT
☐IF YOU HAVE EMPLOYEES- Provide Workers Compensation Affidavit **AND** Certificate of Insurance
☐IF YOU DO NOT HAVE EMPLOYEES- Provide Workers Compensation Affidavit **ONLY**
☐IF SELLING ALCOHOL FOR CONSUMPTION ON PREMISE
- ☐ Provide Liquor Liability Insurance
- ☐ Provide Current Building and Fire Certificate of Inspection
- ☐ TIPS Server Training Certificates for Servers

☐Mobil Food Unit-Attach State Hawker Peddler License
☐Ice Cream Truck-Complete CORI Form and Permit to Engage in Ice Cream Vending (MGL 270 §25)
☐Business Certificate with the Clerk's Office-*A Business Certificate is commonly referred to as a d/b/a or "Doing Business As" form. Its purpose is primarily for consumer protection and is considered a public record. Pursuant to M.G.L. Chapter 110, section 5, a person must file a business certificate when conducting business in Truro under any title (business name) other than the real name of the individual, partnership, or corporation. (Note: Certain exemptions to filing are allowed under section 6: a corporation doing business as its true name; a legal partnership is doing business under any title which includes the true surname of any partner; certain other exemptions exist for trusts and limited partnerships.)*

ATTESTATION

Pursuant to M.G. L. Ch. 62C, sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all local state taxes required under law and the information I have provided is true and accurate. Any misstatement in this application, or violation of state or applicable town bylaws or regulations, shall be considered sufficient cause for refusal, suspension or revocation of the license.

Kevin Rice
Print Name

Signature of Applicant

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

TOWN OF TRURO
Administration Office • Main Floor Town Hall
24 Town Hall Rd • PO Box 2030
Truro, MA 02666

----------**Office Use Only**----------

☐ Payment Received
☐ Health Agent or Board of Health Approval Board of Selectmen Meeting Date for Approval_____

State Fee, $ 6.00
Municipal Fee, $ 25.00

THE COMMONWEALTH OF MASSACHUSETTS
Town OF Truro

LICENSE

For

PUBLIC ENTERTAINMENT ON SUNDAY

The Name of the Establishment is Payomet Performing Arts Center in or on the property at No. 29 Old Dewline Rd (Highland Center) (*address*)

The Licensee *or* Authorized representative, Kevin Rice 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
7/3/2016	8:00PM	Concert - The Yardbirds
7/17/2016	8:00 PM	Concert - Vanilla Fudge
8/6/2016	8:00 PM	Dance - Time Lapse Dance

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

FORM 90 **(Revised 2015)**

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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 §183A amended, Ch. 140§181 & Ch.136§4

BUSINESS/ORGANIZATION INFORMATION

Kevin Rice — Name of Applicant
Payomet Performing Arts Charitable Trust — Business/Organization Name

PO Box 1202 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 Non-profit status **must** accompany this application

Kevin Rice — Contact Person
508-487-5400 — Phone Number
info@payomet.org — Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name
Mailing Address

Phone Number
Email Address

EVENT INFORMATION

See Attached — Day (s)/Date (s) of Event for License to be issued
Music + Theatrical Entertainment — Purpose of Event (example: fundraiser)

Hours of Event (*from - to*) 5-9:30 pm

29 Old Dewline Road (tent) — Location (**Must** provide facility name, if any, street number and name)
Event is: ☒ Indoor ☒ Outdoor Event (Please check applicable box)

Highland Center at Cape Cod National Seashore — Property Owner Name and Address
Phone number

Seating Capacity: 150-450
Occupancy Number: 200-400

Name of Caterer (*if applicable*)
Approximate number of people attending 50-150

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 → As needed w/ P.D. coordination

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)_____

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 _____ 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 Takatjian Date 5/12/16

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

2016 Payomet Performing Arts Center Schedule

Performance	Day	Date	Location
Harpeth Rising	SAT	6/18/2016	tent
Highland Fest	SAT	6/25/2016	tent
Arlo Guthrie	WED	6/29/2016	tent
Davina & the Vagabonds	SAT	7/2/2016	tent
Ladysmith Black Mambazo	TUE	7/6/2016	tent
Ladysmith Black Mambazo	WED	7/7/2016	Tent
Slippery Sneakers Zydeco Band	SAT	7/9/2016	tent
Circus	WED	7/12/2016	tent
Los Lobos	TUE	7/12/2016	tent
CCYP meet & greet	WED	7/15/2016	Tent
Sharon Jones & The Dap-Kings	WED	7/15/2016	Tent
10K Maniacs	SAT	7/16/2016	Tent
The Milk Carton Kids	TUE	7/19/2016	Tent
Adam Ezra	SAT	7/23/2016	Tent
CIRCUS	WED	7/27/2016	tent
Joe Louis Walker	THU	7/28/2016	Tent
Circus	WED	8/3/2016	tent
Popa Chubby	THU	8/4/2016	Tent
Time Lapse Dance	SAT	8/6/2016	Tent
Friends of CCNS Gala, Dr Beach	TUE	8/9/2016	Tent
Circus	WED	8/10/2016	Tent
Harold Lopez Nussa	THU	8/11/2016	tent
Blue Oyster Cult	SAT	8/13/2016	Tent
Carolyn Wonderland	TUE	8/16/2016	tent
Jefferson Starship	THU	8/18/2016	Tent
Southside Johnny	SAT	8/20/2016	Tent
Blind Boys of Alabama	MON	8/22/2016	Tent
Judy Collins	THU	8/25/2016	Tent
The Wailers	FRI	8/26/2016	Tent
Beausoleil avec Michael Doucet	SAT	8/27/2016	Tent
Taj Mahal	SAT	9/10/2016	Tent
Marcia Ball	SAT	9/17/2016	Tent
New Riders of the Purple Sage	SAT	9/24/2016	Tent

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2016 Payomet Performing Arts Center Schedule – Sunday

Performance	Day	Date	Location
Yardbirds	SUN	7/3/2016	tent
Vanilla Fudge	SUN	7/17/2016	Tent
Time Lapse Dance	SUN	8/6/2016	Tent

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Consent Agenda Item: 6A8

TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Accounting

REQUESTOR: Trudi Brazil, Town Accountant

REQUESTED MEETING DATE: Tuesday, May 24, 2016

ITEM: CDBG Close-out Agreement for 2012 Grant

EXPLANATION: The Commonwealth and the DHCD require final, formal 'close-out' agreement forms to be approved by the Board and signed by the Chair in order to finalize federal grant activity.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Failure to supply the executed form may jeopardize our eligibility for future DHCD/CDBG funds.

SUGGESTED ACTION: Approve the close-out agreement and authorize the Chair to sign.

SUGGESTED MOTION: Move as part of the Consent Agenda

ATTACHMENTS:

1. FY 2012 DHCD/MACDBG Close-Out Agreement and transmittal letter (3 pages)

Commonwealth of Massachusetts

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Charles D. Baker, Governor ◆ Karyn E. Polito, Lt. Governor ◆ Chrystal Kornegay, Undersecretary

2/19/2016

Mr. Paul Wisotzky
Chairman, Board of Selectmen
24 Town Hall Road
Truro, MA 02666

Dear Chairman, Wisotzky,

This is to inform you that the Massachusetts Community Development Block Grant (CDBG) has initiated procedures to formally close-out the grant of the Town of Truro CDF I under the FY 2012. Our records indicate the Period of Performance (from Section 2.01 of the Grant Contract) has expired. Please note the Final Agreement(s) have been forwarded to the contact noted (if applicable).*

Enclosed is a copy of the Close-Out Agreement. Please **sign and date** the enclosed agreement and return it to the following address within 15 days of receipt of this letter.

Massachusetts Community Development Block Grant Program
100 Cambridge Street, Suite 300
Boston, Massachusetts 02114

Attn.: Carl Monaco, CDBG Budget/Account Coordinator

In addition, please be advised that the Special Conditions (if applicable), as specified in Attachment A, shall remain as unresolved issues attached to your file. The Massachusetts CDBG Program will require the Town of Truro to resolve these issues prior to any additional Massachusetts CDBG Program awards being made to your community.

If you have any questions, please call me at (617) 573 - 1418.

Sincerely,

Carl Monaco

Carl Monaco
CDBG Budget/Account Coordinator

CM/*drj*

cc: Contact w/Enclosures

Commonwealth of Massachusetts
Massachusetts Community Development Block Grant Program
CLOSE-OUT AGREEMENT

1. This Agreement entered into by and between the Town of Truro (hereinafter referred to as the "Recipient") and the Department of Housing and Community Development (hereinafter called "DHCD") is identified as Grant No.: CDF I-G-2012-Truro-00678; and

2. WHEREAS, all Recipient activities have been undertaken and completed; and,

3. WHEREAS, the parties hereto desire to enter final settlement and conclusion of the Grant; and in reliance on the final Quarterly Activity Report dated 09/30/2014.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein, the parties hereto agree as follows:

SECTION A.: AUDITS

☐ A final audit has not been made of all program costs. The Recipient's next scheduled audit, in accordance with the Single Audit Act of 1984, will include an audit of Grant costs. If any costs are disallowed by such an audit and the disallowance sustained by DHCD, the Recipient will remit the amount of such sustained disallowed costs to DHCD.

☑ A final audit has been made of all program costs. The audit was submitted to DHCD and accepted.

SECTION B.: This agreement shall be executed in three counterparts, each of which shall be determined to be an original, and such counterparts shall constitute one and the same instrument.

SECTION C.: If a default occurs under this agreement or if Recipient fails to comply with any provision in 24 CFR Part 570, Subparts J and K, DHCD may at any time or from time to time proceed to protect all rights available to DHCD under this agreement and 24 CFR Part 570

This Close-Out Agreement with any applicable Special Conditions (Attachment A) is hereby executed and delivered by the parties hereto on the dates set forth below. All parties agree to abide by all governing regulations.

Town of Truro	Department of Housing and Community Development (DHCD)
By:_____	By: _____
Name:_____	Name: Louis Martin
Title: Chairman, Board of Selectme	Title: Associate Director, DCS
Date:_____	Date: _____

Attachment A

Massachusetts Community Development Block Grant Program
Close-out Agreement

Town of Truro

CDF I-G-2012-Truro-00678

Special Conditions

The following remain as unresolved issues with the understanding that, effective as of the date of execution of this Close-out Agreement, the Recipient will be required by DHCD to resolve these issues prior to receiving any additional award of CDBG funds.

1. ☐ CDBG Monitoring Findings
   Comments:

2. ☐ Audit Findings/Questioned Costs
   Comments: The Town is responsible for resolving any findings resulting from this audit.

3. ☐ Certification of Completion (Financial)
   Comments:

4. ☐ Final Quarterly Activity Report/Final Programmatic Report
   Comments: Prior to closing the grant in CGMM, update and correct the beneficiaries, milestones and unit of measure statistics where applicable.

Consent Agenda Item: 6B

TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: May 24, 2016

ITEM: Approval of 2016 Seasonal License Renewals

EXPLANATION: There are (3) 2016 seasonal license renewal applications and supporting documentation under the authority of the Board of Selectmen as Local Licensing Authorities. There were no reported issues with these establishments in 2015. Please know that if you approve this for renewal, the licenses will be issued only upon compliance with all regulations and upon receipt of the necessary documents and fees.

Mass General Law	Licenses & Permits Issued by Board of Selectmen	Names of Businesses
Chapter 101 §2	**Transient Vendor**	**Perry's Furniture**
Chapter 140 § 23	**Lodging License**	**Moorland House**
Chapter 130 § 13	**Hawker Peddler License** (Mobil Food Truck)	**Joey Rugo, dba Joey Rugo Food Truck** Location: Head of the Meadow Beach

IMPACT IF NOT APPROVED: The Licenses will not be issued.

SUGGESTED ACTION: *MOTION TO approve 2016 seasonal Transient Vendor licenses for: Perry's Furniture upon compliance with all regulations and receipt of the necessary documents and fees.*

MOTION TO approve 2016 seasonal Lodging License for: Moorland House upon compliance with all regulations and receipt of the necessary documents and fees.

MOTION TO approve the 2016 seasonal Hawker Peddler License: Joey Rugo's Food Truck for location listed upon compliance with all regulations and receipt of the necessary documents and fees.

ATTACHMENTS:

1. Renewal Application for 2016/ Perry's Furniture
2. Renewal Application for 2016/Moorland House
3. Renewal Application for 2016/ Joey Rugo's Food Truck

TOWN OF TRURO

BUSINESS LICENSE APPLICATION
ADMINISTRATION OFFICE
Main Floor Town Hall•P.O. Box 2030
24 Town Hall Rd•Truro, MA 02666
Tel: 508-349-7004 Extensions: 10 or 24 Fax: 508-349-5505

RECEIVED
SELECTMENS OFFICE
MAY 09 2016
TOWN OF TRURO
MASSACHUSETTS

NO BUSINESS MAY OPERATE WITHOUT A VALID LICENSE ON THE PREMISES

The undersigned hereby applies for a License to conduct business in the Town of Truro in accordance with the Statutes of the Commonwealth of Massachusetts and subject to the Rules and Regulations of the Licensing Authorities.

Please check the appropriate box that best describes the license type (s) being applied for:

Business Request	License Type	Hours of Operation
☐ New Application	☐ Common Victualer (Food)* *See Health Department*	☐ **Annual License**
☒ Renewal – No Changes	☒ Transient Vendor (Retail)	Number of Days Open:
☐ Renewal – Change (s)	☐ Peddler/Mobil Lunch Cart* *See Health Department*	Hours AM PM
☐ Transfer of License	☐ Entertainment License *Complete Entertainment Application*	☒ **Seasonal License**
☐ Name Change	☐ Lodging House	Number of Days Open: 7
☐ Manager Change	☐ Alcohol License *Complete ABCC Application*	Opening Date: 5/25
☐ Location Change	☐ Innholder	Closing Date: 10/12
☐ Seasonal to Annual	☐ Taxicabs	Hours 9 AM 5 PM
☐ Annual to Seasonal	☐ Other	☐ Change of Hours
☐ Extension of Premises		☐ Other

Other information please describe _____

APPLICANT INFORMATION

Name of Applicant Donald Perry

Name of Business/Corporation/Partnership Donald Perry woodworking

Business Location 146 Shore RD
Truro Street Address

Mailing Address of Business PO Box 185 N. Truro
Please use preferred mailing address for any Town Correspondence

Business Contact Information 508 487 0250
Business Number/Cell Number/Email Address

Name of Manager Donald Perry
Please Print

Manager Contact Information 508 487 0250
Cell Number/Email Address

Manager's Mailing Address

FEIN Business Number [redacted]

Food Vendor Drivers' License # Vehicle Registration #

CHECKLIST-Please provide the following items if not provided to the Health Department.

☐RESTAURANTS- See Health Department Application
☐FIRE PROTECTION SYSTEMS ANNUAL TEST REPORT
☐IF YOU HAVE EMPLOYEES- Provide Workers Compensation Affidavit **AND** Certificate of Insurance
☐IF YOU DO NOT HAVE EMPLOYEES- Provide Workers Compensation Affidavit **ONLY**
☐IF SELLING ALCOHOL FOR CONSUMPTION ON PREMISE
- ☐ Provide Liquor Liability Insurance
- ☐ Provide Current Building and Fire Certificate of Inspection
- ☐ TIPS Server Training Certificates for Servers

☐Mobil Food Unit-Attach State Hawker Peddler License
☐Ice Cream Truck-Complete CORI Form and Permit to Engage in Ice Cream Vending (MGL 270 §25)
☐Business Certificate with the Clerk's Office-*A Business Certificate is commonly referred to as a d/b/a or "Doing Business As" form. Its purpose is primarily for consumer protection and is considered a public record. Pursuant to M.G.L. Chapter 110, section 5, a person must file a business certificate when conducting business in Truro under any title (business name) other than the real name of the individual, partnership, or corporation. (Note: Certain exemptions to filing are allowed under section 6: a corporation doing business as its true name; a legal partnership is doing business under any title which includes the true surname of any partner; certain other exemptions exist for trusts and limited partnerships.)*

ATTESTATION

Pursuant to M.G. L. Ch. 62C, sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all local state taxes required under law and the information I have provided is true and accurate. Any misstatement in this application, or violation of state or applicable town bylaws c regulations, shall be considered sufficient cause for refusal, suspension or revocation of the license.

Donald Perry
Print Name

Signature ~~of~~ Applicant

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

TOWN OF TRURO
Administration Office • Main Floor Town Hall
24 Town Hall Rd • PO Box 2030
Truro, MA 02666

Office Use Only

☐ Payment Received
☐ Health Agent or Board of Health Approval Board of Selectmen Meeting Date for Approval

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

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

Applicant Information **Please Print Legibly**

Business/Organization Name: Donald Perry

Address: PO Box 185

City/State/Zip: N Truro Phone #: 508 487 0250

Are you an employer? Check the appropriate box:

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

Business Type (required):

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

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.
**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

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

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

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

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

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

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

Signature: [signature] Date: 5/6/16

Phone #: 508 487 0250

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

City or Town: _____ **Permit/License #** _____

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

Contact Person: _____ **Phone #:** _____

TOWN OF TRURO

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MAY 11 2016
TOWN OF TRURO
MASSACHUSETTS

BUSINESS LICENSE APPLICATION
ADMINISTRATION OFFICE
Main Floor Town Hall•P.O. Box 2030
24 Town Hall Rd•Truro, MA 02666
Tel: 508-349-7004 Extensions: 10 or 24 Fax: 508-349-5505

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☐ Transfer of License	☐ Entertainment License *Complete Entertainment Application*	☐ **Seasonal License**
☐ Name Change	☐ Lodging House	Number of Days Open:
☐ Manager Change	☐ Alcohol License *Complete ABCC Application*	Opening Date: MAY 30
☐ Location Change	☐ Innholder	Closing Date: OCT 30
☐ Seasonal to Annual	☐ Taxicabs	Hours AM PM
☐ Annual to Seasonal	☐ Other	☐ Change of Hours
☐ Extension of Premises		☐ Other

Other information please describe _____

APPLICANT INFORMATION

Name of Applicant WILLIAM EVAUL

Name of Business/Corporation/Partnership THE MOORLANDS CONDOMINIUM

Business Location 11 HUGHES ROAD
Truro Street Address

Mailing Address of Business P.O. BOX 384 NORTH TRURO 02652
Please use preferred mailing ad[redacted]ndence

Business Contact Information WILLIAM EVAUL [redacted]
Business Number/Cell Number/Email Address

Name of Manager WILLIAM EVAUL
Please Print

Manager Contact Information [redacted]

Cell Number/Email Address

Manager's Mailing Address PO BOX 384 N. TRURO MA 02652

FEIN Business Number [redacted]

Food Vendor Drivers' License #_____ Vehicle Registration #_____

CHECKLIST-Please provide the following items if not provided to the Health Department.

☐RESTAURANTS- See Health Department Application
☑FIRE PROTECTION SYSTEMS ANNUAL TEST REPORT
☐IF YOU HAVE EMPLOYEES- Provide Workers Compensation Affidavit **AND** Certificate of Insurance
☑IF YOU DO NOT HAVE EMPLOYEES- Provide Workers Compensation Affidavit **ONLY**
☐IF SELLING ALCOHOL FOR CONSUMPTION ON PREMISE
- ☐ Provide Liquor Liability Insurance
- ☐ Provide Current Building and Fire Certificate of Inspection
- ☐ TIPS Server Training Certificates for Servers

☐Mobil Food Unit-Attach State Hawker Peddler License
☐Ice Cream Truck-Complete CORI Form and Permit to Engage in Ice Cream Vending (MGL 270 §25)
☐Business Certificate with the Clerk's Office-*A Business Certificate is commonly referred to as a d/b/a or "Doing Business As" form. Its purpose is primarily for consumer protection and is considered a public record. Pursuant to M.G.L. Chapter 110, section 5, a person must file a business certificate when conducting business in Truro under any title (business name) other than the real name of the individual, partnership, or corporation. (Note: Certain exemptions to filing are allowed under section 6: a corporation doing business as its true name; a legal partnership is doing business under any title which includes the true surname of any partner; certain other exemptions exist for trusts and limited partnerships.)*

ATTESTATION

Pursuant to M.G. L. Ch. 62C, sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all local state taxes required under law and the information I have provided is true and accurate. Any misstatement in this application, or violation of state or applicable town bylaws or regulations, shall be considered sufficient cause for refusal, suspension or revocation of the license.

WILLIAM EVAUL
Print Name

Signature of Applicant

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

TOWN OF TRURO
Administration Office • Main Floor Town Hall
24 Town Hall Rd • PO Box 2030
Truro, MA 02666

----------**Office Use Only**----------

☐ Payment Received
☐ Health Agent or Board of Health Approval Board of Selectmen Meeting Date for Approval_____

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

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

Applicant Information **Please Print Legibly**

Business/Organization Name: EVAUL, INC

Address: PO BOX 384 - 11 HUGHES ROAD

City/State/Zip: NORTH TRURO MA 02652 Phone #: [redacted]

Are you an employer? Check the appropriate box:

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

Business Type (required):

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

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.
**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

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

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

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

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

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

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

Signature: [redacted] Date: 5.6.16

Phone #: [redacted]

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

City or Town: _____ **Permit/License #** _____

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

Contact Person: _____ **Phone #:** _____

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

FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT

BUSINESS NAME: EVAUL, INC. - THE MOORLANDS

OWNER/MANAGER: WILLIAM EVAUL

ADDRESS: 11 HUGHES ROAD NORTH TRURO

PHONE #: [redacted] NUMBER OF UNITS: _____

CONTACT PERSON: WILLIAM EVAUL

ADDRESS: SAME

TESTING COMPANY: Carter Kane Electrician

TESTING ELECTRICIAN/TECHNICIAN: Carter Kane

COMPANY PHONE #: 508-349-6283 HOME PHONE #: 508-349-0451

LICENSE #: 36076E

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

COMMENTS: Tested Automatic System, Emergency Lights + Smoke + Co. detectors. All tested O.K.

DATE OF CERTIFICATION: 5/10/16 BY: Carter Kane
Signature of Licensed Electrician

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

Consent Agenda Item: 6B3

TOWN OF TRURO

RECEIVED
SELECTMENS OFFICE
MAY 0 5 2016
TOWN OF TRURO
MASSACHUSETTS

BUSINESS LICENSE APPLICATION
ADMINISTRATION OFFICE
Main Floor Town Hall•P.O. Box 2030
24 Town Hall Rd•Truro, MA 02666
Tel: 508-349-7004 Extensions: 10 or 24 Fax: 508-349-5505

NO BUSINESS MAY OPERATE WITHOUT A VALID LICENSE ON THE PREMISES

The undersigned hereby applies for a License to conduct business in the Town of Truro in accordance with the Statutes of the Commonwealth of Massachusetts and subject to the Rules and Regulations of the Licensing Authorities.

Please check the appropriate box that best describes the license type (s) being applied for:

Business Request	License Type	Hours of Operation
☐ New Application	☐ Common Victualer (Food)* *See Health Department*	☐ **Annual License**
☒ Renewal – No Changes	☐ Transient Vendor (Retail)	Number of Days Open: 7
☐ Renewal – Change (s)	☒ Peddler/Mobil Lunch Cart* *See Health Department*	Hours AM PM
☐ Transfer of License	☐ Entertainment License *Complete Entertainment Application*	☒ **Seasonal License**
☐ Name Change	☐ Lodging House	Number of Days Open: 7
☐ Manager Change	☐ Alcohol License *Complete ABCC Application*	Opening Date: 5/20/16
☐ Location Change	☐ Innholder	Closing Date: 9/6/16
☐ Seasonal to Annual	☐ Taxicabs	Hours AM 11 PM 4
☐ Annual to Seasonal	☐ Other	☐ Change of Hours
☐ Extension of Premises		☐ Other

Other information please describe _____

APPLICANT INFORMATION

Name of Applicant JOSEPH RUGO

Name of Business/Corporation/Partnership FOOD TRUCK GYPSY INC DBA JOEYS FOOD TRUCK

Business Location Head of the Meadow and possibly Corn Hill
Truro Street Address

Mailing Address of Business PO BOX 696 Wellfleet MA 02667
Please use preferred mailing address for any Town Correspondence

Business Contact Information [redacted]
Business Number/Cell Number/Email Address

Name of Manager Nicholas Kirkpatrick
Please Print

Manager Contact Information [redacted]

Cell Number/Email Address

Manager's Mailing Address PO BOX 696 WELLFLEET MA 02667

FEIN Business Number [redacted]

Food Vendor Drivers' License # [redacted] Vehicle Registration # [redacted]

CHECKLIST-Please provide the following items if not provided to the Health Department.

☐RESTAURANTS- See Health Department Application
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☒IF YOU HAVE EMPLOYEES- Provide Workers Compensation Affidavit **AND** Certificate of Insurance
☐IF YOU DO NOT HAVE EMPLOYEES- Provide Workers Compensation Affidavit **ONLY**
☐IF SELLING ALCOHOL FOR CONSUMPTION ON PREMISE
- ☐ Provide Liquor Liability Insurance
- ☐ Provide Current Building and Fire Certificate of Inspection
- ☐ TIPS Server Training Certificates for Servers

☒Mobil Food Unit-Attach State Hawker Peddler License
☐Ice Cream Truck-Complete CORI Form and Permit to Engage in Ice Cream Vending (MGL 270 §25)
☐Business Certificate with the Clerk's Office-*A Business Certificate is commonly referred to as a d/b/a or "Doing Business As" form. Its purpose is primarily for consumer protection and is considered a public record. Pursuant to M.G.L. Chapter 110, section 5, a person must file a business certificate when conducting business in Truro under any title (business name) other than the real name of the individual, partnership, or corporation. (Note: Certain exemptions to filing are allowed under section 6: a corporation doing business as its true name; a legal partnership is doing business under any title which includes the true surname of any partner; certain other exemptions exist for trusts and limited partnerships.)*

ATTESTATION

Pursuant to M.G. L. Ch. 62C, sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all local state taxes required under law and the information I have provided is true and accurate. Any misstatement in this application, or violation of state or applicable town bylaws or regulations, shall be considered sufficient cause for refusal, suspension or revocation of the license.

JOSEPH RUGO
Print Name

Signature of Applicant

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

TOWN OF TRURO
Administration Office • Main Floor Town Hall
24 Town Hall Rd • PO Box 2030
Truro, MA 02666

----------**Office Use Only**----------

☐ Payment Received
☐ Health Agent or Board of Health Approval Board of Selectmen Meeting Date for Approval_____

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

RECEIVED
SELECTMENS OFFICE
APR 1 1 2016
TOWN OF TRURO
MASSACHUSETTS

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

Applicant Information **Please Print Legibly**

Business/Organization Name: FOOD TRUCK GYPSY INC

Address: 31 SIBLEY ST GRAFTON MA 01519

City/State/Zip: GRAFTON MA 01519 Phone #: [redacted]

Are you an employer? Check the appropriate box:

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

Business Type (required):

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

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.
**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

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

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

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

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

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

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

Signature: Joseph F Ryan Date: 4/5/16

Phone #: [redacted]

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

City or Town: _____ **Permit/License #** _____

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

Contact Person: _____ **Phone #:** _____

SPECIAL STATE LICENSE
Hawker or Pedler

№ 121267 A

Licensee: Joseph Rugo
1878 Rte 6
S. Wellfleet, MA 02667

Expires: 6-21-16

Consent Agenda Item: 6C

DRAFT

Truro Board of Selectmen
Meeting, April 12, 2016
Town Hall Meeting Room

Members Present: Chair Paul Wisotzky; Maureen Burgess, Jay Coburn, Robert Weinstein, Janet Worthington
Present: Town Administrator Rae Ann Palmer; Assistant Town Administrator/Town Accountant Trudi Brazil

Chair Paul Wisotzky called the meeting to order at 5:00 p.m.

CONSERVATION COMMISSION APPOINTMENT
The Board interviewed Henry Lum, an applicant for appointment to the Conservation Commission. Mr. Lum explained his interest in the Conservation Commission.

Robert Weinstein moved to approve the appointment of Henry Lum to the Conservation Commission for an unexpired 3-year term. Maureen Burgess seconded, and the motion carried 5-0.

DISCUSSION OF THE TOWN ADMINISTRATORS REVIEW PROCESS
Paul Wisotzky, Chair of Board of Selectmen, explained the evaluation process using the International City/Management Association (ICMA) criteria and additional Truro-generated criteria for the Town Administrator's performance review. Each of the members of the Board shared his or her observations for the review done with the Town Administrator. Everyone concurred that that they found Rae Ann Palmer outstanding in the ICMA areas of staff effectiveness, policy facilitation, delivery management, democratic responsiveness, organizational planning and management, communication, and integrity. The Board agreed that she was also superlative in the areas of the Truro criteria: communicating with board members, community relationships, working with other entities, maintaining sensitivity, having a sense of humor and crisis management.

The Board particularly appreciated her accessibility, her ability to come into a difficult situation after the loss of the previous Town Administrator and make things operate even without an Assistant Town Administrator and Planner, and her superb mentoring of staff. Some of her accomplishments to date include involvement in the Ballston Beach study, hiring a new Fire Chief, working with neighboring towns, and facilitating Board of Selectmen meetings. Everyone admired her sense of humor and her ability to think on her feet.

There were a few suggestions offered: shepherding Truro through climate changes, further work on staff organization, transportation development, offering Emergency Management Planning training to the Selectmen, hiring an Assistant Town Administrator, and avoiding burn out by remembering it is okay sometimes to say *no*.

Using the same criteria as the Selectmen, Rae Ann Palmer had prepared her self-evaluation which she shared with the Board. She promised to continue her efforts in staff development; she

is working on a project tracking system; she will keep fine tuning objectives; and she expects to work more with neighboring towns on strategic planning for shared challenges. She agrees with the Selectmen about hiring an Assistant Town Administrator. She gave her heart-felt thanks to Town Accountant/Acting Assistant Town Administrator Trudi Brazil for all the help that Trudi has given her in these first 18 months as Truro Town Administrator.

CONSENT AGENDA

The Consent Agenda contained the following:
A. Review/Approve and Authorize the Chair to sign:
1. Herring River Restoration Project Support Letter;
2. Wireless Communications Facilities Lease Agreement with Crown Castle (Consent for Modification with Verizon and T-Mobile) for Cell Tower located at 344 Route 6;
3. Water Service Application for suppression system located at 706 Shore Rd.;
4. Letter to Cape Cod Commission Regarding Expectations between the Town and the Commission;
B. Declaration of Surplus Property for the Fire Department of SCBA (Self Contained Breathing Apparatus) packs (15) and air bottles (15); and
C. Review and Approve Board of Selectmen Meeting Minutes of March 22, 2016.

Paul Tucker was present for the Declaration of Surplus Property. He said ICS will be offering a class in Emergency training in Wellfleet in May.

Jay Coburn moved to approve the Consent Agenda with amended minutes of March 22, 2016. Maureen Burgess seconded, and the motion carried 5-0-0.

SELECTMEN AND LIAISON AND TOWN ADMINISTRATOR REPORTS

The Selectmen and the Town Administrator all gave reports. Jay Coburn had attended a meeting at the State House concerning room tax and a Cape and Island Housing Council meeting on the topic of hunger. He has been appointed by Governor Baker to serve as a representative for a commission working to bring more focus to rural communities' needs. Janet Worthington said she is anticipating the return of Selectmen's Hours to the outdoor locations. Paul Wisotzky had attended a meeting of the COA Board to discuss the increased staffing for Fire and Rescue and transportation services that are needed. He also reported on the Pre-Town Meeting. Maureen Burgess is liaison to the Water Resources Oversight Committee, but she said their last meeting had not been held. Their work on a report they have been preparing is incomplete, according to Rae Ann Palmer. Ms. Burgess suggested some improvements to the sign-in process for Town Meeting. Robert Weinstein reported on the last meeting of the Planning Board which included the public hearing for the petitioned article for Annual Town Meeting. No one showed up at his last Selectmen's Hours held at the Library, he said. Town Administrator Rae Ann Palmer had attended the May 19th signing of Community Compact. She said there had been a request for a delay on the hearing for the Fore & Aft, but counsel recommended opening the public hearing on schedule and setting a date for a continuance.

NEXT MEETING AGENDA

Rae Ann Palmer and the Board reviewed a lengthy agenda planned for the April 19, 2016 meeting.

EXECUTIVE SESSION

Chair Paul Wisotzky moved to enter into Executive Session and not return to the regular meeting in order to discuss pending litigation (MGL 30A, § 21 (a) (3) and to conduct contract negotiations with non-union personnel (MGL30A, § 21 (a) (2) for the Town Administrator. The motion carried 5-0-0 by roll call vote: Weinstein – *aye*; Burgess – *aye*; Wisotzky – *aye*; Worthington – *aye*; and Coburn – *aye*.

The Board moved into executive session at another location in Town Hall at 6:00 p.m.

Respectfully submitted,

Mary Rogers

Recording Secretary

_____ _____

Paul Wisotzky, Chair Maureen Burgess, Clerk

_____ _____

Jay Coburn Janet Worthington, Vice-chair

_____

Robert Weinstein

Public Records Material for 4/12/16

1. Application for Conservation Commission by Henry Lum
2. Herring River Restoration Project Support Letter
3. Wireless Communications Facilities Lease Agreement with Crown Castle
4. Water Service Application for suppression system located at 706 Shore Rd.
5. Letter to Cape Cod Commission Regarding Expectations
6. Commission. Declaration of Surplus Property-Fire Department

Consent Agenda Item: 6C

TOWN OF TRURO - BOARD OF SELECTMEN
MEETING MINUTES - SPECIAL MEETING
THURSDAY – FEBRUARY 11, 2016 – 5:00 p.m.
JUDGE WELSH ROOM - 260 COMMERCIAL STREET

Chairman Donegan convened the open meeting at 5:00 p.m. noting the following attendees: Board of Selectmen members: Thomas Donegan, Cheryl Andrews, and Robert Anthony.

Excused: Raphael Richter & Erik Yingling

Other attendees: Town Manager David Panagore, Assistant Town Manager David Gardner, DPW Director Richard Waldo, Water Superintendent Cody Salisbury, Truro Town Administrator Rae Ann Palmer, and the Truro Board of Selectmen: Chairman Paul Wisotzky, Jay Coburn, Jan Worthington, Maureen Burgess, and Robert Weinstein and Truro Health Conservation Agent Patricia Pajaron.

Recorder: Loretta Dougherty

1. Joint Meeting with Truro Board of Selectmen:

A. Water System Update:

Chairman Tom Donegan welcomed the members from the Truro Board of Selectmen. Truro Board of Selectmen Chairman Paul Wisotzky called the Board to order at 5:02 p.m. and members were introduced. Superintendent Cody Salisbury and DPW Director Rich Waldo appeared to present a PowerPoint presentation on the Water System Status Update. This presentation may be found on the Town's web page www.provincetown-ma.gov under the Water Department.

Superintendent Cody Salisbury last presented a water system update to the Boards in 2013. Highlights from the presentation given were as follows: The Town of Provincetown Water Department maintains a total of three ground water resources located in the Town of Truro: the Knowles Crossing Wellfield consisting of three gravel packed wells; the Paul Daley Wellfield consisting of six active gravel packed wells, and the North Union Field Well Site consisting of two gravel packed well. The distribution system consists of approximately 42 miles of water mains; two water storage tanks; 250 fire hydrants; 675 gate values, and we have 3,725 services accounts. The year 2015 was the first full calendar year that the Knowles Crossing Water Treatment Plant, located at 143 Shore Road in North Truro had been in operation. Both the Knowles Crossing Wellfield and the Paul Daley Wellfield are treated at this facility, primarily for iron and manganese removal. During the 2014 and 2015 peak seasons, the treatment facility operated flawlessly and in recent laboratory reports show continued removal of all detectable levels of iron and manganese in the source water.

The cleaning of the Mt. Gilboa tank was done last year; prior cleaning was done in 2005. The interior of the tank was found to be in remarkable condition. There was no coating failure on the inside and needs no future interior maintenance for quite some time. It took approximately 2,900,000 gallons to refill the Mt. Gilboa tank after draining it for the maintenance work. The overall annual withdrawal from all sources for 2015 was 257,542,581 gallons which was an increase of 22,332,420 gallons over 2014. The overall

annual daily average withdrawal was 705,596 gallons per day; the Massachusetts Department of Environmental Protection (DEP) permit is restricted to an annual daily withdrawal of 850,000 gallons per day. This increase was mainly attributed to leakage throughout the system. We have an aggressive leak detection process which has significantly reduced Unaccounted-for-Water (UAW) in recent years. In 2015 water mains were found to be leaking. One leak was caused by a PVC leaking into the ground. Above the PVC was an abandoned cast iron main which was smashed and not capped off properly that was acting as a drainage passage way so the water never surfaced. In October we had a water main leak created by a circumferential crack that had been leaking for quite some time. The Massachusetts Rural Water Association has provided support for the Water Department with leak surveying; most recently in January of 2016. The Provincetown Water Department has begun isolating portions of the distribution system while watching, in real-time, a flow meter located at the Mt. Gilboa tank. This effort helps identify specific areas in the system which may be experiencing leakage. The Water Department has been monitoring for several years, during the off-season, the early morning flow information by zones between the hours of 2:00 a.m. and 5:00 a.m. which is typically the lowest demand hours of a day. Based upon historical trends, the majority of the observed flow rate between these hours is attributed to leakage, some of which is metered and some not metered. As leaks are repaired, it is reflected in the flow rates.

Truro Selectman Jay Coburn asked how the difference is calculated between the demand for water and the unaccounted for water.

The Water Department knows how much water is sold and how much is produced based upon information from our meters, and there is a small amount of water used for firefighting, street sweeping, and water main flushing. The amount left over is the unaccounted for water. We do lose approximately 13 million gallons in the process.

Jay asked where that water goes.

Cody stated it goes back into the well field and filters back down. He shared the scheduled water rates; these have been the same since 2009.

Tom talked about operating expenses and mentioned that we are spending a lot of money for the summer demand. We may not be fully covering the summer demand with our peak season; it would be against summer usage rather than winter usage.

Truro Selectman Paul Wisotzky asked Cody if he has noticed any trends for the summer versus off season usage.

Cody referred to the PowerPoint which showed the trends as being flat for about the last 10 years. In overall meter consumption December, January, and February over the past four years have remained pretty flat.

Tom stated that we saw the month of September as being greater than June for the first time last year.

Jay stated that he would personally be in favor of shifting the burden to the summer consumers which would be consistent with other policy issues they have considered. Truro is in a slightly different position in funding the water system management plan. The majority of the taxpayers are not directly benefiting from the water system. As much as the

improvements associated with the water system can be born through the water enterprise fund that would certainly be their preference.

B. <u>Discussion of Draft of Inter-Municipal Agreement:</u>

Paul W. stated they had looked at this at their last Board of Selectmen meeting and thanked David P. and our shared Town Counsel for putting it together.

<u>MOTION:</u> Move that the Board of Selectmen vote to approve the Inter-Municipal Agreement, as submitted.

<u>Motion:</u> Cheryl Andrews **<u>Seconded:</u> Robert Anthony**

3/0/0 Motion passed.

Truro Selectman Jay Coburn made a motion to approve the Inter-Municipal Agreement, as submitted with a second by Selectman Maureen Burgess. The motion passed by a vote of 5/0/0.

C. <u>Discussion of Legislative Agenda (Home Rule Petition):</u>

Tom asked if there was anything that can be done in the next month regarding our Home Rule Petitions before the Legislature.

Jay stated that they have a very busy agenda on Beacon Hill and we may be faced with a new Senator next year. He suggested that both Boards request Representative Peake to set up a meeting with Speaker DeLeo and invite other towns within Representative Peake's district to attend this meeting. A new bill was introduced a month ago by Senator Wolfe and a Boston delegation to address cities that are facing a surge in AirBnBs.

Tom will send a letter asking for the meeting.

Paul suggested that one Board member from each town on the Cape go to Boston.

Cheryl commented on the extent of the number of homes in Provincetown that are rented out and are now being viewed as commercial activity which is outside of our zoning bylaws. She had nothing specifically in mind at present but wanted to get feedback as to what Truro is doing now. Do people generally accept this practice in all of their zones?

Paul stated that he has not heard anything. Their zoning is very different. There is not much commercial zoning and they have a very small condo community which is not seasonal. Vacation rentals are single family homes and he has heard no feedback from anyone objecting to it in any neighborhoods or by their neighbors. They do see the need to figure out a way to capture the revenue and believe that it is also a fairness issue as it relates to their bed and breakfast and motel establishments.

Without objection Tom adjourned the meeting at 5:59 p.m.

<u>Minutes transcribed by</u>: Loretta Dougherty

Paul Wisotzky, Chair

Maureen Burgess, Clerk

Jay Coburn

Janet Worthington, Vice-chair

Robert Weinstein