



Truro Board of Selectmen

Tuesday, September 9, 2014 -5:00PM

Selectmen's Chambers Town Hall

24 Town Hall Road, Truro

Agenda Topic	Presenter
Open the Regular Meeting	
Executive Session: (Lower Level Conference Room) "Move that the Board of Selectmen enter into Executive Session in accordance with the provisions of Massachusetts General Law, Chapter 30A, Sec. 21(a) number 2 to conduct strategy sessions in preparation for negotiations with non-union personnel, Town Administrator & in accordance with the provisions of Massachusetts General Law Chapter 30A, Sec. 21(a) number 3 to discuss strategy with respect to pending litigation, whereas discussion of these matters in open session would have a detrimental effect on the bargaining/litigating position of the Town and to reconvene in regular session."	
Public Comment Period - <i>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.</i>	
Public Hearings: <ul style="list-style-type: none"> • Tax Classification Hearing pursuant to MGL Ch. 40 § 56 • NSTAR for installation of Cable, Conduit and 5 Manholes (Standish Way & South Hollow Rd) and Authorize the BoS Clerk to sign 	Ray Squire NSTAR Rep.
Town Administrator Search Committee , Chair presentation of the 4th Town Administrator Finalist Name & Review and Approve Interview Question Assignments for TA Finalists & Discussion of Reimbursement for Travel Expenses	Lori Meads Jay Coburn
Review and Approve Fire department Per Diem Staff Appointments- Donald West, Jesse Capello, Michael Lopriore, & Rastislav Mariak	Chief Davis
Discussion of RFQ for General Legal Services	Robert Weinstein
Review & Approve TCT request for Edgewood Farm public trail & 4 space parking area	Fred Gaechter
FY14 Department of Housing and Community Development Block Grant Program Fund I & Authorize the Vice-Chair & Charleen Greenhalgh to sign the proper documents	
Consent Agenda <ol style="list-style-type: none"> 1) Review and Approve Meeting Minutes- August 26, 2014 Regular 2) Review , Approve and Authorize Charleen Greenhalgh to sign Dept. of Public Utilities Application for a Municipality or Other Governmental Entity for Net Metering and other NSTAR applications and forms for PVs on the landfill 3) Review & Approve and authorize Chair to sign: <ol style="list-style-type: none"> a. Roof Replacement Bid –Public Safety Facility Building – KelKor, Inc. 4) Review & Approve Application to Serve - Dan Smith- Shellfish Advisory Committee; Co-Acting Town Administrator, Robert C. Lawton, Jr. -Temporary Appointment to Cape Cod Regional Transit Authority & Authorize the Chair to sign letter 5) Review & Approve Bike and Road Race Application- Wounded Warrior Project-Training (9/26) 6) Review & Approve Use of Town Property-Pamet Harbor Parking lot-Truro Treasures (9/21) 7) Review & Approve One Day License Applications for Highland Links Golf Course (9/21, 9/22, 9/28) 8) Review & Approve Entertainment Application-Truro Vineyards-Grape Stomp-(9/21) 	
Selectmen Reports and Liaison Reports	
Next Meeting Agenda: September 23, 2014	
Town Administrator's Report	

SEL/TAX HEARING 9/09/2014

**LEGAL NOTICE
TOWN OF TRURO
PUBLIC NOTICE
TAX CLASSIFICATION HEARING**

Notice is hereby given that the Truro Board of Selectmen will hold a public hearing on Tuesday, September 9, 2014 at 5:00 p.m. at the Truro Town Hall, 24 Town Hall Road, Truro, pursuant to MGL Ch. 40, Section 56, for the purpose of determining the percentages of the local tax levy to be borne in Fiscal Year 2015 by each class of property: residential, open space, commercial, industrial, and personal property. The Board of Assessors will present information and data relevant to making such determination, including the fiscal effect of the available alternatives. The public is encouraged to submit comments in writing to the Office of the Town Administrator/Board of Selectmen, PO Box 2030, Truro, MA 02666, or in person at the hearing.

Jay Coburn, Chairman
Board of Selectmen



September 3, 2014

To: Board of Selectmen

FROM: Board of Assessors

Subject: Fiscal Year 2015 Classification Meeting

Please find attached recommendations from the Board of Assessors for the Classification Hearing. Also, please find draft motions for your edification.

The Department of Revenue has certified Truro's Assessment Values for Fiscal Year 2015. Attached is State Tax Form LA-4 which indicates the total value by class of all parcels in Truro.

Your signatures will be required on the State Tax Form LA-5 at the conclusion of the Classification Hearing. Signing the LA-5 indicates the Selectmen have been informed of the amount of the excess levy capacity.

Also, to avoid having each Selectman electronically log-in and sign the Department of Revenues Gateway form, please **VOTE** to **AUTHORIZE** Raymond S. Squire, Acting Deputy Assessor, to **sign the LA-5** on behalf of the Selectmen. Otherwise, please come to the Assessor's Office to sign electronically on the Gateway Program.

On the additional information page with regard to the Residential Exemption please note the last two paragraphs with regard to making a change this year in classifying property or potential exemption options.

The Board of Assessors and I look forward to being at your service at the Classification Hearing.

If you have any additional questions regarding this matter, please do not hesitate to ask.

Thank you



Raymond S. Squire, MAA
Acting Deputy Assessor



Board of Selectmen FY15 CLASSIFICATION HEARING

September 5, 2014

At their meeting September 3, 2014, the Board of Assessors voted unanimously to make the following recommendations to the Board of Selectmen for the Fiscal Year 2014 Classification Hearing to be held September 9, 2014 at 5:00 p.m.:

On the matter of classifying the tax rate:

- To **vote a residential factor of “1”** so that each class maintains 100% of its full value tax share and not shift the tax burden from the residential and open space classes to the commercial, industrial and personal property classes.

On the matter of an open space discount:

- **Not to grant an open space discount** which would shift the tax burden from the open space property to the residential property class.

On the matter of a residential exemption:

- **Not to grant a residential exemption** which would shift the tax burden within the residential class from residents to non-residents.

On the matter of small commercial exemption:

- **Not to grant a small business exemption** which would shift the tax burden within the commercial, industrial and personal property classes from certain small commercial properties to other commercial and industrial properties.

Voting in accordance with these recommendations would retain the historical pattern of taxation in Truro. The following is an explanation of the various options and the reasons of the Assessor's recommendations:

Classification:

Classifying the tax rate means applying different tax rates to different classes of property (residential, open space, commercial, industrial and personal property) according to procedures and formulas set by state statutes. Voting a **residential factor of "1"** establishes that the same tax rate is applied to all classes of property at a single rate per thousand dollars of value.

Open Space Discount:

Truro does not have any properties classified as open space so it would have no effect if the Board of Selectmen should vote on an open space discount. The open space properties are addressed through conservation restrictions or chapterland election.

Residential Exemption:

The residential exemption grants an exemption of up to 20% of the average residential property value for all resident property owners. Through the application procedure of the exemption to the year-round residents and the calculation of the new tax rate to recapture the lost levy, the exemption results in reduced taxes being paid by the resident property owners, while shifting the tax burden to part-time resident property owners. The assessors do not recommend granting the residential exemption as this results in shifting the tax levy share not between the classes but between the residential class itself. As part-time residents already pay a personal property tax on the contents of their Truro homes which residents do not pay, and customarily place fewer demands on municipal services, the assessors feel it would be inequitable to create this separation within the residential class.

Small Commercial Exemption:

This exemption would shift the tax burden within the commercial, industrial and personal property classes from some small commercial and industrial properties. As Truro has a small commercial/industrial class, the small business exemption could cause hardship on some businesses.

**MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
ASSESSMENT / CLASSIFICATION REPORT FY 2015**

Extract: LA4
Database: LIVE
Filter:

TRURO

as of January 1, 2014

City/Town/District

PROP TYPE	ACCT / PARCEL COUNT	CLASS 1 Residential Assessed Value	CLASS 2 Open Space Assessed Value	CLASS 3 Commercial Assessed Value	CLASS 4 Industrial Assessed Value	CLASS 5 Personal Property Assessed Value
101	2,051	1,482,141,800				
102	498	131,947,000				
MISC.103,109	140	119,459,900				
104	56	31,832,660				
105	4	2,165,300				
111 - 125	9	5,832,500				
130-132, 106	516	126,696,900				
200 - 231	0		0			
300 - 393	74			77,138,500		
400 - 452	4				1,619,500	
CH.61 Land	0			0		
CH.61A Land	12			21,080		
CH.61B Land	0			0		
012 - 043	34	10,584,119	0	13,857,061	0	
501	2,097					11,382,800
502	46					2,594,700
503	0					0
504,550-552	1					8,433,430
505	1					1,850,200
506	0					0
508	4					560,650
TOTALS	5,547	1,910,660,179	0	91,016,641	1,619,500	24,821,780
REAL AND PERSONAL PROPERTY TOTAL VALUE						2,028,118,100
EXEMPT						174,501,600
EXEMPT COUNT						417

Submitted by: Board of Assessors

COPY

DATE

Residential Exemption Estimator

This estimator is provided by the Division of Local Services as a guide to assist communities in projecting the impact if a Residential Exemption were to be adopted. The Residential Exemption is a local option authorized by M.G.L. Ch. 59, s.5C, which allows a community to shift the tax burden away from certain lower valued, residential properties to higher valued homes, most apartment buildings and to second home owners. When using this estimator, please also consult your local assessors to provide additional information and to verify projections.

To qualify for a Residential Exemption, a property must be, on January 1, the owner-occupied, primary residence used by the taxpayer for income tax purposes. Eligible properties include multi-family residences and apartment buildings. The shift that occurs reallocates the tax burden only within the community's residential class and does not increase total tax revenue. The exemption works as a decrease in the assessed value of a qualifying property in an amount not to exceed 20 percent of the average assessed value of all residential properties. Only Boston, Cambridge and Somerville have been granted special legislation to increase the shift to 30 percent. In all cases, the exemption is limited to a decline which is no greater than 10 percent of a property's original assessed value.

To simulate the impact of a Residential Exemption, select a community, then make or adjust entries in section 2 & 3 below.

1) Select your city or town

2) Enter exemption percentage (e.g., 0.20)
Maximum allowed by law = 20%

3) Enter percent owner-occupied as of January 1 (e.g., 0.95)

Property Type	% Owner-occupied
Single family	31.0%
Condos	5.0%
Multi-family (2 & 3 family)	48.0%
Apartments	100.0%
Misc	73.0%

scroll down

Estimated Impact on Tax Rate and Residential Property Tax Bills

scroll down

Tax Rate without Residential Exemption	Tax Rate with Residential Exemption	City/Town data from Fiscal Year	
6.43	6.63	2014	

Value of owner-occupied home	Tax bill w/o exemption	Tax bill with exemption	Change in tax bill*
\$60,000.00	\$385.80	\$21.14	(\$364.66)
\$680,000.00	\$4,372.40	\$4,131.74	(\$240.66)
\$980,000.00	\$6,301.40	\$6,120.74	(\$180.66)
\$1,280,000.00	\$8,230.40	\$8,109.74	(\$120.66)
\$1,580,000.00	\$10,159.40	\$10,098.74	(\$60.66)
\$1,883,283.20	\$12,109.51	\$12,109.51	\$0.00
\$2,190,000.00	\$14,081.70	\$14,143.04	\$61.34
\$2,490,000.00	\$16,010.70	\$16,132.04	\$121.34
\$2,790,000.00	\$17,939.70	\$18,121.04	\$181.34
\$3,090,000.00	\$19,868.70	\$20,110.04	\$241.34
\$3,390,000.00	\$21,797.70	\$22,099.04	\$301.34
\$3,690,000.00	\$23,726.70	\$24,088.04	\$361.34

* Amounts in parentheses represent projected decrease in tax bills.

All data, except exemption amount and percent owner-occupied, is extracted from the Division of Local Services Gateway Database



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

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

TOWN OF TRURO
PUBLIC HEARING
NSTAR CABLE, CONDUIT AND MANHOLE HEARING

The Truro Board of Selectmen will conduct a public hearing on a petition from NSTAR Electric to install underground cables, conduits and manholes, including the necessary sustaining and protecting fixtures in, under, along and across the following public ways: South Hollow Road between Route 6A and Route 6, and Standish Way. Said hearing will be held on **Tuesday, September 9th, 2014 at 5:00 p.m.** at the Truro Town Hall, 24 Town Hall Road, Truro.

Jay Coburn, Chairman
Board of Selectmen
Town of Truro



One NSTAR Way
Westwood, Massachusetts 02090

RECEIVED
SELECTMENS OFFICE

AUG 1 1 2014

TOWN OF TRURO
MASSACHUSETTS

August 7, 2014

Board of Selectmen
Town of Truro
Box 2030
24 Town Hall Road
Truro, MA 02666

Dear Board Members:

Enclosed is a petition to install approximately 1087 feet of conduit/cable and 5 New Manholes in the public way in Standish Way and South Hollow Road, Truro.

This proposed location (s) is required for system improvement. This petition will require a notice to abutters and a hearing.

Will you please present this petition before the Board for customary action and approval.

If you have any questions please call me at 508-957-4522.

Warm Regards,

A handwritten signature in blue ink, appearing to read "Jessica Elder".

Jessica Elder
Right of Way Agent
NSTAR Electric

**PETITION FOR
UNDERGROUND CABLE AND CONDUIT LOCATIONS
WO#01735508**

Barnstable, Massachusetts
To the Board of Selectmen for the Town of Truro, Massachusetts.

August 7, 2014

NSTAR ELECTRIC COMPANY

request permission to locate underground cables, conduits and manholes, including the necessary sustaining and protecting fixtures, in, under, along and across the following public way or ways:

South Hollow Road, Truro
To install 328' of conduit and cable
2 New Manholes (MH74000/360-MH74000/350)

Standish Way, Truro
To install 759' of conduit and cable
3 New Manholes (MH74000/450-74000/455 & MH74000/460).

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to install and maintain underground cables, conduits, and manholes, together with such sustaining and protecting fixtures as it may find necessary, said underground cables, conduits, and manholes to be installed in accordance with the plan files herewith marked Plan No. 103815 Dated August 7, 2014.

NSTAR ELECTRIC COMPANY

By _____



Right of Way Agent
Jessica S. Elder

**FORM OF ORDER FOR
UNDERGROUND CABLE AND CONDUIT LOCATIONS**

IN BOARD OF SELECTMEN FOR THE TOWN OF TRURO, MASSACHUSETTS.

Notice having been given and a public hearing held, as provided by law,
IT IS HEREBY ORDERED:

that the NSTAR ELECTRIC COMPANY be and it is hereby granted a location for and permission to install and maintain underground cables, conduits and manholes, together with such sustaining and protecting fixtures as said Company may deem necessary, in, under, along and across the public way or ways hereinafter referred to, as requested in petition of said Company dated the 7th day of August, 2014.

All construction under this order shall be in accordance with the following conditions:

Cables, conduits, and manholes shall be installed substantially at the point indicated upon the plan marked Plan No. 103815 Dated August 7, 2014 filed with said petition. The following are the public ways or parts of ways under, along and across which the cables above referred to may be installed under this order.

South Hollow Road, Truro

Three Hundred twenty-eight feet conduit/cable
2 New Manholes(MH74000/350 & 360)

Standish Way, Truro

Seven Hundred-Fifty-nine feet conduit/cable
3 New Manholes(MH74000/450,455&460)

I hereby certify that the foregoing order was adopted at a meeting of the Board of Selectmen of the Town of Truro, Massachusetts held on the _____ day of _____ 2014.

Clerk of Selectmen.

_____, Massachusetts _____ 2014.

Received and entered in the records of location orders of the Town of Truro
Book _____ Page _____.

Attest:

Town Clerk

We hereby certify that on _____ 2014, at _____ o'clock,
_____ M. at _____ a public hearing was held on the
petition of the

NSTAR ELECTRIC COMPANY for permission to install and maintain the underground cables, conduits, manholes and fixtures described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to install underground cables, conduits, manholes and fixtures under said order. And that thereupon said order was duly adopted.

Selectmen of the Town of
Truro, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of a location order and certificate of hearing with notice adopted by the Board of Selectmen of the Town of Truro, Massachusetts, on the _____ day of _____ 2014, and recorded with the records of location orders of said Town,
Book _____, Page _____.

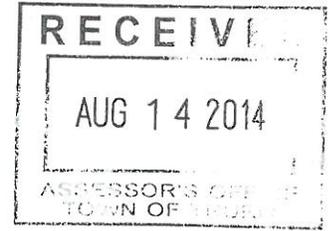
This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

Town Clerk.



TOWN OF TRURO
ASSESSORS OFFICE



CERTIFIED ABUTTERS LIST
REQUEST FORM

DATE: August 14, 2014

NAME OF APPLICANT: Board of Selectmen

NAME OF AGENT (if any): Noelle Scollari

MAIL ADDRESS: 24 Town Hall Rd. P.O. Box 2030 TRURO, MA 02666

PHONE: HOME N/A

WORK 508-349-7004 x 24

CELL N/A

FAX 508-349-5505

PROPERTY LOCATION: STANDISH WAY & South Hollow Rd (between 4A + 4 only)
(street address)

PROPERTY IDENTIFICATION NUMBER: MAP _____ PARCEL _____

ABUTTERS NEEDED FOR:

(Please check one)	FEE		FEE:
<input type="checkbox"/> Board of Health	\$10.00	Planning Board	
<input type="checkbox"/> Cape Cod Comm.	\$15.00	<input type="checkbox"/> Special Permit	\$15.00
<input type="checkbox"/> Conservation Comm.	\$10.00	<input type="checkbox"/> Site Plan	\$15.00
<input type="checkbox"/> Zoning Bd. Of Appeals	\$15.00	<input type="checkbox"/> Preliminary Subdivision	\$15.00
<input type="checkbox"/> Licensing	\$15.00	<input type="checkbox"/> Definitive Subdivision	\$15.00
<input checked="" type="checkbox"/> Other <u>NETAR CONDUIT / cable & manhole install</u>			\$ _____
	(Please Specify)		(Inquire)

Note: We have up to 10 calendar days to process your order.

THIS SECTION FOR ASSESSORS OFFICE USE ONLY

Date request received by Assessors: 8/14/2014 Date completed: 8/14/2014

List completed by: Dennis Kopasz

TOWN OF TRURO
ASSESSOR'S OFFICE

P.O. Box 2012, Truro, MA 02666

Tel. 508-349-7004, Ext. 15+16+17 Fax 508-349-5506

Date: August 14, 2014

To: Board of Selectman

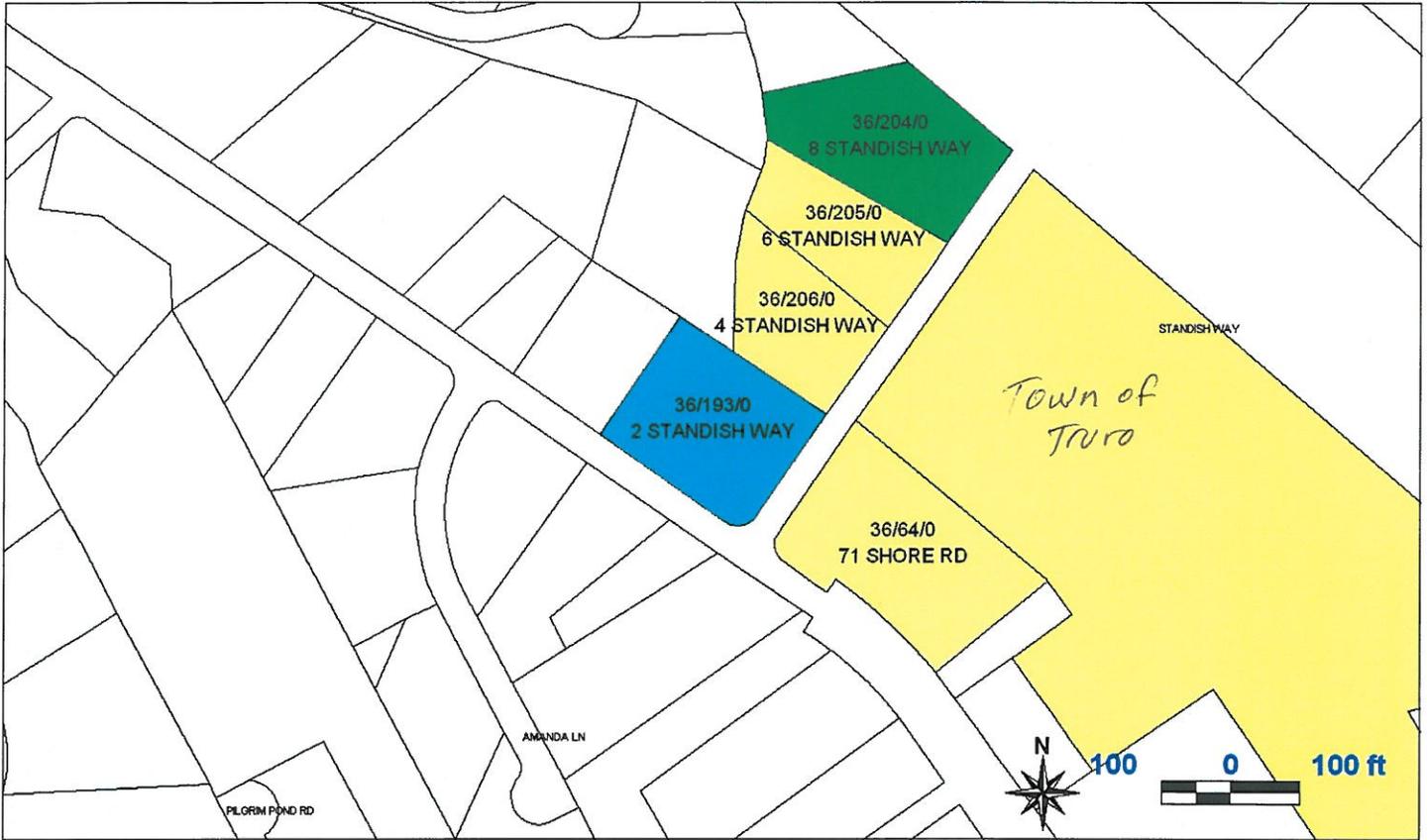
From: Assessor's Office

Attached is a list of abutters for the property located at South Hollow Rd (Between 6, 6A) map 39
Standish Way - (Between 6, 6A) map 36
on Assessor's Map N/A Parcel N/A. The current owner(s) as of Jan. 1, 2014
is/are N/A.

The names and addresses of the abutters are as of Jan. 1, 2014 according to the most recent documents received from the Barnstable County Registry of Deeds.

Certified by: Frances M. Coco
Frances M. Coco
Assistant Deputy Assessor

TOWN OF TRURO, MA
 BOARD OF ASSESSORS
 P.O. BOX 2012, TRURO MA 02666
 Abutters List Standish Way, between Rt 6 & 6A
 Board of Selectman
 Custom Abutters List

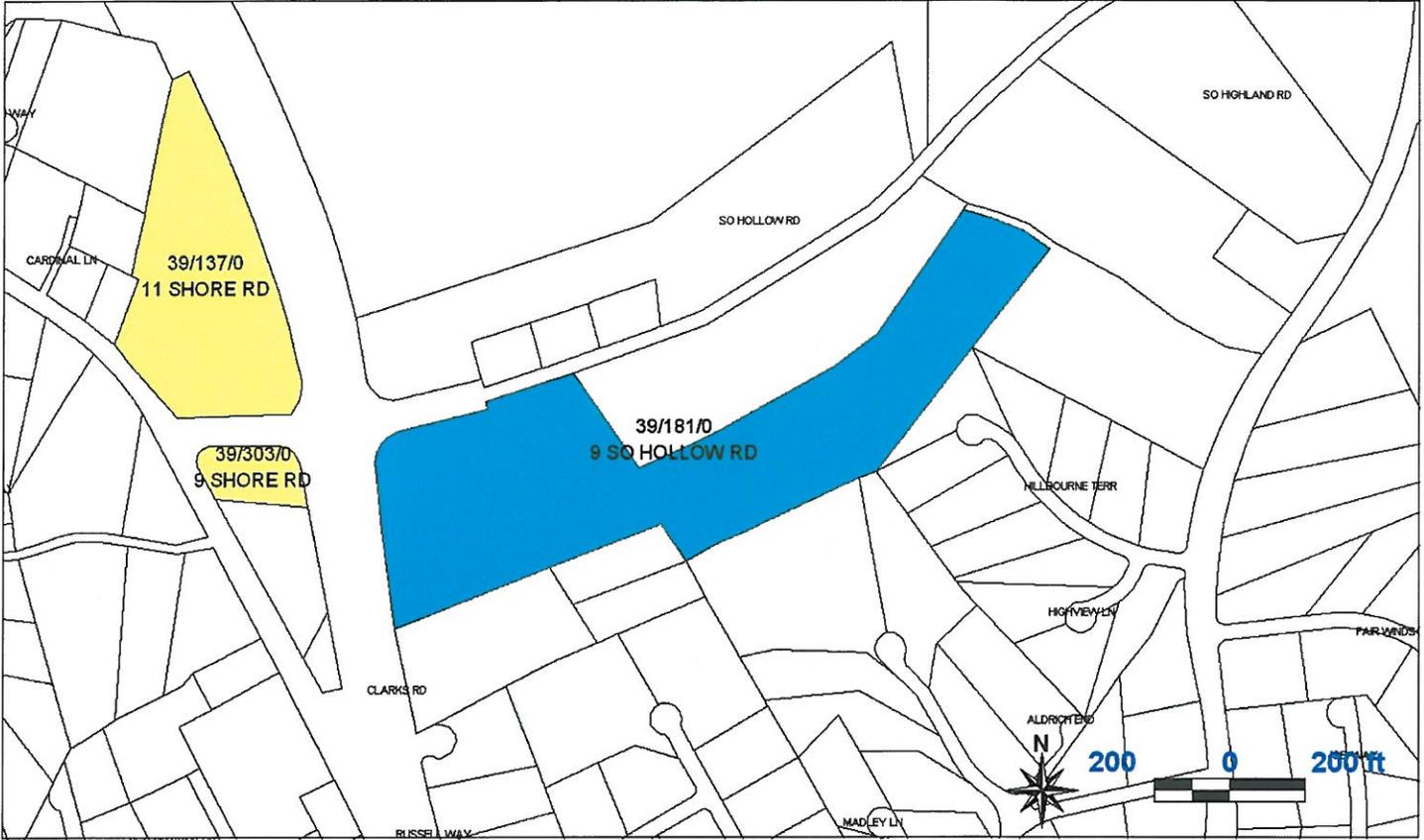


Key	Parcel ID	Owner	Location	Mailing Street	Mailing City	ST	ZipCd/Country
✓ 961	36-64-0-R	DAYS THOMAS L	71 SHORE RD	PO BOX 201	NO TRURO	MA	02652-0201
✓ 0	966-0-0	GIS Parcel Not in PK Database <i>TOWN</i>		N/A			
✓ 1078	36-193-0-R	CERUTTI FRANCESCA D	2 STANDISH WAY	PO BOX 43	PROVINCETOWN	MA	02657-0043
✓ 1089	36-204-0-R	BENS ALICE P LIFE ESTATE RMNDR: BENS BETH & AMY & EILEE	8 STANDISH WAY	PO BOX 817	NO TRURO	MA	02652-0817
✓ 1090	36-205-0-R	SILVA TIMOTHY L & APRIL L	6 STANDISH WAY	PO BOX 420	NO TRURO	MA	02652-0420
✓ 1091	36-206-0-R	MELLETT PETER J & CASSIDY HELEN T	4 STANDISH WAY	PO BOX 5	NO TRURO	MA	02652-0005

Mailed on August 18, 2014

TOWN OF TRURO, MA
 BOARD OF ASSESSORS
 P.O. BOX 2012, TRURO MA 02666

Abutters List Board of Selectman
 South Hollow Road between Rt. 6 & 6A
 Custom Abutters List



Key	Parcel ID	Owner	Location	Mailing Street	Mailing City	ST	ZipCd/Country
✓ 1262	39-137-0-R	ROBERTS FAMILY PROPERTY LLC	11 SHORE RD	PO BOX 834	NO TRURO	MA	02652-0834
✓ 1422	39-303-0-R	PETERS THOMAS H & ERIK A	9 SHORE RD	PO BOX 910	SO WELLFLEET	MA	02663-0910

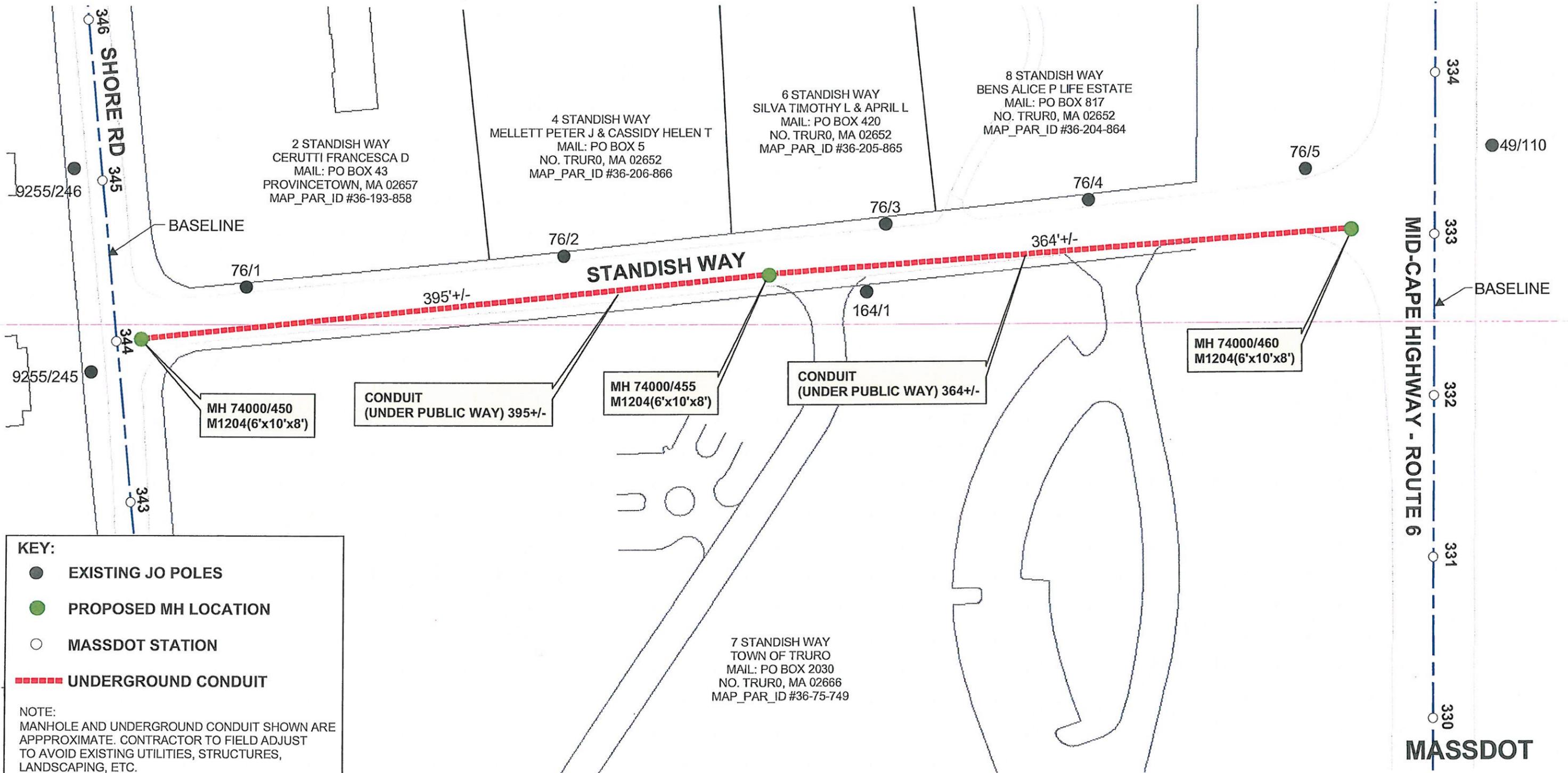
Mailed on August 18, 2014

TOWN TRURO	DATE AUGUST 7, 2014	PLAN NO. 103815 - W/O# - 1735508 SH2
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Plan to accompany petition of
NSTAR ELECTRIC COMPANY

To install approximately 759'+/- of underground conduit under public way
from new manhole 74000/450 to new manhole 74000/455 to new manhole 74000/460.



KEY:

- EXISTING JO POLES
- PROPOSED MH LOCATION
- MASSDOT STATION
- UNDERGROUND CONDUIT

NOTE:
MANHOLE AND UNDERGROUND CONDUIT SHOWN ARE APPROXIMATE. CONTRACTOR TO FIELD ADJUST TO AVOID EXISTING UTILITIES, STRUCTURES, LANDSCAPING, ETC.



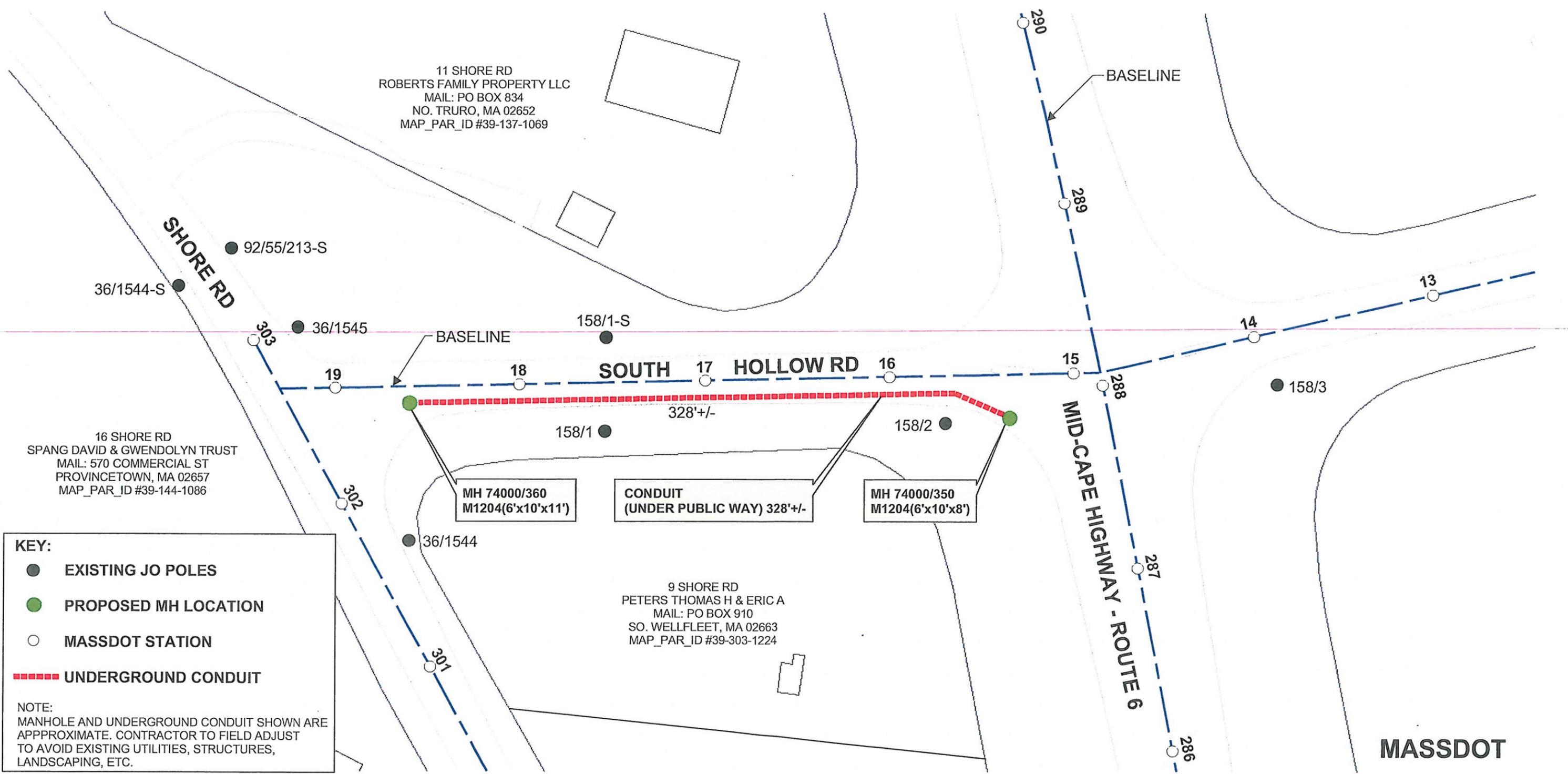
MASSDOT

TOWN TRURO	DATE AUGUST 07, 2014	PLAN NO. 103815 - W/O# - 1735508 SH1
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Plan to accompany petition of
NSTAR ELECTRIC COMPANY

To install approximately 328'+/- of underground conduit under public way
from new manhole 74000/350 to new manhole 74000/360.



KEY:

- EXISTING JO POLES
- PROPOSED MH LOCATION
- MASSDOT STATION
- UNDERGROUND CONDUIT

NOTE:
MANHOLE AND UNDERGROUND CONDUIT SHOWN ARE APPROXIMATE. CONTRACTOR TO FIELD ADJUST TO AVOID EXISTING UTILITIES, STRUCTURES, LANDSCAPING, ETC.



ASSESSORS MAP #39

ALL PARCEL LOT LINES ARE APPROXIMATE

MASSDOT



TRURO FIRE RESCUE MEMORANDUM

Date: September 3, 2014
To: Board of Selectmen
From: Chief Davis
Subject: Per Diem Shift Applicants

I am presenting the following four candidates for per diem employment in the Truro Fire Department.

Donald West, Jesse Cappello, Michael Lopriore and Rastislav Mariak all meet the minimum certification requirements as approved by the Truro Board of Selectmen.

I respectfully request that you accept these applicants.



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

Previous supporting documents -July 22 Meeting

MEMO

To: Board of Selectmen

From: Robert C. Lawton Jr. 

Date: July 10, 2014

Re: Legal Services

In response to the Board of Selectmen's goal number 23, I have attached two documents which I used in the Town of Yarmouth when we were selecting a new general counsel for the town.

Selection of Town Counsel is under the authority of the Board of Selectmen, in accordance with the town charter, the selection of General Counsel is exempt from the state procurement law, chapter 30 B. The method we used was to solicit qualifications and pricing from various attorneys or firms with which we were familiar. The Board of Selectmen then reviewed the information and made a choice of General Counsel for the town.

If you decide to proceed I would be happy to review in more detail the steps we had taken to select a new General Counsel.

Name	Location	currently Town Counsel yes/no	years as an Attorney	years as a municipal counsel	specaility areas	# of Attorneys	hourly rate
Michael D. Ford	W. Harwich	yes	31	23 Orleans 10 Wellfleet	municipal law land use permitting, R.E.	2 Ford/Stinson	\$160.00 \$75.00 paralegal
Bruce P. Gilmore	Y. Port	yes	40	22 Chatham 3 Barnstable 26 CCRTA 15+ Fire Districts	municipal law land use, permits contracts, planning	2 Gilmore/Murphy	\$175.00
David S. Reid	S. Yarmouth	no	29	Special Counsel Brewster, S. Dennis Historic District	land use permitting, R.E.	1	\$145.00
Peter I. Freeman	Centerville	no	32	Consult-Brookline zoning,	Land use, affordable housing zoning, R.E.	2 Freeman/Kiefer	\$195 \$95.00 paralegal
John W. Giorgio	Boston/Chatham	yes	35	Harwich Sandwich Provincetown PT Wellfleet PT Eastham	municipal law procurement environmental law	2 Giorgio/Quirk 2 alternates	\$165
Charles S. McLaughlin Jr.	Barnstable Town Hall	yes	34	12 Barnstable	municipal law permitting land use, purchase housing, contracts	3 McLaughlin/Weil Houghton	\$100,000 annual



MEMO

TO: Truro Board of Selectmen
DATE: September 2, 2014
SUBJECT: Edgewood Trail Plan and Request

SUMMARY

The Truro Conservation Trust (TCT) is planning to purchase two adjacent lots totaling 3.77 acres that abut Town-owned land bordering Route 6. These two lots are an excellent complement to the Town land, and together they make a rare and unique land holding totaling 15.15 acres that can be enjoyed by the public.

It is important to note that the Commonwealth of Massachusetts places special value on larger parcels of contiguous open space under conservation. With an elevation of 124 feet above sea level, the TCT purchase will be among the higher in Truro, and affords views to Ballston Beach. The National Seashore abuts the site to the south and east, with Edgewood Farm to the north and Route 6 to the west.

Working in concert, the Town and TCT can establish a set of trails that will provide public access to the combined 15-acre site. One trail can remain on the lower elevation for less physically able walkers; the second trail can wind its way up the hill about 55 feet to the summit, where walkers can enjoy views of the Pamet River, Ballston Beach and the Atlantic Ocean beyond.

At its April 14, 2014 meeting, the Truro Open Space Committee discussed the trail concept and the Committee is very supportive. The trail project described in this memo is in keeping with the Board of Selectmen's Open Space charge to create "*passive (low-impact) recreational benefits*" and to "*work with the Truro Conservation Trust ... in the development and support of plans for ... hiking trails ...*" and to "*collaborate with the ... Truro Conservation Trust regarding oversight and stewardship responsibilities for open space parcels.*"

PUBLIC ACCESS and PARKING

TCT representatives met with Paul Morris, DPW Director, at the site to review the possible parking area and curb cut from Rt. 6. Both were deemed possible at no out-of-pocket expense to the town.

TRAIL

The cost of laying out and establishing walking trails would be done by volunteer labor under the supervision of the TCT, again at no cost to the Town. Signs marking the trail would be provided by the TCT.

SUMMIT VIEW

The top of the trail provides an excellent view to the east of Ballston Beach and the Atlantic Ocean beyond. Below is a photograph of the view. TCT plans to install a bench at the summit for public use and enjoyment.



MOTION

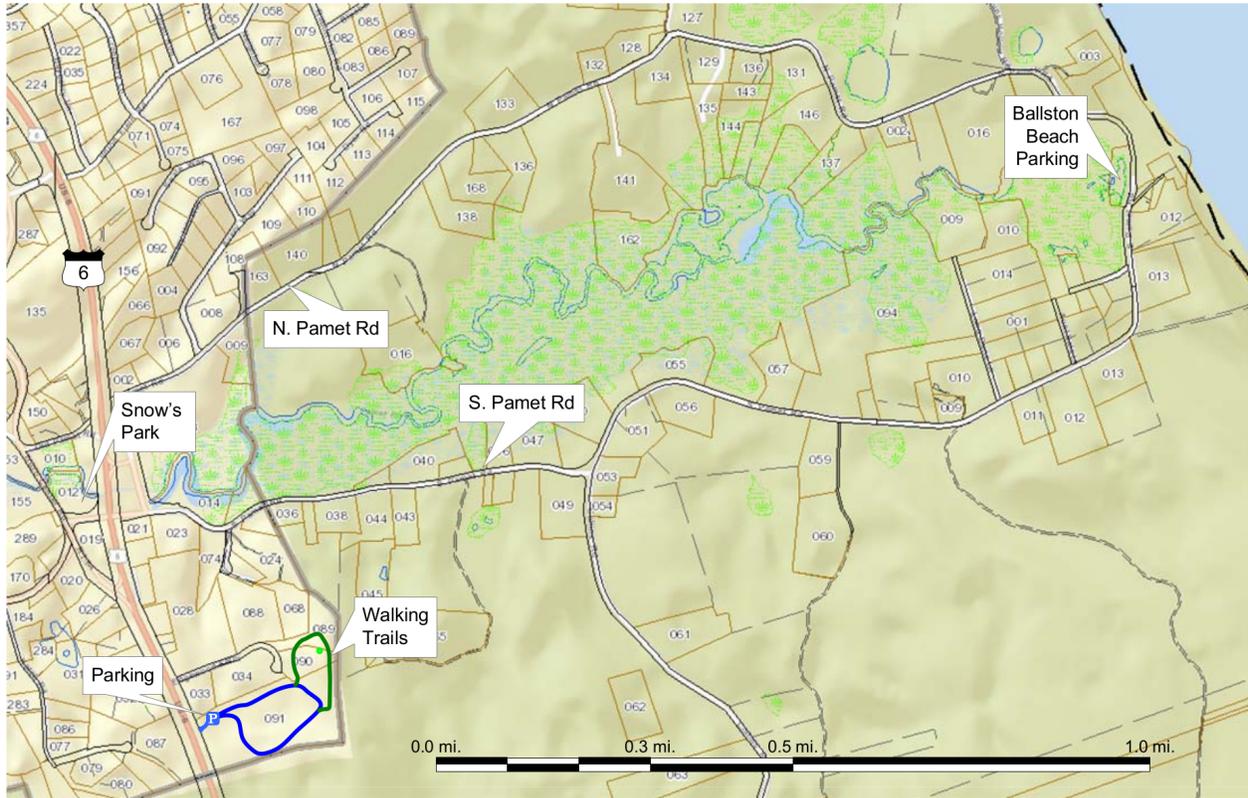
TCT is requesting authorization from the Board of Selectmen to proceed with the project described above, with a motion along the lines suggested below:

The Truro Board of Selectmen moves to authorize the TCT to construct and maintain a public trail across the Town-owned land at Book-Page 569-44 Lot 5 (Parcel 91) with a connection to another trail on the adjacent property to be owned by the TCT at Book-Page 569-44 Lots 3 and 4 (Parcels 89 and 90). Also, the Town will construct a 4-space parking area for public access to the trails. The trail and parking will be constructed in accordance with plans submitted to and approved by this Board on this date. Construction of the upper trail on the future TCT property will commence after the TCT has acquired title to the property.

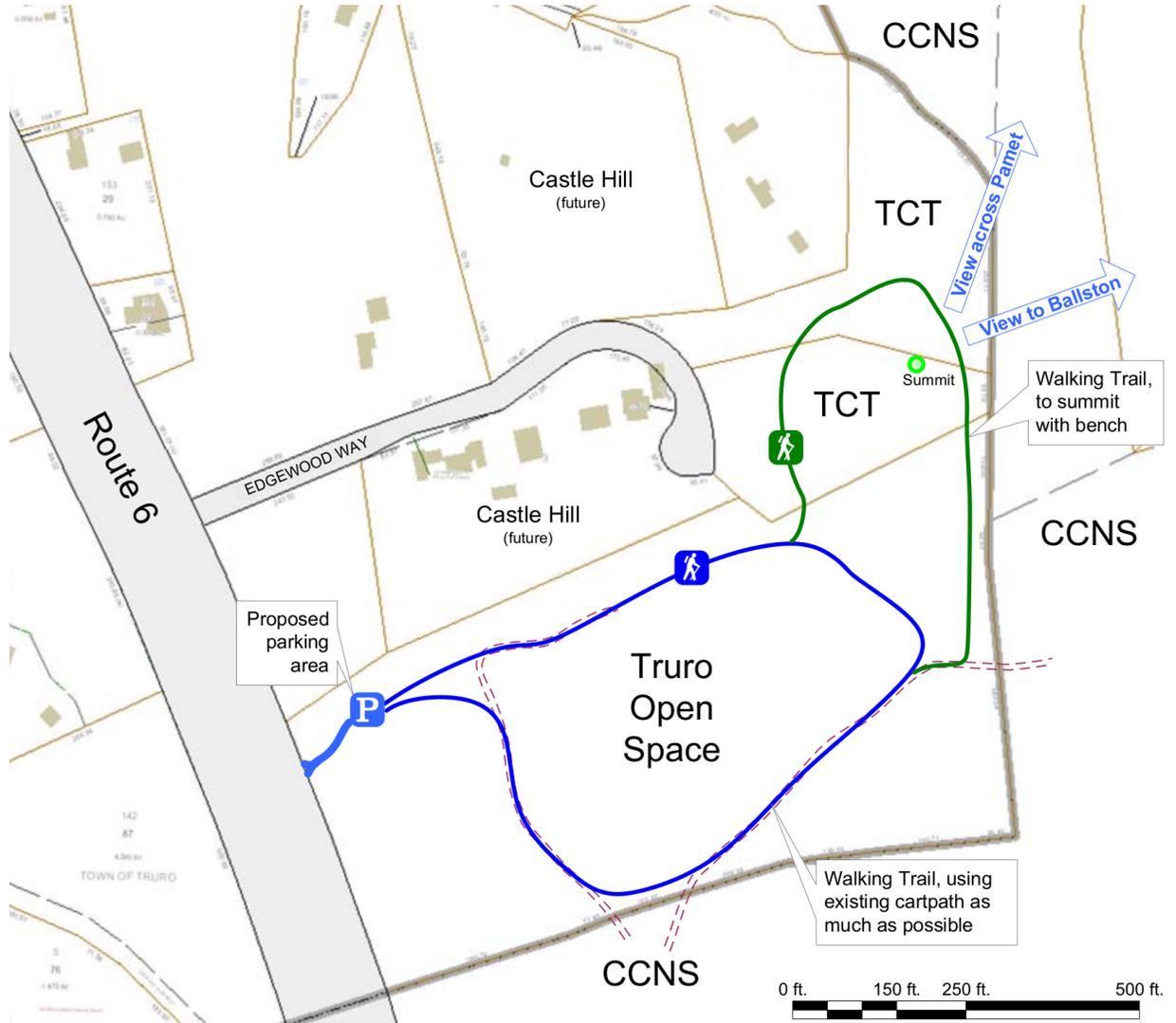
MAPS and PLANS

1. Map of the area showing the site and landmarks
2. Map showing proposed parking and trail plans
3. Topographic map showing elevations

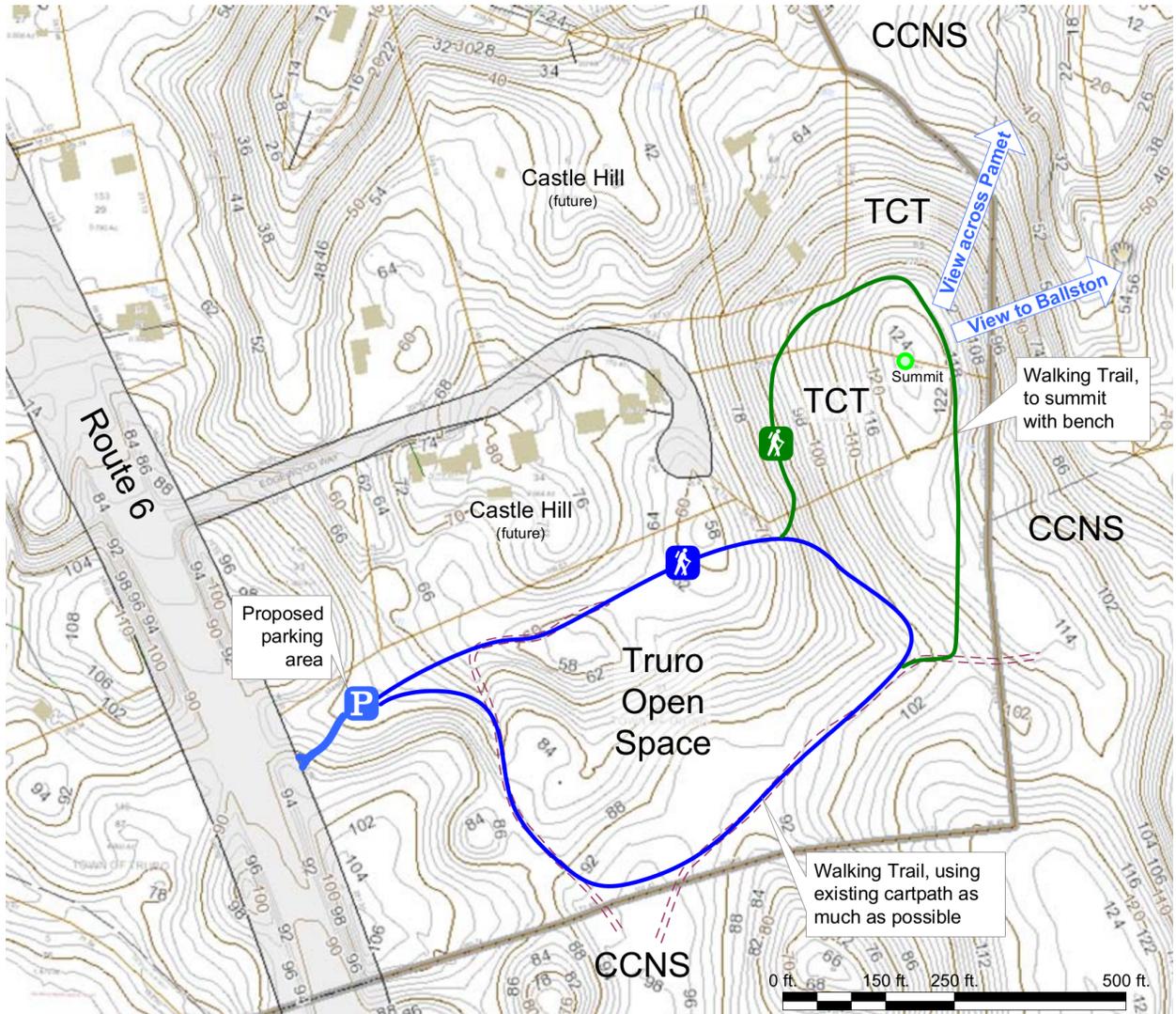
Map 1 - Map of the area showing the site and landmarks



Map 2 - Showing proposed parking and trail plans



Map 3 - Topographic map showing elevations





Commonwealth of Massachusetts
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

Deval L. Patrick, Governor ♦ Aaron Gomstein, Undersecretary

August 25, 2014



Ms. Charlene Greenhalgh
Town of Truro
24 Town Hall Road
Truro, MA 02666

Re: **FY 2014 CDBG – Town of Truro**

Dear Ms. Greenhalgh:

Enclosed please find two copies of a standard contract package between the Department of Housing and Community Development and the Town of Truro for the above-mentioned program.

Please review and have your authorized signatory execute the two attached copies of the standard contract form, signature verification forms and page 13.

Please return both contract packages to my attention. A copy for your files will be mailed to you after execution by DHCD.

Sincerely,

Julissa Tavaréz
Contract Manager
Division of Community Services

JT/fmg

Enclosure

s:\wptavarez\master contract documents\cdbgf14 cdbg\MERGED fy14 cdbg execution letter.doc 9/3/14

This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at www.mass.gov/osc under [Guidance For Vendors - Forms](#) or www.mass.gov/osd under [OSD Forms](#).

CONTRACTOR LEGAL NAME: Town of Truro (and d/b/a): Town Hall		COMMONWEALTH DEPARTMENT NAME: Department of Housing and Community Development MMARS Department Code: OCD	
Legal Address: (W-9, W-4,T&C): 24 Town Hall Road, Truro, MA 02666		Business Mailing Address: 100 Cambridge Street, Suite 300, Boston, MA 02114	
Contract Manager:		Billing Address (if different):	
		Contract Manager: Julissa Tavarez	
Phone: 508-349-7004	Fax: 508-349-5505	E-Mail: Julissa.Tavarez@state.ma.us	
Contractor Vendor Code: VC6000192010		Phone: 617-573-1407	Fax: 617-573-1460
Vendor Code Address ID (e.g. "AD001"): AD001. (Note: The Address Id Must be set up for EFT payments.)		MMARS Doc ID(s):	
		RFR/Procurement or Other ID Number: CDBG NOFA	
<input checked="" type="checkbox"/> NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> Department Procurement (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form , scope, budget) <input type="checkbox"/> Legislative/Legal or Other: (Attach authorizing language/justification, scope and budget)		<input type="checkbox"/> CONTRACT AMENDMENT Enter Current Contract End Date <i>Prior</i> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> Amendment to Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Legislative/Legal or Other: (Attach authorizing language/justification and updated scope and budget)	
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or <i>new</i> Total if Contract is being amended). \$ 818,712 .			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___ % PPD; Payment issued within 20 days ___ % PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments (G.L. c. 29, § 23A); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) As per approved application, the following activities are funded under this contract: housing rehabilitation assistance; childcare vouchers to approximately 33 families.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date . <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date . <input type="checkbox"/> 3. were incurred as of _____, 20____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of June 30, 2017 , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the " Effective Date " of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions , this Standard Contract Form including the instructions and Contractor Certifications , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07 , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR:		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:	
X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature)		X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature)	
Print Name: _____		Print Name: Leverett Wing	
Print Title: _____		Print Title: Associate Director fmg.	

ORIGINAL BUDGET SUMMARY

	PROGRAM/PROJECT/ACTIVITY		
1	PROPERTY ACQUISITION	\$0	\$0
2	CLEARANCE/DEMOLITION		
3	RELOCATION (Permanent)	\$0	\$0
4	HOUSING REHABILITATION	\$632,808.00	
A	Program Delivery	\$121,525	\$0
B	Unit Development/Creation	\$0	\$0
C	Rehabilitation Loans/Grants	\$511,283	\$150,000
D	Housing Other		
5	COMMUNITY ECONOMIC DEVELOPMENT	\$0	
A	Program Delivery	\$0	\$0
B	Acquisition	\$0	\$0
C	Commercial Improvements (Signs/Facades)		
D	Assist to For-Profits (formally Sm. Business Assist)	\$0	\$0
E	Infrastructure or Streetscape Improvements	\$0	\$0
F	Planning	\$0	\$0
M	Other	\$0	\$0
N	Microenterprise Assistance	\$0	\$0
6	PUBLIC FACILITIES/INFRASTRUCTURE	\$0	
A	Program Delivery	\$0	\$0
B	Streets and Sidewalks		
C	Playgrounds/Parks		
D	Neighborhood Facilities		
E	Parking		
F	Water		
G	Sewer		
H	Drainage		
I	Architectural Barriers		
J	Other		
K	Design only (architectural and engineering)		
7	PLANNING	\$0	
8	PUBLIC SOCIAL SERVICES	\$110,520.00	
A	Program Delivery	\$20,520	\$0
B	Program Costs	\$90,000	\$0
9	GENERAL ADMINISTRATION	\$75,384	\$0
	TOTAL PROGRAM COSTS	\$818,712	\$150,000

Award Amount \$818,712

MASSACHUSETTS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Community Development Fund I 2014

FY 2014

Town of Truro

Attachment A III. G. 6. - Additional Special Conditions

Name: 1)

Type: Activity 4C Rehabilitation Loans/Grants \$511,283.00

Condition: Contractor shall certify to the Department that its Program Director and Housing Rehabilitation Specialist will consult regularly with local Weatherization Assistance Program(s) (WAP) regarding opportunities for cross-referral, cost-sharing and joint scheduling of projects. The goal is to accomplish energy efficiency and program/property owner cost savings through communication and coordination of rehabilitation and weatherization services.

Name: 2)

Type: Application

Condition: The Department's grant application review included a review for civil rights compliance, which revealed a pending civil rights matter concerning the Contractor's jurisdiction. The Department reserves the right to place further conditions on this grant if there is an administrative or judicial finding, decision, opinion, order, or other outcome concerning the above-mentioned civil rights matter(s) or other civil rights matter that is adverse to the Contractor.

Name: 3)

Type: Application

Condition: Contractor must provide to the Department a copy of the most recent program income bank account statement.

MASSACHUSETTS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CDF I, CDF II, ME, EDF
FEDERAL FISCAL YEAR 2014

TOWN OF _____ GRANT # _____
ATTACHMENT A – ADDITIONAL TERMS & CONDITIONS

I. Introduction

II. Modifications and Definitions

- A. Modifications
 - 1. Payments
 - 2. Payment Mechanism
 - 3. Termination
- B. Definitions
 - 1. Project
 - 2. Low- and Moderate-income
 - 3. Affordability

III. Compliance Requirements

- A. Program Requirements
- B. Administrative Requirements
- C. Massachusetts CDBG Operations Manuals
- D. Political Activity Prohibited Under the Hatch Act
- E. Vietnam Veterans Act Requirements
- F. Conflict of Interest Requirements
- G. Special Conditions

IV. Reporting Requirements

- A. Quarterly Activity Reports Including Due Dates, and Final and Close-Out Report
- B. Audit

V. Prior Approval by the Department for Contractual Management Assistance

VI. Other Program Requirements

- A. Management
- B. Budget Amendments
- C. Cost Allocation Plan
- D. Pre-Contract Costs
- E. Signage in Construction Projects
- F. Publications
- G. For Housing Activities
 - 1. Affordable Housing Restriction
 - 2. Rent Limits
 - 3. Participant Approval
 - 4. Code Violations
 - 5. Single Case Waivers

The following exhibits are to be completed and signed by the Contractor

EXHIBIT A: DISCLOSURE FORM/REPORT

EXHIBIT B-AUTHORIZED SIGNATURE VERIFICATION FORM

ATTACHMENT C – BUDGET

ATTACHMENT A

I. INTRODUCTION

A. Authority

The Commonwealth of Massachusetts, through its Department of Housing and Community Development (Department or DHCD), has elected to receive Community Development Block Grant (CDBG) funds for distribution to units of general local government in the State's non-entitlement areas pursuant to Title I Section 106(a) of the Housing and Community Development Act of 1974, P.L. 93-383 subject to the regulations of the U.S. Department of Housing and Urban Development, 24 CFR Part 570, Subpart I. The grant which is the subject of this Contract is authorized by Title I of the Housing and Community Development Act of 1974 (42 U.S.C.5301 et seq.), including amendments contained in the Housing and Community Development Act of 1987, P.L. 100-242 and the Cranston-Gonzalez National Affordable Housing Act, P.L. 100-625.

B. Scope of Services

The Contractor agrees to perform the activities described in the Massachusetts CDBG grant application submitted on February 14, 2014, approved by the Department ("Application"), as may be amended from time to time, to the extent authorized by the following paragraphs. Where the Contractor has received full funding for an activity, it must be carried out as described in the Application. Where a Contractor has received partial funding for an activity, that activity must be carried out as described in a revised activity description and management plan that must be submitted to the Department for approval. Key personnel and qualifications shall conform to the functional descriptions in the Contractor's Management Plan included in the Application. Where the activities described in the Application are inconsistent with this Attachment A, Attachment A shall control. Any later change in activities shall be made only with the prior approval of the Department.

C. Period of Performance

Notwithstanding the "Termination Date" stated on page one of this Contract, the Contractor agrees that the activities funded herein shall be completed by December 31, 2015 and a Final Quarterly Activities Report filed by January 15, 2016 (see Section IV), unless the Department grants an extension for completion of activities and filing of final reports. In no case may the extension date be later than the Termination Date.

II. CONTRACT

A. This contract is comprised of the Standard Form of Contract, the Commonwealth Terms and Conditions or the Master Grant Agreement, whichever has been executed by the Contractor, the Application and Revised Activity Description and Management Plan, if applicable and this Attachment A.

B. **Modifications.** The Contract is hereby modified by adding the following, as approved by the Office of the Comptroller (references are to either the "Terms and Conditions" or the "Master Grant Agreement," as appropriate, that has been executed by the Contractor and has been or will be filed with the Office of the Comptroller).

1. Section 2. PAYMENTS (Commonwealth Terms and Conditions) "Federally authorized pre-contract costs (see 24 CFR 570.488(b)) shall be included in the maximum obligation and identified in Attachment B - Budget."
2. Section 3. PAYMENT MECHANISM (Commonwealth Terms and Conditions) "For the purposes of this Contract, the parties shall follow the procedures outlined in the Massachusetts CDBG Program Operations Manual with regard to the processing and payment of invoices."
3. Section 4. CONTRACT TERMINATION OR SUSPENSION (Commonwealth Terms and Conditions) "For the purposes of this Contract, subsection (a) (for Master Grant Agreement) or the first clause of the second sentence (for Commonwealth Terms and Conditions) shall be superseded by federal HUD regulations and directives which outline provisions for termination for convenience."

B. **Definitions.**

1. **Project** means the activities described in the Application, any amendments or supplements thereto, and other such submittals required by this Contract, which are to be carried out to meet the objectives of the Massachusetts CDBG Program.
2. **Low- and Moderate-income** means household income which does not exceed 80% of the median income of the metropolitan area in which the household is located, or, if the community is not located in a metropolitan area, 80% of the median for the county or the median for the entire non-metropolitan area of the state, whichever is greater.

The terms "person of low- and moderate-income" and "low- and moderate-income persons" mean families and individuals whose incomes do not exceed 80% of the median income of the area involved as determined by the Secretary of Housing and Urban Development (HUD) with adjustments for smaller and larger families. The term "persons of low-income" means families and individuals whose incomes do not exceed 50% of the median income of the area, as determined by the Secretary of HUD with adjustments for smaller and larger families. The term "persons of moderate-income" means individuals and families whose incomes exceed 50% but do not exceed 80%, of the median income of the area involved as determined by the Secretary of HUD with adjustments for smaller and larger families. For purposes of such terms, the area involved shall be determined in the same manner as such area is determined for the purpose of assistance under Section 8 of the United States Housing Act of 1937.

3. **Affordability** means, in the case of rental housing, units which are affordable to and occupied by low- and moderate-income. Requirements for determining and maintaining affordable rent are set forth in Section VI of this ATTACHMENT A and the Massachusetts CDBG Program Operations Manual.

III. **COMPLIANCE REQUIREMENTS**

All activities authorized by this Contract shall be subject to and performed in accordance with the provisions of this Contract, Title I of the Housing and Community Development Act of 1974 as amended (42 U.S.C. 5301 et seq., hereinafter "the Act"), HUD regulations in 24 CFR Part 570 Subpart I, 24 CFR Part 85 (as may be determined applicable by the Massachusetts CDBG Program), and any regulations, directives or guidelines as may be established by the Department for the Massachusetts CDBG Program. Where appropriate, the Contractor shall cause any subgrantees to comply with these requirements.

All activities authorized by this Contract shall be conducted in accordance with all applicable laws, rules, regulations, ordinances, orders and requirements of the Commonwealth and the federal government including, but not limited to, the following:

A. **Program Requirements.**

1. **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d et seq.), and HUD regulations at **24 CFR Part 1**, which prohibit discrimination based on race, color, or national origin under any program or activity receiving federal financial assistance.
2. **Title VIII of the Civil Rights Act of 1968** (42 U.S.C. 3601 et seq.), as amended by the Fair Housing Amendments of 1988 (known as the Fair Housing Act), which prohibits discrimination based on race, color, religion, sex, handicap, familial status, or national origin in the sale, rental, financing, or brokering of housing; and **Federal Executive Order 11063**, as amended by **Executive Order 12259**, and as implemented by regulations at **24 CFR Part 1**, which prohibits such discrimination in the sale or rental of property which has received federal financial assistance.
3. **The Age Discrimination Act of 1975** (42 U.S.C. 6101 et seq.), which prohibits discrimination on the basis of age, and **Section 504 of the Rehabilitation Act of 1973** (29 U.S.C. 794), which prohibits discrimination based on handicap.

4. The **Davis-Bacon Act** (40 U.S.C. 276a - 276a-7), as supplemented by Department of Labor regulations at **29 CFR Part 5**, which provides that laborers and mechanics employed by the Contractor or subgrantees on construction projects (consisting of 8 or more units in the case of residential property) assisted under the Act shall be paid wages determined by the Secretary of Labor, provided that Davis Bacon shall not apply to "volunteers"; and the **Contract Work Hours and Safety Standards Act** (40 U.S.C. 327 et seq.), as supplemented by Department of Labor Regulations at **29 CFR Part 5**, which contains labor standards for work on contracts financed by federal grants; and the Department of Labor "**anti-kickback**" regulations at **29 CFR Part 3**. The Contractor shall include these requirements in agreements with subgrantees.
5. The **National Environmental Policy Act of 1969** (42 U.S.C. 4321 et seq.), and such other provisions of law which further the purposes of the National Environmental Policy Act as are specified in **24 CFR Part 58** (entitled "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities.")
6. The **Housing and Urban Development Act of 1968, Section 3** (12 U.S.C. 1701u), which requires that training and employment opportunities be made available to lower-income persons living in the community where a project assisted under the Act is located, and that contracting opportunities be made available to businesses located in or owned by persons living in such community. The Contractor shall include this requirement in agreements with subgrantees. The text of this clause is included in the Massachusetts CDBG Program Operations Manual.
7. The **Residential Lead-Based Paint Hazard Reduction Act of 1992** (42 U.S.C. 4851 et seq.) as implemented by regulations at **24 CFR Part 35**, which establishes requirements to protect children from lead-based paint hazards in housing that is receiving federal financial assistance or is being sold by the government. **24 CFR Part 35** became effective on September 15, 2000.
8. Regulations at **24 CFR Part 44**, "Non-Federal Audit Requirements for State and Local Government."
9. The **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970** (42 U.S.C. 4601 et seq.) and regulations at **49 CFR Part 24**, and **Section 104 (d) of the Act** and regulations at **24 CFR 570.606 and 24 CFR Part 42 cited in 24 CFR 570.488**), which govern the acquisition of real property for activities assisted under the Act and which require the Contractor to adopt policies and plans designed to minimize displacement of residents and businesses, and to provide relocation benefits and assistance.
10. Department of Labor Regulations at **41 CFR Part 60-1**, implementing **Executive Order 11246**, which require the Contractor to adopt equal employment practices and cooperate with the Secretary of Labor in assuring compliance by subgrantees. The Contractor shall include this requirement in agreements with subgrantees. In addition, for all subcontracts which are nonexempt as defined in 41 CFR 60-1.5 (generally, subcontracts in excess of \$10,000), the Contractor shall include in the agreement the "equal opportunity clause" set forth in 41 CFR 60-1.4(b) for construction contracts, and in 41 CFR 60-1.4(a) for all other contracts.
11. The **Architectural Barriers Act of 1968** (42 U.S.C. 4151 et seq.), which requires certain federally assisted buildings to be constructed so as to be accessible to physically handicapped persons, and **The Americans with Disabilities Act of 1990** (42 U.S.C. 12101 et seq.), which prohibits discrimination against disabled individuals in private and public employment, public accommodations, public transportation, government services, and telecommunications. The Contractor shall include this requirement in agreements with subgrantees.
12. **Section 102 of the Department of Housing and Urban Development Reform Act of 1989** (42 U.S.C. 3545) as supplemented by HUD regulations at **24 CFR Part 4** which requires applicants to a state, or to a unit of local government, for assistance from HUD to make a number of disclosures. See specific requirements under "Special Conditions" and Exhibit A below.

B. **Administrative Requirements.** The Contractor shall comply with the provisions of 24 CFR Part 85, "Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments," as follows:

- Part 85.20 Standards for Financial Management Systems
- Part 85.22 Allowable Costs (citing OMB Circular A-87 requirements)
- Part 85.30 Changes (Budget/Program revisions)
- Part 85.31,32,33 Real Property; Equipment; Supplies
- Part 85.36 Procurement
- Part 85.43 Enforcement
- Part 85.50 Close-Out

C. **Massachusetts CDBG Program Operations Manual.** In implementing all activities authorized by this Contract, the Contractor shall use the provisions of the Massachusetts CDBG Program Operations Manual as a guidance document.

D. **Political Activity Prohibited Under the Hatch Act.** None of the services to be provided by the Contractor shall be used for any partisan political activity or to further the election or defeat of any candidate for public office. The Contractor shall adhere to the provisions of the Hatch Act (5 U.S.C. 1501 et seq.) which limits political activities by employees whose principal employment is in connection with an activity which is financed in whole or in part by federal funds.

E. Regulations at **41 CFR Part 60-250**, entitled "Affirmative Action Obligations of Contractors and Subcontractors for Disabled Veterans and Veterans of the Vietnam Era."

F. **Conflict of Interest.** The Contractor shall adhere to the requirements of M.G.L. Chapter 268A and the HUD Conflict of Interest regulations at 24 CFR Part 570.489(h).

G. **Special Conditions.**

1. **Certification Regarding Disclosure Requirements for Activities Receiving \$200,000 or more.** Pursuant to Section 102 of the Department of Housing and Urban Development Reform Act of 1989 (42 U.S.C. 3545) and 24 CFR Part 4, the Contractor must complete and execute the Disclosure Form attached hereto in Exhibit A. Furthermore, updates must be filed with the Contractor's Quarterly Reports to reflect any changes. In any sub-recipient contracts, the Contractor shall require compliance with these disclosure provisions and provide the sub-recipient with a copy of the attached Disclosure Form.

2. **Additional Certifications.** In addition to those certifications submitted by the Contractor as part of its Application to the Department, the Contractor, by execution of this Contract, certifies that it shall adopt a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of a nonviolent civil rights demonstration within its jurisdiction.

3. **Religious Organizations:**

If Community Development Block Grant (CDBG) funds are being provided to primarily religious organizations, it must be in accordance with HUD's guidance on Participation in HUD Programs by **Faith-Based Organizations**; Providing for Equal Treatment of all HUD Program Participants, Final Rule, as published in the Federal Register (Vol. 68, No. 189) on September 30, 2003 on Pages 56396-56408, effective October 30, 2003.

4. **Certain Relocation Projects:**

CDBG funds may not be used to assist in the relocation of an industrial or commercial plant, facility, or operation from one area to another if the relocation is likely to result in a significant loss of employment in the area from which the relocation occurs.

5. **Photographic Documentation:** The Contractor shall submit photographs to the

Department of all construction projects assisted with CDBG funds, illustrating conditions prior to, during, and at completion of the project. Photographs are to be submitted at the time of final quarterly report.

6. **Additional Special Conditions:**

IV. REPORTING REQUIREMENTS

The Contractor shall monitor the performance of all activities undertaken pursuant to this Contract to assure the implementation schedule is being met, consistent with the schedule submitted with the Contractor's application, or any changes thereto approved by the Department.

- A. **Quarterly Activity Reports.** In accordance with the requirements set forth in the Massachusetts CDBG Program Operations Manual, the Contractor must submit to the Department electronic program reports at the end of each quarter of the program grant year using the Accounting/CDBG/GMS Grants Management System computer software (hereinafter "CDBG/GMS") found at the Department's internet website. The required quarterly reports must be submitted in accordance with the schedule established by the Department in the CDBG/GMS system for the grant received by the Contractor.

For purposes of filing the Final Quarterly Activity Report, please note that this report and other additional required information constitute the Close-Out Report as indicated in the Massachusetts CDBG Program Operations Manual.

- B. **Audit.** The Contractor shall cause to be prepared an audit of any expenditure from funds received pursuant to this Contract. Said audit shall be performed by an independent entity, and shall be conducted in accordance with the procedures and requirements set forth in the OMB Circular A-133 (revised 4/22/96) and the Single Audit Act of 1996 (P.L. 104-156). The Department may at any time cause an audit to be made for the purpose of detecting fraud, waste, or mismanagement by the Contractor or subgrantee in addition to those stated in other paragraphs.
- C. **HUD 2516 Report.** In accordance with requirements set forth by the U.S. Department of HUD, the Contractor shall maintain data in CDBG/GMS for all contracts over \$10,000 for MBE Contracts (construction and non-construction) and subcontracts for the period ending September 30. DHCD will produce these reports and transmit to HUD directly on behalf of CDBG grantees.
- D. For Housing activities only, the Contractor shall submit to DHCD, via CDBG/GMS or other method required by DHCD, the following:
1. Data required by DHCD regulations at 760 CMR 61.00, promulgated pursuant to Chapter 334 of the Acts of 2006, and all applicable DHCD directives, guidelines and forms as may be amended from time to time. The Contractor shall collect said data for the express purpose of reporting to DHCD, and the collection and reporting of said data shall comply with said regulations, directives, guidelines and forms.
 2. DHCD and the Contractor shall treat as confidential any of the foregoing data relating to a specific resident or unit in compliance with all applicable state and federal statutes and regulations, including M.G.L. c. 66A, and shall implement adequate systems and procedures for maintaining the confidentiality of such information. DHCD and the Contractor shall not use any of the foregoing data for any purpose described in Section 603(d)(1) of the federal Fair Credit Reporting Act (15 U.S.C. § 1681a(d)(1)) or in any manner that would cause DHCD or the Contractor to be considered a "consumer reporting agency" under Section 603(f) of the federal Fair Credit Reporting Act (15 U.S.C. § 1681a(f)).

V. PRIOR APPROVAL BY THE DEPARTMENT FOR CONTRACTUAL MANAGEMENT ASSISTANCE

A copy of the proposed contract for management assistance must be submitted to the Department for approval prior to its execution for any program or activity contracted, in whole or in part, to an entity

other than the unit of local government receiving funds (or any subordinate unit of that government). In addition to all required contractual obligations including federal requirements, this contract must include: a detailed scope of services; a listing of the actual accomplishments of the contract; and a timetable for all payments that will be made.

VI. OTHER PROGRAM REQUIREMENTS:

A. Management

Contractor will implement funded activities in accordance with the management plan contained in the approved Application unless modified by special condition. Contractor must hire, as employees, consultants or by administering agency contract, qualified personnel for each position included in the management plan and maintain the staffing levels, positions and functions specified in the plan throughout the period of performance of this Contract.

Any substantive change in the management plan requires prior written approval by the Department. "Substantive" shall mean a change in the number of grant management staff positions, full-time equivalency(ies), or personnel at the management, professional or technical levels of the organization. Contractor is obligated to notify the Department, in writing, of any such changes within ten (10) days of their occurrence and submit for approval an interim management plan, including a description of the process and expected timeframe for filling a vacancy.

The Department reserves the right to review personnel hiring decisions for CDBG-funded grant management positions such as community development director or administrator, program manager or housing rehabilitation specialist; and to review selection of contractors for contracted grant management services such as consultants or organizations procured through a competitive process.

Failure to provide resumes of final candidates with ranking and selection criteria of professional positions prior to formally offering the candidate, consultant or organization, a position or contract may result in suspension of the grant.

B. Budget Amendments

Internal budget amendments that do not affect the total grant award shall be in accordance with the Massachusetts CDBG Program Operations Manual and the CDBG/GMS.

C. Cost Allocation Plans

A detailed cost allocation plan must be submitted to and approved by the Department prior to its execution whenever the Contractor contracts for the management of any portion of its grant to certain organizations. Organizations covered by this condition include: regional planning agencies; local housing authorities; local redevelopment authorities; community development corporations; and non-profit housing agencies.

D. Pre-Contract Costs

If the Contractor has been authorized by the Department grant award letter to undertake certain activities and incur certain costs prior to the execution of this Contract, the Contractor warrants that it has undertaken only those activities and incurred only those costs so authorized and agrees that all work performed prior to entering into this Contract shall be subject to all the terms and conditions of this Contract.

E. **Signage in Construction Projects**

The Contractor acknowledges that local awareness of grant programs is essential to the success of the program and that identification of specific projects is important in enhancing local awareness. In order to identify the project which is the subject of this contract, the Contractor shall erect a temporary sign and, if applicable, permanent signs, which acknowledge the funding source as follows: The U.S. Department of Housing and Urban Development and the Department of Housing and Community Development, Massachusetts CDBG Program.

F. **Publications**

All publications resulting from the program funded by this contract shall acknowledge funding by the U.S. Department of Housing and Urban Development and the Department of Housing and Community Development, Massachusetts CDBG Program.

G. **FOR HOUSING ACTIVITIES:**

1. **Affordable Housing Restriction** - Rehabilitation loans made under this Contract shall be secured by a mortgage on the subject property which includes language restricting rent levels in units occupied by low- and moderate-income tenants for so long as the loan is outstanding in the case of owner-occupied properties and for a minimum of fifteen (15) years in the case of investor-owned properties. For the purposes of this section, "owner-occupied" is defined as a property of no more than four (4) units, one of which is occupied by the owner. All other properties are considered "investor owned." All Affordable Housing Restrictions must clearly indicate the name and address of the municipality or entity that will be responsible for subordinations and discharges.

Rentals of units in any assisted property shall be further regulated in accordance with paragraph G. 2 below.

2. **Rent Limits** - Every owner of rental property that is to be rehabilitated with program assistance provided pursuant to this Contract shall be required to sign an agreement to maintain rents at affordable levels for a minimum of fifteen (15) years after the completion of the rehabilitation unless the loan is paid in full by an owner-occupant prior to this time. Such affordable rent agreement shall apply to units occupied by low- and moderate-income persons as well as units that are vacant at the time of the owner's application to the program. At the time of application, the owner shall certify that no tenant has been or will be displaced or relocated without due cause for the purposes of evading the terms of this agreement. At a minimum, the provision of this agreement shall include:
 - I. Execution of a lease or other written notification which indicates: (i) the term of the rental agreement; and (ii) the maximum allowable rent to be charged for the subject unit. The Contractor shall also ensure that all tenants in affected units receive the above information in writing.
 - II. Rent shall be calculated taking into account the owner's share of the cost of the rehabilitation as well as the operating expenses, but shall not exceed the lesser of the Section 8 Existing Housing Program Fair Market Rents as established by the U.S. Department of Housing and Urban Development (HUD) for the area pursuant to 24 CFR 888 or the High HOME Rents established by HUD pursuant to 24 CFR 92.252(a)(2). Thereafter, annual rent adjustments may not exceed the limits allowed by HUD in the annually published schedules of High HOME or Section 8 Existing Housing Program Fair Market Rents. In addition, the Contractor shall ensure that required displacement and relocation assistance is afforded to all eligible persons as required by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 USC section 4601-4655) and the HUD regulations at 24 CFR 570.606.

- III. The owner shall agree to notify the appropriate housing agencies of the availability of any units covered by the terms of this agreement, and shall not refuse to rent to tenants holding Section 8 Existing Housing Certificates, Massachusetts Rental Voucher Program Vouchers, or any other recognized housing voucher certifications except for good cause. If the Contractor is located within the Boston PMSA, the owner shall also agree to notify the City of Boston's Metrolist (Metropolitan Boston Housing Opportunity Clearing Center) which is located at Boston City Hall, Boston, MA 02114-5996, of the availability of any units covered by the terms of this agreement.

The Contractor shall adhere to the Department-approved Recapture and Anti-Speculation Plan which includes a description of how it will ensure that the level of low- and moderate-income benefit and terms of affordability specified herein will be maintained. The description shall include the procedures by which it will monitor compliance with its rental agreement policy, including the designation of responsible staff person(s), method of monitoring compliance, and corrective actions to be taken by the Contractor in the event of non-compliance.

In addition, the Contractor will maintain records for each assisted unit regarding the rent levels and tenant's income level at the time of application, at the time of completion of rehabilitation, at the termination of the rental agreement, and at the time a new lease is executed, for the duration of the fifteen (15) year affordability term. The Director of the Department, if requested to do so in writing by the Contractor, may waive any of the above provisions of this section not required by law if the Contractor has demonstrated to the satisfaction of the Director of the Department that compliance with this condition would adversely affect the implementation of the Contractor's approved program.

3. **Participant Approval** - The determination of an individual's eligibility for program participation shall not be subject to the approval of any local governing body unless required by law. In these instances, the appropriate citation shall be provided to the Department, accompanied by a plan to protect the privacy of individuals and guarantee objectivity in the process. Any such plan shall be subject to Department approval.

4. **Code Violations** - General property improvements may not be undertaken unless specifically necessary to allow for correction of code violations. Housing activity funds shall not be released in support of general property improvements to any participant before all violations of Article II of the Massachusetts Sanitary Code in the subject property have been corrected.

5. **Single Case Waivers** - Contractor shall obtain prior DHCD authorization for projects the cost of which will exceed \$30,000 per unit, except in projects involving lead, barrier removal, septic, asbestos, historic preservation, for which the prior authorization of the Department will be required when projects exceed \$35,000 per unit in cost. Municipalities must request a Single Case Waiver from DHCD utilizing the appropriate Single Case Waiver form from the Mass. CDBG Implementation Manual. DHCD may also request additional documentation. Documentation must demonstrate need, reasonableness of costs and compliance with applicable federal and state requirements.

EXHIBIT A

DISCLOSURE FORM (To Be Completed and Signed by the Contractor)

The Contractor is required to complete and sign a *Certification Regarding Disclosure Requirements for Activities Receiving \$200,000 or More*. Following are guidelines for completing the form. For further clarification, consult HUD regulations at 24 CFR Part 4.

1. The attached Disclosure Form serves as the first of a series of reports. Updates showing any change to the original Disclosure Form shall be submitted quarterly, together with the Quarterly Reports. **If the parties are not known at this time, please type in "Parties with a financial interest not known at this time. The Contractor shall update and forward when appropriate." If it is clearly not applicable, type in "Not Applicable."**
2. This Disclosure Form covers identifying:
 - the assistance expected from other government sources in connection with the project or activity;
 - financial interest of persons in the project;
 - sources of funds to be made available for the projects; and
 - uses to which the funds are to be put
3. For purposes of this Disclosure Form, a **project** is an activity which was applied for and received \$200,000. For example, a housing rehabilitation program is a program, individual housing rehabilitation cases are **projects**; a water system rehabilitation project is a **project**, the program is a Public Facilities Program; a Public Social Services is a program, a **project** would be a provider or a group of activities; under the Community Economic Development Program, a Small Business Revolving Loan Program is a sub-program, individual cases are **projects**.
4. The \$200,000 threshold refers to a single project receiving CDBG funding equal to \$200,000 or more, or receiving less than \$200,000 in CDBG funds but anticipated to receive a total of \$200,000 in combined CDBG funds and other government (federal, state, or local) funds.

Large infrastructure projects are anticipated to be covered. Individual housing rehabilitation contracts, unless anticipated to be \$200,000 or more in combined government costs, are usually not covered. Small Business Loan Program pool funds, unless an individual loan is anticipated to be at \$200,000 or more in combined costs, are usually not covered.
5. Financial interest in a project includes, but is not limited to, equity, shares in profit on resale, any distribution of surplus cash or assets, or compensation for goods and services. The parties who must disclose their financial interest in a project include:
 - all developers, contractors, consultants involved in the application for the financial assistance, or in the planning, development, or implementation of the project;
 - all others with financial interest that exceeds \$50,000 or 10% of the assistance (whichever is lower).

Such a party may be an organization (e.g., a non-profit or a for-profit consulting group), or an individual. For organizations, please note that the name of each officer, director, and principal stockholder of the entity must be included in the Disclosure Form.

\$ of Project/Activity	\$ Paid to Party	Disclosure Form Applies?
Total grant is >\$200,000 - funded for a \$200,000 project	Does not matter	Yes
Total grant is >\$200,000 - no \$200,000 project cost	=, > \$50,000 < \$50,000	Yes No
Total grant is \$200,000, no line item is \$200,000	=, > \$50,000 (total, not just CDBG)	Yes
Total grant is \$200,000, no line item is \$200,000	=, > \$20,000, < \$50,000, (total, not just CDBG)	No
Total grant is >\$200,000, no line item is \$200,000	=, >, \$20,000, < \$50,000	No
Total grant is >\$200,000, no line item is \$200,000	=, > \$50,000 (total, not just CDBG)	Yes

Examples:

If an application was prepared by a consultant and contains a line item for \$200,000 or more, then the consultant is considered to be a party with financial interest in the project. (e.g.; if an application was submitted for \$800,000 and \$500,000 was awarded, and there is a line item that will result in a contract for \$200,000, the consultant who prepared the application will be considered a party with financial interest in the project).

If there is no single line item which costs at least \$200,000, but the total compensation provided to a consultant is \$50,000, the consultant will be considered a party with financial interest in the project.

If a consultant will be hired to implement a \$200,000 or larger grant program, the consultant will file this Disclosure Form.

If the entire grant is less than \$200,000 but the compensation is \$50,000 or more the consultant will file this Disclosure Form.

If the entire grant is less than \$200,000, and the compensation to the consultant is less than \$50,000, then the Chief Elected Official needs to certify that the Disclosure Form does not apply by indicating "Not Applicable" on the form.

6. Because a project's contract cost may not be known at this time, updates need to be provided to the Department. For ease in reporting, these updates need to be provided on a quarterly basis, at the same time that the Quarterly Activity Reports are filed. A form shall be forwarded to all Contractors before the end of the first quarter. This form shall be completed and signed by the Chief Elected Official and submitted with the Quarterly Report.

For any further questions, please contact your program representative at (617) 573-1400.

**EXHIBIT A: DISCLOSURE REPORT
FINANCIAL INTEREST IN PROJECT ASSISTED BY MASSACHUSETTS SMALL CITIES PROGRAM**

APPLICANT _____

DATE _____

Any applicant (city or town government, or subgrantee) to this program which will receive or expects to receive in excess of \$200,000 from funds made available by the federal Department of Housing and Urban Development (HUD), to assist a project or which is expecting to receive less than \$200,000 from HUD but is seeking or receiving other government (federal, state or local) funds to assist a project, must submit this form, and submit updates as financial interests change.

Information on this form is designed to show the level of financial interest in a project (including, but not limited to, equity, shares in profit on resale or any distribution of surplus cash or assets, or compensation for goods or services) of parties in the following categories:

- 1) All developers, contractors, or consultants involved in the application for financial assistance, or in the planning, development, or implementation of the project or activity; and
- 2) All other parties with a financial interest that exceeds \$50,000 or 10% of the assistance (whichever is lower)

A. Alphabetical list of all persons with a reportable financial interest in the project or activity	B. Social Security Number or Employee ID Number	C. Type of Participation in Project/Activity	D. Financial Interest in Project/Activity
---	---	--	---

None known at this time.

- A. Give the last name first (if entity, name of each officer, director, and principal stockholder) and include full address.
- B. Provide for each.
- C. This means the persons' specific role in the project (e.g. contractor, consultant, investor, etc.).
- D. Provide for each.

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of the Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosure of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature _____

Date _____

THE COMMUNITY'S CHIEF ELECTED OFFICIAL MUST SIGN THIS FORM.

**COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING**

Issued May
2004



CONTRACTOR LEGAL NAME :
CONTRACTOR VENDOR/CUSTOMER CODE:

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Signature

Date:

Title:

Telephone:

Fax:

Email:

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Issued May
2004



CONTRACTOR LEGAL NAME :
CONTRACTOR VENDOR/CUSTOMER CODE:

PROOF OF AUTHENTICATION OF SIGNATURE

This page is optional and is available for a department to authenticate contract signatures.
It is recommended that Departments obtain authentication of signature for the signatory
who submits the Contractor Authorized Listing.

This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.

Signatory's full legal name (print or type):

Title:

X

Signature as it will appear on contract or other document (Complete only in presence of notary):

AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, _____ (NOTARY) as a notary public certify that I witnessed
the signature of the aforementioned signatory above and I verified the individual's identity on this date:

_____, 20 ____.

My commission expires on:

AFFIX NOTARY SEAL

I, _____ (CORPORATE CLERK) certify that I witnessed the
signature of the aforementioned signatory above, that I verified the individual's identity and confirm the individual's
authority as an authorized signatory for the Contractor on this date:

_____, 20 ____.

AFFIX CORPORATE SEAL

Truro Board of Selectmen
Meeting Minutes – August 26, 2014
Truro Town Hall, 5:00 p.m.

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

Others Present: Co-Acting Town Administrator Robert Lawton

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

Public Comment Period

No public comments given.

Proclamation for Robert Holt

Coburn spoke of Robert Holt's years of service to the Town of Truro. Mr. Holt's proclamation¹ was read into the record. The Board of Selectmen gave thanks to Robert Holt. Mr. Holt spoke of the privilege and pleasure of working with so many good people for the well being of the town.

Joint meeting with Town Administrator Search Committee presentation of Town Administrator Finalists & Interview Schedule

Lori Meads, Chair of the Town Administrator Search Committee gave introductions of the Committee members. Ms. Meads gave a brief synopsis of their process dating back to April 22nd. She explained that there were interviews with Department heads to discover what qualities they would like to see in a Town Administrator and what they perceived are the challenges currently facing the town. Ms. Meads explained that there was also a survey that was available to the public in June. She explained that there were a total of 58 applications submitted which was then reduced to the 4 finalist through a series of interviews in August. She explained that the 4th candidate's name will be held due to the person's boss being unreachable but the name will be presented on September 9th. Three finalists were listed as : Jillian Douglas; Michelle Jarusiewicz and Rae Ann Palmer. Coburn thanked the Committee for their hard work. Ms. Meads thanked the Committee and Mark Morse. Coburn discussed the agenda for the interview date of September 16th for the four candidates. He explained that he drafted a schedule for the candidates on the 16th starting at 9am. Coburn explained the rest of the day with each Board of Selectmen taking a candidate to various locations in Truro. The interviews will commence at 5pm. Burgess and Worthington switched locations and Coast Guard beach was named as the beach for the candidates to see. Worthington agreed to show Sally's Way (affordable housing apartments) to the candidates. Mr. Lawton provided the Board of Selectmen interview questions for the candidates in which they are to review and respond with the two that they would like to ask the candidates. There will also be two scenarios for the candidates to answer.

Mark Morse, the Town Administrator Search Consultant, stated that it was good working with the Committee. He explained that they have done 85% of the background investigation. He explained that he needs to follow up on the finalists references with their graduating colleges and universities. Mr. Morse suggested that the candidates be provided a sense of the interview day beforehand. Mr. Lawton stated that he would speak with the finalists. Weinstein thanked Mr. Morse for his efforts.

Review and Adopt New Standards in Training for the Fire Department

Wisotzky stated that the Board of Selectmen need to put into policy the standards for training as

recommended in the MRI report. He added that MRI (Municipal Resources Inc) had 6 top recommendations with #2 stating that , "Truro Fire and Rescue should immediately cease allowing untrained personnel to staff on a Per diem basis." He cited the order of training as recommended by MRI;{*MRI Final Report: Fire Services Organizational Analysis for the Truro Fire and Rescue Department , March 2014, pg.5-6 A-F*}.

He explained that the Board of Selectmen set policy for the Fire Department. This policy will be that no one can serve Per diem unless they have Fire Fighter I training and certification. Wisotzky stated that Labor Counsel Dolan crafted a motion to that affect². Worthington received clarification that there are some people that are not Per diem that it would not affect. Weinstein thanked Worthington and Wisotzky for their hard work. **Weinstein moved that the Board of Selectmen ratify the recent action of the Fire Chief in establishing Firefighter I certification as the minimum standard for service as a per diem firefighter and adopt that as a policy. Burgess seconded the motion. So voted unanimously 5-0.**

Review and Approve Recycling Services Agreement with Covanta Sustainable Solutions LLC and Authorize the Chair to sign

Paul Morris, DPW Director came before the Board of Selectmen for review and approval of the Covanta Sustainable Solutions³, LLC. Burgess asked about the arrangement of taking solid waste material to Yarmouth. Mr. Morris explained the process of the recyclables going to Yarmouth. Wisotzky asked about the different reimbursement rates. Mr. Morris stated if there were more room at the Transfer Station they would be able to get a better price which will not occur until they have secured approvals from DEP, then recycling area can be expanded on allowing for better sorting. Mr. Morris explained to Wisotzky that the glass recyclables will be taken by Covanta with no reimbursement due to the size of Truro's Transfer Station and the labor to sort it. Wisotzky asked if there were any changes in the contract. Mr. Morris explained that Covanta is in the process of getting their certifications. Coburn asked about organic waste. Mr. Morris explained that there is so much mulch that they cannot get rid of but the public is welcome to it.

Wisotzky move to approve the Recycling Services Agreement with Covanta Sustainable Solutions LLC and authorize the Chair to sign. Weinstein seconded the motion. So voted unanimously 5-0.

Update on FY15 Goals and Objectives

Mr. Lawton explained that the blue lettered font is the latest updates to the Board of Selectmen Goals and Objectives⁴. He noted that progress is being made in a number of areas. Mr. Lawton explained that he will be discussing with the Town Accountant ways to fund the Health Insurance Liability. He added that he is trying to get MASSDOT to meet with and discuss options for moving the DPW facility. Coburn stated that he would like to review Town fees by this December.

Review and Approve Contract with Coastal Engineering regarding permit extension for Pamet Harbor Dredging and Authorize the Chair to sign

Mr. Lawton referred to the Memo that the Board of Selectmen were given regarding the Pamet Harbor Dredging⁵. He explained that some of the permitting required for dredging might expire and Coastal Engineering will be coordinating the required permits. He added that Coastal Engineering is going to give us the final cost at which time the Board of Selectmen may want to go out for proposals. He explained that funding is available and everything should be done by January. Worthington thanked Mr. Lawton for doing this as the permitting was a concern for her.

Wisotzky moved to approve the Contract with Coastal Engineering regarding permit extension for Pamet Harbor Dredging and Authorize the Chair to sign. Weinstein seconded the motion. So voted unanimously 5-0.

Appointment of Deputy Shellfish Warden per MGL CH 130 § 98-Steve Wisbauer & Financial Interest Disclosures & Determination and Acceptance of Disclosure of Appearance

Mr. Lawton explained that the issue involved is the appointment of the Deputy Shellfish Warden⁶ and the the fact that Steve Wisbauer has a shellfish grant. He stated that his recommendation was for Steve Wisbauer to be appointed provided that it was determined that the conflict was not so substantial and the two Shellfish Warden's worked on different schedules. Mr. Lawton mentioned that he had a conversation with the Harbor Master who agreed if Mr. Bloom and Mr. Wisbauer worked different times than there was no conflict. Worthington asked if this pertained to his Shellfish Advisory Committee appointment as well which Mr. Lawton concurred that it did. Coburn noted that the Shellfish Advisory Committee was an advisory Committee and not regulatory. Weinstein asked what would assure the Board of Selectmen that Mr. Wisbauer would not be inspecting his own grant. Mr. Lawton explained that Mr. Jackett is the soul inspector of the deep water grants and Mr. Wisbauer understands that.

Burgess moved that the Board of Selectmen vote to approve the Massachusetts General Laws Chapter 268A, §19 &20(b) disclosure filed by the municipal employee Steve Wisbauer concerning financial interest and have a determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee and further authorize the Chair of the Board of Selectmen to complete, execute and file the Disclosure Statements and to certify approval of exemption under §20(b). Weinstein seconded the motion. So voted unanimously 5-0.

Burgess moved to appoint Steve Wisbauer as the Deputy Shellfish Warden. Weinstein noted the addition of it being in accordance with MGL Chp. 130 § 98 [Shellfish Constables;appointment; powers and duties;notice of appointment]. Burgess accepted the amendment. Weinstein seconded the motion. So voted unanimously 5-0.

Consent Agenda

- 1) Review and Approve Meeting Minutes- August 12, 2014⁷ Regular & Executive & Hold
- 2) Review & Approve and authorize Chair to sign:
 - a. Woods Hole Group Inc. Services Agreement⁸
 - b. Massachusetts Housing Partnership Agreement for affordable housing at 340 Route 6⁹
 - c. MJT Enterprises Inc. DBA Cape Cod Oil Co. FY15 Fuel Oil contract for Town Buildings¹⁰
- 3) Review & Approve Reappointments to Boards and Committees¹¹ (Pat Pajaron- Emergency Management Director Assistant; Marjorie Childs-Com.Dis.; Bernard Robins-COA; Steve Wisbauer-SAC)
- 4) Review and Approve acceptance of Resignation-Dana Pazolt from Shellfish Advisory Committee¹²
- 5) Review & Approve Renewal of 2 Year Shellfish Grant-Dana Pazolt-643 Shore Road –1 Acre¹³
- 6) Review and Sign AFSCME Contract for July 1, 2014 – June 30, 2015¹⁴
- 7) Review and Approve Francie Randolph (Sustainable Cape) amendment to Use of Town property to move Farmers' Market days from Mondays to Saturdays 1-5pm¹⁵ (September 6, 13, 20, and 27th)

Wisotzky asked if the Farmers' market vendors were in agreement with the change to Saturdays. There was a brief discussion that the customers to the Farmers' Market slows down in the month of September. For the purposes of economic viability the Farmers' market organizers are looking to hold the market on Saturdays. It was noted that Truro Treasures weekend is held on Sept. 20-21st and the traffic tends to

still be busy on Saturdays along Truro Center Road. Chief Takakjian spoke of his request for a police officer for every Saturday market with that expense paid for by the Market vendors. Coburn commented that the Post office will be closed in the afternoon and questioned the need for an officer. Wisotzky felt that there was no harm in approving with restrictions. Chief Takakjian reiterated that he was unsure what his staffing capabilities would be for Truro Treasures weekend admitting that it would require regional assistance from neighboring police departments. When questioned the Chief of Police responded that there were no other activities at Truro Center the day of Truro Treasures weekend. Some Board of Selectmen voiced that they did not see the need for police detail during the Farmers' market. Chief Takakjian explained that secondary roads become congested on weekends versus weekdays. Wisotzky stated that he trusted the Chief of Police as the Public Safety Officer and would not want to over rule his opinion. Chief Takakjian stated that he would try to fill the position with an officer each day of the Saturday market. Coburn stated that they would be asking the market vendors to bear the cost of the of an officer detail. It was determined that the total cost would equate to \$10 per vendor per day. It was discussed to approve the change in days but with some flexibility , consulting with the Chair of the Board of Selectmen and the Chief of Police. Wisotzky added that they have a policy establishing that there is no discount for police officers for events and this would not empower the Chair to waive the cost. Coburn added that the activity will help people to slow down through Truro Center. Mr. Lawton stated that it should be clear that the Chair, the Chief of Police and he will require a special detail that is paid for and is not free.

Coburn asked to hold (#2B) stating that he needs to abstain from the Massachusetts Housing Partnership Agreement. **Weinstein moved to approve the Consent Agenda items (except #2B) for August 26th, 2014. Burgess seconded the motion. So voted unanimously 5-0.**

Wisotzky moved to approve the Massachusetts Housing Partnership Agreement (#2B) and authorize the Vice-Chair to sign. Burgess seconded the motion. So voted 4-0-1. Coburn abstained.

Develop Non-Discrimination Policy for Town Contracts

Wisotzky stated that non-discrimination language¹⁶ should be include in all town contracts. Weinstein read the non-discrimination language provided by Town Counsel into record. The proposed language from Town Counsel Veara was read into the record.

Wisotzky moved to adopt the non-discrimination language and to have it included in all contracts (except Union contracts). Weinstein seconded the motion. So voted unanimously 5-0.

Review and Approve Proclamation: Suicide Prevention Week 9.8 - 9.14

Wisotzky read into record the Suicide Prevention Proclamation¹⁷ adding that this a very important public health issue. **Wisotzky moved to approve Suicide Prevention Week in Truro (9.8-9.14). Burgess seconded the motion. So voted unanimously 5-0.**

Selectmen Reports Liaison Reports

Weinstein – He spoke of the well attended Farmers' market office hours and various individuals concerns, including a concern with the Planning Board's proposed road definitions.

Burgess- She spoke of the office hours at the Transfer Station that she held with Coburn. She thanked Paul Morris and Tim King for their efforts with a beached whale at Cold Storage Beach and the property owner that allowed for the whale carcass to be bury on their property. She mentioned that First Parish Church Congregational Meeting house receiving its honor on the Historical Registrar. She mentioned a future science symposium to be held at the Cape Cod National Seashore from 1-4pm on August 28th at the Eastham visitors center.

Wisotzky- He spoke of the successful office hour with Worthington at the Community Center. He

added that members of the Planning Board would also be interested in joining their Office Hours.

Worthington-She stated that she and Wisotzky would get together with the COA Director after Labor Day weekend to review the Senior Tax Work Program.

Coburn-Stated that he will be meeting with Weinstein and the Chair of the Board of Health to begin discussions on what is involved to start proposing the Pay As You Throw program. October 16th from 4-6pm Representative Sarah Peake and Senator Dan Wolf will be holding a Lower Cape Affordable Housing Summit in Orleans. Affordable Housing Committees and Planning Boards are invited to attend to discuss initiatives at the State level particularly for rural areas.

Worthington –She asked if the DPW was a part of the discussion for Pay As You Throw along with the Recycling Committee and the Board of Health and what the process to impliment the project would look like.

Weinstein – He stated that he has been in touch with Wellfleet and there is public information for Pay As You Throw program noting that Brewster does a Pay As You Throw program.

Burgess- She commented if the Farmer’s Market is moved that she will will not be able to attend Office Hours on Sept. 6th. There was a discussion to have another Office hours list circulated.

Wisotzky asked for the 2015 meeting calendar to be circulated. Mr. Lawton responded that it would be in the next packet.

Next meeting Agenda: September 9, 2014

NStar Hearing and Tax Classification hearing; Use of Town Property –Pamet Harbor Parking lot, Truro Treasures weekend; Contract with KelKor, Inc. winner of the Public Safety Facility Roof Bid; and Fire department appointments.

Town Administrator’s Report

Mr. Lawton spoke of Truro’s Traffic Rules and Orders and readopting the document with updates. He explained that he held his first Department head meeting and listed items that were communicated. The DPW Director position has been advertised in the paper and closes September 19th.

At 6:20pm Wisotzky moved to adjourn the meeting. Burgess seconded the motion. So voted unanimously 5-0.

Respectfully submitted, Nicole Tudor, Board of Selectmen Secretary

Jay Coburn, Chairman

Paul Wisotzky, Vice-Chairman

Janet W. Worthington, Clerk

Robert Weinstein

Maureen Burgess
Board of Selectmen
Town of Truro

-
- ¹ Robert Holt Proclamation
 - ² Email from Attorney Jack Dolan to Paul Wisotzky dated August 21, 2014 regarding Training Standards
 - ³ Recycling Services Agreement with Covanta Sustainable Solutions LLC
 - ⁴ Update on Goals and Objectives FY15
 - ⁵ Mr. Lawton memo to the BoS dated August 5th, 2014 and the Contract with Coastal Engineering for permitting update for Pamet River dredging and Beach Nourishment
 - ⁶ Deputy Shellfish Warden Appointment; Financial Disclosures; and Disclosure of Appearance of a conflict
 - ⁷ Regular Meeting Minutes- August 12, 2014
 - ⁸ Woods Hole Group Inc. Services Agreement
 - ⁹ Massachusetts Housing Partnership Agreement for affordable housing
 - ¹⁰ MJT Enterprises Inc. DBA Cape Cod Oil Co. FY15 Fuel Oil
 - ¹¹ Applications to serve- Marjorie Childs-Com.Dis.; Bernard Robins-COA; Steve Wisbauer-SAC
 - ¹² Email from Dana Pazolt regarding resignation From SAC dated August 18, 2014
 - ¹³ Dana Pazolt renewal application for Shellfish grant at 654 Shore Road for 1 Acre
 - ¹⁴ AFSCME Contract for July 1, 2014 – June 30, 2015
 - ¹⁵ Letter to Board of Selectmen from Francie Randolph of Sustainable Cape regarding moving the dates of the market
 - ¹⁶ Non-discrimination language provided by Attorney E. James Veara
 - ¹⁷ Suicide Prevention Proclamation for the week of 9.8-9.14



TOWN OF TRURO

Charleen L. Greenhalgh, ATA/Planner
P.O. Box 2030, Truro, MA 02666
Tel: (508) 349-7004, Ext. 27 Fax: (508) 349-5505
assttownadm@truro-ma.gov

September 4, 2014

To: Board of Selectmen

From: Charleen Greenhalgh, ATA/Planner

Re: Authorization for Sign-off on PV's related applications/forms

As the Board is aware the Energy Committee received a grant for assistance with preparing the necessary paperwork for applying to NSTAR for a proposed generation facility (a photovoltaic array) on the landfill. The application has been filed with NSTAR and as we move forward there will be a number of additional forms and applications which will need to be signed. In order to expedite the process (often times there is a time limit imposed by either NSTAR or the State) I respectfully request that the Board authorize me to sign off any application and/or form pertaining to the PV array at the landfill. This would include any applications made to the State of Massachusetts as well, similar to the one enclosed. What this would not include would be any execution of contracts for services, which would still be under the jurisdiction of the Board of Selectmen per the Town Charter.

For your convenience I have prepared a letter/memo authorizing my sign off.



The Commonwealth of Massachusetts

DEPARTMENT OF PUBLIC UTILITIES

ONE SOUTH STATION, 5TH FLOOR

BOSTON, MA 02110

617-305-3500

Application for a Municipality or Other Governmental Entity for Net Metering Pursuant to 220 C.M.R. § 18.00 et seq.

Instructions to Applying Entities:

1. Cities and towns must complete Sections 1 and 3, only.
2. Other governmental entities:
 - a. State and federal agencies and departments must complete Sections 1 and 3, only.
 - b. All other entities seeking qualification as an "Other Governmental Entity" must complete all sections.
3. All applying entities must submit all documents as electronic attachments in an e-mail addressed to: dpu.netmetering@state.ma.us. The subject matter of the e-mail should be "Application for Net Metering." The e-mail also should include the name, title, e-mail address, and telephone number of a contact person.

Section 1: Basic information

The applying entity seeks classification as:

- A City or Town in the Commonwealth of Massachusetts
- A State Department or Agency (Other Governmental Entity)
- A Federal Department or Agency (Other Governmental Entity)
- An Other Governmental Entity (aside from Federal or State Agencies and Departments)

1. Legal name of applying entity:
Town of Truro
2. Mailing Address of applying entity:
P.O. Box 2030, Truro, MA 02666

Application for a Municipality or Other Governmental Entity for Net Metering

3. Name of contact person(s) for the applying entity:

<u>Name</u>	<u>Title</u>	<u>Address</u>
Charleen Greenhalgh	Acting Town Admin	P.O. Box 2030, Truro, MA 02666

4. The applying entity operates within the service territory(ies) of:

- Massachusetts Electric Company d/b/a National Grid
- Nantucket Electric Company d/b/a National Grid
- NSTAR Electric Company
- Fitchburg Gas and Electric Light Company d/b/a Unitil
- Western Massachusetts Electric Company

Section 2: Additional Information

5. Briefly describe the governmental character of the entity seeking classification as an Other Governmental Entity:

Provide supporting documentation, if possible.

6. Briefly describe the governmental purpose of the entity seeking classification as an Other Governmental Entity:

Provide supporting documentation, if possible.

7. Briefly describe the governmental function of the entity seeking classification as an Other Governmental Entity:

Provide supporting documentation, if possible.

Application for a Municipality or Other Governmental Entity for Net Metering

8. The entity seeking classification has officers, directors, board members, or other similar officials that are:

- Elected
- Appointed

Please provide all supporting documentation

9. The entity seeking classification has officers, directors, board members, or other similar officials that:

- Meet public reporting requirements
- Provide public access to records
- Both

Please provide all supporting documentation

10. The entity seeking classification is able to:

- Levy taxes
- Issue tax-exempt debt
- Both

Please provide all supporting documentation

Section 3: Affirmation

I, Charleen Greenhalgh, affirm that I have a positive duty to ascertain the accuracy of the statements made in this application. I personally reviewed the statements set forth above and affirm that they are true and correct. I further affirm that I am authorized by the entity seeking classification to file this application on the entity's behalf and I have attached to this application some documentation (e.g., letter, affidavit, vote) to demonstrate that authorization.

Date this _____ day of _____ 20____ at _____ .
(Day) (Month) (Year) (Place of Execution)

Signature: _____
(Type name here)

Title: Acting Town Administrator and Town Planner



TOWN OF TRURO

Office of the Board of Selectmen

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

September 9, 2014

To Whom It May Concern:

At a duly posted meeting of the Truro Board of Selectmen, the Board voted unanimously to authorize Charleen L. Greenhalgh, Acting Town Administrator and Town Planner to sign not only the "Application for a Municipality or Other Governmental Entity for Net Metering Pursuant to 220 C.M.R. § 18.00 et seq.", but any other State applications or forms or Public Utility applications or forms which may be required for the Town of Truro.

Respectfully,

Jay Coburn, Chair

Paul Wisotzky, Vice-Chair

Janet Worthington, Clerk

Maureen Burgess

Robert Weinstein

Truro Board of Selectmen



TOWN OF TRURO

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



August 21, 2014

NOTICE OF AWARD

TO: Kel Kor Inc.
57 Bellevue St.
New Bedford, MA 02744

PROJECT: Roof Replacement at the Truro Public Safety Building, Truro, MA

The OWNER has considered the BID submitted by you for the above described WORK in response to its Advertisement for Bids dated July 2, 2015, and Information for Bidders.

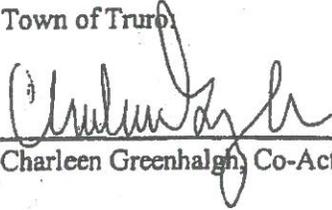
You are hereby notified that your BID has been accepted for items in the amount of \$82,328.00

You are required to execute the Agreement and furnish the required CONTRACTOR'S Performance BOND, Payment BOND and certificates of insurance within five (5) days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said BONDS within five (5) days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER's acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.
Dated this 21st day of August, 2014.

Town of Truro



Charleen Greenhalgh, Co-Acting Town Administrator

ACCEPTANCE OF NOTICE OF AWARD

Receipt of the above NOTICE OF AWARD is hereby acknowledged by KEL KOR, INC.
this the 22 day of August, 2014.
By W. J. Gattuso
Title President
Employer Identification Number 043466442



Agreement Between
Town of Truro, MA
and
KelKor, Inc.

This agreement, made the 9th day of September 2014 by and between **KelKor, Inc.**, mailing address of **57 Bellevue St., New Bedford, MA 02744** herein called the "Contractor" and the Town of Truro, mailing address PO Box 2030, Truro, MA 02666, herein call the "Town".

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

Article 1. Scope of Work

The contractor shall furnish *all work* as called for in the specifications for: "Invitation for Bids to install and furnish all labor, materials, equipment and to perform all operations required for roof replacement at the Truro Public Safety Building, 344 Route 6, Truro, MA" issued on July 2, 2014.

Article 2. Time Period

The contract is for the period of *until completion of work*.

Article 3. Contract Sum

\$82,328.00

Article 4. Time of Payment

The Contractor shall submit original invoices to the Town. Payment will be made within fourteen days of receipt of the invoice.

Article 5. Contract Documents

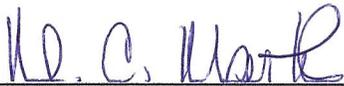
The Specifications, Bid and this Agreement form the Contract, and they are fully a part of the Contract as attached and incorporated herein by reference.

Article 6. Termination for Cause

The Town may terminate this Agreement for cause, at any time upon written notice to the other party designating the reason for said termination. Termination shall be effective immediately.

Article 7. Non-Discrimination Clause

As the party agreeing to provide services or materials to the Town of Truro, the contracting party agrees that it shall not discriminate in its employment against any individual on the basis of race, color, religious creed, national origin, age, handicap when the person is qualified to perform the functions of his or her employment, marital status, sex, gender identity, sexual orientation, private sexual activity that does not involve minor children, genetic information, or ancestry unless it is based upon a *bona fide* occupational qualification or results from a lawful affirmative action program or the accommodation of other employees' handicap or religious practices.



**M.C. Martin, President
KelKor, Inc**

**Chair, Board of Selectmen
Town of Truro**



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: Daniel W Smith HOME TELEPHONE: _____

ADDRESS: 32 Tom's Hill Rd Truro WORK PHONE: _____

MAILING ADDRESS: PO Box 907 Truro 02666 E-MAIL: _____

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

SPECIAL QUALIFICATIONS OR INTEREST: Previous Board experience with
healthcare organizations - TNRTA
Strong interest in shellfish development - regulations
in Truro; Personal interest in serving as a Truro resident.

COMMENTS: _____

SIGNATURE: [Signature] DATE: 08/21/14

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

SIGNATURE: _____ DATE: _____

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



From: Scott Lindell
To: ntudor@truro-ma.gov **Cc:** Noelle Scoullar <nscoullar@truro-ma.gov>, Tony Jackett <harbormaster@truro-ma.gov>, Tony Jack <tjackett@provincetown-ma.gov>
Date: 08/22/2014 11:48 AM
Subject: Re: Smith - Application to Serve

That is good news.
Dan is the person I would have first encouraged to apply.
Please pass that endorsement on to the Selectboard.
Scott

Scott Lindell
Director, Scientific Aquaculture Program
316 Marine Resources Center
Marine Biological Laboratory
7 MBL St.
Woods Hole, MA 02543
http://hermes.mbl.edu/research/resident/lab_lindell.html
<http://www.mbl.edu/mrc/about/staff/lindell/>

508/289-1113
fax 289-7900



TOWN OF TRURO

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

MEMO

To: Board of Selectmen

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

Date: September 3, 2014

Re: Cape Cod Regional Transit Authority special appointment

On September 17, 2014 the Transit Authority will be having their quarterly meeting. As Vice Chairman of the Transit Authority, representing Yarmouth, I will have to attend. After speaking with your alternate member, Susan Travers, I wondered if the Board would consider appointing me as your representative for the Transit Authority meeting on the 17th of September. This would save Ms. Travers the trip from Truro to Hyannis, while providing a voting representative for the town.

Thank you for your consideration of this request.

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



TOWN OF TRURO

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

September 9, 2014

Cape Cod Regional Transit Authority
Thomas S. Cahir, Administrator
P.O. Box 1988
Hyannis, MA 02601

Re: Truro's Temporary representative

Dear Mr. Cahir:

This letter will serve as notification that our Co-Acting Town Administrator, Robert C. Lawton Jr. was appointed by unanimous vote of the Board of Selectmen at a duly held meeting on September 9, 2014, to act as Truro's Temporary representative to the Cape Cod Regional Transit Authority Advisory Board. He will replace Mr. Rex Peterson, who has passed away, until a permanent Town Administrator has been hired.

If you require anything further, please contact Noelle Scoullar, Executive Assistant, at 508/349-7004 extension # 24.

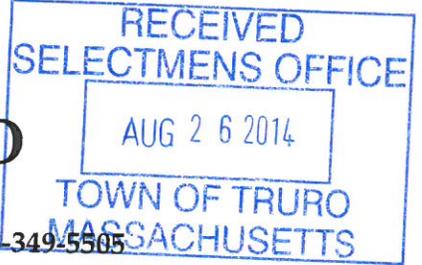
Sincerely,

Jay Coburn, Chairman
Board of Selectman
Town of Truro



TOWN OF TRURO

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



APPLICATION FOR PERMIT FOR ORGANIZED BIKE & ROAD RACES

Applicant: Wounded Warrior Project Email: jwilliams@capecodvets.com
Group Affiliation (If Any): Wounded Warrior Project
Mailing Address: 16 Commonwealth Ave City: S. Yarmouth State: MA Zip: 02664
Phone: 508-394-3566 Cell Phone: 415-717-9586

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

Training ride for 50 warriors, wounded service men and women, this is a national program

Streets &/or Roads to be Used:

Olddewline Rd -> South Highland Rd -> Highland Rd -> Route 6. We are parking in the Airforce base Park

Date(s) and Hours Race/Event:

Friday Sept 26, 2014 9 AM Day: _____

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

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

Signature of Applicant

Date

[Signature] 8/25/14

Action by the Board of Selectmen:

Date: _____

____ Approved as submitted

____ Approved with the following condition(s): _____

____ Disapproved with the following reason(s): _____

Signatures of the Board: _____

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS & INSPECTIONS

Health/Conservation Agent Signature: <hr/> Comments/Conditions: Permits/Inspections needed:	Building Commissioner Signature: <hr/> Comments/Conditions: Permits/Inspections needed:
Police Department Signature: <i>Kyle Takakjian</i> <hr/> Comments/Conditions:	Fire Department Signature: <i>Ben Lewis</i> <hr/> Comments/Conditions:
DPW Signature: <hr/> Comments/Conditions:	Harbormaster Signature: <hr/> Comments/Conditions:
Beach Supervisor: <hr/> Comments/Conditions:	Other: <hr/> Comments/Conditions:



VETERINARY ASSOCIATES OF CAPE COD, INC.
SIXTEEN COMMONWEALTH AVE.
SOUTH YARMOUTH, MA 02664

TELEPHONE 508-394-3566
FACSIMILE 508-394-7320
www.capecodvets.com



August 25, 2014

To The Town of Truro:

Each year the Wounded Warrior Project sends 50 warriors, wounded service men and women, to a three-day rehabilitative cycling event. Soldier Ride brings Wounded Warriors from the region and across the country together for a long weekend focused on physical health and wellness, camaraderie, and healing. On Friday September 26th, 2014 we would like to include the streets of Truro in their training ride which will end in Provincetown. The group will be accompanied by police escort, and will travel with their own EMT and paramedic.

While I do not work for the Wounded Warrior Project, I organize a group of residents who plan their trip. Please feel free to contact me with further questions about the event.

Sincerely,

Jerrell A Williams
Practice Manager
Veterinary Associates of Cape Cod
jwilliams@capecodvets.com
or (cell) 415-717-9586

TOWN OF TRURO

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



APPLICATION FOR PERMIT TO USE TOWN-OWNED PROPERTY

Applicant: Tom Bow Email: _____

Group Affiliation (If Any): TRURO TREASURES

Mailing Address: PO BOX 197 City: TRURO State: MA Zip: 02666

Phone: _____ Cell Phone: _____

Type of Activity (Please be specific as to number of persons, equipment to be used (if any), whether food or beverages will be served, parking arrangements, etc.): 5K ROAD RACE SEPT

21ST 8.15AM CARS LEAVE WHEN
RACE STARTS TO BE AT FINISH LINE

Town Property to be Used: JAMET HARBOR

Date(s) and Hours of Use: 8.15AM Day: SEPT 21, 2014

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

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

Tom Bow (for) 8/22/14
Signature of Applicant Date

Action by the Board of Selectmen: _____ Date: _____

____ Approved as submitted

____ Approved with the following condition(s): _____

____ Disapproved with the following reason(s): _____

Signatures of the Board: _____



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

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



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

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

BUSINESS/ORGANIZATION INFORMATION

Name of Applicant: Jason Laramee Business/Organization Name: Johnson Golf Management

Mailing Address of Business/Organization: PO Box 1659 Harwich MA 02645

Non-profit or For-profit Entity: Yes No
 If yes, proof of Non-Profit Status **must** accompany this application

Contact Person: Jason Laramee Phone Number: _____ Email: _____

INDIVIDUAL APPLICANT INFORMATION

Individual's Name: _____ Mailing Address: _____

Phone Number: _____ Email Address: _____

EVENT INFORMATION

Date of Event for License to be issued: Sunday September 21, 2014 Purpose of Event (example: wedding, fundraiser): Golf Tournament

Hours of Alcoholic Beverages sales, service and/or Consumption (from - to): 12 noon - 8pm

Event Location (Must provide facility name, if any, street number and name): Highland Links 10 Highland Light Road

Property Owner Name and Address: Cape Cod National Seashore/NPS 99 Marconi Site Rd Wellfleet Phone number: 508-771-2144

Name of Caterer (if applicable): _____ Approximate number of people attending: ≈ 80

Is the event open to the general public: Yes No

Will there be Entertainment ___ Yes No If Yes, Type of Entertainment _____

Will there be Police Detail ___ Yes No

Purchase & Service

License is for the Sale of:

All Alcohol Beverages (\$50.00)

Wines & Malt beverages Only (\$25.00)

Wines Only (\$25.00)

Malt Beverages Only (\$25.00)

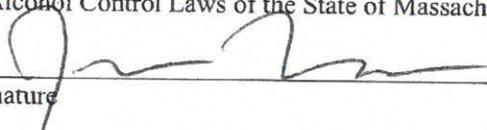
What is the source of the alcohol for the event (where is it being purchased?) Alcohol Distributors Horizon *Quality Beverage*
L Knife & Sons

Who will be serving the Alcohol? Jason Laramee

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

Applicant's Signature

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

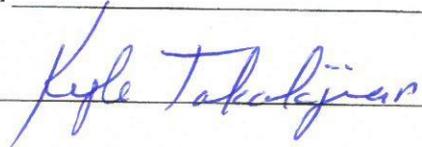
Signature  Date 8-29-14

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

Office Use Only

APPROVAL

Board of Selectmen _____ Meeting Date _____

Police Department  Date 9/2/14

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



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

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



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

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BUSINESS/ORGANIZATION INFORMATION

Name of Applicant: Jason Laramee Business/Organization Name: Johnson Golf Management

Mailing Address of Business/Organization: PO Box 1659 Harwich, MA 02645

Non-profit or For-profit Entity: Yes No
 If yes, proof of Non-Profit Status **must** accompany this application

Contact Person: Jason Laramee Phone Number: 1 Email: J

INDIVIDUAL APPLICANT INFORMATION

Individual's Name: _____ Mailing Address: _____

Phone Number: _____ Email Address: _____

EVENT INFORMATION

Date of Event for License to be issued: Sunday 9-28-14 Purpose of Event (example: wedding, fundraiser): Golf Tournament

Hours of Alcoholic Beverages sales, service and/or Consumption (from - to): 12 noon - 8pm

Event Location (Must provide facility name, if any, street number and name): Highland Links 10 Highland Light Road

Property Owner Name and Address: Cape Cod National Seashore/APS Phone number: 99 Marconi S. Rd Wellfleet 508-771-2144

Name of Caterer (if applicable): _____ Approximate number of people attending: ~80

Is the event open to the general public: Yes No

Will there be Entertainment Yes No If Yes, Type of Entertainment _____

Will there be Police Detail Yes No

Purchase & Service

License is for the Sale of:

All Alcohol Beverages (\$50.00)

Wines & Malt beverages Only (\$25.00)

Wines Only (\$25.00)

Malt Beverages Only (\$25.00)

Quality Beverage
Hansen
L Knife & Sons

What is the source of the alcohol for the event (where is it being purchased?) Alcohol Distributors

Who will be serving the Alcohol? Jason Laramee

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

Applicant's Signature

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

Signature [Handwritten Signature] Date 8-29-14

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

Office Use Only

APPROVAL

Board of Selectmen _____ Meeting Date _____

Police Department Kyle Takahjian Date 9/2/14

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



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Licensing Department

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

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



Application for a One Day Pouring License

MGL Chapter 138, Section 14 Special Licenses

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

BUSINESS/ORGANIZATION INFORMATION

Name of Applicant: Jason Laramée Business/Organization Name: Johnson Golf Management

Mailing Address of Business/Organization: PO Box 1659 Harwich, MA 02645

Non-profit or For-profit Entity: Yes No
If yes, proof of Non-Profit Status **must** accompany this application

Contact Person: Jason Laramée Phone Number: () Email: J

INDIVIDUAL APPLICANT INFORMATION

Individual's Name: _____ Mailing Address: _____

Phone Number: _____ Email Address: _____

EVENT INFORMATION

Date of Event for License to be issued: Monday 9-22-14 Purpose of Event (example: wedding, fundraiser): Golf Tournament

Hours of Alcoholic Beverages sales, service and/or Consumption (from - to): 12 noon - 8pm

Event Location (Must provide facility name, if any, street number and name): Highland Links 10 Highland Light Road

Property Owner Name and Address: Cape Cod National Seashore/NPS 99 Marconi Site Rd Wellfleet 508-771-2144 Phone number: ~ 80

Name of Caterer (if applicable): _____ Approximate number of people attending: _____

Is the event open to the general public: Yes No

Will there be Entertainment ___ Yes X No If Yes, Type of Entertainment _____

Will there be Police Detail ___ Yes X No

Purchase & Service

License is for the Sale of:

All Alcohol Beverages (\$50.00)

Wines & Malt beverages Only (\$25.00)

Wines Only (\$25.00)

Malt Beverages Only (\$25.00)

Quality Beverage

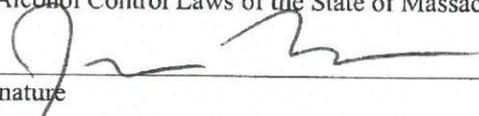
What is the source of the alcohol for the event (where is it being purchased?) Alcohol Distributors *Harizan K. Knite & Sons*

Who will be serving the Alcohol? Jason Lavamee

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

Applicant's Signature

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

 8-29-14
Signature Date

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

Office Use Only

APPROVAL

Board of Selectmen _____ Meeting Date _____

Police Department *Kyle Tatalojian* Date *9/2/14*

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

Do not click Back-Space to leave this window



Certificate of Completion

This Certificate of Completion of
eTIPS On Premise 2.0
For coursework completed on August 29, 2014
provided by Health Communications, Inc.
is hereby granted to:

Jason Laramee

Certification to be sent to:

581 Hathaway Rd
New Bedford MA, 02740-1911 USA



HEALTH COMMUNICATIONS, INC.



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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/19/14

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

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

PRODUCER Chisholm Insurance Agency, Inc PO Box 399 Wayland, MA 01778		CONTACT NAME: Ben Chisholm PHONE (A/C No. Ext): (508) 358-6111 FAX (A/C No.): (508) 358-5324 E-MAIL ADDRESS:	
INSURED Johnson Golf Management PO Box 1659 Harwich, MA 02645		INSURER(S) AFFORDING COVERAGE INSURER A: Arbella Protection INSURER B: Acadia Insurance INSURER C: INSURER D: INSURER E: INSURER F:	

RECEIVED
SELECTMENS OFFICE
AUG 29 2014

TOWN OF TRURO
MASSACHUSETTS

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		8500016607	1/1/14	1/1/15	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			1020013840	1/1/14	1/1/15	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 500,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 250,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			4600016159	1/1/14	1/1/15	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC-20-20-002634-04	1/10/14	1/10/15	WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability			8500016607	1/1/14	1/1/15	Occurrence 1,000,000 Aggregate 2,000,000

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

Re: Highland Links Golf Course Truro, MA
 WC info to follow directly from Acadia as well

CERTIFICATE HOLDER**CANCELLATION**

Town of Truro
 PO Box 2030
 Truro, MA 02666

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

AUTHORIZED REPRESENTATIVE

Thomas B. Chisholm

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ACORD 25 (2010/05)
 Phone:

Fax:

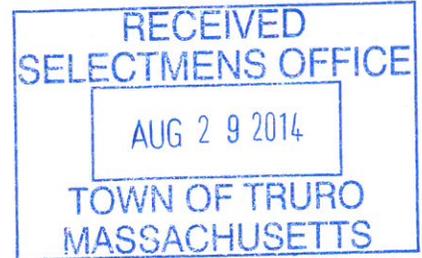
The ACORD name and logo are registered marks of ACORD

E-Mail:



TOWN OF TRURO

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



Application for an Entertainment License

Weekday Saturday Sunday

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

BUSINESS/ORGANIZATION INFORMATION

Nicole Gelines Name of Applicant Truro Vineyards Business/Organization Name

PO BOX 834 N. Truro, MA 02662 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 nicole@

Nicole Gelines Contact Person 508-487-6200 Phone Number Trurovineyards@capecod.com Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name _____ Mailing Address _____

Phone Number _____ Email Address _____

EVENT INFORMATION

Sunday Sept. 21 2014 Day (s)/Date (s) of Event for License to be issued Truro Treasures Purpose of Event (example: fundraiser)

2pm - 6pm Hours of Event (from - to)

Truro Vineyards 11 Shore Rd N. Truro Location (Must provide facility name, if any, street number and name) Event is: Indoor Outdoor Event (Please check applicable box)

Kristen Roberts 11 Shore Rd. Property Owner Name and Address 508-487-6200 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

Will there be Police Traffic Control? Yes No

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

ENTERTAINMENT INFORMATION

Type of Entertainment: Please check the appropriate boxes.

Dancing: By Patron By Entertainers No Dancing

Music: Recorded Juke Box Live No Music

Number of Musicians & Instruments (Type) 3 Guitar, Bass, Drums

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

[Handwritten Signature]

Date

8/27/14

- 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 Takatjan Date 9/2/14

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

Details are already set.