



Truro Board of Selectmen Meeting Agenda

Tuesday, August 25, 2015

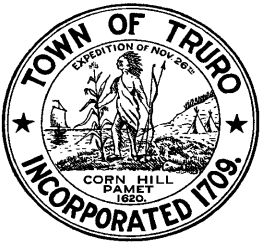
Regular Board of Selectmen Meeting - 4:00pm

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

AMENDED

1. **Interview Session for Interim Fire Chief Position for the Truro Fire and Rescue Department.**
2. **PUBLIC COMMENT**
 - A. Open the Regular Meeting
 - B. Public Comment Period - *The Commonwealth's Open Meeting Law limits any discussion by members of the Board of an issue raised to whether that issue should be placed on a future agenda*
3. **PUBLIC HEARINGS**
 - A. Fiscal Year 2016 Tax Classification Hearing
Presenter: Cathy Fryxell, Deputy Assessor
4. **BOARD/COMMITTEE/COMMISSION APPOINTMENTS**
 - A. Review and Approve and Interview Mark Wisotzky to fill an unexpired term on the Shellfish Advisory Committee
 - B. Interview Paul Kiernan and Richard Fishman to fill an unexpired term on the Planning Board
5. **TABLED ITEMS NONE**
6. **BOARD OF SELECTMEN ACTION**
 - A. Review and Approve Kopelman and Paige Acknowledgement of Consent for review of proposed Police Mutual Aid Agreement between Eastham, Provincetown, Wellfleet and Truro
Presenter: Rae Ann Palmer
 - B. Review and Approve Police Mutual Aid Agreement between Eastham, Provincetown, Wellfleet and Truro
Presenter: Chief of Police Kyle Takakjian
 - C. Quarterly Police Department Report
Presenter: Chief of Police Kyle Takakjian
7. **CONSENT AGENDA**
 - A. Review/Approve and Authorize the Chair to sign:
 1. Community Development Partnership Letter of Delegation of Signatory Authority to the CDP's Fiscal and Operations Director, Judith Valverde
 - B. Review and Approve Agreement between the Town of Truro and Paul S. Kapinos & Assoc. Inc., dba/pk Valuation Group
 - C. Review and Approve Bike and Road Race Application-Trail Run-Suzanne Thomas on behalf of Town of Wellfleet (Oyster Festival)-Sunday, October 18, 2015-7:00am-10:00am
 - D. Review and Approve Lodging House License for The Moorlands, William Evaul/Owner, 11 Hughes Road, N. Truro
 - E. Review and Approve Use of Town Property at Snow's Park and adjacent South Pamet Rd and Pamet Park for AgFair-Sustainable Cape on Sunday Sept. 6th from 6am-6pm and One Day Sunday Entertainment from 10am – 4pm Sept. 6th at Snow's Park and Authorize the Chair to sign applications
 - F. Review and Approve Use of Town Property –Longnook Beach parking lot; Sept. 12-13th from 4pm -9am for 10 vehicles
 - G. Review and Approve One Day Alcohol License for Pamet Harbor Yacht Club –Sept.12th from 5-10pm and Authorize the Vice-Chair to sign application
 - H. Review and Approve One Day Wine Sampling and Selling by the bottle - Truro Vineyards of Cape Cod LLC Farm Winery Product at Truro AgFair Sept. 6th
 - I. Review and Approve Common Victualer License for Babe's Bakery Inc., 69 Shore Rd, North Truro
 - J. Review and Approve Minutes: August 11, 2015

- 8. SELECTMEN REPORTS AND LIAISON REPORTS**
- 9. NEXT MEETING AGENDA: TUESDAY, September 15, 2015**
- 10. TOWN ADMINISTRATOR'S REPORT**



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Assessors Department

REQUESTOR: Cathy Fryxell, Deputy Assessor

REQUESTED MEETING DATE: August 25, 2015

ITEM: Tax Classification Hearing pursuant to MGL Ch. 40 S. 56

EXPLANATION:

Every year before the tax rate can be set; the Selectmen must conduct the classification hearing for the purpose of determining the percentages of the local tax levy to be borne in Fiscal Year and to vote on the tax rate options available to the municipality under property tax classification, MGL Chapter 40, Sec. 56. The hearing is held after the Assessors have determined final values, classified all properties and reported this information for certification by the Department of Revenue. On July 31, 2015, the Department of Revenue certified Truro's Assessed Values for Fiscal Year 2016. The Assessors herein provide the Selectmen with the information necessary to make these classification decisions.

Listed below is the FY2015 levy total by classification from the state report LA-5, allowing a visual of potential impact on the individual class. (The 2016 levy total is currently not available as the recap process has not yet been completed.)

DOR Code	Municipality	Fiscal Year	Residential Levy	Open Space Levy	Commercial Levy	Industrial Levy	Personal Prop Levy	Total Tax Levy	Res/OS as a % of Total	CIP as a % of Total
300	Truro	2015	12,667,677	0	603,440	10,737	164,568	13,446,422	94.21	5.79

1. Classifying the tax rate:

- Classifying the tax rate means applying the same or 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. Truro does not

have any property that is classified by the DOR as Open Space.

- 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.
- Voting a residential factor of “.9” would shift the burden from the residential and Open Space (by reducing their tax rate 10%) to the Commercial, Industrial & Personal Properties classes (by increasing their tax rate 10%).
- Though the tax rates would differ according to the property class, the total tax levy remains the same.
- At their meeting held on August 3, 2015, the Board of Assessors voted unanimously to recommend to vote a residential factor of “1”.

2. 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 chapter land exemption.
- At their meeting held on August 3, 2015, the Board of Assessors voted unanimously to recommend to vote not to grant an Open Space discount.

3. Residential Exemption:

- The Residential exemption grants an exemption of up to 20% of the average residential property value for all year-round 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 year-round resident property owners, while shifting the tax burden to part-time resident property owners.
- The Assessors do not recommend granting the Residential exemption because it would shift the tax levy share within the Residential class itself. As part-time residents already pay a Personal Property tax on the contents of their Truro homes which year-round residents do not pay, the Assessors feel it would be inequitable to create this separation within the Residential class.
- At their meeting held on August 3, 2015, the Board of Assessors voted unanimously to recommend to vote not to grant a residential exemption which would shift the tax burden within the residential class from residents to non-residents.

4. Small Commercial Exemption:

- This exemption would shift the tax burden within the Commercial and Industrial classes from the small Commercial and Industrial properties (under \$1million valuation & less than 10 employees) to larger Commercial and Industrial properties in Town.

- As Truro has a minimal Commercial/Industrial class, the Small Commercial exemption could cause hardship on some local businesses.
- At their meeting held on August 3, 2015, the Board of Assessors voted unanimously to recommend to vote 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.

FINANCIAL SOURCE (IF APPLICABLE): Revenue source for the Town.

IMPACT IF NOT APPROVED: The Fiscal Year Tax Recapitulation Report cannot be completed and the new Tax Rate cannot be set in order to generate the Real Estate Tax Bills timely.

SUGGESTED ACTIONS:

- On the matter of **classifying the tax rate**,
Motion to approve a residential factor of "1".
- On the matter of an **open space discount**,
Motion to not grant an Open Space discount.
- On the matter of a **residential exemption**,
Motion to not grant a residential exemption.
- On the matter of a **small commercial exemption**,
Motion to not grant a small business exemption.

ATTACHMENTS:

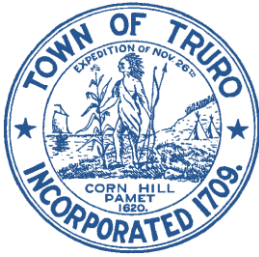
1. Legal Notice
2. Recommendations from the Board of Assessors
3. State Tax Form LA-4 which indicates totals by class of the FY2016 certified parcel values.
4. Overview of Tax Rate Options

Agenda Item: 3A1

**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, August 25, 2015 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 2016 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.

Paul Wisotzky, Chairman
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

At their meeting August 3, 2015 meeting, the Board of Assessors voted unanimously to make the following recommendations to the Board of Selectmen for their Fiscal Year 2016 Classification Hearing to be held August 25, 2015 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 property 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 class 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 a 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.

DIVISION OF LOCAL SERVICES

ASSESSMENT/CLASSIFICATION REPORT FY2016

TRURO
City/Town/District

as of January 1, 2015

PROPERTY 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	2,060	1,520,909,700				
102	528	147,742,600				
MISC 103,109	138	121,266,100				
104	56	32,715,960				
105	4	2,202,800				
111-125	9	5,936,700				
130-32,106	506	123,936,000				
200-231	0		0			
300-393	78			78,571,700		
400-452	4				1,638,300	
CH 61 LAND	0		0	0		
CH 61A LAND	12		0	21,080		
CH 61B LAND	0		0	0		
012-043	32	9,868,386	0	13,718,244	0	
501	2,092					11,721,250
502	47					2,934,260
503	0					0
504,550-2	1					8,817,610
505	2					1,642,400
506	0					0
508	4					557,340
TOTALS	5,573	1,964,578,246	0	92,311,024	1,638,300	25,672,860
REAL AND PERSONAL PROPERTY TOTAL VALUE						2,084,200,430
EXEMPT VALUE						210,332,200

NOTE : The information was Approved on 07/31/2015.

Submitted by: Board of Assessors

Cathy Fryxell, Deputy Assessor, Truro, 508-349-7004
(Board of Assessors)

7/28/2015 1:34 PM
(Date)

Signed on behalf of the BOA
(Comments)

Explanation of Tax Rate Options

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:

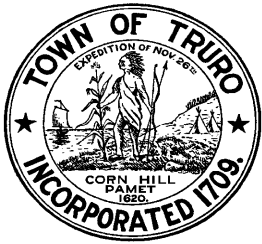
Truro does not have any properties classified as open space so it would have no effect if the Board of Selectmen should vote on an open space discount. The open space properties are addressed through conservation restrictions or chapter land exemption. **Voting not to grant an Open Space Discount** which would shift the tax burden from the Open Space to the Residential property class.

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 different 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, the assessors feel it would be inequitable to create this separation within the residential class. **Voting not to grant a Residential Exemption** which would shift the tax burden within the Residential class from residents to non-residents.

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 to larger commercial and industrial properties that are very few in Town. As Truro has a small commercial/industrial class, the small business exemption could cause hardship on some local businesses. **Voting not to grant a Small Business Exemption** which would shift the tax burden with the Commercial, Industrial and Personal Property classes from certain small commercial properties to other commercial and industrial properties.



TOWN OF TRURO

Board of Selectmen Agenda Item

BOARD/COMMITTEE/COMMISSION: Shellfish Advisory Committee

REQUESTOR: Noelle Scoullar, Executive Assistant, on Behalf of Scott Lindell, Chair of the Shellfish Advisory Committee

REQUESTED MEETING DATE: August 25, 2015

ITEM: Application to serve-Shellfish Advisory Committee

EXPLANATION: Mark Wisotzky has applied to serve on the Shellfish Advisory Committee, filling an unexpired term.

FINANCIAL SOURCE (IF APPLICABLE): n/a

IMPACT IF NOT APPROVED: Mr. Wisotzky will be unable to participate on the Shellfish Advisory Committee.

SUGGESTED ACTION: *Move to appoint Mark Wisotzky to the Shellfish Advisory Committee, to fill an unexpired term which will end on June 30, 2017.*

ATTACHMENTS:

1. Application to Serve-Mark Wisotzky
2. Endorsement from Chair, Scott Lindell



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: MARK WISOTZKY HOME TELEPHONE: Personal Information Redacted

ADDRESS: 21 TOMS HILL RD WORK PHONE: Personal Information Redacted

MAILING ADDRESS: Box 1091 Truro 02666 E-MAIL: Personal Information Redacted

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

SHELLFISH ADVISORY BOARD

SPECIAL QUALIFICATIONS OR INTEREST: ACTIVE RECREATIONAL SHELLFISH ENTHUSIAST. PRIOR EXPERIENCE WITH COMMERCIAL AQUACULTURE OPERATION.

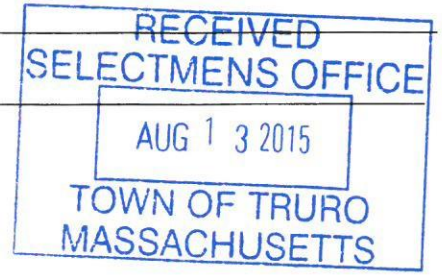
COMMENTS: I CARE DEEPLY ABOUT THE HEALTH AND VITALITY OF THE SHELLFISH IN TRURO.

SIGNATURE: Mark Wisotzky DATE: 8-6-2015

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

SIGNATURE: _____ DATE: _____

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



From: Personal Information Redacted

To: Nicole Tudor <ntudor@truro-ma.gov> **Cc:** Tony Jackett <harbormaster@truro-ma.gov>, Noelle Scoullar <nscoullar@truro-ma.gov>, Rae Ann Palmer <rpalmer@truro-ma.gov>

Date: 08/13/2015 11:24 AM

Subject: Re: Application to Seve -Shellfish Advisory Committee

Hi Nicole,
Yes, please accept Mark's application with my endorsement.

I'm waiting to hear back from Dan Smith regarding some questions I had about the lease assignments. will be back to you soon, I'm sure.

Scott

Scott Lindell
Director, Scientific Aquaculture Program

Personal Information Redacted

From: "Nicole Tudor" <ntudor@truro-ma.gov>

To: Personal Information Redacted

Cc: "Tony Jackett" <harbormaster@truro-ma.gov>, "Noelle Scoullar" <nscoullar@truro-ma.gov>, "Rae Ann Palmer" <rpalmer@truro-ma.gov>

Sent: Thursday, August 13, 2015 10:57:22 AM

Subject: Application to Seve -Shellfish Advisory Committee

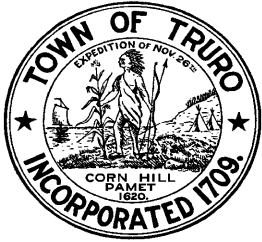
Hello Scott,

We received an application to serve from Mark Wisotzky. This would fill the unexpired term vacancy on the Shellfish Advisory Committee. Would you kindly respond/comment to this email as Chair of SAC to this appointment and we will add this appointment to the Board of Selectmen Agenda for August 25th.

Thank you in advance.

Nicole

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



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administrative Office

REQUESTOR: Noelle Scoullar, Executive Assistant, on behalf of Lisa Maria Tobia, Chair of the Planning Board

REQUESTED MEETING DATE: August 25, 2015

ITEM: Interview candidates for one unexpired Planning Board vacancy.

EXPLANATION: Mr. Paul Kiernan and Mr. Richard Fishman have both applied to fill an unexpired term left vacant by a resignation

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Neither Mr. Kiernan nor Mr. Fishman will be able to participate in the Planning Board, and the Planning Board will be minus one member.

SUGGESTED ACTION: None – Appointment requires action at a joint meeting of the Planning Board and Board of Selectman.

ATTACHMENTS:

1. Application to Serve-Paul Kiernan
2. Application to Serve-Richard Fishman



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: PAUL KIERNAN HOME TELEPHONE: Personal Information Redacted

ADDRESS: 10 BENSON ROAD WORK PHONE: Personal Information Redacted

MAILING ADDRESS: P.O. Box 818 TRURO 02666 E-MAIL: Personal Information Redacted

FAX Personal Info. Redacted MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: _____

PLANNING BOARD

SPECIAL QUALIFICATIONS OR INTEREST: I HAVE A BACKGROUND IN ENGINEERING AND ECONOMICS. WAS TWICE ELECTED TO PLANNING BOARD AND SERVED AS SECRETARY, VICE-CHAIR & CHAIR. I AM FAMILIAR WITH STATE & LOCAL ZONING LAW.

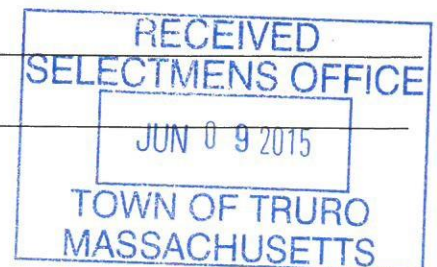
COMMENTS: _____

SIGNATURE: _____ DATE: _____

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

SIGNATURE: _____ DATE: _____

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





TOWN OF TRURO

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

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: RICHARD FISHMAN HOME TELEPHONE: Personal Information Redacted
ADDRESS: 6 SHORE ROAD #28 WORK PHONE: Personal Information Redacted
MAILING ADDRESS: P.O. BOX 878 02666 E-MAIL: Personal Information Redacted

FAX: MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: PLANNING BOARD ^{NET}

APPOINTMENT UNTIL ELECTION AT WHICH POINT I WOULD RUN FOR THE SEAT

SPECIAL QUALIFICATIONS OR INTEREST: BACKGROUND IN ARCHITECTURE; DEEP INTEREST IN TOWN AND ITS CHARACTER; ABILITY TO WORK ON BOARDS; EXPERIENCE ON TOWN AND NON-TOWN, NON PROFIT BOARDS TOTALLING ABOUT 15 YEARS; DESIRE TO SEE P.B. SERVE NEEDS OF ALL TOWNSPEOPLE

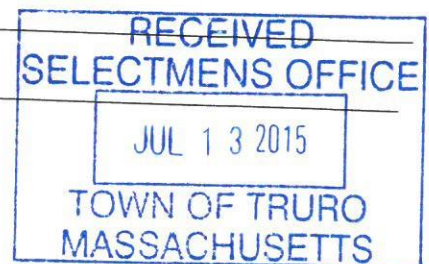
COMMENTS: I HAVE OWNED PROPERTY OR LIVED IN TRURO FOR 7.5 YEARS AND HAVE BEEN COMING TO TRURO SINCE I WAS TEN OR ELEVEN. I WOULD LIKE TO SERVE THE TOWN IN THIS CAPACITY, AND I WOULD LIKE TO SEE THE PLANNING RETURN TO A PLACE OF HIGHER RELEVANCE AND RESPONSIVENESS TO NEEDS OF →

SIGNATURE: [Signature] DATE: 13 JULY 2015

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

SIGNATURE: _____ DATE: _____

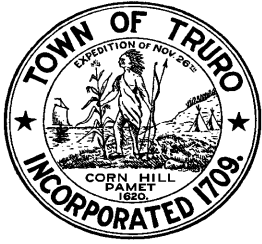
INTERVIEW DATE: _____ APPOINTMENT DATE (IF APPLICABLE): _____



RESIDENTS AND OWNERS, POOR AND WEALTHY ALIKE.
I AM CONCERNED ABOUT THE PERCEPTION OF A LACK OF
BALANCE AND FAIRNESS; AN IMPRESSION THAT THE P.B.
IS TILTING TOWARD DEVELOPERS' INTERESTS. I AM ALSO
ACTIVE IN LOW-COST HOUSING ISSUES. I HAVE BUILT ONE
HOUSE IN TAURO FROM SCRATCH AND AM CURRENTLY RENOVATING
MY CURRENT RESIDENCE. I AM FAIR, A GOOD LISTENER,
RESPECTFUL, INTELLIGENT AND CARING.
THANK YOU FOR YOUR CONSIDERATION







TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Administrator

REQUESTED MEETING DATE: August 25, 2015

ITEM: Authorize the simultaneous representation Of Truro, Eastham and Provincetown by Town Counsel, Kopelman and Paige, for the review of a Police Mutual Aid Agreement.

EXPLANATION: The State Legislature approved funding for joint police enforcement operations for the Outer Cape Towns of Provincetown, Truro, Wellfleet and Eastham. The Town of Eastham will be the lead Town for the funding. The Police Chiefs have developed a mutual aid agreement between the Towns. Provincetown, Eastham and I have all requested that Town Counsel review the agreement. In accordance with the Rules of Professional Conduct of the Massachusetts Bar and Ethics provisions, Attorney Michele Randazzo of Kopelman and Paige has forwarded a request for informed consent to all communities regarding the simultaneous representation. This consent requires a vote of the Board of Selectmen to authorize the review.

FINANCIAL SOURCE (IF APPLICABLE): Town Counsel Budget

IMPACT IF NOT APPROVED: The Town will need to seek outside counsel to complete the review.

SUGGESTED ACTION: *MOTION TO approve and sign the Acknowledgement of Consent.*

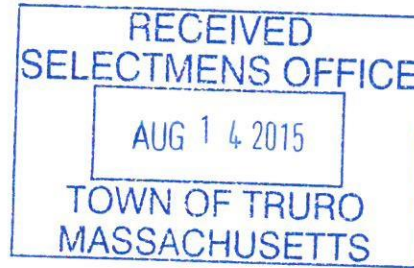
ATTACHMENTS:

1. Determination Letter/Acknowledgement of Consent



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

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



August 12, 2015

Michele E. Randazzo
mrandazzo@k-plaw.com

Hon. Paul C. Wisotzky and
Members of the Board of Selectmen
Truro Town Hall
24 Town Hall Road
P.O. Box 2030
Truro, MA 02666

Re: Determination and Consent Pursuant to the Massachusetts Rules of Professional Conduct, Rule 1.7 - Representation of Towns of Provincetown, Eastham, Wellfleet and Truro in connection with Police Mutual Aid Agreement

Dear Members of the Board of Selectmen:

We have received requests from both the Town of Eastham and the Town of Provincetown, to review a proposed Police Mutual Aid Agreement between Eastham, Provincetown, Wellfleet and Truro. As you know, Kopelman and Paige, P.C. serves as Town Counsel for all four towns. Given that two of the four communities have already asked Kopelman and Paige to review the Police Mutual Aid Agreement, our intent is to undertake review of this agreement on behalf of all four communities, and provide the same comments to all communities, simultaneously.

With respect to the firm's ability to represent any town in the review of the proposed Mutual Aid Agreement, however, our relationship with each of the four communities creates an interest that requires disclosure pursuant to the Rules of Professional Conduct applicable to members of the Massachusetts Bar, and we must obtain the "informed consent" of all four communities, after disclosure of adequate information and explanation about the risks of, and alternatives to, the proposed simultaneous representation, before we can undertake such representation. In addition, while the State Ethics Commission has determined that Kopelman and Paige, P.C. and its individual attorneys are not "municipal employees" pursuant to the Conflict of Interest Law, we provide this letter to dispel any appearance of conflict on the firm's behalf in this matter.

MULTIPLE REPRESENTATION DISCLOSURE

The representation of multiple clients is regulated under the Massachusetts Rules of Professional Conduct. The relevant provision, Rule 1.7, states that an attorney may not represent multiple clients if doing so involves a concurrent conflict of interest. The standard for determining

Hon. Paul C. Wisotzky and
Members of the Board of Selectmen
August 12, 2015
Page 2

whether a concurrent conflict of interest exists is: (1) will the representation of one client be directly adverse to another client; or (2) is there a significant risk that the representation of one or more clients will be materially limited by our responsibilities to another client, a former client, a third person, or our own personal interest. Even where a concurrent conflict of interest exists, we may still undertake the simultaneous representation if: we reasonably believe that we will be able to provide competent and diligent representation to each client; there is no legal prohibition on the simultaneous representation; the simultaneous representation does not involve the assertion of a claim by one client, against another, in a single piece of litigation or other proceeding before a tribunal; and each client gives informed consent, confirmed in writing.

I do not believe that our role as town counsel to Eastham, Provincetown, Wellfleet and Truro, including any guidance we may provide to each or any of these towns relative to the Police Mutual Aid Agreement, creates a concurrent conflict of interest. Furthermore, even if a concurrent conflict of interest is present, I do not believe that our ability to provide competent and diligent representation to the Town of Truro will be affected by our representation of Eastham, Provincetown, and/or Wellfleet as town counsel, either generally, or with specific reference to the proposed Police Mutual Aid Agreement.

Reviewing the agreement on behalf of all four communities simultaneously will result in a cost savings to each town individually. The provision of uniform commentary on the proposed agreement to all four towns, at the same time, will ensure that all communities are on the same footing when it comes to considering whether or not to enter into the agreement.

Please note, however, that joint representation implicates our obligations as Town Counsel to each town, including confidentiality and the attorney-client privilege. As a result, if your single community does not agree to particular terms or conditions in the proposed agreement, we would not be able to negotiate on your behalf with the other communities for language revision, except through a general communication to all communities. In addition, should the towns ultimately enter into the Police Mutual Aid Agreement, if any single community or more than one community becomes adverse to another community in connection with the implementation of that agreement in the future, we may be limited or precluded by the Rules of Professional Conduct from representing a town or towns against one another in relation to the agreement. I simply wanted to alert you to that possibility.

DETERMINATION

It is my belief that the firm's representation of Eastham, Provincetown, Wellfleet and/or Truro, for the purposes and under the conditions described in this letter, does not constitute a concurrent conflict of interest. It is my further belief that even if a concurrent conflict of interest exists, our ability to provide competent and diligent representation to the Town of Truro will not be negatively impacted by our simultaneous representation of Wellfleet, Eastham and Provincetown as

KOPELMAN AND PAIGE, P.C.

Hon. Paul C. Wisotzky and
Members of the Board of Selectmen
August 12, 2015
Page 3

town counsel. It is, however, for you to determine, as Appointing Authority, as to whether the representation described herein will not impair the integrity of this firm's services to Truro, either generally, or with respect to review of the proposed Police Mutual Aid Agreement.

Therefore, I request that you, as Appointing Authority for Town Counsel, consent to Kopelman and Paige, P.C.'s representation of the Town of Truro in the review of the proposed Police Mutual Aid Agreement, as outlined in this letter, notwithstanding that the firm also serves as counsel to Wellfleet, Eastham, and Provincetown. Should you so consent, I ask that you sign the enclosed acknowledgment of consent, as required by the Rules of Professional Conduct. Please sign the two originals provided, return one copy to me, and retain one copy for your records.

Thank you for your consideration. Please do not hesitate contact me with any questions you have in this regard.

Very truly yours,



Michele E. Randazzo

MER/smm

Enc. 1. Massachusetts Rule of Professional Conduct 1.7
2. Acknowledgment of Consent

cc: Town Clerk

528746/TRUR/0001

Rules of Professional Conduct Rule 1.7: Conflict of Interest: Current Clients

(a) Except as provided in paragraph (b), a lawyer shall not represent a client if the representation involves a concurrent conflict of interest. A concurrent conflict of interest exists if:

- (1) the representation of one client will be directly adverse to another client; or
- (2) there is a significant risk that the representation of one or more clients will be materially limited by the lawyer's responsibilities to another client, a former client or a third person or by a personal interest of the lawyer.

(b) Notwithstanding the existence of a concurrent conflict of interest under paragraph (a), a lawyer may represent a client if:

- (1) the lawyer reasonably believes that the lawyer will be able to provide competent and diligent representation to each affected client;
- (2) the representation is not prohibited by law;
- (3) the representation does not involve the assertion of a claim by one client against another client represented by the lawyer in the same litigation or other proceeding before a tribunal; and
- (4) each affected client gives informed consent, confirmed in writing.

Adopted March 26, 2015, effective July 1, 2015.

ACKNOWLEDGMENT OF CONSENT

Pursuant to Rule 1.7 of the Massachusetts Rules of Professional Conduct, the Board of Selectmen for the Town of Truro hereby consents to Kopelman and Paige, P.C., reviewing a proposed Police Mutual Aid Agreement between Eastham, Provincetown, Wellfleet and Truro, as disclosed and described in a letter to the Board of Selectmen dated August 12, 2015, notwithstanding that Kopelman and Paige, P.C., also serves as town counsel to the towns of Provincetown, Wellfleet and Eastham.

TOWN OF TRURO

BOARD OF SELECTMEN,

Paul C. Wisotzky

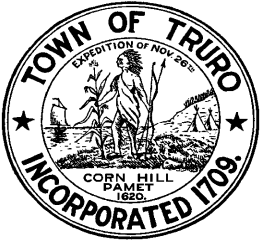
Janet W. Worthington

Jay Coburn

Robert Weinstein

Maureen Burgess

Dated: _____, 2015



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Truro Police Department

REQUESTOR: Chief Kyle Takakjian

REQUESTED MEETING DATE: August 25, 2015

ITEM: Approval of Outer Cape Police Department Mutual Aid Agreement

EXPLANATION: This is a new agreement for mutual aid between the Towns of Truro, Provincetown, Wellfleet and Eastham. It has been reviewed by Kopelman and Paige on behalf of the Towns and Town Counsel formal comments are pending approval of simultaneous consent from the Board. Attorney Randazzo from Kopelman and Paige has informally discussed her questions with all four Police Chiefs and the Town Administrator. Based on conversation with Town Counsel, there should not be any substantial recommendations in the formal response.

FINANCIAL SOURCE (IF APPLICABLE): n/a

IMPACT IF NOT APPROVED: Diminished capacity for regionalized law enforcement efforts.

SUGGESTED ACTION: *Motion to approve the mutual aid agreement and to authorize the Chairman to sign the agreement.*

ATTACHMENTS:

1. Mutual Aid Agreement



The signatory Municipal Police Departments of the Towns of Provincetown, Truro, Wellfleet and Eastham, all acting through their respective Chiefs of Police and other authorized signatories, referred hereinafter collectively as “the Parties,” witness:

WHEREAS, the Parties to this agreement (“Agreement”) recognize that, in certain situations the ability of police officers to exercise sworn police powers outside of the territorial limits of the municipality where such officers are regularly employed may be desirable and necessary in order to preserve officer safety and protect the lives, safety, and property of the public of each participating community; and

WHEREAS, Chapter 40, Section 8G, of the Massachusetts General Laws, duly accepted by each of the Parties, authorizes cities and towns that have accepted its provisions to enter into agreements with other cities and towns to provide mutual aid and support; and

WHEREAS, each Party desires to enter into an agreement that sets forth mutually agreeable terms and conditions for the furnishing of law enforcement mutual aid for the exercise of police authority by police officers of each Party within the territorial limits of each other Party;

NOW THEREFORE, the Parties hereto mutually agree as follows:

Section 1.0 Purpose & Authority

This Agreement constitutes an agreement by, between, and among the Parties to establish a strategic working partnership to address certain public safety concerns including but not limited to: providing mutual aid for the member police departments because of terrorist or enemy action; natural disaster; unusual occurrence, including but not limited to fire, flood, storm, earthquake, landslide, aircraft accident, search or rescue operations; other natural or man-caused incidents requiring exceptional police action; school or workplace violence; riot; mob action; civil disturbance; demonstration; urban insurgency; traffic enforcement and related functions; impaired driving; drug distribution; electronic & cybercrime; combating violent street gangs and associations; as well as any law enforcement operations that require resources beyond the individual capacities of member departments; more sophisticated investigation on a regionalized basis or any situation threatening the peace and tranquility in the Parties’ jurisdictions.

In order to address these serious public safety concerns, the Parties hereby agree to have sworn police officers from each department empowered to operate with full police powers, including the power of arrest, in each signatory community, as authorized under M.G.L. c. 40, § 8G. This type of agreement allows sworn police officers from each signatory community to cross into the geographical jurisdiction of any other signatory community to carry out official police business under the authority of M.G.L. c. 37, § 13; M.G.L. c. 40, § 8G; M.G.L. c. 41, §§ 95, 98, 98A, 99; and similar statutes.

Such extraterritorial exercise of police powers is authorized under this Agreement in both mutual-aid-request and self-activation situations, as defined herein.

Section 2.0 Definitions

For purposes of this Agreement, the following terms shall be defined as set forth below:

- a. Commanding Officer: A Party's Chief of Police, designee of the Chief of Police, or Police Officer in charge of a shift
- b. Official Request: A request for police assistance or for the exercise of Police Powers made by one Party of one or more other Parties under the terms of this Agreement
- c. Party: City, town, or other political subdivision that has executed this Agreement through its Chief of Police and/or other authorized signatory. The Parties are listed in Attachment A, which may be revised from time to time as Parties join and withdraw from this Agreement.¹
- d. Police Officer: Sworn full time municipal police officer regularly employed as such by or in any Party
- e. Police Powers: All police powers granted by municipalities to Police Officers regularly employed as such, including but not limited to the power of arrest
- f. Receiving Party: A Party receiving police assistance or in which one or more Police Officer(s) regularly employed as such by another Party is exercising Police Powers in accordance with this Agreement
- g. Self-Activation: The exercise of Police Powers within the territorial limits of any Party by any full time Police Officer regularly employed as such by, and in good standing with, any other Party under the terms of this Agreement in the absence of an Official Request
- h. Sending Party: A Party that provides police assistance under the terms of this Agreement or that regularly employs one or more Police Officers who exercise Police Powers within the territorial limits of any other Party under the terms of this Agreement

Section 3.0 Term of Agreement

It is the intent of the Parties to conduct this partnership on a continuing basis and to hold periodic reviews as the Parties determine and deem necessary to ensure that the partnership is meeting the mutual aid wants and needs of all the Parties hereto. To this end, this Agreement shall be effective as the date of signature by the Parties and shall remain in effect thereafter until terminated.

¹ Absence of a Party from Attachment A will not vitiate its status as a Party as long as this Agreement has been signed on its behalf and it has not withdrawn from this Agreement as provided herein.

Section 4.0 Termination of Agreement

Any Party may unilaterally withdraw from this Agreement at any time upon written notice to all Parties.

Section 5.0 Amendment of Agreement

This Agreement may be amended from time to time only by a specific writing duly executed by all the Parties.

Section 6.0 Obligations and Responsibilities

6.01 Authority of Officers. The police powers, rights, privileges and immunities of any Police Officer employed by a Party to this Agreement shall extend within the territorial limits of each other Party to this Agreement while such officer remains in good standing in his or her employing agency and operates within the territorial limits of a Receiving Party in accordance with this Agreement, either pursuant to an Official Request or Self-Activation.

Operating within the territorial limits of a Receiving Party in accordance with this Agreement shall not cause a Police Officer to be considered for any purpose to be an employee of the Receiving Party. All employment rights, compensation, and benefits, including but not limited to the provisions of M.G.L. c. 41, § 111F and/or M.G.L. c. 32 § 94, shall remain the responsibility of the Sending Party. Notwithstanding the foregoing, any Party may be reimbursed in accordance with this Agreement and shall be entitled to the liability and indemnification protections as outlined herein.

6.02 Command and Control. Upon entering the territorial jurisdiction of a Receiving Party for the purposes of exercising Police Powers pursuant to this Agreement, Police Officers when requested to do so, shall report as soon practically possible to the Commanding Officer of the Receiving Party (either in person or by radio or other alternative electronic device), and shall be under the direction and control of said Commanding Officer during the duration of the operation, event or incident in connection with which the Police Officer is exercising Police Powers.

The Commanding Officer of the Sending Party may recall the Police Officers and equipment of the Sending Municipality at the Commanding Officer's sole discretion.

6.03 Official Request. Any Party or its designee may request assistance from any other Party for any valid law-enforcement purpose, including but not limited to the purposes set forth above in Section 1.0 (Purpose & Authority). To the extent possible and practicable, any Official Request shall include all pertinent information such as the nature, location, and expected duration of the event or situation giving rise to the Official Request; the number of Police Officers requested, including specialty requirements; the type of equipment and logistical support needed; the location to which Police Officers should report; and the name of the supervising officer or Commanding Officer to whom Police Officers should report.

6.04 Self-Activation. A full time Police Officer who observes or becomes aware of any violation of law within the territorial limits of any Party (including the Sending Party), may exercise Police Powers within the territorial limits of any Party for the purpose of preventing harm to the public; preventing loss or damage to property; engaging and stopping unlawful behavior; investigating possible criminal violations; increasing the capability of all Parties to protect the lives, safety, and property of people in the area; detaining offenders pending arrival of a Police Officer of the Receiving Party; enforcing or investigating any traffic-related incident or violation, whether or not it was originally observed in territorial limits of the Sending Party; and fresh-and-continued pursuit or exigent circumstances as authorized by law.

6.05 Notification to Receiving Party of Exercise of Police Powers. Whenever Police Powers are exercised by a Police Officer in a Receiving Party pursuant to this Agreement, the Commanding Officer of the Receiving Party shall be notified as soon as practically possible by the Police Officer exercising the Police Powers so that arrangements can be made for any arrestee to be transported to the appropriate police headquarters to undergo the required administrative booking process in the jurisdiction where the arrest occurred or other appropriate administrative action may be taken. Such notification is intended to ensure that the Police Officer has properly recorded all of the facts and circumstances of the arrest or other police action, the appropriate biographical data of any involved persons, and the documentation necessary for the effective prosecution of any criminal defendant in a court of proper jurisdiction.

6.06 Powers of Police Officers. The powers of all the full time Police Officers operating under this Agreement shall remain in full force and effect for the duration of this Agreement unless any of the following should occur:

- ❖ Separation of service from the employing agency;
- ❖ The Chief of Police or designee of the Sending Party imposes a restriction on the Police Officer's authority to exercise Police Powers in accordance with this Agreement.

6.07 Costs and Expenses. Each Party to this Agreement shall assume and be responsible for paying all of its own personnel costs, including, but not limited to, the salaries, overtime premiums, and disability benefits payable to its own Police Officers, and all of its own equipment costs, including, but not limited to, damage to or loss of its own equipment, and use of fuel, ammunition and other expendable supplies; provided, however, that the Receiving Party, if an Official Request has been made, shall reimburse the Sending Party for such payments to the extent there is insurance coverage available to do so and/or any Federal or State grant funds and/or emergency funds (e.g., in the event of a natural disaster) available to do so.

Section 7.0 Liability and Indemnification

Each Party to this agreement agrees to assume its own defense and hold each other Party, its agents, servants, and employees harmless from all suits and claims brought by third parties arising out of any act or omission committed by that Party or its Police Officers.

Section 8.0 Successors and Assigns

The provisions of this Agreement shall be binding upon, and shall inure to the benefit of, the successors and assigns and the public body or bodies succeeding to the respective interests of the Parties.

Section 9.0 Section Headings

The headings of the Sections set forth herein are for convenience of reference only and are not part of this Agreement and shall be disregarded in constituting or interpreting any of the provisions of this Agreement.

Section 10.0 Execution of Counterparts

This Agreement may be executed in any number of counterparts. All such counterparts shall be deemed to be originals and together shall constitute but one and the same instrument.

Section 11.0 Stability of Agreement

This Agreement is to be construed in accordance with the laws of the Commonwealth of Massachusetts and the Ordinances/Bylaws of the Parties. This Agreement, along with any referred to Attachment(s), embodies the entire agreement between the Parties hereto, and each Party acknowledges that there are no inducements, promises, terms, conditions or obligations made or entered into other than those contained herein.

Section 12.0 Invalidity

If any provision of this Agreement is held to be illegal, invalid or unenforceable, the remaining terms and provisions shall not be affected and shall remain in full force and effect.

Section 13.0 Non-Waiver

The failure of any Party to enforce at any time any of the provisions hereof shall not be construed to be a waiver of such provisions or of the right of such party thereafter to enforce any such provisions.

Section 14.0 Legal Advice

The Parties acknowledge that each has had the opportunity to fully discuss and review the terms of the Agreement with an attorney. Each Party further acknowledges that it has carefully read the Agreement, understands its meaning and intent, and freely and voluntarily assents to all of the terms and conditions hereof, and signs the Agreement of his or her own free will.

Section 15.0 Signatories

IN WITNESS WHEREOF, the Parties have executed this Agreement and caused it to be effective as to each Party as of the latest date set forth in the signature block for that Party,

Town of Truro

By: _____

Name:

Title:

Chief of Police
Duly Authorized

_____ Date

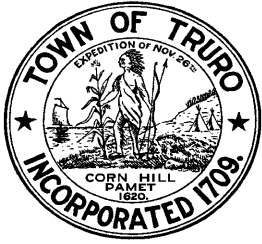
By: _____

Name:

Title:

[Administrator/Manager/Chair, Board of Selectmen]
Duly Authorized

_____ Date



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Police Department

REQUESTOR: Chief Kyle Takakjian

REQUESTED MEETING DATE: August 25, 2015

ITEM: Quarterly Reports March and June 2015

EXPLANATION: To present the Police Department quarterly reports for the first two quarters of FY2016 and to enter the reports into the record.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: None required, for discussion.

ATTACHMENTS:

1. March 31st Quarterly Report
2. June 30th Quarterly Report with attachments



Agenda Item: 6C1

**KYLE TAKAKJIAN
CHIEF OF POLICE**

**CRAIG DANZIGER
LT. / EXECUTIVE OFFICER**

**Truro Police Department
Quarterly Report, Ending March 31, 2015**

The Truro Police Department is pleased to submit its quarterly report ending March 31st, 2015. Our members continue to work very hard to deliver professional police services to all of our citizens and visitors alike. This quarter I will highlight the intensive training programs the department is continually involved with. Training is broke down into three main categories; initial, recurrent (In-Service) and professional development. The categories apply to both sworn and civilian staff (Administration and Telecommunicators).

Telecommunications Supervisor Heidi Dyer manages the administrative and operational functions of the Telecommunications Center and the training for both full and part-time Telecommunicators. Telecommunicators are required by the State to complete the following programs in addition to on-the-job training in our communications center. All three must be completed prior to solo duty in the center.

- APCO (The Association of Public Safety Communications Officials) Basic Course
- EMD (Emergency Medical Dispatch) Course
- 911 Certification

Once completed, Telecommunicators train on-the-job to learn all of our internal and external processes, policies and procedures, protocols and learn the Town. Additionally, Telecommunicators need to develop the skill sets and self-confidence to deal with individuals in crisis, while at the same time, dispatching fire, police and EMS units to a scene, and supporting them through the event. Depending upon the aptitude of the individual being trained, this process can take up to 6 months and in a rare case, longer. Their dedication and ability to meet the strenuous demands of this profession is remarkable.

Once certified and working, Telecommunicators must complete 16 hours of in-service training per year. In most cases, the cost of initial and in-service training is subsidized through the States 911 grant funding.

Police Officers are required to attend and graduate from the Police Academy which is currently 22 weeks of training, and then complete 8 weeks of field training once back in Truro. The "FTO" (Field Training Officer) program is designed to acclimate a new Police Officer to the individual community they serve and bridge the gap between lessons learned at the Academy and the practical application of law and procedures to real world policing. The program is administered

by Lt. Danziger and executed by our 3 field training officers, Sergeant's DeAngelo, Holway and Valli. A sampling of the subjects covered, are as follows:

Police Conduct & Public Interaction
Town Geography
Officer Safety
Vehicle maintenance
Traffic Procedures Vehicle Operations
Patrol Procedures
OUI Arrests
Accident Investigations
Natural & Man-Made Hazards
General Investigations
Motor Vehicle Law
Criminal Law
Domestic Violence
Mental Health
Juvenile Cases
Legal Process
Animal Complaints
Career Development

Each segment has 20 to 25 sub-topics. New Officers and their FTO's jointly sign-off on the items being discussed, demonstrated, accomplished and acknowledged. At the end of the 8 weeks, Officers will have spent time on all 3 shifts, completed all tasks required, and then receive an endorsement/recommendation from the FTO to the Lieutenant for independent duty. Once reviewed by the Chief of Police, the Officer is then assigned to the schedule. The process from creation of the vacancy, to assignment on our schedule is 18 months on average and spans two fiscal years. The in-service training requirement for all Officers regardless of rank is 40 hours per year.

Here too, the dedication and sacrifices of our staff to adapt their schedules, provide the intensive training to new Officers, and then subsequently continue to mentor them as they develop is a testament to their professionalism as Police Officers for the Town of Truro.

Respectfully Submitted,



Kyle Takakjian
Chief of Police



Agenda Item: 6C2

KYLE TAKAKJIAN
CHIEF OF POLICE

CRAIG DANZIGER
LT. / EXECUTIVE OFFICER

Truro Police Department
Quarterly Report, Ending June 30, 2015

The Truro Police Department is pleased to submit its quarterly report ending June 30th, 2015. As spring arrived, the department sees increased calls for service and traffic associated with summers approach. Our staff strives to deliver professional police services to all of our citizens and visitors alike.


Officers Rose, Roda and McGlynn have completed their FTO program and are now certified and performing full police duties for the Town of Truro. Part of the Officers initial development is getting to know our Town, its people and way of life. I have been very pleased to hear the positive comments coming back from citizens and visitors about these Officers.

I have included a number of letters and notes with this report which the department has received over the winter. What I find is that this sampling is typical of the thanks your Officers receive in the performance of their work. What are not included are the quick mentions or stories I hear while out in public about Officers who may have shoveled snow at a rescue call, spent extra time to assist one of our citizens and extended themselves beyond what the rules and Job descriptions say, in order to make Truro a better place.

The department has also completed the hiring process for the last of two new positions authorized in 2014. Ms. Kylee Larrabee has completed the pre-academy exams and her application to the Plymouth Police Academy was accepted. The start date is September 21, 2015 and she will graduate in December. We anticipate that Ms. Larrabee will complete her Field Training Program (FTO) at the end of February 2015.

Respectfully Submitted,


Kyle Takakjian
Chief of Police

PS - Getting old so the writing is
a little messed up - hope you can
read it! 

Kyle —

Just want you to know
how much I appreciate your
taking time in your busy schedule,
your sincere ~~kindness~~ and
your ^(sincere) help in dealing sensibly
with my question! It means
more than you know! Be safe!
Hugs, Sandy

NAUSET INTERFAITH ASSOCIATION

PO Box 306, South Orleans, Ma. 02662

June 22, 2015

Chief Kyle Takakjian
Truro Police Department
344 Route 6, PO Box 995
Truro, MA 02666

Dear Kyle,

The Martin Luther King (MLK) Action Team as part of the Nauset Interfaith Association wishes to thank you **very much** for your stellar participation in Sunday's panel discussion, " Police and Community: Creating Justice Together." We have received many positive responses, in no small part due to your presentations, your responses and your presence.

Many citizens in our communities are deeply interested in participating in your creative community engagement plans. We look forward to supporting your efforts. We hope to help our communities understand better the multiple and complex challenges our police face on Cape Cod in the 21st century.

We hope last Sunday's forum will lead to further interaction and educational programs designed to foster greater understanding and cooperation between the police and the community. We invite you to work with us in planning future events addressing the concerns of all. We have a particular hope for engaging with those residents on the ' outside edge' of community life, in particular those who feel unheard, unnoticed or treated with bias. We would like to ensure that everyone on Cape Cod, regardless of life circumstance, is included in how we define "community."

We want you to know that the MLK Action Team is very interested in participating in the Citizen's Police Academy and would appreciate being included in the next round.

Thank you again for partnering with us in the vitally important effort of communication-sharing and listening to the end of better protecting and serving our communities. We would very much appreciate your thoughts and suggestions about where we go from here.

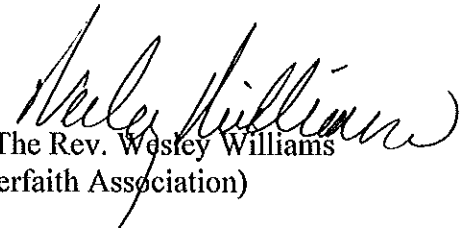
Sincerely yours,



The Rev. Ken Campbell



The Rev. Sally Norris



The Rev. Wesley Williams

Co-Chairs MLK Action Team (part of the Nauset Interfaith Association)

Kyle Takakjian

From: michael.forgione@comcast.net
Sent: Tuesday, June 23, 2015 12:11 PM
To: takakjian
Subject: Thank You

Follow Up Flag: Follow up
Flag Status: Flagged

Chief Takakjian,

I wanted to express my gratitude to you and your department. Yesterday, I was stuck on route 6 with a flat tire. One of your officers (I believe his name was Craig Bayer) stopped to make sure I was ok. I had no phone to contact my wife. He called my wife using his phone. When she did not answer, he drove to my house to pick up a small air pump to put some air in the tire.

It was his job to stop and make sure I was safe. But, I never expected him to go the extra mile. I was very thankful he did and extremely impressed with his professionalism. I know that this level of dedication starts from the top. As such, I want to thank you for your dedication and commitment.

I hope I have the correct officer. As you can imagine, I was in a hurry and did not take the time to write down his name. I am sure that you can validate the name.

Again thank you.

Michael R. Forglone
3 Waterview Hgts Rd
N. Truro, Ma. 02652



Town of Barnstable Police Department



Paul B. MacDonald, Chief of Police
Sean E. Balcom, Deputy Chief of Police
Matthew K. Sonnabend, Deputy Chief of Police

P.O. Box B
Hyannis, MA 02601

Main Number: 508-775-0387
Main Fax: 508-790-4167
Administration: 508-775-0920
Admin. Fax: 508-790-6317
www.barnstablepolice.com

LETTER OF RECOGNITION

On March 23, 2015 members of the Barnstable Police Department, the Cape Cod Regional SWAT team and hostage negotiators were called to 63 Baxter Road in Hyannis for what had initially begun as a domestic violence call and escalated into a barricaded suspect threatening to murder two small children.

Through the professionalism, dedication, and training of the responding officers, a horrific tragedy was averted. The children were rescued and the suspect was taken into custody successfully and without injury.

I extend this letter of recognition and my sincere gratitude to the below listed officers that were present that morning. Your actions bring great credit upon yourselves, your units and your agencies:

Sergeant Michael Damery
Sergeant Michael Riley
Patrolman John Pass
Patrolman Robert Bitinas
Patrolman Armando Feliciano
Patrolman Tom Leduc
Patrolman Michael Puntonio

Sergeant Drew O'Malley (YPD)
George Tsoukalas (YPD)
Patrolman Paul Mellett (YPD)
Patrolman Brian Carchedi (YPD)
Sergeant Christopher McDermott (SPD)
Sergeant Jeremiah Valli (TPD)
Patrolman Michael Kramer (YPD)

Sincerely,

Paul B. MacDonald
Chief of Police

Kyle Takakjian

From: jickymae@aol.com
Sent: Friday, January 30, 2015 8:31 AM
To: takakjian@truropolice.org
Subject: Fwd: Tony Kolz

Follow Up Flag: Follow up
Flag Status: Flagged

-----Original Message-----

From: jickymae <jickymae@aol.com>
To: takakjian <takakjian@truropolice.org>
Sent: Fri, Jan 30, 2015 8:27 am
Subject: Tony Kolz

Dear Chief Takakjian,

My name is Linda Benitez, I am Tony Kolz's daughter. I want to express my appreciation and gratitude for you all being so kind to him during the storm.

I had called the Police Station the day of the storm, as dad told me the power went out. He told me if it didn't come back on by 12:00 he was going to

call the station and ask for help.

When I called the station around 1:00 pm, he had not called. I asked the dispatcher if she could have someone check on him, she said she would.

My dad called me around 2:00 pm and said he was going to the warming station in P'town at Veterans Memorial and the Truro Police were going to take

him there.

You do not know how much I appreciate that as I live in Georgia and can only do so much from here. I talk to Dad every night to see how he is doing, so

we keep in touch.

Chief, I really want to thank you for going out of your way and picking him up and taking him home and making sure he got in the house okay.

Again a heartfelt thanks.

Cudos to the Truro Police Department.

Thank you again
Linda Benitez

P.O. Box 814
Mashpee, MA 02649
January 25, 2015

Chief Kyle Takakjian
Truro Police Department
344 Route 6
P.O. Box 995
Truro, MA 02666

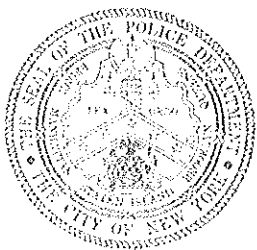
Dear Kyle and all the Amazing Chief Petty Officers of the Cape Cod Consolidated Chiefs Mess,

It is with a very sincere and grateful heart that we thank all of you. There truly are no words that can express how much you all have touched our hearts. We are in awe of the effort, compassion and coordination that was put forth in memory of our son, Eric. Truly, your book never left the coffee table. Among the many military memorabilia items that we have received since Eric's passing, yours is closest to our hearts. To think that a flag was flown throughout Cape Cod, Plymouth, and Boston for our son, is an honor that cannot be expressed in words. To have the last raising on the USS Constitution brings it full circle to us, for it was the last place Eric visited in Boston. How apropos! Everyone that comes to our house is shown the amazing book and the coin that was so delicately placed in our palms. Everyone is in awe of the dedication of your wonderful group. We just can't express how much your dedication means. Being with such altruistic men and woman, filled our hearts with hope for a brighter tomorrow, not an easy vision today. I, personally, rely on the strength that I witnessed on December 20th, for it still fills my soul. There are times when I see no future, no hope, but then, I recall the conversations that morning with the brightest, politest and kindest of people, and I am able to lift my spirits. This is not an easy journey for us, but God has put amazing people on our path. We thank you for the honor that you have bestowed on our son, Eric. Somehow, I see him smiling down in gratefulness, too.

God Bless you all!



Ken and Cyndy Jones
Gold Star Parents of Capt. Eric A. Jones, USMC



THE POLICE COMMISSIONER
CITY OF NEW YORK

Chuck Wexler, Executive Director
Police Executive Research Forum
1120 Connecticut Avenue NW
Washington DC 20036

Friday, January 16, 2015

Dear Chuck:

For a police executive, there is no more difficult duty than to bury one of your cops. For the New York City Police Department, two funerals in two weeks has been an unimaginable sorrow for us all.

But in the midst of our mourning, it was truly heartening to see so many officers from so many departments, first at the funeral for Detective Rafael Ramos, then again a week later for Detective Wenjian Liu. The line of attendees at both funerals stretched over a mile – an amazing show of support for their grieving families and our department.

Each of those officers who attended has a vital role in his or her own department. Many of them traveled great distances for the funerals. Some even sacrificed two consecutive weekends to come to both services.

I would like you to let all of the departments in your membership know how grateful the members of the NYPD, as well as the Liu and Ramos families, were to see their officers there. I would like to thank my fellow police executives for allowing their officers to attend Detective Liu's and Detective Ramos' funerals. It was a true reminder that regardless of the color of our uniform or the name on our patches, all law-enforcement officers are brothers and sisters. An attack on one of us is an attack on us all. A mourning band fits shields of any shape.

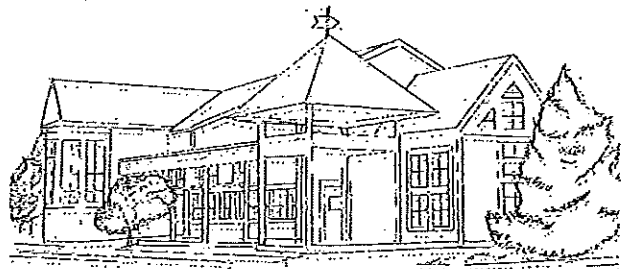
I fervently hope that I never have to reciprocate your officers' generosity, but given the nature of police work and the dangers we all face, I know that is unlikely. But our men and women go forth to serve despite the risks, because our work is so important. The amazing displays of support at Detective Liu's and Detective Ramos' funerals drive that home.

With deepest thanks,

A handwritten signature in black ink, appearing to read "William J. Bratton".

William J. Bratton
Police Commissioner

TRURO CENTRAL SCHOOL
317 RTE 6, POB 2029
TRURO, MA 02666
Phone: 508-487-1558
Fax: 508-487-4289



Michael Gradone
Superintendent

Robert Beaudet
Principal

January 13, 2015

Chief Kyle Takakjian
Truro Police Department
P.O. Box 995
Truro, MA 02666

Dear Chief Takakjian,

Once again through the generosity of all the members of your department the holidays of three Truro Central School families were more merry and bright!

On behalf of the entire staff of Truro Central School I send heartfelt thanks for the time and effort put in by Sgt. Carrie DeAngelo and Officer Steve Raneo who accompanied two of our students to the Shop-with-a-Cop event. Their rapport with young people was evident as our students were immediately at ease in their presence.

Sgt. DeAngelo, on behalf of the police association once again outdid herself in providing gifts to two young boys who were greatly anticipating the arrival of Santa.

These selfless acts of kindness helped brighten the holidays of these children and lifted a burden from the shoulders of the adults who love them. With rising fuel costs, loss of jobs and the seasonal economy more and more families on the Lower Cape are struggling to provide the mere basics for their children. The members of your department and police association went above and beyond to provide holiday joy to these three students and we thank you!

Sincerely,

Nancy D. Winslow
School Social Worker

c.c. Robert Beaudet, Principal
Sgt. Carrie DeAngelo
Officer Steve Raneo

12 Overlook Drive
P.O. Box 449
North Truro, MA 02652
January 1, 2015

Dear Police Chief Kyle Takakjian,

It is our sincere pleasure to write this letter of commendation for Officer Craig Bayer. At the end of July, 2014, we found out that we had been the victims of a very sophisticated international scam. We want to thank you so much for meeting with us on 8/8/2014 right after we phoned you. During our meeting you gave us guidance, many valuable suggestions, and introduced us to Officer Bayer. As soon as we met Officer Bayer, he offered to investigate the scam which really helped to give us some peace of mind. He immediately filed a police report and scanned over 50 pages of documents we gave him into one big file. He offered to contact the FBI, the Secret Service in Boston, the Mass. Attorney General's office, the Internet Crime Complaint Center, and other agencies on our behalf. We were comforted knowing that he was working really hard to help us.

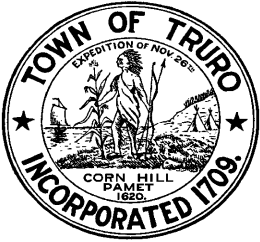
Throughout the entire investigation, Officer Bayer took the time to give us frequent updates and contacted us through phone calls, email messages, and on a few occasions he came to our house to explain what he had done and to give us copies of complaint forms he had filed.

We want to thank the Truro Police Department for all of your time and efforts on our behalf and wish you a very happy, peaceful, and safe new year. We are so grateful to have had the opportunity to meet and work with Officer Bayer. He really helped to give us peace of mind during a very difficult and challenging crisis. Officer Bayer is an extremely valuable asset to the Truro Police Department and deserves to be recognized for his outstanding performance.

Sincerely yours,

Jerome (Jerry) and Christina (Tina) Costa

Jerry Costa & Christina Costa



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Charleen Greenhalgh, Assistant Town Administrator/Town Planner

REQUESTED MEETING DATE: August 25, 2015

ITEM: Request a Delegation of Signatory Authority from the Board of Selectmen authorizing the Lower Cape Cod Community Development Corporation d/b/a the Community Development Partnership (CDP) to execute Subordinations and Discharges for Housing Rehab Program on behalf of the town and record these documents with the Barnstable County Registry of Deeds-Land Court.

EXPLANATION: The Community Development Partnership is under contract with the Town of Truro to provide Housing Rehabilitation Loan Monitoring Services for the Town's Regional Community Development Fund FY12, 13 & 14 CDBG grants awarded by the Massachusetts Department of Housing and Community Development through its Community Development Block Grant Program (CDBG). The CDP, on behalf of the Town of Truro, monitors each loan annually and prepares and executes subordinations and discharges for Homeowners.

Subordinations are given when a homeowner refinances. The CDP requests a copy of the appraisal and dollar amount of loans against the property, including the amount for new loan from the lender (not the homeowner). Since DHCD allows the homeowner to borrow up to 100% of the appraised value of their home, the CDP compares the total loan values with the current appraised value. As long as it does not exceed 100% the mortgage subordination is approved.

A loan is discharged only when the CDP receives either a check drawn from an attorneys client account or a bank check made payable to the Town of Truro for the full amount of the loan.

Loans are also discharged at the end of the term, as long as the homeowner has been in compliance for the entire term of the loan.

Rather than bring each request for subordination or a discharge to the Truro Select Board for approval, the CDP requests a Delegation of Signatory Authority to the CDP's Fiscal & Operations Director to sign these routine requests. The Registry requires that the CDP provide a Delegation of Signatory Authority from the Town giving the CDP representative the authorization to subordinate or discharge the Housing Rehab loan.

FINANCIAL SOURCE (IF APPLICABLE): CDP's monitoring contract is funded through program income from the Truro Regional Community Development Block Grant.

IMPACT IF NOT APPROVED: The Board of Selectmen will have to sign loan subordinations and discharges and documents will not be recorded at the Registry in a timely manner.

SUGGESTED ACTION: MOTION TO *execute a Delegation of Signatory Authority to CDP by the Town of Truro to present to the Barnstable County Registry of Deeds-Land Court, authorizing Judith Valverde of the Lower Cape Cod Community Development Corporation d/b/a the Community Development Partnership to sign loan subordinations and discharges on behalf of the Town and authorize the Chair of the Board of Selectmen to sign.*

ATTACHMENTS:

1. Letter for the Board's consideration.



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

August 26, 2015

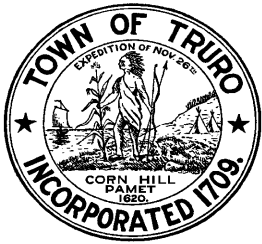
John F. Meade
Register of Deeds
Massachusetts Land Court
Barnstable County Registry of Deeds
3195 Main Street
Barnstable, MA 02630

Dear Mr. Meade:

On August 25, 2015, at a dully posted meeting, the Board of Selectmen voted to authorize Judith Valverde, Fiscal Manager of the Lower Cape Cod Community Development Corporation to sign loan subordinations and discharges behalf of the Town as part of the Town's Housing Rehab Program funded through a Community Development Block Grant.

Sincerely,

Paul Wisotzky, Chairman
Board of Selectmen
Town of Truro



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Assessing Department

REQUESTOR: Cathy Fryxell, Deputy Assessor

REQUESTED MEETING DATE: August 25, 2015

ITEM: Approval of the Fiscal Year 2016 Interim Year Property Valuation Services Agreement between Town of Truro and Paul S. Kapinos & Associates, Inc. dba pk Valuation Group.

EXPLANATION: One year contract for valuation services to include commercial & industrial data collection, market analysis, re-calibrate system models according to current market conditions and Department of Revenue directives.

FINANCIAL SOURCE (IF APPLICABLE): FY16 Assessing budget, Revaluation Services

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

SUGGESTED ACTION: *Motion to approve and authorize the chair to sign the Fiscal Year 2016 Interim Year Property Valuation Services Agreement between the Town of Truro and Paul S. Kapinos & Associates, Inc. dba pk Valuation Group.*

ATTACHMENTS:

1. Fiscal Year 2016 Interim Year Update Agreement



AGREEMENT

Between the Town of Truro and Paul S. Kapinos & Associates, Inc. dba/ pk Valuation Group
. For the implementation of a Fiscal 2016 Interim year Update

Made this 1st day of August, 2015, by and between the Town of Truro, Massachusetts, a municipal corporation with offices at , 24 Town Hall Road, Truro, Massachusetts, through its Board of Assessors, hereinafter referred to as "TOWN" and Paul S. Kapinos & Associates, Inc., dba/ pk Valuation Group , a Massachusetts corporation with offices at 29 College Street, South Hadley, Massachusetts, hereinafter referred to as "CONTRACTOR", do hereby enter into this Agreement as follows:

1.1 The CONTRACTOR agrees to provide the Truro Assessors Department with a Property Valuation Services for Fiscal Year 2016 as follows:

1.2 DATA COLLECTION: Measure and List, as required all CIM Building Permits in accordance with the Town's existing methodology including "call backs" on all appropriate parcels. The CONTRACTOR is responsible the Data Entry of all changes resulting from this data collection.

1.3 MARKET ANALYSIS:

Analyze all qualified sales to determine assessment levels utilizing the *pkAssessment* System. Stratify sales and produce ratio analyses by class, neighborhood, quarter, price quartile, style, net living area, land size, etc. This shall include review of all sales, and follow-up on prior year vacancies and rentals, and recalculation of capitalization rates as required. Produce a narrative summary of findings and recommendations to the Board of Assessors.

1.4 RE-CALIBRATE SYSTEM MODELS AND DOR DOCUMENTATION:

Adjust valuation models on the Town's *pkAssessment* System to reflect current market conditions after review and approval by the Town as required. Produce all required DOR reports required for approval of Interim Year Valuation Adjustments.

1.5 PERSONAL PROPERTY UPDATE:

Perform data collection on all new accounts. Re-price all existing records as of 1/01/15.

1.6 NEW GROWTH REVIEW AND DOR FORMS PRODUCTION:

Review data entry and pricing of all permits. Tabulate and produce the following DOR forms: INTERIM YEAR ADJUSTMENT FORM, LA-4, and LA-13.

1.6. CYCLICAL RE-INSPECTION PROGRAM

Measure and List 11% all CIM Parcels in accordance with the Town's existing methodology and Valuation System including "call backs" on all appropriate parcels. The CONTRACTOR shall be responsible for all data entry and quality control of Appraisal Data into the valuation software. All

properties must have an updated digital photograph of each major structure and an updated property record card.

2. For the services identified in the CONTRACTOR's proposal, the TOWN shall pay the CONTRACTOR as follows:

Task Description	Price
CIM Cyclical Reinspection Program	\$2,500
Commercial & Personal Property & New Growth	\$5,000
Analysis, Modeling, Review, and Dor Compliance	\$11,100
Total	\$18,600

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

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

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

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

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

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

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

THE TOWN OF TRURO BOARD OF
SELECTMEN

By:

Chair

Vice-Chair

Clerk

By:



Paul S. Kapinos, President
Paul S. Kapinos & Assoc., Inc
dba/ pkValuation Group

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

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

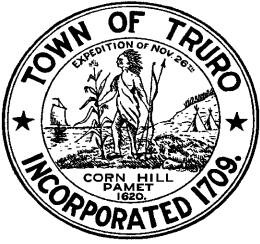
Approved by the Chief Procurement Officer for Truro:

Date

I certify that sufficient appropriations have been made to fund this Agreement for Fiscal Year 2016.

Town Accountant,

Date



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administrative Office

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: August 25, 2015

ITEM: Application for Bike and Road Race

EXPLANATION: The Town of Wellfleet is holding a Trail Run which will briefly go through Truro before ending at Gull Pond parking area in Wellfleet.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Town of Wellfleet will need to map out a new route for their Trail Run which does not include Truro.

SUGGESTED ACTION: *MOTION TO approve a Trail Run being organized by the Town of Wellfleet, to be held on Sunday, October 18, 2015 from 7:00am-10:00am.*

ATTACHMENTS:

1. Application
2. Letter from Director of Community Services in Wellfleet, Suzanne Grout Thomas
3. Map of trail run route



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: Suzanne Groot Thomas Email: suzanne.thomas@wellfleet-ma.gov

Group Affiliation (If Any): Town of Wellfleet

Mailing Address: 715 Old Kings Hwy. City: Wellfleet State: MA Zip: 02167

Phone: Personal Information Redacted Cell Phone: (same)

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.):

Trail Run - 100 to 150 people; ATV; water only, no parking in Truro

Streets &/or Roads to be Used: Black Pond Rd; Slough Pond Road;

Date(s) and Hours Race/Event: 0700 - 1000 hrs Sunday, Oct. 18, 2015 Day: Sunday

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

SG Thomas
Signature of Applicant

7/25/2015
Date

Action by the Board of Selectmen: _____ Date: _____

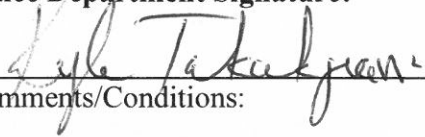
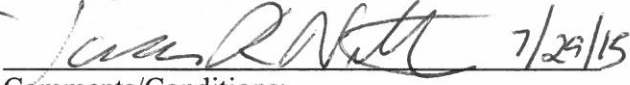
____ Approved as submitted

____ Approved with the following condition(s): _____

____ Disapproved with the following reason(s): _____

Signatures of the Board: _____

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:  Comments/Conditions:	Fire Department Signature:  Comments/Conditions:
DPW Signature:  7/29/15 Comments/Conditions:	Harbormaster Signature: <hr/> Comments/Conditions:
Beach Supervisor: <hr/> Comments/Conditions:	Other: <hr/> Comments/Conditions:

To: Truro BOS

From: Suzanne Grout Thomas, Director of Community Services, Town of Wellfleet

Date: July 25, 2015

Re: Application for permit for organized trail run

Traditionally, there has been a road race from Bakers Field in Wellfleet to Great Island and back on the Sunday of Oysterfest Weekend. At the urging of the Chief of Police, due to parking conflicts and issues in the last few years, the race needed a new venue. The Recreation Director, the Chief of Police and the Head Ranger for the Northern Sector of the CCNS worked together and came up with a trail run that will start at Gull Pond parking area, run through the trails of North Wellfleet and briefly in North Truro and end up at Gull Pond parking area. We anticipate 150 to 200 participants in the adult categories.

This trail run is sponsored by the Wellfleet Recreation Program and we respectfully request your permission for the runners to run part of the route on roads in Truro. Please see the map for the proposed route(s) of the race. A final decision will be made by the organizers no later than the middle of August.

A handwritten signature in blue ink, appearing to read "Suzanne", is written diagonally across the lower right portion of the page.

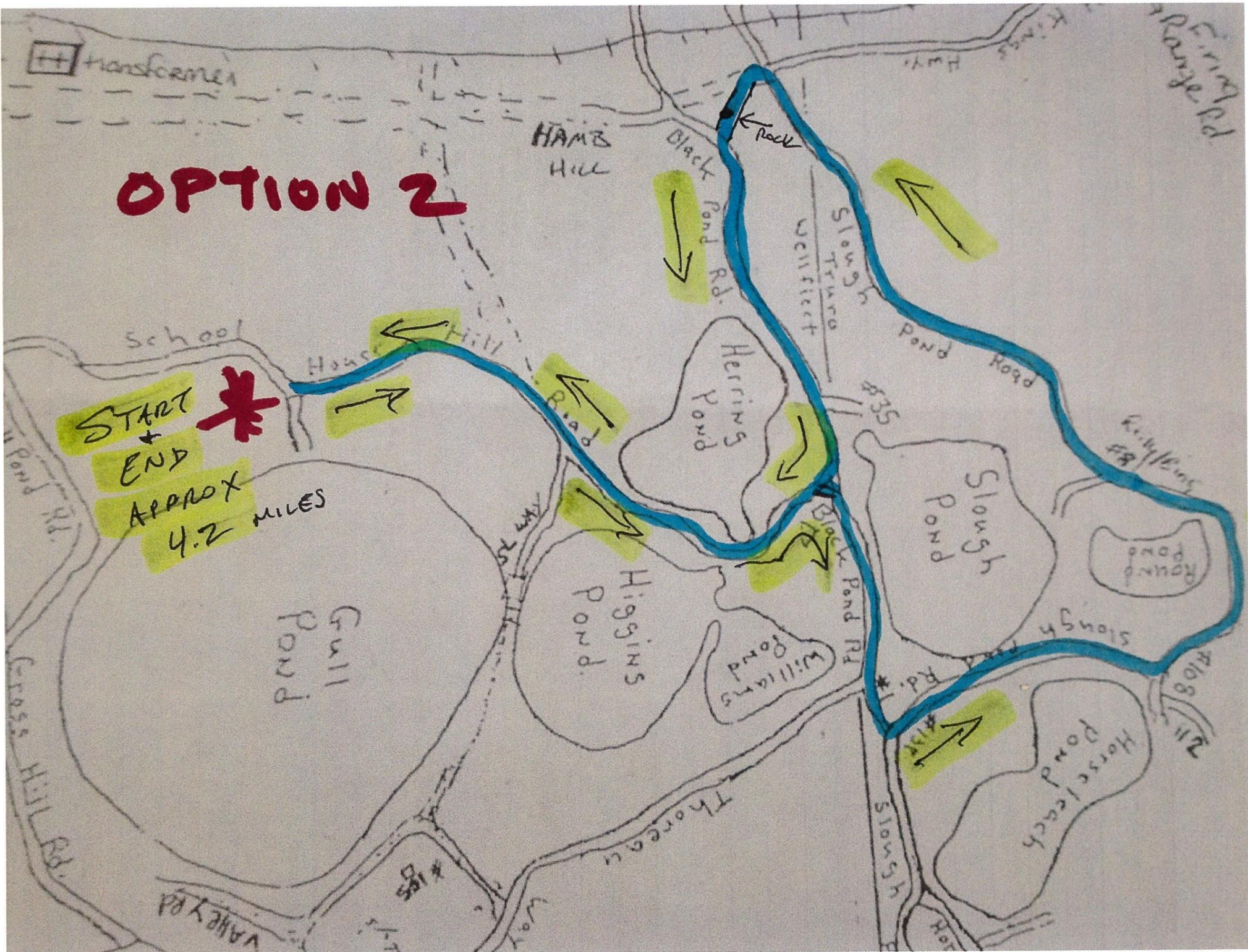
OPTION 2

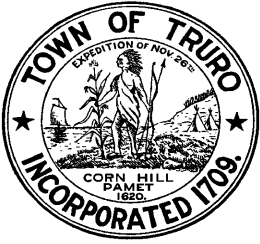
START



END

APPROX
4.2 MILES





TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administrative Office

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: August 25, 2015

ITEM: Review and approval of Lodging House License for The Moorlands

EXPLANATION: William Evaul, owner of The Moorlands, had applied for his Lodging House License back in January 2015. The application was held due to the need to install a new septic system. The Board of Health has signed off on the Certificate of Compliance.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Moorlands will be unable to operate the Lodging House.

SUGGESTED ACTION: *MOTION TO approve the Lodging House License for The Moorlands.*

ATTACHMENTS:

1. Application for Lodging House
2. Certificate of Compliance
3. Fire Inspection Report

CHK 5317 \$120-
12-15



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Licensing Department

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

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

BUSINESS LICENSE APPLICATION

Date: _____ Renewal New



Section 1 – License Type

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

LODGING	# UNITS	FOOD SERVICE	RETAIL SERVICE	OTHER
<input type="checkbox"/> Motel	_____	<input type="checkbox"/> Food Service (Restaurant/Mobile Food Vending)	<input type="checkbox"/> Gas Station	<input type="checkbox"/> Pool/Spa
<input type="checkbox"/> Cottage Colony	_____	<input type="checkbox"/> Common Victualer	<input type="checkbox"/> Tobacco	<input type="checkbox"/> Peddler
<input checked="" type="checkbox"/> Condominium	<u>4</u>	<input type="checkbox"/> Transient Vendor		
<input type="checkbox"/> Campground	_____	<input type="checkbox"/> Manufacturer of Ice Cream		
<input checked="" type="checkbox"/> Lodging	<u>3</u>	<input type="checkbox"/> Bakery		
		<input type="checkbox"/> Foods (snacks) Commercially Packaged		
		<input type="checkbox"/> Catering		

Section 2 – Business Information

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

WILLIAM EVAUL THE MOCK LANDS
Print Name of Applicant Business Name or DBA (Check if new name)

EVAUL REALTY TRUST
Owner Name

11 HUGHES ROAD P.O. Box 384 N. Truro
Street Address of Business Mailing Address of Business (Check if New Address)

Personal Information Redacted

Personal Information Redacted

Business Phone Number (Check if New Phone Number)

Business E-Mail Address

Section 3 – Manager Information

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

Complete below if Manager is same as previous year.

WILLIAM EVAUL II HUGHES RD. P.O. BOX 384 N. TRURO
Manager Name Residential Address (include Unit#) Mailing Address Phone (24 hrs a day)

William E. Evaul II

Personal Information Redacted

Manager's Signature (REQUIRED)

Section 4 – Hours of Operation

Annual Seasonal (Please check one that applies)

4/15/15

10/15/15

Opening Date (MM/DD/YYYY)

Closing Date (MM/DD/YYYY)

Days of the Week Open

Hours of Operation (Opening to Closing)

Section 5 – Additional Applications & Documentation

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

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

RETAIL SALES –Permit to Sell Tobacco Application

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

Last Inspection _____ Next Inspection _____ Facility ID _____

SMOKE DETECTOR/FIRE PROTECTION CERTIFICATION

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

IF YOU DO NOT HAVE EMPLOYEES- Workers Compensation Affidavit

Section 6 – ATTESTATION

Sign the following statements ONLY if they are true:

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


Signature of Applicant

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


Signature of Applicant

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

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

Signature of Applicant

I attest that I **do not** have employees in my business.


Signature of Applicant

7/15/14

DATE

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

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



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

Print Form

RECEIVED
 SELECTMENS OFFICE
 JAN 21 2015
 TOWN OF TRURO
 MASSACHUSETTS

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: The Moorlands Inn

Address: 11 Hughes Road

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

Are you an employer? Check the appropriate box:

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

Business Type (required):

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

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

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

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

Insurance Company Name: _____

Insurer's Address: N/A

City/State/Zip: _____

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

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

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

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

Signature: William S Sherwood Date: Jan 21 2015

Phone #: 508 487-1426

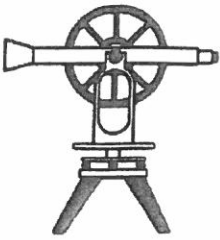
Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

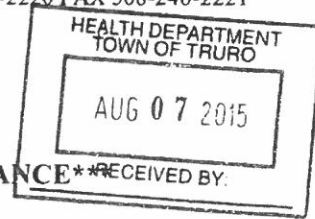
- 1. Board of Health
- 2. Building Department
- 3. City/Town Clerk
- 4. Licensing Board
- 5. Selectmen's Office
- 6. Other _____

Contact Person: _____ Phone #: _____



J.C. ELLIS DESIGN COMPANY, INC.

SEPTIC SYSTEM DESIGN & ENGINEERING - SEPTIC INSPECTION -
SITE PLANNING - WETLAND CONSULTATION & PERMITTING
P.O. BOX 81, NORTH EASTHAM, MA 02651 PHONE 508-240-2220 FAX 508-240-2221
EMAIL jcellisdesign@verizon.net



***SEPTIC SYSTEM CERTIFICATE OF COMPLIANCE**

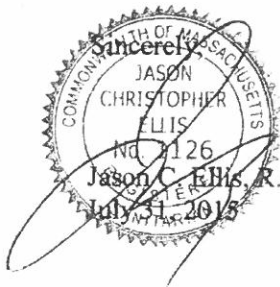
Town of Truro
Truro Board of Health
Box 2030
24 Town Hall Road
Truro, MA 02666

Dear Board,

An inspection was performed of the newly installed septic system at:

Property Address: 11 Hughes Road
Assessor's Map: 39 Parcel: 142 1-4
Owner: William Evaul
Installation Date: July 2, 2015
Installer: Noons

It has been determined that this system, as installed, substantially meets the requirements of 310 CMR 15.000 (Title 5) and the Truro Board of Health Regulations.



Jason C. Ellis, R.S., L.S.I.T.

No. 15-014

THE COMMONWEALTH OF MASSACHUSETTS

FEE _____

Trunk

BOARD OF HEALTH

CERTIFICATE OF COMPLIANCE

Description of Work:

Individual Component(s)

Complete System

The undersigned hereby certify that the Sewage Disposal System; Constructed (), Repaired (), Upgraded () Abandoned ()

by: JF NOONS INC

at 11 Hughes Rd

has been installed in accordance with the provisions of 310 CMR 15.00 (Title 5) and the approved design plans/as-built plans relating to application No. 15-016 dated 5/7/15. Approved Design Flow 990 (gpd)

Installer JF NOONS INC

Designer: J. Ellis, AS UC Ellis Design Inspector D. P. P. P. P. P. Date 8/7/15

The issuance of this certificate shall not be construed as a guarantee that the system will function as designed.

FORM 3 - CERTIFICATE OF COMPLIANCE

DEP APPROVED FORM 5/96



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



FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT

BUSINESS NAME: THE MOORLANDS

OWNER/MANAGER: WILLIAM EVAUL

ADDRESS: 11 HUGHES ROAD

PHONE #: 487-1426 NUMBER OF UNITS: 4

CONTACT PERSON: BILL EVAUL

ADDRESS: 11 HUGHES ROAD

TESTING COMPANY: Carter Home Electrician

TESTING ELECTRICIAN/TECHNICIAN: Carter Karl

COMPANY PHONE #: 508-347-6283 HOME PHONE #: 508-349-0457

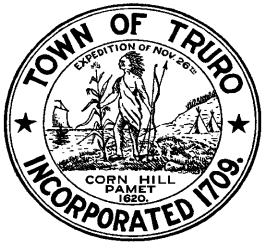
LICENSE #: 36076E

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

COMMENTS: Tested Alarm system in main House and
smooches in carriage house. All tested O.K.

DATE OF CERTIFICATION: 8/18/15 BY: Cathy O'Keefe
Signature of Licensed Electrician

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



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administrative Office

REQUESTOR: Noelle Scoullar, Executive Assistant on Behalf of David DeWitt, AgFair

REQUESTED MEETING DATE: August 25, 2015

ITEM: Application for Use of Town Owned Property, and Entertainment License

EXPLANATION: The Truro AgFair is being held September 6th (rain date of September 13th). The organizers are requesting use of Snows Park, Pamet Park and South Pamet Road. They are also applying for an entertainment license for live acoustic music at Snows Park for the same date; which also requires the submission of the License for Public Entertainment on Sunday to the Department of Public Safety.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Truro AgFair will not be held.

SUGGESTED ACTION: *MOTION TO approve the use of Town property; the Entertainment Application and the Sunday State Application, for the Truro AgFair on September 6th (rain date of September 13th) and to authorize the Chair to sign.*

ATTACHMENTS:

1. Use of Town Owned Property Application
2. Entertainment Application with Town of Truro
3. Sunday State Entertainment Application

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

AUG 06 2015
TOWN OF TRURO
MASSACHUSETTS

**APPLICATION FOR PERMIT
TO USE TOWN-OWNED PROPERTY**

Applicant: Sustainable Cafe/Dance Deloitte Email: Personal Information Redacted

Group Affiliation (If Any): Truro Ag fair

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

Phone: Personal Information Redacted Cell Phone: Same

Type of Activity (Please be specific as to number of persons, equipment to be used (if any), whether food or beverages will be served, parking arrangements, etc.):
Traditional Agricultural Fair. games, music, food, farmers market
Info Booth,

Town Property to be Used: Snows ^{Park} ~~field~~, ^{Panet} ~~park~~, South Panet Rd.

Date(s) and Hours of Use: Sept 6th 2015 Raindate 9/13/15 Day: from 6AM - 6PM

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.

 Signature of Applicant 8/9/15 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: _____

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS & INSPECTIONS

Health/Conservation Agent Signature: <hr/>	Building Commissioner Signature: <hr/>
Comments/Conditions: <hr/>	Comments/Conditions: <hr/>
Permits/Inspections needed: <hr/>	Permits/Inspections needed: <hr/>

Police Department Signature: <i>Kyle Takahjian</i> <hr/>	Fire Department Signature: <i>Ben O'Leary</i> <hr/>
Comments/Conditions: <i>overtime costs required for police coverage</i>	Comments/Conditions: <hr/>

DPW Signature: <i>Jaclyn A. Kelly</i> <hr/>	Harbormaster Signature: <hr/>
Comments/Conditions: <hr/>	Comments/Conditions: <hr/>

Recreation & Beach Director: <hr/>	OTHER: <hr/>
Comments/Conditions: <hr/>	Comments/Conditions: <hr/>



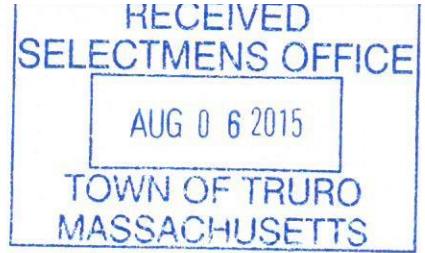
TOWN OF TRURO

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

David Dewitt / Truro Ag fair / Sustainable Cafe
Name of Applicant Business/Organization Name

Po Box 1004 Truro MA 02666
Mailing Address of Business/Organization

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

David Dewitt
Contact Person
Personal Information Redacted
Phone Number Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name Mailing Address

Phone Number Email Address

EVENT INFORMATION

Sept 6th Sunday 2015 Ag fair community event
Day (s)/Date (s) of Event for License to be issued Purpose of Event (example: fundraiser)

Hours of Event (from - to) 10 Am - 4pm

Snows ~~Field~~ Park Event is: Indoor Outdoor Event
Location (Must provide facility name, if any, street number and name) (Please check applicable box)

Town of Truro
Property Owner Name and Address Phone number

Seating Capacity: 300? Occupancy Number: _____

Name of Caterer (if applicable) Approximate number of people attending Unknown
Years past 2000-6000

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) 12 - Acoustic

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]
Signature

8/6/15
Date

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

Office Use Only

APPROVAL

License No _____

Board of Selectmen _____ Meeting Date _____

Police Department Kyle Takaljian Date 8/12/15

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

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF TRURO



State Fee, \$ 5.00
Municipal Fee, \$ 12.50

LICENSE

For

PUBLIC ENTERTAINMENT ON SUNDAY

The Name of the Establishment is Sustainable CAPE's Truro Agricultural Fair in or on the property at No. 20 Truro Center Road, Truro MA 02566 (address)

The Licensee or Authorized representative, FRANCIE BANDOLPH in

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

DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion
9/6/15	10am-4pm	Truro Agricultural Fair

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

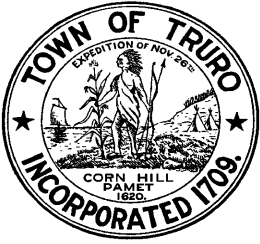
Fees per occurrence (Individual Sunday(s)): Regular Hours (Sunday 1:00pm – Midnight): \$2.00 Special Hours (Sunday 12:00 am- Midnight): \$5.00. Annual Fee (For Operating on every Sunday in calendar year): Regular Hours (Sunday 1:00pm – Midnight): \$50.00 Special Hours (Sunday 12:00 am- Midnight): \$100.00

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

Do not write in this box

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

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



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administrative Office

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: August 25, 2015

ITEM: Application for Use of Town Owned Property

EXPLANATION: Ms. Staaterman has applied to use Longnook Beach Parking lot on Sept 12-13th from 4pm through 9am for parking 10 vehicles overnight.

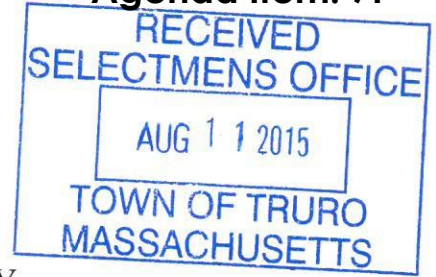
FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Ms. Staaterman will need to find alternate parking.

SUGGESTED ACTION: *MOTION TO approve the use of Longnook Beach Parking lot on Sept 12-13 from 4pm through 9am for parking 10 vehicles overnight.*

ATTACHMENTS:

1. Use of Town Owned Property Application



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: Dilya Staaterman Email: Personal Information Redacted

Group Affiliation (If Any): _____

Mailing Address: Box 774 City: No Truro State: MA Zip: 02652

Phone: Personal Information Redacted Cell Phone: Personal Information Redacted

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.):

WEDDING ON PROPERTY - 12 LONGNOOK RD
World like to park family cars (10 MAX) overnight

Town Property to be Used: Longnook Beach parking lot

Date(s) and Hours of Use: 4PM - 9AM Day: Sept 12

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

THANK YOU!

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.

Dilya Staaterman
Signature of Applicant

8/10/15
Date

Action by the Board of Selectmen:

Date: _____

____ Approved as submitted

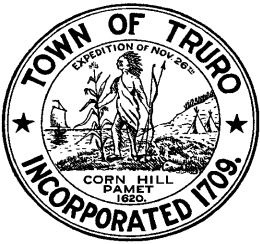
____ Approved with the following condition(s): _____

____ Disapproved with the following reason(s): _____

Signatures of the Board: _____

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS & INSPECTIONS

Health/Conservation Agent Signature: _____ Comments/Conditions: Permits/Inspections needed:	Building Commissioner Signature: _____ Comments/Conditions: Permits/Inspections needed:
Police Department Signature:  _____ Comments/Conditions:	Fire Department Signature: _____ Comments/Conditions:
DPW Signature:  _____ Comments/Conditions:	Harbormaster Signature: _____ Comments/Conditions:
Recreation & Beach Director:  _____ Comments/Conditions:	OTHER: _____ Comments/Conditions:



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: August 25, 2015

ITEM: Application for Pamet Harbor Yacht Club-One Day Alcohol License (Wine and Malt only)

EXPLANATION: Pamet Harbor Yacht Club is holding a club social event Saturday September 12th from 5:00pm-10:00pm at the Yacht Club, 7 Yacht Club Road, Truro. The request requires approval of the Local Licensing Authority per MGL Ch. 138 §14 for one day pouring licenses. Application has been reviewed and approved by Chief of Police. Cosmos Catering Server is TIPS trained.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Pamet Harbor Yacht Club will not be allowed to serve alcohol (wine and malt) at their Club Social Event on September 12th.

SUGGESTED ACTION: *MOTION TO approve a one day alcohol license for wine and malt at Pamet Harbor Yacht Club, 7 Yacht Club Rd, for September 12th from 5pm-10pm and authorize the Vice-Chair to sign the application.*

ATTACHMENTS:

1. One Day Alcohol License Application for 9/12/2015 event signed by Chief of Police
2. Server Training from Cosmos Caterer's Employee



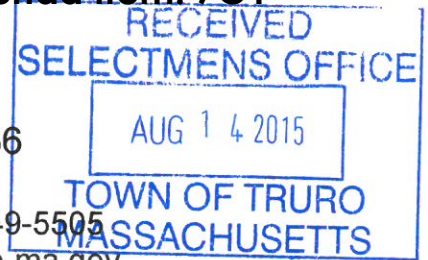
TOWN OF TRURO

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

Charlie Costa

Pamet Harbor Club, Inc.

Name of Applicant

Business/Organization Name

PO Box 555 Truro, MA 02666

Mailing Address of Business/Organization

501c7 Status - Non-profit rate N/A (on file)

Non-profit or For-profit Entity

Yes No

If yes, proof of Non-Profit Status **must** accompany this application

Charlie Costa

508-349-3772

charlie@pametclub.com

Contact Person

Phone Number

Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

EVENT INFORMATION

9/12/2015

Social Club Event

Date of Event for License to be issued

Purpose of Event (example: fundraiser, etc.)

Hours of Alcoholic Beverages sales, service and/or Consumption (from - to) 5 pm to 10 pm

Pamet Harbor Yacht Club, 7 Yacht Club Rd, Truro, MA

Event Location (Must provide facility name, if any, street number and name)

Pamet Harbor Yacht Club, Inc. , 7 Yacht Club Rd, Truro, MA 508-349-3772

Property Owner Name and Address

Phone number

None

50-65

Name of Caterer (if applicable)

Approximate number of people attending

Is the event open to the general public Yes

No

Will there be Entertainment ___ Yes No If Yes, Type of Entertainment _____
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?) Cape Cod Wholesale Wine and Spirits, Cape Cod Beer Co. _____

Who will be serving the Alcohol? Kristopher Hansen

*TIPS CERTIFIED REQUIRED-SUBMIT COPY OF CERTIFICATION WITH APPLICATION
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 8-14-15

- 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 Takabjian Date 8/17/15

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

Certificate of Completion

This Certificate of Completion of
eTIPS On Premise 2.0
For coursework completed on June 25, 2014
provided by Health Communications, Inc.
is hereby granted to:

Kristofer Hansen

Certification to be sent to:

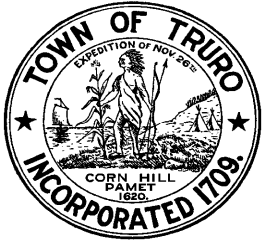
Cosmos Catering
43 Race Point Road
Provincetown MA, 02657 USA



HEALTH COMMUNICATIONS INC.



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



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant on behalf of Kristen Roberts of Truro Vineyards of Cape Cod LLC.

REQUESTED MEETING DATE: August 25, 2015

ITEM: Truro Vineyards of Cape Cod LLC, request for wine sampling and selling of their farm winery product at the AgFair Sunday September 6th, 2015

EXPLANATION: Kristen Roberts, of Truro Vineyards of Cape Cod LLC (11 Shore Rd), is requesting permission from the Local Licensing Authority for a Special license for the Truro AgFair (Sustainable Cape), on Sunday, September 6, 2015, for sampling and selling of wine produced by the licensee for off premise consumption.

Truro Vineyard's wine samples will be ¾ ounce in size, within the 1 ounce size requirement stipulated in Massachusetts General Law Chapter 138 §15F, <https://malegislature.gov/Laws/GeneralLaws/Chapter138/Section15>. The sale of their product is from their Truro Vineyards Farm Winery on 11 Shore Rd. The hours of operation for sampling and selling per the Alcoholic Beverages Control Commission on SUNDAYS for farm wineries at farmers' markets is in keeping with retail package stores and can now commence at 10am.

I have included their *Application by a Farmer winery for license to sell at a Farmer's Market* for your review and approval on August 25th, 2015.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Applicant (Truro Vineyards of Cape Cod LLC) will not be able to sell by the bottle their local farm winery product along with sampling for tasting to AgFair attendees.

SUGGESTED ACTION: *Move to approve Truro Vineyards of Cape Cod LLC Sampling (size, 3/4 ounce) and Selling of Farm Winery Product for Off Premise Consumption on Sunday September 6th, 2015 from 10am-5pm at the Truro AgFair contingent upon MDAR (Massachusetts Department of Agricultural Resources) approval and approval from the Chief of Police.*

ATTACHMENTS:

1. Application by a Farmer winery for license to sell at a Farmer's Market (ABCC)
2. Chief of Police Approval

RECEIVED
SELECTMENS OFFICE
AUG 20 2015
TOWN OF TRURO
MASSACHUSETTS

Truro Vineyards

Agenda Item: 7H1

APPLICATION BY A FARMER WINERY FOR LICENSE TO SELL AT A
FARMER'S MARKET
(CH.138, §15F)

YEAR 20 15

1. Licensee Information:

Name of Applicant: Truro vineyards of Cape Cod
Mailing Address: Po Box 834 N. Truro MA 02652
Manager of Record: Kristen Roberts
ABCC License Number: (If Existing Licensee)
Business Name (d/b/a if different):
City/Town: N. Truro State MA Zip 02652
Phone Number of Premises: 508-487-6200
Other Phone: Email: trurovineyards@gmail.com Website: www.trurovineyardsofcapcod.com

Contact Person concerning this application (attorney if applicable):

Name: Kristen Roberts City/Town: N. Truro State MA Zip 02652
Address: 11 Shore Road Email: trurovineyards@gmail.com
Contact Number: 508-487-6200 Fax Number: 508-487-~~6200~~ 11688

2. Event Information:

A. Farmer's Market licenses are only permitted at events that the Department of Agriculture has certified as Agricultural Events.

Please attach document from Department of Agricultural Resources certifying that this is an agricultural event.

Date(s) of Event: Truro Ab Fair

B. Contact person for applicant during event:

Name: Kristen Roberts
Phone number of contact: Personal Information Redacted

C. Description of the premises within the Farmer's Market:

Address of Premises for the Sale of Wine: 7 Truro ctr Rd Truro MA 02652
City/Town: Truro State MA Zip 02652 Phone Number of Premises:

Describe Area to be Licensed:

Truro Ab Fair

**APPLICATION FOR LICENSE BY A FARMER WINERY TO SELL AT A
FARMER'S MARKET
(CH.138, §15F)**

3. Existing License(s) to Manufacture, Export and Sell at Retail:

List the license(s) you hold which authorize the manufacture, exportation and retail sale of wine to consumers: (Attach a copy of each license)

Name	License Type	License Address
Basic permit	Fed GOV	11 Shore Rd N. Truro MA
Farm Winery	State of MA	/ /

4. Are you providing, without charge, samples of wine to prospective customers? Yes No

Section 15F specifically requires that "all samples of wine shall be served by an agent, representative or solicitor of the licensee."

A. If yes, please provide names and addresses of all agents, representatives and solicitors:

Name	Address	ABCC License Number
Dave Roberts	11 Shore Road N. Truro MA	N/A
Kathy Roberts	/ /	N/A
Kristen Roberts	/ /	N/A
Stephanie Roberts	/ /	N/A
David Roberts JR	/ /	N/A

B. Proof of Age for Sale to Consumers:

Please identify all methods by which you will obtain proof of age before providing samples or making any sales of wine to consumers:

All customers are asked for a valid ID.

5. Transportation and Delivery:

Please identify in detail all persons or businesses that are licensed under M.G.L. c. 138, §22 that will be making any delivery of wine on your behalf to the Farmer's Market in Massachusetts.

1 delivery van, fully licensed.

*If additional space is needed, please use last page.

APPLICATION FOR LICENSE BY A FARMER WINERY TO SELL AT A FARMER'S MARKET (CH.138, §15F)

6. Safety and Tax Registration:
 Has the Farmer's Market registered with the Food and Drug Administration? Yes No Registration Date:

7. Disclosure of License Disciplinary Action:
 Have any of the your licenses to sell alcoholic beverages ever been suspended, revoked or cancelled? Yes No
 If yes, list said interest below:

Date	License	Reason why license was Suspended, Revoked or Cancelled

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that, I have filed all state tax returns and paid all state taxes required under law. I further understand that each representation in this application is material to the determination of the application and state under penalty of perjury that all statements and representations therein are true.

Note: The LLA may require additional information.

Signature
 Title
 Date

Additional Space

Please note which question you are using this space for.

A large, empty rectangular box with a thin black border, occupying most of the page below the text. It is intended for the user to provide additional information or answers related to the questions on the page.

Print

Main Menu

Do not click Back-Space to leave this window

Certificate of Completion

This Certificate of Completion of
eTIPS On Premise 2.0
For coursework completed on September 10, 2014
provided by Health Communications, Inc.
is hereby granted to:

Craig Caesar

Certification to be sent to:
Truro Vineyards of Cape Cod
11 Shore Rd
North Truro MA, 02652 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.





TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Licensing Department

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

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

To: Chief Kyle Takakjian, Truro Police Department

From: Nicole Tudor, Executive Assistant

Date: August 20, 2015

Re: **Truro Vineyards of Cape Cod LLC, request for wine sampling and selling of their Farm Winery product at the AgFair, Sunday, September 6th, 2015**

Kristen Roberts, Truro Vineyards of Cape Cod LLC (11 Shore Rd), is requesting permission from the Local Licensing Authority for a Special license for sampling and selling of wine produced by the licensee for off premise consumption during the Truro AgFair (Sustainable Cape), on Sunday, September 6, 2015.

Truro Vineyard's wine samples will be ¾ ounce in size, within the 1 ounce size requirement stipulated in Massachusetts General Law Chapter 138 §15F{<https://malegislature.gov/Laws/GeneralLaws/Chapter138/Section15>} and the sale of their product is from their Truro Vineyards Farm Winery on 11 Shore Rd. The hours of operation for sampling and selling per the Alcoholic Beverages Control Commission on SUNDAYS for farm wineries at farmers' markets is in keeping with retail package stores and can now commence at 10:00AM.

I have included their *Application by a Farmer winery for license to sell at a Farmers' Market & Application for Certification of an Agricultural Event for the Sale of Wine* that will be provided to the Board of Selectmen for their review and approval at a duly held Board of Selectmen Meeting on August 25th, 2015.

Please kindly review this request on behalf of the Police department for purposes of approval with the Local Licensing Authority (BoS) and provide any comments or concerns below:

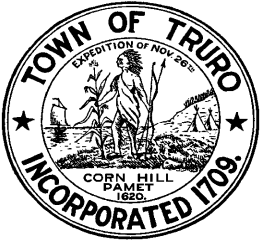
POLICE DEPARTMENT REVIEW:

Date: _____

Signature: _____

Kyle Takakjian,
Chief of Police

Please notify our office if you need additional information. Thank you in advance for your consideration.



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administrative Office

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: August 25, 2015

ITEM: Approval of 2015 Common Victualer (Food) License

EXPLANATION: This is an application for a Common Victualer license. Supporting documentation is attached for approval under the authority of the Board of Selectmen as Local Licensing Authorities.

Mass General Law	Licenses & Permits Issued by Board of Selectmen	Name of Business
Chapter 140 § 2	Common Victualer-Cook, Prepare & Serve Food	Babe's Bakery

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Licensee will not be issued a Common Victualer (food) License for 2015 for Babe's Bakery.

SUGGESTED ACTION: *MOTION TO approve the 2015 common victualer (food) license for Babe's Bakery upon compliance with all regulations and receipt of the necessary documents and fees.*

ATTACHMENTS:

1. Application for Common Victualer license from Veruschka Boespflug



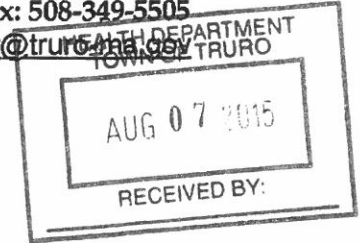
TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Licensing Department

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

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



Date: 06/08/2015 **BUSINESS LICENSE APPLICATION**
 Renewal New

Section 1 – License Type

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

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

Section 2 – Business Information

Federal Employers Identification Number (FEIN/SS) _____

Personal Information Redacted

Veruschka Boespflug

Babe's Bakery Inc

Print Name of Applicant

Business Name or DBA (Check if new name)

Claudia Boespflug

Owner Name

69 Shore rd N.Truro

PO BOX 352 N Truro

Street Address of Business

Mailing Address of Business (Check if New Address)

508-487-7457

Personal Information Redacted

Business Phone Number (Check if New Phone Number)

Business E-Mail Address

Section 3 – Manager Information

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

Complete below if Manager is same as previous year.

Veruschka Boespflug, 67 Shore Rd NTruro Ma 508-487-7457

Manager Name Residential Address (include Unit#) Mailing Address Phone (24 hrs a day)

Manager's Signature (REQUIRED)

Section 4 – Hours of Operation

Annual Seasonal (Please check one that applies)

~~05/01/2015~~ * 08/26/2015 11/01/2015

Opening Date (MM/DD/YYYY) Closing Date (MM/DD/YYYY)

7 7:00 AM to 10:00PM

Days of the Week Open Hours of Operation (Opening to Closing)

Section 5 – Additional Applications & Documentation

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

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

RETAIL SALES –Permit to Sell Tobacco Application

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

Last Inspection AUGUST 2015 Next Inspection AUGUST 13, 2015 Facility ID _____

SMOKE DETECTOR/FIRE PROTECTION CERTIFICATION

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

IF YOU DO NOT HAVE EMPLOYEES- Workers Compensation Affidavit

Section 6 - ATTESTATION

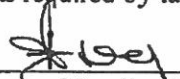
Sign the following statements **ONLY** if they are true:

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



Signature of Applicant

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



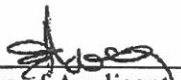
Signature of Applicant

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

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

Signature of Applicant

I attest that I do not have employees in my business.



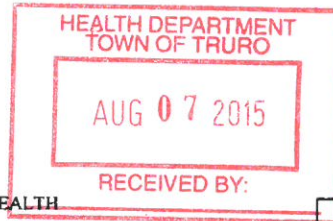
Signature of Applicant

06/08/2015

DATE

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

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



SUBMIT COMPLETED FORM TO THE BOARD OF HEALTH

Town of Truro

Application for Food Service Permit

DATE RECEIVED OFFICIAL USE ONLY

PART I - TO BE FILLED IN BY APPLICANT

Applicant: (check one) New Renewal Date: 06/08/2015

Type of Food Service Establishment :

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

Name of Food Establishment: Babe's Bakery Inc

Address of Food Establishment: 69 Shore Rd NTruro MA 02652

Address for Base of Operations for Caterers and Mobile Food or

Pushcarts:

Authorized Representative or Contact Name: VEROSCHKA BOESPFLUG Address: PO BOX 352, N TRURO MA (67 SHORE RD)

Telephone Days: (508) 487-7457 Evenings: () SAME

Number of Seats: Inside: 36 Outside: 12

Annual or Seasonal Operation: Seasonal

Hours of Operation Mon-Fri: 7 AM To 10 PM

Days Closed Excluding Holidays: 0

If Seasonal: Approximate Dates of Operation: 05/01/15 To 11/01/15

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

List Names of all staff with a Food Manager Certification:

1. Terence Johnson Exp. Date: 10/15/18

RALPH J. PERRY, INC. #2 Steve

96 Falmouth Rd. (Route 28) • Hyannis, MA 02601 • Phone: (508) 775-FIRE • Ma. Lic. #017 D.O.T. # A-850

14270

SYSTEM INSPECTION REPORT

Name: Bebes Restaurant + Bakery
 Address: 69 Shore Road
N. Truro MA 02652
 Bill To: Same
 Contact: Claudia / Rustus Phone: 487-7457
 Hood needs to be cleaned: ok Refuses Inspection: _____
 Grease accumulation: Excessive _____ Heavy _____ Moderate _____
 Filters need to be cleaned: ok Type: BAFFLE
 Cooking appliance location: Left to right: _____

Date: 7-30-15 Next Insp. Due: June 2016
 Model #: 25 Mfg.: R6
 # of Tanks: 1 Wet: X Dry: _____
 Annual: X Semi: _____ Recharge: _____ New: _____
 Fusible Links: 360 2 450 _____ Other: _____ Seals: 7
 Fuel Shut Off: X Gas: ✓ Electric: _____ Caps: _____
 Ansul Cart: Single _____ Double _____ N2 _____ CO2 _____
 RG/PC Cart: 16gm CO2 _____ 12gm CO2 _____

Ralph J. Perry, Inc. must be notified if there is any change/movement in cooking equipment.

- | | | | |
|--|-------------|---|-------------|
| 1. Are all appliances covered by nozzles | <u>/</u> | 17. Clean nozzles no. of <u>2</u> duct <u>1</u> plenum <u>4</u> appliance | <u>✓</u> |
| 2. Are hood and duct covered by nozzles | <u>/</u> | 18. Replace fusible links / Mfg. date | <u>2015</u> |
| 3. Check positioning of nozzles | <u>/</u> | 19. Check cable, nut, and S-hook movement | <u>✓</u> |
| 4. Hood and duct penetration sealed | <u>/</u> | 20. All piping secured | <u>✓</u> |
| 5. Is system U.L. 300 | <u>/</u> | 21. All filters in place | <u>✓</u> |
| 6. Proper clearance flame to filters | <u>/</u> | 22. Cartridge/N2 reinstalled/Safety pin removed | <u>✓</u> |
| 7. Nozzle seals in place | <u>/</u> | 23. System reset and operational | <u>✓</u> |
| 8. Are there seal tites in place | <u>/</u> | 24. All yellow seals in place | <u>✓</u> |
| 9. Pressure gauges in proper range | <u>/</u> | 25. Service and certification tag on system | <u>✓</u> |
| 10. Check cartridge weight | <u>ok</u> | 26. Portable extinguishers up to code | <u>✓</u> |
| 11. Hydrotest due | <u>2017</u> | 27. Class K extinguisher and placard installed | <u>✓</u> |
| 12. Inspect cylinder liquid and mount | <u>/</u> | 28. Reviewed automatic & manual operation of system w/customer | <u>✓</u> |
| 13. Test for proper operation from terminal link | <u>/</u> | 29. Exhaust fan working | <u>✓</u> |
| 14. Test remote manual operation | <u>/</u> | 30. Customer instructed on required monthly inspection of system | <u>✓</u> |
| 15. Micro switch in place | <u>/</u> | 31. Customer performing monthly inspection | <u>✓</u> |
| 16. Gas valve in place and working | <u>/</u> | | |

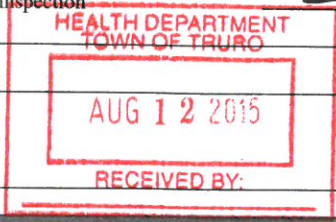
Recommendation: _____

Non-compliance issued: Yes / No Reason _____

*Non-Compliance systems/or systems with discrepancies may fail to extinguish/suppress a fire.

Discrepancies or deficiencies _____

Ralph J. Perry, Inc. is not a hood/duct service company. Any discrepancies should be addressed by a qualified hood/duct company.



Extinguisher Inspections: _____ Light Inspections: _____ Total # of Ext: _____ Ext. due service: _____ Service Chg: _____ Cond. Test: _____

RECHARGES / SERVICE

Drychem 2.5lb _____ 5lb _____ 10lb _____ 20lb _____ 6 year _____ Hydro _____
 W _____ K Class _____ 6L _____ 2.5G _____ Hydro _____
 Halotron 2.5lb _____ 5lb _____ 11lb _____ 15.5lb _____ 6 year _____ Hydro _____
 CO2 5lb _____ 10lb _____ 15lb _____ 20lb _____ Hydro _____
 Parts: Service Collar _____ Oring _____ Pull Pin _____

NEW EXTINGUISHERS

Drychem 2.5lb _____ 5lb _____ 10lb _____ 20lb _____
 PW _____ K Class _____ 6L _____ 2.5G _____
 Halotron 2.5lb _____ 5lb _____ 11lb _____ 15.5lb _____
 CO2 5lb _____ 10lb _____ 15lb _____ 20lb _____
 Batteries: _____ Bulbs _____ Misc. _____

FIRE EXTINGUISHERS ARE IN COMPLIANCE WITH NFPA 10 CODE YES Y NO

Comments: _____

Service Technician [Signature]
 Lic. # 91

Customer's Authorized Representative [Signature]

Email _____

Please read the Customer Acknowledgment on reverse side before signing.

On this date, the above system was tested and inspected in accordance with procedures of the current NFPA 17A AND 96 edition and the manufacturers manual at time of installation and was operating according to these procedures with the results indicated above.

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

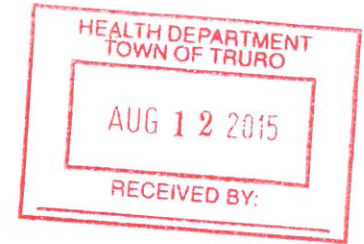
The above service technician certifies that the system/extinguishers were personally inspected and found conditions to be as indicated above.

A copy of this report will be forwarded to the local fire department.



EXAM FORM NO. 4862

CERTIFICATE NO. 10354195



ServSafe[®] CERTIFICATION

TO **TERENCE JOHNSON**

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

09/11/2013

DATE OF EXAMINATION

09/11/2018

DATE OF EXPIRATION

Local laws apply. Check with your local regulatory agency for recertification requirements.

Paul Hineman
Executive Vice President, National Restaurant Association



#0655

DRAFT

Agenda Item: 7J

**Truro Board of Selectmen
Special Meeting, August 11, 2015
Town Hall Meeting Room**

Members Present: Chair Paul Wisotzky; Maureen Burgess, Jay Coburn, Robert Weinstein, Janet Worthington

Present: Town Administrator Rae Ann Palmer; Town Accountant Trudi Brazil; DPW Director Jay Norton

Chair Paul Wisotzky called the meeting to order at 5:00 p.m. and introduced the Board. He stated that the meeting was being videotaped.

PUBLIC COMMENT

There were no participants for the Public Comment portion of the meeting.

Chair Wisotzky opened the public hearing at 5:02 p.m.

PUBLIC HEARING – RETRO-TRURO/JOBI POTTERY

Susan G. Kurtzman, owner/manager of Retro-Truro/Jobi Pottery, had applied for a new Transient Vendor license for an additional location at 314 Route 6 Unit #3 Truro, MA. Susan Kurtzman explained what her new shop offers and employment opportunities at the new location. John Hopkins came forward and expressed support for Ms. Kurtzman's enterprise. The Chair closed the public hearing at 5:06.

Jay Coburn moved to approve the new Transient Vendor license for an additional location at 314 Route 6 Unit #3 Truro, MA. Robert Weinstein seconded, and the motion carried 5-0.

BOARD/COMMITTEE/COMMISSION APPOINTMENTS

The Board reviewed her application and interviewed Amanda Reed for appointment to Charter Review Committee. Ms. Reed gave her background and qualifications for the position.

Robert Weinstein moved to approve the appointment of Amanda Reed to the Charter Review Committee. Maureen Burgess seconded, and the motion carried 5-0.

Because Nicholas Brown was not yet present for the review of his application for appointment to the Zoning Board of Appeals, Jay Coburn moved to table the matter till later in the meeting, and Robert Weinstein seconded.

BOARD OF SELECTMEN ACTIONS

Bike & Walkway Committee Presentation

Cathy Haynes, Chair of the Bike and Walkway Committee, and two other members of the Committee made a presentation recommending a primary “spine” bike route through Truro. She also requested that the Selectmen review and approve a letter of support to Mass Department of Transportation and authorize the Chair to sign it. Robert Weinstein disclosed that he was a part of the regional planning group.

Maureen Burgess moved to approve and sign the letter of support for the primary “spine” bike route through Truro. Jay Coburn seconded, and the motion carried 5-0.

Ms. Haynes then displayed on a poster the “spine” route through Truro. Members of the Board of Selectmen expressed a good deal of concern about the first portion of the suggested trail from the Wellfleet border to Collins Rd. Ms. Haynes named some of the other alternative routes that had been considered. There will be more opportunities for public comment on the bike ways, but Andrea Peterson, from the audience had some further questions. No action was needed at this time regarding the planned route.

Report on Solar Installation at Transfer Station

Brian Boyle, Chair of Energy Committee, and Mark Farber of the Energy Committee and presented their report on the Solar Installation at Transfer Station. The Landfill is now certified, they said, but the tax credit offer expires in 2016. They sought community support and anticipated a Town Meeting Warrant Article for the installation to go forward. Rae Ann Palmer addressed a question about an AT&T trench that had been made before the Landfill certification was finalized. Mr. Farber was optimistic that the installation could be developed in the time frame to take advantage of the tax credit and didn’t rule out the possibility of an extension of the tax credit.

Jay Coburn moved to authorize the Town Administrator to proceed with the Solar Installation and place an Article for it on the Fall Special Town Meeting Warrant. Robert Weinstein seconded, and the motion carried 5-0.

Selectmen’s Meeting 2016 Schedule

Chair Paul Wisotzky reviewed the revised BOS meeting dates for November, 2016. Jay Coburn moved to approve the 2016 schedule with the revised November meeting dates. Maureen Burgess seconded, and the motion carried 5-0.

Snow Removal on Private Roads

Chair Wisotzky read Policy Memo #17 regarding maintenance and snow removal on private roads including roads within the Cape Cod National Seashore. The Board opened the discussion to residents, non-resident tax payers and property owners about maintenance and snow removal on private roads. Paul Wisotzky said that the Selectmen were prepared to listen to the public’s input. The Board also welcomed anything that members of the public had put into writing.

A number of citizens came forward to discuss maintenance and plowing of private roads. John Kolb of Cranberry Lane read into record his letter to the Selectmen. Joan Holt of 3 Daisy Lane spoke about plowing on her road, commented on steep grades and requested more implementation procedures for help for seniors. Marjorie Childs of 9 Moses Way and Transportation Coordinator from the COA presented statistics from the past few years. She explained COA transportation and VNA concerns with unplowed roads and driveways. Nick Norman of 12 Scrimshaw St. had points about fairness and emergency box size needed for roads. Peter Chermayeff of Black Pond Rd. complimented the Town for maintaining roads for emergency help. He suggested that Wellfleet and Truro could collaborate on roads in the National Seashore border area. He submitted a letter from David Rush, who pays taxes in both towns, and a letter from a number of residents in the pond area to the Wellfleet Selectmen. Nick MacDonald of 121 Slough Pond Rd. supported Mr. Chermayeff. Bill Golden of 3 Blueberry Lane and Kathy Rosenkoff of 10 North Union Field Rd. also discussed fairness issues. Emily Bingham, who had signed the letter submitted by Mr. Chermayeff, discussed emergency situations. Regan McCarthy of said that the Non-Resident Tax Payers Association meeting on August 21, 2015 will be about maintenance of private roads.

Jay Coburn said he had filed a disclosure with the Town Clerk because he lives on one of the private roads under discussion.

He and members of the Board of Selectmen discussed the private roads in the National Seashore. Jay Coburn considered the present policy untenable. Janet Worthington said she viewed roads in the Seashore and private roads in the Town as separate issues. Maintaining and plowing all the roads would mean an increase in the Town's Operating Budget, Ms. Worthington said. Robert Weinstein discussed the 14 ft. emergency box necessary for roads and costs. Paul Wisotzky expressed the need to develop a multi-faceted and fair approach to a revised private road policy.

Rae Ann Palmer commented on the Town's efforts to deal with unusually large amount of snow this winter. She remarked on the difficulty of being fair and hoped for community input. Jay Norton, Director of the Department of Public Works, came forward and discussed the difficulties of the past year. He said the DPW was comparing strategies with the other Cape towns because of the huge amount of work and expense incurred. The road discussion will be continued at future BOS meetings.

Appointment for ZBA

The Board reviewed the application and interviewed Nicholas Brown for Alternate on the Zoning Board of Appeals Review Committee. Mr. Brown gave his previous experience on the Planning Board. Robert Weinstein spoke in favor of Nicholas Brown's appointment.

Robert Weinstein moved to approve the appointment of Nicholas Brown as Alternate member to the Zoning Board of Appeals. Jay Coburn seconded, and the motion carried 3-2.

Review of Staffing Structure

Paul Wisotzky reviewed the Board of Selectmen's Objective TS1: The Town Administrator will conduct a comprehensive review of the staffing structure of the Town and proposed changes necessary to further this goal. Board members had some suggestions for structure improvements. Rae Ann Palmer will bring back her proposed changes to the September 29th meeting of the Board of Selectmen.

Interview Process for Fire Chief Candidates

Selectmen discussed the Fire Chief search and the interview process of candidates for Truro Fire Chief. Of the five candidates interviewed, there are two finalists. They will meet with Selectmen and Department Heads in two sessions on August 25, 2015. The BOS meeting and final interviews will be at 4:00 p.m. Rae Ann Palmer suggested that the Board have a set of questions they will use for the finalists' interviews.

CONSENT AGENDA

- A. Contract Agreements. There were four contract agreements for the Board to review and approve and authorize the Chair to sign:
 1. Contract Agreement between the Town of Truro and Mary Rogers for Community Preservation Committee Coordinator/Recording Secretary and Board of Selectmen Recording Secretary
 2. Contract Agreement between the Town of Truro and Donnegan Systems for filing
 3. Contract Agreement between the Town of Truro and Tyler Technologies
 4. Amendment to Contract Agreement with the Town of Truro and Weston and Sampson
- B. The Board considered the reappointment of Board and Committee Members: Matthew Kiefer to the Historical Commission and Historical Review Board; Brian Boyle and Sally Brotman to the Energy Committee; Girard Smith to the Concert Committee; Bonnie Sollog to the Cultural Council and Community Preservation Committee; Mike Silva, Becky Townsend, Richard Marr to the Recreation Commission; and Janice Allee to the Zoning Board of Appeals.
- C. Selectmen reviewed the appointments of Joe Buteau as Full Member Representative and Mark Farber as Alternate Representative for Truro Representative to Cape Light Compact.
- D. A Declaration of Surplus Property of five folding tables from the Fire Department needed to be approved.
- E. The Board reviewed the appointment of Per Diem Fire Department Member Matthew Burns.
- F. The Annual American Lung Association of the North East-31st Annual Escape Bike Trek on Sept. 27, 2015 from 9am-11am needed approval and the Chair's authorization signature.
- G. Three sets of BOS minutes needed approval: June 30, July 14, July 21, 2015.

Robert Weinstein had several issues with the Donnegan Systems contract for filing. Rae Ann Palmer had explanations about how the rolling files work. It's not just for the

Building Department files, she said. Town Accountant Trudi Brazil spoke about payment methods necessary for Donnegan

Jay Coburn moved to approve Consent Agenda items A through G as printed. Maureen Burgess seconded, and the motion carried 5-0.

SELECTMEN REPORTS AND LIAISON REPORTS

Jay Coburn shared information on Community Development Partnership options for home owners. Janet Worthington acknowledged Dennis Mooney’s years of service to the Pamet Harbor Commission. Other members of the Board shared their reports which had been gleaned from their Selectmen’s Hours. They included: speeding vehicles on Truro’s rural roads, inaccurate time on the Town Clock at the Cobb Library, Google maps mistakes, and a complaint about the Library schedule. Paul Wisotzky said he had received the Draft Housing Needs report. Robert Weinstein noted that the SNAP representative would be present at the next Farmer’s Market.

NEXT MEETING AGENDA

Town Administrator Rae Ann Palmer reviewed the agenda for the next BOS meeting, August 25, 2015. There will be a need for an Executive Session, which will be scheduled at 4:30 p.m. before a joint meeting with the Planning Board on September 8.

TOWN ADMINISTRATOR’S REPORT

Town Administrator Rae Ann Palmer acknowledged that Tim King had been appointed Foreman of the DPW. They are still seeking a mechanic. Tax bills are on tract, she said.

ADJOURNMENT

Jay Coburn moved to adjourn. Maureen Burgess seconded, and the motion carried 5-0. The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Mary Rogers
Recording Secretary

Paul Wisotzky, Chair

Maureen Burgess, Clerk

Jay Coburn

Janet Worthington, Vice-chair

Robert Weinstein

Public Records Material of 8/11/15

- 1.) Susan G. Kurtzman's application for a new Transient Vendor license for an additional location for Retro-Truro/Jobi Pottery
- 2.) Applications for Appointments to Boards/Committees/Commissions
- 3.) Bike Study for "spine" route through Truro
- 4.) Energy Committee Report on Solar Installation at Transfer Station.
- 5.) Revised BOS Meeting Schedule for 2016
- 6.) Policy Memo #17
- 7.) John Kolb's letter regarding road plowing
- 8.) Board of Selectmen's Objective TS19
- 9.) Contract Agreements of 8/11/15
- 10.) Reappointments to Board and Committees
- 11.) Appointments of Representatives to Cape Light Compact
- 12.) Declaration of Surplus Property
- 13.) Appointment of Per Diem Fire Department Member Matthew Burns.
- 14.) Application for Annual Escape Bike Trek on Sept. 27, 2015 from 9am-11am