

#### Truro Board of Selectmen Meeting Agenda

Wednesday, April 22nd, 2015

#### Executive Session Meeting – 5:00pm Regular Board of Selectmen Meeting – 6:00pm

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

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

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

Presenter: Elizabeth and Raphael Bianco, of Rough House food Truck

Comments from the public will be heard, and all interested parties are urged to attend.

#### 4. BOARD/COMMITTEE/COMMISSION APPOINTMENTS NONE

#### **5. TABLED ITEMS** MOVE FOR ACTION

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

#### 6. BOARD OF SELECTMEN ACTION

A. Review & Approve Condominium Conversion for East Harbor Motel Cottages 618 Shore Rd Presenter: Attorney Lester Murphy, on behalf of Sonja Soderberg

B. Discussion of Rescission of Board of Selectmen Policies

Presenter: Paul Wisotzky & Maureen Burgess

C. Discussion of Interim Fire Chief search Process

Presenter: Paul Wisotzky

D. Discussion of Information contained in State Alcohol License Applications

Presenter: Robert Weinstein

E. Board of Selectmen Goal Setting Process for FY16

Presenter: Jay Coburn

F. Discussion of Annual Town Meeting Motions

Presenter: Jay Coburn

#### 7. CONSENT AGENDA

- A. Review & Approve and Authorize the Chair to sign:
  - 1. MOA between Truro's Housing Authority & The Cape Cod Commission for Technical Assistance through Development Cycles for a Housing Needs Assessment for Truro

- B. Review & Approve Ragnar Relay Road Race and Use of Town-Owned Property-Corn Hill Beach Parking lot, Truro Central School Parking lot & Head of the Beach Parking lot May 9<sup>th</sup>, 2015 8am-9pm & Authorize the Chair to sign MassDOT Event Notification form
- C. Review & Approve Use of Town-Owned Property Application for Snow's Park, Community Development Partnership on behalf of the Annual Bob Murray Housing with Love Walk-July 13<sup>th</sup> 2015, 11:30am-1:30pm
- D. Review & Approve Two Year Renewals for ADA grants for the following grant holders: Dana Pazolt #1-5, Jeffrey Souza #6-#8, William & Cheryl Souza #9 & #10, Chris Costa #11 & #12, Shawn Costa #13 & #14, Steve Wisbauer #25
- E. Review & Approve Transient Vendor License: Days' Market
- F. Review and Approve Proclamation for Paul Morris Day April 28, 2015
- G. Review and Approve Minutes of March 24, 2015 Regular
- 8. SELECTMEN REPORTS AND LIAISON REPORTS
- 9. NEXT MEETING AGENDA: WEDNESDAY, May 6th, 2015
- 10. TOWN ADMINISTRATOR'S REPORT



Agenda item: 3A

# TOWN OF TRURO

## **Board of Selectmen Agenda Item**

**DEPARTMENT:** Licensing Department

REQUESTOR: Nicole Tudor Executive Assistant, on behalf of Elizabeth and Raphael Bianco, Manager and

Owner of Rough House Food Truck

**REQUESTED MEETING DATE:** April 22, 2015

**ITEM:** New Peddlers License for Rough House Food Truck to be located at 8 Highland Road.

**EXPLANATION:** In accordance with MGL Chapter 101 § 13, a public hearing must be held prior to approval of an application for a new Peddler's License. Elizabeth and Raphael Bianco, Manager and Owner of Rough House Food Truck, are requesting a license for the location of 8 Highland Road (Farm Maid Foods, Inc. dba Chequesett Chocolate).

FINANCIAL SOURCE (IF APPLICABLE): N/A

**IMPACT IF NOT APPROVED:** The applicant will not receive a Peddler's License with the Town of Truro.

**SUGGESTED ACTION:** MOTION TO approve a Peddler's License for Rough House Food Truck to Elizabeth and Raphael Bianco located at 8 Highland Road for May 15-September 30, 2015 from 9-5pm.

#### **ATTACHMENTS:**

- 1. Public Hearing Notice
- 2. Business Application with attachments

Agenda Item: 3A1



# **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: <a href="mailto:ntudor@truro-ma.gov">ntudor@truro-ma.gov</a> or <a href="mailto:nscoullar@truro-ma.gov">nscoullar@truro-ma.gov</a>

# TOWN OF TRURO PUBLIC HEARING NEW BUSINESS LICENSE Peddlers License

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

Comments from the public will be heard, and all interested parties are urged to attend.

Jay Coburn, Chairman Board of Selectmen Town of Truro

Agenda Item: 3A2

Number 2015-71

Fee \$75.00

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

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

Whose place of business is

8 Highland Rd

Type of business and any restrictions

**Mobile Food Truck** 

To operate a food establishment in

Truro

(City or Town)

Permit Expires:

December 31, 2015

Date Issued: April 7, 2015

Outside Seating: n/a Inside Seating: n/a

Total Seating: n/a

Truro Board of Health

## TRURO BOARD OF HEALTH

24 Town Hall Road, Truro, MA 02666 PO Box 2030, Truro, MA 02666

Office: #508-349-7004, ext. 24

Fax:

#508-349-5505

March 9, 2015

#### TOWN OF TRURO PUBLIC HEARING NEW BUSINESS

The Truro Board of Health will conduct a New Business License Public Hearing for Elizabeth and Rafael Bianco, mgr d/b/a Roughhouse Food Truck, 8 Highland Road, Truro. Said hearing will be held on April 7, 2015 at 4:30 pm at the Truro Town Hall, 24 Town Hall Road, Selectman's Meeting Room, at which time all interested parties will be heard.

Tracey Rose, Chairman Truro Board of Health

MAR 0 9 2015



# TOWN OF TRUR CASH ACHUSETTS

P.O. Box 2030, Truro, MA 02666

**Licensing Department**Tel: 508-349-7004, Extension: 10 or 24 Fax: 508-349-5505 Email: <a href="mailto:ntudor@truro-ma.gov">ntudor@truro-ma.gov</a> or <a href="mailto:ntudor@truro-ma.gov">nscoullar@truro-ma.gov</a>

Date: 3/4/15		INESS LICENSE APPLE enewal New	ICATION	
Section 1 – Lice Please check the ap	W A.	ox the best describes the licen	se type(s).	
LODGING	# UNITS	FOOD SERVICE	RETAIL SERVICE	OTHER
□ Motel		Food Service (Restaurant/Mobile Food Vending)	☐ Gas Station	□Pool/Spa
☐ Cottage Colony		ommon Victualer	□ Tobacco	Peddler
☐ Condominium	(	☐ Transient Vendor		
☐ Campground		☐ Manufacturer of Ice Crea	m	
☐ Lodging	E	□ Bakery		
		☐ Foods (snacks) Commerc	ially Packaged	
		☐ Catering		
Section 2 – Busin	ness Inform	ation		
Federal Employers I	dentification N	Number (FEIN/SS) <u>041.90.76</u>	526	
Elizabeth Bianco			e Food Truck	
Print Name of Appli	cant		ess Name or DBA ( Ch	eck if new name)
Elizabeth & Rafae	l Bianco		New	
Owner Name				
8 Highland Rd No	rth Truro MA	02652 204 College St Mid	ddletown CT 06457	
Street Address of Bu	siness		Business (  Check if New A	ddress)
860.301.5839		Inf	o@roughhousefoodtr	ruck.com
Business Phone Num	ber (   Check if		Business E-Mail Addres	

Section 3 – Manager Information		
Check if New Manager (Must submit applied	cation to Name a Manager)	
Complete below if Manager is same as previous	ous year.	860/301-5839
Elizabeth and Rafael Bianco 204	College St. Middletown,	
Manager Name Residential Address (include	de Unit#) Mailing Address	Phone (24 hrs a day)
PLAMOR		
Manager's Signature (REQUIRED)		
Section 4 – Hours of Operation		
Annual Seasona (Please check of	one that applies)	
5/10/2015	10/31/201	5
Opening Date (MM/DD/YYYY)	Closing Date (	(MM/DD/YYYY)
_7 days of the week	9am - 5pm	
Days of the Week Open	Hours of Operation	1 (Opening to Closing)
Section 5 – Additional Applications & Additional Documentation is required for the		)
RESTAURANTS- Food Service Application (Inspection of Commercial Hood and Ventilation System equipment (Dishwasher)	n & Inspection of Kitchen Equip m & Copy of current service report of	oment mechanical washing
□ RETAIL SALES –Permit to Sell Tobacco A	pplication	
☐ GAS STATIONS – Service Station Complia Inspection Report (FP-289) form	nce Form & Third-Party Under	ground Storage Tank
Last Inspection Nex	t Inspection	Facility ID
☐ SMOKE DETECTOR/FIRE PROTECTION	CERTIFICATION	
☐ IF YOU HAVE EMPLOYEES- Workers Co	mpensation Affidavit & Certific	cate of Insurance
✓ IF YOU DO NOT HAVE EMPLOYEES- W	orkers 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	8
I certify under the penalties of perjury that, to the best of my knowledge and belief, I have filed all Statax returns and paid all applicable State taxes, Room Occupancy taxes, Meal Tax and local property taxes as required by law.  Signature of Applicant	te
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.	V
Signature of Applicant  I attest that I do not have employees in my business.  Signature of Applicant	
3/4/15 DATE	

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

TOWN OF TRURO

Licensing Department PO Box 2030 Truro, MA 02666



RECEIVED SELECTMENS OFFICE

# MAR 0 9 2015

TOWN OF TRURO SUBMIT COMPLETED FORM TO THE BOARD OF HE NA PACHUSETTS

#### **Town of Truro**

## **Application for Food Service Permit**

DATE REC	FIVED
OFFICI	
TICEON	ITV

PAR	RT I - TO BE FILLED IN BY APPLICANT	•
Applicant: (check one) \( \sqrt{New} \)	□ Renewal	Date: March 8, 2015
Tippineante (enech one) - 1104	□ Renewar	Date: Water 8, 2015
Type of Food Service Establishment	:	
□ Food Service (restaurant or take out)		
□ Retail Food (commercially prepared	d 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	r an Ice Cream Truck cannot be
issued until an Ice Cream Truck Ven	dor Permit is obtained	from the Chief of Police**
Name of Food Establishment: ROL	ugh House Food Tru	ıck
Address of Food Establishment: 8	Highland Rd North	Truro MA 02652
Address for Base of Operations for G	Caterers and Mobile Foo	od or
Pushcarts: Chequessett Chocol	ate 8 Highland Rd	North Truro MA 02652
Authorized Name: Rafael Bi	anco	
Representative		
or Contact	ege St Middletown (	CT 06457
Telephone Days: ( ) 860.	.301.5839 Even	i ( )
relephone Days: ( ) coc.	Even	ings:()
Number of Seats: Inside:	0-4-14- 20	
Number of Seats: Inside:	Outside 20	
A	Seasonal	
Annual or Seasonal Operation:	Cusoriai	
Hours of Operation Mon-Fri:	9:00 To 5:	00
		William Committee to the Committee of th
Days Closed Excluding Holidays:		
If Seasonal: Approximate Dates of Op	peration: <u>5 15 15</u>	To 9/ 30 /15
Food Service Establishments Conduc	ting Food Preparation (	evaludes retail food establishments
that don't prepare food and continental l		excludes retail 100d establishments
List Names of all staff with a Food Ma		
List Ivalues of an staff with a pood Mi	anager Cerunication:	
1 Rafael Bianco		Even Date: 2/ C 17

List Names of all staff with a Allergen Awareness Certification  1. Rafael Bianco			/
List Names of all staff with a Allergen Awareness Certification  1. Rafael Bianco Exp 2. Exp 3. Exp 4. Exp List Names of all staff with a Choke Saver Training:  1. Date of Tr 2. Date of Tr 2. Date of Tr  MOBILE FOOD VENDORS ONLY- List fixed or station will be sold:  Chequessett Chocolate 8 Highland Rd North Tri  Has your menu changed from last year? Yes No affyes please attach copy of menu or provide description of food in the sold of	Exp. Date:	/	
1. Rafael Bianco 2. Exp 3. Exp 3. Exp 4. Exp List Names of all staff with a Choke Saver Training: 1. Date of Tr 2. Date of Tr 2. Date of Tr WOBILE FOOD VENDORS ONLY- List fixed or station will be sold:  Chequessett Chocolate 8 Highland Rd North Tre Has your menu changed from last year? Yes No f yes please attach copy of menu or provide description of food is  I agree to any conditions specified by the Board of Health, and wiles and regulations.  A Signature of Authorized Representative	Exp. Date:	/_	
3	:		
3	p. Date:	3/7	2020
Date of Tr.    Date of Tr.	p. Date:		
Date of Tr.    Date of Tr.   D	p. Date:	1	/
1	p. Date:	/	
MOBILE FOOD VENDORS ONLY- List fixed or station will be sold:  Chequessett Chocolate 8 Highland Rd North Trible I as your menu changed from last year?  Yes No fixes please attach copy of menu or provide description of food is alles and regulations.  Mailes and regulations.  PART II-TO BE FILLED IN BY AUTHORIZED TOWN AGE			
MOBILE FOOD VENDORS ONLY- List fixed or station will be sold:  Chequessett Chocolate 8 Highland Rd North Trible I as your menu changed from last year?  Yes No fixes please attach copy of menu or provide description of food is alles and regulations.  Mailes and regulations.  PART II-TO BE FILLED IN BY AUTHORIZED TOWN AGE	raining:	/	1
Chequessett Chocolate 8 Highland Rd North Trues.  Has your menu changed from last year?   Yes  No fives please attach copy of menu or provide description of food in the second s	raining:		/
Has your menu changed from last year?   Yes  No f yes please attach copy of menu or provide description of food a  I agree to any conditions specified by the Board of Health, and the sand regulations.  Signature of Authorized Representative  PART II - TO BE FILLED IN BY AUTHORIZED TOWN AGE	nary locat	tion(s)	where food
I agree to any conditions specified by the Board of Health, and ules and regulations.  Signature of Authorized Representative  PART II - TO BE FILLED IN BY AUTHORIZED TOWN AGE	uro, MA	02652	·
I agree to any conditions specified by the Board of Health, and ules and regulations.  Signature of Authorized Representative  PART II - TO BE FILLED IN BY AUTHORIZED TOWN AGE			
PART II - TO BE FILLED IN BY AUTHORIZED TOWN AGI		ıl, state	
	Date		
base of Organisms - Cheir Chric & R Wia	ENT		
base of Operations - Chea Chica & Klia			
3/9/15. No permit shall be issued in	fil VI	ut -	- inspect.
pproved Denied Athy Powy 5	3/4/		

Rev. 10/3/13

#### Rough House Food Truck Season 2015 MENU

#### Breakfast:

Egg and Cheese Sandwiches – made with fresh cheeses, served on a hard roll with arugula add ons: bacon, sausage, kielbasa, avocado

Fried Rice mixed with fried eggs, onion, tomato & garlic
add ons: lobster, avocado

Classic Breakfast -2 eggs over easy served on top of fresh mixed greens tossed in olive oil & balsamic vinegar

#### Lunch:

Nathan's All Beef Hot Dogs toppings: bacon, grilled onions, cheese, sauerkraut, sweet pickle relish, salsa, jalapenos, dijon mayo, sriracha hot sauce, ketchup, mustard

<sup>1</sup>/<sub>4</sub> Pound Angus Hamburgers & Cheeseburgers toppings: lettuce, tomato, bacon, egg, avocado,

Steak and Cheese Grinders - served with grilled peppers and onions

Grilled Cheese Sandwiches brie, sharp cheddar, mozzarella, munster, swiss, lobster, nutella, tomato, pesto

Panini turkey, ham, portobello mushroom, prosciutto, steak, spinach, artichoke

Grilled Chicken Sandwiches - bacon, cheese, onions, pesto

Seafood lobster rolls, calamari salad, fried calamari, grilled sea bass

# Pulled Pork Sliders - cole slaw, pickles, vinegar, onions, melted cheese

Salads mixed greens, arugula, cherry tomatoes, polenta croutons

Sides french fries, fried cheese curds, potato chips avocado, ½ grapefruit



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

MAR 0 9 2015

TOWN OF TRURO MASSACHUSETTS

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information Please P

Applicant Information	Please Print Legibly
Business/Organization Name: Rough House Food	d Truck
Address: 8 Highland Rd	
City/State/Zip: North Truro MA 02652	Phone #:860.301.5839
Are you an employer? Check the appropriate box:  1.	11. Health Care  12. Other  bir workers' compensation policy information.
organization should check box #1.	
I am an employer that is providing workers' compensation insur-	
Insurance Company Name:	
Insurer's Address:	
City/State/Zip:	
Policy # or Self-ins. Lic. #	Expiration Date:
Attach a copy of the workers' compensation policy declaration	page (showing the policy number and expiration date).
Failure to secure coverage as required under Section 25A of MGL fine up to \$1,500.00 and/or one-year imprisonment, as well as civi of up to \$250.00 a day against the violator. Be advised that a copy Investigations of the DIA for insurance coverage verification.	l penalties in the form of a STOP WORK ORDER and a fine
I do hereby certify, under the pains and penalties of perjury that	the information provided above is true and correct.
Signature: Who we	Date: March 6, 2015
Phone #: 860.301.5839	
Official use only. Do not write in this area, to be completed by	city or town official.
City or Town: Per	mit/License #
Issuing Authority (circle one):  1. Board of Health 2. Building Department 3. City/Town Ci 6. Other	
Contact Person:	Phone #:

Department of Revenue Services State of Connecticut 25 Sigourney St Ste 2 Hartford CT 06106-5032 R603 (Rev. 07/09)

### Sales and Use Tax Permit



Lic Nbr: 894794

The person named below is licensed under the Sales and Use Tax Act. This permit is good **only** for the named permittee and at the location shown. If there is any change in ownership, the permit is null and void.

Date Issued	Expiration Date	Business Start Date	Connecticut Tax Registration Number
06/22/2010	05/31/2015	06/18/2010	50874395-001

BIANCO ELIZABETH BIANCO RAFAEL ANGELICO KR HOT GIRL DOGS 208 COLLEGE ST MIDDLETOWN CT 06457-3240

Use only at this location:

RNichalson

BIANCO ELIZABETH BIANCO RAFAEL ANGELICO KR HOT GIRL DOGS 208 COLLEGE ST MIDDLETOWN CT 06457-3240

This license may not be transferred or assigned.

Richard Nicholson Commissioner of Revenue Services



City of Middletown
Town Clerk

Town Clerk

Town Clerk

245 DEKOVEN DRIVE P.O. BOX 1300 MIDDLETOWN, CONNECTICUT 06457

(860) 344-3459

Certificate of Adoption of Trade Name
To the Town Clerk of the City of Middletown, I/We, and/are conducting and transacting business in Middletown under the full name (dba) of Rough How fred Truck and which has a post office address of 70% college St Moddle Town CT and the full name of every person conducting or transacting said business together with the post office address of each said person is as follows:  (PLEASE PRINT)
NAME Flizabeth Planco ADDRESS JOY College St. Middletown
NAME Kristen Angelico ADDRESS I Schoolnase in Middle Haddam
NAME Rafael Polanco ADDRESS 208 college St Middletach
NAME ADDRESS
SIGNATURES: CF3DC Frish Ly Lebin Cr
State of Connecticut)  ss: Middletown  Date: MOTCY 28, 2012  County of Middlesex)  E112010CH B101100, KY1Ston Angelico,  Personally appeared 20f0el B101100 Who subscribed and swore to the truth of the foregoing certificate, and acknowledged that (he, she, they) executed the same, before me.  File # ASHLEY A. FLYNN NOTARY PUBLIC Notary Public Institute of the Ponce Received to Record at Middletown, CT On 03/28/2012 At 9:46-45 am
And Brackericke

File Number: 201200000058 Page 1 of 1



EXAMFORM NO. 4699

CERTIFICATE NO. 8799545

# ServSafe<sup>®</sup> Certification

# RAFAEL BIANCO

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)

02/06/2012

DATE OF EXAMINATION

02/06/2017

DATE OF EXPIRATION

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

ACCREDITED PROGRAM
American National Standards Institute
and the Conference for Food Protection

#0655

Paul Hineman

Executive Director, National Restaurant Association Solutions

NATIONAL RESTAURANT ASSOCIATION

©2010 Netional Restaurant Association Educational Foundation. All rights reserved. ServSafe and the ServSafe logo are registered trademarks of the National Restaurant Association Educational Foundation, and used under locenze by Netional Restaurant Association Solutions, LLC, a wholly owned subsidiary of the National Restaurant Association.

#### THE COMMONWEALTH OF MASSACHUSETTS

Board of Health

Name   Characteristics   Cha	<b>FOOD ESTABLISHMENT INSPECTION RE</b>	PORT	Tel. 3	49-7004×32
Telephone		1010	Type of Operation(s)	Type of Inspection
Telephone	Address & Land	1 / 1 / 1 / 1		1
MacCP YN	Telephone O LTIGATEAND	Level /	Residential Kitchen	
Time   Inspector   Catever   Bed & Breaklast   General Complaint   HACCP   Coler   C				
Image   Person in Charge (PiC)   Image   Person in Charge (PiC)   Image   Person in Charge (PiC)   Person in Charge (Pi		HACCP Y/N		
Comparison   Com	Person in Charge (PIC)		☐ Bed & Breakfast	General Complaint
Each violation checked requires an explanation on the narrative page(s) and a citation of specific provision(s) violated.  Violations Related to Foodborne Illness Interventions and Risk Factors (Red Items) violations marked may pose an imminent health hazard and require immediate corrective action as determined by the Board of Health.  FOOD PROTECTION MANAGEMENT  1. PIC Assigned / Knowledgeable / Duties  EMPLOYEE HEALTH  2. Reporting of Diseases by Food Employee and PIC  3. Personnel with Infections Restricted / Excluded  4. Food and Water from Approved Source  4. Food and Water from Approved Source  5. Receiving / Condition  7. Conformance with Approved Procedures / HACCP Plans  PROTECTION FROM CONTAMINATION  8. Separation / Segregation / Protection  9. Food Contact Surfaces Cleaning and Sanitizing  10. Proper Adequate Handwashing  11. Good Hygienic Practices  Indianal Practices (Blue ems) Critical (C) violations marked must be corrected mediately or within 10 days as determined by the Board Health. Non-critical (N) violations must be corrected mediately or within 90 days as determined by the Board Health. Non-critical (N) violations must be corrected mediately or within 90 days as determined by the Board Health. Non-critical (N) violations must be corrected mediately or within 90 days as determined by the Board Health. Non-critical (N) violations must be corrected mediately or within 90 days as determined by the Board Health.  12. Food and Food Protection (FC-2)(590.003) (FC-5)(590.005) (FC-6)(590.007) (FC-4)(590.006) (FC-6)(590.007) (FC-6)(590.007) (FC-6)(590.007) (FC-6)(590.008) (FC-	Inspector Eurly Rocks		Permit No.	
Violations Related to Foodborne Illiness Interventions and Risk Factors (Red Items)   Violations marked may pose an imminent health hazard and require immediate corrective   September 1   Tobacco   September 2	Each violation checked requires an explanation on the na	rrative page(s	) and a citation of speci	ific provision(s)
Violations marked may pose an imminent health hazard and require immediate corrective action as determined by the Board of Health.    Violations marked may pose an imminent health hazard and require immediate corrective action as determined by the Board of Health.    1. Pic Assigned / Knowledgeable / Duties   12. Prevention of Contamination from Hands   13. Handwash Facilities   13. Handwash Facilities   14. Approved Food or Color Additives   15. Toxic Chemicals   15. Toxic Chemicals   15. Toxic Chemicals   16. Cooking Temperatures   16. Cooking Temperatures   17. Reheating   18. Cooling   19. Hot and Cold Holding   19. Food Contact Surfaces Cleaning and Sanitizing   10. Proper Adequate Handwashing   10. Proper Adequate Handwashing   10. Proper Adequate Handwashing   10. Good Hyglenic Practices   10. State Provisions Related to Good Retail Practices (Blue emediately or within 10 days as determined by the Board Health. Non-critical (N) violations marked must be corrected mediately or within 90 days as determined by the Board Health. Non-critical (N) violations marked must be corrected mediately or within 90 days as determined by the Board Health. Pailure to correct violations of 105 CMR   25. Equipment and Utensils (FC-3)(590.003) (FC-3)(590.004)   26. Water, Plumbing and Waste (FC-5)(590.006)   27. Physical Facility (FC-6)(590.007)   28. Poisonous or Toxic Materials (FC-7)(590.008)   29. Special Requirements (590.009)   29. Special Requirements (590.009)   29. Special Requirements (590.009)   29. Other (500.000)   29. Special Requirements (590.009)   29. Special Requireme	violateu.			
1. PIC Assigned / Knowledgeable / Duties  EMPLOYEE HEALTH   2. Reporting of Diseases by Food Employee and PIC   3. Personnel with Infections Restricted / Excluded   FOOD FROM APPROVED SOURCE   4. Food and Water from Approved Source   6. Tags / Records / Accuracy of Ingredient Statements   7. Conformance with Approved Procedures / HACCP Plans   PROTECTION FROM CONTAMINATION   8. Separation / Segregation / Protection   9. Food Contact Surfaces Cleaning and Sanitizing   10. Proper Adequate Handwashing   11. Good Hygienic Practices   Olations Related to Good Retail Practices (Blue ams) Critical (C) violations marked must be corrected mediately or within 10 days as determined by the Board Health. Non-critical (N) violations must be corrected mediately or within 90 days as determined by the Board Health. Non-critical (N) violations must be corrected mediately or within 90 days as determined by the Board Health. Non-critical (N) violations must be corrected mediately or within 90 days as determined by the Board Health. Non-critical (N) violations must be corrected mediately or within 90 days as determined by the Board Health. Non-critical (N) violations must be corrected mediately or within 90 days as determined by the Board Health. Non-critical (N) violations must be corrected mediately or within 90 days as determined by the Board Health. Non-critical (N) violations must be corrected mediately or within 90 days as determined by the Board Health. Non-critical (N) violations must be corrected mediately or within 90 days as determined by the Board Health. Non-critical (N) violations must be corrected mediately or within 10 days as determined by the Board Health. Non-critical (N) violations must be corrected mediately or within 10 days as determined by the Board Health. Non-critical (N) violations of 105 CMR 590.000/Federal Food Code. This report, when signed below by a Board of Health member or its agent constitutes an order of the Board of Health. Failure to correct violations cited in this report may result in susp	violations marked may pose an imminent health hazard and	d Risk Factors require immedi	ate corrective Anti-Chol	king Tobacco E)
### BMPLOYEE HEALTH    2. Reporting of Diseases by Food Employee and PIC   3. Personnel with Infections Restricted / Excluded    4. Approved Food or Color Additives   15. Toxic Chemicals   15. Toxic Chemicals   16. Cooking Temperatures   17. Reheating   18. Cooking Temperatures   18. Cooling   19. Hot and Cold Holding   19. Hot and Cold Holding   20. Time as a Public Health Control   21. Food and Food Protection   22. Posting of Consumer Advisories    22. Posting of Consumer Advisories   23. Management and Personnel (FC-2)(590.003)   24. Food and Food Protection (FC-3)(590.004)   25. Equipment and Utensils (FC-4)(590.005)   26. Water, Plumbing and Waste (FC-5)(590.006)   27. Physical Facility (FC-4)(590.006)   28. Poisonous or Toxic Materials (FC-7)(590.008)   29. Special Requirements (590.009)   30. Other   3		☐ 12. Preve	ention of Contamination from	n Hands
PROTECTION FROM CHEMICALS  2. Reporting of Diseases by Food Employee and PIC  3. Personnel with Infections Restricted / Excluded  FOOD FROM APPROVED SOURCE  4. Food and Water from Approved Source  5. Receiving / Condition  6. Tags / Records / Accuracy of Ingredient Statements  7. Conformance with Approved Procedures / HACCP Plans  PROTECTION FROM CONTAMINATION  8. Separation / Segregation / Protection  9. Food Contact Surfaces Cleaning and Sanitizing  10. Proper Adequate Handwashing  11. Good Hygienic Practices  Indiations Related to Good Retail Practices (Blue emediately or within 10 days as determined by the Board Health. Non-critical (N) violations must be corrected mediately or within 90 days as determined by the Board Health.  12. Management and Personnel (FC-2)(590.003) (FC-3)(590.004) (FS-3)(590.005) (FS-3)(590.005) (FS-3)(590.005) (FS-3)(590.006) (FS-3)(590.006) (FS-3)(590.006) (FS-3)(590.006) (FS-3)(590.007) (FS-3)(590.006) (FS-3)(590.006) (FS-3)(590.007) (FS-3)(590.006) (FS-3)(590.007) (FS-3)(590.006) (FS-3)(590.007) (FS-3)(590.		The second secon		Triands
□ 3. Personnel with Infections Restricted / Excluded □ 4. Food and Water from Approved Source □ 5. Receiving / Condition □ 6. Tags / Records / Accuracy of Ingredient Statements □ 7. Conformance with Approved Procedures / HACCP Plans PROTECTION FROM CONTAMINATION □ 8. Separation / Segregation / Protection □ 9. Food Contact Surfaces Cleaning and Sanitizing □ 10. Proper Adequate Handwashing □ 11. Good Hygienic Practices □ 12. Food and Food Preparation for HSP □ 13. Cooling □ 14. Approved Food or Color Additives □ 15. Toxic Chemicals TIME/TEMPERATURE CONTROLS (Potentially Hazardous Foods) □ 16. Cooking Temperatures □ 17. Reheating □ 18. Cooling □ 19. Hot and Cold Holding □ 20. Time as a Public Health Control REQUIREMENTS FOR HIGHLY SUSCEPTIBLE POPULATIONS (HSP) □ 21. Food and Food Preparation for HSP CONSUMER ADVISORY □ 22. Posting of Consumer Advisories  Number of Violated Provisions Related To Foodborne Illnesses Interventions and Risk Factors (Red Items 1-22): Official Order for Correction: Based on an inspection today, the items checked indicate violations of 105 CMR 590.000/Federal Food Code. This report, when signed below by a Board of Health member or its agent constitutes an order of the Board of Health. Failure to correct violations cited in this report may result in suspension or revocation of the food establishment operations. If aggrieved by this order, you have a right to a hearing. Your request must be in writing and Muster (FC-6)(590.007) 28. Poisonous or Toxic Materials (FC-7)(590.008) 29. Special Requirements (590.009)				
15. Toxic Chemicals   16. Cooking Temperatures   16. Cooking Temperatures   17. Reheating   18. Cooling   18. Cooling   19. Hot and Cold Holding   20. Time as a Public Health Control   21. Food and Food Protection   22. Posting of Consumer Advisories   22. Posting of Consumer Advisories   23. Management and Personnel   (FC-2)(590.003)   24. Food and Food Protection   23. Management and Personnel   24. Food and Food Protection   25. Equipment and Utensils   27. Physical Facility   28. Poisonous or Toxic Materials   (FC-7)(590.008)   29. Special Requirements   (FC-7)(590.008)   30. Other   30. Othe				
4. Food and Water from Approved Source   5. Receiving / Condition   16. Cooking Temperatures   17. Reheating   18. Cooling   19. Hot and Cold Holding   19. Hot and Cold Holding   20. Time as a Public Health Control   21. Food and Food Preparation for HSP   22. Posting of Consumer Advisories   22. Posting of Consumer Advisories   23. Management and Personnel   23. Management and Personnel   24. Food and Food Protection   25. Equipment and Utensils   26. Water, Plumbing and Waste   (FC-3)(590.006)   27. Physical Facility   (FC-6)(590.007)   28. Poisonous or Toxic Materials   (590.009)   30. Other				
□ 5. Receiving / Condition □ 6. Tags / Records / Accuracy of Ingredient Statements □ 7. Conformance with Approved Procedures / HACCP Plans  PROTECTION FROM CONTAMINATION □ 8. Separation / Segregation / Protection □ 9. Food Contact Surfaces Cleaning and Sanitizing □ 10. Proper Adequate Handwashing □ 11. Good Hygienic Practices □ 12. Food and Food Preparation for HSP □ 13. Consumer Advisories □ 14. Food and Food Retail Practices (Blue amediately or within 10 days as determined by the Board Health. Non-critical (N) violations must be corrected mediately or within 90 days as determined by the Board Health. □ 15. Equipment and Personnel (FC-2)(590.003) □ 16. Cooking Temperatures □ 17. Reheating □ 18. Cooling □ 20. Time as a Public Health Control  REQUIREMENTS FOR HIGHLY SUSCEPTIBLE POPULATIONS (HSP) □ 21. Food and Food Preparation for HSP □ 22. Posting of Consumer Advisories  Number of Violated Provisions Related To Foodborne Illnesses Interventions and Risk Factors (Red Items 1-22): □ Official Order for Correction: Based on an inspection today, the items checked indicate violations of 105 CMR □ 23. Management and Personnel (FC-2)(590.003) □ 24. Food and Food Protection (FC-3)(590.004) □ 25. Equipment and Utensils (FC-4)(590.005) □ 26. Water, Plumbing and Waste (FC-6)(590.007) □ 28. Poisonous or Toxic Materials (FC-7)(590.008) □ 29. Special Requirements (590.009) □ 30. Other (Toxical Color) In the provision of the food establishment permit and cessation of food establishment operations. If aggrieved by this order, you have a right to a hearing. Your request must be in writing and submitted to the Board of Health at the above address within 10 days of receipt of this order.				
□ 17. Reheating □ 18. Cooling □ 19. Hot and Cold Holding □ 20. Time as a Public Health Control □ 19. Food Contact Surfaces Cleaning and Sanitizing □ 10. Proper Adequate Handwashing □ 11. Good Hygienic Practices □ 12. Food and Food Preparation for HSP □ 13. Monagement and Personnel □ 23. Management and Personnel □ 24. Food and Food Protection □ 25. Equipment and Utensils □ 26. Water, Plumbing and Waste □ 27. Physical Facility □ 28. Poisonous or Toxic Materials □ 29. Special Requirements □ 17. Reheating □ 18. Cooling □ 19. Hot and Cold Holding □ 20. Time as a Public Health Control  REQUIREMENTS FOR HIGHLY SUSCEPTIBLE POPULATIONS (HSP) □ 21. Food and Food Preparation for HSP CONSUMER ADVISORY □ 22. Posting of Consumer Advisories  Number of Violated Provisions Related To Foodborne Illnesses Interventions and Risk Factors (Red Items 1-22): □ Official Order for Correction: Based on an inspection today, the items checked indicate violations of 105 CMR 590.000/Federal Food Code. This report, when signed below by a Board of Health. Failure to correct violations cited in this report may result in suspension or revocation of the food establishment permit and cessation of food establishment permit and cessation of food establishment operations. If aggrieved by this order, you have a right to a hearing. Your request must be in writing and submitted to the Board of Health at the above address within 10 days of receipt of this order.				lly Hazardous Foods)
□ 1. Fays / Recolles / Accuracy of Ingredient Statements □ 7. Conformance with Approved Procedures / HACCP Plans □ 8. Separation / Segregation / Protection □ 9. Food Contact Surfaces Cleaning and Sanitizing □ 10. Proper Adequate Handwashing □ 11. Good Hygienic Practices □ 11. Good Hygienic Practices □ 12. Food and Food Preparation for HSP □ 13. Cooling □ 20. Time as a Public Health Control □ 21. Food and Food Preparation for HSP □ 21. Food and Food Preparation for HSP □ 22. Posting of Consumer Advisories □ 23. Posting of Consumer Advisories □ 24. Food and Food Preparation for HSP □ 25. Posting of Consumer Advisories □ 26. Water, Plumbing and Waste □ 27. Physical Facility □ 28. Poisonous or Toxic Materials □ 18. Cooling □ 19. Hot and Cold Holding □ 20. Time as a Public Health Control ■ REQUIREMENTS FOR HIGHLY SUSCEPTIBLE POPULATIONS (HSP) □ 21. Food and Food Preparation for HSP □ 22. Posting of Consumer Advisories □ 22. Posting of Consumer Advisories □ 23. Number of Violated Provisions Related □ To Foodborne Illnesses Interventions and Risk Factors (Red Items 1-22): □ Official Order for Correction: Based on an inspection today, the items checked indicate violations of 105 CMR □ 590.000/Federal Food Code. This report, when signed below by a Board of Health member or its agent constitutes an order of the Board of Health. Failure to correct violations cited in this report may result in suspension or revocation of the food establishment permit and cessation of food establishment poperations. If aggrieved by this order, you have a right to a hearing. Your request must be in writing and submitted to the Board of Health at the above address within 10 days of receipt of this order.				
PROTECTION FROM CONTAMINATION  □ 9. Food Contact Surfaces Cleaning and Sanitizing □ 10. Proper Adequate Handwashing □ 11. Good Hygienic Practices    International Color Protection   12. Food and Food Preparation for HSP   13. Food by a Board Health. Non-critical (N) violations must be corrected amediately or within 90 days as determined by the Board Health.   International Color Protection   13. Hot and Cold Holding   20. Time as a Public Health Control   21. Food and Food Preparation for HSP   22. Posting of Consumer Advisories   23. Management and Personnel (FC-2)(590.003)   24. Food and Food Protection (FC-3)(590.004)   25. Equipment and Utensils (FC-4)(590.005)   26. Water, Plumbing and Waste (FC-5)(590.006)   27. Physical Facility (FC-6)(590.007)   28. Poisonous or Toxic Materials (FC-7)(590.008)   29. Special Requirements (590.009)   30. Other	6. Tags / Records / Accuracy of Ingredient Statements			
□ 20. Time as a Public Health Control □ 9. Food Contact Surfaces Cleaning and Sanitizing □ 10. Proper Adequate Handwashing □ 11. Good Hygienic Practices □ 11. Good Hygienic Practices □ 12. Posting of Consumer Advisories □ 13. Food and Food Preparation for HSP □ 14. Food and Food Preparation for HSP □ 15. Food and Food Preparation for HSP □ 16. Water, Plumbing and Waste □ 17. Food and Food Preparation for HSP □ 18. Separation / Segregation / Protection □ 19. Food and Food Preparation for HSP □ 11. Good Hygienic Practices □ 12. Food and Food Preparation for HSP	7. Conformance with Approved Procedures / HACCP Plans			
9. Food Contact Surfaces Cleaning and Sanitizing   21. Food and Food Preparation for HSP   21. Food and Food Preparation for HSP   22. Posting of Consumer Advisories   23. Management and Personnel   (FC-2)(590.003)   24. Food and Food Protection   25. Equipment and Utensils   (FC-4)(590.004)   26. Water, Plumbing and Waste   (FC-5)(590.006)   27. Physical Facility   (FC-6)(590.007)   28. Poisonous or Toxic Materials   (FC-7)(590.008)   29. Special Requirements   (590.009)   30. Other	PROTECTION FROM CONTAMINATION			
□ 10. Proper Adequate Handwashing □ 11. Good Hygienic Practices □ 22. Posting of Consumer Advisories □ 23. Posting of Consumer Advisories □ 24. Food and Food Properations □ 25. Equipment and Personnel □ 26. Water, Plumbing and Waste □ 27. Physical Facility □ 28. Poisonous or Toxic Materials □ 29. Special Requirements □ 20. Proper Adequate Handwashing □ 21. Food and Food Preparation for HSP □ 22. Posting of Consumer Advisories □ 22. Posting of Consumer Advisories □ 22. Posting of Consumer Advisories □ 24. Pood and Food Protected and Risk Factors (Red Items 1-22): □ 25. Posting of Consumer Advisories □ 26. Number of Violated Provisions Related □ 27. Foodborne Illnesses Interventions and Risk Factors (Red Items 1-22): □ 28. Poisonous or Toxic Materials (FC-2)(590.003) □ 29. Special Requirements (590.009) □ 20. Proper Adequate Handwashing □ 21. Food and Food Preparation for HSP □ 22. Posting of Consumer Advisories □ 22. Posting of Consumer Advisories □ 23. Number of Violated Provisions Related □ 75. Foodborne Illnesses Interventions and Risk Factors (Red Items 1-22): □ 26. Violations marked must be corrected to Foodborne Illnesses Interventions and Risk Factors (Red Items 1-22): □ 26. Violations marked must be corrected to Foodborne Illnesses Interventions and Risk Factors (Red Items 1-22): □ 26. Violations must be corrected to Foodborne Illnesses Interventions and Risk Factors (Red Items 1-22): □ 27. Posting of Consumer Advisories □ 28. Poisonous must be corrected to Foodborne Illnesses Interventions and Risk Factors (Red Items 1-22): □ 26. Violations must be corrected to Foodborne Illnesses Interventions and Risk Factors (Red Items 1-22): □ 27. Posting of Consumer Advisories □ 28. Poisonous must be corrected to Foodborne Illnesses Interventions and Risk Factors (Red Items 1-22): □ 26. Violations must be corrected to Foodborne Illnesses Interventions and Risk Factors (Red Items 1-22): □ 27. Posting of Consumer Advisories □ 28. Poisonous or Foodborne Illnesses Interventions and Risk Factors (Red Items 1-22): □ 5.	8. Separation / Segregation / Protection			
CONSUMER ADVISORY  22. Posting of Consumer Advisories    Description   22. Posting of Consumer Advisories	9. Food Contact Surfaces Cleaning and Sanitizing			
11. Good Hygienic Practices    22. Posting of Consumer Advisories    23. Posting of Consumer Advisories    24. Posting of Consumer Advisories    25. Posting of Consumer Advisories    26. Water, Plumbing and Waste   (FC-2)(590.005)	10. Proper Adequate Handwashing			SP
Number of Violated Provisions Related To Foodborne Illnesses Interventions and Risk Factors (Red Items 1-22):  Official Order for Correction: Based on an inspection today, the items checked indicate violations of 105 CMR 590.000/Federal Food Code. This report, when signed below by a Board of Health member or its agent constitutes an order of the Board of Health. Failure to correct violations cited in this report may result in suspension or revocation of the food establishment permit and cessation of food establishment operations. If aggrieved by this order, you have a right to a hearing. Your request must be in writing and submitted to the Board of Health at the above address within 10 days of receipt of this order.	11. Good Hygienic Practices			
To Foodborne Illnesses Interventions and Risk Factors (Red Items 1-22):  Official Order for Correction: Based on an inspection today, the items checked indicate violations of 105 CMR 590.000/Federal Food Code. This report, when signed below by a Board of Health member or its agent constitutes an order of the Board of Health. Failure to correct violations cited in this report may result in suspension or revocation of the food establishment permit and cessation of food establishment operations. If aggrieved by this order, you have a right to a hearing. Your request must be in writing and submitted to the Board of Health at the above address within 10 days of receipt of this order.	alar Bilaira			
	ritical (C) violations marked must be corrected amediately or within 10 days as determined by the Board Health. Non-critical (N) violations must be corrected amediately or within 90 days as determined by the Board Health.    C N	To Foodborn and Risk Far Official Order today, the iter 590.000/Fede by a Board of order of the Ecited in this rethe food establishment have a right to and submitted within 10 days	ne Illnesses Intervention ctors (Red Items 1-22): er for Correction: Based must checked indicate violateral Food Code. This report Health member or its agree of Health member or its agree of Health. Failure to export may result in suspendishment permit and cest operations. If aggrieved to a hearing. Your request to the Board of Health as of receipt of this order.	on an inspection ations of 105 CMR ort, when signed below tent constitutes an occrrect violations insion or revocation of sation of food by this order, you must be in writing

Inspector's Signature: **Print:** PIC's Signature: **Print:** 

RURO

BOARD OF HEALTH

			DESCRIPTION OF VIOLATION / PLAN OF CORRECTION	Date
			PLEASE PRINT CLEARLY	Verified
	510.09		Closed for bus mon Toes for Winter  Retail for thems must be properly labeled  HWSINK 110 3 Bay @ 124 - using bleach Sanitia.  Serve Sobet Allergy Auroreness Cost - Katic Reit fr.  Argul Dec 2014  Friday temps 41,39,37	
	540.01		neel Shields over light hibes (I girll  Up front - temps ok -	
			Allenyawarenens Censumerfosting	
scu	ssion With P	erson in Charge		
-			Corrective Action Required: No Pre	s
		is alo	Voluntary Compliance Employee Restrict Exclusion  Re-inspection Scheduled Emergency Suspendence  Embargo Emergency Closure	ension

# City of Middletown - Dept. of Health FOOD or BEVERAGE DISPENSING LICENSE

Name	Rough House Food Truck
Classification _	
Туре	Mobile Vendor
Address	208 College Street, Middletown CT 06457
Operator	Rafael Bianca
<b>Qualified Food</b>	Operator Rafael Bianco
Alternate Qualit	fied Food Operator NA
Based upon an	Inspection Performed on June 2013
Environmental S	Sanitarian Manfred Rehm, R.S.
Unless Revoked	I, This License Expires on
	De the liest Mr.
	Director of Health

**Display Prominently** 



Name of Recipient: RAFAEL BIANCO

Certificate Number: 1819098

Date of Completion: 3/7/2015

Date of Expiration: 3/7/2020

The above-named person is hereby issued this certificate for completing an allergen awareness training program recognized by the Massachusetts Department of Public Health in accordance with 105 CMR 590.009(G)(3)(a).

This certificate will be valid for five (5) years from date of completion.

Issued By:



Massachusetts Restaurant Associatio 333 Turmpike Road, Suite 102 Southborough, MA 01772 508-303-9905

www.marestaurantassoc.org



800.765.2122 www.restaurant.org



#### Toni N. Harp Mayor

# CITY OF NEW HAVEN COMMUNITY SERVICE ADMINISTRATION DEPARTMENT OF HEALTH BUREAU OF ENVIRONMENTAL HEALTH



54 Meadow Street - 9<sup>TH</sup> Floor • New Haven • Connecticut 06519 Phone 203-946-8174 • Fax 203-946-6509

Date:	9/26/2014	

# CITY OF NEW HAVEN BUREAU OF ENVIROMENTAL HEALTH TEMPORARY FOOD-SERVICE OPERATION

Permission is hereby granted to	Rafael Bianco	_
204 College Street, Middletown,	CT 06457	
To operate a Temporary Food-Service	Discovery to Cure Walk	
Wall Street		
In accordance with the rules and regulation	ns of the Board of Health.	
This permit is valid 9/28/2	2014	

Paul Kowalski, Acting Director of Health

# City of Middletown - Dept. of Health FOOD or BEVERAGE DISPENSING LICENSE

Name	Rough House Food Truck
Classification _	1
Type	Mobile Vendor
Address	208 College Street, Middletown CT 06457
Operator	Rafael Bianca
<b>Qualified Food</b>	Operator Rafael Bianco
Alternate Qualit	fied Food Operator NA
Based upon an	Inspection Performed on
Environmental S	Sanitarian Manfred Rehm, R.S.
Unless Revoked	I, This License Expires on June 2014
	DAD to be
	Director of Health

**Display Prominently** 



Agenda Item: 5A

# TOWN OF TRURO

## **Board of Selectmen Agenda Item**

**DEPARTMENT:** Licensing Department

REQUESTOR: Noelle Scoullar, Executive Assistant on behalf of Licensee Payomet Performing Arts Charitable Trust dba

Payomet Performing Arts Center

**REQUESTED MEETING DATE:** April 22, 2015

**ITEM:** Public Hearing to approve, as Local Licensing Authority for the Town of Truro, a new Seasonal Wine & Malt Pouring License for Payomet Performing Arts Center.

**EXPLANATION:** This item was tabled from the 4/7/15 meeting. The Selectmen's office received an application on March 19, 2015 from Kevin Rice, Managing Artistic Director, and Fred Todd, Board President of Payomet Performing Arts Charitable Trust, dba Payomet Performing Arts Center for a seasonal wine & malt pouring license. This license, once approved, would be a General on Premise (no food required) Seasonal Wine & Malt Pouring License (April 1<sup>st</sup> – January 15<sup>th</sup>). Once this request is reviewed and approved at a duly held Board of Selectmen Meeting, the ABCC application will be mailed to the State for final approval. In addition, Form 43 (ABCC) is in the signature file for Selectmen's signature once an approval vote is made. The ABCC will return this document stamped APPROVED, or this office will be contacted with a request for additional information from the applicant.

\*Kevin Rice filled out two applications for temporary sign permits on 4/8/2015. These will be reviewed by the Planning Board on 5/5/2015.

FINANCIAL SOURCE (IF APPLICABLE): N/A

**IMPACT IF NOT APPROVED:** N/A

**SUGGESTED ACTION:** MOTION TO Approve Kevin Rice, Managing Artistic Director of Payomet Performing Arts Charitable Trust dba Payomet Performing Arts Center for a General on Premise Seasonal Wine & Malt pouring license located at 29 Old Dewline Road, Truro.

#### **ATTACHMENTS:**

- 1. Public Hearing Notice
- 2. ABCC Application (Confidential)
- 3. Police Chief Review
- 4. Form 43 for LLA signature
- 5. Two applications for temporary sign permits

Agenda Item: 5A1



# **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: <a href="mailto:ntudor@truro-ma.gov">ntudor@truro-ma.gov</a> or <a href="mailto:ntudor@truro-ma.gov">nscoullar@truro-ma.gov</a>

# TOWN OF TRURO PUBLIC HEARING NEW SEASONAL WINE AND MALT POURING LICENSE

Please be advised that the Truro Board of Selectmen will hold a Public Hearing on Tuesday, **April 7, 2015 at 5:00 p.m**. to hear the application of Payomet Performing Arts Charitable Trust dba Payomet Performing Arts Center, Kevin Rice, Manager of Record in request of a New Seasonal Wine & Malt Pouring License (under MGL Chapter 138 §12 General On-Premise) with the Town of Truro. The premises location is 29 Old Dewline Road, Truro, MA 02666. The hearing will take place at the Truro Town Hall, 24 Town Hall Road, Truro, MA, 02666. Comments from the public will be heard and all interested parties are urged to attend.

Jay Coburn, Chairman Board of Selectmen Town of Truro

Agenda Item: 5A3



# **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: <a href="mailto:ntudor@truro-ma.gov">ntudor@truro-ma.gov</a> or <a href="mailto:nscoullar@truro-ma.gov">nscoullar@truro-ma.gov</a>

To:

Police Chief, Kyle Takakjian, Truro Police Department

From:

Nicole Tudor, Executive Assistant

Date:

March 26, 2015

Re:

Application for a New Seasonal -Wine & Malt -General-On-Premise Pouring License

Payomet Performing Arts Charitable Trust, dba Payomet Performing Arts Center Located at

29 Old Dewline Road-Cape Cod National Seashore, Department of Interior

The Office of the Board of Selectmen is in receipt of an ABCC (Alcoholic Beverages Control Commission) application from, Kevin Rice, Managing Artistic Director & Fred Todd, Board President on behalf of Payomet Performing Arts Charitable Trust, dba Payomet Performing Arts Center.

Payomet Performing Arts Center is requesting a New Seasonal –Wine & Malt –General-On-Premise Pouring License (per MGL Chapter 138 § 12) with the Town of Truro.

Included please find the accompanying ABCC application as submitted by the applicant that will be provided to the Alcoholic Beverages Control Commission once the Board of Selectmen/Local Licensing Authority review and approve the application at a duly held public hearing on April 7, 2015.

Please kindly review for purposes of approval with the Local Licensing Authority (BOS) this request for a New Seasonal –Wine & Malt –General-On-Premise Pouring License to ensure that the safety and well-being of the public will be protected.

Please provide any comments below:

As was experienced last year, nights with large crowds and alcoholic beverages will require police details for traffic control.

POLICE DEPARTMENT REVIEW & APPROVAL

Signature:

Police Chief, Kyle Takakjian

Date:



#### The Commonwealth of Massachusetts Alcoholic Beverages Control Commission 239 Causeway Street Boston, MA 02114

www.mass.gov/abcc

☐ For Reconsideration

Agenda Item: 5A4

# FORM 43 MUST BE SIGNED BY LOCAL LICENSING AUTHORITY

				Trurc	o			04	1/07/2015		
ABCC License Nun	nber			City/Tow	n			L	ocal Approva	l Date	_
TRANSACTION TYPE	(Please check a	II relevant trans	sactions):								
NewLicense			fficer/Directo	r	☐ Pled	lge of Lice	nse	□ C	hangeCorpo	rate Name	
Transfer of License Change of Location				☐ Pledge of Stock ☐ Seasonal to Annual					nual		
☐ Change of Manager ☐ Alteration of Licensed Pr			ed Premises	Tran	sfer of Sto	tock Change of License Type					
Cordials/LiqueursPermit Issuance of Stock				☐ New	Stockholo	der		ther			
6-Day to 7-Day	_icense	☐ Manag	ement/Opera	ating Agreement	☐ Win	e & Malt to	All Alcoh	nol			_
Name of Licensee	Nameof Licensee Payomet Performing Arts Charitable Trust			EINof Licensee Personal Information Redacted							
D/B/A	Payomet Perfor	ming Arts Cent	ter		Manager Ke	evin Rice					
ADDRESS 29 Old I	Dewline Rd			CITY/TOWN :	Truro		STAT E	MA	ZIPCOD	E 02666	
Annual or Seasonal Category: (All Alcohol-Wine & Malt Wine, Malt Wine, Malt & Cordials)  Complete Description of Licensed Premises:  Type: (Restaurant, Club, Package Store, General On Premises, Etc.)											
tents (20x50 & 23x seating.		ncludes a lobby				ing areas;		ers Notifi			
Application Filed: Mar 19, 2015 Advertised:  Date & Time		3/26/2015 & 4/2/2015  Date & Attach Publication			Abdit	CIS INOUIN	eu. 100	<u> </u>			
	Dateo	. rime		Dale& All	acriPublication						
Licensee Contact Pe	erson for Transac	Noelle S	Scoullar			Phone:	508-349	-7004-ext	24		
ADDRESS POBox	2030			CITY/TOWN 1	Fruro		STAT E	MA	ZIPCODE	02666	
Remarks:											
TheLocal Licensi	ngAuthoritiesBy:						Alcoholid	RalphSa	ontrol Commiss acramone e Director	ion	
					ARCCRema	rke:					

TOWN OF TRUBO

Agenda Item: 5A5

### **TOWN OF TRURO**



ANNING OF TOWN Clerk

ANNING BOX PID tor

2015-003 29 mm

APR - 8 2015

25:00 FEZ PAID

Received TRIVIOF TRURO

#### **Application for Temporary Sign Permit**

Pursuant to Section 11 of the Truro Sign Code Fee: \$25.00 Applicant Contact Information: Po. Box 12 Number of Signs Requested: Temporary Sign Dimensions: Height Please attach a "to scale" copy of Location(s) of Proposed Temporary Sign(s): Please use additional sheet(s) for multiple locations Date(s) of the Event in Which the Sign is Intended: Date When Sign(s) will be: Installed: Removed: Name and Address of Property Owner(s) Where Temporary Sign(s) to be located: Applicant Signature Owner Signature (which also authorizes the use of the property) Date Planning Board Action: Approved \_\_\_\_\_ Approved w/Conditions Denied Conditions:

Title

Date:

CC: Building Commissioner, Board of Selectmen

Board Signature:

# **PAYOMET**

**Coming Events:** 

**Text** 

**Text** 

Two-sided signs
Two locations
Scale: 1" = 1' - 0"

Payomet Performing Arts Center, Truro

## **TOWN OF TRURO**



### **PLANNING BOARD**

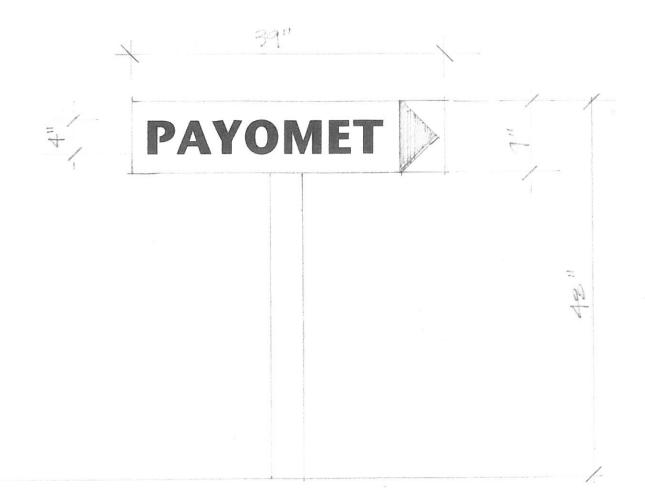
# Application for Temporary Sign Permit Pursuant to Section 11 of the Truro Sign Code

Fee: \$25.00

atta	chaen
Page	2 2

Applicant Name: Canonot lestrum ans Centa Date:
Applicant Contact Information:
Mailing Address
Phone Email
Number of Signs Requested:
Temporary Sign Dimensions: Height Width Please attach a "to scale" copy of the proposed sign(s).
Location(s) of Proposed Temporary Sign(s): So, Hand Rd.
@ Old Dewline intersection
Map(s): Please use additional sheet(s) for multiple locations
Date(s) of the Event in Which the Sign is Intended:
Date When Sign(s) will be: Installed: May 15 Removed: 0ct, 15
Name and Address of Property Owner(s) Where Temporary Sign(s) to be located:
National Park Genrice - 99 Marconi Status
Name Mailing Address Wellffelt, MO 0266
Phone Email
Applicant Signature Date
Owner Signature (which also authorizes the use of the property)  Date
Planning Board Action: Approved Approved w/Conditions Denied
Conditions:
Board Signature: Date:

CC: Building Commissioner, Board of Selectmen



Two-sided sign with directional arrow. One location. Scale 1" = 1' - 0"

Payomet Performing Arts Center, Truro



Agenda Item: 6A

# TOWN OF TRURO

## **Board of Selectmen Agenda Item**

**DEPARTMENT:** Licensing Department

REQUESTOR: Noelle Scoullar, Executive Assistant on behalf of Sonja Soderberg, owner of East Harbour

Motel/Cottages

**REQUESTED MEETING DATE:** April 22, 2015

**ITEM:** Request to convert East Harbour Motel and Cottage Property to a condominium form of ownership.

**EXPLANATION:** The Selectmen's office received an application on March 31, 2015 from Attorney Lester J. Murphy, Jr. on behalf of Sonja Soderberg, owner of East Harbour Motel and Cottages located at 618 Shore Road, North Truro. This application is proposing to convert the East Harbour Motel and Cottages to a condominium form of ownership.

FINANCIAL SOURCE (IF APPLICABLE): N/A

**IMPACT IF NOT APPROVED:** East Harbor Motel and Cottages will not be able to convert to condominiums.

**SUGGESTED ACTION:** MOTION TO approve the application to convert East Harbour Motel and Cottages, to a condominium form of ownership.

#### **ATTACHMENTS:**

- 1. Letter from Attorney Lester J. Murphy Jr.
- 2. Condominium Declaration of Covenant
- 3. Conversion Application
- 4. Motion Letter from Patricia Pajaron regarding the vote from the BoH
- 5. Commercial Development Waiver of Site Plan Review Decision
- 6. Existing and Proposed Parking Plans

Agenda Item: 6A1

# LESTER J. MURPHY, JR. ATTORNEY AT LAW

P.O. BOX 1388
TELEPHONE (508) 385-8313
FAX (508) 385-7033
EMAIL ljmurphy@cape.com

1380 ROUTE 134 EAST DENNIS, MA 02641 REFER TO FILE NO.

March 31, 2015

Via: Email US Mail

Truro Board of Selectmen Truro Town Hall PO Box 2030 Truro, MA 02666

Re: Condominium conversion of East Harbour Motel Cottages at 618 Shore Road, North Truro

Dear Members of the Board,

Please be advised that I am writing to you on behalf of Sonja Soderberg in connection with the ongoing proposal to convert the East Harbour Motel and Cottage Property to a condominium form of ownership. In connection with that process I have enclosed the following:

- 1. Original form of Condominium Declaration of Covenant executed by Ms. Soderberg
- 2. Copy of conversion application
- 3. Record of vote by the Truro Board of Health regarding the application
- 4. Record of vote by the Truro Planning Board regarding a waiver of Site Plan review
- 5. Copies of the existing and proposed parking plans submitted to the Building Commissioner

All of this documentation is being forwarded to you as part of the conversion process seeking the Board's acceptance and execution of the Condominium Declaration of Covenant. I am requesting that the Board agree to place this matter on its agenda for the April 22, 2015, hearing for consideration and a vote as to

whether the Board will authorize the execution of and execute the Declaration of Covenant. Would you please confirm that you have placed this matter on the agenda for that date and advise as to the time. Should you have any questions regarding the same, please do not hesitate to contact me. I thank you for your assistance in this matter.

Very truly yours,

Lester J. Murphy, Jr.

LJM/ks enclosures

cc: Eric Shapiro Noelle Scoullar Sonja Soderberg

Agenda Item: 6A2



# TOWN OF TRURO

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

# CONDOMINIUM DECLARATION OF COVENANT

WHE	REAS, Sonja Soderberg f/k/a Sonja S. Segura
herei	nafter referred to as "OWNER," is the owner of certain real estate currently being operated
as	East Harbor Motel/Cottages situated on
5	618 Shore Road
in	North Truro , Massachusetts, which said real estate is fully and completely
desci	ribed in the deed marked Exhibit "A," annexed hereto and made a part hereof; and
	WHEREAS, the Owner is desirous of holding the above-described property as a
cond	lominium; and

WHEREAS, the use of the above-described property as a Condominium without the restrictions set forth hereinafter would constitute a use which is prohibited by the Truro Zoning Bylaw and further that such a use could expand the use of the above-described property beyond its current seasonal occupancy thereby causing greater use of available water resources, increased sewerage disposal, increases to the school population and other increases in municipal services which would be provided by the Inhabitants of the Town of Truro, and

WHEREAS, it is the intention of the Owner that the property continue in part to be used and operated as public accommodations, as defined in said Section 10.4 of Truro Zoning Bylaws; and

WHEREAS, the Owner is desirous of continuing to be licensed in the Town of Truro pursuant to General Laws Chapter 140, Sections 32A, 32B, 32C, 32D and 32E;

NOW, THEREFORE, the Owner hereby imposes the following restrictions on said premises for the benefit of (a) the owner or owners of said property, and the shareholders of said Condominium corporation, and (b) the Inhabitants of the Town of Truro:

- 1. The property, consisting of \_\_\_\_\_\_ units, is intended for and is to be used only for seasonal use, and, except as otherwise provided herein, all units owned by the Owner and the Condominium shall not be occupied between November 30 of each year and April 1 of the succeeding year. Provided that, nothing contained herein shall restrict or limit the year-round use of one (1) unit, that being unit # \_Apt. 1 , which is designated as the resident manager's unit.
- 2. No agreement between the Owner or Condominium and any of its members to modify or amend the Occupancy Agreement of any unit with respect to the seasonal use restrictions of each unit shall be of any force or effect unless the same has been approved and assented to in a written instrument signed by the Board of Selectmen of the Town of Truro.
- 3. The attempted amendment or modification of any such Occupancy Agreement to provide for use of a unit beyond the season of March 1 to November 30, shall constitute the extension of a pre-existing, non-conforming use as well as a violation of Section 40.3 of the Zoning Bylaws of the Town of Truro as amended on May 19, 1981.
- 4. This Covenant and the restrictions herein contained shall remain in effect so long as the property is established as a Condominium, including any successor Condominium.
- 5. The Inhabitants of the Town of Truro, through its Board of Selectmen and/or Building Inspector, shall have the right to enforce the provisions of this Covenant, and to obtain from a Court of competent jurisdiction the appropriate orders and injunctive relief prohibiting any violations of the conditions and covenants herein contained. In the event that the said Town

Condominium
Declaration of Covenant
Page 3

of Truro shall commence an action to enforce compliance for the provisions of this covenant, the costs incurred by the said Town of Truro in that action, including its reasonable attorney's fees, shall be assessed to and paid by the owner of the property.

- 6. No amendment, revision, termination or substitution of this Declaration of Covenant shall be effective unless the same is assented to in writing by the Inhabitants of the Town of Truro through its Board of Selectmen.
- 7. The original of this Covenant shall be recorded with the Barnstable County Registry of Deeds and shall be marginally referenced to the deed of the owner and shall run with the land.
- 8. The invalidity of any provision of this Agreement shall not be deemed to impair or affect in any manner the validity, enforceability, or effect of the remainder of this Agreement and, in such event, all of the other provisions of this Agreement shall continue to full force and effect as if such invalid provisions had never been included herein.

9. The property will continue to be licensed under the authority of the Board of Health

By:

its President on the day and year above written.

Condominium Declaration of Covenant Page 4

COMMONWE	HTIAS	OF	MASS	ACI	HUSETTS
COMMINION	N IN I I I		TATE FOOT	10	

			_			
Barnstable, ss	Harch	9	, 20 <u>1<b>5</b></u>	Mananananananananananananananananananan		
Then personally app	eared the above nar	medSo	onja Sode	KAPIE L.	Ch	and
acknowledged the fo	oregoing instrument	to be a f	ree act and	deed before	FIELD WILLIAM	
My commission exp	ires: 2/2/18					
TRURO BOARD O	F SELECTMEN					
1						
			-			
1						
	COMMONWE	ALTH O	F MASSA	CHUSETTS		
Barnstable, ss					, 20	
Then personally appe	eared the above- nar	med				
			· · · · · · · · · · · · · · · · · · ·			
			, as the	y are the Truro	Board of Se	lectmen,
and acknowledged th	e foregoing instrum	nent to be	their free	act and deed; l	pefore me,	
			Notary	Public		
My commission expi	res					

#### **EXHIBIT "A"**

the land situated in Truro (North), Barnstable County, Massachusetts, bonded and described as follows:

#### LAND AS SHOWN ON LAND COURT PLAN NO. 40948-A

For Title see Certificate of Title No. 96279 issued by the Barnstable County Registry District of the Land Court

C:\MurphOFFICE\CLIENTS\shapiro.eric\soderberg exhibit a.doc

Agenda Item: 6A3



## TOWN OF TRURO

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

P.O. Box 2030, Truro MA 02666

### CONVERSION APPLICATION October 24, 2014 Date: Sonja Soderberg f/k/a Sonja S. Segura Name of applicant: 618 Shore Road, North Truro Property Address: P.O. Box 183, North Truro, MA 02652 Mailing Address: 508 487 Telephone: Applying for a Special Permit to convert from: d/b/a EAst Harbor Motel/Cottages Sonja Soderberg which is a (check whichever applies below): bedrooms Cottage Colony consisting of 7 units with 14 h Motel consisting of 10 units with 12 bedrooms Motel consisting of \_\_\_\_\_ To: A condominium consisting of 17 units with a total of 14 26 bedrooms. The Manager's unit is designated as unit # 7 The following documents have been submitted in support of this application: Signed Seasonal Covenant (with a copy of the deed labeled Exhibit A attached) Parking Plan New Septic Plan

Inspection Report on the present septic system

Year of installation: 1982 +/-FRI HEATH 1291. PECOVAS GUSTEN ST 1990 BUCP# 90 F SUSTENS # 243 - 1994 NOCP# AH-53

Comments of the Health Agent: The Supt	Te Systems serving this property
	9/15/14, Corto Conversion Will
require BOH vousew and app	pural Existing Sloov prous must
	continu # of bedrooms.
Comments of the Building Commissioner:	mber of Parking Staces is coffector
	EVIEW BY PLANNING BOATH PER ZBL
	AS A RESULT OP SITE PLAN REVIEW,
This application has been approved by the undersi	gned:
Sim Th Many	
Garan Silva Simoty Meri Emx & B. Chani	

Condominium Conversion Application

Date

Page 2

THIS FORM AND ALL SUPPORTING DOCUMENTS MUST BE SUBMITTED TO THE BOARD OF APPEALS BY THE APPLICANT

Date

Agenda Item: 6A4



## TOWN OF TRURO

#### **HEALTH DEPARTMENT**

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

March 6, 2015

Lester J. Murphy, Jr. Attorney at Law PO Box 1388 East Dennis, MA 02641

RE: Sonja Soderberg, East Harbor Motel/Cottages, 618 Shore Road, Condominium Conversion Application

Dear Attorney Murphy:

Please be advised that the Truro Board of Health at their regularly scheduled meeting on March 3, 2015 made a motion regarding the above-referenced application:

### FOR YOUR INFORMATION THE MOTION STATED:

Dianne Eib made a motion to approve the condominium conversion for East Harbor Motel/Cottages, 618 Shore Rd as is with no changes. Jason Silva seconded. Vote: 4-0-1. Tracey Rose abstained. Motion carries.

Sincerely,

Health/Conservation Agent

Cc: Board of Health

S. Soderberg, property owner

Agenda Item: 6A5



### TOWN OF TRURO

#### Planning Board

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

#### COMMERCIAL DEVELOPMENT WAIVER OF SITE PLAN REVIEW DECISION

Atlas Map 5 Parcel 13

Address: 618 Shore Road, Truro

Case Reference No: 2015-001SPR

Applicant: Sonja Soderberg

Meeting Date: February 3, 2015

Decision Date: February 3, 2015

Land Court Certificate of Title No. 96279 - L.C. Plan #40948-A

At a duly posted Truro Planning Board hearing held February 3, 2015, the Board voted unanimously to approve an application for a Waiver of Residential Development Site Plan Review pursuant to §70.9 of the Truro Zoning By-law for the parking plan (revised) for the conversion of a Motel and Cottage Colony (East Harbor) to multi-family for property located at 618 Shore Road, Map 5, Parcel 13.

The applicant's representatives reviewed the application and plans with the Board. The Board's vote referenced the application and plans filed with the Truro Town Clerk on January 26, 2015:

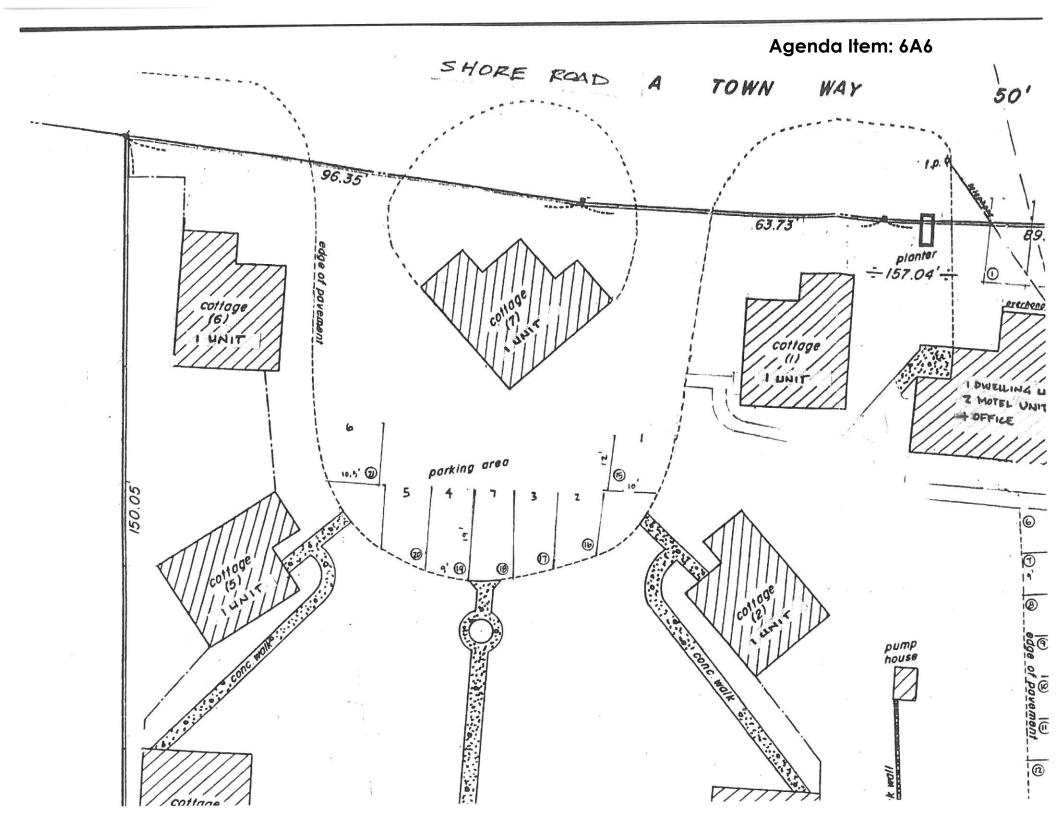
- 1. Commercial Development Application for Site Plan Review.
- 2. Email correspondence authorizing Attorney L.J. Murphy to proceed with the application
- 3. East Harbor Motel and Cottages, 618 Shore Road Request for Waiver of Site Plan Review.
- 4. Plan of Land in (North) Truro, as surveyed for East Harbor Motel & Cottages, Sonja Soderberg (618 Shore Road), Depicting Existing Parking, at 1" = 20', dated November, 2014.
- 5. Plan of Land in (North) Truro, as surveyed for East Harbor Motel & Cottages, Sonja Soderberg (618 Shore Road), Depicting Proposed Parking, at 1" = 20', dated November, 2014.

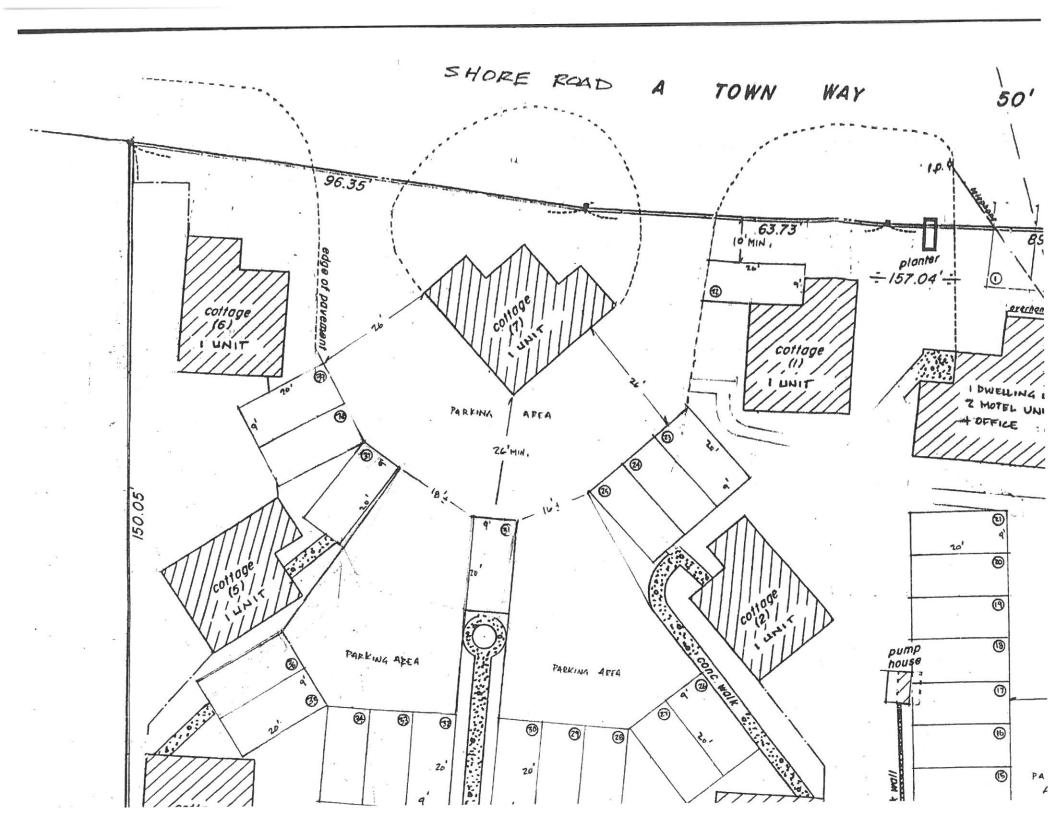
#### **Board Vote:**

Ms. Tobia moved to approve the request of Sonja Soderberg, for a Waiver of Site Plan Review pursuant to §70.9 of the Truro Zoning Bylaw for the parking plan (revised) for the conversion of a Motel and Cottage Colony (East Harbor) to multi-family for property located at 618 Shore Road, Map 5, Parcel 13. This is based on the fact that the revised parking plan and layout will not have a significant impact: within the site or in relation to adjacent properties and streets; on pedestrian and vehicular traffic; on public services and infrastructure, or on unique environmental and historic resources, abutting properties; or community needs. Mr. Worthington seconded the motion and it was so voted to approve on a vote of 7-0-0. The Board clarified that at this time the additional parking as shown on the "Plan of Land in (North) Truro, as surveyed for East Harbor Motel & Cottages, Sonja Soderberg (618 Shore Road), Depicting Proposed Parking, at 1" = 20', dated November, 2014" does not have to be constructed. It is understood that the property will be going through structural upgrades and improvements which will be further review by the Planning Board pursuant to §70 of the Truro Zoning By-law, at that time the parking will be further reviewed.

The Board Members voting in favor: Mr. Childs, Ms. Tobia, Mr. Worthington, Mr. Lucy, Mr. Boleyn, Mr. Sollog and Mr. Roderick.

	ING L. Shift TI Chairman, Truro Planning Board	2-10-
	Chairman, Truro Planning Board	Date
Received, Office of the Town Clerk:		
Signature	IM FFBRVary 11, 201  Date	2









# **TOWN OF TRURO**Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Rae Ann Palmer, Town Administrator for Selectman Burgess and Vice-Chair Wisotzky

**REQUESTED MEETING DATE:** April 22, 2015

**ITEM:** Action to rescind the following Board of Selectman Policies:

#1 – School Crosswalk Responsibility

#20 – Weekly Correspondence Reader

#33 - Naming Opportunity

**EXPLANATION:** Selectpersons Burgess and Wisotzky along with Labor Counsel Jack Dolan and the Town Administrator are reviewing all Board of Selectmen Policies for updating. Policies number 1, 20 and 33 are no longer necessary and therefore are recommended for rescission. Policy 1 is a standard operating procedure of the Police Department; Policy 20 has been replaced by the Weekly Report from the Town Administrator; and Policy 33 was specific to the construction of the Community Center.

FINANCIAL SOURCE (IF APPLICABLE): N/A

**IMPACT IF NOT APPROVED:** The policies will remain in effect.

**SUGGESTED ACTION:** Motion to rescind Board of Selectmen Policy #1, Policy #20 and Policy #33.

#### **ATTACHMENTS:**

- 1. Policy #1
- 2. Policy #20
- 3. Policy #33

Agenda Item: 6B1



## TOWN OF TRURO

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

#### POLICY MEMORANDUM #1, REVISED

Date: Adopted October 20, 1992

Revised December 8, 2004

Subject: SCHOOL CROSSWALK RESPONSIBILITY

Public safety in Truro is a function of the Police Department. Monitoring the school crosswalk at Route 6 is deemed a matter of public safety and shall, therefore, be the responsibility of the Police Department. This responsibility covers approximately two half hours per day, one in the early morning and one sometime after noon.

In the occasional emergency situation, where unavoidably no police coverage is possible, the Chief will notify the school authorities, giving as much advance notice as he can. The school will then be responsible for providing emergency coverage and should have a plan in place to deal with such a contingency.

The school crosswalk coverage is to be reviewed annually and jointly determined by the Chief of Police and the Truro Central School Principal. This annual review should occur in preparation for each new school year. Any expressed concerns, regarding this coverage, that arise between annual reviews should be referred to the Chief of Police and jointly resolved by him/her and the Principal.

Alfred Gaechter, Chairman				
Christopher R. Lucy, Vice-Chairman				
Gary Palmer, Clerk				
Lloyd F. Rose				
Paul J. Asher-Best Board of Selectmen				
Town of Truro				

Agenda Item: 6B2



### TOWN OF TRURO

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

#### **POLICY MEMORANDUM #20**

Date: Adopted November 26, 1996

Subject: WEEKLY CORRESPONDENCE READER FILE

#### 1. Introduction:

It is the goal of the Board of Selectmen to be kept fully informed on all "official" matters relating to the Town of Truro. In addition to briefings, meetings, copies of minutes, and correspondence from other parties directed to the Board of Selectmen, one way to be informed of current official matters is to regularly review official correspondence <u>originating</u> from **all** departments.

#### 2. Action:

Effective immediately, **all** departments of the Town of Truro will forward copies of approved/signed correspondence relative to town operations, or that which may have an impact upon town administration, to the Administrative Secretary before close of business **every** Monday.

The Administrative Secretary will collate all correspondence received into a "Weekly Correspondence Reader File" and will then forward the file to the Town Administrator for review before being given to the Board of Selectmen for their review. Upon completion of the Board of Selectmen's review, the file will be forwarded to all departments for their review as well.

This action should serve the purpose of keeping the Selectmen informed, with no surprises, and it will also keep departments informed of other actions throughout the town that may have an impact on their respective operations.

D. I. (I.M. d. Cl. )		
Robert J. Martin, Chairman		
Ruth Jacobs, Vice-Chairman		
Lloyd F. Rose, Clerk		
3		
John H. Snow		
John II. Bhow		
Harold A. Eastman		
Board of Selectmen		
Town of Truro		

Agenda Item: 6B3



## TOWN OF TRURO

P.O. Box 2030, Truro MA 02666 Tel: (508) 487-2702 Fax: (508) 487-2762

#### **POLICY MEMORANDUM #33**

Date: April 7, 2004

Subject: NAMING OPPORTUNITIES - TRURO COMMUNITY CENTER

Donors of significant amounts of money may wish to memorialize a family member, friend or historically important person by naming a room, a garden bench, a tile on a walkway, or some other item(s) for that person.

Size of Gift	Space or Article(s) That can be Named
\$250,000.	Large Activity Room/Gym in Recreation Wing
\$250,000.	Multi-Purpose Room in COA Wing
\$150,000.	Kitchen in COA Wing/Stage in Recreation Wing
\$100,000.	Reception Room in either Wing
\$ 75,000.	Gallery in COA/Two-Stop Elevator, COA Wing
\$ 50,000.	An Office in Either Wing
\$ 35,000.	Emergency Generator
\$ 25,000.	Stage Rigging/Curtain, Recreation Wing
\$ 21,000.	Metal Basement Stair, COA Wing
\$ 19,000.	Kitchen Equipment, COA Wing
\$ 17,000.	Divider Curtain, Gym in Recreation Wing
\$ 12,000. (\$6,000. ea.)	Basketball Backboard, Gym in Recreation Wing
Special Campaign \$ 50.	Garden Paving Stone, Wall Tiles outside Gym, Lockers

(A separate category of naming/giving might include mosaic pavers donated by and created by children, marked with name(s) of creator/artists and placed in gardens as appropriate. A similar activity provided beautiful mosaic tiles for gardens around the Truro Public Library).

Naming Opportunities Policy #33 Truro Community Center April 7, 2004 Page 2

Names of Donors and Donors' loved ones, relatives, and other Truro people, living or dead, may be considered for these spaces. Plaques upon which dedications appear must be uniform in size and wording; recommendations for these and similar decisions are to be made by an ad hoc committee of three (3), appointed by the Board of Selectmen and convened for this purpose.

Alfred Gaechter, Chairman
Christopher R. Lucy, Vice-Chairman
Gary Palmer, Clerk
Lloyd F. Rose
Paul J. Asher
Board of Selectmen Town of Truro
SSM/jld





# **TOWN OF TRURO**Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Rae Ann Palmer, Town Administrator for Vice-Chairman Wisotzky

**REQUESTED MEETING DATE:** April 22, 2015

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

**EXPLANATION:** A Request for Proposals has been issued to hire a qualified firm to conduct a recruitment for an Interim Fire Chief. Responses are due back on May 1 and it is anticipated that the Board will interview and hire a firm in the month of May to complete the search. Prior to hiring a firm, the Town should determine the process it wishes to use for the selection of an Interim Fire Chief.

FINANCIAL SOURCE (IF APPLICABLE): N/A

**IMPACT IF NOT APPROVED:** N/A

**SUGGESTED ACTION:** Motion to

#### **ATTACHMENTS:**

1. Request for Proposals

Agenda Item: 6C1



# Public Notice Truro Board of Selectmen Request for Proposals Interim Fire Chief Search Consultant

The Town of Truro Board of Selectmen seeks consulting services in connection with the recruitment and selection of an appropriate candidate for the position of Interim Fire Chief for the Town of Truro.

Copies of the Request for Proposal (RFP) may be obtained through the Office of the Town Administrator at <a href="mailto:rpalmer@truro-ma.gov">rpalmer@truro-ma.gov</a> and on the Town website, <a href="http://www.truro-ma.gov/">http://www.truro-ma.gov/</a> beginning on Tuesday April 7, 2015.

Selection criteria are included in the detailed RFP.

Proposals must be received by 2:00 PM on Friday May 1, 2015 at the Town of Truro Administration Office PO Box 2030 24 Town Hall Road Truro, MA 02666

The clock in the Administration Offices shall be the sole determiner of time.

The Town of Truro reserves the right to reject any or all proposals, to waive any informalities in the proposals received, and to accept the proposal which is most advantageous to the Town.

Jay Coburn, Chairman Truro Board of Selectmen

#### Publish:

Provincetown Banner
Town website
MMA Website

Post:

Town Hall



# Town Of Truro Request for Proposals Executive Search Consulting Services Recruitment and Selection of an Interim Fire Chief

#### A. General Information

#### 1. Purpose of this Request for Proposals

The Town of Truro Board of Selectmen seeks consulting services in connection with the recruitment and selection of an appropriate candidate for the position of Interim Fire Chief for the Town of Truro. Truro's call Fire and Rescue Department is currently led by a part time Fire Chief who will take mandatory retirement in the fall. The Department is currently staffed through a combination of call personnel and per diem personnel to provide 24/7 fire and rescue services. Service provision is supplemented with strong mutual aid agreements with surrounding Towns. An experienced Interim Chief is sought to guide the Town through a transition to a full time Chief and to explore regional opportunities.

#### 2. Schedule

Consultant's proposal shall be received by Board of Selectmen, in the Selectmen's Office, Truro Town Hall, PO Box 2030, 24 Town Hall Road, Truro, MA 02677 no later than **2:00 PM on Friday, May 1, 2015**. Late submissions will be rejected and will be returned to the consultant unopened. Acceptance of the successful Consultant's proposal shall take place within thirty (30) days of the deadline for submitting proposals. All proposals shall remain valid and acceptable for this length of time. An applicant may correct, modify or withdraw a proposal by written notice received in the Selectmen's Office prior to 2:00 p.m. on Friday, May 1, 2015.

#### 3. Awarding Authority

The awarding authority is the Town of Truro acting by and through its Board of Selectmen.

#### 4. Clarification of Consultant's Proposal

The Town of Truro reserves the right to contact any Consultant individually for the purpose of clarifying his/her proposal. Each Consultant who submits a response to this RFP may be required to make an oral presentation of the submitted proposal to the Board of Selectmen. Such presentations, which provide an opportunity for the Consultant to clarify his /her proposal to ensure a mutual understanding thereof, will in no way change the Consultant's original proposal.

#### 5. Inquiries

It is the responsibility of the Consultant to inquire about and question any material contained in this RFP that is not fully understood or that is believed to be susceptible to more than one interpretation. Any inquiries or requests for clarification regarding this RFP should be submitted in writing, addressed to:

Rae Ann Palmer, Town Administrator & Chief Procurement Officer Truro Town Hall PO Box 2030, 24 Town Hall Road Truro, MA 02666 rpalmer@truro-ma.gov

If any response to such inquiries affects the content of this RFP, then the Town shall provide its response in writing, with a copy to each Consultant who has received this RFP.



#### 6. Confidentiality

Under Massachusetts General Laws, the Town cannot assure the confidentiality of any material or information that may be submitted by an applicant in response to this RFP. Thus, applicants who choose to submit confidential material or information do so at their own risk. Pursuant to M.G.L. Chapter 30B, upon opening, each proposal will be held confidential by the Board of Selectmen until such time as the evaluation and selection process has been completed. Proposal responses are public documents available for inspection by interested parties after the completion of this procurement.

#### B. Scope of Services - Detailed Requirements for Selected Consultant

#### 1. Recruitment Plan

Prepare, in consultation with the Town Administrator, a plan for the search, recruitment and selection of a candidate for the position of Interim Fire Chief for the Town of Truro. Consult with and assist Board of Selectmen in defining the appropriate roles and level of participation of the Board of Selectmen and, if convened, the Search Committee in the overall search process. The plan shall be presented in a written report and shall include the following:

#### 2. Position Profile

A profile of the position and a profile of the desired candidate, reflecting the qualities and attributes the Board of Selectmen believes the Interim Fire Chief should possess.

#### 3. Screening Process

Specification of the process for receiving and screening resumes or applications for the position including criteria by which candidates are to be evaluated, along with background and preliminary reference checks.

#### 4. Interview Procedures

Description of a detailed procedure for interviewing qualified candidates, which may include roleplaying exercises deemed helpful to assess the sound judgment and capabilities of a candidate.

#### 5. Required Services

The consultant shall perform the following services following acceptance and approval of the plan to be developed as specified:

- **a.** Prepare advertising for the position and assist in the selection of media for publication.
- **b.** Conduct active recruitment of potential candidates known to the consultant and Town officials who may not respond to other recruiting measures.
- **c.** Recommend in written reports to the Town all qualified candidates for further evaluation through an informal interview process which may be conducted by telephone (informal prescreen).
- **d.** Assist with and participate with the Town in the conduct of structured interviews with preliminarily qualified candidates. One interview may be held in executive session pursuant to Massachusetts law.
- **e.** After completion of the recruiting and evaluation process to this point, recommend in writing the best qualified candidates, in consultation with the Town, to be interviewed in a public meeting or meetings by the Board of Selectmen.
- **f.** Assist the Town with compensation issues.
- **g.** Assist the Board of Selectmen in preparing for public interviews under the Massachusetts Open Meeting law of the best qualified candidates recommended by the Search Committee.



**h.** The consultant shall meet with representatives of the Town as frequently and for such time as may be necessary to carry out his or her work and shall regularly update the Board of Selectmen as to the progression of the process.

#### C. Required Proposal Format

#### 1. Submission of Proposals

Each applicant shall furnish all requested information in the formats specified by this RFP. Specifically, each proposal shall, consist of the following:

- a. Transmittal Letter The Consultant shall submit a transmittal letter signed by an authorized representative of the Consultant and include the names of the individuals authorized to conduct business with the Town. The Consultant's address and telephone number shall also be included.
- b. Technical Proposal An original and seven (7) copies of the Technical Proposal, which must contain the following sections and information to be considered:
  - Describe proposed work plan to meet the requirements of the scope of services.
  - Provide Consultant's proposed timetable for each aspect of the work in the proposed work plan.
  - Show evidence of Consultant's knowledge of the various models of Fire and Rescue service provision.
  - Price Proposal to include all costs associated with the project, schedule of payments which
    must be dependent upon completion of all elements of work required by the Scope of
    Services.
  - Specify the composition of project team who will be providing the services specified in this RFP, including appropriate resumes.
  - Describe Consultant's company background, relevant experience in the business of providing public safety recruitment and selection consulting services to municipal governments.
  - List the successful Fire Chief recruitments the Consultant has accomplished for other municipalities and estimated tenure of those selected.
  - List cities or towns for which Consultant has done work in the past three years and any other relevant references with the names and telephone numbers of contact people in each case.
  - Provide samples of work, such as reports, a sample position profile, evaluation forms and other decision making tools.
  - Sign and attach the Certificate of Non-Collusion, attached to this RFP as Exhibit A.
  - Sign and attach a Certificate of Corporate Vote attesting to the authority of the person signing to bind the corporation, if applicable.

#### D. Evaluation of Proposals

#### 1. Criteria

All proposals will be evaluated on the following criteria:

- **a.** Responsiveness to RFP requirements.
- **b.** Experience and years of service conducting public safety recruitments.
- c. Specific Fire and Rescue recruitment and selection experience.



- **d.** Knowledge of the basic duties and responsibilities of a Fire/Rescue Chief in the Commonwealth of Massachusetts generally and the various models of service provision.
- e. Work plan and tentative timetable for execution of the work required by Scope of Services.
- **f.** Availability of personnel to begin and complete the recruitment in a timely manner.
- g. Quality of references.

#### 2. Minimum Evaluation Criteria

Proposals shall be evaluated based on responsiveness to the criteria, terms and conditions contained in the RFP and its attachments. Any proposal not meeting the Minimum Evaluation Criteria of this RFP will be disqualified without further evaluation. The Board of Selectmen may determine that the Consultant's inability to meet the Minimum Evaluation Criteria is due to minor informalities, which are defined as minor deviations, insignificant mistakes, and matters of form rather than substance, and can be clarified, as provided above. In such cases, the Board of Selectmen may allow the Consultant to make minor corrections, except to cost items, and may apply the change in the evaluation.

#### 3. Interviews

The Board of Selectmen may interview some or all proposers meeting minimum qualifications at a special meeting.

#### 4. Rejection of Proposals

The Town of Truro reserves the right to reject any or all proposals, to waive any informalities in the proposals received, and to accept the proposal which is most advantageous to the Town.

#### 5. Award

The best proposal will be determined after a ranking of technical proposals and a separate ranking of price proposals. The determination of the most advantageous proposal shall be made on the basis of evaluation of non-price factors. The best price is the lowest price for the most advantageous technical proposal as determined by the Board of Selectmen. The Town reserves the right to award to other than the lowest price proposal.

#### E. Consultant Selection

Following the procedures previously described, the Town will make a decision regarding selection of the Consultant with whom it wishes to enter into contract negotiations.

#### F. Execution of Agreement

Upon the acceptance of a Consultant's proposal, the Town will prepare and submit an Agreement to the successful Consultant for signing. Incorporated by reference into the Agreement that is to be entered into by the Town and the successful Consultant pursuant to this RFP will be:

- all of the information presented in or with this RFP and the Consultant's response thereto, and
- all written communications between the Town and the successful Consultant whose proposal is accepted.

Before an Agreement may be executed by the Town, the successful Consultant shall be required to execute and file with the Town a Certification of Tax Compliance in accordance with the provisions of M.G.L. Chapter 62C, §49A.



#### Exhibit A

#### **CERTIFICATE OF NON-COLLUSION**

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

Signature	Date
Printed Name and Title	
Name of Business	



## TOWN OF TRURO

### **Board of Selectmen Agenda Item**

**DEPARTMENT:** Licensing Department

**REQUESTOR:** Noelle Scoullar, Executive Assistant for Robert Weinstein, Selectman

**REQUESTED MEETING DATE:** April 22, 2015

**ITEM:** Discussion of Information contained in State Alcohol License Applications

**EXPLANATION:** Concern has been expressed regarding personal information, such as social security numbers, required on State Alcoholic Beverages Control Commission applications which are viewed by Board of Selectmen in the dropbox.

FINANCIAL SOURCE (IF APPLICABLE): N/A

**IMPACT IF NOT APPROVED: N/A** 

**SUGGESTED ACTION:** MOTION TO redact confidential information on alcohol license applications prior to Board of Selectmen review.

Or

Motion to direct staff to prepare a Board of Selectman's Policy Memorandum on the sharing of applicant information.

**ATTACHMENTS:** None





# **TOWN OF TRURO**Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Rae Ann Palmer, Town Administrator for Chairman Jay Coburn

**REQUESTED MEETING DATE:** April 22, 2015

ITEM: Discussion of FY 2016 Board of Selectman Goal Setting Process

**EXPLANATION:** In accordance with the Truro Town Charter, §4-2-11, the Board of Selectman are required to annually hold a meeting during the month of June to state the Board's goals for the coming year and to evaluate and review the previous year's goals. The Chairman has requested that the Board discuss the process for goal setting, including how Department Heads will participate.

I will provide an update to the 2015 goals at your May 6, 2015 meeting.

FINANCIAL SOURCE (IF APPLICABLE): N/A

**IMPACT IF NOT APPROVED: N/A** 

**SUGGESTED ACTION:** Motion to

**ATTACHMENTS:** None





## TOWN OF TRURO

### **Board of Selectmen Agenda Item**

**DEPARTMENT:** Administration

**REQUESTOR:** Rae Ann Palmer, Town Administrator for Chairman Jay Coburn

**REQUESTED MEETING DATE:** April 22, 2015

**ITEM:** Annual Town Meeting Warrant

**EXPLANATION:** Chairman Coburn requested placement of this item on the Agenda to discuss

the Annual Town Meeting motions.

FINANCIAL SOURCE (IF APPLICABLE): N/A

**IMPACT IF NOT APPROVED:** N/A

**SUGGESTED ACTION:** Discussion

#### **ATTACHMENTS:**

1. Motions for Town Meeting

Agenda Item: 6F1

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

Move to hear reports of any multi-member body, whose annual report was not published in the 2014 Annual Town Report. *Requested by the Board of Selectmen* 

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

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

Move to determine and set the following as the salary for the Board of Selectmen, who shall receive for Fiscal Year 2016: Board of Selectmen 5 @ \$3,000.00 = \$15,000.00. *Requested by the Finance Committee* 

Finance Committee Recommendation: 4-0-0 in favor Board of Selectmen Recommendation: 5-0-0 in favor

# ARTICLE 3: AUTHORIZATION TO SET THE SALARY OF THE MODERATOR

Move to determine and set the salary for the Town Moderator, who shall receive for Fiscal Year 2016: Moderator @ \$150.00. *Requested by the Board of Selectmen* 

Finance Committee Recommendation: 4-0-0 in favor Board of Selectmen Recommendation: 5-0-0 in favor

# **ARTICLE 4:** AMENDMENTS TO THE FY2015 OPERATING BUDGET

Move to appropriate from available funds and/or authorize the transfer from various line items within current appropriations, such sums of money necessary to supplement the operating/or capital budgets of the various Town departments for the current fiscal year 2014-2015 (FY2015). *Requested by the Board of Selectmen* 

Finance Committee Recommendation: 4-0-0 in favor Board of Selectmen Recommendation: 5-0-0 in favor

FROM	ТО	AMOUNT
Free Cash	Fire Department Payroll	\$107,000
To pay for coverage 24 hour	rs per day, seven days per week.	
Free Cash	Pamet Harbor Ops – Capital: Security Camera	\$7,500
	eras to provide additional security at the harbor.	ψ <i>τ</i> ,εσσ
Free Cash	Snow Removal Budget (FY '15 Deficit)	\$75,000
	ow and ice removal for FY2015	\$13,000
1 7 7	v	ф10,000
Free Cash	Town Administrator Purchase of Services Budget (Ballston Beach Related Design &	\$10,000
	Engineering)	
To provide the necessary en	gineering and design services to complete the reco	mmendations for
the over wash problems at B	allston Beach.	
Free Cash	Transfer Station Supply Budget (Recycling	\$13,500
	Bins, Container Chute)	. ,
To purchase the necessary b	ins to assist with single source recycling at the Tra	insfer Station
Re-appropriate FY '13 Op	Transfer Station Purchase of Services Budget	11,596.09
Cap Encumbered Balance	(Tipping Fees)	,
re: Public Safety Facility		
Exterior Painting Project		
To cover increased costs of a	taking trash to the Covanta facility.	
Re-appropriate FY '15 T/S	Transfer Station Purchase of Services Budget	\$18,189.00
Capital Balance re:	(Tipping Fees)	
Purchase of Transfer		
Trailer  To some increased and a set of	taking though to the Conguta facility	
10 cover increasea costs of	taking trash to the Covanta facility.	
	TOTAL	\$242,785.09

#### **ARTICLE 5:** FY 2016 OMNIBUS BUDGET APPROPRIATION

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

Source	Amount
Raise through taxation	\$16,866,450.25
Transfer from Beach Receipts Reserved for Appropriation	\$280,000.00
Transfer from Golf Receipts Reserved for Appropriation	\$120,000.00
Transfer from Pamet Harbor Receipts Reserved for Appropriation	\$65,000.00
Transfer from Recreation Receipts Reserved for Appropriation	\$15,500.00
Transfer from Conservation Commission Receipts Reserved for Appropriation	\$5,000.00
Transfer from Fund Balance Reserved for Overlay Released by the Assessors	\$138,800.00
Transfer from Educational/Governmental Programing Access Fund	\$78,050.00
Appropriate within the Septic Betterment Program Fund	\$10,400.00
Appropriate within the Community Preservation Act Fund	\$216,625.00
TOTAL	\$17,795,825.25

Requested by the Board of Selectmen

Finance Committee Recommendation: 4-0-0 in favor Board of Selectmen Recommendation: 5-0-0 in favor

#### **ARTICLE 6:** TRANSFER OF FUNDS FROM FREE CASH

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

Move to transfer One Million Three Hundred Thousand dollars (\$1,300,000.00) from Free Cash to reduce or stabilize the Tax Rate. *Requested by the Board of Selectmen* 

Finance Committee Recommendation: 4-0-0 in favor Board of Selectmen Recommendation: 5-0-0 in favor

#### **Section Two: To the OPEB Trust Fund**

Move to transfer the sum of Three Hundred Thousand dollars (\$300,000.00) from free cash to the Other Post-Employment Benefits (OPEB) Trust Fund. *Requested by the Board of Selectmen* 

Finance Committee Recommendation: 4-0-0 in favor Board of Selectmen Recommendation: 5-0-0 in favor

#### **ARTICLE 7: COMMUNITY PRESERVATION ACT**

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

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

Finance Committee Recommendation: 4-0-0 in favor Board of Selectmen Recommendation: 5-0-0 in favor Community Preservation Committee Recommendation: 7-0-0 in favor

Two thirds majority vote required

# Section Two: <u>Phase 3 Preservation of the Truro Meeting House (Historic Preservation)</u>

Move to appropriate Two Hundred Sixty-four Thousand Seven Hundred Ninety dollars (\$264,790.00) exactly including Fifty-three Thousand Ninety-four dollars (\$53,094.00) exactly from the Fiscal Year 2016 Projected Community Preservation Act Fund Revenues and Two Hundred Eleven Thousand Six Hundred Ninety-six dollars (\$211,696.00) exactly from Undesignated Community Preservation Act Fund Balance for the final phase of the complete restoration of the Truro Meeting House. *Requested by Friends of the Truro Meeting House* 

Finance Committee Recommendation: 4-0-0 in favor Board of Selectmen Recommendation: 5-0-0 in favor

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

#### **Section Three:** Beach Access Materials (Recreation)

Move to appropriate the sum of Twenty-two Thousand Fifty-nine dollars (\$22,059.00) exactly from Community Preservation Act Undesignated Fund Balances to purchase not more than six

(6) handicap access mats for use at Corn Hill Beach and Head of the Meadow. *Requested by Truro Commission on Disabilities* 

Finance Committee Recommendation: 4-0-0 in favor Board of Selectmen Recommendation: 5-0-0 in favor

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

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

Move to vote to appropriate the sum of Forty Thousand dollars (\$40,000.00) exactly from the Community Preservation Act Undesignated Fund Balance to assist with the purchase of 3.77 acres of Edgewood Farm woodland, to acquire a conservation restriction which will, through deed restrictions, prohibit the future development of the two parcels involved, and to authorize the Board of Selectmen to enter into an agreement with the Truro Conservation Trust for the management of the conservation restriction or to take any other action relative thereto. *Requested by Truro Conservation Trust* 

Finance Committee Recommendation: 4-0-0 in favor Board of Selectmen Recommendation: 5-0-0 in favor

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

Two thirds majority vote required

### **Section Five: Administrative Percentage**

Move to appropriate the sum of Twenty-six Thousand Five Hundred Forty-seven dollars (\$26,547.00) exactly from FY 2016 Projected Community Preservation Act Revenue for the administrative expenses of the Community Preservation Committee. *Requested by Community Preservation Committee* 

Finance Committee Recommendation: 4-0-0 in favor Board of Selectmen Recommendation: 5-0-0 in favor

Community Preservation Committee Recommendation: 6-0-0 in favor

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

Move to authorize the Town Treasurer, under the direction of the Board of Selectmen and under the authority of Massachusetts General Laws Chapter 44 Sections 6 and 6A, as amended, to borrow \$170,426; to appropriate this sum for work on roads located on the state Primary System as approved by the Massachusetts Highway Department; to authorize, under the direction of the Board of Selectmen and the Town Administrator, the expenditure of these funds in anticipation of state reimbursement; and to accept any and all state highway assistance funds authorized by the Legislature under the provisions of Chapter 45 of the Acts of 2005, and any other different or subsequent legislation, and as approved by the Massachusetts Highway Department under the so-called Chapter 90 Highway Assistance Program. *Requested by the Town Administrator* 

Finance Committee Recommendation: 4-0-0 in favor Board of Selectmen Recommendation: 5-0-0 in favor

### ARTICLE 9: CAPITAL EXCLUSION TO PURCHASE DEFIBRILLATORS

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

Requested by the Board of Selectmen

Finance Committee Recommendation: 4-0-0 in favor Board of Selectmen Recommendation: 5-0-0 in favor

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

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

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

Finance Committee Recommendation: 4-0-0 in favor Board of Selectmen Recommendation: 5-0-0 in favor School Committee Recommendation: 4-0-0 in favor

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

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

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

Finance Committee Recommendation: 4-0-0 in favor Board of Selectmen Recommendation: 5-0-0 in favor

## ARTICLE 12: NON-UNION PERSONNEL CLASSIFICATION AND COMPENSATION SCHEDULE, COST OF LIVING ALLOWANCE FOR FISCAL YEAR 2016

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

Finance Committee Recommendation: 4-0-0 in favor Board of Selectmen Recommendation: 5-0-0 in favor

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

FROM FY15 - CLASSIFICATION & COMPENSATION SCHEDULE									
	1								
Grade			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	
	Job Title		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	
	Salaries are rounded								
1	Beach Attendant	Hrly	\$11.68	\$12.06	\$12.52	\$12.91	\$13.35	\$13.76	
	Election Teller	Hrly 1	\$11.68						
	_	step							
2	No current position	Hrly							
3	Beach Sales Clerk	Hrly	\$13.43	\$13.88	\$14.56	\$15.11	\$15.64	\$16.25	
	Recreation Counselor	Hrly	\$13.43	\$13.88	\$14.56	\$15.11	\$15.64	\$16.25	
	Council on Aging Van Drivers	Hrly	\$13.43	\$13.88	\$14.56	\$15.11	\$15.64	\$16.25	
4	Golf Ranger/Starters	Hrly	\$13.66	\$14.62	\$15.57	\$16.66	\$17.82	\$19.06	
<u> </u>	Golf Sales Clerks	Hrly	\$13.66	\$14.62	\$15.57	\$16.66	\$17.82	\$19.06	
	Recreation Assistant Dir/	Hrly	\$13.66	\$14.62	\$15.57	\$16.66	\$17.82	\$19.06	
	Program Coordinator		715.00	γ14.02	713.37	710.00	717.02	Ş13.00	
5	Beach Assistant Supervisor	Hrly	\$15.01	\$16.01	\$16.97	\$17.95	\$18.92	\$19.96	
	Beach Lifeguard	Hrly	\$15.01	\$16.01	\$16.97	\$17.95	\$18.92	\$19.96	
	Golf Assistant Manager	Hrly	\$15.01	\$16.01	\$16.97	\$17.95	\$18.92	\$19.96	
	Golf Greenskeeper	Hrly	\$15.01	\$16.01	\$16.97	\$17.95	\$18.92	\$19.96	
6	Beach Head Lifeguard	Hrly	\$16.08	\$17.07	\$18.09	\$19.09	\$20.11	\$21.20	
7	Office Assistant 1	Hrly	\$18.15	\$18.80	\$19.45	\$20.06	\$20.72	\$21.35	
	Library Tech Services/Youth Services	Hrly	\$18.15	\$18.80	\$19.45	\$20.06	\$20.72	\$21.35	
8	Assistant Harbormaster (2 pt positions)	Hrly	\$18.44	\$19.06	\$19.68	\$20.27	\$20.90	\$21.53	
	Library Programs/Comm. Outreach	Hrly	\$18.44	\$19.06	\$19.68	\$20.27	\$20.90	\$21.53	
9	No Current Position								
9A	Staff Librarian (convert to hourly)	Ann'l.	\$36,167	\$38,133	\$40,099	\$42,065	\$44,058	\$46,020	
10	Ass'st. Rec./Beach Dir. (plus stipend- flat rate \$8,100)	Ann'l	\$41,022	\$44,762	\$45,558	\$47,826	\$50,106	\$52,370	
	Assistant Library Director	Hrly	\$22.45	\$24.50	\$24.94	\$26.18	\$27.42	\$28.66	
11	Harbarmactor/Challfish Wardan	Ll els	\$20.00	¢21.20	¢22.45	¢22.75	¢2E 10	¢26.50	
11	Harbormaster/Shellfish Warden	Hrly	\$30.00	\$31.20	\$32.45	\$33.75	\$35.10	\$36.50	

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

2%	TO FY16 – 0	CLASSIF	ICATION	& COMPE	NSATION	SCHEDU	JLE	
		NON-U	INION & NO	N-CONTRA	СТ			
Grade			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
	Job Title Salaries are rounded		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1	Beach Attendant	Hrly	\$11.91	\$12.30	\$12.77	\$13.17	\$13.62	\$14.04
	Election Teller (1 step)	Hrly	\$11.91	712.30	712.77	713.17	713.02	714.04
	Liection Teller (1 Step)	Tilly	711.91					
2	No Current Position							
3	Beach Sales Clerk	Hrly	\$13.70	\$14.16	\$14.85	\$15.41	\$15.95	\$16.58
	Recreation Counselor	Hrly	\$13.70	\$14.16	\$14.85	\$15.41	\$15.95	\$16.58
	Council on Aging Van Drivers	Hrly	\$13.70	\$14.16	\$14.85	\$15.41	\$15.95	\$16.58
4	Golf Ranger/Starters*							
-	Golf Sales Clerks*							
	Rec. Assistant Dir/ Program Coordinator	Hrly	\$13.93	\$14.91	\$15.88	\$16.99	\$18.18	\$19.44
5	Beach Assistant Supervisor	Hrly	\$15.31	\$16.33	\$17.31	\$18.31	\$19.30	\$20.36
	Beach Lifeguard	Hrly	\$15.31	\$16.33	\$17.31	\$18.31	\$19.30	\$20.36
	Golf Assistant Manager*							
	Golf Greenskeeper*							
5A	Library Assistant (21 hours)	Hrly	\$17.09	\$17.95	\$18.83	\$19.96	\$21.15	\$22.37
6	Beach Head Lifeguard	Hrly	\$16.40	\$17.41	\$18.45	\$19.47	\$20.51	\$21.62
7	Office Assistant 1	Hrly	\$18.51	\$19.18	\$19.84	\$20.46	\$21.13	\$21.78
	Library Tech. Serv/Youth Serv (23 hours)	Hrly	\$18.51	\$19.18	\$19.84	\$20.46	\$21.13	\$21.78
8	Assistant Harbormaster (2 pt positions)	Hrly	\$18.81	\$19.44	\$20.07	\$20.68	\$21.32	\$21.96
	Library Prog/Comm Outreach (25 hours)	Hrly	\$18.81	\$19.44	\$20.07	\$20.68	\$21.32	\$21.96
9	No Current Position							
9A	Staff Librarian	Hrly	\$20.20	\$21.29	\$22.39	\$23.48	\$24.60	\$25.69
10	Asst. Recreation/Beach Director (plus stipend – flat rate \$8100)	Ann'l	\$41,842	\$45,657	\$46,469	\$48,783	\$51,108	\$53,417
10A	Assistant Library Director	Hrly	\$22.90	\$24.99	\$25.44	\$26.70	\$27.97	\$29.23
11	Harbormaster/Shellfish Warden	Hrly.	\$30.60	\$31.82	\$33.10	\$34.43	\$35.80	\$37.23

	Greens Superintendent*							
	Executive Assistant	Annua	\$51,836	\$54,448	\$57,496	\$60,523	\$63,573	\$66,621
				4	4	4	4	
12	Recreation/Beach Director (plus stipend - flat rate - \$9,900)	Ann'l.	\$49,190	\$52,139	\$55,269	\$58,584	\$62,099	\$65,496
	Library Director	Ann'l.	\$49,681	\$52,661	\$55,822	\$59,170	\$62,721	\$66,152
14A	Golf Course Manager*							
15	Insp. of Buildings/Bldg Comm	Hrly.	\$30.78	\$32.60	\$34.39	\$36.20	\$38.02	\$39.78
17	DPW Director	Ann'l.	\$87,720	\$89,760	\$91,800	\$93,840	\$95,880	\$97,920
18	Assistant Town Admin.	Ann'l	\$77,907	\$81,801	\$85,890	\$90,186	\$94,695	\$99,431
P1	No Current Position							
P2	Parking Magistrate	Ann'l.	Ann'l. \$4,962					
Р3	Plumbing/Gas Inspector	Per Ins	spection \$40	.00		-		
РЗА	Deputy Plumbing/Gas Inspector	Per Ins	spection \$32	.00				
P5	Wiring Inspector (plus \$64/Week office hours)	Ann'l	\$10,692					
P5A	Deputy Wiring Inspector	Per Ins	spection \$32	.00	•	1	•	
P6	Dog Officer/Animal Control	Hrly	\$28.10					
P8	Deputy Building Inspector	Per Ins	spection \$32	.00	<u>'</u>	<u> </u>	·	
P9	Field Inspector: Conservation/Health	Per Ins	spection \$45	.00				
F5	FF/First Responder	Hrly	\$16.77					
F15	FF/EMT/Basic	Hrly	\$22.36					
F18	FF/EMT/Intermediate	Hrly	\$23.76					
F19	FF/EMT/Paramedic	Hrly	\$25.16					
F20	Squad Member flat rate	Ann'l	\$2,439					
F1	Fire Chief flat rate	Ann'l	\$50,031					

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

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

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

Requested by the Board of Selectmen, Town Administrator and Board of Library Trustees

Finance Committee Recommendation: 4-0-0 in favor Board of Selectmen Recommendation: 5-0-0 in favor

**Board of Library Trustees Recommendation: 4-0-0 in favor** 

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

Move to vote to amend the Personnel Bylaw by adding "Assistant Health and Conservation Agent" as a new position effective July 1, 2015 and to amend Article XII - Classification/Compensation Schedules by adding the following:

Grade	Job Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
10A	Assistant to the Health &	Hourly	22.58	23.26	23.96	24.67	25.41	26.18
	Conservation Agent							

Requested by the Board of Selectmen and Town Administrator

Finance Committee Recommendation: 4-0-0 in favor Board of Selectmen Recommendation: 5-0-0 in favor

## ARTICLE 15: RETURN OF FUNDS TO THE CONGREGATIONAL CHURCH

Move to vote to instruct and authorize the Town Clerk to return the principal and all accumulated interest out of both the Congregational Cemetery Fund and the Congregational Cemetery (General) fund to the Congregational Church. *Requested by the Cemetery Commission* 

Finance Committee Recommendation: 4-0-0 in favor Board of Selectmen Recommendation: 5-0-0 in favor

### **ARTICLE 16: POND ROAD EASEMENT**

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

Requested by the Board of Selectmen and the Town Administrator.

Finance Committee Recommendation: 4-0-0 in favor Board of Selectmen Recommendation: 5-0-0 in favor

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

Move to vote to amend the Truro Personnel Bylaw, Article II, by adding thereto the following new subsection:

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

Requested by the Board of Selectmen and the Town Administrator.

Finance Committee Recommendation: 4-0-0 in favor

**Selectmen Recommendation: 5-0-0 in favor** 

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

Move to vote to amend the Truro Personnel Bylaw, Article V, by adding thereto the following new subsection:

5.3 <u>Limitation on Dual or Multiple Positions</u> – Except as authorized by M.G.L. c. 268A and as approved in advance by the Board of Selectmen in exceptional circumstances, no employee of the Town shall be eligible for employment in another position with the Town if the combined weekly hours worked by the employee in the service of the Town foreseeably would exceed 40 on a regular or recurring basis. This provision shall not apply to employees holding only positions exempt from the overtime provisions of the Fair Labor Standards Act.

Requested by the Board of Selectmen and the Town Administrator.

Finance Committee Recommendation: 4-0-0 in favor Board of Selectmen Recommendation: 5-0-0 in favor

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

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

Requested by the Board of Selectmen and the Beach Commission

**Beach Commission Recommendation: 4-0-0 in favor Board of Selectmen Recommendation: 5-0-0 in favor** 

### **ARTICLE 20: ZONING AMENDMENT - §30.2, NOTE 4**

Move to vote to amend the Truro Zoning Bylaw, Section 30.2 Note 4, by deleting the existing language and replacing it with the following: "4. Uses in this category are further subject to the special regulations set forth in §40.5 and the Planning Board shall serve as the Special Permit granting authority." *Requested by the Planning Board* 

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

Planning Board Recommendation: 7-0-0

### **ARTICLE 21: ZONING AMENDMENT - §30.2, NOTE 6**

Move to vote to amend the Truro Zoning Bylaw, Section 30.2 Note 6, by deleting the last portion of the final sentence, which reads "; the proposed accessory use need not be located on the same parcel as the primary use". *Requested by the Planning Board* 

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

### **ARTICLE 22: ZONING AMENDMENT - §50.1.H**

Move to vote to amend the Truro Zoning Bylaw by deleting Section 50.1.H, which reads "H. Public accommodations shall not exceed two (2) habitable stories." *Requested by the Planning Board* 

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

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

Move to vote to amend the Truro Zoning Bylaw Section 10.4 by deleting the definition of "Street" and replacing it with the following:

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

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

### "Section 30.11 Streets and Frontage

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

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

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

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

Requested by the Planning Board

Board of Selectmen Recommendation: 1 in favor, 4 opposed

Planning Board Recommendation: 6-0 in favor

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

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

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

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

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

#### **NOTES**

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

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

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

A. Purpose. The Board of Appeals may grant a special permit for the conversion of a cottage colony, cabin colony, motor court, motel, or hotel to a multi-family dwelling use under any type of ownership, provided that the provisions of this section are met. For those properties which have received a Special Permit pursuant to §40.3 above, a new Special Permit will be required to allow for the year-round use of said property.

#### B. Requirements.

- 1. The converted premises shall comply with applicable provisions of the zoning, building, health and safety codes, as determined by the Building Commissioner and Board of Health and applicable provisions of the Provincetown Water regulations so as to provide for appropriate and adequate year round living.
- 2. Each converted unit shall comply with the parking requirements for single family dwellings as established in § 30.9, Parking, except that, where pre-existing structures under this section are unable to meet the current parking standards on their existing lots, the parking requirement may be met on a contiguous lot or on a lot directly across the street provided the following conditions are met:
  - a. The two lots must be in and remain in common ownership and not be further divided.
  - b. The two lots shall not be used for the purpose of increasing the size or the use of the pre-existing structure or property.
  - c. Other than parking, pre-existing structures, and septic systems allowed by the Truro Board of Health, the adjacent lot shall remain open space.
  - d. All conditions must be recorded at the Barnstable Registry of Deeds.
- 3. The density of units permitted on a lot shall be as follows:
  - a. Route 6A, North Truro Limited Business District; North Truro Center General Business District and Rout 6 General Business District: one unit per 3,000 sq. ft.
  - b. Beach Point Limited Business District one unit per 2,100 sq. ft.
  - c. Notwithstanding the restrictions of this section, no cottage

colony, cabin colony, motor court, motel, or hotel which existed on January 1, 1987 shall be required to reduce its then existing number of units if or when it converts to multi-unit dwelling or non-dwelling use so long as it complies with all other requirements of this bylaw.

d. The granting of a Special Permit hereunder shall be consistent with the provisions of Section 30.8."

Requested by the Board of Selectmen

Board of Selectmen Recommendation: 4 in favor, 1 abstain

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

## ARTICLE 25: CHARTER AMENDMENT CHANGE "TOWN ADMINISTRATOR" TO "TOWN MANAGER"

Move to vote to amend the Town Charter by changing throughout the term "Town Administrator" to "Town Manager". *Requested by the Board of Selectmen* 

**Board of Selectmen Recommendation: 4 in favor, 1 opposed Ad-Hoc Charter Review Committee: 6-0 in favor** 

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

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

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

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

- A Board of Selectmen of five members.
- A School Committee of five members.
- A Planning Board of seven members.
- A Board of Library Trustees of five members, notwithstanding the provisions of Section 10 of chapter 78 of the General Laws.
- A Housing Authority of four members in accordance with the General Laws. A fifth member of the Housing Authority shall be appointed by the Commonwealth.

A Cemetery Commission of three members.

Requested by the Board of Selectmen

**Board of Selectmen Recommendation: 5-0-0 in favor Ad-Hoc Charter Review Committee: 6-0 in favor** 

#### **ARTICLE 27: CHARTER AMENDMENT SECTION 4-2-7**

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

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

Requested by the Board of Selectmen

**Board of Selectmen Recommendation: 5-0 in favor Ad-Hoc Charter Review Committee: 6-0 in favor** 

### **ARTICLE 28: CHARTER AMENDMENT SECTION 4-2-9**

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

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

Requested by the Board of Selectmen

**Board of Selectmen Recommendation: 5-0 in favor Ad-Hoc Charter Review Committee: 6-0 in favor** 

### **ARTICLE 29: CHARTER AMENDMENT SECTION 4-2-1**

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

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

Requested by the Board of Selectmen

**Board of Selectmen Recommendation: 5-0 in favor Ad-Hoc Charter Review Committee: 6-0 in favor** 

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

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

4-3-1 The Board of Selectmen shall

appoint: Town Administrator

**Public Safety** 

Personnel: Police

Chief and Officers

Fire Chief

Civil Defense Director

Constables

**Town Counsel** 

And further, in Appendix B, Part 2, make the

following changes: Police Chief and

**Officers** 

Fire Chief

Constable

Civil Defense Director

Requested by the Board of Selectmen

Board of Selectmen Recommendation: 4 in favor, 1 opposed

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

### **ARTICLE 31: CHARTER AMENDMENT SECTION 5-4-3**

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

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

Requested by the Board of Selectmen

**Board of Selectmen Recommendation: 4 in favor, 1 opposed Ad-Hoc Charter Review Committee: 6-0 in favor** 

### **ARTICLE 32: CHARTER AMENDMENT SECTION 5-5-5**

Move to vote to amend the Town Charter by adding a new Section 5-5-5 as follows:

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

Requested by the Board of Selectmen

Board of Selectmen Recommendation: 4 in favor, 1 opposed Ad-Hoc Charter Review Committee: 6-0 in favor

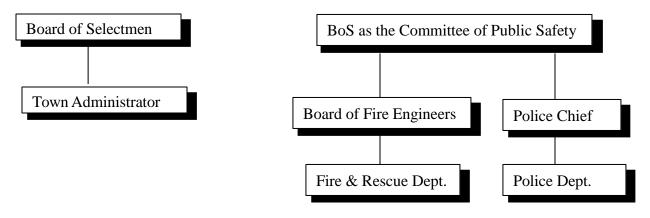
### **ARTICLE 33: CHARTER AMENDMENT APPENDIX B, PART 3**

Move to vote to amend the Town Charter, Appendix B, Part 3 Departmental Chart by changing the title to "Appendix B, Part 3 Reporting Responsibilities" and deleting the "BoS as the Committee of Public Safety" and by having the "Police Chief" and the "Fire Chief" report to the Town Administrator. *Requested by the Board of Selectmen* 

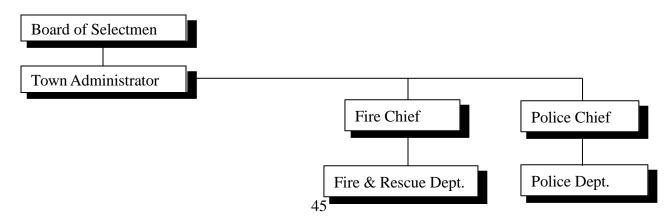
**Board of Selectmen Recommendation: 4 in favor, 1 opposed Ad-Hoc Charter Review Committee: 6-0 in favor** 

Two thirds majority vote required

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



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



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

Hereto fail not and make due return of the warrants, together with your doings thereon, to the Town Clerk, at time and place of said meetings. Given unto our hands this 24<sup>th</sup> day of March in the Year of our Lord, Two Thousand and Fifteen.

We, the members of the Board of Selectmen of the Town of Truro, have read the warrant for Annual Town Meeting to be held at 6:00 p.m. on April 28, 2015, at the Truro Central School and have read the warrant for the Town election to be held on Tuesday May 12, 2015 at the Truro Community Center from 7:00 a.m. to 8:00 p.m.

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

Paul Wisotzky, Vice-C

Robert Weinstein

above mentioned warrant

Jay Coburn, Chair

Vanet W Worthington Clerk

Maureen Burgess

A true copy, attest:

Cynthia A. Slade

Town Clerk, Town of Truro

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



Agenda Item: 7A1

### TOWN OF TRURO

### **Board of Selectmen Agenda Item**

**DEPARTMENT:** Office of the Board of Selectmen

**REQUESTOR:** Nicole Tudor, Executive Assistant on behalf of the Truro Housing Authority

**REQUESTED MEETING DATE:** April 22, 2015

**ITEM:** Memorandum of Agreement between Barnstable County, acting by and through the Cape Cod Commission and the Town of Truro to provide technical assistance to local communities for a housing needs assessment for the Housing Authority.

**EXPLANATION:** The Cape Cod Commission has received funding from the Department of Housing and Community Development to provide technical assistance to local communities to support a housing needs assessment. The Truro Housing Authority will work with their selected consultant, Development Cycles to complete the Scope of Work (Attachment A).

**FINANCIAL SOURCE (IF APPLICABLE):** The funding for the project is provided by the Cape Cod Commission through the Department of Housing and Community Development's District Local Technical Assistance program. The Town agrees to provide periodic progress reports, including draft deliverables, as appropriate and financial reports to the Commission for grant reporting purposes on or before June 12, 2015 and September 11, 2015. A final report is due on or before October 31, 2015.

**IMPACT IF NOT APPROVED:** The Cape Cod Commission would not provide the Town with \$6,000 to conduct the Scope of Work in Attachment A.

**SUGGESTED ACTION:** Motion to approve the Memorandum of Agreement with the Cape Cod Commission and the Town of Truro to provide technical assistance funds for a housing needs assessment and to authorize the Chair to sign the agreement.

#### **ATTACHMENTS:**

1. MOA between the Cape Cod Commission and the Town of Truro

Agenda Item: 7A1

#### Memorandum of Agreement Between

Barnstable County through Cape Cod Commission 3225 Main Street Barnstable, MA 02630

and

Town Administrator on behalf of Town of Truro P. O. Box 2030 Truro, MA 02666

This Memorandum of Agreement (Agreement) is entered into this \_\_\_\_\_\_ day of April, 2015 by and between Barnstable County, acting by and through the Cape Cod Commission (hereafter referred to as the "Commission") and the Town Administrator on behalf of the Town of Truro (hereafter referred to as the "Town.")

WHEREAS, the Commission has received funding from the Department of Housing and Community Development to provide technical assistance to local communities under the provisions of Chapter 205 of the Acts of 2006, as amended, and

WHEREAS, the Town has requested technical assistance to support a housing needs assessment,

NOW THEREFORE, the Town enters into this Memorandum of Agreement with the Commission.

#### 1. RESPONSIBILITIES OF THE TOWN

- A) The Town has requested technical assistance from the Commission in accordance with its letter dated November 7, 2014 incorporated herein by reference.
- B) The Town agrees to work with the Commission as per the attached Scope of Work (Attachment A.)
- C) The Town agrees to clearly state on all written materials and reports that funding for the project is provided by the Cape Cod Commission through the Department of Housing and Community Development's District Local Technical Assistance program. The Town agrees to provide periodic progress, including draft deliverables, as appropriate and financial reports to the Commission for grant reporting purposes on or before June 12, 2015 and September 11, 2015. A final report is due on or before October 31, 2015.

#### 2. RESPONSIBILITIES OF THE COMMISSION

Upon execution of this agreement, the Commission agrees to provide the Town with \$6,000 to conduct the scope of work in Attachment A. Funding for this technical assistance is provided by the Department of Housing and Community Development and the Cape Cod Commission.

#### 3. DURATION

- A) This Memorandum of Agreement shall be effective until September 30, 2015 unless an extension in time is agreed to in writing by both parties.
- B) Either the Town or the Commission may terminate this Agreement by written notice to the other party, if the other party substantially fails to fulfill its obligations hereunder through no fault of the terminating party, or if the other party violates or

breaches any of the provisions of this Agreement. Such notice shall be delivered by certified mail at least thirty (30) days before such effective date. In the event of such termination or suspension of this Agreement, the Commission shall be entitled to just and equitable compensation for satisfactory work completed, for services performed and for reimbursable expenses necessarily incurred in the performance of this Agreement up to and including the date of receipt of notice of termination or suspension.

#### 4. AMENDMENT

Date

This Agreement may be amended as mutually agreed by both parties in writing.

#### 5. SIGNATORY AUTHORIZATION

The respective signatories hereto represent and warrant that they are duly authorized to execute this Agreement on behalf of the public entity on whose behalf they have signed this Agreement, and that all substantive and procedural preconditions to their effective execution of this Agreement on behalf of said public entities have been satisfied.

execute this Agreement this day of April in the year
TOWN OF TRURO
Jay Coburn, Chair Board of Selectmen
Date

### ATTACHMENT A SCOPE OF WORK

The Town of Truro will work with their selected consultant, Development Cycles to complete the following:

1. Evaluate the Key Changes in Truro's Demographic, Housing and Labor Trends since 2000 including:

The following represent the specific items and the sources for collecting the information comparing Truro to Barnstable County and MA:

- Population, 1980---2020 Projected from MISER Population Projections
- Population, By Age, 2000---2020 Projected from MISER Population Projections
- Households, 2000---2013 from American Community Survey
- Elderly Households, 2000---2013 from American Community Survey
- In and Out---Migration Flows, 2007---2012 from US Census
- Employment, 2000---2014 from MA Labor Market Information
- Local Jobs, 2000---2014 from MA Labor Market Information
- Wages, 2000---2014 from MA Labor Market Information
- Household Income Distribution, 2000---2013 from American Community Survey
- Poverty Rate, 2000---2013 from American Community Survey
- Rental Housing Costs, 2000---2013 from American Community Survey
- Rental Vacancy Rate, 2000---2013 from American Community Survey
- Housing Units by Type, 2000---2010 from US Census
- Subsidized Housing Characteristics from Community Housing Resource Inc. and other housing providers.
- Ownership Housing Costs, 2000---2013 from American Community Survey & Federal Home Loan Bank
- Sales Activity, Primary and Vacation by Housing Type, 2000---2014 from The Warren Group and/or local Assessor Records
- Homes On Market, April---May 2015 from On---line Listings
- School Age Population, 2000---2020 projected, from local data collected
- Foreclosures, by the Warren Group and/or Zillow.com

For each data point, the consultant will prepare Tables and Identify Key Issues as regards the need for Affordable Community Housing.

2. Assess the Need for Affordable Community Housing with a Special Emphasis on Senior Housing Need.

Based on the data collected in Task 1, the consultant will identify key housing needs distinguishing the number of housing units needed for each of the following sub---categories:

- A. By Income
  - <60% of AMI
  - 60---79% of AMI
  - 80---99% of AMI
  - 100---120% of AMI

Note: This sub---category will indicate needs for ownership and for rental housing.

B. By Age

- Young Adults (18---34 years old)
- Middle Aged Adults (35---64 years old)
- Seniors (65 and over)

Note: Senior need will distinguish between independent rental, rental with services, and independent ownership.

- C. By Other Household Types
  - With Disability
  - Single Parents with Children at Home (all Ages)
- D. By Bedroom Size
  - Rental
  - Ownership

Note: This sub---category will distinguish between senior and non---senior ownership and rental.

- 3. Assess the potential affordable housing impacts of Condo Use By---law Changes
  - A. The consultant will review proposed by---law changes identified; examine existing town records on the inventory of seasonal condominiums; and interview no fewer than three local stakeholders, in order to project the strengths and weaknesses of a bylaw change involving condominium use.
- 4. Evaluate Opportunities for Meeting Identified Need

A. The Consultant will review existing town records on inventory of condominiums and interview no fewer than five key local stakeholders, based on recommendations of the Client, to identify and evaluate potential opportunities to address identified housing needs as report these as part of the recommendations section of the report.

#### 5. Update Town's Housing Production Plan

A. The consultant will review and update appropriate elements of the Town's existing Housing Production Plan based on receiving a Word document of the existing Housing Production Plan and working with the client to identify DCHC's specific requests and concerns with the existing plan.

#### **DELIVERABLES**

Development Cycles will provide a draft and final report summarizing the key findings and recommendations from this research. The consultant will also provide an in---person briefing of these findings and recommendations to the audience of Truro Housing Authority's choosing at an agreed upon time.

#### **TIMING**

Development Cycles commits to submitting a draft report prior to June 1, 2015 and a final report with 10 days of receiving THA feedback to the draft report.





### **Board of Selectmen Agenda Item**

**DEPARTMENT:** Office of the Board of Selectmen

**REQUESTOR:** Nicole Tudor Executive Assistant, on behalf of organizers for Ragnar Relay 2015

**REQUESTED MEETING DATE:** April 22, 2015

ITEM: Ragnar Relay 2015 (Saturday, May 9, 2015) Road Race and Use of Town Owned Property

**EXPLANATION:** Ragnar Relay is holding their 3<sup>rd</sup> annual road race through Truro May 9, 2015. The Ragnar organizers are asking for permission to access Town Roads for the road race and parking lots for their exchange points at Corn Hill Beach parking lot and Head of the Meadow Beach Parking lot. \*Ragnar is seeking permission to also use the Truro Central School parking lot as an exchange point; school permission is pending.

FINANCIAL SOURCE (IF APPLICABLE): N/A

**IMPACT IF NOT APPROVED:** Ragnar Relay will not be able to access Truro Roads and parking lots for their 2015 road race.

**SUGGESTED ACTION:** MOTION TO approve the 2015 Ragnar Relay on May 9<sup>th</sup> for use of Corn Hill Beach Parking lot, Head of the Meadow Beach Parking lot with a route accessing Truro roads off of Route 6 to Collins Rd, South Pamet Rd, Castle Rd, Corn Hill Rd (Corn Hill Beach Parking lot) and Head of the Meadow Rd (Head of the Meadow Beach Parking lot) provided they meet all Town requirements.

#### **ATTACHMENTS:**

- 1. Application to Use Town Property with Department Head Approvals
- 2. Bike Ride and Road Race Application with Department Head Approvals
- 3. MassDOT Event Notification form
- 4. Beach Director's Memo to Ragnar Organizer
- 5. Cape Cod National Seashore Approval

Agenda Item: 7B1

### **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:	Tian Luu			Email:	tian	@ragnarre	lay.co	m	
Group Affiliati	on (If Any):	Ragnar Events I	_LC						
Mailing Addres	ss: 12 S 400	W, 2nd Floor	City: _	Salt Lake	City	State:	UT	_ Zip:_	84102
Phone:80°	1.635.8209								
Type of Activity	y (Please be	specific as to numbe king arrangements, o	r of persons, e		o be use	d (if any)	wheth	ner food	l or
3 legs - each leg	consisting of	between 3-9 miles.							
Town Property	to be Used:	Corn Hill Beach part	king lot, Head (	of the Mead	ow town	owned pa	rking la	t, and T	ruro Central Schoo
Date(s) and Ho	urs of Use: _	May 9, 2015 from 8	3 AM to 9 PM		······································	Day:_	Satu	rday	***************************************
Ap	plicant is res	ponsible for obtain	ing all necess	arv permit	s and in	spection	s (see i	nage 2)	
applicant for the completion of sa Board of Selecting	above, addit aid activity. A men.	do hereby acknowled ionally guarantee that A fee of \$50.00 is to	at the area to be submitted	to the Town	be clear	ned and le	ft free	of any	debris at the
Signatu	re of Applica	กั		Date		~-			
Action by the Bo	oard of Select	tmen:				Date: _			
****	Approved as	submitted							
	Approved w	ith the following con	dition(s):						
AMBINITARIO (PO PLANÇO)	Disapproved	with the following r	eason(s):						
	***************************************								····

### APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS & INSPECTIONS

Health/Conservation Agent Signature:	Building Commissioner Signature:
Comments/Conditions:	Comments/Conditions:
Permits/Inspections needed:	Permits/Inspections needed:
Police Department Signature:	Fire Department Signature:
Vili Takakian	Dry Deur
Comments/Conditions:	Comments/Conditions:
Detail officers are required	
DPW Signature:	Harbormaster Signature:
Comments/Conditions:	Comments/Conditions/
Recreation & Beach Director:	OTHER:
Kelly Clar 4/1/15	
Comments/Conditions:	Comments/Conditions:
OK for Corn Hill +HOTM / Must arrange for drop off/pick up affacilities when	
link in advance. Please see meno.	

Agenda Item: 7B2



## **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: Tian Luu	Email: _	tian@ragnarrela	y.com	
Group Affiliation (If Any): Ragnar Events LL	.c	, ., .		
Mailing Address: 12 S 400 W, 2nd Floor C	ity: Salt Lake Ci	ty State:	UT Zip:_	84102
Phone:801.635.8209	_ Cell Phone: _	801.635.8209	<del>*************************************</del>	······································
Type of Event (Please be specific as to number of person will be served, parking arrangements, etc.):  200 mile ov		e used (if any), w ay where teams of		•
each leg ranging from 3-9 miles.				
Streets &/or Roads to be Used: Collins Rd, S. Pamet F	Rd., Castle Rd., Ca	stle Hill, Corn Hill,	S Highland, C	oast Guard
Rd, Old Kings Highway, Meadow Rd, and Shore Rd.				
Date(s) and Hours Race/Event:  May 9, 2015 from 8 AM	- 9 PM	Day:	Saturday	
Applicant is responsible for obtaining a lf Town Beaches are being used the Use of Town Prop. I, as applicant for the above, do hereby acknowledge that applicant for the above, additionally guarantee that the are completion of said activity.  Signature of Applicant	erty MUST be co	ompleted in addi ot from any liabili be cleaned and le	tion to this a ty for this act	<b>pplication.</b> ivity. I, as
Action by the Board of Selectmen:		Date: _		
Approved as submitted				
Approved with the following condition(s)	):			10
Disapproved with the following reason(s)	):			
Signatures of the Board:				~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

### APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS & INSPECTIONS

Health/Conservation Agent Signature:	Building Commissioner Signature:
Comments/Conditions:	Comments/Conditions:
Permits/Inspections needed:	Permits/Inspections needed:
Police Department Signature:	Fire Department Signature:
De fail officers are required	Comments/Conditions:
DPW Signature:	Harbormaster Signature:
Comments/Conditions:	Comments/Conditions:
Recreation & Beach Director:	OTHER:
Kelly Clar 4/1/15	
Comments Conditions:	Comments/Conditions:
See memo + see notes on roach	
vace app	

# Agenda Item: 7B3

### **EVENT NOTIFICATION FORM**

FEB 0 9 2015

TOWN OF TRURO
MASSACHUSETTS

Date:

Ms. Mary-Joe Perry District Highway Director, District Five MassDOT, Highway Division 1000 County Street Taunton, MA 02780

Event Notification.doc

Dear Sir:	
Please be advised that the City/Town of	has notified the Board of
Selectmen/City Council, Local Police Department, Local Fire	Department and if applicable the State Police of
its intention to conduct road work/parade/race/or other event	s impacting State Highways on Route(s)
in or through the City/Town(s) of	Truro
	in the wall gang camp
The Board of Selectmen/City Council understands that least 48 hours notice before the commencement of the proposed	it must give the Police and Fire Departments at
The Grantee must supply a Traffic Management P detours associated with said events to this Department and to notify the local and/or state police to set up a detour of this a local Fire Department must be notified of the detour to endisruption to the Fire Department's emergency service during local media (newspapers, radio) of this proposed event.  The following signatures are required prior to the issuant assume all responsibility and liability for all activity associated	all officials listed below. The Grantee(s) must area with appropriate signs and barricades. The asure that measures will be taken to minimize and the event. The Grantee(s) must also notify acce of the Permit. All officials listed below shall
Signed: Kyle Takakjian  Title: Chief of Police  City/Town: TRURO MA.	FIRE DEPARTMENT  Signed: Bru 1 Occo  Title: Chief  City/Town: Muno
BOARD OF SELECTMEN/CITY COUNCIL	STATE POLICE DEPARTMENT
Signed:	Signed:
Title:	Title:
City/Town:	City/Town:

#### CERTIFICATE OF INSURANCE

DATE: 12/16/2014

**CERTIFICATE NUMBER: 20141031298386** 

#### AGENCY:

ESIX 3 LLC d/b/a Entertainment & Sports Insurance eXperts (ESIX) d/b/a Entertainment and Sports Insurance Agency (California) 2727 Paces Ferry Road, Building Two, Suite 1500 Atlanta, GA 30339 678-324-3300 (Telephone) 678-324-3303 (Facsimile)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES **BFI OW** 

INSURERS AFFORDING COVERAGE:

#### NAMED INSURED:

USA Track & Field, Inc. 132 East Washington Street, Suite 800

Ragnar Events, LLC

INSURER A:

Philadelphia Indemnity Ins. Co.

INSURER B:

Philadelphia Indemnity Ins. Co.

#### Indianapolis IN 46204 **EVENT INFORMATION:**

Ragnar Relay Cape Cod (5/8/2015 - 5/10/2015)

#### POLICY/COVERAGE INFORMATION:

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

TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:								
GENERAL LIABILITY		1										
X Occurrence	PHPK1241556	11/1/2014 12:01 AM	11/1/2015	GENERAL AGGREGATE (Applies Per Event)	\$3,000,000							
X Participant Legal Liability		12.01 AW	EACH OCCURRENCE	\$1,000,000								
			DAMAGE TO RENTED PREMISES (Each Occ.)	\$1,000,000								
				MEDICAL EXPENSE (Any one person)	EXCLUDED							
											PERSONAL & ADV INJURY	\$1,000,000
			PRODUCTS-COMP/OP AGG	\$3,000,000								
UMBRELLA/EXCESS LIABILITY												
23 Octobricities	11/1/2014 12:01 AM	11/1/2015 12:01 AM	AGGREGATE (Applies Per Event)	\$10,000,000								
				NOVERSEASON SOCIAL	EACH OCCURRENCE	\$10,000,000						
	X Occurrence X Participant Legal Liability  UMBRELLA/EXCESS LIABILITY	GENERAL LIABILITY  X Occurrence     PHPK1241556  X Participant Legal Liability  UMBRELLA/EXCESS LIABILITY	GENERAL LIABILITY  X Occurrence X Participant Legal Liability  UMBRELLA/EXCESS LIABILITY  X Occurrence PHUB476653  11/1/2014	X   Occurrence   PHPK1241556   11/1/2014   11/1/2015   12:01 AM     Occurrence   Value   PHPK1241556   11/1/2014   12:01 AM   Occurrence   PHUB476653   11/1/2014   11/1/2015   Occurrence   PHUB476653   Occurrence   Occurrence   PHUB476653   Occurrence   PHUB476653   Occurrence   PHUB476653   Occurrence   PHUB476653   Occurrence   Occurrence   Occurrence   PHUB476653   Occurrence   Occurrenc	GENERAL LIABILITY  X Occurrence X Participant Legal Liability  PHPK1241556  Table 11/1/2014 12:01 AM  PHPK1241556  Table 11/1/2014 12:01 AM  PHPK1241556  Table 11/1/2014 12:01 AM  PHPK1241556  Table 11/1/2015 12:01 AM  GENERAL AGGREGATE (Applies Per Event)  EACH OCCURRENCE  DAMAGE TO RENTED PREMISES (Each Occ.)  MEDICAL EXPENSE (Any one person)  PERSONAL & ADV INJURY  PRODUCTS-COMP/OP AGG  UMBRELLA/EXCESS LIABILITY  X Occurrence  PHUB476653  Table 11/1/2014 11/1/2015 12:01 AM  AGGREGATE (Applies Per Event)							

#### DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.

The certificate holder is an additional insured as required by written contract or written agreement, but only for liability arising out of the negligence of the Named Insureds per the following endorsement: Additional Insured - Certificate Holders (Form PI-AM-002)

The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 00 01).

The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).

#### CERTIFICATE HOLDER:

Town of Truro 24 Town Hall Road Truro MA 02666

#### NOTICE OF CANCELLATION:

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

**AUTHORIZED REPRESENTATIVE:** 

RECEIVED SELECTMENS OFFICE

FEB 0 9 2015

TOWN OF TRURO MASSACHUSETTS

Mikeffice

#### Agenda Item: 7B4

Truro Community Center 7 Standish Way North Truro, MA 02652

> P.O. Box 2030 Truro, MA 02666

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



To: Members of the Board of Selectmen

Tian Luu, Ragnar Relay Cape Cod

From: Kelly Sullivan Clark, Recreation & Beach Director

Re: Use of Town Beach

March 30, 2015

Dear Members of the Board of Selectmen and Tian Luu,

I am writing in regard to the application of Tian Luu for Ragnar Relay of Cape Cod. In reviewing the application, I would like to notify and/or remind you of the following conditions regarding use of the Town beaches and parking lots.

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

Failure to comply with the above conditions may result in Federal, State and/or Local legal consequences, depending on the violation. Additionally, please remember that there are no available restroom facilities at the time of your event at the beaches. It is my understanding that you have arranged to have sets of facilities delivered to appropriate points along the route. I expect the event coordinator to contact the Recreation & Beach Department directly **one week prior** to the event to determine the **exact location and time of delivery of the facilities to the Town beaches**.

Please note that historically there have been a presence of piping plovers nesting at Head of the Meadow Beach. These are protected species and may be present during your event. In order to avoid State/Federal fines and other penalties, participants will need to avoid any areas roped off by symbolic fencing and any plovers or their nests.

We appreciate your cooperation and hope you enjoy your use of the beach.

Sincerely,

Kelly Sullivan Clark

Recreation & Beach Director

Town of Truro

Agenda Item: 7B5

Form 10-114 Rev. Dec. 04

#### UNITED STATES DEPARTMENT OF THE INTERIOR National Park Service

#### **Special Use Permit**

Name of Use Ragnar Relay	Date Permit Reviewed 20_15_ 01/14	
	Reviewed 20	
	Reviewed 20	
	Expires 20 <u>15</u> <u>05/09</u>	
Long Term Po	ermit # NES CACO2501 15023	
Long Term Postort Term X	Region Park Type No.#	
Cape Cod Nati	ional Seashore	
Name of		
Tian CK Luu		
Ragnar Relay Cape Cod 12 S 400 W 2nd Floor S		
Name of Permittee Address	Phone	
is bounded and a little of the control of the contr	400 436 4 0 36 4 5 00 45 4	
is hereby authorized during the period from (Time		
(Time 11:00 PM day 9 Month 5 20 15), to use	the following described land or facilities in the	
above named area: Cable Road, Marconi Beach R	Road Intersection, Herring Cove South parking	
lot (Not to exceed 50% of parking area).		
For the purpose(s) of: Ragnar Relay Race with ap	proximately 6000 participants.	
Authorizing legislation or other authority:	RE – DO-53): 16 USC 1-4	
NEPA Compliance: CATEGORICALLY EXCLUDED	X EA/FONSI _ EIS _ OTHER APPROVED _	
PLANS PERFORMANCE BOND: Required	Not Required X Amount \$	
LIABILITY INSURANCE: Required X Not 1		
ISSUANCE of this permit is subject to the condition		
and when appropriate to the payment to the U.S. I		
Service of the sum of \$1550.00.		
The undersigned hereby accepts this permit subjec	ct to the terms covenants obligations and	
reservations, expressed or implied herein.	to the terms, covenants, obligations, and	
1.0.1		
PERMITTEE	01.23.20/5	
Signature	Date	
And white Official -	1/15/10	
Authorizing Official Chief Bangan	molds 1/15/15	
Signature Chief Ranger	Date '	
Authorizing Official		
(additional if required) Signature T	itle Date	

#### CONDITIONS OF THIS PERMIT

- 1. The permittee shall exercise this privilege subject to the supervision of the Superintendent, and shall comply with all applicable laws and regulations of the area.
- 2. Damages The permittee shall pay the United States for any damage resulting from this use which would not reasonably be inherent in the use which the Permittee is authorized to make of the land described in this permit.
- 3. Benefit Neither Members of, nor Delegates to Congress, or Resident Commissioners shall be admitted to any share or part of this permit or derive, either directly or indirectly, any pecuniary benefit to arise therefrom: Provided, however, that nothing herein contained shall be construed to extend to any incorporated company, if the permit be for the benefit of such corporation.
- 4. Assignment This permit may not be transferred or assigned without the consent of the Superintendent, in writing.
- 5. Revocation This permit may be terminated upon breach of any of the conditions herein or at the discretion of the Superintendent.
- 6. The permittee is prohibited from giving false information, to do so will be considered a breach of conditions and be grounds for revocation: [RE:36 CFR 2.32(a)(3)].
- 7. Permittee will comply with applicable public health and sanitation standards and codes.

# APPENDIX SPECIAL PARK CONDITIONS SPECIAL USE PERMIT

- 8. The Special Event may not interfere with general visitor use of the designated area.
- 9. The Permittee must, at all times, conduct activities so as to ensure the safety of the park visitor and the protection of park resources.
- 10. Permittee and all participants authorized herein must comply with all of the conditions of this permit and with all reasonable directions of the National Park Service rangers.
- 11. This permit is applicable only for the use of the area and the times designated, or in any area as may hereafter be designated by National Park Service rangers.
- 12. All precautions will be taken to protect the Park's natural, cultural, and historical resources.
- 13. Parking is on a first-come, first-served basis. Parking spaces may not be reserved. Any vehicles illegally parked will be ticketed. Any vehicles parked to damage natural resources, obstruct pedestrian or vehicular traffic will be towed.

- 14. Permittee is responsible for informing all participants of the event conditions stated within this permit. All individuals associated with the event shall be held accountable to the terms and conditions stated herein.
  - a. Event participant disqualification: Permittee agrees to disqualify event participants based on the participants' supporters failing to comply with Ranger's directions specifically related to public safety issues.
- 15. The Permittee must submit a written and approved safety plan and an emergency response plan.
- 16. The Permittee is responsible for leaving the area clean and free of litter; all garbage and debris generated by the event will be removed by the Permittee and disposed of outside Cape Cod National Seashore.
- 17. All trash and debris related to the activity, including excrement left behind by participant handlers' pets, must be removed from the park no later than 11:00 pm May 9<sup>th</sup>, 2014 and disposed of properly.
- 18. Permittee must supply portable toilets at the following location: Herring Cove South Parking Lot.
  - a. Toilets will be placed at a suitable flat area in the southwest corner of the parking lot, near the vault toilets. Toilets will be placed in a manner to allow for normal parking lot traffic and shall not obstruct accesses to the beach or bicycle trail.
  - b. Toilets must be removed by 11:00 p.m. May 9<sup>th</sup>, 2014
- 19. This permit does not authorize any entry upon, or activities within, any lands not under the jurisdiction of the National Park Service. Such activities must be coordinated and authorized prior to entry, through the respective agency or owner.
- 20. Issuance of this permit by the National Park Service does not provide the Permittee with preferential rights, nor does it assure future authorization to conduct similar activities in Cape Cod National Seashore.
- 21. The Permittee will be held responsible for any injury or damages to government property occurring as a result of the group's activities.
- 22. The exchange and/or collecting of money on National Park Service property are prohibited. Advertising and/or commercial activities on National Park Service properties are prohibited, except where permitted by an Incidental Business Permit.
- 23. The Permittee is responsible for contacting local police and rescue departments to notify them of the event.
- 24. The Permittee shall take all precautions necessary to minimize harm to Cape Cod National Seashore natural features and resources. Participants and attendees will stay on paved roads and sidewalks and will stay off dunes and vegetation.
- 25. Signs/posters must be placed so not to cause damage to park resources or property and shall not be placed over existing park signs. Contact Special Park Use Coordinator, 508-957-0706, for acceptable methods of affixing signs.
  - a. All event markers are to be independently mounted and are to be removed at the conclusion of the event.

- 36. The National Park Service will not provide security for property belonging to or rented by the Permittee. Should equipment be left on site during the duration of this event, the Permittee is responsible for securing all supplies and equipment.
- 37. The Permittee shall provide sufficient staff/volunteers based on number of attendees, to help provide direction to participants and to help ensure protection of park resources. Permittee will not be allowed to collect fees on site at any time.
- 38. Should someone from the general public enter the relay route before or during the event, they will be allowed to stay. The Permittee does not have the authority to ask for fees nor can they ask people to leave for non-payment.
- 39. The selling of goods and services and/or the collection of donations on National Park Service property is strictly prohibited. There will be no commercial sales of food, beverages or other items.
- 40. Course sweeper: The Permittee shall designate an individual(s) travel with the last participant. Course sweeper shall have appropriate communications equipment to report any incidents
- 41. The foregoing provisions do not relieve the Permittee or his subcontractors of any responsibilities for compliance with all applicable federal and state laws, rules and regulations.
- 42. The National Park Service may revoke this permit if:
  - a. It appears that the activity is presenting a clear and present danger to the public health and safety, or:
  - b. The activity is resulting in damage to park resources or facilities, or:
  - c. The activity is impairing the public's use of the area, park roads or other facilities, or:
  - d. Any terms or conditions of the permit are violated.
- 43. As authorized by 16 USC § 3a, the National Park Service will recover any direct and/or indirect costs associated with the activity from the Permittee. This may include but is not limited to personal services, resources damage or restoration or clean up. The Permittee will clear the area of all activity-related items by 11:00 p.m. May 9th, 2015. Should park employees be required to clean the area, Permittee will be billed for overtime and clean-up costs. A Bill for Collection will be issued after the event.
- 44. Four (4) Park Rangers are required to assist with the event. An overtime charge of \$50.00 per hour has been assessed for 30 hours for a total of \$1500.00.
- 45. Total charge for this permit is \$50.00 processing fee plus \$1500.00 overtime for a total of \$1550.00.

Agenda item: 7C



# TOWN OF TRURO

### **Board of Selectmen Agenda Item**

**DEPARTMENT:** Office of the Board of Selectmen

**REQUESTOR:** Nicole Tudor Executive Assistant, on behalf of organizers for Annual Bob Murray Housing with

Love Walk

**REQUESTED MEETING DATE:** April 22, 2015

**ITEM:** 23<sup>rd</sup> annual Bob Murray Housing with Love Walk fundraiser (Monday, July 13, 2015) Use of Town Owned Property at Snow's Park, Truro Center Rd.

**EXPLANATION:** The organizers are asking for permission to use Snow's Park for their picnic lunch July 13<sup>th</sup> following their Housing with Love Walk which benefits affordable housing.

FINANCIAL SOURCE (IF APPLICABLE): N/A

**IMPACT IF NOT APPROVED:** The CDP will not be able to utilize Snow's Park at Truro Center Rd for their picnic lunch.

**SUGGESTED ACTION:** MOTION TO approve the use of Snow's Park by the CDP for the Bob Murray Housing with Love picnic lunch on July 13<sup>th</sup> from 11:30am-1:00pm.

#### **ATTACHMENTS:**

- 1. Letter from CDP
- 2. Application to Use Town Property with Department Head Approvals
- 3. Non-Profit Status







### community development partnership

April 7, 2015

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

Dear Select Board Members:

On Monday, July 13<sup>th</sup>, advocates for affordable housing on Cape Cod will walk through Truro as part of the 23<sup>rd</sup> Annual Bob Murray Housing with Love Walk. This seven day walk from Provincetown to Falmouth benefits ten non-profit housing agencies on the Cape and raises the visibility of the great need for more affordable housing in our communities.

Again this year, the Community Development Partnership (CDP) will host the first day of the walk from Provincetown to Wellfleet and provide volunteer walkers with a lunch break. We respectfully request the use of Snows Park in Truro Center again this year. Details on the use of the park are contained on the attached application.

The CDP owns and manages seventy units of affordable rental housing on the Lower Cape, including seven units in the Town of Truro. Funds raised from the walk support our work to develop more affordable rental homes on the Lower Cape.

Thank you for consideration of our request and for the Town's support of this event in the past. If you have questions or concerns, please feel free to contact me.

Sincerely.

Moira Noonan-Kerry

Director of Development & Marketing

Cc: Carl Brotman, Chair, Truro Housing Authority

Agenda Item: 7C2

### 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: Moira Noonan Kerry	Email: <u>m</u>	oira@capecdp.org	
Group Affiliation (If Any): <u>Lower Cape Cod</u> <u>Development Partnership – a non-profit orga</u> attached)	l Community Development (anization under Sec. 501 (c)(	Corporation d/b/a th 3) of the IRS Code (	ne Community (documentation
Mailing Address: 3 Main Street, Unit 7	City: Eastham	State: <u>MA</u>	Zip: <u>02642</u>
Phone: <u>508-240-7873 ext. 25</u>	Cell Phone:		
<b>Type of Activity</b> (Please be <b>specific</b> as to number beverages will be served, parking arrangements Annual Bob Murray Housing with Love Walk – (see	etc)•		
Volunteer walkers. Public parking spaces at the i	intersection of Castle Rd. & Tru	ro Center Rd. will be r	more than sufficient
For the 3 to 5 cars expected.			
Town Property to be Used: Snow's Park, Tr	uro Center		
Date(s) and Hours of Use: Monday, July 13,	, 2014 from 11:30 am to 1:30	pm Day: Mond	lay
Applicant is responsible for obta	ining all necessary permits a	nd inspections (see	page 2)
I, as applicant for the above, do hereby acknow applicant for the above, additionally guarantee completion of said activity. A fee of \$50.00 is Board of Selectmen.  Signature of Applicant	that the area to be used will be	e cleaned and left free	e of any debris at the
Action by the Board of Selectmen:		Date:	
Approved as submitted			
Approved with the following of	condition(s):		
Disapproved with the following	ng reason(s):		
Signatures of the Board:			

#### APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS & INSPECTIONS

Health/Conservation Agent Signature:	<b>Building Commissioner Signature:</b>
Comments/Conditions:	Comments/Conditions:
Permits/Inspections needed:	Permits/Inspections needed:
Police Department Signature:	Fire Department Signature:
Lyle Jakakjuan	Bru ellen
Comments/Conditions:	Comments/Conditions:
DPW Signature:	Harbormaster Signature:
Comments/Conditions:	Comments/Conditions:
Recreation & Beach Director:	OTHER:
Comments/Conditions:	Comments/Conditions:

DEPARTMENT OF THE TREASURY

INTERNAL REVENUE SERVICE DISTRICT DIRECTOR P. O. BOX 2508 CINCINNATI, OH 45201

Date: FEB 20 1331

LOWER CAPE COD COMMUNITY
DEVELOPMENT CORPORATION
PO BOX 1860
N EASTHAM, MA 02651

Employer Identification Number: 22-3191450

DLN:

17053011847008

Contact Person:

D. A. DOWNING

Contact Telephone Number:

(513) 241-5199

Our Letter Dated:

August 1994

Addendum Applies:

....No...

FEB 2 2 1998

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours

A Malley Bullands

District Director



Agenda Item: 7D

# TOWN OF TRURO

### **Board of Selectmen Agenda Item**

**DEPARTMENT:** Shellfish Department

**REQUESTOR:** Tony Jackett, Harbormaster/Shellfish Warden

**REQUESTED MEETING DATE:** April 22, 2015

**ITEM:** Renewals for Shellfish Aquaculture licenses in the Aquaculture Development Area

**EXPLANATION:** When the BoS voted to approve the shellfish licenses two years ago the State held up the propagation permits for a year. We held a meeting in Boston with State Representative Sarah Peake and DMF officials to allow those licenses that were approved by the Town to be granted a propagation permit. Guidelines for line configuration of gear in the ADA had been addressed and are included in the shellfish aquaculture regulations to further aid in the prevention of entanglements to endangered species. A series of workshops with DMF officials and shellfish growers were held and revisions to shellfish aquaculture regulations were implemented to meet those guidelines before the Town issued licenses.

In essence, the growers lost a year before they could implement their initial plans and rather than ask for an extension of their initial two year lease be granted a renewal for two years.

FINANCIAL SOURCE (IF APPLICABLE): N/A

**IMPACT IF NOT APPROVED:** Inability to harvest and sell marketable shellfish and to implement plans for the upcoming grow-out season

**SUGGESTED ACTION:** MOTION TO approve the renewal of shellfish licenses for Dana Pazolt, Jeffrey Souza, William & Cheryl Souza, Chris Costa, Shawn Costa, and Stephen Wisbauer for a two year period.

#### **ATTACHMENTS:**

- 1. Licenses of individuals requesting renewal
- 2. Application for renewal with original three year plan
- 3. Annual Reports and Bonds

Agenda Item: 7D1



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

### **AQUACULTURE LICENSE**

Number 1-5

We, the Truro Board of Selectmen, in accordance with the provisions of Chapter 130 of

the General Laws, and all other powers thereto enabling, do grant to Dana Pazolt of Truro, Massachusetts, for the term of 2 years, beginning May 1, 2013

a license to plant, grow, cultivate and harvest shellfish at all times during the term of this license in and upon the flats and waters situated in Cape Cod Bay, on a certain parcel of land bounded and

described as follows:

NW 42° 2' 56.3" N /70° 8' 51.6" W; SW 42° 2' 52.7" N/70° 8' 51.6 " W; NE 42° 2' 54.54 "N/ 70 °8' 43.74 " W: SE 42° 2' 51" N/ 70° 8' 44.08 " W

The above described parcel contains an area of 5 acres, more or less, and is shown on a plan entitled/dated October 15, 2012.

This license is granted under the provisions of MGL Chapter 130 and in accordance with the Aquaculture Regulations of the Town of Truro, which are made a part hereof by reference.

Board of Selectmen

Town of Truro

February 26, 2013



# P.O. Box 2030, Truro MA 02666

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

### AQUACULTURE LICENSE

Number 6-8

We, the Truro Board of Selectmen, in accordance with the provisions of Chapter 130 of the General Laws, and all other powers thereto enabling, do grant to <a href="Jeffrey Souza">Jeffrey Souza</a> of Truro, Massachusetts, for the term of <a href="Z">2</a> years, beginning <a href="May 1, 2013">May 1, 2013</a> a license to plant, grow, cultivate and harvest shellfish at all times during the term of this license in and upon the flats and waters situated in Cape Cod Bay, on a certain parcel of land bounded and described as follows:

NW 42° 2' 54.54" N /70° 8' 43.74" W;

NE 42° 2' 54.188 "N/ 70° 8' 42.16" W;

N-SW 42° 2' 53.863" N/ 70° 8' 40.596 " W;

N-SE 42° 2' 53.484" N/ 70° 8' 39.024 " W

The above described parcel contains an area of  $\underline{3}$  acres, more or less, and is shown on a plan dated March 1, 2013.

This license is granted under the provisions of MGL Chapter 130 and in accordance with the Aquaculture Regulations of the Town of Truro, which are made a part hereof by reference.

Board of Selectmen

Town of Truro

April 9<sup>th</sup>, 2013



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

### **AQUACULTURE LICENSE**

Number 9 & 10

We, the Truro Board of Selectmen, in accordance with the provisions of Chapter 130 of the General Laws, and all other powers thereto enabling, do grant to William & Cheryl Souza of Truro, Massachusetts, for the term of 2\_\_ years, beginning May 1, 2013

a license to plant, grow, cultivate and harvest shellfish at all times during the term of this license in and upon the flats and waters situated in Cape Cod Bay, on a certain parcel of land bounded and described as follows:

NW 42° 2' 53.484" N /70° 8' 39.024" W;

NE 42° 2' 53.132 "N/ 70° 8' 37.452 " W;

NSW 42° 2' 53.132" N/ 70° 8' 37.452 " W;

The above described parcel contains an area of  $\underline{2}$  acres, more or less, and is shown on a plan dated March 1, 2013.

This license is granted under the provisions of MGL Chapter 130 and in accordance with the Aquaculture Regulations of the Town of Truro, which are made a part hereof by reference.

And Duriz

N SE 42° 2' 52.78" N/ 70° 8' 35.88 " W

Board of Selectmen Town of Truro April 9<sup>th</sup>, 2013 Date



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

### **AQUACULTURE LICENSE**

Number 11 & 12

We, the Truro Board of Selectmen, in accordance with the provisions of Chapter 130 of

the General Laws, and all other powers thereto enabling, do grant to <u>Chris Costa</u> of Truro, Massachusetts, for the term of <u>2</u> years, beginning <u>May 1, 2013</u>

a license to plant, grow, cultivate and harvest shellfish at all times during the term of this license in and upon the flats and waters situated in Cape Cod Bay, on a certain parcel of land bounded and

described as follows:

NW 42° 2' 52.78" N /70° 8' 35.88" W; NE 42° 2' 52.428 "N/ 70° 8' 34.308 " W; NW 42° 2' 52.428" N/ 70° 8' 34.308 " W; NE 42° 2' 52.076" N/ 70° 8' 32.736" W

The above described parcel contains an area of  $\underline{2}$  acres, more or less, and is shown on a plan dated March 28, 2013.

This license is granted under the provisions of MGL Chapter 130 and in accordance with the

Aquaculture Regulations of the Town of Truro, which are made a part hereof by reference.

Board of Selectmen

Town of Truro

May 22, 2013



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

### **AQUACULTURE LICENSE**

Number 13 & 14

We, the Truro Board of Selectmen, in accordance with the provisions of Chapter 130 of

the General Laws, and all other powers thereto enabling, do grant to <u>Shawn Costa</u> of Truro, Massachusetts, for the term of <u>2</u> years, beginning <u>May 1, 2013</u>

a license to plant, grow, cultivate and harvest shellfish at all times during the term of this license in and upon the flats and waters situated in Cape Cod Bay, on a certain parcel of land bounded and

described as follows:

NW 42° 2' 52.076" N /70° 8' 32.736" W; NE 42° 2' 51.724 "N/ 70 °8' 31.163 " W; NW 42° 2' 52.076" N/ 70° 8' 32.736 " W; NE 42° 2' 51.724" N/ 70° 8' 31.163" W

The above described parcel contains an area of  $\underline{2}$  acres, more or less, and is shown on a plan dated April 03, 2013.

This license is granted under the provisions of MGL Chapter 130 and in accordance with the

Aquaculture Regulations of the Town of Truro, which are made a part hereof by reference.

Board of Selectmen

Town of Truro

May 22, 2013



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

### **AQUACULTURE LICENSE**

Number 25

We, the Truro Board of Selectmen, in accordance with the provisions of Chapter 130 of

the General Laws, and all other powers thereto enabling, do grant to <u>Stephen Wisbauer</u> of Truro, Massachusetts, for the term of <u>2</u> years, beginning <u>May 1, 2013</u>

a license to plant, grow, cultivate and harvest shellfish at all times during the term of this license

in and upon the flats and waters situated in Cape Cod Bay, on a certain parcel of land bounded and

described as follows:

NW 42° 2' 47.852" N /70° 8' 13.872" W; SW 42° 2' 44.54" N/ 70° 8' 15.504 " W; NE 42° 2' 47.5 "N/ 70° 8' 12.3 " W; SE 42° 2' 44.2" N/ 70° 8' 14" W

The above described parcel contains an area of  $\underline{1}$  acres, more or less, and is shown on a plan dated March 7, 2013.

This license is granted under the provisions of MGL Chapter 130 and in accordance with the Aquaculture Regulations of the Town of Truro, which are made a part hereof by reference.

Board of Selectmen

Town of Truro

April 9th, 2013

Agenda Item: 7D2



# TOWN OF TRURO

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

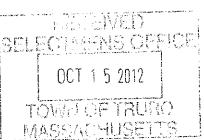
### AQUACULTURE LICENSE RENEWAL APPLICATION

NAME OF APPLICANT: DAWA PAZOH	
MAILING ADDRESS: Box 126 No-4 Truso, MA 026:	رح
TELEPHONE Personal Information Redacted	L
LICENSE NUMBER:	
SITE LOCATION: ADA 1-5	
SITE DEVELOPMENT: Attach to this application your plans for development of the site over the next one, two, and three-year terms. Include the number of rafts/racks/floats, size, construction material and working area in square feet of the aquaculture site. Your plan shall include shellfish by species, amount and sizes intended to introduce to the water and/or substratum.	



RECEIVED
SELECTMENS OFFICE
MAR 1 9 2015
TOWN OF TRURO
MASSACHUSETTS

Oct ,15,2012



To the Truro Board of Selectmen and Truro Shellfish Committee:

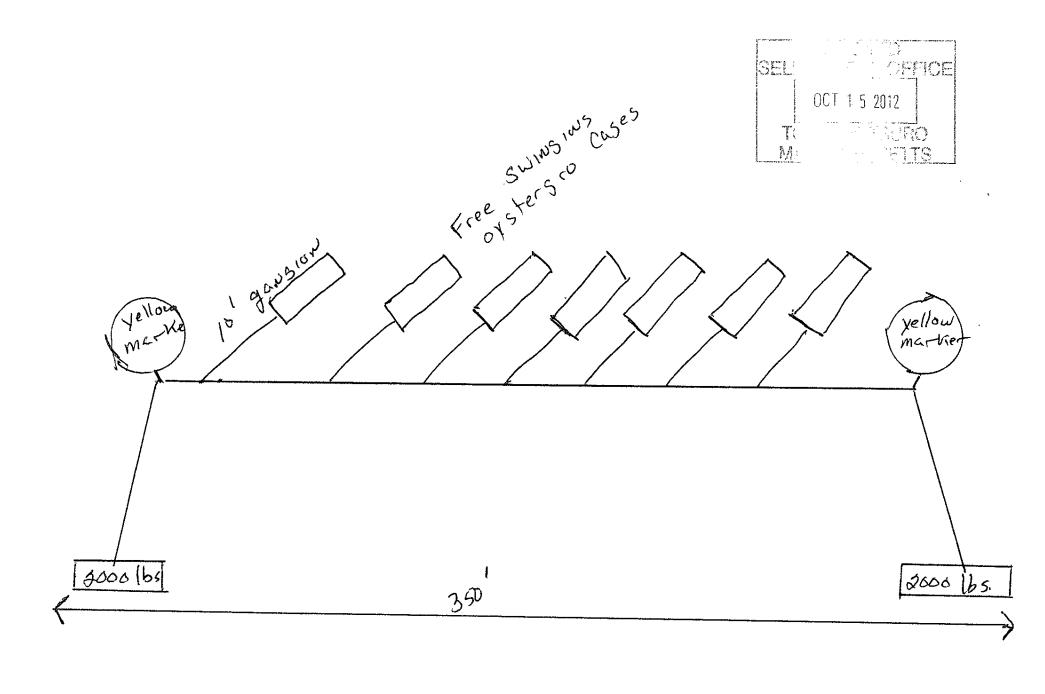
I would like to present my detailed plan on what I wish to accomplish in the ADA .My goal is to annually grow 350,000 adult oysters in 225 oystergro cages that are strung on 15 parallel lines . Each line would have 15 cages attached to it; equally spaced between 2 yellow marker buoys . Rows would be spaced 50 feet apart so access from my boat would not be an issue and it will ensure that there will be no tangles with changing winds and tides. My plan is to grow out 500,000 plus juvenile oysters on my one acre inshore grant and then move them offshore to the ADA when they reach an inch in size. This allows for a crop rotation and guite frankly, the baby ovsters take up a lot more hands on time. The tidal grant is key to dealing with this in an efficient manner. Offshore cages will be stocked with 1500 1 inch oysters each and will remain there until they mature to harvestable size. In the advent of an ice year, the entire farm can be sunk in one day ,so this is not an issue . I will keep my small 18 foot Kencraft at McMillan Pier during the winter months to avoid this potential disaster. This little boat is being rigged out with a gas powered capstan and davit so it will be able to lift aboard easily 500 lbs at a time, so as to refloat the farm. I have learned many valuable lessons this year about rigging these cages, and I do believe that any less than 50 feet between rows creates a potential tangle. Furthermore, the main line needs to be a sinking line of minimal stretch so as to keep the rows tight. Sinking rope also allows the cages to spin with the tide and wind and not tangle with the mainline during wind shifts.

Cost analysis for plant and equipment for ADA project 225 oystergro cages@ 150 \$ each = 33750 1350 vexar bag inserts @ 6 \$ each = 8100 36 yellow Go-Deep marker buoys @ 20 \$ each=800 36 2000lbs mooring blocks @ 100\$ each = 3600 15 mainlines @ 175\$ = 2625 36 up and down 1 inch mooring lines at 50 \$ each=1800 Total investment over the next 2 years = 50675.00 This figure does not include seed or the investment already made in the 1 acre nursery grant

Sincerely,

Dana Pazolt

Jan Jay M





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

### AQUACULTURE LICENSE RENEWAL APPLICATION

NAME OF APPLICANT: $\sqrt{}$	Effrey SouzA
MAILING ADDRESS: Po. 8	50x 690 No.
TELEPHONE: Personal Information	on Redacted
LICENSE NUMBER: 6,	
SITE LOCATION: TRURO	8,7,8 ACA
development of the site over the I Include the number of rafts/rack working area in square feet of the	to this application your plans for next one, two, and three-year terms. s/floats, size, construction material and e aquaculture site. Your plan shall and sizes intended to introduce to the
Jeff J. Z.	3/18/15
Signature of Applicant	Date





ŋ

#### ada678 renew

Site Development Plan for ADA 6,7,8

Next year: I plan on planting another 240,000 Oyster seed. 200,000 1/2 inch seed and 40,000 2mm. I will have about 30 floating oyster grow cages and about 20 triple stack sinking cages. I estimate i will be using about 43,000 sq ft including anchoring system, line, cages and bouys

2 years from now: If all goes well I hope to plant 400,000 1/2 seed, if 2mm seed is possible to grow i will plant some of this but no estimates at this time. I estimate about 40 oyster grow cages, 35 triple stack bottom cages, and 10 double stack bottom cages. I estimate this will cover roughly 55,000 sq ft

I am not even going to estimate where i will be in three years becasue there are to many variables that could drasticaly change things by then.

JEFFREY SOUZA DATE

DATE

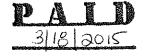
REGEIVED

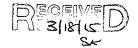


P.O. Box 2030, Truro MA 02666 Tel: (508) 349-7004 Fax: (508) 349-5505

### AQUACULTURE LICENSE RENEWAL APPLICATION

NAME OF APPLICANT: WILLI	14m H-Souza I	<u>e</u>
MAILING ADDRESS: P.O. Bo	0x363 No.TR	URO, Ma. 02652-0363
TELEPHONE: Personal Information	Redacted	-
LICENSE NUMBER: 9 + 10	<u> </u>	
SITE LOCATION: TRUBO	ADA 9,10	
SITE DEVELOPMENT: Attach to development of the site over the new Include the number of rafts/racks/f working area in square feet of the a include shellfish by species, amount water and/or substratum.	ext one, two, and thre floats, size, construct aquaculture site. Yo	ee-year terms. ion material and ur plan shall
Willie Welly.  Signature of Applicant  Cheryl @ Dong	03/18/15 Date	





#### ada910 renew

Site Development Plan for ADA 9,10

Next year: I plan on planting another 100,000 Oyster seed. 100,000 1/2 inch seed I will have about 20 floating oyster grow cages and about 15 triple stack sinking cages. I estimate  $\mathfrak T$  will be using about 35,000 sq ft including anchoring system, line, cages and bouys

2 years from now: If all goes well I hope to plant  $300,000\ 1/2$  seed. I estimate about 35 oyster grow cages, 25 triple stack bottom cages, and 5 double stack bottom cages. I estimate this will cover roughly  $45,000\ sq$  ft

I am not even going to estimate where  ${\bf I}$  will be in three years becasue there are to many variables that could drasticaly change things by then.

William Souza Cheryl a Sound



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

#### AQUACULTURE LICENSE RENEWAL APPLICATION

NAME OF APPLICANT: Chris Costa
MAILING ADDRESS: P.O Box 862 Truo 02666
TELEPHONE: Personal Information Redacted
LICENSE NUMBER: DMF Permit 10: 168969
SITE LOCATION: 1/ B/2
SITE DEVELOPMENT: Attach to this application your plans for development of the site over the next one, two, and three-year terms. Include the number of rafts/racks/floats, size, construction material and working area in square feet of the aquaculture site. Your plan shall include shellfish by species, amount and sizes intended to introduce to the water and/or substratum.



RECEIVED
SELECTMENS OFFICE
MAR 1 3 2015
TOWN OF TRURO
MASSACHUSETTS

RECEIVED SELECTMENS OFFICE

MAR 2 8 2013

TOWN OF TRURO MASSACHUSETTS

## Proposed Development Plan

If licensed for blocks 11 and 12 I plan to start growing oysters from spat using the OysterGro system on a total of two acres. This system has proved to be very efficient providing great quality oysters and a great growth rate. If the license is approved I don't plan on starting any aquaculture activities until the year of 2014. In the time being I will study aquaculture and invest in supplies for the year of 2014. I will access the grant from a small skiff to tend the OysterGro system. In the summer months when oysters feed the floating cages will keep the oysters at an ideal depth of 6 to 12 inches where most of their feed is found. During the winter months the cages will be sunk to the bottom where the oysters will be kept safe from rough waters. The floating cages will be set in trawls consisting of 10 cages per trawl. For the first year I plan to start with 25 OysterGro cages. Each wire cage will hold 6 vexar bags where the oyster spat will be placed in. Each cage will hold up to 6,000 oyster spat. The second year I plan to expand to 50 cages and then to 100 cages the third year. By the third year I should have sellable product and each bag could potentially hold up to 250 adult oysters. The suggested density of OysterGro cages is 100 cages per acre. By the third year, using 100 OysterGro cages I will be using about one acre. If this turns out to be a successful business I will then plan to expand out over two acres.



# **TOWN OF TRURO**

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

# AQUACULTURE LICENSE RENEWAL APPLICATION

NAME OF APPLICANT: Shawn Costa			
MAILING ADDRESS: P.O. Box 862			
TELEPHONE: Personal Information Redacted			
LICENSE NUMBER: O. M. F. Permit # 168921			
SITE LOCATION: ADA 13, 14			
SITE DEVELOPMENT: Attach to this application your plans for development of the site over the next one, two, and three-year terms. Include the number of rafts/racks/floats, size, construction material and working area in square feet of the aquaculture site. Your plan shall include shellfish by species, amount and sizes intended to introduce to the water and/or substratum.			

Signature of Applicant D

\$\frac{10}{3\|18\\|2015\|}

RECEIVED
SELECTMENS OFFICE
MAR 1 3 2015
TOWN OF TRURO
MASSACHUSETTS

RECEIVED SELECTMENS OFFICE

MAR 2 8 2013

TOWN OF TRURO

## Proposed Development Plan

If licensed for blocks 11 and 12 I plan to start growing oysters from spat using the OysterGro system on a total of two acres. This system has proved to be very efficient providing great quality oysters and a great growth rate. If the license is approved I don't plan on starting any aquaculture activities until the year of 2014. In the time being I will study aquaculture and invest in supplies for the year of 2014. I will access the grant from a small skiff to tend the OysterGro system. In the summer months when oysters feed the floating cages will keep the oysters at an ideal depth of 6 to 12 inches where most of their feed is found. During the winter months the cages will be sunk to the bottom where the oysters will be kept safe from rough waters. The floating cages will be set in trawls consisting of 10 cages per trawl. For the first year I plan to start with 25 OysterGro cages. Each wire cage will hold 6 vexar bags where the oyster spat will be placed in. Each cage will hold up to 6,000 oyster spat. The second year I plan to expand to 50 cages and then to 100 cages the third year. By the third year I should have sellable product and each bag could potentially hold up to 250 adult oysters. The suggested density of OysterGro cages is 100 cages per acre. By the third year, using 100 OysterGro cages I will be using about one acre. If this turns out to be a successful business I will then plan to expand out over two acres.



# TOWN OF TRURO

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

## AQUACULTURE LICENSE RENEWAL APPLICATION

AILING ADD	CESS: PO BOX 123 TRUNO MA 020	666
ELEPHONE: _	Personal Information Redacted	
	BER:	
TE LOCATIO	V: #25 ADA	

working area in square feet of the aquaculture site. Your plan shall include shellfish by species, amount and sizes intended to introduce to the water and/or substratum.

Signature of Applicant



RECEIVED SELECTMENS OFFICE MAR 3 0 2015 TOWN OF TRURO

Stephen Wisbauer P.O. Box 123 Truro, MA 02666

**Personal Information Redacted** 

Town of Truro, Town Hall Box 2030 Truro, MA 02666-2030

Re: ADA 25 Proposed Three Year Plan

This previous year I received a valid propagation permit and was able to transport 15,000 small oysters out of the Pamet river to ADA site 25 after clean pathology was received. I experimented with various growing techniques and have been most successful with the system described below. This year I am ordering 100,000 small seed from a to be determined hatchery at which point they will go directly to the ADA. A propagation permit for this year will be submitted to Division of Marine Fisheries once my vendor is confirmed. By the end of the summer I will have 150 bags of oysters on the site containing various quantities depending on size. Within the next two years I hope to reach the capacity of 150,000 new animals being introduced every year and the bag quantity will most likely end up at 500.

Steve Wisbauer

MARKER

BRUS

X

BRUS

X

BRUS

AND

BRUS

BRUS

AND

BRUS

Agenda Item: 7D3



# TOWN OF TRURO

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

# ANNUAL AQUACULTURE LICENSE REPORT

LICENSE NUMBER: 404 Grand # 1-5				
LOCATION: ada grant # 1-5				
MGL Chapter 30, Section 65 requires each license holder to submit an oath, on or before December 31 of each year, a report of the total number of shellfish planted, produced or marketed during the preceding year, and an estimate of the total number of each kind of shellfish at the time of such report planted or growing thereon.				
Amount and kind planted: Nothing				
Amount and kind harvested: Nothing				
Amount and kind currently on site: Nothing				
Signature of Grant Holder Gan Pa				
Signature of Grant Holder San Pa				

RECEIVED
SELECTMENS OFFICE
DEC 0 4 2014
TOWN OF TRURO
MASSACHUSETTS



# TOWN OF TRURO

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

# ANNUAL AQUACULTURE LICENSE REPORT

LICENSE NUMBER: #6,7,8
LOCATION: AOA
MGL Chapter 30, Section 65 requires each license holder to submit an oath, on or before December 31 of each year, a report of the total number of shellfish planted, produced or marketed during the preceding year, and an estimate of the total number of each kind of shellfish at the time of such report planted or growing thereon.
Amount and kind planted: 100 000 0 ysters
Amount and kind harvested: O
Amount and kind currently on site: 80 000 055125
Signature of Grant Holder  Date: 12/21/14
Date: 12/21/14

RECEIVED
SELECTMENS OFFICE
DEC 2 2-2014

TOWN OF TRURO
MASSACHUSETTS



# TOWN OF TRURO

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

# ANNUAL AQUACULTURE LICENSE REPORT

LICENSE NUMBER: 910
LOCATION: AOA
MGL Chapter 30, Section 65 requires each license holder to submit an oath, on or before December 31 of each year, a report of the total number of shellfish planted, produced or marketed during the preceding year, and an estimate of the total number of each kind of shellfish at the time of such report planted or growing thereon.
Amount and kind planted: So ood O, Sters
Amount and kind harvested:
Amount and kind currently on site: 30,000 0,500
Signature of Grant Holder 2000 (Bolley)
Date: 12/21/14

RECEIVED SELECTMENS OFFICE

DEC 2 2-2014

TOWN OF TRURO MASSACHUSETTS



DEC 1 6 2014

TOWN OF TRUPO MASSACHUSETTS



# TOWN OF TRURO

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

# ANNUAL AQUACULTURE LICENSE REPORT

LICENSE NUMBER: 11+12
LOCATION: ADA 11, 12
MGL Chapter 30, Section 65 requires each license holder to submit an oath, on or before December 31 of each year, a report of the total number of shellfish planted, produced or marketed during the preceding year, and an estimate of the total number of each kind of shellfish at the time of such report planted or growing thereon.
Amount and kind planted: None planted at this time.
Scheduled Start 2015
Amount and kind harvested:
Amount and kind currently on site:
Signature of Grant Holder Mrs CoSta
Date: /2/15/14



# TOWN OF TRURO

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

# ANNUAL AQUACULTURE LICENSE REPORT

I I COLD TOTAL TO THE HILL OF HILL					
LICENSE NUMBER: #13 & #14					
LOCATION: <u>AOA</u> 13, 14					
MGL Chapter 30, Section 65 requires each license holder to submit an oath, on or before December 31 of each year, a report of the total number of shellfish planted, produced or marketed during the preceding year, and an estimate of the total number of each kind of shellfish at the time of such report planted or growing thereon.					
Amount and kind planted: Mone planted at this time					
Schooluled Start 2015					
Amount and kind harvested:					
Amount and kind currently on site:					
Signature of Grant Holder Shaw Cosla  Date: /2//3/14  RECEIVED SELECTMENS OFFICE  DEC 1 4 2014					



# TOWN OF TRURQ

SELECTMENS OFFICE

DEC 1 1 2014

TOWN OF TRUPO MASSACHUSETTS

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

# ANNUAL AQUACULTURE LICENSE REPORT

LICENSE NUMBER: 2 5
LOCATION: TRURO ADA
MGL Chapter 30, Section 65 requires each license holder to submit an oath, on or before December 31 of each year, a report of the total number of shellfish planted, produced or marketed during the preceding year, and an estimate of the total number of each kind of shellfish at the time of such report planted or growing thereon.
Amount and kind planted: 15,000
Amount and kind harvested:
Amount and kind currently on site:
Signature of Grant Holder (Steve Wisbauer)  Date:
Date:

**AGENCY: 20-0051** 

Kaplansky Insurance

**CONTINUATION CERTIFICATE** 

BOND

S-824468

Principal:

Dana Pazolt 643 Shore Rd.

North truro, MA 02652

Obligee:

Town of Truro Town Offices 24 Town Hall Rd Truro MA 02666

**Bond Term in Months: 36** 

Effective Date: 5/24/2014

Expiration Date: 5/24/2017

Penalty Amount:

\$1,000

Type of Bond: Permit

Classification: Compliance

Remarks:

East Harbor Oyster Farm

Aquaculture Grant for operation of the Yellow Dog Oyster Farm in Truro, Ma.

It is hereby agreed that the captioned numbered Bond is continued in force in the above amount for the period of the continued term stated above and is subject to all the covenants and conditions of said Bond.

This continuation shall be deemed a part of the original Bond, and not a new obligation, no matter how long the Bond has been in force or how many premiums are paid for the Bond, unless otherwise provided for by statute or ordinance applicable.

In witness whereof, the company has caused this instrument to be duly signed, sealed and dated as of the above "continuation effective date".

NGM INSURANCE COMPANY

By:

RECEIVED
SELECTMENS OFFICE
APR 2 9 2014
TOWN OF TRURO
MASSACHUSETTS

Attorney-in-fact



This Continuation Certificate needs to be filed with the obligee. No other proof of renewal has been sent to any other party.

RECEIVED SELECTMENS OFFICE

JUL 0 9 2013

BOND NO. S-825008

KNOW ALL MEN BY THESE PRESENTS THAT WE, Jeffrey J Souza			of.		
4 Professional Heights	North truro	MA 02652	of as Principal, and		
NGM Insurance Company	, a Florida		poration with its principal		
office at 55 West Street	Keene, NH 0	Keene, NH 03431-7000, as Sure			
are held and firmly bound unto					
Town of Truro					
in the sum of Six Hundred and 00/100 Dollars					
(\$ 600.00), for the payment of personal representatives, successors and assigns, join.  The condition of this obligation is such, that whereas the Obligee for	ntly and severally, firmly	by these presents.			
aquaculture grant					
at #6, 7 and 8 grants in Truro ADA, Cape Cod Bay	for th	e term commencin	g on the <u>24th</u> day of		
June , 2013 and ending on	the 24th day of _	June	, 2016		
NOW, THEREFORE, if Principal shall faithfully observed and all Ordinances, Rules and Regulations, and any atthis obligation shall become void and of no effect, other than the Surety may, if it shall so elect, cancel this bond is shall be deemed canceled at the expiration of said perconditions and provisions of this bond, for any act or atthe date of such cancellation.	Amendments thereto, aperwise to be and remain by giving thirty (30) days eriod; the Surety remain	oplicable to the oblining full force and virus written notice to the bing liable, however	igation of this bond, then tue.  the Obligee and the bond or subject to all the terms.		
PROVIDED, HOWEVER, that this bond may be conting Regardless of the number of years or terms this bortlaims that may be made, the maximum aggregate liab	nd remains in effect, an	d regardless of the	e number and amount of		
SIGNED, SEALED AND DATED on this <u>24th</u> day	ofJune				
	Jeffrey J Souza				
	By Ally	9	2		
	NGM Insurance Co	ompany			
	By Den Y	o Sain			
	Karen L Faria	Attorney-in-Fact			

LICENSE OR PERMIT BOND

SELECTMENS OFFICE

JUL 0 9 2013

TOWN OF TRURO MASSACHUSETTS

# LICENSE OR PERMIT BOND

BOND NO. S-825010

William H Souza 4 Professional Heights	North truro	MA	02652	of _as Principal, and
NGM Insurance Company	, a Florida			on with its principal
office at 55 West Street	Keene, NH 0	3431-7000	)	, as Surety,
are held and firmly bound unto				
Town of Truro				
n the sum of Four Hundred and 00/100 Dollars				
(\$_400.00), for the payment of working personal representatives, successors and assigns, jointly				oind ourselves, our
The condition of this obligation is such, that whereas the obligee for Aquaculture Grant	e Principal has obtai	ned, or sha	all obtain, a lice	ense or permit from
at sites #9 and 10, Truro ADA, Cape Cod Bay	for t	he term cor	mmencing on t	he <u>24th</u> day of
June , 2013 and ending on the	e <u>24th</u> day of _		June	, 2016
NOW, THEREFORE, if Principal shall faithfully observent and all Ordinances, Rules and Regulations, and any Ambies obligation shall become void and of no effect, otherwards.	nendments thereto, a	pplicable to	o the obligation	
The Surety may, if it shall so elect, cancel this bond by shall be deemed canceled at the expiration of said period conditions and provisions of this bond, for any act or action the date of such cancellation.	od; the Surety remai	ning liable,	however subj	ect to all the terms,
PROVIDED, HOWEVER, that this bond may be continued Regardless of the number of years or terms this bond claims that may be made, the maximum aggregate liability.	remains in effect, a	nd regardle	ess of the num	nber and amount of
SIGNED, SEALED AND DATED on this 24th day of	June	,	13	
	\A(''')			
	William H Souza			- WANTED TO THE TOTAL THE TOTAL TO THE TOTAL TOTAL TO THE
	By Willia H.	Sun		
	NGM Insurance C	ompany		
	By Jun X	· Nai	<u> </u>	
	Karen I Foria	Attorne	ey-in-Fact	
	Karen L Faria			

# LICENSE OR PERMIT BOND

			BOND NO.	S-825331
KNOW ALL MEN BY THESE PRESENTS THAT WE				
Christopher m Costa	,			C
PO Box 862	Truro	MA	02666	as Principal, and
NGM Insurance Company	, a_Florida		corpora	tion with its principa
office at 55 West Street	Keene, NH (	03431-7000		, as Surety
are held and firmly bound unto				
Town of Truro				8-W
in the sum of Four Hundred and 00/100 Dollars				
(\$_400.00), for the payment of personal representatives, successors and assigns, joi  The condition of this obligation is such, that whereas the Obligee for	intly and severally, firmly	y by these p	resents.	
Aquaculture Grant				
at Agricultural Blocks 11 and 12. Tturo ADA	for t	he term com	mencing on	the <u>10th</u> day of
July, 2013 and ending on	the <u>10th</u> day of _		July	, 2016
NOW, THEREFORE, if Principal shall faithfully obse and all Ordinances, Rules and Regulations, and any a this obligation shall become void and of no effect, other	Amendments thereto, a	policable to	the obligation	ing license or perr n of this bond, ther
The Surety may, if it shall so elect, cancel this bond to shall be deemed canceled at the expiration of said personditions and provisions of this bond, for any act or a he date of such cancellation.	eriod: the Surety remai	ning liable I	however sub	ect to all the terms
PROVIDED, HOWEVER, that this bond may be conting Regardless of the number of years or terms this bord laims that may be made, the maximum aggregate liab	nd remains in effect, ar	nd regardles	s of the num	ther and amount of
SIGNED, SEALED AND DATED on this 10th day	ofJuly		<u> </u>	
RECEIVED SELECTMENS OFFICE  JUL 1-1 2013  TOWN OF TRURO MASSACHUSETTS	Christopher/m Cos  By  NGM Insurance Co	Costa		

## LICENSE OR PERMIT BOND

BOND NO. S-825333

KNOW ALL MEN BY THESE PRESENTS THAT WE. Shawn M Costa of PO Box 862 MA 02666 Truro as Principal, and NGM Insurance Company , a Florida corporation with its principal office at 55 West Street Keene, NH 03431-7000 \_\_\_\_\_, as Surety, are held and firmly bound unto Town of Truro in the sum of Four Hundred and 00/100 Dollars \_\_\_\_), for the payment of which sum, well and truly to be made, we bind ourselves, our personal representatives, successors and assigns, jointly and severally, firmly by these presents. The condition of this obligation is such, that whereas the Principal has obtained, or shall obtain, a license or permit from the Obligee for Aquaculture Bond at Aquacultural Blocks 13 and 14, Truro ADA for the term commencing on the 10th day of \_\_\_\_, <u>2013</u> and ending on the <u>10th</u> day of <u>July</u>, <u>2016</u> NOW, THEREFORE, if Principal shall faithfully observe and comply with all terms of the underlying license or permit, and all Ordinances, Rules and Regulations, and any Amendments thereto, applicable to the obligation of this bond, then this obligation shall become void and of no effect, otherwise to be and remain in full force and virtue. The Surety may, if it shall so elect, cancel this bond by giving thirty (30) days written notice to the Obligee and the bond shall be deemed canceled at the expiration of said period; the Surety remaining liable, however subject to all the terms, conditions and provisions of this bond, for any act or acts covered which may have been committed by the Principal up to the date of such cancellation. PROVIDED, HOWEVER, that this bond may be continued from year to year by certificate executed by the Surety hereon. Regardless of the number of years or terms this bond remains in effect, and regardless of the number and amount of claims that may be made, the maximum aggregate liability of the Surety is limited to the penal sum of the bond. SIGNED, SEALED AND DATED on this \_\_10th \_\_day of \_\_\_\_\_ July Shawn M Costa RECEIVED SELECTMENS OFFICE JUL 1 1 2013 NGM Insurance Company TOWN OF TRURO MASSACHUSETTS Attorney-in-Fact

Karen L Faria



WESTERN SURETY COMPANY . ONE OF CAMERICA'S OLDEST BONDING COMPANIES .

# Western Surety Company

## LICENSE AND PERMIT BOND

KNOW ALL PERSONS BY THESE PRESENTS:	Bond No. <u>62356257</u>
That we, Stephen C Wisbauer	
of <u>Truro</u> and WESTERN SURETY COMPANY, a corporatio	, State of Massachusetts, as Principal, n duly licensed to do surety business in the State of
Massachusetts	, as Surety, are held and firmly bound unto the
Town of Truro	, State of Massachusetts , as Obligee, in the penal
sum of Six Hundred and 00/100 lawful money of the United States, to be paid to th we bind ourselves and our legal representatives, firm	DOLLARS (\$600.00), e Obligee, for which payment well and truly to be made, mly by these presents.
THE CONDITION OF THE ABOVE OBLIGA	TION IS SUCH, That whereas, the Principal has been
	25 for Truro Aquaculture Development Area T
	by the Obligee.
with the laws and ordinances, including all ame applied for, then this obligation to be void,  April 9th 2016, unless  This bond may be terminated at any time by the U.S. Mail, to the Obligee and to the Principal at the of thirty-five (35) days from the mailing of said not shall thereupon he relieved from any liability for an date. Regardless of the number of years this bond and the number of premiums which will be sumulative from year to year or or the said that the said the	entithfully perform the duties and in all things comply endments thereto, pertaining to the license or permit otherwise to remain in full force and effect until is renewed by Continuation Certificate.  The Surety upon sending notice in writing, by First Class address last known to the Surety, and at the expiration lice, this bond shall ipso facto terminate and the Surety my acts or omissions of the Principal subsequent to said and shall continue in force, the number of claims made mich shall be payable or paid, the Surety's total limit of a period to period, and in no event shall the Surety's total above. Any revision of the bond amount shall not be
Dated this 9th day of April	<u>2015</u> .
	the second of th
	Principal
	WESTERN SURETY COMPANY
	By Paul T. Bruflat, Senior Vice President

Form 532-12-2011



# TOWN OF TRURO

# **Board of Selectmen Agenda Item**

**DEPARTMENT:** Licensing Department

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** April 22, 2015

ITEM: Approval of 2015 Seasonal Transient Vendor License-Days' Market

**EXPLANATION:** There is one seasonal Transient Vendor application and supporting documentation under the authority of the Board of Selectmen as Local Licensing Authorities. Please know that if you approve this for renewal, this license will be issued only upon compliance with all regulations and receipt of the necessary fee. There were no reported issues with this establishment in 2014.

	Licenses & Permits Issued	
Mass General Law	by Board of Selectmen	Names of Businesses
Chapter 101 § 2	Transient Vendor	Days' Market

FINANCIAL SOURCE (IF APPLICABLE): N/A

**IMPACT IF NOT APPROVED:** The Licensee will not be issued a Transient Vendor License for 2015 for Days' Market.

**SUGGESTED ACTION:** MOTION TO approve the 2015 seasonal transient vendor license for Days' Market upon compliance with all regulations and receipt of the necessary fee.

#### **ATTACHMENTS:**

1. Renewal Application for 2015: Days' Market

APR 0 3 2015



# TOWN OF TRUR CONTROL OF TRURO ACHIUSETTS

P.O. Box 2030, Truro, MA 02666

# **Licensing Department**

Tel: 508-349-7004, Extension: 10 or 24 Fax: 508-349-5505 Email: <a href="mailto:ntudor@truro-ma.gov">ntudor@truro-ma.gov</a> or <a href="mailto:nscoullar@truro-ma.gov">nscoullar@truro-ma.gov</a>

Date: 4/1/15		INESS LICENSE Al enewal □ New	PPLICATION	
Section 1 – Lice Please check the ap		ox the best describes the	license type(s).	
LODGING	# UNITS	FOOD SERVICE	RETAIL SERVICE	OTHER
□ Motel		☐ Food Service (Restaurant/Mobile Food Ve	☐ Gas Station	□Pool/Spa
☑ Cottage Colony	_23_	Common Victualer	☑ Tobacco	□Peddler
□ Condominium		▼ Transient Vendor		
☐ Campground		☐ Manufacturer of Ice Cream		
☐ Lodging	10-10-10-10-10	□ Bakery		
		Foods (snacks) Con	nmercially Packaged	
		☐ Catering	DICE CREA	M
Section 2 – Busi	ness Inforn	nation		
Federal Employers	Identification	Number (FEIN/SS)	Personal Information Red	acted
Joseph M.	Days		Days Cottages/Max	rket
Print Name of Appl			Business Name or DBA (□	
Days Real	Estato T	rust		
Owner Name	Estate 1.	Lust		
271 Shore F	Road	P.O. Box 1	.57 North Truro	, MA 02652
Street Address of B			ess of Business ( Check if Ne	
(508) 487-1	062	10 <del>-1</del> 0	Personal Information Reda	
Business Phone Nur		f New Phone Number)	Business E-Mail Add	ress

## Section 3 - Manager Information ☐ Check if New Manager (Must submit application to Name a Manager) Complete below if Manager is same as previous year. Joseph M. Days 271 Shore Rd P.O. Box 157, N.Truro (508) 487-1062 Residential Address (include Unit#) Manager Name Mailing Address Phone (24 hrs a day) Manager's Signature (REOUIRED) Section 4 – Hours of Operation Seasonalx (Please check one that applies) Annual 05/01/2015 10/18/2015 Opening Date (MM/DD/YYYY) Closing Date (MM/DD/YYYY) 7AM - 6AM 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

Next Inspection

Facility ID

**IS SMOKE DETECTOR/FIRE PROTECTION CERTIFICATION** 

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

☐ IF YOU DO NOT HAVE EMPLOYEES- Workers Compensation Affidavit

Last Inspection

## **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 <u>one</u> of the following statements to attest as the truth. They cannot both be true, so be sure that you only sign on <u>one</u> 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
4/1/15 DATE

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

TOWN OF TRURO

Licensing Department PO Box 2030 Truro, MA 02666

RECEIVED SELECTMENS OFFICE

APR 0 3 2015

TOWN OF TRURO MASSACHUSETTS



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

## FIRE PROTECTION SYSTEMS ANNUAL TEST REPORT

BUSINESS NAME:	Days Cottages		
OWNER/MANAGER:	Joseph M. Days		
ADDRESS:	P.O. Box 157 N. Truro, MA 02652		
PHONE #:(508) 487-	-1062 NUMBER OF UNITS: 23		
CONTACT PERSON:	Joseph M. Days		
ADDRESS:	P.O. Box 157		
	North Truro, MA 02652		
TESTING COMPANY:	Gerald Costa, Electrician		
TESTING ELECTRICIAN/T	TECHNICIAN: Gerald Costa		
COMPANY PHONE #:714	353 880 1 HOME PHONE #:		
LICENSE #: E - 50385			
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:			
COMMENTO.	Λ.		
DATE OF CERTIFICATION: _	4/1/15 BY: Signature of Licensed Electrician		

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



# 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

APR 0 3 2015

TOWN OF TRURO MASSACHUSETTS

## Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information Please Print Legibly			
Business/Organization Name: Days Cottages/ Market			
Address: 271 Shore Road P.O. Box 157			
City/State/Zip: North Truro, MA 02652 Phone #: (508) 487-1062			
Are you an employer? Check the appropriate box:  1.			
I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.  Insurance Company Name: A.I.M. Mutual Insurance Company  Insurer's Address: P.O. Box 4070  City/State/Zip: Burlington, MA 01803-0970  Policy # or Self-ins. Lic. # VWC-100-6007238-2015A Expiration Date: 4/27/2016  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 peralties of perjury that the information provided above is true and correct.  Signature: Date: 4/1/15  Phone #: (508) 487-1062			
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 #:			

#### WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY INFORMATION PAGE

# A.I.M. Mutual Insurance Company 54 Third Avenue, Burlington, Massachusetts 01803-0970

(800) 876-2765

**NCCI NO 26158** 

POLICY NO. PRIOR NO.

VWC-100-6007238-2015A VWC-100-6007238-2014A

ITEM

The Insured: Days Real Estate Trust

DBA:

Mailing address:

P O Box 157

North Truro, MA 02652

FEIN: \*\*-\*\*\*2009

RECEIVED SELECTMENS OFFICE

APR 0 3 2015

Legal Entity Type: Trust or Estate

Other workplaces not shown above: See Location

- 2. The policy period is from 04/27/2015 to 04/27/2016 12:01 a.m. standard time at the insured's mailing address.
- A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: MA
  - Employers' Liability Insurance: Part Two of the policy applies to work in each state listed in item 3.A.

The limits of liability under Part Two are:

Bodily Injury by Accident \$ 100,000 each accident Bodily Injury by Disease \$ 500,000 policy limit

Bodily Injury by Disease \$

100,000 each employee

- C. Other States Insurance: Coverage Replaced by Endorsement WC 20 03 06 B
- This Policy includes these Endorsements and Schedules: SEE SCHEDULE
- The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Classifications		Premium Basis	Rates	
	Code No.	Estimated Total Annual Remuneration	Per \$100 Of Remuneration	Estimated Annual Premium
INTRA 71976				
INTER	SEE	CLASS CODE SCHEDU	LE	

Minimum Premium \$247

**Total Estimated Annual Premium** Deposit Premium

\$2,104 \$2,205

GOV GOV STATE CLASS MA 8033

State Assessments/Surcharges \$1,735.00 x 5.8000%

\$101

This policy, including all endorsements, is hereby countersigned by

Authorized Signature

03/16/2015

Service Office: 54 Third Avenue Burlington MA 01803

United Insurance Agency Inc PO Box 1013 Buzzards Bay, MA 02532

WC 00 00 01 A (7-11)

RECEIVED SELECTMENS OFFICE

APR 0 3 2015





# TOWN OF TRURO BOARD OF HEALTH APPLICATION FOR PERMIT TO SELL TOBACCO AND TOBACCO PRODUCTS

			<b>*</b>
Renewal 🗵	New □	Fees due upon approval: \$	50.00 total
	2.111, Section 31, and Section XI, of the T makes application to the Board of Health or a S.		
Applicant Information:			
Days Market	3 3	4/1/15	
Establishment Name		Date	_
271 Shore R	d. N. Truro, MA	(508) 487-1062	
Establishment Address		Phone	
Establishment Mailing Ado	dress (if different)	652	
MA Department of Revenu	ne Retailer's License Number: 46883	1.0000 (Required)	)
Applicant's Name Jos	eph M. Days Ti	tle <u>Owner</u>	
Applicant's Address P.O	. Box 157 North Truro	, MA 02652	·
Certification			
Tobacco Sales Permit is continue he sale and distribution of tob	have provided is true and accurate. I fully un ngent upon my adherence to all applicable Stat bacco products. Failure to comply may result any other legal action deemed appropriate by	te laws and local regulations governin in the suspension or revocation of my	g
igyature of Applicant	Days	4/1/15 Date	

BOTH SIDES OF THIS APPLICATION MUST BE COMPLETED BEFORE A PERMIT WILL BE ISSUED.

RECEIVED SELECTMENS OFFICE

APR 0 3 2015

TOWN OF TRURO

# TOWN OF TRURO TOBACCO SALES EMPLOYEE SIGNATURE FORM

This form is for official use to indicate that the employee(s) of this establishment received and understood Section XI, Article 5 and 6 of the Truro Board of Health Sale and Distribution of Tobacco Products Regulation (below) and the enclosed copy of Chapter 270, Section 6 of the Massachusetts General Laws which describes the penalties for selling and/or giving tobacco products to any person under the age of eighteen (18).

#### SECTION 8 - SALE AND DISTRIBUTION OF TOBACCO PRODUCTS

- **B. Sales to Minors:** In conformance with Massachusetts General Laws, Chapter 270, Section 6, no person, firm, corporation, establishment, or agency, shall sell tobacco products to a minor. Each employee working in an establishment licensed to sell tobacco products shall be required to read the Board of Health regulations and State Laws regarding the sale of tobacco and top sign a form indicating that such regulations/laws have been read and understood, a copy of which must be placed in the office of the employer and retained. Such signed forms must be made available for inspection, during the license holder's normal business hours upon request of an agent of the Board of Health.
- **C. Distribution of Tobacco Products:** All distributors/retailers of tobacco products or tobacco merchandise must require that, if a customer appears possibly to be under 27 years of age, the customer must present a valid State issued picture identification card or driver's license with appropriate photograph to confirm that the customer is of a legal age to purchase the tobacco product.

The following employee(s) received and understood Section XI, Article 5 and 6 of the Truro Board of Health Sale and Distribution of Tobacco Products Regulation and Chapter 270, Section 6 of the Massachusetts General Laws:

Cynthia a. Days	Cynthia A. Days PRINT NAME	N/OI/15
SIGNATURE SCALLE	Carla Ferrari-Scacco PRINT NAME	4/02/15 DATE
SIGNATURE Jackett	Susan Jackett PRINT NAME	4/01/15 DATE
Many Verne	Nancy Veara PRINT NAME	DATE 1/15
SIGNATURE M. CONS	Audré Cerra PRINT NAME	4/02/15 DATE
SIGNATURE	PRINT NAME	DATE

Agenda Item: 7F



# **TOWN OF TRURO**

Proclamation On The Occasion Of Paul Morris Retiring As Department of Public Works Director for the Town of Truro

WHEREAS, Paul Morris, has been the Director of the Department of Public Works and worked for the Town of Truro for the past 36 years, and is deserving of recognition for duty reliably & dependably performed; and

WHEREAS, Paul Morris, has worked effortlessly and faithfully with Town Administration, Citizens of Truro, Truro Board and Committee members, Elected Officials, and Truro Employees for the general public health, safety and comfort of this community; and

WHEREAS, Paul Morris, was integrally involved in the remodeling of the Truro Central School the construction of the Police and Fire Safety Facility, the construction of the Library and the Community Center, the building of Sally's Way, the update of the Pamet Harbor parking lot and railings, and many other smaller, but just as important projects in our town; and

PROCLAIMED by the Truro Board of Selectmen Tuesday, April 28th, 2015 as Paul Morris Day, is hereby recognized and commended for his many years of dedicated public service to the citizens of the Town of Truro; and

NOW, THEREFORE, BE IT KNOWN that we, the Board of Selectmen of the Town of Truro offer our sincerest appreciation and congratulations and express our very best wishes for health, happiness and continued success in all endeavors.

Jay Coburn, Chairman	Paul Wisotzky, Vice-Chairman
Janet W. Worthington, Clerk	Robert Weinstein
	 Iaureen Burgess

Signed on this Twenty-Second Day of April in the Year of our Lord Two Thousand and Fifteen.

Board of Selectmen of the Town of Truro, Massachusetts

Agenda Item: 7G

Truro Board of Selectmen Meeting Minutes – Tuesday, March 24<sup>th</sup>, 2015 Truro Town Hall, 5:00 p.m.

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

Weinstein, and Maureen Burgess

Others Present: Town Administrator Rae Ann Palmer, and Trudi Brazil, Town Accountant, Acting

Assistant Town Administrator

Selectmen Coburn called the meeting to order at 5:00 p.m. Items were pulled out of order per the Chair's request.

## **Board/Committee/Commission Appointments**

Review & Approve & Interview –Beth O'Rourke –COA Board –Alternate Appointment
Beth O'Rourke presented before the Board of Selectmen as an applicant for the Council on Aging
Board. Ms. O'Rourke spoke of her willingness to serve. Selectmen Wisostzky moved to appoint
Beth O'Rourke to the Council on Aging Board as an alternate for a one year term ending June
30, 2016. Selectmen Burgess seconded the motion. So voted unanimously 5-0.

Review & Approve & Interview –Rachel Harrington-Recreation Commission-three year term Rachel Harrington spoke to her application before the Board of Selectmen for the Recreation Commission. Selectmen Wisotzky moved to appoint Rachel Harrington to the Recreation Commission as a full member for a three year term ending June 30, 2018. Selectmen Weinstein seconded the motion. So voted unanimously 5-0.

#### **Board of Selectmen Action**

#### **Continued Discussion of Selection of Town Counsel**

Selectmen Chair Coburn stated that the decision of Town Counsel requires full attention and careful consideration but stated due to Annual Town Meeting approaching and current Counsel's review of those Warrant Articles this should be postponed until after Town Meeting. The Chairman recommended that this decision be made the first Board of Selectmen meeting after Town Meeting (May 6). Selectmen Burgess made a motion to postpone the decision until after Town meeting. Selectmen Weinstein seconded the motion. Selectmen Weinsein asked for certainty that this decision not be postponed again after the May 6<sup>th</sup> meeting. He asked that the law firms be informed that a decision will be made at the May 6<sup>th</sup> meeting, thanking them for participating in the process and for their patience. Selectmen Weinstein amended the motion to include the Town Administrator send a letter to all the applicants stating that a decision will be made at the May 6<sup>th</sup> meeting, thanking them for participating in the process and for their patience. Selectmen Burgess accepted the amendment. So voted 4-0-1. Selectmen Worthington abstained.

# Continued Vote to Place and recommend Articles on Annual Town Meeting Warrant ARTICLE 4: AMENDMENTS TO THE FY2015 OPERATING BUDGET

Town Administrator Rae Ann Palmer went through the items in the fiscal year 2015 operating budget and went over amendments including reappropriating funds for the increased tipping fees for the Transfer Station Purchase of Services Budget. **Selectmen Wisotzky moved to recommend Article 4:** 

Amendments to the FY2015 Operating Budget as printed. Selectmen Weinstein seconded the motion. So voted unanimously 5-0.

#### **ARTICLE 5: FY 2016 OMNIBUS BUDGET APPROPRIATION**

Town Accountant Trudi Brazil explained that the Recap is around \$8K. She spoke of the use of Free Cash. Selectmen Wisotzky moved to recommend Article 5: FY 2016 Omnibus Budget Appropriation as printed. Selectmen Weinstein seconded the motion. So voted unanimously 5-0.

#### ARTICLE 6: TRANSFER OF FUNDS FROM FREE CASH

Selectmen Wisotzky moved to recommend Article 6 Transfer of Funds from Free Cash; Section 1 to Reduce or Stabilize the FY2016 Tax Rate . Selectmen Burgess seconded the motion. So voted unanimously 5-0.

# <u>ARTICLE 17</u>: AMENDMENT TO THE TRURO PERSONNEL BYLAW TO ADD A BYLAW REGARDING A SHARED POSITION WITH ANOTHER MUNICIPALITY

Town Administrator Rae Ann Palmer explained that part-time employees that fall under the Personnel Bylaw are not eligible for benefits, sick time, holiday pay and vacation time. In particular, Ms. Palmer cited the Animal Control Officer who works for Truro 18 hours a week. This Article is particular to shared positions through an Intermunicipal Agreement with another Town. Seletmen Burgess moved to recommend Article 17 Amendment to the Truro Personnel Bylaw to add a bylaw regarding shared position with another municipality as printed in the Warrant. Selectmen Burgess seconded the motion. So voted unanimously 5-0.

# <u>ARTICLE 18</u>: AMENDMENT TO THE TRURO PERSONNEL BYLAW TO ADD A SUBSECTION FOR LIMITATION ON DUAL OR MULTIPLE POSITIONS

Town Administrator Rae Ann Palmer explained that this Article pertains to staff that hold dual positions within the Town and would prevent the employee from receiving over time due to Fair Labor Standards Act. Selectmen Burgess moved to recommend Article 18 Amendment to the Truro Personnel Bylaw to add a subsection for limitation on dual or multiple positions as printed in the Warrant. Selectmen Wisotzky seconded the motion. So voted unanimously 5-0.

# <u>ARTICLE 24</u>: ZONING AMENDMENT-CONVERSION OF COTTAGE OR CABIN COLONY, MOTOR COURT, MOTEL OR HOTEL FOR YEAR ROLUND USE

Selectmen Chair Coburn spoke of previous discussion items surrounding the zoning amendment. He explained the areas in Truro that this would effect should condominiums be made year round. He stated that there is a proposed amendment that would address the Beach Point Condominiums due to the use of Town water and if the amendment is presented on Town Meeting floor the Board of Selectmen may want to revisit their recommendation on Town Meeting floor. Selectmen Burgess noted that 58% of the Condominiums are on Beach Point. Selectmen Wisotzky moved to recommend Article 24 Zoning Amendment conversion of cottage or cabin colony, motor court, motel or hotel, for year round use as printed in the Warrant. Selectmen Weinstein seconded the motion. So voted 4-0-1. Selectmen Burgess abstained.

# <u>ARTICLE 25</u>:CHARTER AMENDMENT CHANGE "TOWN ADMINISTRATOR" TO "TOWN MANAGER"

Selectmen Wisotzky moved to recommend Article 25 Charter Amendment Change to "Town Administrator" to "Town Manager" as printed in the Warrant. Selectmen Weinstein seconded

the motion. So voted 4-1-0. Selectmen Worthington opposed.

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

Selectment Weinstein moved to recommend Article 26 Charter Amendment to Section 3-1-1 as printed in the Warrant. Selectmen Burgess seconded the motion. So voted unanimously 5-0.

### **ARTICLE 27: CHARTER AMENDMENT SECTION 4-2-7**

Selectmen Burgess moved to recommend Article 27 Charter Amendment Section 4-2-7 as printed in the Warrant. Selectmen Weinstein seconded the motion. So voted unanimously 5-0.

#### **ARTICLE 28: CHARTER AMENDMENT SECTION 4-2-9**

Selectmen Wisotzky moved to recommend Article 28 Charter Amendment Section 4-2-9 as printed in the Warrant. Selectmen Burgess seconded the motion. So voted unanimously 5-0.

#### **ARTICLE 29: CHARTER AMENDMENT SECTION 4-2-1**

Selectmen Burgess moved to recommend Article 29 Charter Amendment Section 4-2-1 as printed in the Warrant. Selectmen Wisotzky seconded the motion. So voted unanimously 5-0.

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

Selectmen Burgess moved to recommend Article 30 Charter Amendment Section 4-3-1 and Appendix B, Part 2 as printed in the Warrant. Selectmen Wisotzky seconded the motion. So voted unanimously 5-0.

#### ARTICLE 31: CHARTER AMENDMENT SECTION 5-4-3

Selectmen Wisotzky moved to recommend Article 31 Charter Amendment Section 5-4-3 as printed in the Warrant. Selectmen Burgess seconded the motion. So voted 4-1-0. Selectmen Worthington opposed.

### **ARTICLE 32: CHARTER AMENDMENT SECTION 5-5-5**

Selectmen Wisotzky moved to recommend Article 32 Charter Amendment Section 5-5-5 as printed in the Warrant. Selectmen Burgess seconded the motion. So voted 4-1-0. Selectmen Worthington opposed.

## **ARTICLE 33: CHARTER AMENDMENT SECTION APPENDIX B, PART 3**

Selectmen Burgess moved to recommend Article 33 Charter Amendment Section Appendix B, Part 3 as printed in the Warrant. Selectmen Wisotzky seconded the motion. So voted 4-1-0. Selectmen Worthington opposed.

Selectmen Chair Coburn explained after these items are approved at Town Meeting they will go to the Ballot May 2016 before they go into effect.

#### **Public Comment Period**

Chris Lucy spoke of the Street bylaw with the Board of Selectmen voting 4-1 to not support it. He spoke of the arguments for supporting the Article. He spoke of the width of vehicles such as trucks that traverse the roads. Mr. Lucy explained the history of the bylaw came to fruition going back 2 years and to the issue of the Kline property with the road condition of Stephens Way. He stated the reasons why not voting to recommend the Article was unfair and adds to the confusion of the current bylaw and that the bylaw was reviewed by Town Counsel. He stated that the Planning Board did not look to this Article to cure "a problem". He welcomed people to attend the Planning Board meetings prior to Town

Meeting should they have questions.

## **Alternative Parking at Pamet Harbor-Discussion Only**

Tim Silva, Chair of the Pamet Harbor Commission, Chief Takakjian, and Anthony Jackett, Truro Harbormaster, approached the Board. Mr. Silva stated that the Commission has been discussing alternative parking for the past year. The Commission has been looking at Mill Pond Road for extra parking. Mr. Silva met with Jay Norton today and they looked at three locations on that road where people could pull their car off the road and park. Chief Takakjian confirmed that he visited Mill Pond Road with the DPW Director, and the Town Administrator. Strictly from a public safety viewpoint, there are a couple of locations on the right hand side of the road (if you are facing Wellfleet) where there would be no public safety issues. Mr. Norton stated that from an infrastructure and public works point of view, he did not see any issues. He pointed out that it is within Conservation's jurisdiction, so the Conservation Commission will need to be involved with any further discussions. Mr. Jackett called the State Access Board to see if a bike rack could be installed at the parking lot of the harbor to accommodate people parking down on Mill Pond Road and bringing a bike to get to the harbor. The State Access Board is amenable to the bike rack as long as it does not interfere with the parking or launching in the lot. Chair Coburn asked if there was any progress with asking the Pamet Harbor Yacht Club for permission to use their parking area. Mr. Silva stated that there were a couple of people in the audience who were involved in the negotiations, and they could speak to that question. Eric Morea came before the Board. He has sent emails to the Pamet Harbor Yacht Club, but has not received any response back. He stated that the club has a Board which needs to discuss the request. Chair Coburn believes that a parking lot within walking distance, for overflow parking, is the best scenario for the harbor. Mr. Morea asked how to proceed, as their request was made over a month ago. Mr. Jacket added that after talking with some of the Board members, the club felt that any agreement should be between the yacht club and the boat operators. Chair Coburn suggested sending another request. Joe Francis came up to speak. He let the Board know that the club has been closed during the winter, so no one has been over there for a while. The water has been turned back on, and the parking lot has been plowed, so he believes some sort of reply to their request should be forthcoming.

Selectman Worthington brought up that she and Selectman Wisotzky had met earlier in the afternoon to discuss access to the beaches, and how the Town could possibly have some sort of shuttle. She wondered, in the future, if possibly people chartering a boat could get picked up by a shuttle and be dropped off at the harbor. Mr. Silva stated that the Commission has discussed that before. Mr. Morea brought up the concern of having a charter boat wait for longer than 15 minutes (which is the designated amount of time allowed) while at the courtesy float. Elena Rice came before the Board to speak. In addition to the boats bottle-necking the float, the Board needs to consider that the Pamet Harbor is tide sensitive, something which may come into play if a shuttle idea is implemented.

Selectman Burgess asked if the Commission was considering parking boat trailers on Mill Pond Road. Mr. Silva stated that the parking on Mill Pond Road would strictly be for vehicles. Chair Coburn would like to get a definitive "yes" or "no" answer from Pamet Harbor Yacht Club before exploring other venues for parking. Mr. Morea would like to ask the Board of Selectmen to postpone the parking ban until next year, in order for staff and Mr. Jackett, to give an accurate reading of when the busy days are and, when the slow days are. Chair Coburn stated that this was a discussion only, and Mr. Morea could approach any Board of Selectmen member to ask that his request be placed on a future agenda with a proposal. Selectman Wisotzky's concern with the Mill Pond Road parking proposal is the pedestrian traffic issue. He asked if there was a "slow pedestrian" sign which could be put up. Chief Takakjian stated that additional signage could definitely be installed. Selectman Weinstein thanked the Harbor Commission for all their hard work, and stated that he is in support of the proposed parking on

Mill Pond Road. Ms. Palmer let the Board know that while she, the DPW Director, and the Chief of Police were walking the road, a citizen came down to talk with them. This citizen objected to having the parking in that area. She advised the Board of Selectmen to take the neighbor's concerns into consideration as they move forward. Chair Coburn suggested that the Pamet Harbor Commission work on a proposal, and when it is on a Board of Selectmen agenda, the public will be allowed to come in and voice their concerns before they make a decision.

Mr. Francis came back to speak to the Board. He voiced his opinion of the Board of Selectmen signing the Land Management Agreement. He stated that they have effectively banned people from Castle Hill coming down to paint, or people just coming to eat lunch at the harbor. He believes that who parks there cannot be up to the Harbormaster, as it is now a rule.

(Chair Coburn had a prior appointment, and turned the gavel over to Vice Chair-Wisotzky.)

Mr. Jackett came up to discuss Mr. Francis' statements. He stated that if a person with a mooring comes down to launch a boat, and there are no spots available, a person just having lunch would be asked to leave. Mr. Lawton (previous Acting Town Administrator for Truro) indicated in a letter to Mr. Jackett that when there was no pressure on the parking lot, he could use discretion as to how he would want to manage the parking lot. Historically, that is how it's been done.

#### **Consent Agenda**

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

Selectman Weinstein had a question regarding the proposed contract for consulting services with Ridley & Associates. In the Scope of Services it says "R & A shall provide planning analysis and support services". There was an estimate that this would not be used for more than 5 to 10 hours. He asked Ms. Palmer if this was correct. Ms. Palmer confirmed that the statement was correct. Selectman Weinstein was looking for a more encompassing explanation of exactly how this service would augment the functioning of the Planning Board. Ms. Palmer explained that Ms. Ridley is an experienced Planner. Were there issues which needed research, she is capable, and available, to do that. The variation in the hours is simply a reflection of what may, or may not, come up on a Planning Board agenda. She will do the research, prepare the agendas, write decision letters, and work with the Chair on any Plan Review. She does not anticipate that Ms. Ridley will be working 10 hours every week. Perhaps the 10 hours would be on a week where there is a Planning Board meeting.

Selectman Burgess made a motion to approve the consent agenda as printed. Selectman Weinstein seconded this motion. So voted unanimously, 4-0.

#### **Selectmen Reports and Liaison Reports**

Selectman Weinstein and Roberta Lema (from the PAYT Committee) were assigned the task of assessing the operating costs of the Transfer Station. A very comprehensive package of financial

information was put together. There has been discussion about single-stream recycling, which might make things more efficient. As a liaison to the Board of Health, he attended their last meeting, where they voted to ban compacting vehicles from using Truro's facility. That has been one of the contributing factors of higher costs since Wellfleet eliminated that use from their transfer station. He also attended a meeting of the Library Trustees. They had an evaluation of the Library Director, which was very positive. One item which was brought up at that meeting was permission to erect three more "free libraries". That has been supported by the Trustees unanimously. He advised them to work with the DPW regarding a location at Ballston Beach. He also attended the Pamet Harbor Commission meeting where there was a lengthy discussion about the parking issues.

Selectman Burgess attended the MOU III group of the Herring River Restoration Project. The final draft is near completion. When it is completed, she will bring it to the Board for discussion. On 3/9/2015 she attended the Bike and Walkways meeting. They have yet to hear back from MassDOT on the letter which the BoS wrote in support of their recommendations on improving road safety. Karen Snow continues to represent the Bike and Walkway Committee at the larger group which is called the Outer Cape Master Bike and Walkways Plan. In regard to the Disability Commission, she was notified by the Chair, Susan Howe, that the Town has been awarded a \$1,000.00 grant from the New England ADA Center along with the opportunity to host an ADA field based training day. The purpose of the grant is to educate participants on how to conduct an existing facility review and identify potential solutions. They are targeting Snows Park, because although it is somewhat accessible it still presents challenges for the disabled and elderly population.

Selectman Wisotzky attended a COA Board meeting with Ms. Palmer. They talked about snow removal. All the Board of Selectmen at this current meeting attended the Planning Board meeting. The Truro Housing Authority is continuing to work on two proposals. There is an article on the warrant for Habitat for Humanity to be able to purchase another parcel of land. They hired a consultant to do the Housing Needs Assessment.

Selectman Worthington mentioned that there is a proposal for a hatchery at MacMillan Pier in Provincetown. She is hoping that it can be supported, and will be talking to Tony Jackett about the "how and when". She will report back with more information.

## Next Meeting Agenda: April 7<sup>th</sup>, 2015

Ms. Palmer read off the current items;

- A Public Hearing will be held on an application from Payomet for a seasonal wine and malt pouring license.
- They have a candidate for the Recycling Committee, who will be reviewed and approved.
- There will be an update from the Cape Cod Commission (Kevin Grunwald).
- Beach and Recreation Director (Kelly Clark), and Chair of the Beach Commission (Eliza Harned) will come to discuss an increase in non-resident beach sticker fees for next year.
- We have received notification that we will receive about \$26,000 from the State to repair potholes and damage to our roads from the winter.
- The consent agenda includes;
  - A. A contract for the Chair to sign.
  - B. Licenses to review/approve.

Selectman Worthington asked if anything was being placed on the next agenda regarding Ballston Beach. Ms. Palmer stated that as part of her report, she was going to mention that Pat Pajaron put a

tentative meeting together with the whole Pamet River Valley crew, and the Army Corps of Engineers. That will be held on April 8<sup>th</sup> so she is asking to defer any discussion until after that meeting.

## **Town Administrator's Report**

Ms. Palmer thanked the Board of Selectmen for approving the contract with Carole Ridley to be the Acting Town Planner while the Assistant Town Administrator is out on medical leave. She also asked the Town Accountant, Trudi Brazil, to be the Acting Town Administrator during Charleen's absence, and she said yes. Ms. Palmer has prepared an RFP to hire a search consultant for the interim Fire Chief's search. She would love to get that out by the end of the week, and accept proposals by the 17<sup>th</sup> of April. That will give them some opportunity to discuss what that process will look like. She hopes we will have someone on board by August, before the current Fire Chief retires. She, Jay Norton, and Mark Borelli will try to get out to Ballston this week to discuss what they can do to open the parking lot for the season. She attended a preliminary meeting with the Cape Cod Commission to talk about the waste management agency which Truro is being charged under the Cape's 208 plan. They will be looking at what each town's role is. There will be meetings at Truro's Community Center in April and May, which the Cape Cod Commission is sponsoring.

Selectman Wisotzky remembered an item to add to the agenda. They might want to place a scheduling issue, in terms of the pre-town meeting, on their next agenda. A meeting may have to be moved.

Respectfully submitted. Nicole Tudor & Noelle Scoullar, Board of Selectmen Secretaries

Selectman Weinstein made a motion to adjourn at 6:31PM. Selectman Burgess seconded this motion. So voted unanimously, 4-0.

Jay Coburn, Chairman		Paul Wisotzky, Vice-Chairman
Janet W. Worthington, Clerk		Robert Weinstein
_	Maureen Burgess Board of Selectmen Town of Truro	
Documents Used:		

Application to Serve-Beth O'Rourke-Council on Aging/Approval email from Chair, Bonnie Sollog Application to Serve-Rachel Harrington-Recreation Commission/Approval email from Acting Chair, Jane Petterson

Agreement for Consulting Services between the Town of Truro and Ridley & Associates, Inc
Email from Kelly Clark with Beach Commission vote regarding the Little Library boxes/attached photographs
Applications for Common Victualer (food) license renewals; The Box Lunch and Top Mast Café
Application for On Premises All Alcohol license for Whitman House Restaurant, Application for On Premises
All Alcohol license for Top Mast Café, Application for On Premises All Alcohol license for Blackfish,
Application for Off-Premises Wine and Malt Package Store license for Jams, Inc, Application for Off-Premises
All Alcohol Package Store license for Fuller's Package Store, Application for On Premises All Alcohol license
for Terra Luna, Application for On Premises All Alcohol license for Beach Point Health and Swim Club
Memo to Chief Takajian regarding 2015 Seasonal Liquor License Renewals
Draft 031215 Warrant