



Truro Board of Selectmen Meeting-REVISED
Wednesday, May 10th
Regular Board of Selectmen Meeting-5:30pm
Truro Town Hall, 24 Town Hall Road

Fire Department Swearing In Ceremony for New Fire Department Members-5:00pm

1. PUBLIC COMMENT

- A. Open the Regular Meeting
- B. Public Comment Period - *The Commonwealth's Open Meeting Law limits any discussion by members of the Board of an issue raised to whether that issue should be placed on a future agenda*

2. PUBLIC HEARINGS NONE

3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Review and Approve Applicants for Membership on the Local Comprehensive Plan Committee

4. TABLED ITEMS NONE

5. BOARD OF SELECTMEN ACTION

- A. Election of Board of Selectmen Officers (Chair, Vice-Chair and Clerk)
Presenter: Board of Selectmen
- B. Presentation of Police Department Visioning Results
Presenter: Bill Reilly, Finest's Professional Development
- C. Review and Approve Selectmen Liaison List
Presenter: Board of Selectmen
- D. Update on Goals and Objectives
Presenter: Rae Ann Palmer, Town Manager
- E. FY2018 Goals and Objective Development Process and Timeline
Presenter: Paul Wisotzky, Board of Selectmen
- F. Approval of Exemption by the Board of Selectmen – Jay Coburn Disclosure by Special Municipal Employee of Financial Interest in a Municipal Contract as Required by MGL Ch. 268A §20(d)
Presenter: Board of Selectmen Chair

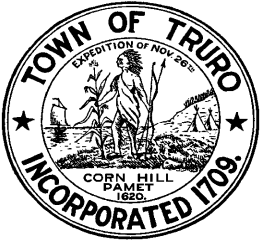
6. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 - 1. Event Notification Form for Annual Harbor to the Bay Aids Benefit Bike Ride on September 23, 2017
- B. Review and Approve 2017 Seasonal Licenses: Lewis Brother's Ice Cream Truck-Hawker Peddler; Hillside Farm Stand-Transient Vendor; Blackfish Restaurant-Common Victualer (food)
- C. Review and Approve Renewal of Aquaculture Development Area Licenses – Jeffrey Souza
- D. Review and Approve Board of Selectmen Minutes: April 10, 2017 (Pre-Town Meeting), April 18, 2017 (Regular)

7. SELECTMEN REPORTS AND TOWN MANAGER REPORT

8. SELECTMEN COMMENTS

9. NEXT MEETING AGENDA: Tuesday, May 23



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: May 10, 2017

ITEM: Fire Department Pinning Ceremony

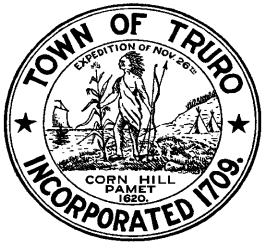
EXPLANATION: Five of the six newly hired firefighters began work on March 1. This will be a ceremony for the Town Clerk, Cynthia Slade, to officially swear in the firefighters and for family members to pin their badges. Nicholas Pelkey will be sworn in May 23rd. The sixth individual is pending completion of pre-employment requirements and will be sworn in after completion of the fire academy.

The new firefighters to be sworn in are:

- Sean Anderson
- Jesse Cappello
- Laytin Reis
- Jeffrey Souza

SUGGESTED ACTION: No action needed.

ATTACHMENTS: None



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: May 10, 2017

ITEM: Review applicants who have applied to serve on the Local Comprehensive Plan Committee.

EXPLANATION: Claudia Tuckey, Helen McNeil-Ashton, Ellery Althaus, Devin McGuire and Eric Jansen have applied to serve on the Local Comprehensive Plan Committee. The Board of Selectmen interview and vote on members of this committee.

SUGGESTED ACTION: MOTION TO appoint Claudia Tuckey, Helen McNeil-Ashton, Ellery Althaus, Devin McGuire and Eric Jansen to serve on the Local Comprehensive Plan Committee until the work of the committee is completed.

ATTACHMENTS:

1. Applications to serve from all applicants.



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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



APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Claudia Tuckey HOME TELEPHONE: [REDACTED]
 ADDRESS: 3 Masters Way WORK PHONE: _____
 MAILING ADDRESS: PO Box 588 E-MAIL: [REDACTED]
 FAX: _____ MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: LCPC

SPECIAL QUALIFICATIONS OR INTEREST: - served on the Truro CoA board 6 yrs
- certified SHINE counselor
- past experience on numerous home health agency boards
- years of experience working with senior housing, Medicare, Medicaid and elder law issues.

COMMENTS:
looking forward to helping formulate a viable future plan for our community.

SIGNATURE: Claudia Tuckey DATE: 3/8/17

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

SIGNATURE: _____ DATE: _____

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





TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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



APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Helen McNeil-Ashton. HOME TELEPHONE: [REDACTED]

ADDRESS: P.O. Box 1122 Truro MA 02666 WORK PHONE: [REDACTED]

MAILING ADDRESS: 27 Great Hollow Rd. E-MAIL: [REDACTED]

FAX: _____ MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: Comprehensive Plan Committee.

SPECIAL QUALIFICATIONS OR INTEREST: _____
Served on Truro Historical Commission 2005 - present
Board Member Truro Historical Society

COMMENTS: I hope the revised Comprehensive Plan
will play a more active role in the decision-making
of the Selectmen and town committees.

SIGNATURE: Helen McNeil-Ashton DATE: March 6, 2017

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

SIGNATURE: _____ DATE: _____

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



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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



APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Elery Althaus HOME TELEPHONE: [REDACTED]
 ADDRESS: 11^B Georges Path Provincetown WORK PHONE: [REDACTED]
 MAILING ADDRESS: P.O. Box 992 N. Truro E-MAIL: [REDACTED]

FAX: _____ MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: Local Comprehensive plan update committee

SPECIAL QUALIFICATIONS OR INTEREST: _____

Life-long commitment to Truro, Local Business owner-year round
Born + raised in Truro, have gone through the school
system, deal regularly with Truro Boards + Committees

COMMENTS: I consider myself a Truro Resident despite
living in Provincetown, and I would be happy to pledge
not to join any boards or committees in Provincetown.
My year round business is in Truro, as are my parents
and my whole life, my residency in Provincetown is temporary

SIGNATURE: [Signature] DATE: 1/23/17

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

SIGNATURE: _____ DATE: _____

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



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Devin McGuire HOME TELEPHONE: [REDACTED]

ADDRESS: 10 South Hollow Rd WORK PHONE :

MAILING ADDRESS: Po Box 555 E-MAIL: [REDACTED]

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

Truro's Comprehensive Plan Committee

SPECIAL QUALIFICATIONS OR INTEREST:

I grew up in Truro have recently return here with my wife, Marissa Cyr. As a young person residing in Truro, I have an invested interest in the Town as I look towards starting a family here, owning a home, and having a thriving career. I want to help ensure that Truro is a sustainable place to live, where people can work, perhaps start their own business, and thrive. I'd commit to helping get more of our younger population involved in local decision making. I have experience as a member of nonprofit boards, municiple committees, grassroots organizing and leadership/management roles.

COMMENTS:

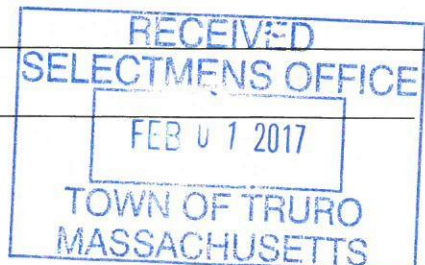
Thank you for your time and consideration. I'm excited for opportunity to get involved and serve this amazing community that we have!

SIGNATURE: [Signature] DATE: 1/31/17

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

SIGNATURE: DATE:

INTERVIEW DATE: APPOINTMENT DATE (IF APPLICABLE):





TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

RECEIVED
SELECTMENS OFFICE

MAR 3 2017

RECEIVED
SELECTMENS OFFICE

MAR 13 2017

TOWN OF TRURO
MASSACHUSETTS

TOWN OF TRURO
MASSACHUSETTS

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Eric Jansen HOME TELEPHONE: [REDACTED]

ADDRESS: 7 Castle Road WORK PHONE: _____

MAILING ADDRESS: P.O. Box 258 E-MAIL: [REDACTED]

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

SPECIAL QUALIFICATIONS OR INTEREST: Lived in Truro since 1985. Owner of Blackfish, Local 186, and The Crushpad. Formerly on the board of WSMR.

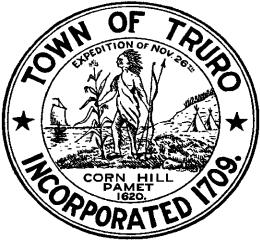
COMMENTS: looking forward to a greater involvement in community affairs.

SIGNATURE: [Signature] DATE: 3/9/2017

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

SIGNATURE: _____ DATE: _____

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



Agenda Item: 5A

TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: May 10, 2017

ITEM: Election of Board of Selectman Officers

EXPLANATION: Annual election of the Chair, Vice Chair and Clerk of the Board.

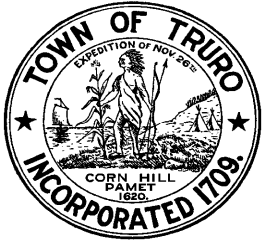
SUGGESTED ACTION:

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

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

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

ATTACHMENTS: None



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: May 10, 2017

ITEM: Discussion of Police Department Visioning Results

EXPLANATION: Bill Reilly of Finest's Professional Development will present the findings of the police visioning surveys and focus groups. He will also report on the facilitated visioning session that resulted in the Police Department vision statement;

"To be a community oriented police department that protects and supports Truro with compassion, integrity, professionalism and a commitment to excellence."

SUGGESTED ACTION: None required.

ATTACHMENTS:

1. Truro Police Department Vision Report

TRURO POLICE DEPARTMENT VISION

Truro Police Department Vision

Acknowledgements

The success in developing a vision and corresponding vision statement for the Truro Police Department is directly correlated to the commitment and participation of Truro's townspeople. Special thanks to those who completed the anonymous written surveys as well as the following individuals and groups who engaged in an active role during this process.

Truro Community Focus Group Participants
Truro Police Department Focus Group Participants
Paul C. Wisotzky, Chair, Board of Selectmen
Janet W. Worthington, Vice Chair, Board of Selectmen
Jay Coburn, Clerk, Board of Selectmen
Maureen Burgess, Member, Board of Selectmen
Robert Weinstein, Member, Board of Selectmen
Rae Ann Palmer, Town Manager
Kyle Takakjian, Chief of Police
Kelly Sullivan-Clark, Assistant Town Manager
Noelle Scoullar, Town Administration, Executive Assistant
Nicole Tudor, Town Administration, Executive Assistant
Mary Rogers, Community Preservation Committee Consultant

Truro Police Department Vision

Table of Contents

I.	Executive Summary	3
II.	Introduction	4
III.	Vision Development	5
IV.	Methodology	6
	A. Survey	6
	1. Demographics	6
	2. Question 1	7
	3. Question 2	7
	4. Question 3	8
	5. Question 4	8
	6. Question 5	8
	7. Question 6	8
	B. Focus Groups	9
	1. Question List	9
	a) <i>Focus Group 1</i>	10
	b) <i>Focus Group 2</i>	10
	c) <i>Focus Group 3</i>	11
	d) <i>Focus Group 4</i>	11
	e) <i>Focus Group 5</i>	12
	f) <i>Focus Group 6</i>	12
	g) <i>Focus Group 7</i>	13
	h) <i>Focus Group 8</i>	13
	i) <i>Focus Group 9</i>	14
	C. Facilitated Session	14
V.	Conclusion	15
VI.	Appendix	16
	A. Survey Instrument	16
	B. Facilitator Bio	20

Truro Police Department Vision

Executive Summary

The Town of Truro, Massachusetts expected a change of leadership to occur at its police department near the middle of 2017. The current chief of police informed town leaders that he would be retiring and it would be incumbent on town leaders to select his replacement. In preparation for this important selection process, town leadership identified a need for an independent resource to conduct a participative process for the development of a vision and corresponding vision statement for its police department. A proposal was submitted by Finest's Professional Development, LLC, in November 2016 for the delivery of facilitation services to accomplish this objective for the Town of Truro. Finest's is a law enforcement leadership development company, whose principal has decades of experience in police organizational improvement. Upon acceptance of the proposal, work began to develop a survey instrument that would be used in the first step of data gathering. Focus groups and a facilitated session followed the administration of the citizen survey. This report is a compilation of the information gathered from the surveys, focus groups and facilitated session as well as the resulting vision statement for the Truro Police Department.

The survey instrument was developed with input from Town leaders and was then made available in paper and electronic formats throughout the month of January 2017. One hundred eighty-six (186) responses were received to the nine-item survey. The Town, having a desire to have a deeper process of community/stakeholder input, then requested a total of nine focus groups to occur for the purpose of eliciting more detailed qualitative information. These focus groups were held in mid-February 2017 and consisted of eight in-person sessions and one telephone session where the members of Truro's board of selectmen were individually polled for their responses. The eight focus group questions were closely aligned with the written survey questions; the main difference residing in the detailed information received from the focus group participants. The survey responses and focus group information were summarized for presentation to the board of selectmen at a facilitated work-session held in the beginning of March 2017.

The facilitated session with Truro's board of selectmen, town manager, chief of police, and assistant town manager began with a presentation of the feedback received in the surveys and focus groups. The group was charged with envisioning the Town of Truro as well as the Truro Police Department ten years in the future. Then, with a commitment to consensus in mind, the group embarked on a journey to create a concise and inspiring descriptive statement of what they desire the Truro Police Department "to be". All eight work-session participants engaged in the discussion; although the approval of the final product rested with the board of selectmen alone.

As a result of all of the aforementioned steps, the Truro board of selectmen unanimously agreed that the vision statement for the Truro Police Department is:

"To be a community oriented police department that protects and supports Truro with compassion, integrity, professionalism and a commitment to excellence."

Truro Police Department Vision

Introduction

The Town of Truro, Massachusetts will be experiencing a change of leadership at its police department in 2017. The current chief of police has announced that he will retire mid-year. This notice is providing the town's leaders with the opportunity to engage in a thorough process to select the successor to the current police chief. The town's leaders agree that clarity regarding the desired future direction of the police department in advance of seeking and appointing the next police chief should serve the town and the police department well.

Finest's Professional Development, LLC [Finest's] is an organization whose mission is "advancing achievements in law enforcement professionals and their organizations". Finest's has offered vision development courses for police executives in addition to providing vision-focused executive coaching sessions. Finest's principal, Bill Reilly, is a retired assistant chief of police who also possesses twenty-five years of experience as a certified law enforcement instructor, currently certified in law enforcement leadership. Additionally, Bill Reilly holds a master's degree in organizational communication. Upon hearing of Truro's desire to define the vision for its police department, Bill Reilly gave a brief presentation to the board of selectmen at a public meeting in November 2016 during which he explained how Finest's could assist the town with its goal of clarifying the vision for the Truro Police Department. Finest's was then selected to provide this service for the Town of Truro.

Truro's town manager, selectmen chair, and Finest's principal worked cooperatively to develop a survey instrument. The survey was hosted by Finest's through their online survey account with the link posted on Truro's town website. Additionally, paper surveys were made available that could be submitted in person at town offices or sent to Finest's via email, fax, or US Postal Service. The survey was available during the month of January 2017 and all survey responses were designed to be anonymous. One hundred eighty-six (186) surveys were submitted, with all but six submitted through the online survey service. The questions and response summaries can be found in another section of this report.

In cooperation with Truro's town manager, focus groups with homogenous characteristics were assembled. Eight of these groups met with Bill Reilly on February 15 and 16, 2017 in a conference room at Truro's Council on Aging. Group sizes ranged from four to nine; included were four groups of residents, one group of business representatives, and three groups from the police department (one group each of officers, command staff, and dispatchers). Eight focus group questions were developed that were aligned with the information sought in the survey instruments, but designed to elicit more information than was reasonable with the survey. Each group was asked the same eight questions and scribes captured responses and comments correlated to both questions and respondents. Respondents were identified by a letter rather than their name in the response process to encourage uninhibited dialogue. The ninth group was composed of Truro's five board of selectmen members. To accommodate scheduling variances, this group was interviewed by telephone on a one-to-one basis. The questions and response summaries can be found in another section of this report.

Finest's was responsible for analyzing and categorizing the information gathered from the survey and the focus groups. It was established that rather than a scientific statistical analysis, the scope of this project would entail a qualitative assessment of the results gathered. This approach was appropriate as the information was being used to inform decision makers on general opinions held by stakeholders and not for more in-depth purposes. The summarized and categorized information was presented and explained at the March 2017 facilitated session.

Truro Police Department Vision

The March 1, 2017 facilitated session with the board of selectmen, the town manager, the chief of police, and the assistant town manager began with a presentation of the feedback received in the surveys and focus groups. Bill Reilly served as the facilitator and he encouraged the group to work cooperatively toward consensus regarding their vision for the police department. Because an organizational vision is about the future destination and direction of the subject agency, the group was given a target of “ten years from now” as their envisioning point. Appropriately for this type of process, discussion covered the changes that are expected for Truro and how best to focus their police department to meet that changed state. Words that repeatedly presented in the surveys and focus groups regarding the community’s desires for the future state of the police department were a central component of consideration for this session’s participants. Each of the attendees gave input in this session and approximately three hours later consensus on a vision statement was reached.

Vision Development

A vision statement sets a direction. A vision statement differs from a mission statement in that the latter is an explanation of the purpose of an entity. The vision statement, however, is what that entity seeks to be at some distant point, often ten or more years from the date the statement is drafted. The value in having a vision statement is that it can serve to guide long-term decision making regarding the agency for which it applies. For that reason, the vision statement should be anchored to time-tested values and not fads.

Ultimately, in forward-thinking organizations, a vision is reduced to words. When these words are carefully chosen, have meaning to stakeholders, and inspire those charged with bringing the vision to fulfillment, long-term accomplishments are focused. These words must be future-focused and reflect what the police department desires “to be”, yet also be succinct and memorable. If individuals cannot easily recall and reference the vision statement, it loses some of its influence.

It is important to mention that vision creation is not the end-game; that is vision attainment. For that reason, this vision creation process should be viewed as the beginning of the overall vision process. With that realization, the vision as created should also be attainable; for if those who are charged with its success do not believe it can be realized, the vision may be abandoned. As Truro moves forward with selecting its future leader for its police department, having the vision clarified and reduced to words prior to police chief selection is advantageous. It will allow the town to vet candidates based on their presentation of how they will lead the police department toward the destination selected by town leadership. Additionally, the vision establishes expectations for potential candidates before they apply, ideally focusing the candidate pool to only those who are prepared to meet the future state established by the board of selectmen in advance. For current police department personnel, the written vision statement is intended to increase consistency and certainty so personnel are aligned in bringing the agency to the desired future state. As Burt Nanus wrote in his book *Visionary Leadership*: “There is no more powerful engine driving an organization toward excellence and long-range success than an attractive, worthwhile, achievable vision for the future, widely shared.”

Truro Police Department Vision

Methodology

Three steps were applied to assure public input in the development of a vision for the Truro Police Department. Those steps were a written survey, focus groups, and a facilitated vision-development session with the Board of Selectmen.

Survey Instruments

An information-gathering survey was developed in conjunction with the town manager and board of selectmen chair. This nine-item anonymous survey was made available in paper and electronic format by the Town of Truro with instructions for the results to be submitted directly to Finest's during the month of January 2017. A combination of multiple choice and open ended responses were sought. 186 total surveys were submitted, 6 of those in paper format and 180 electronically.

The survey respondent demographic questions and responses were: (Response count in parentheses.)

My connection to Truro is best described as: (Please choose **one**.)

- Year round resident (55)
- Part time resident and voter (15)
- Part time resident and non-voter (105)
- Visitor (2)

(9 people did not submit a response to this question)

Which age grouping do you fall within? (Please select **one**.) (Response count in parentheses.)

- 18 years old or less (0)
- 19 years old to 30 years old (1)
- 31 years old to 50 years old (20)
- 51 years old to 65 years old (86)
- 66 years old to 80 years old (71)
- 81 years old plus (7)

(1 person did not submit a response to this question)

Do you have children currently enrolled at Truro Central School or within the Nauset Regional School District? (Response count in parentheses.)

- Yes (5)
- No (180)

(1 person did not submit a response to this question)

Truro Police Department Vision

The responses are listed in order of importance to the survey participants. The response count is in parentheses.

The police-vision related questions and responses were:

Question 1: Which of the following Police services are most important to you? (Please choose **one only**.)

General law enforcement	(99)
Emergency and disaster response	(38)
Other	(15)
Crime investigation and resolution	(14)
Drug-related law enforcement	(12)
Motor vehicle and traffic violation enforcement	(9)
Well-being checks	(3)
Crime victim assistance	(1)
Homeland security	(0)
Public safety education	(0)

(9 people did not submit a response to Question #1)
(1 person selected every option and was not processed)

Question 2: Which of the following characteristics are most important for the Truro Police Department to exemplify? (Please choose **three**.)

Professional	(86)
Responsive	(78)
Community oriented	(63)
Honest	(48)
Respectful	(47)
Accessible	(42)
Trustworthy	(42)
Fair	(33)
Compassionate	(31)
Visible	(18)
Transparent	(15)
Other	(11)
Diverse	(10)
Open	(7)

(3 people did not submit a response to Question #2)
(1 person selected every option and was not processed)

Truro Police Department Vision

Question 3: In the last year, how often have you interacted with a member(s) of the Truro Police Department? (Please choose **one**.)

Less than once a month	(84)
Never	(69)
At least once a month	(18)
Daily	(8)
At least once every week	(4)

(3 people did not submit a response to question #3)

Question 4: What kinds of interactions have you had with members of the Truro Police Department? (Please check **all** that apply.)

Informal interactions around Town	(90)
Called Truro Police for non-emergencies	(70)
Other	(39)
Attended an event sponsored by the Police Department	(25)
Called 911	(25)
Telephoned as part of a well-being check	(7)
Stopped for a motor vehicle or traffic violation	(6)
Visited at my home as part of a well-being check	(4)

Question 5: If you could choose one word that describes the Police Department, what would it be? (152 responses received, repeating words and their frequency are shown below.)

Professional (25)	Responsive (14)	Over staffed (6)	Competent (5)
Helpful (5)	Friendly (5)	Trustworthy (4)	Available (3)
Aloof (3)	Caring (3)	Efficient (3)	Visible (3)
Invisible (3)	In transition (2)	Integrity (2)	Too large/big (2)
Dependable (2)	Enforcer (2)	Accessible (2)	Good (2)

Question 6: If you could choose one word that you should describe the Police Department 5 to 10 years from now, what would it be? (148 responses received, repeating words and their frequency are shown below.)

Professional (24)	Responsive (13)	Community (10)	Helpful (7)
Efficient (6)	Smaller (5)	Trustworthy (5)	Effective (3)
Excellent (3)	Progressive (3)	Regionalized (3)	Visible (3)
Available (2)	Caring (2)	Competent (2)	Diverse (2)
Engaged (2)	Fair (2)	Reliable (2)	Service (2)
Supportive (2)			

The complete paper survey can be found in the Appendix to this report.

Truro Police Department Vision

Focus Groups

Focus groups were employed as a method to gather information for the Town's leadership to consider in advance of the facilitated session, but in a more in-depth manner than was reasonable with the survey. A total of nine focus groups were assembled and each group was asked the same eight questions. These eight questions were designed to probe the focus group members' impression of police in general, policing in Truro, and a desired future state for the Truro Police Department.

The Town selected the focus group participants with a request from Finest's Professional Development that the groups be composed of eight to ten members of similar backgrounds. This request was based on the belief that their similarities were likely to enhance their contributions due to their commonality of perspectives and experiences. Recognizing that similarity can also reflect a narrow perspective, multiple group compositions were requested. The result was five groups of residents, one group of business representatives, and three groups from the police department. The police department groups were assembled by function; specifically police officers, police leadership, and police dispatchers. The ninth group was composed of the five members of the board of selectmen; this session was held via telephone in a one-to-one format.

Bill Reilly of Finest's facilitated these focus groups. The eight in-person groups were held at Truro's Council on Aging facility on February 15 and 16, 2017. Each of these eight sessions lasted approximately one hour and a scribe was assigned by the town to record comments so that they could be assessed more closely at a later time. Two separate scribes were utilized over the two-day period. For the telephone session, Bill Reilly served as both the facilitator and scribe.

In total, 52 people participated in the focus groups, with one person attending two groups due to two separate roles that this person had in the police department. The telephone sessions occurred on February 17, 20, and 22, 2017. The information received from the groups was analyzed for common themes and repeating phrases so that this information could be presented to the Board of Selectmen at a facilitated work session.

The questions asked of each group were:

Q1: When you think of policing in general, what is the word that first comes to mind?

Q2: Again, thinking of policing in general, which police services are most important to you?

Q3: Now, thinking specifically of the Truro Police Department, are there any services that you would like to see provided by the Truro Police Department that are not currently provided?

Q4: Are there any current services that you would like to see the Truro Police Department do less frequently or not at all?

Q5: Which characteristics do you believe are most important for the Truro Police Department to exemplify?

Q6: What is the one word that you believe best describes the Truro Police Department today?

Truro Police Department Vision

Q7: Now, let's envision the Town of Truro 10 years from now. At that point in the future, what is the one word that you hope will describe the Truro Police Department?

Q8: Any final comments regarding a vision for the Truro Police Department?

A group by group summary of repeating terms and input produced these findings:

Group 1 (Truro Police Officers)

Question by question summary of repeating concepts

Q1: Community Service

Q2: Community Service

Q3: Varies

Q4: School Crossing

Q5: Professional

Q6: Committed

Q7: Progressive

Q8: Concerned

Synopsis of Group 1 opinions and concerns:

In a general sense, this group felt that they did a good job and they could do more with additional resources. They see the need for the school traffic post, although they believe that it is much longer than necessary. There exists a concern about what the future holds, but they are hoping that the department will continue on its positive trajectory. Progressiveness and Excellence were their deduced vision themes.

Group 2 (Truro Residents)

Question by question summary of repeating concepts

Q1: Safety

Q2: Safety

Q3: Education

Q4: No

Q5: Consistency

Q6: Professional

Q7: n/a

Q8: Regionalization

Synopsis of Group 2 opinions and concerns:

In general, this group was supportive of the police and concerned about safety. They felt that the police have an opportunity to do a better job of educating the community on what they do and why. They see Truro changing over the next 10 years and for the most part they want to see the police meet that progression. This group strongly supported regionalization or the study thereof as a future step and did not have a consensus of a vision for the Truro Police Department.

Truro Police Department Vision

Group 3 (Truro Police Dispatchers)

Question by question summary of repeating concepts

- Q1: Community Focused
- Q2: Response to Community Needs
- Q3: No
- Q4: No
- Q5: Approachable
- Q6: Professional
- Q7: Experienced
- Q8: Stable but Growing

Synopsis of Group 3 opinions and concerns:

The overwhelming feeling from this group was that they solve many issues that no one even knows they solve. They seek to be the point of contact for community concerns and direct callers to the appropriate resources, which more often than not solves the problem without the need to dispatch a police officer. There is a significant amount of institutional knowledge among this group's members and none of them expect to be with the PD 10 years from now. Staffing and not bringing in replacements on a part time basis so they can transition to full time in the future were concerns. Not in favor of regionalization.

Group 4 (Truro Residents)

Question by question summary of repeating concepts

- Q1: Service & Protection
- Q2: Visibility
- Q3: Varies
- Q4: Varies
- Q5: Respect
- Q6: Respectful
- Q7: Competence & Respect
- Q8: Sustain Current Improvements

Synopsis of Group 4 opinions and concerns:

This group as a whole was supportive and appreciative of the current police personnel and their level of service. They did express a desire for technology and ongoing professional development to be applied to keep the service level high, as well as a desire to see the respect and professionalism continue. The terms collaboration with other towns and regionalization were advanced by members of this group.

Truro Police Department Vision

Group 5 (Truro Business Representatives)

Question by question summary of repeating concepts

- Q1: Varies
- Q2: Outreach
- Q3: Outreach
- Q4: Nothing
- Q5: Fairness & Integrity
- Q6: Efficient
- Q7: Collaborative
- Q8: Varies

Synopsis of Group 5 opinions and concerns:

This group had high praise for the current chief; many of whom had repeated, positive, one-to-one interactions with the chief. They were also pleased, for the most part, with the police department in general. Their main desires revolved around wanting to meet and know the police officers and having those officers visibly involved in community events. The suggestion that the officers volunteer more in the community was raised more than once, mostly tangent to wanting to see the officers more visible.

Group 6 (Truro Residents)

Question by question summary of repeating concepts

- Q1: Authority
- Q2: Protection & Safe
- Q3: Community Engagement
- Q4: Traffic
- Q5: Integrity
- Q6: Adrift & Changed
- Q7: Current & Rejuvenated
- Q8: Hire and Promote from Within

Synopsis of Group 6 opinions and concerns:

This group was passionate about their connection to the Town of Truro and their desire for the police to connect with them in non-enforcement ways. Also articulated a desire for the police department to progress - specifically with technology and social media – but felt that the police department should not be led by an outsider.

Truro Police Department Vision

Group 7 (Truro Police Command Staff)

Question by question summary of repeating concepts

- Q1: Protection and Professionalism
- Q2: Safety & Community
- Q3: Varies
- Q4: No
- Q5: Transparency
- Q6: Professional
- Q7: Evolving & Adapting
- Q8: Collaborative with Town & Board of Selectmen

Synopsis of Group 7 opinions and concerns:

This group represented a sense of pride in Truro PD and a desire to do even more than is currently being done. Additionally, this group seeks greater input from the community as well as an even stronger connection. The group seeks a communication exchange with town leaders and public to advance transparency and understanding. Group acknowledges that change will occur but seeks that to be a managed change, by using words such as "adaptive" and "evolving".

Group 8 (Truro Residents)

Question by question summary of repeating concepts

- Q1: Authority
- Q2: Varies
- Q3: Varies
- Q4: No
- Q5: Varies
- Q6: Professional
- Q7: Professional
- Q8: Varies

Synopsis of Group 8 opinions and concerns:

This group was supportive of the police and to a large degree had seen the changes. They do desire continued professionalism and in one case increased educational requirement. Regionalization was a concept that was brought up more than once with the recommendation that the concept be studied by the town.

Truro Police Department Vision

Group 9 (Truro Board of Selectmen)

Question by question summary of repeating concepts

- Q1: Varies
- Q2: Safety & Security
- Q3: No
- Q4: User-related drug enforcement
- Q5: Fairness & Openness
- Q6: Professional
- Q7: Varies
- Q8: Professional & Disconnect

Synopsis of Group 9 opinions and concerns:

A common theme that developed from this group was an appreciation for the enhanced professionalism and integrity of the current police department. There were also repeated concerns regarding the sustainability of the police department; the perceived concentration on Route 6 as opposed to the community; and a disconnect between desires/policy of BOS and the services actually delivered by the police department.

Facilitated Session

The facilitated session was held at Truro's public library on March 1, 2017. In addition to the facilitator (Bill Reilly), the participants in attendance were the five members of the Board of Selectmen, the town manager, the police chief, and the assistant town manager. The session began with an overview of the results gathered from the surveys and the focus groups and a reinforcement of the purpose of the session. Specifically, that purpose was the development of a vision statement for the Truro Police Department adopted with consensus by the Board of Selectmen. The facilitator suggested that the statement be short, memorable, and inspiring so that it is widely known and applied as a decision shaping tool. It was also offered for consideration that the statement begin with the words "to be" so that it would be future-focused.

As intended, the facilitated session was rich with discussion on the likely future of Truro and the desired future of its police department. Key terms that repeated in the surveys and focus groups were displayed for the session members to consider. Those terms were: professional, community, responsive, evolving, collaborative, current, regionalized, experience, integrated, steady, rejuvenated, safe, and same.

The session lasted over three hours and each participant contributed to crafting a statement. Multiple revisions occurred to fine-tune the wording to meet the desires of the group. The responsibility for approving the final version rested with the five Board of Selectmen members. Unanimously, the group selected:

"To be a community oriented police department that protects and supports Truro with compassion, integrity, professionalism and a commitment to excellence."

Truro Police Department Vision

Conclusion

The Town of Truro's police department will be experiencing a change of leadership in the near future due to the expected retirement of its police chief. A planned transition such as this provides an opportunity for a thoughtful selection process. The Town of Truro has seized this opportunity by engaging in a participative process to determine the desired future state of its police department. The vision statement that the board of selectmen developed can be an integral component of vetting police chief candidates, as well as a benchmark for assessing the direction of the agency for years to come.

Truro Police Department Vision



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004, Extension: 110 or 124 Fax: 508-349-5505

The Town of Truro Board of Selectmen seeks your input as it develops a vision statement for the Truro Police Department. The vision statement will help guide the future of the Department as we build upon the dedication, commitment and excellent services that the Department is currently providing. Your participation in this project will help us provide long-term direction to the Department that is aligned with the needs and desires of the community.

Your responses to this survey are anonymous and confidential. We're working with Finest's Professional Development, LLC who will receive your survey results and tabulate them for us. Return instructions can be found at the end of the survey.

If you wish to take the survey electronically, please visit www.truro-ma.gov and click the Police Survey link on the home page.

Please complete this survey by January 31, 2017.

We'll share the results of the survey with the community at a Truro Board of Selectmen's meeting in early 2017.

Thank you for participating!

Truro Board of Selectmen

Truro Police Department Vision

Question 1:

Which of the following Police services are most important to you?

(Please choose **one only**.)

- Crime investigation and resolution
- Crime victim assistance
- Drug-related law enforcement
- Emergency and disaster response
- General law enforcement
- Homeland security
- Motor vehicle and traffic violation enforcement
- Public safety education
- Well-being checks
- Other (please specify): _____

Question 2:

Which of the following characteristics are most important for the Truro Police Department to exemplify?

(Please choose **three**.)

- Accessible
- Community oriented
- Compassionate
- Diverse
- Fair
- Honest
- Open
- Professional
- Respectful
- Responsive
- Transparent
- Trustworthy
- Visible
- Other (please specify): _____

Truro Police Department Vision

Question 3:

In the last year, how often have you interacted with a member(s) of the Truro Police Department?
(Please choose **one**.)

- Never
- Less than once a month
- At least once a month
- At least once every week
- Daily

Question 4:

What kinds of interactions have you had with members of the Truro Police Department?
(Please check **all** that apply.)

- Attended an event sponsored by the Police Department
- Called 911
- Called Truro Police for non-emergencies
- Informal interactions around Town
- Stopped for a motor vehicle or traffic violation
- Telephoned as part of a well-being check
- Visited at my home as part of a well-being check
- Other (please specify): _____

Question 5:

Choose one word that you believe best describes the Truro Police Department today.

Question 6:

Now, choose one word that describes how you envision the Truro Police Department 10 years from now.

Truro Police Department Vision

Please tell us a little about yourself.

My connection to Truro is best described as:

(Please choose **one**.)

- Year round resident
- Part time resident and voter
- Part time resident and non-voter
- Visitor
- Other (please specify): _____

Which age grouping do you fall within?

(Please select **one**.)

- 18 years old or less
- 19 years old to 30 years old
- 31 years old to 50 years old
- 51 years old to 65 years old
- 66 years old to 80 years old
- 81 years old plus

Do you have children currently enrolled at Truro Central School or within the Nauset Regional School District?

- Yes
- No

Thank you for taking the time to complete and return the survey! You can return the survey by mail, fax, email or drop-off.

Mail to: Finest's Professional Development, LLC – PO Box 9401, Bolton, CT 06043

Fax to: Finest's Professional Development, LLC – 860-394-4066 (no cover sheet needed)

Email to: Bill.Reilly@Finests.com

Drop-off at: Truro Town Hall Administrative Assistants, First Floor

Truro Police Department Vision

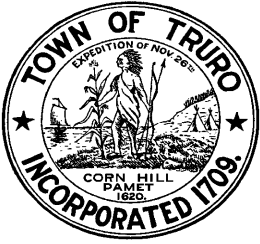
Facilitator Bio

Each of the focus group sessions as well as the facilitated session with Town leadership were facilitated by Bill Reilly, Finest's Professional Development, LLC's owner, facilitator, certified coach and leadership instructor. Bill brings his police background and professional development background to this task.

Bill Reilly served in the Hartford (CT) Police Department for 21 years holding positions in the patrol division, police academy, bomb squad, and community response division. In his final assignment, he served at the rank of assistant chief of police and the position of chief of staff. In that role Bill worked with the chief and other command staff members to improve organizational effectiveness and accountability.

Shortly after his retirement from the Hartford Police Department in 2004, Bill formed Finest's Professional Development, LLC with a mission of "advancing achievements in law enforcement professionals and their organizations". He has been a Connecticut P.O.S.T. (Police Officer Standards and Training Council) certified instructor since 1991 and currently is certified in the Leadership curriculum area. He has been formally trained in both methods of instruction and methods of facilitation, has taught thousands of police professionals throughout the United States, and was selected to teach Community Oriented Policing to police leaders nationally through the Community Policing Consortium in conjunction with the International Association of Chiefs of Police.

Bill holds undergraduate degrees in business, a master's degree in organizational communication, and is a graduate of the 213th Session of the FBI National Academy.



Agenda Item: 5C

TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: May 10, 2017

ITEM: Approval of Board of Selectmen Liaisons

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

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

ATTACHMENTS:

1. Current (FY17) Liaison assignments
2. #34 Board of Selectmen Liaison Policy

BOARD	MEETING TIME	CHAIR	PHONE	EMAIL	LIAISON
Agricultural Commission	As needed at Town Hall	David DeWitt	[REDACTED]	[REDACTED]	Coburn
Appeals, Zoning Board of Assessors, Board of	3rd or 4th Monday at 7PM at Town Hall	Bertram Perkel	[REDACTED]	[REDACTED]	Coburn
Beach Commission	As needed at Town Hall	R. Bruce Boleyn	[REDACTED]	[REDACTED]	Coburn
Bike and Walkways Committee	Wednesdays as needed at Truro Public Library	Eliza Harned	[REDACTED]	[REDACTED]	Worthington
Cable and Internet Advisory Committee	Public Safety Facility	Cathy Haynes	[REDACTED]	[REDACTED]	Weinstein
Cemetery Commission	As needed at Town Hall	Mary Abt (2 members)	[REDACTED]	[REDACTED]	Weinstein
Charter Review Committee	3rd Tuesday at 10AM at Town Hall	Robert Masson	[REDACTED]	[REDACTED]	Burgess
Commission on Disability	as needed	Phil Smith	[REDACTED]	[REDACTED]	Weinstein
Community Preservation Committee	1st Friday at 3PM at Town Hall	Susan Howe	[REDACTED]	[REDACTED]	Burgess
Conservation Commission	As needed at Town Hall	Deborah McCutcheon & Mary Rose	[REDACTED]	[REDACTED]	Wisotzky
Council on Aging Board	1st Monday at 7PM at Town Hall	Deborah McCutcheon	[REDACTED]	[REDACTED]	Worthington
Cultural Council	2nd Tuesday at 9AM at Council on Aging	Bonnie Sollog	[REDACTED]	[REDACTED]	Wisotzky
Economic Development Committee	As needed	Kenneth Hawkey	[REDACTED]	[REDACTED]	Burgess
Energy Committee	Not Meeting-No response from Comm.	TBD			Worthington
Finance Committee	Fridays once a month at Town Hall	Brian Boyle	[REDACTED]	[REDACTED]	Coburn
Fire & Rescue Department	As needed at Town Hall	Lori Meads	[REDACTED]	[REDACTED]	Wisotzky
Health, Board of	1st and 3rd Tuesdays at 4:30PM at Town Hall	Tim Collins	508-487-6589	tcollins@truro-ma.gov	Wisotzky/Worthington
Historical Commission	Tracey Rose	[REDACTED]	[REDACTED]	[REDACTED]	Weinstein
	As needed at Town Hall	Chuck Steinman	[REDACTED]	[REDACTED]	Weinstein

BOARD	MEETING TIME	CHAIR	PHONE	EMAIL	LIAISON
Historical Review Board	As needed	Matthew J. Kiefer	[REDACTED]	[REDACTED]	Weinstein
Housing Authority	As needed	Carl J. Brotman	[REDACTED]	[REDACTED]	Wisotzky
Human Services Committee	As needed	Martin Thomas	[REDACTED]	[REDACTED]	Burgess
Library Trustees	3rd Wednesday at 9:30AM at Truro Public Library	Sally Brotman	[REDACTED]	[REDACTED]	Weinstein
Open Space Committee	2nd Monday at Town Hall	Nick Norman	[REDACTED]	[REDACTED]	Coburn
Pamet Harbor Commission	2nd Thursday at 7PM at Public Safety Facility	Timothy L. Silva	[REDACTED]	[REDACTED]	Worthington
Planning Board	Alternating Tuesdays at 6PM at Town Hall	Steve Sollog	[REDACTED]	[REDACTED]	Coburn
Police Department	To Be Determined	Kyle Takakjian	508/487-8730	takakjian@truropolice.org	Coburn
Recreation Commission	As needed at Community Center	Jackson Dutra	[REDACTED]	[REDACTED]	Wisotzky
Recycling Committee	1st Monday at 2PM at Town Hall	Norman "Tippy" Scherer	[REDACTED]	n/a	Burgess
School Committee	Tuesday or Thursday at 5PM at Truro Central School	Theresa L. Humes	[REDACTED]	[REDACTED]	Burgess
Shellfish Advisory Committee	As needed at Town Hall	Scott Lindell	[REDACTED]	[REDACTED]	Worthington
Taxation Aid Committee	As needed at Town Hall	R. Bruce Boleyn	[REDACTED]	[REDACTED]	Worthington
Town Building Committee	Not meeting				
Truro Concert Committee	As needed at Truro Public Library	Patricia Wheeler	[REDACTED]	[REDACTED]	Worthington
Water Resources Oversight Committee	Wednesday at Town Hall	Kevin Kuechler	[REDACTED]	[REDACTED]	Burgess

TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

Policy Memorandum #34

Date: Revised June 3, 2014

Subject: Selectmen Liaison Policy

The Truro Board of Selectmen hereby adopts the following policy for the Board of Selectmen Liaison position that provides for the inter-working, communication and coordination with all of the standing Town Multi-member Boards, Committees, and Commissions.

Annually, the Board of Selectmen will assign Selectmen to serve as a liaison to all of the standing Town Multi-member Boards, Committees and Commissions. The Selectmen Liaison is not a member of the committees he/she is assigned to and will have no voting privileges.

Liaison Responsibilities:

1. The Selectmen Liaison will not be expected to attend meetings on a regular basis. The Selectmen Liaison should attend meetings when significant issues are being discussed and/or action is to be taken and upon the invitation of the Chair.
2. The Selectmen Liaison is encouraged to attend at least one meeting in order to introduce themselves to committee members and to brief the committee on the role and purpose of the liaison position.
3. Upon assignment, the Selectmen Liaison will distribute this policy memorandum to the Chair of each assigned committee.
4. The Selectmen Liaison will establish a working relationship with the Chair of each committee they are assigned to and be available for consultation when needed.
5. The Selectmen Liaison will be the point of contact for those multi-member bodies they are assigned to. The liaison is responsible for communicating relevant information and actions by the Board of Selectmen to their assigned committees. They are also responsible for reporting back to the Board of Selectmen any developments, information and actions taken by their assigned committees relevant to the work of the Board of Selectmen.

Multi-Member Boards, Committees and Commissions Responsibilities:

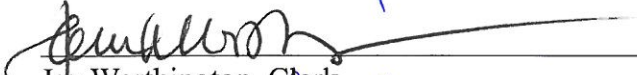
1. The Chair of each multi-member body will ensure that the Selectmen Liaison is sent advance notice of each meeting as well as all meeting agendas and minutes.
2. The Chair will inform the Selectmen Liaison of any significant issues under current or potential future discussion that are relevant to the roles and responsibilities of the Board of Selectmen or that may require future action by the Board of Selectmen.
3. The Chair will invite the Selectmen Liaison to meetings when needed with as much advance notice as possible in order to ensure attendance.
4. The Chair will request through the Selectmen Liaison a joint meeting with the Board of Selectmen when the multi-member Body determines that an issues requires:
 - A. the action of the Board of Selectmen;
 - B. direction from the Board of Selectmen; or,
 - C. specific information or guidance needs to be provided to the Board of Selectmen on an issue under the purview of the Multi-member Body.
5. For those multi-member Bodies where members are directly or jointly appointed by the Board of Selectmen, a vacancy should be immediately reported to the Town Administrator and the Selectmen Liaison so that the vacancy can be filled in an appropriate and timely manner.



Jay Coburn, Chairman



Paul Wisotzky, Vice-Chairman



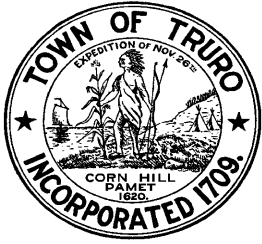
Jan Worthington, Clerk



Robert Weinstein



Maureen Burgess



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: May 10, 2017

ITEM: Update on FY2017 Goals and Objectives

EXPLANATION: At the July 12, 2016 Board of Selectmen meeting, the FY2017 Goals and Objectives were adopted. Attached is a progress update for the third quarter of FY 2017 for review and discussion.

SUGGESTED ACTION: Discussion only

ATTACHMENTS:

1. FY2017 Goals and Objectives

Fiscal Year 2017 Goals and Objectives

TOWN SERVICES

The Town of Truro will provide efficient and effective municipal services that meet the needs of year-round residents, part-time residents and visitors.

TS1	The Town Manager will on an ongoing basis assess the staffing structure of the Town and the related delivery of services and propose changes that further this goal.
<p>1st Quarter: Ongoing, no recommendations during the first quarter.</p> <p>2nd Quarter: Ongoing.</p> <p>3rd Quarter: A new web/communications position was added to the proposed budget. It was approved on the override article and is pending a ballot vote.</p>	

TS2	The Town Manager will continue to explore opportunities for greater collaboration, shared programs and services with the Outer Cape towns, Barnstable County Government and the State of Massachusetts.
<p>1st Quarter: Regular meetings with the Provincetown Town Manager. Truro is the lead agency for a Community Compact grant from the Commonwealth to explore, with Provincetown, opportunities to share services. The Provincetown Town Manager and I will interview consultants to complete the work approved in the grant.</p> <p>2nd Quarter: Request for services pending.</p> <p>3rd Quarter: Received proposals for service to complete a shared service opportunities assessment; contract award to Matrix Consulting.</p>	

TS3	The Board of Selectmen will advocate for solutions to address the lack of regular maintenance for the unpaved roads within the Cape Cod National Seashore used by the general public to access Park resources and by private home owners.
<p>1st Quarter: Staff is working on engaging the Park Service to resolve concerns about road conditions. Multiple resident complaints were received about the condition of the roads that lead to the kettle ponds and the Fire Chief has concerns about the ability to safely and in a timely manner move apparatus to a rescue or fire call.</p> <p>2nd Quarter: DPW and Park Service staff are working together to grade roads and cut back trees.</p> <p>3rd Quarter: The roads have been graded, tree cutting is pending.</p>	

TS4	The Town Manager will explore the development of alternative beach parking including the feasibility of permitting privately run shuttle bus services to access town beaches and attractions.
<p>1st Quarter: This is ongoing from last fiscal year, no change in the first quarter.</p> <p>2nd Quarter: No change.</p> <p>3rd Quarter: A parking location has been identified and was presented at the 3/21 Work Session. Estimated costs or \$40,000 include engineering, materials and landscaping.</p>	

TS5	The Town Manager will continue to work with the Regional Transit Authority to develop a coordinated transportation system that will improve access for year round and summer residents to Town beaches, Post Offices, Town Hall, Community Center, Library, Council on Aging and Town Center of Truro and North Truro.
<p>1st Quarter: This is ongoing from last fiscal year, no change in the first quarter.</p> <p>2nd Quarter: No change.</p> <p>3rd Quarter: No change, if parking lot is developed, staff will contact both the RTA and private vendors to see if a shuttle can be accomplished.</p>	

TS6	The Town Manager will continue efforts to relocate the DPW facility including investigating Town properties and/or shared facilities/property with Mass DOT and neighboring Towns and, if timely, to conduct a needs assessment and feasibility study in preparation for relocation.
<p>1st Quarter: Contact with Weston and Sampson for sample RFPs, the Interim Director began assessing space needs.</p> <p>2nd Quarter: The ATM and DPW Director are preparing an RFQ for the study.</p> <p>3rd Quarter: DPW is developing a proposal for the National Seashore regarding the land swap discussed at the March 15 Work Session. Proposed areas to acquire via the land swap will not require MESA approval through Health and Conservation department, are properly zoned for commercial use, and are located outside of the wellhead. The Transfer Station would accommodate all DPW assets and administrative needs.</p>	

<p style="text-align: center;">TS7</p>	<p>The Board of Selectmen, working with the Town Manager and the Board of Health will reduce the cost of solid waste disposal handles through the Transfer Station by: <i>(Continuing)</i></p> <ul style="list-style-type: none"> a. Implementing Single Stream Recycling. b. Creating and implementing a public education campaign that educates citizens about ways to decrease household solid waste disposal and increase recycling. c. Creating more opportunities for Town-wide recycling.
<p>1st Quarter: Single Stream recycling and public education campaign completed. Recycling barrels installed at the beaches and public parks.</p> <p>2nd Quarter: Ongoing, a new traffic flow and placement of recycling hoppers is being developed for the Transfer Station.</p> <p>3rd Quarter: Public education campaign continued with the inclusion of single stream information on a postcard distributed at Town Meeting. DPW began submitting updates to the E-newsletter in April that include information about recycling. A recycling reminder was included on the back of the 2017 Town Meeting Warrants and recycling bins were prominently placed at the 2017 Annual Town Meeting. DPW Director Cabral is conducting a preliminary exploration through DEP of organic/food waste handling by the Truro Transfer Station.</p>	

<p style="text-align: center;">TS8</p>	<p>The Town Manager and Licensing staff will review all policies and procedures regarding licensing approval and renewal and will recommend changes to the Board of Selectmen for adoption of Licensing Rules and Regulations and changes as necessary to Policy Memorandum #14.</p>
<p>1st Quarter: The Assistant Town Manager was assigned this responsibility and is currently reviewing documentation.</p> <p>2nd Quarter: Ongoing.</p> <p>3rd Quarter: Ongoing.</p>	

TS9	The Town Manager will implement technology to facilitate the business of Town Government.
<p>1st Quarter: Contract for new phone system was signed, implementation scheduled for the second quarter.</p> <p>2nd Quarter: New phone system installed, Public Safety Facility will be added in the third quarter.</p> <p>3rd Quarter: New phone system installed at Public Safety Facility. Transfer Station installed License Plate Recognition technology. Online Transfer Station permits and pre-orders for Beach parking permits available as of May 1.</p>	

TS10	The Board of Selectmen and the Town Manager will revise the process and related forms for conducting annual performance evaluations for the Police Chief and the Fire Chief. (Continuing & revised)
<p>1st Quarter: No progress first quarter.</p> <p>2nd Quarter: New performance measurement system was utilized for the Fire Chief.</p> <p>3rd Quarter: The Police Chief prepared a draft document. This item will be completed after the search process to replace the retiring chief.</p>	

TS11	The Police Chief and Town Manager will complete and update the Town's Hazard Mitigation Plan. (Continuing)
<p>1st Quarter: Ongoing with the Cape Cod Commission.</p> <p>2nd Quarter: Completed, on Agenda 1/24/2017 for approval.</p> <p>3rd Quarter: Revisions requested by the State were completed. Final plan pending approval.</p>	

FISCAL MANAGEMENT

The Town of Truro will develop short and long-term fiscal policies that increase revenue from sources other than property taxes and minimize annual budget growth.

FM1	The Town Manager will present quarterly financial reports for the Board of Selectmen.
<p>1st Quarter: Format agreed to last fiscal year. This objective is complete except for presenting the quarterly reports.</p> <p>2nd Quarter: Completed.</p> <p>3rd Quarter: Pending.</p>	

FM2	The Town Manager will prepare revenue & expense reports as part of the Budget Task Force process for the following Departments/Functions: Pamet Harbor, Recreation, Beach, Transfer Station, Shellfish and the Council on Aging.
<p>1st Quarter: Fiscal year 2016 closed in the first quarter (pending audit), providing information for completion of the revenue and expense reports for the Budget Process.</p> <p>2nd Quarter: In process.</p> <p>3rd Quarter: Not completed.</p>	

FM3	The Board of Selectmen, Finance Committee and Town Manager will work to develop a five-year strategic plan for the Town.
<p>1st Quarter: No progress.</p> <p>2nd Quarter: No progress.</p> <p>3rd Quarter: No progress.</p>	

FM4	The Board of Selectmen and the Finance Committee will work with the Town Manager to develop a ten-year Capital plan for the Town.
<p>1st Quarter: Staff is working on a five year plan for the budget.</p> <p>2nd Quarter: Ongoing/draft for 2017 presented to the Budget Task Force.</p> <p>3rd Quarter: Five year plan approved at 2017 ATM.</p>	

FM5	The Board of Selectmen will annually conduct a comprehensive review of Town Fees that will be included in the Budget Task Force process in order to provide for reasonable and equitable fees that maximize income for the Town and work towards self-sustaining programming. <i>(Revised/Continuing)</i>
<p>1st Quarter: Staff is collecting data.</p> <p>2nd Quarter: Ongoing.</p> <p>3rd Quarter: Recreation program fees were increased for the 2017 summer season.</p>	

FM6	The Town Accountant and Town Manager will develop a fiscal policy manual that covers new accounting requirements including addressing unfunded OPEB benefits, auditor’s recommendations and sound business practices. (Continuing)
<p>1st Quarter: In process.</p> <p>2nd Quarter: Ongoing.</p> <p>3rd Quarter: Ongoing.</p>	

PUBLIC SAFETY

The Town of Truro will provide high quality and cost effective police, fire and emergency services to residents and visitors in coordination and collaboration with neighboring towns.

PS1	The Board of Selectmen, Town Manager and Fire Chief will work to address the long term sustainability of the Fire & Rescue Department including opportunities for shared services and/or regionalizing with our neighboring communities.
<p>1st Quarter: Applications solicited for six full time fire/rescue personnel. 115 applications were received, 41 individuals registered for written exam.</p> <p>2nd Quarter: Six individuals received provisional job offers. Employment requirements (physical exams and testing) underway.</p> <p>3rd Quarter: Five individuals began employment on March 1, 2017. The sixth employee must pass a physical abilities test and attend academy before beginning.</p>	

PS2	The Board of Selectmen will work with the Town Manager and the Police Chief to develop a vision and mission statement (policy memorandum) that informs policy and practice at the Truro Police Department.
<p>1st Quarter: In process, recommendations received from the Chief.</p> <p>2nd Quarter: Visioning process initiated by BOS, resident survey underway.</p> <p>3rd Quarter: Vision statement created. Presentation of findings of surveys and the vision statement are expected in 4th Quarter.</p>	

PS3	The Police Chief will arrange for emergency management training for the Board of Selectmen by December 31, 2016 so that the Board members may better understand their roles and legal responsibilities. (Continuing)
<p>1st Quarter: Scheduled for October 4, 2016</p> <p>2nd Quarter Completed – 10/4/2016</p>	

PS4	The Town Manager and the Board of Selectmen will work with the State, Truro Chamber of Commerce and local business owners and residents to create safe and accessible centers of Truro and North Truro.
<p>1st Quarter: The Police Chief and DPW Director met with Mass DOT to discuss signage and road improvements. Pending State action.</p> <p>2nd Quarter: Still pending response from MASS DOT.</p> <p>3rd Quarter: Safe Roads Package submitted to MassDOT. Review at District 5 Office completed, forwarded to MassDOT Directors office in Boston. District 5 Office received permission on Friday 1/20/17 to begin working with the Town on sub items.</p>	

PS5	The Board of Selectmen will work collaboratively with the Bike and Walkways Committee to develop a bike and pedestrian safe roadway agenda.
<p>1st Quarter: Discussion with Committee initiated at BOS meeting.</p> <p>2nd Quarter: Committee working on recommendations to Board regarding master plan.</p> <p>3rd Quarter: Committee working on recommendations to Board regarding master plan.</p>	

<p style="text-align: center;">PS6</p>	<p>The Town Manager and Police Chief will work with their counterparts on the Outer Cape to strengthen the availability of mental and substance abuse prevention and treatment services in our Communities.</p>
<p>1st Quarter: Ongoing The Truro Police Department has partnered with the State Department of Mental Health, Gosnold on Cape Cod, Children’s Cove and Veterans outreach of Cape Cod. For each organization we work with Clinical Outreach Services, Clinicians, Recovery Coaches counselors and forensic interview specialists to discuss what services could be provided in dealing with individual’s substance abuse and mental health concerns. These individuals meet with people in need AND offer their assistance to families who may be struggling to help loved ones. Officers Larrabee and Roda, under the direction of Sgt. Holway have been assigned to these duties. In addition we have partnered with Independence House, the victim services unit of the District Attorney’s Office, and Police Departments with community service officers supporting this work. Officers have recently received specialized training dealing with addiction, recovery and outreach services to strengthen services offered by the Truro Police Department. Through the District Attorney’s Office, individuals identified as needing mental health assistance who are arrested or criminally charged are (Flagged) at the court arraignment for further mental health treatment. That means in conjunction with the criminal process, the court system is aware of, and supporting the arrestee’s treatment program. This initiative from the DA’s office is Cape wide, and available to all defendants who are flagged by the police departments and recommended for assistance.</p> <p>2nd Quarter: Ongoing</p> <p>3rd Quarter: Ongoing.</p>	

PS7	The Town Manager and the Board of Selectmen will explore the Gloucester Massachusetts Police Department “Angel Program” model for addressing the growing opioid addiction problem on Cape Cod.
1st Quarter: On hold. 2nd Quarter: On hold. 3rd Quarter: On hold.	

COMMUNITY SUSTAINABILITY

The Town of Truro will support policies and programs that:

- **Foster sustainable and appropriate economic development**
- **Create more affordable, year-round places for people to live**
 - **Protect and restore our fragile environment**

CS1	The Board of Selectmen, with input from the Planning Board, will appoint and develop a charge for a committee to update the Town’s Comprehensive plan to be completed by January 1, 2018.
1st Quarter: No progress. 2nd Quarter: Completed. 3rd Quarter: District Local Technical Assistance grant request for financial assistance for the initial planning phase of the Local Comprehensive Plan was awarded.	

CS2	The Board of Selectmen working with the Town Manager, Planning Board and Truro Housing Authority will bring forward an article to the next Town Meeting on Accessory Dwelling Units.
<p>1st Quarter: In process by Planning Board.</p> <p>2nd Quarter: In process by Planning Board.</p> <p>3rd Quarter: Petitioned article included in 2017 Annual Town Meeting Warrant. Article passed at 2017 Annual Town Meeting.</p>	

CS3	The Board of Selectmen working with the Planning Board will explore zoning by-law changes that will increase the diversity of year round housing options for affordable and community housing for current and future residents.
<p>1st Quarter: On hold.</p>	

CS4	The Board of Selectmen will work with the Planning Board to initiate a community conversation around zoning bylaws to protect the character of the National Seashore.
<p>1st Quarter: The BOS and Planning Board held a joint meeting to hear from residents; survey was initiated. Planning Board is preparing a bylaw.</p> <p>2nd Quarter: Bylaw completed; public process ongoing.</p> <p>3rd Quarter: Planning Board submitted a warrant article with zoning bylaw amendments for the Seashore District. Article passed at 2017 Annual Town Meeting.</p>	

CS5	The Board of Selectmen and the Truro Housing Authority will continue to pursue acquisition of the cloverleaf parcel for affordable and community housing, conduct a feasibility study for use of the property and secure a developer to develop the property.
<p>1st Quarter: The State DOT is preparing to submit a ANR subdivision to the Planning Board.</p> <p>2nd Quarter: DOT is using a state process to divide the land which they expect to complete by February.</p> <p>3rd Quarter: Transfer of land pending.</p>	

<p>CS6</p>	<p>The Board of Selectmen and the Town Manager will support the Truro Housing Authority in their efforts to complete the 2016 draft Housing Needs Assessment and Housing Production Plan and seek approval by the Planning Board, the Board of Selectmen and the Department of Housing & Community Development per 760 CMR 56.03(4) to inform future initiatives and policies that increase the availability of affordable and community housing in the Town of Truro.</p>
<p>1st Quarter: No progress.</p> <p>2nd Quarter: Under review.</p> <p>3rd Quarter: THA will begin final plan in the 4th Quarter.</p>	

<p>CS7</p>	<p>The Town Manager will continue efforts on the following environmental projects and develop and implement public outreach and education components for them:</p> <ul style="list-style-type: none"> a. Develop plans for the restoration of tidal flow to the Pamet River Valley and develop long-term plans for the management of the effects of erosion and over washing at Ballston Beach. <i>(Continuing-revised)</i> b. Continue to pursue strategies for repairing the East Harbor culvert and restoring tidal flow to East Harbor. c. Continue to pursue necessary repairs/improvements to Mill Pond and Eagle Creek.
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1st Quarter:

- a. Staff participated in a conference call on 9/28 with the United States Army Corps of Engineers (USACE) and Cape Cod National Sea Shore (CCNS) to discuss data collection efforts for the Pamet River Study. The focus now is verifying the location of the monitoring wells that were installed during the 1998 study. Some of these wells are located on private property. Staff is preparing a letter to be sent to the affected property owners explaining the project and to request access to evaluate whether the wells are functioning. USCAE anticipates getting the well and tide collection started sometime the end of October or beginning November. This process will take 6-7 months.
- b. Woods Hole Group completed their evaluation of the East Harbor Culvert repair stated in the report dated June 2016. Woods Hole concluded two approaches for services to design and repair of the seaward end:
 1. As soon as practicable: Two off shore slumping seaward sections will be removed and disposed, a new debris grate will be designed to retrofit onto the end of the culvert and install new pilings.
 2. Short Term: Two new culvert sections between the RT6 and Shore Rd to be added to replace the sections removed. The new seaward sections will maintain the current length of the culvert to minimize impacts to the beach.
 3. Large scale solution: Involves direct connection between East Harbor and Cape Cod Bay to restore tidal flushing and habitat. This process will involve multiple stakeholders. The plan is to submit this project to the Department of Ecological Restoration in 2017 for a Restoration and Revitalization Priority Project.
- c. As you may know this project was selected as a Division of Ecological Restoration (DER) - Restoration and Revitalization Priority Project in 2011. Design plans were finalized in July 2012. The project was put on hold in 2013 due to staffing changes at the CCNS. Earlier this year the Health and Conservation Agent reached out to Kristen Ferry at the DER regarding the status of this project. She met with staff in May 2016. Kristen informed us that her department had questions about the modeling that was used as it was limited to the area adjacent to the culvert. DER staff looked at the areas surrounding the existing railroad bed and low-lying areas, and have raised questions how this functions in the entire system. Additional modeling is needed to determine whether the design of the new culvert is appropriate in size, flow etc. The re-design of the culvert to accommodate pedestrians and bicyclists will also have to be considered. DER has not responded to a request for the status of the additional modeling.

2nd Quarter:

- a. USACE have installed 3 tide gauges: adjacent to the Post Office, the mid-section of the Pamet (Mid Station), and Uppermost Pamet River, East of Rt6. Data collection will continue throughout the winter months into late spring. Beginning 1/24 thru 1/27, USACE staff will begin deploying 10 data loggers and salinity meters in selected monitoring well throughout the Pamet River System. The Pamet River Restoration project was selected for placement on the Division of Ecological Restoration Priority Project List. Selected Priority Projects will be eligible to receive: (1) technical assistance from DER staff, (2) technical services by consultants via contract to the DER, and/or (3) funding.
- b. Woods Hole Group completed their evaluation of the East Harbor Culvert repair stated in the report dated June 2016. Woods Hole concluded two approaches for services to design and repair of the seaward end:
 - As soon as practicable: Two off shore slumping seaward sections will be removed and disposed, a new debris grate will be designed to retrofit onto the end of the culvert and install new pilings.
 - Short Term: Two new culvert sections between the RT6 and Shore Rd to be added to replace the sections removed. The new seaward sections will maintain the current length of the culvert to minimize impacts to the beach.

- Large scale solution: Involves direct connection between East Harbor and Cape Cod Bay to restore tidal flushing and habitat. This process will involve multiple stakeholders. The plan is to submit this project to the Department of Ecological Restoration in 2017 for a Restoration and Revitalization Priority Project.
- c. A conference call has been scheduled for 2/2 with DER staff to go over the project, additional modeling needed and scheduling a meeting with stakeholders (CCNS, Town Staff). Additional modeling is needed to determine whether the design of the new culvert is appropriate in size, flow etc. The re-design of the culvert to accommodate pedestrians and bicyclists will also have to be considered.

3rd Quarter:

- a.
1. USACE staff continue with data collection at the 3 installed tide gauges: adjacent to the Post Office, Mid section of the Pamet (Mid Station), and Uppermost Pamet River, East of Rt6 and at the selected monitoring wells throughout the Pamet River System. Data was collected and downloaded from the data logger on the overwash fan just before the March 14, 2017 storm as well as post storm sampling. Mark Adams from the NPS downloaded additional well data during the week of April 18th at the monitoring well near the Pamet Harbor. It is expected that data collection will continue through June.
 2. The Pamet River Restoration project was selected for placement on the Division of Ecological Restoration Priority Project List. The Town is ready to enter into a Cooperative Agreement with the Division of Ecological Restoration (DER) to actively pursue the goal of restoring the Pamet River through the removal of tidal restrictions including focus on the Route 6 – Pamet River crossings (the Project) as described in the Priority Project Nomination submitted by the Town under RFR DER 2016-03. By signing this Agreement, Truro commits to pursue good-faith and sustained efforts to develop and implement the Project, and DER commits to support Truro in those efforts.
 3. In January of this year the Conservation Commission issued an Order of Conditions to the Town to remove a portion of the pavement at the parking lot to the north at Ballston Beach. Work commenced approximately on February 17th and was completed on March 13th. The sand that was stored on site was used to return the area to pre-existing contours.
- b. The Woods Hole Group completed their evaluation of the East Harbor Culvert repair stated in the report dated June 2016. Voters approved funding in the amount of \$3.7 million at the April 25th Town Meeting to replace the East Harbor culvert pipe between Route 6 and Shore Road and the replacement of the two seaward sections of pipe and debris gate. Final approval by the voters at the May 9th ballot is pending. The plan is to submit an application (when available) to the Department of Ecological Restoration for a Restoration and Revitalization Priority Project designation.
- c. The project was selected as a DER Restoration and Revitalization Priority Project in 2011. Design plans were finalized in July 2012. Additional modeling is needed to determine whether the design of the new culvert is appropriate in size, flow etc. On February 3rd joint conference call with staff from the Association for the Preservation of Cape Cod and DER to discuss Truro's Restoration Projects. Although design plans for the culvert replacement was finalized], DER engineering staff raised questions about the modeling. DER does not have funds to act now, however the earliest would be after their FY18 Budget goes into effect sometime after July 1st. In the meantime, DER is preparing the scope of work to go out for bid. Cost for the additional modeling is estimated \$40K to \$80K (worst case scenario). The project manager is seeking internal assistance from DER staff who have modeling background. A follow up conference call is scheduled late July.

CS8	The Board of Selectmen working with the Town Manager will research the impacts of implementing a differential property tax rate (residential property tax exemption) and present findings and recommendations to be included in the Budget Task Force Process.
<p>1st Quarter: Staff is preparing an analysis.</p> <p>2nd Quarter: Analysis completed for presentation to the BOS in February.</p> <p>3rd Quarter: Presented at April 18th meeting. BOS moved to direct staff to prepare the materials and the financial analysis for the residential tax exemption in preparation for the Classification Hearing to be held in August or September. Principal Assessor Fryxell has drafted a qualification letter and accompanying form for review by Town Manager and Board of Assessors. Will be mailed in 4th Quarter.</p>	

CS9	The Board of Selectmen will develop a policy statement regarding the use of town roads, property and facilities for fundraising events to ensure that a portion of the proceeds benefit agencies/programs serving residents of the Town.
<p>1st Quarter: No progress.</p> <p>2nd Quarter: No progress.</p> <p>3rd Quarter: No progress.</p>	

CS10	The Town Manager will work with Town counsel to review the Historic Preservation bylaw to further historic preservation.
<p>1st Quarter: The Historic Commission has submitted a draft for review.</p> <p>2nd Quarter: Review completed for Submission to Town Meeting Warrant.</p> <p>3rd Quarter: Included in 2017 Annual Town Meeting Warrant. Article passed.</p>	

CS11	The Board of Selectmen will encourage the Historical Commission to work with the Historical Society to develop programs, publications and events that increase awareness of Truro's cultural heritage.
<p>1st Quarter: On hold.</p>	

CS12	The Board of Selectmen will hold a joint meeting with the Community Preservation Committee prior to the beginning of their funding cycle to share respective priorities in the CPC's focus areas of Affordable Housing, Open Space (Recreation) and Historic Preservation in order to develop a more coordinated effort in these areas.
<p>1st Quarter: Not completed.</p> <p>2nd Quarter: No progress.</p> <p>3rd Quarter: Not completed.</p>	

CS13	<p>In an effort to support economic development the Board of Selectmen, working with the Cable & Internet Advisory Committee will</p> <ul style="list-style-type: none"> a. identify ways to ensure broadband internet service is available in all areas of the Town. (Continuing) b. continue to closely monitor Comcast contract compliance including expansion of service. (Continuing)
<p>1st Quarter: No progress.</p> <p>2nd Quarter: No progress.</p> <p>3rd Quarter: Not completed, the Internet Advisory Committee does not have a quorum of volunteer members.</p>	

CS14	The Board of Selectmen will work with the Town Manager, the State Department of Transportation, and the Truro Chamber of Commerce to create signage for Truro Center and North Truro Center businesses.
<p>1st Quarter: The Police Chief and DPW Director met with Mass DOT to discuss signage and road improvements. Pending State action.</p> <p>2nd Quarter: Still pending State response.</p> <p>3rd Quarter: Contained in Safe Roads Package. Awaiting State response.</p>	

COMMUNITY ENGAGEMENT & GOVERNANCE

The Town of Truro will have an open and transparent government that proactively engages and involves the town's residents.

CEG1	The Town Manager will develop policy regarding social media content and posting across departments.
<p>1st Quarter: No progress.</p> <p>2nd Quarter: No progress.</p> <p>3rd Quarter: Assistant Town Manager is reviewing policies and will prepare one for Board of Selectmen action in the 4th Quarter.</p>	

CEG2	The Town Manager will develop an overall vision and e-communication strategy and plan that will include ways to increase use of the Town’s website, Facebook page and other electronic and social media as a way to communicate with and gather information from residents, property owners and visitors.
<p>1st Quarter: No progress.</p> <p>2nd Quarter: No progress.</p> <p>3rd Quarter: Planning for website re-design initiated. Position for web/communications included in 2017 Annual Town Meeting override article. Article passed. Pending ballot vote.</p>	

CEG3	The Board of Selectmen will catalogue and review all of the Board’s Policy Memorandums to identify those in need of update or deletion. The Board of Selectmen will work to complete revision of policies by the end of FY2017. (Continuing)
<p>1st Quarter: Ongoing.</p> <p>2nd Quarter: Ongoing.</p> <p>3rd Quarter: Ongoing.</p>	

<p>CEG4</p>	<p>The Board of Selectmen will conduct a thorough review of charges for Boards, Committees and Commissions under its purview. This will include:</p> <ul style="list-style-type: none"> a. An assessment of relevance to the current and future work of the Town of Truro. b. Revisions to charges to ensure clarity of purpose, role and authority. c. Consolidation if possible and appropriate. d. Develop incentives for residents to volunteer to serve on Boards, Commissions and Committees.
<p>1st Quarter: Process agreed to, each BOS member will review groups for which they are the liaison.</p> <p>2nd Quarter: Ongoing.</p> <p>3rd Quarter: Ongoing.</p>	

<p>CEG5</p>	<p>The Town will equip an additional meeting room with cameras and sound to record meetings of Town Boards and Commissions.</p>
<p>1st Quarter: Design completed, bids received.</p> <p>2nd Quarter: Contract awarded for installation of equipment at the public safety facility training room.</p> <p>3rd Quarter: Equipment installed and first meeting filmed 3/27/17. New furniture still needed, funding is available in FY 17 Budget.</p>	

CEG6	The Town will create and provide support, training and educational materials to all of our citizen volunteers in order to make our volunteer driven committees and services more effective and compliant with State and Federal regulations.
<p>1st Quarter: No training first quarter.</p> <p>2nd Quarter: No progress.</p> <p>3rd Quarter: KP Law will provide training after Town Meeting season is completed. Trainings will include: How to run a meeting for Regulatory Boards; Public Records Law; Ethics. Staff training is being planned as well.</p>	

CEG7	To enhance compliance with the State’s public records law, the Town Manager will provide truro-ma.gov email accounts and training in their use for all members of regulatory boards and the Town will require the accounts to be used for all Town related email correspondence.
<p>1st Quarter: Email addresses created, forwarded to staff liaisons for implementation.</p> <p>2nd Quarter: Mixed results with the implementation, staff will continue to work with the Boards to implement.</p> <p>3rd Quarter: More boards are using Town email. Ongoing.</p>	

CEG8	The Town Manager will develop and implement data collections methods to gather evaluative information from residents and visitors that utilize Town services and resources that can inform service delivery, program, and budget and policy development.
<p>1st Quarter: No progress.</p> <p>2nd Quarter: No progress.</p> <p>3rd Quarter: No progress. The website redesign and if the new position is approved, will aid in this objective.</p>	

CEG9	The Board of Selectmen will hold a summer meeting with Part Time Residents to inform and engage them in Town affairs.
<p>1st Quarter: Completed, July 18, 2016.</p>	

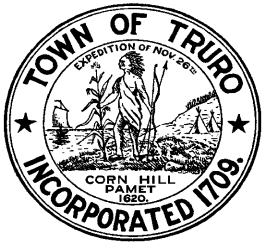
CEG10	The Board of Selectmen will hold a joint meeting with the School Committee to address such issues as declining school enrollment, the long-term financial needs of the school and our relationship to the Nauset Regional School District.
<p>1st Quarter: No progress.</p> <p>2nd Quarter: Completed.</p>	

CEG11	The Board of Selectmen will hold joint meetings with the Planning Board to encourage information sharing and coordinated policy development.
<p>1st Quarter: One meeting held.</p> <p>2nd Quarter: Meeting held.</p>	

CEG12	The Board of Selectmen will hold a joint meeting with the Planning Board and Zoning Board of Appeals to encourage information sharing and coordinated policy development.
<p>1st Quarter: No progress.</p> <p>2nd Quarter: No progress.</p> <p>3rd Quarter: No progress.</p>	

CEG13	The Board of Selectmen will hold a joint meeting with the Conservation Commission to encourage information sharing and coordinated policy development.
<p>1st Quarter: No progress.</p> <p>2nd Quarter: No progress.</p> <p>3rd Quarter: No progress.</p>	

CEG14	The Board of Selectmen will hold a joint meeting with the Board of Health to encourage information sharing and coordinated policy development.
1st Quarter: No progress. 2nd Quarter: No progress. 3rd Quarter: No progress.	



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: May 10, 2017

ITEM: Discussion on FY2018 Goals and Objective Development Process and Timeline

EXPLANATION: To determine process for drafting goals and setting a time line for meetings with Boards and Committees and staff. Last year's Goals and Objective Development Process schedule is attached for your reference.

SUGGESTED ACTION: Discussion and determination of meeting schedule.

ATTACHMENTS:

1. FY2017 Goals and Objectives Process

Town of Truro
FY17 Goals & Objectives
Development Process

April 19th Board of Selectmen Meeting
5pm Review and discuss FY16 Goals
Adopt Process for developing FY17 Goals and Objectives
Request that Committees & Boards discuss FY17 Goals and Objectives prior to May 24th Meeting of Board of Selectmen

May 11th Board of Selectmen Work Session
5pm Review, refine and affirm FY17 Goals and discussion of uncompleted and possible new objectives
Make Board of Selectmen Committee Liaison Assignments

May 24th Board of Selectmen Meeting
Meeting with Committee/Board Chairs and Members to discuss their FY17 Goals and Objectives

- | | |
|------------------------|---------------------------|
| Planning Board | Zoning Board of Appeals |
| Board of Health | Housing Authority |
| Community Preservation | COA |
| Energy | Recycling |
| Agriculture Commission | Water Resources Oversight |

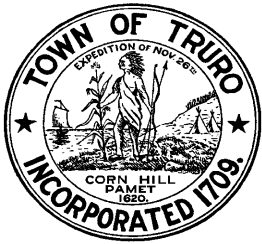
June 7th Board of Selectmen and Town Department Heads meet
1-4pm --to discuss staff perspectives on goals and objectives for FY17

June 14th Board of Selectmen Meeting
Meeting with Committee/Board Chairs Part 2

- | | |
|--------------------------------|------------------|
| Conservation | Beach Committee |
| Pamet Harbor | Recreation |
| Shellfish | Library Trustees |
| School Committee | |
| All other Boards & Commissions | |

June 21st Board of Selectmen Work Session – finalize Goals & Objectives

June 28th Public Hearing on FY17 Goals & Objectives



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant, on behalf of Selectman Jay Coburn

REQUESTED MEETING DATE: May 10, 2017

ITEM: Approval of the Disclosure by a Special Municipal Employee of Financial Interest in a Municipal Contract

EXPLANATION: In accordance with State Ethics laws, a Special Municipal Employee must make full disclosure of a financial interest in a municipal contract and receive a written acceptance from the responsible official, in this instance the Board of Selectmen.

Selectman Coburn, Executive Director of the Community Development Partnership (CDP), is disclosing a financial interest with regards to the CDP and Town of Truro Contract in which the CDP manages a town owned affordable rental property on Old Firehouse Lane in Truro. The Community development partnership maintains the property, collects rent and returns any annual surplus to the Town. None of his salary or benefits are funded under this contract.

IMPACT IF NOT APPROVED: There would be a conflict of interest violation with the State Ethics Laws.

SUGGESTED ACTION: *MOTION TO approve the 268A§ 20(d) exemption filed with the Town by Board of Selectmen member, Jay Coburn and to authorize the Chair to sign.*


ATTACHMENTS:

1. Disclosure by Special Municipal Employee of Financial Interest in a Municipal Contract as required by GL c. 268A § 20(d)

**DISCLOSURE BY SPECIAL MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(d)**

SPECIAL MUNICIPAL EMPLOYEE INFORMATION	
Name of special municipal employee:	Jay H. Coburn
Put an X beside one statement.	<p>I am a special municipal employee because:</p> <p><input checked="" type="checkbox"/> I am a selectman in a town with a population of 10,000 or fewer people;</p> <p><input type="checkbox"/> I am not a mayor, alderman or city councilor, and</p> <p><input type="checkbox"/> I serve in a municipal position for which no compensation is provided, or</p> <p><input type="checkbox"/> I earned compensation for fewer than 800 hours in the preceding 365-day period, or</p> <p><input type="checkbox"/> By the classification of my position by my municipal agency or by the terms of a contract or my conditions of employment, I am permitted to have personal or private employment during normal business hours.</p> <p><input type="checkbox"/> I work for a company or organization which has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular, and the contract states that I am a special municipal employee or indicates that I meet one of the three requirements listed above.</p>
Title/ Position	Selectman
Fill in this box if it applies to you.	If you are a special municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Municipal Agency/ Department:	This is "my Municipal Agency." Board of Selectman
Agency Address:	
Office phone:	
Office e-mail:	
	Check one: <input checked="" type="checkbox"/> Elected or <input type="checkbox"/> Non-elected
Starting date as a special municipal employee.	May 9, 2012

<p>BOX # 1</p> <p>Select either STATEMENT #1 or STATEMENT #2.</p> <p>Write an X by your financial interest.</p>	<p>ELECTED SPECIAL MUNICIPAL EMPLOYEE</p> <p>I am an elected special municipal employee.</p> <p><input type="checkbox"/> STATEMENT #1: I had a financial interest in a contract made by a municipal agency before I was elected to a compensated special municipal employee position. I will continue to have this financial interest in a municipal contract.</p> <p><input checked="" type="checkbox"/> STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p><input type="checkbox"/> A compensated, non-elected position with a municipal agency.</p> <p><input type="checkbox"/> A contract between a municipal agency and myself.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><input checked="" type="checkbox"/> Other work because a municipal agency has a contract with my company or organization and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular.</p>
<p>BOX #2</p> <p>Select either STATEMENT #1 or STATEMENT #2.</p> <p>Write an X by your financial interest.</p>	<p>NON-ELECTED SPECIAL MUNICIPAL EMPLOYEE</p> <p>I am a non-elected special municipal employee (compensated or uncompensated).</p> <p><input type="checkbox"/> STATEMENT #1: I had a financial interest in a contract made by a municipal agency, other than an employment contract, before I took a non-elected, compensated special municipal employee position. I will continue to have this financial interest in a municipal contract.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p><input type="checkbox"/> A contract between a municipal agency and myself, but not an employment contract.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p>OR</p> <p><input type="checkbox"/> STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p><input type="checkbox"/> A compensated, non-elected position with a municipal agency.</p> <p><input type="checkbox"/> A contract between a municipal agency and myself.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><input type="checkbox"/> Other work because a municipal agency has a contract with my company or organization and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular.</p>
<p>Name and address of municipal agency that made the contract</p>	<p>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</p> <p>This is the "contracting agency."</p> <p>Board of Selectman Town of Truro 24 Town Hall Road Truro, MA 02666</p>
<p>Write an X to confirm this statement.</p>	<p><input checked="" type="checkbox"/> In my work as a special municipal employee for my Municipal Agency, I participate in or have official responsibility for activities of the contracting agency.</p>

FILL IN THIS BOX OR THE NEXT BOX	ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND YOU. - Not applicable
	ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND ANOTHER PERSON OR ENTITY <ul style="list-style-type: none"> - The Town of Truro has a contract with the Lower Cape Cod Community Development Corporation (d/b/a Community Development Partnership - CDP) to manage a town owned affordable rental property on Old Firehouse road in Truro. - The Community Development Partnership maintains the property, collects rent and returns any annual surplus to the Town.
What is your financial interest in the municipal contract?	<ul style="list-style-type: none"> - Please explain the financial interest and include the dollar amount if you know it. None of my salary or benefits are funded under this contract. Funds from this contract go directly to the CDP to fund staff time and administrative expenses for the day-to-day management of the rental property.
Date when you acquired the financial interest	April 1, 2017
What is the financial interest of your immediate family?	<ul style="list-style-type: none"> - Please explain the financial interest and include the dollar amount if you know it. None
Date when your immediate family acquired the financial interest	n/a
Employee signature:	
Date:	April 19, 2017

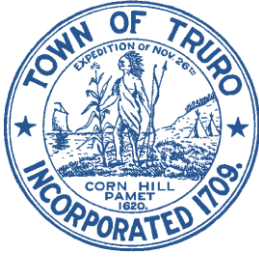
**SEE NEXT PAGE FOR APPROVAL
BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN, TOWN COUNCIL,
OR DISTRICT PRUDENTIAL COMMITTEE**

**APPROVAL OF EXEMPTION
BY THE CITY COUNCIL, BOARD OF ALDERMEN, BOARD OF SELECTMEN,
TOWN COUNCIL OR DISTRICT PRUDENTIAL COMMITTEE**

Name:	
Name of approving body: Write an X by one selection.	<input type="checkbox"/> City Council <input type="checkbox"/> Board of Aldermen <input type="checkbox"/> Board of Selectmen <input type="checkbox"/> Town Council <input type="checkbox"/> District Prudential Committee
Title/ Position	
Agency Address:	
Office phone:	
APPROVAL OF § 20(d) EXEMPTION	
	<p>We have received a disclosure under G.L. c. 268A, § 20(d) from a special municipal employee who seeks to have a financial interest in a contract made by a municipal agency of this city or town. We understand that the special municipal employee participates in, or has official responsibility for, activities of the municipal agency that made the contract. We approve this exemption under § 20(d) regarding the financial interest identified by the special municipal employee.</p>
Signature:	On behalf of the Council, Board or Committee identified above, I sign this approval.
Date:	

Attach additional pages if necessary.

File your completed, signed, approved Disclosure with the city or town clerk.



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004, Extension: 110 or 124 Fax: 508-349-5505

6. CONSENT AGENDA

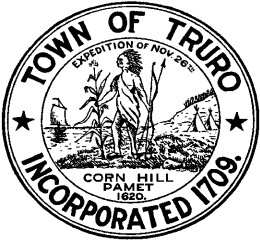
A. Review/Approve and Authorize Signature:

1. Event Notification Form for Annual Harbor to the Bay Aids Benefit Bike Ride on September 23, 2017

B. Review and Approve 2017 Seasonal Licenses: Lewis Brother's Ice Cream Truck-Hawker Peddler; Hillside Farm Stand-Transient Vendor; Blackfish Restaurant-Common Victualer (food)

C. Review and Approve Renewal of Aquaculture Development Area Licenses – Jeffrey Souza

D. Review and Approve Board of Selectmen Minutes: April 10, 2017 (Pre-Town Meeting), April 18, 2017 (Regular)



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant, on behalf of Jim Morgrage, Director of Harbor to the Bay

REQUESTED MEETING DATE: May 10, 2017

ITEM: Event Notification Form for Annual Harbor to the Bay Aids Benefit Bike Ride

EXPLANATION: The 15th Annual Harbor to the Bay Aids Benefit Bike Ride will be coming through Truro on Saturday, September 23, 2017. A MassDOT Event Notification Form must be signed by the Chair of the Board of Selectmen. Approximately 200-300 riders will use the route of Route 6, to South Highland, to Highland, to Shore Road along to Provincetown.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Harbor to the Bay Bike ride will not be allowed to ride through Truro.

SUGGESTED ACTION: *MOTION TO approve the Event Notification Form to allow Harbor to the Bay bike ride to come through Truro, and authorize the Chair to sign.*

ATTACHMENTS:

1. Event Notification form along with complete route, Certificate of Exemption, Fact Sheet, and Application for Permit for Organized Bike and Road Race.

EVENT NOTIFICATION FORM

April 2017

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

Dear Ms. Perry,

Please be advised that the City/Town of **Truro, MA** 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 events impacting State Highways on Route(s): **6, South Highland, 6A** in or through the City/Town(s) of **Truro, MA** benefiting **The 15th Annual Harbor To The Bay Aids Benefit Bike Ride on Saturday, September 23, 2017.**

The Board of Selectmen/City Council understands that it must give the Police and Fire Departments at least 48 hours notice before the commencement of the proposed work or event.

The Grantee must supply a Traffic Management Plan when the roadway is occupied and for all detours associated with said events to this Department and to all officials listed below. The Grantee(s) must notify the local and/or state police to set up a detour of this area with appropriate signs and barricades. The local Fire Department must be notified of the detour to ensure that measures will be taken to minimize disruption to the Fire Department's emergency service during the event. The Grantee(s) must also notify local media (newspapers, radio) of this proposed event.

The following signatures are required prior to the issuance of the Permit. All officials listed below shall assume all responsibility and liability for all activity associated under their jurisdiction.

Please fill out this form and fax it back to The Harbor to the Bay Committee at: 617 - 536 - 7979. Thank you!

LOCAL POLICE DEPARTMENT

Signed: Kyle Takaljian
Title: Chief of Police
City/Town: TRURO

FIRE DEPARTMENT

Signed: Tom Allen
Title: Fire Chief
City/Town: Truro

BOARD OF SELECTMEN/CITY COUNCIL

Signed: _____
Title: _____
City/Town: _____

STATE POLICE DEPARTMENT

Signed: _____
Title: _____
City/Town: _____



AIDS BENEFIT BIKE RIDE 100% TO CHARITY

Harbor to the Bay, Inc. · Box 990243 · Boston, MA 02199
Telephone: 855-422-2453 · www.harbortothebay.org

April 12, 2017

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

Dear Chairman,

On Saturday, September 23, 2017, Harbor to the Bay requests permission to come through Truro as part of the 15th annual Harbor to the Bay Charity Bike Ride. This will be our 15th time coming through Truro and we graciously thank you for your cooperation in previous years.

Harbor to the Bay Inc., is a 501(C) 3 non-profit organization, incorporated in the state of Massachusetts. Its members are local men and women, committed to deliver 100% of rider received pledges to our designated beneficiaries. The four beneficiaries are: AIDS ACTION, AIDS Support Group of Cape Cod, Community Research Initiative and Fenway Health. Last year, Harbor to the Bay raised nearly \$500,000, and since its beginning has raised almost 5 million dollars. Thank you again for your support!

The ride, which begins in Boston at 6:00 AM and ends in Provincetown MA at 6:45 PM, involves a total of 200 – 300 cyclists.

The route through Truro will be as follows: **Route 6 to South Highland Rd; Right on South Highland Road, left on Highland Road; Right on Route 6A(Shore Rd).**

The approximate time the riders will be coming through Truro is between **2:00 PM to 6:00 PM**

Thank you again for your consideration.

Please feel free to contact me at the number below if you have any questions.

Sincerely,


Jim Morgrage, Director

617-536-0966, 617-320-7202

Cc: Route Map, Fact Sheet, Event Notification Form, 501C Form



TOWN OF TRURO

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

RECEIVED
SELECTMENS OFFICE

APR 24 2017

TOWN OF TRURO
MASSACHUSETTS

APPLICATION FOR PERMIT FOR ORGANIZED BIKE & ROAD RACES

Applicant: Harbor To The Bay Email: [REDACTED]

Group Affiliation (If Any): Harbor To The Bay Aids Bike Ride

Mailing Address: 209 Columbus Ave City: Boston State: MA Zip: 02116

Phone: [REDACTED] Cell Phone: [REDACTED]

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

Bike Ride - year 15 -
200 - 300 riders on Rt. 6, S. Highland
+ 6A

Streets &/or Roads to be Used: above

Date(s) and Hours Race/Event: 2-6 PM Day: Sat 4/23/17

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

If Town Beaches are being used the Use of Town Property MUST be completed in addition to this application.

I, as applicant for the above, do hereby acknowledge that the town is exempt from any liability for this activity. I, as applicant for the above, additionally guarantee that the area to be used will be cleaned and left free of any debris at the completion of said activity.

Signature of Applicant: [Signature] Date: 4/12/17

Action by the Town Manager: _____ Date: _____

____ Approved as submitted

____ Approved with the following condition(s): _____

____ Disapproved with the following reason(s): _____

Signature of the Town Administrator: _____

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS & INSPECTIONS

Health/Conservation Agent Signature: _____ Comments/Conditions: Permits/Inspections needed:	Building Commissioner Signature: _____ Comments/Conditions: Permits/Inspections needed:
---	---



Police Department Signature: <i>Kyle Takahiro</i> _____ Comments/Conditions:	Fire Department Signature: <i>Tom Collier</i> _____ Comments/Conditions:
--	--



DPW Signature: <i>[Signature]</i> _____ Comments/Conditions:	Harbormaster Signature: _____ Comments/Conditions:
--	---



Recreation and Beach Director: _____ Comments/Conditions:	Other: _____ Comments/Conditions:
--	--

Harbor to the Bay Ride

Mi	Turn	Onto - Comments
0.0	F	Clarendon St. CAUTION
0.5	L	Tremont St. @TL ROUGH ROAD
0.5	R	Waltham St.
0.7	X	Washington St. @SS
0.8	L	Harrison Ave. @TL
1.1	R	Traveler St. @TL
1.3	F	West Broadway St
1.5	R	Dorchester Ave. @TL
1.9	BL	Old Colony Ave. @TL [P stop at Dunkin' Donuts]
2.6	F	Continue past rotary @SS
2.9	BR	Onto Off ramp @TL
3.1	BR	Morrissey Blvd. (pass WLVI-TV & Boston Globe)
5.8	L	Neponset Ave. Follow under highway.
0.4	F	Neponset River Bridge
6.2	BR	Exit ramp to Hancock St. (Rt. 3A)

Mi	Turn	Onto - Comments
7.8	F	Hancock St. (Not 3A)
9.1	BR	Hancock St. @TL b/c Quincy Ave. [P stop at Burger King]
11.6	BL	Commercial St. (Rt. 53) @TL
11.7	R	Front St. @TL (If you miss turn, follow Rt. 53 & BR at Rt. 18 to pick up route.)
12.1	BL	Front St. (Follow arrows.)
14.5	L	West St. @SS
	QR	Rt. 18 @TL
14.7	R	Pit Stop #1 Mowrey Square
14.9	BR	Rt. 18 @SS
15.8	R	Pond St. @TL (If you miss this, make left at Rt. 58)
17.2	X	Rt. 18 @TL
	F	Rt. 58. Follow to Plympton.
19.1	BL	Rt. 58 @V

Mi	Turn	Onto - Comments
21.7	BR	Follow rotary counter-clockwise to 3rd Right
24.1	BR	Rt. 58 [P stop at McDonald's]
29.6		Pit Stop #2 Halifax Boat Ramp (Palmer Mill Rd., 2nd int.)
34.9	L	Mayflower Rd. @TL (sign for Parsonage Rd. at right)
35.6	BL	Colchester St. (Follow Bike Route 1)
38.1	R	Route 80 West
40.6	L	Rt. 80 West @T (blinking TL)
43.3	L	Rt. 44 @T
43.5	BR	Carver Rd. @TL Do not make hard R onto Seven Hills.
44.0	L	Summer St. @SS Follow into Plymouth Center.
45.2	R	Pit Stop #3 Skateboard Park
45.7	R	Pleasant St. @T, then
45.8	F	Pleasant St. (not Bike Rt. 1)

Mi	Turn	Onto - Comments
46.0	R	South St. @T (Follow under Rt. 3) b/c Long Pond Rd. [P stop at gas station before Rt. 3]
56.1	BL	Hedges Pond Rd.
57.9	R	Rt. 3A (S2tate Rd.) @T
	F	State Rd. (Do not go on Rt. 3A) [P stop McDonald's at end]
60.5	X	Scenic Highway @TL onto Canal St.
60.7	R	Take sidewalk in front of Friendly's to the bridge. Pit Stop #4
60.7	F	Walk bike over bridge. [Illegal and dangerous to ride over the bridge.]
61.2	BL	After Sagamore Bridge, remount and ride downhill through parking lot.
61.4	L	Adams Rd.

L=Left R=Right X=Cross F=Forward B=Bear Q=Quick SS=Stop Sign T=T-Stop TL=Traffic light V=Fork

Mi	Turn	Onto - Comments
61.5	R	Rt. 6A East @SS
62.4	BR	Rt. 130
63.6	BR	Rt. 130 through Sandwich
65.4	X	under Rt. 6
65.6	L	Service/Access Rd.
67.6	X	Quaker Meeting House Rd. @SS
69.8	X	Chase Rd. @SS
72.2	L	Rt. 149 @T
	QR	Service/Access Rd.
73.0	L	Oak St. @SS CAUTION
74.1	BL	Rt. 132 @T ROUGH ROAD
	R	Rt. 6A East
76.9		Pit Stop #5 Barnstable Town Building
82.9	R	Setucket
88.7	F	St.ony Brook Rd. @V
89.5	R	Rt. 6A East @T, then
89.6	R	Tubman Rd.

Mi	Turn	Onto - Comments
91.0	F	Long Pond Rd. @V (Rt. 137)
91.3	L	Pit Stop #6 at start of the Cape Cod Rail Trail [Caution: pedestrians, children, unskilled riders]
92.3	X	Under Rt. 6A [Caution: tunnel, slow bike traffic]
94.0	X	Under Rt. 6A [Caution: tunnel, slow bike traffic]
95.6	L	Salty Ridge Rd. at end of trail
95.7	R	West Rd. @T
95.9	L	Cape Cod Rail Trail [Caution: pedestrians, children, unskilled riders]
97.1	X	Rt. 6 on trail bridge
98.5		Pit Stop #7 Breckett Rd., Eastham

Mi	Turn	Onto - Comments
100.3	X	Under Rt. 6 [Caution: tunnel, slow bike traffic]
105.5		Pit Stop #8 in parking lot at end of trail
105.6	L	LeCount Hollow Rd. @T after parking lot
105.7	R	Route 6 @SS
113.9	R	South Highland Road
115.3	L	Highland Road
116.2	Pit	Stop 9 North Truro [P stop after overpass]
116.4	R	Shore Rd. @SS (Rt 6A)
120.9	F	Provincetown Line
121.9	R	Harbor Hotel FINAL RIDER CHECK IN
123.8		The Boat Slip and Closing Ceremonies

Truro



COMMONWEALTH OF MASSACHUSETTS
 DEPARTMENT OF REVENUE
 PO BOX 7010
 BOSTON, MA 02204



403C



HARBOR TO THE BAY, INC
 PO BOX 990243
 BOSTON MA 02199-0243

Notice Date: 04/27/13
 Taxpayer ID Number: [REDACTED]

Dear Taxpayer,

Below please find your Certificate of Exemption (Form ST-2). Please cut along the dotted line and display at your place of business.

Sincerely,

Massachusetts Dept. of Revenue



**Form ST-2
 Certificate of Exemption**

**Massachusetts
 Department of
 Revenue**

Certification is hereby made that the organization herein is an exempt purchaser under General Laws, Chapter 64H, section 6(d) or (e). All purchases of tangible personal property by this organization are exempt from taxation under said chapter to the extent that such property is used in the conduct of the business of the purchaser. Any abuse or misuse of this certificate by any tax-exempt organization or any unauthorized use of this certificate by any individual constitutes a serious violation and will lead to revocation. Willful misuse of this Certification of Exemption is subject to criminal sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines. (See reverse side.)

**HARBOR TO THE BAY, INC
 PO BOX 990243
 BOSTON MA 02199-0243**

EXEMPTION NUMBER

[REDACTED]

ISSUE DATE

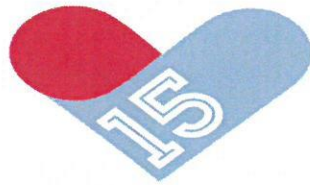
03/07/13

CERTIFICATE EXPIRES ON

03/07/23

NOT ASSIGNABLE OR TRANSFERABLE

COMMISSIONER OF REVENUE



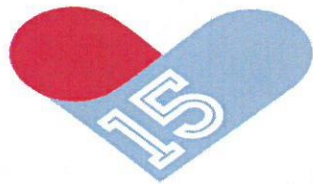
AIDS BENEFIT BIKE RIDE 100% TO CHARITY

*Dedicated to the memory of community leader & philanthropist
Michael A. Tye, United Liquors Corp.*

Fact Sheet

- When:** Saturday, September 23, 2017
- Where:** 125 miles from Boston to Provincetown, or 68 miles from upper Cape Cod to Provincetown.
- Who:** Harbor to the Bay, Inc. is a 501(C) 3 not-for-profit organization incorporated in the state of Massachusetts. Its members are local men and women, participants in past AIDS bicycle fundraising, and friends, committed to deliver 100% of rider pledges to our chosen beneficiaries.
- Costs:** Operating expenses of the ride will be met by a rider registration fee of \$75 and by corporate and individual sponsorship, both in-kind and monetary.
- Mission:** The mission is to deliver 100% of rider received pledges to our chosen beneficiaries.
- Compensation:** No one receives compensation of any kind in helping to plan the event.
- Why:** 100% of rider raised funds are donated to charity.
- Principal Sponsors:** Club Cafe, Boston, Massachusetts
Bay Windows, Boston, Massachusetts
- Sponsors:** GRGRF, Boston, Massachusetts
Boatslip Resort, Provincetown, Massachusetts
- Information:** For further information, contact Jim Morgrage or Frank Ribauda at: 617-536-0966 (Club Café) or visit www.harbortothebay.org.

Harbor to the Bay, Inc., P. O. Box 990243, Boston, MA 02199
Telephone: 617-320-7202 or www.harbortothebay.org



AIDS BENEFIT BIKE RIDE 100% TO CHARITY

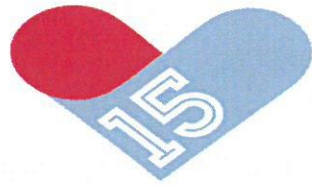
Beneficiaries:

Fenway Health, (FCH) has been serving the diverse neighborhood of Fenway and greater Boston since 1972 with primary medical care. In the early 1980's, when FCH diagnosed the first cases of HIV in New England, Fenway became an international leader in the fight against HIV and AIDS. Today, Fenway is the largest provider of HIV and AIDS medical care in New England. A variety of programs provide accurate, up-to-the-date information on HIV and AIDS. Prevention programs focus on helping HIV-negative individuals stay healthy while also dealing with the emotional impact that HIV has on self, family, friends, and community. Other programs assist HIV-positive clients, their loved ones, and caregivers to deal with the medical, social, financial, and legal aspects of HIV and AIDS. Fenway is the largest provider of free anonymous HIV testing in New England. Fenway currently cares for more than 1200 people living with HIV.

The mission of the **AIDS Support Group of Cape Cod, (ASGC)** is to provide services to persons living with HIV and AIDS within Cape Cod Communities that maintain and enhance their quality of life, and provide health education and prevention information to Barnstable County via timely and accurate information about STD's, HIV, and AIDS. The services and outreach is consumer driven and family centered, however family is defined.

The mission of **Community Research Initiative, (CRI)** is to improve the lives of people living with HIV/AIDS for over 14 years; Boston-based **CRI** has participated in some of the most promising HIV medication research being conducted in the world. Through its continued outreach efforts, **CRI** provides the latest critical treatment information to all people living with HIV/AIDS, including women, people of color, and others who have been traditionally underserved. **CRI** has produced critical research and drug testing data that has contributed to the FDA approval of nearly half the currently available HIV treatments. **CRI's** contributions to Phase IV (post-drug approval) studies continue to have a major impact on treatment evaluation.

Harbor to the Bay, Inc., P. O. Box 990243, Boston, MA 02199
Telephone: 617-320-7202 or www.harbortothebay.org



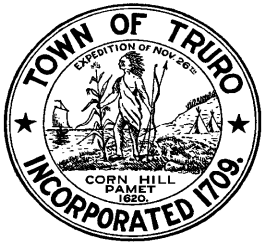
AIDS BENEFIT BIKE RIDE 100% TO CHARITY

AIDS ACTION Committee

AIDS ACTION Committee, (AAC), New England's first and largest AIDS organization, is dedicated to stopping the spread of HIV/AIDS by preventing new infections and optimizing the health of those already infected.

AAC provides free confidential services to more than 2,500 men and women already living with HIV/AIDS, as well as conducting extensive educational and prevention outreach to those at risk of infection. AAC runs the only statewide AIDS Hotline (1.800.235.2331), Hepatitis Hotline (1.888.443.4372) and Pharmacy Access Hotline (1.800.988.5209). Free and confidential HIV testing and counseling is available at AAC's downtown Boston location and at its MALE Center in Boston's South End. AAC also advocates for effective science-based prevention programs. More information is available at www.aac.org.

Harbor to the Bay, Inc., P. O. Box 990243, Boston, MA 02199
Telephone: 617-320-7202 or www.harbortothebay.org



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: May 10, 2017

ITEM: Approval of 2017 Seasonal License Renewals

EXPLANATION: There are three 2017 seasonal license renewal applications and supporting documentation under the authority of the Board of Selectmen as Local Licensing Authorities. There were no reported issues with these establishments in 2016. If you approve this for renewal, the licenses will be issued only upon compliance with all regulations and upon receipt of the necessary documents and fees.

Mass General Law	Licenses & Permits Issued by Board of Selectmen	Names of Businesses
Chapter 140 § 2	Common Victualer-Cook, Prepare & Serve Food	Blackfish Restaurant 17 Truro Center Rd
Chapter 101 § 2	Transient Vendor	Hillside Farm Stand 300 Route 6
Chapter 101 § 13	Hawker Peddler Mobil Food Truck	Lewis Brother's Ice Cream Truck Route: Cold Storage, Great Hollow, Corn Hill, Ballston, Longnook, Coast Guard, Head of the Meadow, Puma Park, Adventure Bound Campgrounds, Truro Center for the Arts at Castle Hill

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

SUGGESTED ACTION: *MOTION TO approve 2017 seasonal Common Victualer (food), Transient Vendor and Hawker Peddler licenses for: Blackfish Restaurant, Hillside Farm Stand, Lewis Brother's Ice Cream Truck upon compliance with all regulations and receipt of the necessary documents and fees and compliance with requirements from the Health Department.*

ATTACHMENTS:

1. Renewal Application for 2017: Blackfish Restaurant
2. Renewal Application for 2017: Hillside Farm stand
3. Renewal Application for 2017: Lewis Brother's Ice Cream Truck

#2017-091



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

BOARD OF HEALTH

Tel: 508-349-7004, Extension: 32 or 31 Fax: 508-349-5508

Email: ppajaron@truro-ma.gov or adavis@truro-ma.gov

BUSINESS LICENSE APPLICATION

Date: 4/11/17 Renewal New



Section 1 – License Type

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

- | FACILITY: | # UNITS | FOOD SERVICE | RETAIL SERVICE |
|---|---------|---|--------------------------------------|
| <input type="checkbox"/> Motel | _____ | <input checked="" type="checkbox"/> Food Service
(Restaurant, Take Out, Residential Kitchen) | <input type="checkbox"/> Gas Station |
| <input type="checkbox"/> Cottage Colony | _____ | <input checked="" type="checkbox"/> Common Victualer* | |
| <input type="checkbox"/> Condominium | _____ | <input checked="" type="checkbox"/> Catering | |
| <input type="checkbox"/> Campground | _____ | <input type="checkbox"/> Manufacturer of Ice Cream/Frozen Desserts | |
| | | <input type="checkbox"/> Bakery | |
| | | <input type="checkbox"/> Retail Sales: Foods Commercially Packaged | |

(* Requires additional License issued by the Board of Selectmen)

Section 2 – Business Information

Federal Employers Identification Number (FEIN/SS) _____

Eric Sawin _____ Blackfish _____
Print Name of Applicant Business Name or DBA (Check if new name)

Eric Sawin _____
Owner Name

17 Truro Center Rd. P.O. Box 1207 _____
Street Address of Business Mailing Address of Business (Check if New Address)

508-349-3397 _____
Business Phone Number (Check if New Phone Number) Business E-Mail Address _____

Section 3 –MANAGER INFORMATION FOR COTTAGE COLONY, CONDOMINIUMS, MOTOR COURT, MOTEL, CAMPGROUNDS

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

Name of Onsite Manager:

Name: _____ Unit Number: _____

Mailing Address: _____

Phone: (24 Hour Contact): _____ Email Address: _____

Manager's Signature (REQUIRED)

Name of Offsite Manager:

Name: _____ Business Name: _____

Business Address: _____

Phone: (24 Hour Contact): _____ Email Address: _____

Manager's Signature (REQUIRED)

Name of Co- Manager:

Name: _____ Business Name: _____

Business Address: _____

Phone: (24 Hour Contact): _____ Email Address: _____

Co-Manager's Signature (REQUIRED)

Section 4 – HOURS OF OPERATION

Annual Seasonal (Please check one that applies)

5/3/2017
Opening Date (MM/DD/YYYY)

12/1/2017
Closing Date (MM/DD/YYYY)

7
Days of the Week Open

5 pm - 1 AM
Hours of Operation (Opening to Closing)

Section 5 – ATTESTATION

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

[Signature]
Signature of Applicant

Eric Jensen
Print Name



TOWN OF TRURO

BOARD OF HEALTH

24 Town Hall Road, P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004, Extension: 32 or 31 Fax: 508-349-5508

Email: ppajaron@truro-ma.gov or adavis@truro-ma.gov

APPLICATION FOR FOOD SERVICE PERMIT

PART I - TO BE FILLED IN BY APPLICANT

Applicant: (check one) New Renewal

Date: 4/11/2017

Type of Food Service Establishment :

- Food Service (restaurant or take out)
- Retail Food (commercially prepared foods)
- Residential Kitchen
- Bed & Breakfast w/Continental Breakfast
- Catering
- Manufacturer of Ice Cream/Frozen Dessert
- Bakery

Business Name: Blackfin

Owner Name: Eric Sauer Email Address: _____

Mailing Address: 17 Truro Center Road Truro, Ma.

Phone No: 508-349-3391 24 Hour Emergency: _____

Person Directly Responsible for Daily Operations: (Owner, Person In Charge, Supervisor, Manager)

Name: Eric Sauer Email Address: _____

Mailing Address: P.O. Box 1207

Phone No: _____ 24 Hour Emergency: _____

Number of Seats: Inside: _____ Outside: _____ Number of Employees: _____

Length of Permit: Annual Seasonal Operation

Hours of Operation: Mon-Fri: 5:00 To 1:00

Days Closed Excluding Holidays: _____

If Seasonal: Approximate Dates of Operation: 5/1/17 to 12/1/17

Certified Food Manager(s) (attach copy): (at least 1 full-time equivalent PER SHIFT required)

Kevin Madeville Curtis Graham Nile, Matthews

Allergen Awareness Certification (attach copy):

Kevin Madeville Eric Suss Curtis Graham

Has your menu changed from last year? Yes No

If yes please attach copy of menu or provide description of food to be prepared and sold:

I, the undersigned, attest to the accuracy of the information provided in this application and further agree to allow the regulatory authority access to the food service establishment as specified under § 8-402.11. I affirm that the food establishment operation will comply with 105 CMR 590.000, Truro Board of Health Regulation Section X, Food Service Regulations and all other applicable laws. Pursuant to MGL Ch. 62C § 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid state and local taxes required by law.

Signature of Applicant: [Signature] Date: 4/1/17

Social Security Number or Federal ID:

FOR HEALTH DEPARTMENT USE ONLY	
<input type="checkbox"/> Food Manager Certification <input type="checkbox"/> Allergen Awareness Certification <input type="checkbox"/> Choke Saver Training <input type="checkbox"/> Workers Comp Affidavit <input type="checkbox"/> Copy of Liability Insurance <input type="checkbox"/> Copy of Commercial Hood/Ventilation System Report <input type="checkbox"/> Copy of Dishwasher Service Report	
Comments: _____	
Application Approved _____ Denied _____	
_____ Signature of Health Agent	_____ Date



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

Print Form



Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: Blackfish Restaurant
 Address: 17 Truro Center Road
 City/State/Zip: Truro, Ma. 02666 Phone #: 508-349-3399

Are you an employer? Check the appropriate box:

1. I am an employer with 25 employees (full and/or part-time).*

2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]

3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**

4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. Retail

6. Restaurant/Bar/Eating Establishment

7. Office and/or Sales (incl. real estate, auto, etc.)

8. Non-profit

9. Entertainment

10. Manufacturing

11. Health Care

12. Other _____

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

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

Insurance Company Name: _____
 Insurer's Address: _____
 City/State/Zip: _____

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

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

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

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

Signature: [Signature] Date: 4/1/17
 Phone #: [Redacted]

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

City or Town: _____ Permit/License # _____

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

Contact Person: _____ Phone #: _____

Number: 2017-091B

Fee \$50.00

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

Permit To Operate As A Food Caterer

In accordance with provisions of Chapter 111, Section 127A of the Massachusetts General Laws, Regulations established by the Massachusetts Department of Public Health (105 CMR 590.00) and the provisions of Chapter 111, Section 31 of the Massachusetts General Laws, Regulations established by the Truro Board of Health (Section X) a permit is hereby issued to:

Eric Jansen

Whose place of business is : **Blackfish Restaurant**

Type of business and any restrictions **Food Caterer**

To operate a food establishment in **Truro**
(City or Town)

Permit Expires: **December 31, 2017**

Date Issued: *April 14, 2017*

Daniel Poyus RS

Truro Board of Health Agent

Number: 2017-091A

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:

Eric Jansen, mgr., d/b/a Blackfish Restaurant

Whose place of business is **17 Truro Center Rd**

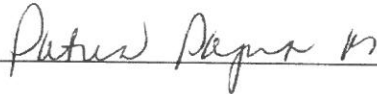
Type of business and any restrictions **Restaurant**

To operate a food establishment in **Truro, MA**

Permit Expires: **December 31, 2017**

Date Issued:

April 14, 2017



Truro Board of Health Agent

Number: 2017-091C

Fee \$10.00

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

Ice Cream License

This is to Certify that

Eric Jansen, mgr., d/b/a Blackfish Restaurant
17 Truro Center Rd

IS HEREBY GRANTED A LICENSE

To sell

ice cream, soda water, and confections

This license is granted in conformity with the Statutes and ordinances relating thereto, and expires
December 31, 2017 unless sooner suspended or revoked.

Date: *April 14, 2017*

Patricia Payne K1

Truro Board of Health Agent

#2017-090



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

BOARD OF HEALTH

Tel: 508-349-7004, Extension: 32 or 31 Fax: 508-349-5508

Email: ppajaron@truro-ma.gov or adavis@truro-ma.gov

BUSINESS LICENSE APPLICATION

Date: _____ Renewal New

Section 1 – License Type

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

FACILITY:	# UNITS	FOOD SERVICE	RETAIL SERVICE
<input type="checkbox"/> Motel	_____	<input type="checkbox"/> Food Service (Restaurant, Take Out, Residential Kitchen)	<input type="checkbox"/> Gas Station
<input type="checkbox"/> Cottage Colony	_____	<input type="checkbox"/> Common Victualer*	
<input type="checkbox"/> Condominium	_____	<input type="checkbox"/> Catering	
<input type="checkbox"/> Campground	_____	<input type="checkbox"/> Manufacturer of Ice Cream/Frozen Desserts	
		<input type="checkbox"/> Bakery	

Retail Sales: Foods Commercially Packaged

(* Requires additional License issued by the Board of Selectmen)

Section 2 – Business Information

Federal Employers Identification Number (FEIN/SS) _____

Claire A Perry
Print Name of Applicant

d/b/a Hillside Farmstand
Business Name or DBA (Check if new name)

Chire A Perry
Owner Name

300 rte 6
Street Address of Business

Box 1016 Truro MA 02666
Mailing Address of Business (Check if New Address)

Business Phone Number (Check if New Phone Number)

Business E-Mail Address

Section 3 –MANAGER INFORMATION FOR COTTAGE COLONY, CONDOMINIUMS, MOTOR COURT, MOTEL, CAMPGROUNDS

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

Name of Onsite Manager:

Name: _____ Unit Number: _____

Mailing Address: _____

Phone: (24 Hour Contact): _____ Email Address: _____

Manager's Signature (REQUIRED)

Name of Offsite Manager:

Name: _____ Business Name: _____

Business Address: _____

Phone: (24 Hour Contact): _____ Email Address: _____

Manager's Signature (REQUIRED)

Name of Co- Manager:

Name: _____ Business Name: _____

Business Address: _____

Phone: (24 Hour Contact): _____ Email Address: _____

Co-Manager's Signature (REQUIRED)

Section 4 – HOURS OF OPERATION

Annual Seasonal (Please check one that applies)

Opening Date (MM/DD/YYYY) 5/24/17 Closing Date (MM/DD/YYYY) 10/9/17

Days of the Week Open 7 Hours of Operation (Opening to Closing) 8am to 8pm

Section 5 – ATTESTATION

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

Samantha Perry
Signature of Applicant

Samantha Perry
Print Name



TOWN OF TRURO

BOARD OF HEALTH

24 Town Hall Road, P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004, Extension: 32 or 31 Fax: 508-349-5508

Email: ppajaron@truro-ma.gov or adavis@truro-ma.gov

APPLICATION FOR FOOD SERVICE PERMIT

PART I - TO BE FILLED IN BY APPLICANT

Applicant: (check one) New Renewal **Date:** _____

Type of Food Service Establishment :

- Food Service (restaurant or take out)
- Retail Food (commercially prepared foods)
- Residential Kitchen
- Bed & Breakfast w/Continental Breakfast
- Catering
- Manufacturer of Ice Cream/Frozen Dessert
- Bakery

Business Name: Hillside Farmstand
Owner Name: Claire Perry **Email Address:** captruro@comcast.net
Mailing Address: Box 1016 Truro MA 02666
Phone No: 508349-1652 **24 Hour Emergency:** SAME
Person Directly Responsible for Daily Operations: (Owner, Person In Charge, Supervisor, Manager)
Name: Samantha Perry **Email Address:** [REDACTED]
Mailing Address: Box 228 Truro MA 02666
Phone No: [REDACTED] **24 Hour Emergency:** SAME

N/A **Number of Seats:** Inside: _____ Outside: _____ **Number of Employees:** 7 esth

Length of Permit: Annual Seasonal Operation

Hours of Operation: Mon-Fri: 8 :00am To 8 : pm

Days Closed Excluding Holidays: NONE

If Seasonal: Approximate Dates of Operation: 5/25/17 To 10/9/17

Certified Food Manager(s) (attach copy): (at least 1 full-time equivalent PER SHIFT required)

_____ N/A _____

Allergen Awareness Certification (attach copy):

_____ N/A _____

Has your menu changed from last year? Yes No

If yes please attach copy of menu or provide description of food to be prepared and sold:

_____ N/A _____

I, the undersigned, attest to the accuracy of the information provided in this application and further agree to allow the regulatory authority access to the food service establishment as specified under § 8-402.11. I affirm that the food establishment operation will comply with 105 CMR 590.000, Truro Board of Health Regulation Section X, Food Service Regulations and all other applicable laws. Pursuant to MGL Ch. 62C § 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid state and local taxes required by law.

Signature of Applicant: Samantha Perry Date: 4/14/17

Social Security Number or Federal ID:



FOR HEALTH DEPARTMENT USE ONLY

- Food Manager Certification Allergen Awareness Certification Choke Saver Training Workers Comp Affidavit Copy of Liability Insurance Copy of Commercial Hood/Ventilation System Report Copy of Dishwasher Service Report

Comments: _____

Application Approved _____ Denied _____

Signature of Health Agent

Date

Number 2017-090

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:

Samantha Perry, mgr., d/b/a Hillside Farmstand

Whose place of business is **300 Route 6**

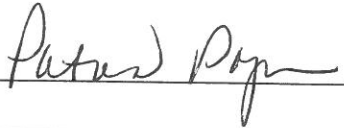
Type of business and any restrictions **Farmstand**

To operate a food establishment in **Truro**
(City or Town)

Permit Expires: **December 31, 2017**

Date Issued:

April 14, 2017



Truro Board of Health Agent

**NOTICE
TO
EMPLOYEES**



**NOTICE
TO
EMPLOYEES**

**The Commonwealth of
Massachusetts
DEPARTMENT OF INDUSTRIAL ACCIDENTS**

600 Washington Street, Boston, Massachusetts 02111
617-727-4900 - <http://www.mass.gov/dia>

As required by Massachusetts General Law, Chapter 152, Sections 21, 22 & 30, this will give you notice that I (we) have provided for payment to our injured employees under the above-mentioned chapter by insuring with:

FARM FAMILY CASUALTY INSURANCE COMPANY

NAME OF INSURANCE COMPANY

P. O. BOX 656, ALBANY, NY 12201-0656

ADDRESS OF INSURANCE COMPANY

FROM DATE 4/18/17

TO DATE 4/18/18

POLICY NUMBER

MARK SYLVIA INSURANCE AGENCY LLC 404 MAIN ST CENTERVILLE MA 02632-2916

EFFECTIVE DATES

NAME OF INSURANCE AGENT ADDRESS PHONE #
CLAIRE A PERRY DBA PERRY'S FARM/HILLSIDE FARMSTAND
PO BOX 1016 TRURO, MA 02666-1016

EMPLOYER

ADDRESS

EMPLOYER'S WORKERS' COMPENSATION OFFICER (IF ANY)

DATE

MEDICAL TREATMENT

The above named insurer is required in cases of personal injuries arising out of and in the course of employment to furnish adequate and reasonable hospital and medical services in accordance with the provisions of the Worker's Compensation Act. A copy of the First Report of Injury must be given to the injured employee. The employee may select his or her own physician. The reasonable cost of the services provided by the treating physician will be paid by the insurer, if the treatment is necessary and reasonably connected to the work related injury. In cases requiring hospital attention, employees are hereby notified that the insurer has arranged for such attention at the

NAME OF HOSPITAL

ADDRESS

TO BE POSTED BY EMPLOYER



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

Print Form

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: Claire A Perry d/b/a Hillside Farmstand
 Address: 300 Rt 6, Truro MA 02666 - 1016
 City/State/Zip: Truro, MA 02666 Phone #: [Redacted]

Are you an employer? Check the appropriate box:

- 1. I am a employer with 8 employees (full and/ or part-time).* Seasonal
- 2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
- 4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

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

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

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

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

Insurance Company Name: Farm Family Casualty Ins. Co.
 Insurer's Address: Mark Sylvia Ins Agency, 404 Main St. Centerville MA 02632
 City/State/Zip: _____

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

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

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

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

Signature: Samantha Perry Date: 4/14/17

Phone #: [Redacted]

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

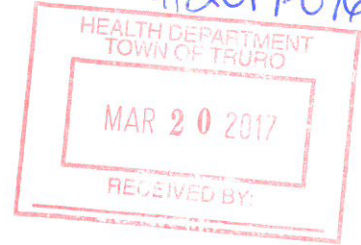
City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

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

Contact Person: _____ Phone #: _____

#2017-076



TOWN OF TRURO

BOARD OF HEALTH

24 Town Hall Road, P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004, Extension: 32 or 31 Fax: 508-349-5508
Email: ppajaron@truro-ma.gov or adavis@truro-ma.gov

APPLICATION FOR MOBILE FOOD SERVICE PERMIT

PART I - TO BE FILLED IN BY APPLICANT

Applicant: (check one) New Renewal Date: 3/15/17

Type of Mobile Food Service:
 Mobile Food Truck (potentially hazardous foods)
 Ice Cream Truck
 Pushcart (limited to non-potentially hazardous foods)

Business Name: LEWIS BROTHERS, INC.
Owner Name: DAVID LEWIS Email Address: DAVID@LEWISBROTHERSICECREAM.COM
Mailing Address: 310 COMMERCIAL ST. PROVINCETOWN, MA 02657
Phone No: [REDACTED] 24 Hour Emergency: DAVID LEWIS [REDACTED]

Certified Food Manager(s) (attach copy):
DAVID LEWIS

Allergen Awareness Certification (attach copy):
DAVID LEWIS

List fixed or stationary location(s) where food will be sold:
SEE ROUTE

Has your menu changed from last year? Yes No
If yes please attach copy of menu or provide description of food to be prepared and sold:

BASE OF OPERATION: (All Mobile Food Vendors must operate out of a fixed Licensed Establishment)

Name: LEWIS BROTHERS HOMEMADE ICE CREAM Telephone: [REDACTED]

Address: 310 COMMERCIAL ST. PROVINCETOWN Owner/Manager: DAVID LEWIS

Type of Establishment: RETAIL FOOD SALES

WATER SYSTEM/WASTE RETENTION:

Site has potable water hookup

Potable water supply tank on unit. Capacity 5 gal.

Capacity of waste retention tank 7 gal (should be greater than supply)

How and where will the liquid waste water be disposed of?

AT END OF DAY @ LEWIS BROTHERS ICE CREAM STORE

I, the undersigned, attest to the accuracy of the information provided in this application and further agree to allow the regulatory authority access to the mobile vending truck or pushcart as specified under § 8-402.11. I affirm that the mobile food service operation will comply with 105 CMR 590.000, Truro Board of Health Regulation Section X, Food Service Regulations and all other applicable laws. Pursuant to MGL Ch. 62C § 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid state and local taxes required by law.

Signature of Applicant: David S. Lewis Date: 3/15/17

Social Security Number or Federal ID: [REDACTED]

*****PLEASE SEE APPENDIX A FOR ADDITIONAL REQUIRED DOCUMENTS*****

FOR HEALTH DEPARTMENT USE ONLY

Food Manager Certification Allergen Awareness Certification Choke Saver Training

Copy of Commissary Agreement Copy of the valid Food Service Permit for the Base of Operations Copy of the most recent inspection report for the Base of Operations

Comments: FMC expires 3/31/17 - enrolled in recent class 4/3.

Application Approved Denied

Peter Pappas
Signature of Health Agent

3/23/17
Date

Number: 2017-076

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:

Mobile Ice Cream Vendor – Lewis Brothers Homemade Ice Cream
David & Beth Lewis, Managers

Whose place of business is **310 Commercial Street, Provincetown MA**

Type of business and any restrictions **Mobile Food Cart**

To operate a food establishment in **Truro**
(City or Town)

Permit Expires: **December 31, 2017**

Date Issued:
March 23, 2017



Truro Board of Health Agent



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

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

Applicant Information

Please Print Legibly

Business/Organization Name: LEWIS BROTHERS, INC.

Address: 310 COMMERCIAL ST.

City/State/Zip: PROVINCETOWN, MA. 01957 Phone #: [REDACTED]

<p>Are you an employer? Check the appropriate box:</p> <p>1. <input checked="" type="checkbox"/> I am an employer with <u>10</u> employees (full and/ or part-time).*</p> <p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]</p> <p>3. <input type="checkbox"/> We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**</p> <p>4. <input type="checkbox"/> We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]</p>	<p>Business Type (required):</p> <p>5. <input checked="" type="checkbox"/> Retail</p> <p>6. <input type="checkbox"/> Restaurant/Bar/Eating Establishment</p> <p>7. <input type="checkbox"/> Office and/or Sales (incl. real estate, auto, etc.)</p> <p>8. <input type="checkbox"/> Non-profit</p> <p>9. <input type="checkbox"/> Entertainment</p> <p>10. <input checked="" type="checkbox"/> Manufacturing</p> <p>11. <input type="checkbox"/> Health Care</p> <p>12. <input type="checkbox"/> Other _____</p>
---	--

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

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

Insurance Company Name: AETIC

Insurer's Address: 54 THIRD AVENUE

City/State/Zip: BURLINGTON, MA 01803

Policy # or Self-ins. Lic. # [REDACTED] Expiration Date: 8/21/17

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

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

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

Signature: [Signature] Date: 3/15/17

Phone #: [REDACTED]

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

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

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

6. Other _____

Contact Person: _____ Phone #: _____



EXAM FORM NO. 10256

CERTIFICATE NO. 8930251

ServSafe® Certification

TO **DAVID LEWIS**

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).

03/31/2012

DATE OF EXAMINATION

03/31/2017

DATE OF EXPIRATION

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



#0655

Paul Hineman
Executive Director, National Restaurant Association Solutions



CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: DAVID LEWIS

Certificate Number: 2265038

Date of Completion: 3/24/2016

Date of Expiration: 3/24/2021



*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 Association
333 Turnpike Road, Suite 102
Southborough, MA 01772
508-303-9905
www.marestaurantassoc.org

NATIONAL
RESTAURANT
ASSOCIATION
800.765.2122
www.restaurant.org

SPECIAL STATE LICENSE

Hawker or Pedler

*Take care of your license.
Lost license will not be replaced.*

No 123684 A

Fee: \$60.00
Display \$2.00

Licensee: David Lewis
155 Samoset Rd.
Eastham, MA 02642

The Commonwealth of Massachusetts

DIVISION OF STANDARDS
ONE ASHBURTON PLACE, BOSTON



Expires: 4-27-18

Date of Birth: [REDACTED]

Date 4-28-17

*Above portion must be worn in a visible
and conspicuous manner on outer clothing.*

Be it known unto all to whom these presents come, that the above-named person is hereby licensed to go about as a HAWKER or PEDLER in all the Cities and Towns in this Commonwealth, and to sell or expose for sale or barter any meats, butter, cheese, fish, fruits, vegetables, or other goods, wares or merchandise; except jewelry, furs, wines, spirituous liquors, small artificial flowers or miniature flags.

This license is not valid until after the licensee has endorsed his usual signature in the space provided in the margin hereof, and the license is dated and stamped with the official stamp or signature of the Director. The portion of the license indicating the license number, licensee's name and the date of expiration must be worn in a visible and conspicuous manner on outer clothing, otherwise he will be liable to the same penalty as if he had no license.

.....
Director of Standards

Signature of Licensee

THIS LICENSE IS NOT TRANSFERABLE

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY
INFORMATION PAGE

Associated Employers Insurance Company
54 Third Avenue, Burlington, Massachusetts 01803-0970
(800) 876-2765

NCCI NO 40959

POLICY NO.
PRIOR NO.



ITEM

1. The Insured: Lewis Brothers Inc
DBA:
Mailing address: 310 Commercial Street
Provincetown, MA 02657

FEIN:

Legal Entity Type: Corporation

Other workplaces not shown above:

- 2. The policy period is from 08/21/2016 to 08/21/2017 12:01 a.m. standard time at the insured's mailing address.
- 3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: MA
- B. 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
- D. This Policy includes these Endorsements and Schedules: SEE SCHEDULE

4. 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		Code No.	Premium Basis	Rates	
			Estimated Total Annual Remuneration	Per \$100 Of Remuneration	Estimated Annual Premium
INTRA	183786				
INTER		SEE CLASS CODE SCHEDULE			

Minimum Premium \$216

Total Estimated Annual Premium \$1,990
Deposit Premium \$521

GOV STATE	GOV CLASS
MA	8017

State Assessments/Surcharges
\$1,605.00 x 5.7500% \$92

This policy, including all endorsements, is hereby countersigned by

Authorized Signature

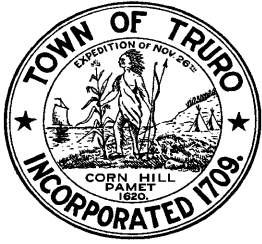
06/16/2016
Date

Service Office:
54 Third Avenue
Burlington MA 01803

Fireside Insurance Agency Inc
PO Box 760
Provincetown, MA 02657

WC 00 00 01 A (7-11)

Includes copyrighted material of the National Council on Compensation Insurance, used with its permission.



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Shellfish Department

REQUESTOR: Tony Jackett, Harbormaster/ Shellfish Constable

REQUESTED MEETING DATE: May 10, 2017

ITEM: Aquaculture Shellfish License Renewals for Jeffrey Souza

EXPLANATION: Jeffrey Souza (Grants #6, 7 & 8) needs BOS approval to continue to work on his shellfish grant which now qualifies for a five (5) year lease. Mr. Souza is current with permits and fees, and is in compliance with all rules and regulations.

The Truro Regulations for Aquaculture Licenses (p. 3, #10) allow renewals subsequent to the first-time license to be made for five (5) year periods.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The applicant will not be authorized to conduct aquaculture operations at the site and may discourage future applicants.

SUGGESTED ACTION: *Motion to issue an Aquaculture Development Area license to Jeffrey Souza for a term of five (5) years beginning May 10, 2017 and ending May 10, 2022.*

ATTACHMENTS:

1. Souza Shellfish License Renewal Application , Propagation permit , Current Aquaculture License and 2016 report.
2. Aquaculture Regulations



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004, Extension: 110 or 124 Fax: 508-349-5505

AQUACULTURE LICENSE RENEWAL APPLICATION

NAME OF APPLICANT: Jeffrey J. Souza

MAILING ADDRESS: P.O. Box 690 N Truro Mass 02652

TELEPHONE: [REDACTED]

EMAIL: [REDACTED]

GRANT NUMBER/ SITE LOCATION: 678 ADA

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]
SIGNATURE OF APPLICANT

4/1/17
DATE



Truro ADA Grant 6,7,8 Three Year Plan Starting 2017

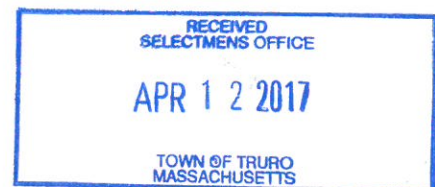
2017 my plan is to plant 100,000 ½ inch oyster seed and to try a few different ways of growing them to try to cut the growing time down.

2018 my plan is to order 50,000 ¾ oyster seed and 50,000 ½ inch.

2019 my plan is to order 100,000 oyster seed, at this time unknown on the size because I want to wait till I can see if ¾ is worth the extra money

This plan is all subject to change due to the fact that any type of fishing or farming is unpredictable and things can change fast. Also due to the fact that we are still learning what works and what does not, and with a 3 yr grow out to market size I might run out of space on the grant

-Jeff Souza





**Commonwealth of Massachusetts
Division of Marine Fisheries
251 Causeway Street, Suite 400
Boston, MA 02114
617-626-1520**

169488

JEFFERY J. SOUZA
CRASH SEAFOOD INC.
P.O. BOX 690
NORTH TRURO, MA. 02652

**SHELLFISH AQUACULTURE PERMIT CONDITIONS
Effective April 16, 2016 - December 31, 2016**

General Conditions

1. All activities conducted under authority of this permit shall be completed in accordance with the provisions of **322 CMR: 3.03: Transplanting Seed and Adult Oysters; 6.20: Minimum Sizes; 15.00: Management of Marine Aquaculture; 16.00: Shellfish Harvest and Handling** and all other *Marine Fisheries* regulations and statutes pertaining to shellfish and shellfisheries, unless exempted by this permit. **No seed or adult shellfish may be introduced or planted into coastal waters without specific permission.**
2. Any violations of the conditions of this permit may result in fines, suspensions, revocation or prosecution under pertinent sections of Chapter 130, MGL and 322 CMR (Code of Massachusetts Regulations).
3. All activities conducted under authority of this permit are subject to inspection at any reasonable time by *Marine Fisheries* employees, *Office of Law Enforcement* environmental police officers and local shellfish constables (Chapter 130, section 98, MGL).
4. An annual report must be filed with *Marine Fisheries* indicating the amount and source of shellfish obtained, grown and the amount of seed sold not later than February 28, 2017 (Chapter 130, section 65, MGL).
5. All shellfish obtained for transport and propagation must be of a species and from a source approved by *Marine Fisheries*.
6. The sale of shellfish for consumption must comply with the provisions of Chapter 130, sections 2, 80, 81, 82, and 83; 322 CMR, 7.00 and 16.00, and 105 CMR 533.000 (*Department of Public Health*) and provisions of this aquaculture permit.
7. This permit is valid until midnight December 31, 2016 for the possession of seed shellfish on the aquaculture site and for culling, if endorsed, unless sooner revoked for cause.
8. In the event of shellfish closures to protect public health under authority of Chapter 130, section 74A, MGL such as those resulting from unusual rainfall, red tide or oil spills, no activity other than emergency maintenance of gear and shellfish shall be conducted unless prior permission is obtained from the **Division of Marine Fisheries** or the local shellfish constable who must notify *Marine Fisheries*.
9. All permit holders are required to maintain a list of individuals authorized to work on the permit holder's licensed aquaculture site. Permit holders are required to update the list regularly and to provide a copy of the most recent list of authorized individuals to their local Shellfish Constable. Non-permitted individuals who are authorized to work on an aquaculture site are allowed to transport seed or market size shellfish for culling and/or over wintering if they are named on the list. **Non-permitted employees may sell shellfish to a wholesale dealer on behalf of their employer if they possess an Employee Transaction Card issued by Marine Fisheries.**

10. Bulk Tagging for Culling and Over Wintering

If a permit is endorsed for **off-site culling** or **off-site over wintering**, the permit holder may bulk tag individual lots of shellfish during transport to and from the aquaculture license site and the off-site location.

A single green water proof tag may be used indicating the permit holders name, Shellfish Aquaculture Permit number, date of removal, and location of the licensed site (town and water body), number of containers in the lot with the following statement: *All shellfish containers in this lot have the same removal date and are from the same licensed site.*

Additionally, one of the following statements must be on the tag:

1. *Aquaculturally Reared* :To be culled or overwintered.
2. *Aquaculturally Reared* : Culled or over wintered, for return License Site.

The permit holder shall have a **bound log book** with the same information on the green tag recorded in ink and the book shall be kept with the shellfish in the cargo area and not in the driving compartment of the motor vehicle.

BULK TAGGING OF SHELLFISH IN TRANSPORT FOR COMMERCIAL PURPOSES IS PROHIBITED.

It is unlawful for any person to possess or transport shellfish (shellstock) for commercial purposes that is not tagged, as required in 322 CMR 16.03.

Endorsement Conditions

A. Grow-out

The permit holder is authorized to grow the shellfish as endorsed at **A**. from sources approved by *Marine Fisheries*.

B. Intermediate Grow-out

This permit authorizes the intermediate grow out of seed in an upweller, downweller, flupsy or other device as endorsed in **B**. *If these devices are in coastal waters they must be located on the permit holder's privately licensed aquaculture site.* Upwellers and downwellers may also be land based or located on a dock if authorized by this permit at **B**.

1. Prior to transport and transplant of any seed from an intermediate grow out site to a licensed aquaculture site, or other location, permission must be obtained from *Marine Fisheries* through an amendment to this permit. *Marine Fisheries may also require shellfish disease testing before such permission is granted.*

C. Off-Site Culling

Permitted shellfish seed *and/or market sized shellfish* may be transported to an off-site location **away** from the permit holder's private shellfish aquaculture site as endorsed at **C**. for the purpose of culling subject to the following conditions **except for market sized oysters during the *Vibrio parahaemolyticus* (Vp) control period (May 21- October 18) which must adhere to Vibrio Management regulations in 322 CMR 16.05: (4).**

1. The permit holder informs the local shellfish constable that their permit is endorsed for off-site culling.
2. All shellfish in transport to and from the off-site culling location shall adhere to the **Bulk Tagging** provisions at **General Conditions, no.10** of this permit or each container may be individually tagged using the same record keeping requirements at the permit holder's discretion.
3. This permit endorsement does not authorize the possession or transport of seed shellfish of any kind other than provided for in this permit.

D. Seed Sales

This permit authorizes the sale of seed shellfish as endorsed at **B**. subject to the following conditions:

1. Sale of seed shellfish shall be made only to persons holding a valid aquaculture or propagation permit from *Marine Fisheries* or to persons holding a similar permit from other states or provinces.
2. Prior to the sale or transplant of any species of seed or adult shellfish from a licensed aquaculture site, upweller or other location permission must be obtained from *Marine Fisheries* through an amendment to this permit. *Marine Fisheries may also require shellfish disease testing before such permission is granted.*

E. Over Wintering

This permit authorizes the over wintering of seed and/or market sized oysters at other than the aquaculture site as endorsed at ***E***, subject to the following conditions:

1. Over wintering of seed or market size oysters off the licensed culture site is only authorized for the purpose of re-planting on the permit holder's aquaculture site from which the shellfish originated.
2. Oysters, both seed and market size may be stored or overwintered out of water in pits, or cold storage units as endorsed at ***E***.
3. No direct marketing of shellfish is allowed from any type of land based over wintering operation. All market sized oysters over wintered out of water must be re-submerged (**re-conditioned**) for a **minimum of 14 days** prior to harvest for human consumption.
4. In water, off-site over wintering of seed oysters shall only be conducted at another licensed site in the same growing area as authorized at ***E***.
5. This permit does not authorize the storage of petite (2.5 -3 inches) or adult (3 inch legal sized) shellfish for the purpose of marketing for human consumption at other than the permit holders aquaculture site.
6. All shellfish in transport to and from the over wintering location shall adhere to the **Bulk Tagging** provisions at **General Conditions, no. 10** of this permit or each container may be individually tagged using the same record keeping requirements, at the permit holder's discretion.

F. Spat Collection

The permit holder is authorized to conduct shellfish spat collection as endorsed at ***F***, subject to the following conditions:

1. Off site spat collection if endorsed shall commence on June, 15 or later and cease on or before September, 15. No gear shall be placed in the water, prior to or remain in the water after the inclusive dates. This does not release the permit holder from obtaining local permission.
2. Off-site spat collection may only be conducted in the same body of water where the permit holder's license site is located as determined by ***Marine Fisheries*** and endorsed at ***F***.
3. On site spat collection shall be in accordance with the provisions of the ***Aquaculture Guidelines of the Department of the Army, General Permit for the Commonwealth of Massachusetts.***

G. Sale of Undersized (Seed) Shellfish for Market Consumption

Marine Fisheries allows the sale of undersized "aquaculture reared" or "farm raised" quahogs, oysters and surf clams otherwise known as "seed" for market consumption subject to ***Marine Fisheries*** regulations at 322 CMR: 6.08, 6.20 and 14.03, and the conditions of this permit:

1. Only **aquaculturally reared** oysters, quahogs and surf clams grown on and harvested from the permit holders licensed private aquaculture site may be sold under this authorization. **No naturally occurring shellfish from public beds below the wild minimum size defined at 322 CMR 6.08 and 6.20 may be harvested and sold as aquaculture reared.**
2. All containers that hold aquaculture raised oysters, quahogs and surf clams that are smaller than the wild minimum size must have the words "AQUACULTURE REARED" or "FARM RAISED" on the shellfish tag.
3. Aquaculture reared quahogs shall only be sold outside of the Commonwealth. Propagation permit holders shall only sell undersized quahogs to authorized wholesale dealers who are approved primary buyers by the Director pursuant to **322 CMR: 7.07: Dealers Acting as Primary Buyers**, and **14.03: Regulation of Aquaculture Products** and certified by the Department of Public Health for transport and sale of shellfish outside the Commonwealth.
4. All records concerning this activity shall be open to inspection by ***Marine Fisheries*** at any time, and areas utilized for storage and packing of same shall be open to inspection by any officer authorized to enforce the shellfish rules and regulations of the Commonwealth.



David E. Pierce
Director

Commonwealth of Massachusetts

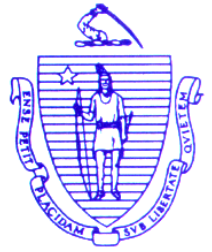
Division of Marine Fisheries

251 Causeway Street, Suite 400

Boston, Massachusetts 02114

(617)626-1520

fax (617)626-1509



Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Matthew A. Beaton
Secretary

George N. Peterson, Jr.
Commissioner

Mary-Lee King
Deputy Commissioner

Shellfish Propagation/Private Aquaculture Permit No. 169488

Class 3 Type 1

FEE: \$10.00 ISSUED: 1/18/2017 EXPIRES: 12/31/2017

TO WHOM IT MAY CONCERN:

Pursuant to Paragraphs 2 and 3, Section 17; Sections 69, 75, 80 and 83 of Chapter 130 of the Massachusetts General Laws and 322 CMR 3.03; 6.05; 6.08; 6.10; 6.20; 7.01(4)(d) and 15:00, permission is hereby given, subject to the attached Shellfish Aquaculture Permit Conditions to:

**JEFFERY J. SOUZA
CRASH SEAFOOD INC.
P.O. BOX 690
NORTH TRURO, MA. 02652**

To possess naturally occurring seed shellfish, seed shellfish transplanted under previously issued permits and to transplant seed and/or adult shellfish from Division of Marine Fisheries approved sources at and to the permit holders private shellfish aquaculture site, licensed under authority of Chapter 130, Section 57 of the Massachusetts General Laws; or at other locations authorized by endorsements made part of this permit; or to municipal propagation sites maintained under authority of Chapter 130, section 52 and 54 for cultivation of shellfish by coastal municipalities.

LOCATION OF AQUACULTURE SITE(S): TOWN: TRURO

SITE #: 6 DSGA: CCB4- PROVINCETOWN HARBOR LOCATION: TRURO ADA

SITE #: 7 DSGA: CCB4- PROVINCETOWN HARBOR LOCATION: TRURO ADA

SITE #: 8 DSGA: CCB4 -PROVINCETOWN HARBOR LOCATION: TRURO ADA

A. GROW OUT AND SEED PURCHASES

SOURCE	SPECIES
FISHER'S ISLAND	OYSTER

SEE SPECIAL CONDITIONS

B. INTERMEDIATE GROWOUT

ON-SITE: N OFF-SITE: N

TYPE:

LOCATION:

C. OFF-SITE CULLING

OFF-SITE CULLING ALLOWED: N

LOCATION:

D. SEED SALES

SEED SALES ALLOWED: N

E. OFF-SITE OVERWINTERING

OVERWINTERING ALLOWED: N

METHOD:

LOCATION:

F. OFF-SITE SPAT COLLECTION

SPAT COLLECTION ALLOWED: Y

OFF-SITE: N

LOCATION: ON LICENSE SITE

METHOD: CHINESE HATS

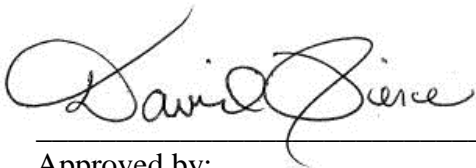
G. SALE OF UNDERSIZE SHELLFISH FOR CONSUMPTION:

PETITE SALES: N

SPECIES:

H. SPECIAL CONDITIONS:

ALL SEED SOURCES LISTED ON THIS PERMIT MUST BE ADDED TO THE 2017 DIVISION OF MARINE FISHERIES APPROVED SOURCE LIST PRIOR TO YOU TAKING POSSESSION OF THE SEED. IF YOU WISH TO PURCHASE SEED FROM SOURCES NOT LISTED ON THIS PERMIT YOU MUST FIRST OBTAIN AUTHORIZATION FROM MARINE FISHERIES.



Approved by:

David E. Pierce

Director

CC TO:

SHELLFISH CONSTABLE(S): TRURO

DMF: J.M. HICKEY, T. SHIELDS, C. SCHILLACI, D. MCKIERNAN



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

AQUACULTURE LICENSE

ADA Grant Number 2015 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 Jeffrey Souza of Truro, Massachusetts, for the term of 2 years, beginning May 1, 2015 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:


Grant #6 - #8 (3 Acres) Coordinates:

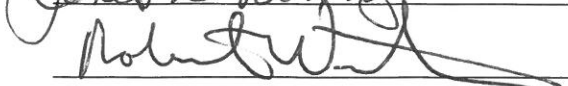
NW 42° 2' 54.54" N / 70° 8' 43.74" W;
NE 42° 2' 54.188 "N/ 70 °8' 42.16 " W;
NW 42° 2' 53.863" N/ 70° 8' 40.596 " W;
NE 42° 2' 53.484" N/ 70° 8' 39.024 " W


The above described parcel contains an area of 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 in part hereof by reference and will be in compliance with any gear requirements that are promulgated by the Division of Marine Fisheries.



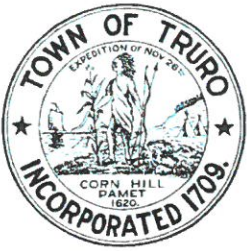






Maureh Burgess
Board of Selectmen
Town of Truro

April 22, 2015
Date



RECEIVED
SELECTMENS OFFICE
DEC 29 2016
TOWN OF TRURO
MASSACHUSETTS

TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

PALD
CHK # 2018
\$75.00 12/29/16

ANNUAL AQUACULTURE LICENSE REPORT

GRANT HOLDER NAME: Jeffrey J Souza

ADA GRANT LOCATION: 6,7,8

Amount and kind planted: 50,000 Oysters

Amount and kind harvested: zero

Amount and kind currently on site: 250,000 Oysters

Signature of Grant Holder

Date: 12/27/2016

A. If the license site has been inactive for a period of more than two years the Harbor Master Shellfish Constable shall make an inspection of the license area together with the Division of Marine Fisheries which shall prepare a written report on the standing shellfish within the license area in order to determine productivity of the site

B. If the license is approved, the Selectmen shall issue a license permit and license number in accordance with established regulations. Final location of the license is subject to decision by the Board.

10. In the event that an applicant is approved for a license, the initial period will be for two (2) growing seasons and expire on the 31st of December following the second growing season. The license holder shall comply with all Federal, State and Town regulations while holding the license. The license holder shall provide information related to activity on the license site at least annually. License renewals following the initial period may be applied for at anytime during year two. Established license holders with a five year period may apply for renewal at anytime during years four or five of the license period. License renewals following the initial two year period may be made for a period of five year period. In order to be reviewed and considered for renewal, the license holder must have complied with all of the following four items:

- a) All Town fees paid in full
- b) Compliance Bond must be current and in full force
- c) Evidence of Propagation Permit from DMF
- d) Compliance with Annual Activity Report Submission

If the license holder fails to comply with any or all of the items listed above, the license renewal will not be recommended by the Shellfish Advisory Committee or Harbor Master Shellfish Constable. All renewals shall be subject to approval by the Board of Selectmen with recommendations by the Harbor Master Shellfish Constable.

11. Annual reporting shall be completed on forms provided by the Harbor Master Shellfish Constable to each license holder on or before December 31 of each year for the previous year's effort. Within a reasonable amount of time, the Harbor Master Shellfish Constable shall review the license report submitted by the license holders and submit a copy of said report to the Board of Selectmen. The license holder shall produce documents at the request of the Harbor Master Shellfish Constable showing shellfish purchase and sales slips.

12. Each license shall be reviewed annually by the Board of Selectmen and the Harbor Master Shellfish Constable involving a review of the license holder's yearly production report. If it cannot be shown by the license holder that a reasonable amount of shellfish has been produced on the license area during the preceding year the license may be deemed forfeited by the Board of Selectmen. As a minimum for the purposes stated a reasonable amount shall not be less than the statutory requirements as set forth by Section 65 of MGL Chapter 130. Applicant shall be responsible for state reports.

DRAFT

**Pre-Town Meeting
Truro Community Center
April 10, 2017**

Present: Town Moderator Monica Kraft; Town Manager Rae Ann Palmer; Town Accountant Trudi Brazil; Town Clerk Cynthia Slade

Board of Selectmen Present: Paul Wisotzky, Chair; Maureen Burgess, Jay Coburn, Robert Weinstein, Janet Worthington

Finance Committee Present: Lori Meads, Chair; Dennis Clark, Robert Panessiti, Richard Wood, Roberta Lema

Town Moderator Monica Kraft called the meeting to order at 5 p.m.

Finance Committee Budget Hearing

Finance Committee Chair Lori Meads introduced the members of the Finance Committee and addressed their overall concerns for the Fiscal Year 2018 Budget: an override, salaries, debt service, the Stabilization Fund, and the bond rating with Standard and Poors. She said the Finance Committee recommends the Budget.

Candidates

Board of Selectmen

Incumbent Maureen Burgess addressed the assemblage with an explanation of how she has performed for the past three years and her request that she be reinstated for another three years.

School Committee

Theresa Hughes said this would be her fifth term on the School Committee. She is running unopposed. She is available to discuss with concerned citizens any of the mandated Special Needs programs that Truro must follow.

Library

James Kayad and Maureen Cronin were not in attendance, but the third candidate Martha McGann gave her background in library work in Eastham and her volunteer work in Truro.

Cemetery Commission

Marilyn Adams presented her interest in the cemeteries. She elaborated on the preservation of the historic cemetery records and said she plans to photograph all gravestones after they have been cleaned.

Planning Board

Steve Sollog, who is running for reelection to the Planning Board, gave his background in the Planning Board. Paul Kiernan, who has served on the Planning Board, presented his credentials on the Board.

Housing Authority

Kevin Grunwold said he was running for an open place in the Housing Authority. He has had experience with the Cape Cod Commission and has been attending Housing Authority meetings for the past year.

Town Moderator

Monica Kraft said she was again a candidate and hoped to continue as Town Moderator.

Warrant Articles

Ms. Kraft suggested that, instead of going through every Article in the Warrant, only those of interest to the audience be discussed.

Article 6 Override

Martha McGann asked about the presentation of Override proposed in Article 6. Finance Committee member Robert Panesitti addressed her concerns. Town Manager Rae Ann Palmer explained which items had been included in the General Override. Robert Panesitti discussed the potential for amending the Article if people wanted to take out particular items. Board of Selectmen Chair Paul Wisotzky discussed the Selectmen's priorities for the Budget. He explained how there were no longer any one-time sources of funding available to help balance the Budget. Other expenses, outside of the Town's control, have increased, he said. Jay Coburn explained why the items in the General Override were put together as one Warrant Article.

Budget Line for Town Manager

Jim Summers asked for a clarification of the Town Manager's Budget line. Town Accountant Trudi Brazil explained the difference in the Budget Line.

Article 7, Section 3

Trudi Brazil explained the request for a transfer of \$3,000 to the Affordable Housing Trust Fund.

Article 10

Paul Kiernan asked about the replacement of the culvert from the bay up to Route 6. Town Manager Rae Ann Palmer said this is for a repair of the part of the culvert that Truro is responsible for. Jarrod Cabral, DPW Director also discussed the needed repair.

Articles 33 and 32

John Marksbury asked about the Town-wide Zoning Bylaw Amendment for house size. Selectmen Robert Weinstein addressed his question, noting the Local Comprehensive Plan charge to keep the rural nature of the Town. Mr. Weinstein invited residents to attend future Budget Task Force meetings, which are open to the public. Janet Worthington spoke in favor of Article 32, which deals with size of houses in the Seashore District only.

Amending Articles

Jay Coburn said that amendments of Articles at Town Meeting are dependent upon the advice of Town Counsel. Monica Kraft said that any amendments must be presented in writing at Town

Meeting. Steve Sollog said the Planning Board has vetted Article 32; the petitioned Article 33 has not received the same attention from Planning Board.

Past Budgets

Michael Forgione asked if the Budget could include Fiscal Years from the past beyond the last one. Mr. Panesitti said that costs have gone up and are available online in past year Budgets. He said the Budgets have been lean and have been transparent. He suggested that the past Finance Committee letters in Town Meeting Warrants are a good source of information. School Committee Budget meetings are also open to the public, Theresa Hughes noted.

Salary Lines

Roberta Lema asked about new hires. Rae Ann Palmer discussed the increase in the Town Manager Budget line, which now includes a Town Planner and Assistant Town Manager. Other new hires for the Fire Department were approved in an override last year, Ms. Palmer said. Janet Worthington also explained maintaining levels of service and overrides.

The meeting was adjourned by consensus at 6:00 p.m.

Respectfully submitted,

Mary Rogers
Recording Secretary

Paul Wisotzky, Chair

Maureen Burgess

Jay Coburn, Clerk

Janet Worthington, Vice-chair

Robert Weinstein
Truro Board of Selectmen

DRAFT

**Truro Board of Selectmen Meeting
Town Hall Conference Room
Tuesday, April 18, 2017**

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

Present: Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Clark

Chair Paul Wisotzky called the meeting to order at 5:01 p.m.

PUBLIC COMMENT

Dale Evans of 5 Moses Way suggested staggered days of closure at the Transfer Station so that it would not be closed on two consecutive days.

BOARD/COMMITTEE APPOINTMENTS

Water and Sewer Board Representative

Peter Graham explained his interest in serving as Truro Representative to Provincetown Water and Sewer Board. He asked about the Selectmen's expectations for reporting.

Jay Coburn moved to approve the appointment of Peter Graham as Truro Representative to Provincetown Water and Sewer Board for a three-year term. Robert Weinstein seconded and the motion carried 5-0.

Zoning Board of Appeals

There were three candidates for Alternate on the Zoning Board of Appeals. Karen Tosh explained her interest in serving and answered questions from the Selectmen. Christopher Lucy was interviewed second for the position. He gave his background in zoning bylaws. Susan Areson informed the Board of her ability to be impartial because of her career as a journalist.

Joan Holt came forward with concerns about the Zoning Board of Appeals enforcement of the Zoning Bylaws. She said she considered Karen Tosh a strong candidate for the position. Nick Brown, speaking as an individual rather than a representative of ZBA, noted the importance of appointing a person who will be able to attend meetings. Because of this, he supported Chris Lucy. The Selectmen discussed their considerations for the appointment.

Janet Worthington moved to approve the appointment of Susan Areson as Alternate on the Zoning Board of Appeals. Maureen Burgess seconded, and the motion carried 4-0-1.

ACTION ITEMS

Residential Exemption

Town Manager Rae Ann Palmer, Principal Assessor Cathy Fryxell and Bruce Boleyn discussed the Residential Exemption on Real Estate Taxes. There will be a Classification Hearing in August or September, Rae Ann Palmer said. She explained how the exemptions are calculated. She said that savings that were based on the current year's tax rate. If the Selectmen want to go

forward with the program, Ms. Palmer said the staff would prepare up-to-date statistics for the Classification Hearing. An official adoption of the Residential Exemption would occur at the Classification Hearing, Ms. Fryxell said. Board members discussed the benefits of having a Residential Tax Exemption for a percent of year-round residents. Jack Riemer came forward to express his support for the Residential Tax Exemption proposal. He explained a cap that is used in a Florida town where he owns property.

Robert Weinstein moved to direct the staff to prepare the materials and financial analysis for the residential tax exemption for a Classification Hearing to be held in August or September. Maureen Burgess seconded, and the motion carried 5-0.

Warrant Article Review

Chair Paul Wisotzky made the Selectmen's motion assignments for the Annual Town Meeting Articles. Some of the motions will be made by other parties. Jay Coburn had suggestions about procedure for Selectmen's giving their individual opinions at Town Meeting. Rae Ann Palmer reviewed the process for using paper ballots for any Town Meeting votes if needed. The Board also discussed the possibility of amendments for the Override.

Immigration Enforcement

Police Chief Kyle Takakjian reviewed an information sheet he had prepared on Truro's Immigration Policy and Consular Notification Process when arresting a non-U.S. citizen. He said people should understand that the Truro Police Force does not have Federal enforcement authority. Truro would assist with any Federal inquiries if there was a case under investigation. The Truro Police wishes to be available to anyone who is a victim of a crime or needs services and asks for their help. He discussed questions from the Board on situations that might involve ICE.

CONSENT AGENDA

- A. Review/Approve and Authorize Signature – None;
- B. Review and Approve 2017 Seasonal Licenses: Jules Besch Stationers (Transient Vendor), North of Highland Camping Area, LLC (Transient Vendor and Pool Table License), Highland Links Golf Course (Transient Vendor and Common Victualer), and Terra Luna Restaurant (Common Victualer);
- C. Review and Approve One Day Entertainment Licenses for Truro Vineyards of Cape Cod
- D. Review and Approve Renewal of Aquaculture Development Area Licenses – Dan Pazolt, William and Cheryl Souza;
- E. Review and Approve Gary Sharpless for full membership and Dana Pazolt as Alternate on the Shellfish Advisory Committee;
- F. Review and Approve Board of Selectmen Minutes: March 21, 2017 (Work Session), and March 27, 2017 (Regular).

Robert Weinstein moved to approve the Consent Agenda. Maureen Burgess seconded, and the motion carried 5-0.

SELECTMEN’S AND TOWN MANAGER’S REPORTS /COMMENTS

There were several reports. Janet Worthington talked about presentation and understanding of Budgets for future Town Meetings. Paul Wisotzky had attended an Open Space Committee meeting where he learned that each Town-owned parcel of Open Space is being documented. He thanked Janet Worthington, Nicole Tudor and Noelle Scoullar for their work on the Annual Town Report, dedicated to the elders of Truro. Maureen Burgess, as her Public Comment, discussed the exemptions granted to the Pilgrim Nuclear Power Plant, which has allowed them to proceed with refueling without making safety provisions. Robert Weinstein said he would talk to the Department of Transportation about closing a portion of South Hollow Rd. and the bike striping. Rae Ann Palmer said DOT would be coming to look at South Hollow Rd. She thanked Trudi Brazil and especially Kelly Sullivan Clark for their work preparing the Warrant. She also offered belated birthday wishes to Bruce Boleyn.

NEXT MEETING AGENDA

Rae Ann Palmer reviewed items for the next meeting. She will schedule the Fire Department Swearing-In Ceremony. Paul Wisotzky said it would be time to start new *Goals and Objectives*. Ms. Palmer is making plans for the Police Visioning and the Local Comprehensive Plan Committee organization during May meetings.

ADJOURNMENT

Jay Coburn moved to adjourn. Maureen Burgess seconded, and the motion carried 5-0. The meeting was adjourned at 6:27 p.m.

Respectfully submitted,

Mary Rogers, Secretary

Paul Wisotzky, Chair

Maureen Burgess

Jay Coburn, Clerk

Janet Worthington, Vice-chair

Robert Weinstein

Public Records Materials for 4/18/17

1. Applications of Peter Graham, Karen Tosh, Christopher Lucy and Susan Areson
2. Residential Exemption materials
3. Police Information Sheet on Immigration Policy and Consular Notification Process
4. 2017 Seasonal Licenses: Jules Besch Stationers (Transient Vendor), North of Highland Camping Area, LLC (Transient Vendor and Pool Table License), Highland Links Golf Course (Transient Vendor and Common Victualer), and Terra Luna Restaurant (Common Victualer)
5. One Day Entertainment Licenses for Truro Vineyards of Cape Cod
6. Renewal of Aquaculture Development Area Licenses – Dan Pazolt, William and Cheryl Souza
7. Approval of Gary Sharpless for full membership and Dana Pazolt as Alternate on the Shellfish Advisory Committee