



Truro Board of Selectmen Meeting Amended
Tuesday, January 9, 2018
Regular Board of Selectmen Meeting - 5:00pm
Truro Town Hall - 24 Town Hall Road

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. Interview and Appoint Police Chief Search Committee Applicants (3): Bob Panesitti, William Golden, John Dundas, Amy Rogers, Susan Areson, and Peter Van Stratum and appoint Board of Selectmen members and Town Staff members.
- B. Interview Part-Time Resident Advisory Committee Applicants: Jean Krulic
- C. Interview and Appoint Michael Fee to the Open Space Committee
- D. Interview and Appoint Applicants to the Recycling Committee (2): Laura Reiter, Ronni Farrell, Amber Ketler
- E. Interview and Appoint Applicants to the Agricultural Commission (4): Amber Ketler, Todd Schwebel, Peter Staaterman, John Hopkins

4. TABLED ITEMS NONE

5. BOARD OF SELECTMEN ACTION

- A. Review and Approve Revised Condominium Declaration of Covenant East Harbour Condominiums
Presenter: Attorney Lester J. Murphy
- B. Discussion Regarding Annual Town Report Dedication and Cover for 2017
Presenter: Rae Ann Palmer, Town Manager
- C. Discussion and Possible Vote on BOS Goals CEG8 & CEG10
Presenter: Paul Wisotzky, Chairman

6. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 - 1. None
- B. Renewal of Annual Licenses-Top Mast Café Common Victualer
- C. Review and Approve Alcoholic Beverages Control Commission 2017 Annual Report
- D. Review and Approve Board of Selectmen Minutes: December 19, 2017

7. SELECTMEN REPORTS AND TOWN MANAGER REPORT

8. SELECTMEN COMMENTS

9. NEXT MEETING AGENDA: Tuesday, January 16 and January 23



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: January 9, 2018

ITEM: Police Chief Search Committee Applications to Serve

EXPLANATION: The following citizens have applied to serve on the Police Chief Search Committee; William Golden, Amy Rogers, Susan Areson, Robert Panessiti, John Dundas, and Peter Van Stratum. There are three citizen positions available. Carl Brotman was appointed by the Board of Selectmen December 19, 2017.

As previously determined, the Search Committee will consist of two Board of Selectmen members Paul Wisotzky and Jan Worthington, the Town Manager Rae Ann Palmer, and Sergeant Jeremiah Valli and Telecommunicator Martha Wheeler of the Truro Police Department, and four citizens for a total of nine members.

SUGGESTED ACTION: Motion to *appoint _____ to the Police Chief Search Committee, and to appoint Chair Paul Wisotzky, Selectperson Jan Worthington, Town Manager Rae Ann Palmer, Sergeant Jeremiah Valli and Telecommunicator Martha Wheeler, to serve until a Police Chief is appointed.*

ATTACHMENTS:

1. Applications to serve from all five 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: WILLIAM F. GOLDEN HOME TELEPHONE: [REDACTED]
 ADDRESS: 3 BLUEBERRY LN WORK PHONE: [REDACTED]
 MAILING ADDRESS: _____ E-MAIL: _____
 FAX: _____ MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: _____

SPECIAL QUALIFICATIONS OR INTEREST: FORMER SELECTMAN, MULTIPLE
COMMITTEES INCLUDING TOWN WGR SELECT COMM.

COMMENTS: I HAVE BEEN THROUGH THE CHIEF
SELECTION PROCESS IN THE PAST.

SIGNATURE: [Signature] DATE: 12/8/17

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: AMY ROGERS HOME TELEPHONE: [REDACTED]
ADDRESS: 41 S HIGHLAND ROAD WORK PHONE [REDACTED]
MAILING ADDRESS: PO BOX 457-02652 E-MAIL: [REDACTED]

FAX: _____ MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: _____
POLICE CHIEF SEARCH COMMITTEE

SPECIAL QUALIFICATIONS OR INTEREST: _____
MEMBER COMMISSION ON DISABILITES
MEMBER OF THE TEEA- TRURO CENTRAL SCHOOL
MEMBER OF THE TRURO POLICE K9 ASSOCIATION

COMMENTS: _____
I was a member of one of the police chief vision groups a year ago and
I would really like to be a part of the hiring process.
Thank you for the consideration!

SIGNATURE: [Signature] DATE: 12/11/17

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

SIGNATURE: _____ DATE: _____

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



RCVD 2017DEC14 AM11:27
ADMINISTRATIVE OFFICE
TOWN OF TRURO

TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Susan Areson HOME TELEPHONE: [REDACTED]

ADDRESS: 2 Eric's Road Truro WORK PHONE: _____

MAILING ADDRESS: P.O. Box 65 Truro E-MAIL: [REDACTED]

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

Police chief search committee

SPECIAL QUALIFICATIONS OR INTEREST: _____

Knowledge of local government and police departments through work as a journalist

COMMENTS: _____

SIGNATURE: Susan Areson DATE: 12/14/17

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: Robert Panessio HOME TELEPHONE: [REDACTED]

ADDRESS: 20 Knowles Heights WORK PHONE: [REDACTED]

MAILING ADDRESS: 552 E. Broadway St
Boston MA 02116 E-MAIL: [REDACTED]

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

Police Chief Search -

SPECIAL QUALIFICATIONS OR INTEREST: Chair of Public Safety Review Task Force

Chair of Charter Review Committee

Chair of Finance Committee

Have conducted numerous searches over the past 20 years.

COMMENTS: _____

RCVD 2017DEC15 PM12:18

ADMINISTRATIVE OFFICE

TOWN OF TRURO

SIGNATURE: [Signature] DATE: 12/15/17

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: John R. Dundas HOME TELEPHONE: [REDACTED]
ADDRESS: POB 649 WORK PHONE: _____
MAILING ADDRESS: Truro, MA 02666 E-MAIL: _____
FAX: _____ MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: _____

Police Chief Search Committee

SPECIAL QUALIFICATIONS OR INTEREST:

- ① 26 Years Active Duty US Army; COMMANDING/LEADING @ ALL LEVELS
- ② RESPONSIBLE FOR SECURITY, MOVEMENT, OPERATIONS, PERSONNEL DURING CAMPS
- ③ CURRENTLY EMPLOYED WITH TECH/INNOVATION FIRM (S)

COMMENTS:

- WISH TO SUPPORT TOWN IN DETERMINING KEY CRITERIA

FOR SELECTION

RCVD 2017DEC15 PM12:58

ADMINISTRATIVE OFFICE

TOWN OF TRURO

SIGNATURE: _____

DATE: 14 Dec 2017

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

SIGNATURE: _____ DATE: _____

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



RCVD 2018JAN2 AM11:43
ADMINISTRATIVE OFFICE
TOWN OF TRURO

TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Peter Van Stratum HOME TELEPHONE: [REDACTED]

ADDRESS: 5 Kinnickinnick Rd WORK PHONE: _____

MAILING ADDRESS: Po Box 568 E-MAIL: [REDACTED]

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

Police Chief Search Committee

SPECIAL QUALIFICATIONS OR INTEREST: _____

- Search Committee THAT Hired Jeremiah Valli
- Two Search Committees For School Superintendents in CT
- Hired all Board members For The Company IRAN IN CT

COMMENTS: • on consulting team THAT Hired Executives For our
Local Bank — President of Bank was Chairman
of our company

I Have A good eye For talent (Town Offices Held
Firearm
Boat)

SIGNATURE: [Signature] DATE: 1/2/18

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

SIGNATURE: _____ DATE: _____

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



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: January 9, 2018

ITEM: Interview Part-Time Resident Advisory Committee Applicant-Jean Krulic

EXPLANATION: Since part time residents are generally not here during the winter, the Board requested that applicants be interviewed as they are available. Jean Krulic submitted her Application to Serve on the Part-Time Resident Advisory Committee and this is the first available Board of Selectmen meeting that she was able to attend for an interview.

SUGGESTED ACTION:

ATTACHMENTS:

1. Application to Serve – Jean Krulic
2. Charge of the Part-Time Resident Advisory Committee



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: Jean Krulic HOME TELEPHONE: [REDACTED]
 ADDRESS: 6 Rabbit Hill Rd., Truro WORK PHONE: —
 MAILING ADDRESS: 41 Bowdoin St. #43 E-MAIL: [REDACTED]
Cambridge MA 02138
 FAX: — MULTI-MEMBER BODY ON WHICH I WISH TO SERVE:

Part time resident Advisory Committee
 SPECIAL QUALIFICATIONS OR INTEREST: have served on condo
boards ; am the administrator of neighbor-
hood condo association; officer on voluntary Truro
group for our road improvements;
 COMMENTS: recently retired, so have
availability.
believe in transparency & good government
Am familiar with Truro since 1980.

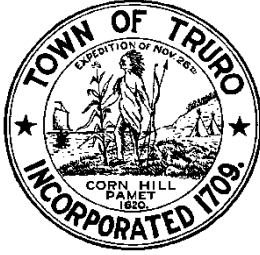
SIGNATURE: [Signature] DATE: 10/30/17

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

SIGNATURE: _____ DATE: _____

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

RCVD 2017NOV13 pm1:53
 ADMINISTRATIVE OFFICE
 TOWN OF TRURO



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

Date: September 26, 2017

From: Board of Selectmen

To: Part Time Resident Advisory Committee

In an effort to provide a public forum for part time residents and property owners to make recommendations to the Board of Selectmen and other elected and appointed bodies, the Truro Board of Selectmen hereby establishes a Part Time Resident Advisory Committee in accordance with the Truro Town Charter, Chapter 6-4-4, with the following Charge:

PART TIME RESIDENT ADVISORY COMMITTEE

The Committee shall:

- give part time residents a voice
- provide Selectmen and other elected and appointed bodies with the benefit of information and views
- review policy proposals, make recommendations and share their perspective on matters of importance to the Town
- work with Board of Selectmen to hold an Annual Part-Time Residents Summer Meeting.

Committee Organization: The Committee shall be comprised of seven (7) regular members to be made up of part time property owners of the Town of Truro; all members will be appointed by the Board of Selectmen. This standing committee will adhere to all procedures as prescribed for a standing committee in the Town Charter and Bylaws and shall be subject to the Commonwealth's Open Meeting Law, Ethics Law and Public Records Law.

There shall be a Selectmen liaison to the Committee and the Town Manager or his/her designee shall serve as staff liaison.

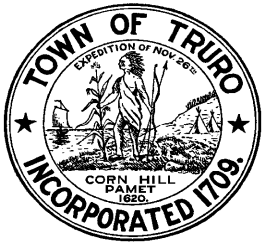
Paul Wisotzky, Chairman

Maureen Burgess, Vice-Chair

Robert Weinstein, Clerk

Jay Coburn

Jan Worthington
Board of Selectmen
Town of Truro



Agenda Item: 3C

TOWN OF TRURO

Board of Selectmen Agenda Item

BOARD/COMMITTEE/COMMISSION: Open Space Committee

REQUESTOR: Nicole Tudor, Executive Assistant on behalf of the Open Space Committee Chair, Nick Norman

REQUESTED MEETING DATE: January 9, 2018

ITEM: Approval of Appointment of Michael Fee to the Open Space Committee

EXPLANATION: Michael Fee submitted an Application to Serve on November 17, 2017 to serve on the Open Space Committee after attending their recent meeting, and is available for an interview. There is currently one remaining full member three year term vacancy on the Open Space Committee. Nick Norman, the Chair of OSC has endorsed the appointment.

IMPACT IF NOT APPROVED: The vacant position on the Open Space Committee will remain open.

SUGGESTED ACTION: *MOTION TO appoint Michael Fee to the Open Space Committee for a term to expire June 30, 2020.*

ATTACHMENTS:

1. Application to Serve – Michael Fee
2. Endorsement from Nick Norman, Chair



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: Michael Fee HOME TELEPHONE: [REDACTED]
ADDRESS: 15 Francis Farm WORK PHONE: [REDACTED]
MAILING ADDRESS: PO Box 815 E-MAIL: [REDACTED]
FAX: [REDACTED] MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: _____

Open Space Committee

SPECIAL QUALIFICATIONS OR INTEREST: _____

Please see Resume

COMMENTS: I attended the Open Space
Committee meeting on 11/17/17
and would be happy to serve.

SIGNATURE: [Signature] DATE: 11/17/17

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

SIGNATURE: _____ DATE: _____

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

MICHAEL C. FEE

EDUCATION

Boston College Law School, Newton, MA
Juris Doctor, *cum laude* (1988)
Uniform Commercial Code Reporter Digest, Executive Editor (1986-88)
Boston College National Moot Court Team (1987)

Harvard University, Cambridge, MA
Bachelor of Arts (1982)

EXPERIENCE

Pierce & Mandell, P.C., Boston, MA
Shareholder (2007-present)
Represent and advise clients in all phases of business and real estate law, contracts, transactions, commercial litigation and arbitration. Highly versed in the substantive law of banking, condominiums, construction, corporations, employment, health care, intellectual property, land use, leasing, licensing, municipalities, probate and zoning. Fully experienced in all aspects of dispute resolution before state, federal, and appellate courts, municipal and administrative boards, and arbitration panels.

Fee, Rosse & Lanz, P.C., Sudbury and Watertown, MA
President and Managing Director (1996-2007)

Hinckley, Allen & Snyder, LLP, Boston, MA
Senior Litigation Associate (1991-1995)

Goulston & Storrs, P.C., Boston, MA
Associate (1989-1990)

Fine & Ambrogne, Boston, MA
Summer and Junior Associate (1987-1989)

BAR ADMISSIONS

Admitted to practice in Massachusetts, United States District Court for the District of Massachusetts, United States Court of Appeals for the First Circuit (1988), United States District Court for the District of Northern California (2005), and the Supreme Court of the United States (2001)

PROFESSIONAL

Martindale-Hubbell Peer Review Rated AV Preeminent™
Massachusetts "Super Lawyer" (2004-present)
Boston Bar Association, Council Member (2016-Present)
Boston Bar Association, Co-Chair Real Estate Section (2013-2015)
Mass. Bar Association, Property Law Section Council (2000-2010) (Chair 2002-2004)
Mass. Bar Association House of Delegates (2002-2006)
Mass. Bar Association Post-Goodrich Task Force (2005-2006)
Mass. Bar Association Executive Management Board/Finance Committee (2005)
Mass. Bar Foundation IOLTA Grant Advisory Committee (2004-2012)
Mass. Bar Association Patriot Act Task Force (2001-2002)
Massachusetts Lawyers Weekly, Board of Editors (1999-2001)
Member of Boston, Massachusetts, and Real Estate Bar Associations (1988-present)

COMMUNITY

Board of Directors, Care Group/Parmenter (a subdivision of Mt. Auburn Hospital) (2016- Present)
Moderator, Town of Sudbury (2015-Present)
Member, Sudbury Valley Trustees Land Protection Committee (2013-2014)
Board of Directors, Parmenter Community Health Care (2012-2016)
Board of Directors, Parmenter Foundation (2013-2016)
Commissioner, Sudbury Water District (2012-present) (Chair, 2013-present)
Sudbury Planning Board (2001-2013) (Chair 2003-2013)
Chairman, Sudbury Housing Trust (2006-2011)
Co-Chair, Sudbury Ponds & Waterways Committee (2005-2008)
Sudbury Community Housing Committee (2002-2005)
Commissioner, Watertown Conservation Commission (1991-1992)

From: [Nick Norman](#)
To: [Nicole Tudor](#)
Subject: RE: Application to Serve - Open Space Committee
Date: Friday, November 17, 2017 3:38:59 PM
Attachments:

Hi Nicole, I endorse Michael Fee's application to serve on the Open Space Committee.

Thanks,

Nick

Nick Norman

Nicole Tudor [mailto:ntudor@truro-ma.gov]
Sent: Friday, November 17, 2017 2:43 PM
To: Nick Norman [REDACTED]
Cc: Noelle Scoullar <nscoullar@truro-ma.gov>
Subject: Application to Serve - Open Space Committee

Hi Nick,

When you have a moment, would you kindly respond to this email your endorsement as Chair to Michael Fee's appointment on the Open Space Committee for inclusion on the next Board of Selectmen's Agenda.

Thank you!

Nicole



Agenda Item: 3D

TOWN OF TRURO

Board of Selectmen Agenda Item

BOARD/COMMITTEE/COMMISSION: Recycling Committee

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: January 9, 2018

ITEM: Interview of Applicants for the Recycling Committee: Laura Reiter, Ronni Farrell, Amber Ketler

EXPLANATION: Amber Kettler, Laura Reiter, and Ronni Farrell have submitted applications to serve on the Recycling Committee. The Recycling Committee consists of five full membership terms and one alternate membership term. **There is now 1 full term and 1 alternate term available.** One current member has membership until June 2018. This member has indicated interest but has not completed the required paperwork and ethics test.

IMPACT IF NOT APPROVED: The vacant positions on the Recycling Committee will remain open and the Committee will not be able to hold a meeting.

SUGGESTED ACTION: *MOTION TO appoint one of the applicants as a full member with a term to expire June 30, 2021, and to appoint one of the applicants as an alternate member with a one year term which will expire June 30, 2019.*

ATTACHMENTS:

1. Applications to Serve



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: Laura R. Reiter HOME TELEPHONE: [REDACTED]
ADDRESS: 95 Shore Rd, Cottage 7, NT, 02652 WORK PHONE: [REDACTED]
MAILING ADDRESS: PO Box 955 N.T 02652 E-MAIL: [REDACTED]
FAX: _____ MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: _____

Swap shop issue Recycling Committee

SPECIAL QUALIFICATIONS OR INTEREST: We need to keep the swap shop open for year-round residents. However, we need to have volunteers / pd. worker to monitor the incoming items. Items should be separated before bringing

COMMENTS: them to the shop. No undergarments, dirty clothes or boots (dirty, muddy) should be accepted.

A pd. person should be able to schedule volunteers in 2-4 hrs shifts. A comment overheard at the shop.

"We are poor enough" - "we need the shop to be open," a chapter published in "Living on the Edge"

SIGNATURE: Laura R. Reiter DATE: 12/4/17

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

RCVD 2017DEC4 am11:35

SIGNATURE: _____ DATE: _____ ADMINISTRATIVE OFFICE
TOWN OF TRURO

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

* Chapter 70 - "Living on the Edge: The New Economy for Aging Americans" Please help us!!! Please - LRR



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: Ronni FARRELL HOME TELEPHONE: [REDACTED]

ADDRESS: 20 Quail Ridge Rd WORK PHONE: —

MAILING ADDRESS: PO Box 446 E-MAIL: [REDACTED]

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

The Bracketing Committee

SPECIAL QUALIFICATIONS OR INTEREST: Served as volunteer for over
10 years, understand unique problems of running the
Swap and what it will face going forward and
how I can be a part.

COMMENTS: Have served on town boards before.

SIGNATURE: Ronni FARRELL DATE: 12-4-17

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

RCVD 2017DEC4 PM1:02

SIGNATURE: — DATE: — ADMINISTRATIVE OFFICE
TOWN OF TRURO

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: Amber Ketter HOME TELEPHONE: [REDACTED]

ADDRESS: 4 Slade hill Rd Truro MA 02666 WORK PHONE: _____

MAILING ADDRESS: PO Box 421 Truro MA 02666 E-MAIL: [REDACTED]

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

Recycling community [REDACTED]

SPECIAL QUALIFICATIONS OR INTEREST: Parks & forest natural resource

management Email

COMMENTS: _____

SIGNATURE: [Signature] DATE: 12/4/17

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

SIGNATURE: _____ DATE: _____

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



Agenda Item: 3E

TOWN OF TRURO

Board of Selectmen Agenda Item

BOARD/COMMITTEE/COMMISSION: Agricultural Commission

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: January 9, 2018

ITEM: Interview and appointment of applicants to the Agricultural Commission.

EXPLANATION: Amber Kettler, Todd Schwebel, Peter Staaterman and John Hopkins have each submitted an application to serve on the Agricultural Commission. The Agricultural Commission consists of a total 5 full members and 3 Alternates. Currently David Dewitt, Chair is on the Commission.

IMPACT IF NOT APPROVED: The vacant positions on the Agricultural Commission will remain open and the Committee will not be able to hold a meeting.

SUGGESTED ACTION: *MOTION TO appoint Amber Ketler, Todd Schwebel, Peter Staaterman and John Hopkins as full members of the Agricultural Commission for three year terms which expire June 30, 2021.*

ATTACHMENTS:

1. Applications to Serve
2. Endorsement of Chair



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: Amber Ketter HOME TELEPHONE: [REDACTED]

ADDRESS: 4 Slade hill Rd Truro MA 02666 WORK PHONE: _____

MAILING ADDRESS: PO Box 421 Truro MA 02666 E-MAIL: [REDACTED]

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

[REDACTED], agricultural commission

SPECIAL QUALIFICATIONS OR INTEREST: parks & forest natural resource management. Email

COMMENTS: _____

SIGNATURE: [Signature] DATE: 12/4/17

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

SIGNATURE: _____ DATE: _____

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

TOWN OF TRURO



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Todd Schwebel HOME TELEPHONE: [REDACTED]

ADDRESS: 5 Alden Circle WORK PHONE: [REDACTED]

MAILING ADDRESS: P.O. Box 618 E-MAIL: [REDACTED]

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

Agriculture Committee

SPECIAL QUALIFICATIONS OR INTEREST: I have been involved with the Agriculture fair from the first year. I also have a big garden and lots of fruit trees and bushes.

COMMENTS: I would like to help promote Agriculture in Truro both to maintain the rural feel to Truro and to help local people pursue farming.

SIGNATURE: Todd Schwebel DATE: 12/12/17

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: Peter Shacter HOME TELEPHONE: [REDACTED]

ADDRESS: 12 Longrock Rd WORK PHONE: [REDACTED]

MAILING ADDRESS: PO Box 774 E-MAIL: [REDACTED]

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

AG Commission

SPECIAL QUALIFICATIONS OR INTEREST: _____

farmer

COMMENTS: _____

SIGNATURE: Peter Shacter DATE: Oct 18, 2014

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

SIGNATURE: _____ DATE: _____

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

RCVD 2017OCT18 PM2:43
ADMINISTRATIVE OFFICE
TOWN OF TRURO



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: JOHN B HOPKINS HOME TELEPHONE: [REDACTED]
ADDRESS: 21 OLD BRIDGE WORK PHONE: [REDACTED]
MAILING ADDRESS: P.O. 1188 E-MAIL: [REDACTED]
FAX: None MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: Ag committee

SPECIAL QUALIFICATIONS OR INTEREST:

ON committee before, on planning before.

COMMENTS:

organic farmer 6 years in Truro sell at markets.

SIGNATURE:

[Signature]

DATE:

12-21-2017.

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

SIGNATURE:

DATE:

INTERVIEW DATE:

APPOINTMENT DATE (IF

APPLICABLE):

From: [David DeWitt](#)
To: [Nicole Tudor](#)
Subject: Re: Update Ag Commission reappointment
Date: Tuesday, December 12, 2017 1:24:55 PM
Attachments:

To The Truro Selectmen,

This letter is confirm that as the Chair of the Agricultural Commission I endorse Amber Kettler to sit on our commission. Thank you for your consideration.

David DeWitt
Chair/ Truro Agricultural Commission

On Tue, Dec 12, 2017 at 10:28 AM, Nicole Tudor <ntudor@truro-ma.gov> wrote:

Hi David, we had to move the appointment interview of Amber Ketler to January 9th.

When you have a moment can you send an email endorsing her appointment to the Agricultural Commission?

Thanks so much!

Nicole Tudor

Executive Assistant

Selectmen's Office

Truro Town Hall

PO Box 2030

[24 Town Hall Road](#)

[Truro, MA 02666](#)

Direct Line: [\(508\) 214-0925](tel:(508)214-0925)

Extension: [\(508\)349-7004 Ext 110](tel:(508)349-7004)

Fax: [\(508\)349-5505](tel:(508)349-5505)

From: [David DeWitt](#)
To: [Nicole Tudor](#)
Subject: Re: Application to Serve - Agricultural Commission - Todd Schwebel
Date: Wednesday, December 13, 2017 8:55:37 AM
Attachments:

To The Truro Selectmen,

This letter is confirm that as the Chair of the Agricultural Commission I endorse Todd Schwebel to sit on our commission. Thank you for your consideration.

David DeWitt

On Wed, Dec 13, 2017 at 8:27 AM, Nicole Tudor <ntudor@truro-ma.gov> wrote:

Hi David,

Please find attached Todd Schwebel's Application to Serve on the Agricultural Commission.

When you have a moment, would you kindly respond as Chair to the endorsement of this appointment on the Agricultural Commission.

We will then schedule his interview with the Board of Selectmen on an available future Agenda.

Thank you, Nicole

Nicole Tudor

Executive Assistant

Selectmen's Office

Truro Town Hall

PO Box 2030

24 Town Hall Road

From: [David DeWitt](#)
To: [Nicole Tudor](#)
Subject: Re: Application to Serve-Peter Staaterman
Date: Tuesday, January 02, 2018 11:11:19 AM
Attachments:

To The Truro Selectmen,

This letter is confirm that as the Chair of the Agricultural Commission I endorse Peter Staaterman to sit on our commission. Thank you for your consideration.

 David DeWitt

On Tue, Jan 2, 2018 at 10:32 AM, Nicole Tudor <ntudor@truro-ma.gov> wrote:

Hi David,

When you have a moment, would you kindly respond as Chair to the endorsement of Peter Staaterman's appointment on the Agricultural Commission, he is being interviewed January 9th.

Thank you, Nicole

Nicole Tudor

Executive Assistant

Selectmen's Office

Truro Town Hall

PO Box 2030

[24 Town Hall Road](#)

[Truro, MA 02666](#)

Direct Line: [\(508\) 214-0925](tel:(508)214-0925)

Extension: [\(508\)349-7004 Ext 110](tel:(508)349-7004)

Fax: [\(508\)349-5505](tel:(508)349-5505)

Email: ntudor@truro-ma.gov



From: [David DeWitt](#)
To: [Nicole Tudor](#)
Subject: Re: Application to Serve John Hopkins
Date: Monday, January 01, 2018 11:17:44 AM
Attachments:

To The Truro Selectmen,

This letter is confirm that as the Chair of the Agricultural Commission I endorse John Hopkins to sit on our commission. Thank you for your consideration.

David DeWitt

On Fri, Dec 22, 2017 at 10:12 AM, Nicole Tudor <ntudor@truro-ma.gov> wrote:

Hi David,

Please find attached John Hopkins' Application to Serve on the Agricultural Commission.

When you have a moment, would you kindly respond as Chair to the endorsement of this appointment on the Agricultural Commission.

Thank you!

Nicole Tudor

Executive Assistant

Selectmen's Office

Truro Town Hall

PO Box 2030

24 Town Hall Road

Truro, MA 02666

Direct Line: [\(508\) 214-0925](tel:(508)214-0925)

Extension: [\(508\)349-7004](tel:(508)349-7004) Ext 110

Fax: [\(508\)349-5505](tel:(508)349-5505)

Email: ntudor@truro-ma.gov



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant, on behalf of Lester J. Murphy, Jr.

REQUESTED MEETING DATE: January 9, 2018

ITEM: Condominium Declaration of Covenant for Lexvest East Harbour, LLC, located at 618 Shore Road.

EXPLANATION: The applicant has submitted a Condominium Declaration of Covenant for Lexvest East Harbour, LLC. Changes include;

- Changing designation of year-round resident manager's unit from unit 1A to unit 8.
- Reducing the number of units from 18 to 14.

IMPACT IF NOT APPROVED: Lexvest East Harbor will not be allowed to reduce the number of condominium units, and the manager's unit will remain # 1A.

SUGGESTED ACTION: *MOTION TO approve the Condominium Declaration of Covenant for Lexvest East Harbour, LLC, reducing the amount of units from 18 to 14, and to change the designation of the manager's until from # 1A to # 8.*

ATTACHMENTS:

1. Condominium Declaration of Covenant
2. Letter from Lester J. Murphy, Jr. requesting placement on Selectmen's Agenda
3. Letter explaining reduction in units, change in manager unit #.



TOWN OF TRURO

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

CONDOMINIUM DECLARATION OF COVENANT

WHEREAS, LEXVEST EAST HARBOUR, LLC
hereinafter referred to as "OWNER," is the owner of certain real estate currently being operated
as a Motel and Cottage Colony situated on
618 Shore Road
in North Truro, Massachusetts, which said real estate is fully and completely
described in the deed marked Exhibit "A," annexed hereto and made a part hereof; and

WHEREAS, the Owner is desirous of holding the above-described property as a
condominium; and

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

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

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

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

1. The property, consisting of 14 units, is intended for and is to be used only for seasonal use, and, except as otherwise provided herein, all units owned by the Owner and the Condominium shall not be occupied between November 30 of each year and March 1 of the succeeding year. Provided that, nothing contained herein shall restrict or limit the year-round use of one (1) unit, that being unit # 8, which is designated as the resident manager's unit.

2. No agreement between the Owner or Condominium and any of its members to modify or amend the Occupancy Agreement of any unit with respect to the seasonal use restrictions of each unit shall be of any force or effect unless the same has been approved and assented to in a written instrument signed by the Board of Selectmen of the Town of Truro.

3. The attempted amendment or modification of any such Occupancy Agreement to provide for use of a unit beyond the season of March 1 to November 30, shall constitute the extension of a pre-existing, non-conforming use as well as a violation of Section 40.3 of the Zoning Bylaws of the Town of Truro as amended on May 19, 1981.

4. This Covenant and the restrictions herein contained shall remain in effect so long as the property is established as a Condominium, including any successor Condominium.

5. The Inhabitants of the Town of Truro, through its Board of Selectmen and/or Building Inspector, shall have the right to enforce the provisions of this Covenant, and to obtain from a Court of competent jurisdiction the appropriate orders and injunctive relief prohibiting any violations of the conditions and covenants herein contained. In the event that the said Town

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

6. No amendment, revision, termination or substitution of this Declaration of Covenant shall be effective unless the same is assented to in writing by the Inhabitants of the Town of Truro through its Board of Selectmen.

7. The original of this Covenant shall be recorded with the Barnstable County Registry of Deeds and shall be marginally referenced to the deed of the owner and shall run with the land.

8. The invalidity of any provision of this Agreement shall not be deemed to impair or affect in any manner the validity, enforceability, or effect of the remainder of this Agreement and, in such event, all of the other provisions of this Agreement shall continue to full force and effect as if such invalid provisions had never been included herein.

9. The property will continue to be licensed under the authority of the Board of Health pursuant to MGL Ch. 140, Sections 32A, B, C, D and E.

EXECUTED AS A SEALED INSTRUMENT this 22 day of
November, 20 17 By: The Lexvest Group, LLC
Owner / Manager, Eric D. Shapiro

IN WITNESS WHEREOF, LEXVEST EAST HARBOUR, LLC has caused its name

to be signed and its corporate seal to be hereto affixed by The Lexvest Group, LLC, by Eric D. Shapiro
Manager
its ~~President~~ on the day and year above written.

By: 
~~President~~ Manager, Eric D. Shapiro

Condominium
Declaration of Covenant
Page 4

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss. November 22nd, 20 17

Then personally appeared the above named Eric D. Shapiro and

acknowledged the foregoing instrument to be a free act and deed, before me.


Notary Public

My commission expires: 08/03/2023



NICHOLAS C. PARTHYMOS
Notary Public
Commonwealth of Massachusetts
My Commission Expires Aug. 03, 2023

TRURO BOARD OF SELECTMEN

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss _____, 20 _____

Then personally appeared the above- named _____

_____, as they are the Truro Board of Selectmen,

and acknowledged the foregoing instrument to be their free act and deed; before me,

Notary Public

My commission expires _____.

LESTER J. MURPHY, JR.

ATTORNEY AT LAW

MAIL ADDRESS:
P.O. BOX 1388
E. DENNIS, MA 02641
EMAIL ljmurphylaw@verizon.net

OFFICE LOCATION:
1380 ROUTE 134
EAST DENNIS, MA 02641
TELEPHONE (508) 385-8313
FAX (508) 385-7033

November 28, 2017

Board of Selectmen
Town of Truro
P.O. Box 2030
Truro, MA 02666

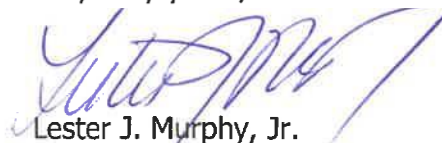
Re: Request for placement on Selectmen's Agenda

Dear Ladies and Gentlemen:

Please be advised that I am writing to you on behalf of Lexvest East Harbour, LLC which is the Owner of the property comprising East Harbour Motel and Cottages at 618 Shore Road. This property was the subject of a Condominium Conversion a couple of years ago and is now undergoing renovations and modifications including a reduction in the number of Units at the property.

I have enclosed a revised Condominium Declaration of Covenant to reflect the changes in the makeup of the Condominium, the reduction in the number of Units and the proposed Manager's Unit designation. I am requesting that you place this matter on the Agenda for the December 12, 2017 hearing for presentation to the Board and, hopefully their execution. Please let me know if you need any further information or documentation and whether this date is acceptable.

Very tr ly yours,



Lester J. Murphy, Jr.

LJM/ks
enclosures
cc: Eric Shapiro, Matthew Blackham

Noelle Scoullar

From: K.Swatling, MurphyLaw <kala.murphylaw@verizon.net>
Sent: Thursday, December 07, 2017 2:27 PM
To: Noelle Scoullar
Subject: 618 Shore Road - Request for placement on Selectmen's Agenda

Noelle,

The property previously had 18 Units with Unit #1A designated as the Manager's Unit.

Applicant is proposing some minor site design changes including increase in parking spaces and walkway relocations as well as interior renovations to the motel building reducing the number of Units from eight (8) to five (5) and the number of bedrooms by three (3) as well as some exterior and interior modifications to the Manager's Building including removal of a Unit from three (3) to two (2) and increase in the bedrooms from four (4) to six (6), a new porch in the front of the building and changes to the rear deck.

The above is from attorney Murphy's outline for Site Plan Review. Giving you a general idea of the modifications being proposed.

Please let me know if you have further questions.

Kindly,

Kala Jablonski
Legal Assistant

Lester J. Murphy Jr.
Attorney At Law
1380 Route 134
PO BOX 1388
East Dennis, MA. 02641
TEL: (508) 385-8313
FAX: (508) 385-7033
Email: ljmurphylaw@verizon.net

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TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: January 9, 2018

ITEM: Discussion of Board suggestions for the Annual Town Report cover and dedication page.

EXPLANATION: Each year staff requests suggestions from the Board on a cover for the Annual Town Report and for the report dedication.

If the cover is not decided upon at this meeting it can be determined at a later meeting. The Annual Town Report must be ready two weeks prior to Annual Town Meeting.

SUGGESTED ACTION: *MOTION TO approve _____ as the cover and theme for the 2017 annual report and to dedicate the report to _____.*

Or

No action until a later meeting at which further information is presented.

ATTACHMENTS:

None



Agenda Item: 5C

TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: January 9, 2018

ITEM: Discussion and Possible Vote on Board of Selectmen Goals CEG8 and CEG10

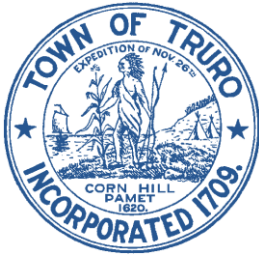
- CEG8: *The Board of Selectmen will hold quarterly conversational forums with citizens to gather information on town services.*
- CEG10: *The Board of Selectmen will hold joint meetings with select groups, boards, committees and commissions on an as-needed basis, including Planning Board, School Committee, Zoning Board of Appeals, Conservation Commission and Board of Health.*

EXPLANATION: At the last meeting, the Board requested that a discussion of Goals CEG8 and CEG 10 be placed on the next agenda to discuss a plan/process for the quarterly forums with citizens and to set priorities for joint meetings.

SUGGESTED ACTION: Motion to

ATTACHMENTS:

None



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. *None*

B. Renewal of Annual Licenses-Top Mast Café Common Victualer

C. Review and Approve Alcoholic Beverages Control Commission 2017 Annual Report

D. Review and Approve Board of Selectmen Minutes: December 19, 2017



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant on behalf of Top Mast Cafe

REQUESTED MEETING DATE: January 9, 2018

ITEM: Approval of 2018 Common Victualler License -
Top Mast Cafe (Seasonal Common Victualler) 209 Shore Rd

EXPLANATION: The approval of the Annual License for Top Mast Cafe is under the authority of the Board of Selectmen as the Local Licensing Authorities. Should you approve this license for renewal; the license will be issued only upon compliance with all regulations, receipt of the necessary fees and prior approval of the Food Service License by the Health Agent. Top Mast Cafe was issued their Food Service Licenses by the Health Agent on 12/18/2017. There were no reported issues with this establishment in 2017.

Mass General Law Chapter 140 § 2	Licenses & Permits Issued by Board of Selectmen	Names of Businesses
	Common Victualler (Cooking, Preparing and Serving food)	Top Mast Cafe

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The applicant for the annual Common Victualler will not be issued their 2018 License to operate at Top Mast Cafe in the Town of Truro.

SUGGESTED ACTION: *Motion to approve the 2018 annual Common Victualler License for Top Mast Cafe upon compliance with all regulations and receipt of the necessary fees.*

ATTACHMENTS:

1. Renewal Application for 2018: Top Mast Cafe



Town of Truro Board of Health

24 Town Hall Road, P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004, Extension: 131 Fax: 508-349-5508
Email: ebecbe@truro-ma.gov or adavis@truro-ma.gov



APPLICATION FOR FOOD SERVICE – COMMON VICTUALER

☐ New ☒ Renewal

#2018-046

Section 1 – License Type

Type of License: ☒ Food Service ☒ Common Victualer

Type of Food Service Establishment:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Food Service (restaurant or take out) | <input type="checkbox"/> Catering |
| <input type="checkbox"/> Retail Food (commercially prepared foods) | <input type="checkbox"/> Manufacturer of Ice Cream/Frozen Dessert |
| <input type="checkbox"/> Residential Kitchen | <input type="checkbox"/> Bakery |
| <input type="checkbox"/> Bed & Breakfast w/Continental Breakfast | |

Section 2 – Business/Owner/Manger Information

Federal Employers Identification Number (FEIN/SS) 04-2699681

Business Name: Top Mast Resort.--dba "Top Mast Cafe"

Owner Name: Albert Silva - SILVA FAMILY HERITAGE TRUST Email Address: vacation@topmastresort.com

Mailing Address: P.O. Box 44, North Truro, MA 02652

Phone No: 508-487-1189

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

Name: Jason Silva

Email Address: [REDACTED]

Mailing Address: P.O. Box 84, North Truro, MA 02652

Phone No: [REDACTED] 24 Hour Emergency: [REDACTED]

Section 3 – Business Operation Details

Number of Seats: Inside: 50 Outside: 22 Number of Employees: 8

Length of Permit: ☐ Annual ☒ Seasonal Operation

Hours of Operation: 7am To 11pm

★ - SEE COVER SHEET.

Days Closed Excluding Holidays: none

If Seasonal: Approximate Dates of Operation: 04 /01 /18 To 10 /31 /18

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

Allergen Awareness Certification (attach copy):
Jason Silva

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:

Section 4 - Attestation

Attestation

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: Albert Silva **Date:** 12/8/17

Application Checklist:

- ☒ **Food Service Permit Application**
- ☒ **Smoke Detector/Fire Protection Certification**
- ☒ **Workers Compensation Affidavit/Certificate of Insurance**
- ☒ **Copy of Inspection of Kitchen Equipment: Commercial Hood and Ventilation System Report**
- ☒ **Copy of Service report of mechanical washing equipment (Dishwasher)**
- ☒ **Copy of ServSafe Certification and Allergy Awareness**
- ☒ **Copy of Choke Saver (for food service establishment w/seating capacity of 25 or more)**

FOR HEALTH DEPARTMENT USE ONLY

Comments:

Review by

Date

Number: 2018-046

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:

Albert Silva, mgr., d/b/a Top Mast Cafe

Whose place of business is **209 Shore Rd**

Type of business and any restrictions **Restaurant**

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

Permit Expires: **December 31, 2018**

Date Issued: **12/18/17**

Seating: 72



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: Top Mast Resort, Inc. dba "Top Mast Cafe"

Address: 209 Shore Rd

City/State/Zip: North Truro, MA 02652

Phone #: 508-487-1189

Are you an employer? Check the appropriate box:

1. ☒ I am a employer with 18 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: Associated Employers Insurance Co.

Insurer's Address: 54 Third Avenue,

City/State/Zip: Burlington, MA 01803

Policy # or Self-ins. Lic. # _____

Expiration Date: 09/30/2018

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: Albert Silva

Date: 12-8-17

Phone #: 508-487-1189

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

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

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

Contact Person: _____

Phone #: _____



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

FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT

BUSINESS NAME: TOP MAST CAFE
OWNER/MANAGER: ALBERT SILVA / JASON SILVA
ADDRESS: 209 SHORE RD. N. TRURO
PHONE #: 508-487-1189 NUMBER OF UNITS: CAFE-MOTEL
CONTACT PERSON: JASON SILVA
ADDRESS: 209 SHORE RD. N. TRURO
TESTING COMPANY: RALPH J. PERRY
TESTING ~~ELECTRICIAN~~/TECHNICIAN: MIKE HOLUBESKO
COMPANY PHONE #: 775 3473 HOME PHONE #: _____
LICENSE #: 5342

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

COMMENTS: FIRE EXTINGUISHERS + HOOD SYSTEM

DATE OF CERTIFICATION: 3/29/17 BY: [Signature]
Signature of Licensed ~~Electrician~~
TECHNICIAN

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

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: Topmast Resort Inc As Per Schedule
DBA:
Mailing address: 217 Shore Road Rte 6a
P O Box 44
North Truro, MA 02652

FEIN:

Legal Entity Type: Corporation

Other workplaces not shown above: See Location

2. The policy period is from 09/30/2017 to 09/30/2018 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	\$	500,000	each accident
Bodily Injury by Disease	\$	500,000	policy limit
Bodily Injury by Disease	\$	500,000	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		Premium Basis	Rates	
	Code No.	Estimated Total Annual Remuneration	Per \$100 Of Remuneration	Estimated Annual Premium
INTRA	32012			
INTER		SEE CLASS CODE SCHEDULE		

Minimum Premium \$292

GOV	GOV
STATE	CLASS
MA	9052

Total Estimated Annual Premium
Deposit Premium

State Assessments/Surcharges

This policy, including all endorsements, is hereby countersigned by


Authorized Signature

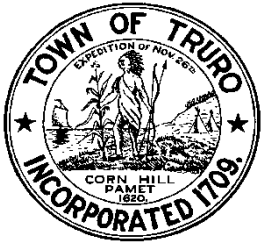
08/31/2017
Date

Service Office:
54 Third Avenue
Burlington MA 01803

Kaplansky Insurance
114 Harvard Street
Brookline, MA 02446

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: Administration/Licensing

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: January 9, 2018

ITEM: Review and Approval of the 2017 ABCC (Alcoholic Beverages Control Commission)
Annual Report

EXPLANATION: In accordance with Chapter 138 § 10A of the Massachusetts General Laws, every city and town in the Commonwealth that issues retail alcohol licenses must submit Annual Reports for Alcoholic Beverage Licenses issued from their respective towns including the total numbers of licenses, fees, revenue generated and notice of any violations.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: It can be postponed until the meeting of January 24th for further research if need be, however, in accordance with MGL, the report must be submitted to the State prior to the February 15th, 2018.

SUGGESTED ACTION: *MOTION TO approve the 2017 Annual Alcoholic Beverages Control Commission report for submission to the State.*

ATTACHMENTS:

1. 2017 Annual ABCC Report



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Licensing Department

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January 9, 2018

The Alcoholic Beverage Control Commission
ATT: Ryan Melville
Licensing Supervisor
239 Causeway Street, 1st Floor
Boston, MA 02114

In accordance with Chapter 138 § 10A of the Massachusetts General Laws, we submit our 2017 Annual Report for Alcoholic Beverage Licenses issued in the Town of Truro:

Annual Report for 2017

Class of Licenses	Number Issued	Fee set	Revenue Collected
All Alcoholic Beverages - Restaurants			
Annual <i>Montano's Restaurant</i>	1	\$1,650.00	\$1,650.00
Seasonal <i>Terra Luna Rest., Top Mast Cafe, Whitman House Rest., Blackfish Rest., Highland Lighthouse Cafe</i>	5	\$1,650.00	\$8,250.00
All Alcoholic Beverages - Package Stores			
Annual <i>Salty Market and Pamet Valley Package Store</i>	2	\$1,650.00	\$3,300.00
Seasonal <i>Fullers' Package Store</i>	1	\$1,650.00	\$1,650.00
All Alcoholic Beverages – General on Premises			
Annual	0	\$1,650.00	\$0.00
Seasonal <i>Beach Point Health and Swim Club</i>	1	\$1,650.00	\$1650.00
Wine & Malt – General on Premises			
Annual	0	\$1,350.00	\$0.00
Seasonal <i>Payomet Theater</i>	1	\$1,350.00	\$1,350.00
Wine & Malt - Restaurants			
Annual	0	\$1,350.00	\$0.00
Seasonal <i>Captain's Choice</i>	1	\$1,350.00	\$1,350.00
Wine & Malt - Package Stores			
Annual	0	\$1,350.00	\$0.00
Seasonal <i>Jams</i>	1	\$1,350.00	\$1,350.00

Class of Licenses	Number Issued	Fee set	Revenue Collected
Club	0	\$200.00	\$0.00
Farm Winery Pouring License <i>Truro Vineyards</i>	1	\$200.00	\$200.00
Farm Distillery Pouring License <i>Truro Vineyards</i>	1	\$400.00	\$400.00
Special (One Day) All Alcoholic Beverages:	5	\$50.00	\$250.00*
*The Local Authorities waive a portion of the fee for non-profit organizations that benefit its citizens, either educationally or culturally.			
Special (One Day) Wine and Malt:	15	\$25.00	\$375.00*
*The Local Authorities waive a portion of the fee for non-profit organizations that benefit its citizens, either educationally or culturally.			
Special (One Day) Wine Only:	1	\$25.00	\$25.00*
*The Local Authorities waive a portion of the fee for non-profit organizations that benefit its citizens, either educationally or culturally.			
Farmers' Market License	0	\$25.00	\$0.00
Total Revenue			<u>\$21,800.00</u>

There were no violations in 2017.

Paul Wisotzky, Chair

Maureen Burgess, Vice-Chair

Robert Weinstein, Clerk

Jay Coburn

Jan Worthington

Board of Selectmen/Local Licensing Authorities
Town of Truro

DRAFT

Truro Board of Selectmen Meeting Tuesday, December 19, 2017 Selectmen's Chambers, Town Hall

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

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

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

APPOINTMENT TO POLICE CHIEF SEARCH COMMITTEE

Carl Brotman explained his interest in joining the Police Chief Search Committee. He was interviewed before the other candidates since he will be away during January.

Robert Weinstein moved to approve the appointment of Carl Brotman to the Police Chief Search Committee. Jay Coburn seconded, and the motion carried 5-0.

BOARD OF SELECTMEN ACTION

Meeting with School Committee Chair and Superintendent

Chair of the Truro School Committee Terri Humes, Superintendent Michael Gradone, and School Committee member Tim Dickey came forward to discuss declining enrollment. A newspaper article had prompted the conversation, but everyone is aware of the situation, outlined by Jay Coburn, liaison to the School Committee. Ms. Humes said Truro plans to offer more Pre-School, after-school programing, increase school choice, and have a sixth grade next year. Superintendent Gradone expanded on Pre-School possibilities, gave enrollment numbers by grade, and discussed sixth grade options. Robert Weinstein gave his breakdown of cost per pupil and suggested possible regionalization with the neighboring towns. Jay Coburn corrected the statistics on per pupil costs. Superintendent Gradone said regionalization of elementary schools is unpopular in all Cape towns. Jay Coburn discussed the influence of housing availability on school enrollment.

Discussion with Senator Julian Cyr

State Senator Julian Cyr presented a Legislative update as he has done in all the towns that he represents. He explained the relationship of local issues that are decided at the State House level. He commented on attractions to live in Truro, which included the school. He outlined legislation in which he has been involved: Home Rule Petition 424, an easement on conservation; the expansion of the room occupancy tax to short term rentals; wastewater issues on the Cape, including his proposed Cape Cod Clean Water Trust; housing affordability and diversity; attractive options for downtowns; the ongoing opioid epidemic on Cape Cod; zoning reform with tools for smaller communities to aid housing production. The Budget season is coming at the state level, he said.

Senator Cyr responded to questions on health care; addictions, including alcohol, and the criminal justice system; state control of the former Air Force Base; using regulatory boards at the local level; wastewater options; diversity of housing; and concerns for the elderly population.

He said that sixty-four units of affordable housing are needed in Truro for sustainability. This could be possible through zoning changes. He was pleased by the success of obtaining the Cloverleaf property from state for Affordable Housing. He suggested that the Town would need to take the lead in a transfer of the Air Force Base to the state from the Department of the Interior. The Weymouth Naval Station had achieved this, he said.

Town Manager Rae Ann Palmer said that the change of administration at the Cape Cod Seashore presented an opportunity for the Air Force Base. She mentioned working together with Provincetown for health care plans and said she would meet with Leslie Sandberg, District Director for Senator Cyr, for more health care options. She also said that Truro and Provincetown have had discussions on water/wastewater issues.

Ms. Palmer commended Senator Cyr's helpful staff, and Chair Wisotzky thanked him for his leadership and attention to the Cape towns.

Goals and Objectives

Town Manager Rae Ann Palmer updated the Board on *Goals and Objectives* and requested approval of the revised completion dates for some of them. Assistant Town Manager Kelly Clark explained progress on the Navigator Program, found in the "Public Safety" section. The Board discussed three goals in the "Community Sustainability" section: next steps for a condominium conversion bylaw; an update on the town-wide house size bylaw, which is to be preceded by a survey on the Town website; and the outcome of the COA survey on elders. Under "Community Engagement & Governance," the Board needs to continue with quarterly information and determine priorities for holding joint meetings with boards and committees.

Jay Coburn moved to accept the revised completion dates for the *FY18 Goals and Objectives*. Robert Weinstein seconded, and the motion carried 5-0.

AGENDA REORDERING

Jay Coburn moved to change the order of the agenda and take the discussion of the CPC Application for Great Hollow Beach next. Janet Worthington seconded. The motion carried 5-0.

Discussion of CPC Application for Great Hollow Beach

Chairman Paul Wisotzky reviewed the request by Truro Conservation Trust Chair Fred Gaechter to have the Board of Selectmen cosponsor the Community Preservation application for acquisition of a lot to extend Great Hollow Beach in the category of Open Space/Recreation. He and Mr. Gaechter had discussed lowering the request to \$100,000. Mr. Wisotzky asked the Board about lowering the request amount and about being cosponsors of the proposal. The Board did not deem it necessary to weigh in again until the proposal comes before them for a recommendation as a Warrant Article. The Board decided by consensus to take no action at this time.

Jay Coburn recused himself from the meeting.

Approval of Exemption

The Board needed to act on Jay Coburn's request for an exemption by the Board of Selectmen on his disclosure, as a special municipal employee, of financial interest in a municipal contract as

Required by MGL Ch. 268A § 20(d) before they could decide the agenda item for a CDP contract.

Janet Worthington moved to grant the exemption for a special municipal employee's disclosure of financial interest in a municipal contract as required by MGL Ch. 268A § 20(d) filed with the Town by Jay Coburn. Robert Weinstein seconded, and the motion carried 4-0.

Community Development Partnership Contract for the Housing Rehab Program

Town Manager Rae Ann Palmer reviewed the Community Development Partnership (CDP) Contract for the Housing Rehab program for the FY17 CDBG grant. Bailey Boyd does the RFP for the Town. CDP has been the only organization offering this program.

Robert Weinstein moved to approve the CDP Contract for the Housing Rehab program for the FY17 CDBG grant program and authorize the Chair to sign it. Janet Worthington seconded, and the motion carried 4-0.

The Board also needed to vote on CDP's ability to modify the mortgages.

Robert Weinstein moved to authorize CDP to adjust loan amounts on behalf of the Town of Truro. Maureen Burgess seconded, and the motion carried 4-0.

Chequessett Chocolate Licensing

Town Manager Rae Ann Palmer reviewed the application for a Common Victualler License from Chequessett Chocolate, *dba* Farm Maid Foods, at 8 Highland Road.

Maureen Burgess moved to approve the application for a Common Victualler License for Chequessett Chocolate. Robert Weinstein seconded, and the motion carried 4-0.

Jay Coburn returned to the table.

CONSENT AGENDA

The Consent Agenda consisted of the following items:

- A. Review/Approve and Authorize Signature: *None*;
- B. Renewal of Annual Licenses-Savory and the Sweet Escape Common Victualer License; and
- C. Review and Approve Board of Selectmen Minutes: November 21, 2017, November 28, 2017, December 5, 2017.

Robert Weinstein moved to approve the Consent Agenda of December 19, 2017 as printed. Janet Worthington seconded, and the motion carried 5-0.

SELECTMEN REPORTS AND TOWN MANAGER REPORT

Robert Weinstein said he had attended a successful first meeting of the televised Budget Task Force. He expressed his hope that the viewing public would take advantage of following the meetings to better understand the process of planning for Town expenditures.

Paul Wisotzky agreed that Budget Task Force meeting went well. He reported on CPC Committee meetings where new grant applications for FY19 projects were presented. He said the Housing Authority's first feasibility study on water for Cloverleaf property is being done.

Town Manager Rae Ann announced that the Principal Assessor had given notice of her resignation and requested that the Assessor's personal decision be respected. Town Hall will have half day closures on Friday, December 22 and Friday, December 29, and all day on Christmas & New Year's Day, she said. Draft recruitment documents from Badge Quest are ready for the Police Chief Search. Recruiting for the Fire Department had begun. New agreements will have provisions that firefighters, who go to the Academy and don't stay for three and a half years afterwards, reimbursing the Town for that expense.

Robert Weinstein reported additionally on two conversations he had had. Someone had asked if those who take advantage of the residential tax exemption have their names released as public information or held as privileged information. Rae Ann Palmer said it was all public record, found on the property cards in the Assessor's Database. However, she is checking with Town Counsel, she said.

Mr. Weinstein had engaged in a conversation with another person who wanted more water and septic information regarding condo conversions.

SELECTMEN COMMENTS

There were comments on a variety of subjects. Maureen Burgess said she considered the televised Budget Task Force helpful. Janet Worthington applauded the Toys for Tots program by Fire and Police Departments. Rae Ann thanked Savory for use of their location for the "Stuff a Bus" part of the effort. Jay Coburn also expressed his disappointment over the departure of the fire fighters and the Principal Assessor. Janet Worthington and Maureen Burgess wished the Principal Assessor Kathy Fryxell well and thanked her for her service. Chair Wisotzky gave end of the year thanks to all staff, the board and committee volunteers, and the Board of Selectmen for their service to the Town. Rae Ann Palmer wished everyone, "Happy Holidays."

CORRESPONDENCE ITEM

Paul Wisotzky said the Historical Society had requested a letter of support to help them secure a grant from the Massachusetts Cultural Council. The Board approved sending the requested letter of support by consensus.

NEXT MEETING AGENDA

Town Manager Rae Ann Palmer reviewed agendas for the next two meetings:

Tuesday January 9, 2018 – Appointments for the Police Chief Search Committee, the Open Space Committee, the Recycling Committee, and the Agricultural Commission; the East Harbor Condos Covenant, the Social Media Policy, the cover for the Annual Report; quarterly forums; and joint meeting priorities. She said an Annual Report Award of interest to Truro and Ms. Worthington will be announced at the MMA Annual Meeting in January.

Tuesday, January 16, 2018 - Open Meeting Law training session at public safety and a joint meeting with the Board of Assessors.

ADJOURNMENT

Maureen Burgess moved to adjourn. Robert Weinstein seconded, and the motion carried 5-0. The meeting was adjourned at 7:24 p.m.

Respectfully submitted,

Mary Rogers,
Secretary

Paul Wisotzky, Chair

Maureen Burgess Vice-chair

Jay Coburn

Janet Worthington

Robert Weinstein, Clerk

Public Records Material of 12/19/17

1. Goals & Objectives
2. CDP contract for Housing Rehab Program for FY17CDBG grant
3. Application for a Common Victualler License for Chequessett Chocolate.
4. Application for renewal of Annual Licenses-Savory and the Sweet Escape Common Victualler License