



Truro Select Board

Tuesday, October 22, 2019

Regular 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. Review and Appoint Lauren Prophett to the Truro Cultural Council
- B. Interview and Appoint Susan Howe to the Community Preservation Committee
- C. Interview and Appoint Jim Nash to the Energy Committee
- D. Interview and Appoint Ellery Althaus to the Bike and Walkway Committee

4. TABLED ITEMS NONE

5. SELECT BOARD ACTION

- A. Review and Approve Annual Municipal Calendar for 2020 ATM and Fiscal Year 2021 Budget
Presenter: Rae Ann Palmer, Town Manager
- B. Discussion of Town Manager Search
Presenter: Janet Worthington, Chair

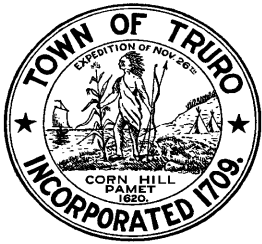
6. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 1. None
- B. Review and Approve Seasonal Licenses-Babe's Restaurant Common Victualer License
- C. Review and Approve Annual 2020 Licenses-Gingerbread House Lodging License
- D. Review/Approve and Authorize Signature: FY19 CDBG Grant Administrator Contract
- E. Review and Approve Bond Anticipation Note for Landfill Capping
- F. Review and Approve Appointment of Staff : Emily Beebe, Rep. to Cape Cod Water Protection Collaborative
- G. Review and Approve Select Board Minutes-September 24, 2019 and October 8, 2019

7. SELECT BOARD REPORTS/COMMENTS

8. TOWN MANAGER REPORT

9. NEXT MEETING AGENDA: November 12 and November 19



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: October 22, 2019

ITEM: Application to Serve on the Cultural Council

EXPLANATION: Laureen Prophett has submitted her application to serve on the Cultural Council. The Chair of the Cultural Council, Angel Gaimari has endorsed this new applicant for membership.

There are currently four active members and four vacancies on the Council. The Cultural Council needs five members appointed in order to be considered a legal council per the Massachusetts Cultural Council, this will ensure that the grant cycle goes smoothly, and the Cultural Council meets all the requirements. The Council should plan to have at least five members in place by September 1, 2019.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The applicant will not be able to participate as member of the Cultural Council and the vacancy will remain open.

SUGGESTED ACTION: *Motion to appoint Laureen Prophett to the Truro Cultural Council for a three-year term which will expire on June 30, 2022.*

ATTACHMENTS:

1. Laureen Prophett Application to Serve/Chair's Endorsement



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: LAUREEN PROPHETT HOME TELEPHONE: [REDACTED]

ADDRESS: 3 SINGLASS HILL ROAD WORK PHONE: [REDACTED]

MAILING ADDRESS: P.O. Box 936 E-MAIL: [REDACTED]

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

SPECIAL QUALIFICATIONS OR INTEREST: Artist; Former Art Gallery Owner and Trustee at Pilgrim Monument & Museum

COMMENTS: _____

RCVD 2019AUG13 PM3:33
ADMINISTRATIVE OFFICE
TOWN OF TRURO

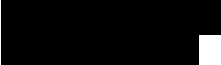
SIGNATURE: [Signature] DATE: July 13, 2019

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

SIGNATURE: _____ DATE: _____

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

From: [Angela Gaimari](#)
To: [Noelle Scoullar](#)
Cc: [Nicole Tudor](#); [Elizabeth Sturdy](#)
Subject: Re: Application to Serve-Truro Cultural Council
Date: Wednesday, August 14, 2019 2:47:47 PM

Hi Noelle,
Laureen comes recommended by TCC Vice Chairperson Jill Mays. We are happy to have Laureen join the council.
Thank you!
Angela Gaimari


On Tue, Aug 13, 2019 at 3:40 PM Noelle Scoullar <nscoullar@truro-ma.gov> wrote:

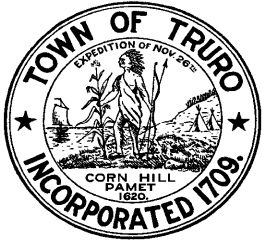
Good Afternoon Angela!

We have received an application to serve on the Truro Cultural Council. As Chair, you can either write your comments/recommendations on the application down the bottom and return to me, or you can reply to this email with your comments and I shall include it in the Select Board packet.

Thank you!

Noelle

From: scans@smtp.truro-ma.gov <scans@smtp.truro-ma.gov>
Sent: Tuesday, August 13, 2019 2:54 PM
To: Noelle Scoullar <nscoullar@truro-ma.gov>
Subject: Message from Mail Room KM_C458



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: October 22, 2019

ITEM: Application to Serve on the Community Preservation Committee

EXPLANATION: Susan Howe has submitted her application to serve on the Community Preservation Committee. The Chair of the Community Preservation Committee, Deborah McCutcheon has endorsed this new applicant for membership.

Robert Lowe resigned from the position of Member-At-Large on the Committee, which has an unexpired term ending June 30, 2020. Susan Howe will be assuming this appointment.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The applicant will not be able to participate as member of the Community Preservation Committee and the vacancy will remain open.

SUGGESTED ACTION: *Motion to appoint Susan Howe, as a Member-At-Large on the Community Preservation Committee filling an unexpired three-year term which ends on June 30, 2020.*

ATTACHMENTS:

1. Susan Howe Application to Serve/Chair's Endorsement

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 Howe HOME TELEPHONE: [REDACTED]
 ADDRESS: 12 Houser Way WORK PHONE: [REDACTED]
 MAILING ADDRESS: PO Box 973 E-MAIL: [REDACTED]
 FAX: _____ MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: Community Preservation Committee

SPECIAL QUALIFICATIONS OR INTEREST: I've learned about the mission and procedures of the CPC through my roles as the Chair of the Truro Commission on Disabilities and the President of the Truro Historical Society. I admire the work of the committee and the important projects their support has made possible. I would like to participate in these efforts.

COMMENTS: _____

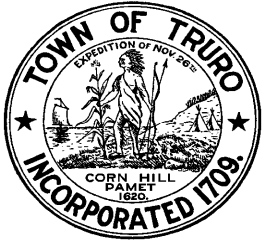
SIGNATURE: Susan Howe DATE: 9-10-19

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

Susan is a great combination between handicapped experience and interest in conservation-ecosystem. She brings a unique talent to our administrative efforts.

SIGNATURE: [Signature] DATE: October 1st 2019

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



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: October 22, 2019

ITEM: Application to Serve on the Energy Committee

EXPLANATION: James Nash has submitted his application to serve on the Energy Committee. The Chair of the Energy Committee, Brian Boyle has endorsed this new applicant for membership. There are currently three active members and three vacancies on the Committee.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The applicant will not be able to participate as member of the Energy Committee and the vacancy will remain open.

SUGGESTED ACTION: *Motion to appoint James Nash to the Truro Energy Committee for a three-year term which will expire on June 30, 2022.*

ATTACHMENTS:

1. James Nash Application to Serve/Chair's Endorsement



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

RCVD 2019SEPS am10:31
ADMINISTRATIVE OFFICE
TOWN OF TRURO

NAME: JAMES NASH HOME TELEPHONE: CELL [REDACTED]

ADDRESS: 1 CAPTAIN WILLIAMS WAY WORK PHONE: _____

MAILING ADDRESS: P.O. BOX 602, TRURO, 02666 E-MAIL: [REDACTED]

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

SPECIAL QUALIFICATIONS OR INTEREST: 33 YEARS IN POWER ELECTRICAL BUSINESS, INC. UTILITIES. ELECTRICAL ENGINEER FOCUS ON LARGE PROJECTS: SUBMARINE CABLES; ELECTRICAL SUBSTATIONS; REGULATORY PROCESSES.

COMMENTS: RETIRED TO PART TIME @ END OF 2019. INTERESTED TO HELP TRURO/OUTER CARE WITH PRESENT & FUTURE ENERGY PROJECTS/INITIATIVES

SIGNATURE: [Signature] DATE: 9/6/19

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

SIGNATURE: _____ DATE: _____

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

Noelle Scoullar

From: Brian Boyle <[REDACTED]>
Sent: Friday, September 13, 2019 3:13 PM
To: Noelle Scoullar
Cc: Nicole Tudor
Subject: Re: Application to Serve/Energy Committee

Hi Noelle,
Just met with him earlier today.
We're thumbs up and looking forward to his joining.
Thanks,
Brian

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

From: Noelle Scoullar <nscoullar@truro-ma.gov>
To: Brian Boyle <[REDACTED]>
Cc: Nicole Tudor <ntudor@truro-ma.gov>
Sent: Fri, Sep 13, 2019 12:30 pm
Subject: FW: Application to Serve/Energy Committee

Good Afternoon Brian,

Just checking to see if you have been in touch with Mr. Nash? If so, would you please reply with an approval or comments?

Thank you!
Noelle

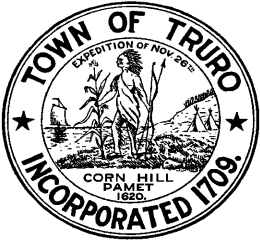
From: Noelle Scoullar
Sent: Friday, September 06, 2019 10:35 AM
To: Brian Boyle <[REDACTED]>
Cc: Nicole Tudor <ntudor@truro-ma.gov>
Subject: Application to Serve/Energy Committee

Good Morning Brian!

James Nash has applied to serve on the Energy Committee. He would like a phone call from you to discuss. Once you have done that, please reply to this email with an approval or comments and I shall place his application on the next available Select Board agenda.

Thank you!
Noelle

From: scans@smtp.truro-ma.gov <scans@smtp.truro-ma.gov>
Sent: Friday, September 06, 2019 9:52 AM
To: Noelle Scoullar <nscoullar@truro-ma.gov>
Subject: Message from Mail Room KM_C458



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: October 22, 2019

ITEM: Application to Serve on the Bike and Walkways Committee

EXPLANATION: Ellery Althaus has applied to serve on the Bike and Walkways Committee. The Chair of the Bike and Walkways Committee, Susan Roderick has endorsed this new applicant for membership.

There are currently four active members, one Full member vacancy and one Alternate member vacancy.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The applicant will not be able to participate as member of the Bike and Walkways Committee and the vacancy will remain open.

SUGGESTED ACTION: *Motion to appoint Ellery Althaus to the Bike and Walkways Committee as a Full Member for a three-year term which will expire on June 30, 2022.*

ATTACHMENTS:

1. Ellery Althaus Application to Serve/Chair's Endorsement

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: Ellecy Althaus HOME TELEPHONE: [REDACTED]

ADDRESS: 1 North Unionfield Rd WORK PHONE: 508 487 0711

MAILING ADDRESS: P.O. Box 992 E-MAIL: [REDACTED]

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

Bikes + Walkways

SPECIAL QUALIFICATIONS OR INTEREST: I like Biking well experienced.
Have small business that deals w lots of Cyclists

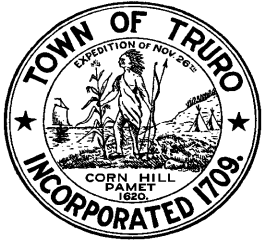
COMMENTS: Approved & very excited
to have him join Board
SR

SIGNATURE: [Signature] DATE: 9/25/17

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

SIGNATURE: [Signature] DATE: 10/2/2019

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



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: October 22, 2019

ITEM: Review, approve and comment on the Municipal Calendar for Annual Town Meeting 2020 and Fiscal Year 2021 Budget Preparation.

EXPLANATION: Attached for your review and consideration is the FY 2020 Municipal Calendar. This schedule is before the Select Board for formal approval.

SUGGESTED ACTION: *Motion to approve the Select Board Municipal Calendar meeting dates for Annual Town Meeting 2020 and fiscal year 2021 budget preparation.*

ATTACHMENTS:

1. Proposed Municipal Calendar



TOWN OF TRURO

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

October 22, 2019

To: Select Board
Department Heads
Chairs of Boards, Committees and Commissions
Town Moderator
Finance Committee

From: Rae Ann Palmer, Town Manager

Re: Annual Municipal Calendar for 2020 ATM and Fiscal Year 2021 Budget Preparation

The Select Board has consented to the following Municipal Calendar for the 2020 Annual Town Meeting and the Fiscal 2021 Budget Preparation. The calendar provides you with the upcoming deadlines for meetings, budget and CIP requirements, Annual Town Report requirements, Town Meeting and Elections. The 2020 Annual Town Meeting will be held on Tuesday, April 28, 2020.

- Oct. 8, 2019** Select Board and Finance Committee preliminary discussion on FY2021 budget and fiscal planning parameters
- Oct. 22, 2019** Finalize Select Board Budget Message
- Oct. 23, 2019** Department Head meeting to discuss the FY2021 Operating Budget and Capital Improvement Plan. 10:00AM - **Truro Town Hall**
- Nov. 1, 2019** CPC deadline for application for possible funding at the 2020 ATM
- Nov. 15, 2019** **All budgets and CIP requests must be turned into the Town Manager and the Town Accountant by noon.**
- Dec. 16, 2019** Budget Task Force Meetings Begin
- Jan. 14, 2020** Select Board review of budget and CIP and submit to Finance Committee (*Per Truro Charter – on or before January 15*)
- Jan. 14, 2020** Select Board vote to open the Warrant for the 2020 Annual Town Meeting, effective January 28, 2020

Jan. 28, 2020 Annual Town Meeting Warrant Opens

Jan. 31, 2020 All Annual Town Reports must be submitted electronically to Noelle Scoullar (nscoullar@truro-ma.gov), Liz Sturdy (esturdy@truro-ma.gov) and/or Nicole Tudor (ntudor@truro-ma.gov)

Feb. 7, 2020 Deadline for Money Articles

Feb. 11, 2020 Draft FY2021 Town and School Budgets, CIP presented to the Select Board and Finance Committee

Feb. 28, 2020 Annual Town Meeting Warrant Closes/Last day for Petitioned Articles at 4:00pm

Mar. 10, 2020 FY2021 “final” Budget and CIP and draft Warrant presented to Select Board for review and approval

Mar. 24, 2020 Last day to file nomination papers with the Registrar

Mar. 24, 2020 Last day for Finance Committee to submit letter to voters on FY2021 Budget/CIP for including in the Town Meeting Warrant

Mar. 24, 2020 Final Select Board review and approval of warrant and last day for the Select Board letter to voters on FY2021 Budget/CIP, etc., for inclusion in the Town Meeting Warrant

Mar. 27, 2020 Warrant to the Printer

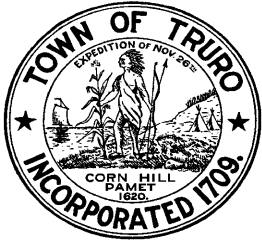
Apr. 9, 2020 Last day to object or withdraw nomination papers

Apr. 14, 2020 Post Warrant

Apr. 14, 2020 Budget Public Hearing, Pre-Town Meeting and Candidates Night

Apr. 28, 2020 Annual Town Meeting, 6:00 pm Truro Central School

May 12, 2020 Annual Town Election, 7:00 am – 8:00 pm Truro Community Center



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Janet Worthington, Chairperson

REQUESTED MEETING DATE: October 18, 2019

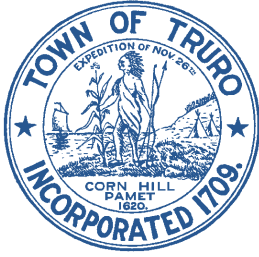
ITEM: Discussion of Town Manager Search

EXPLANATION: The Chair requested that this item be on the agenda. The Town Manager has notified the Board that she will not seek a contract renewal in June of 2020.

SUGGESTED ACTION: *MOTION TO*

ATTACHMENTS:

1. Memorandum from Town Manager



TOWN OF TRURO

Office of the Town Manager Memorandum

To: Select Board
From: Rae Ann Palmer, Town Manager
CC: Department Heads
Date: October 18, 2019
Subject: Contract Renewal

This correspondence serves to officially notify you that I do not intend to seek a contract renewal. I have enjoyed my five years with the Town but now look forward to future challenges. When I came to Truro in the Fall of 2014, the Board of Selectmen emphasized the importance of creating affordable housing, increasing town employee accountability, enforcing a culture of strong ethics, improving the policy development process, and drawing focus to the Town's budget and ever-increasing environmental concerns. Together with Town staff, the Select Board, surrounding communities, and state officials, we have accomplished or made significant progress on all of these fronts. I hope that future managers are able to build upon the success we have had in the last five years.

In the winter of 2014, Truro experienced a severe winter storm that was our first policy and environmental challenge. The Selectmen agreed to enlist the services of the geologists at the Center for Coastal Studies to inform a decision on whether to rebuild an artificial dune protecting the parking lot at Ballston Beach. Although it was a difficult choice, the Board followed the scientific recommendation to not rebuild the dune. This was the start of the now routine practice of using science to best inform policy and operational decisions that could have an impact on the Town's infrastructure and environment for years to come. Since that time, all the culvert projects that were previously identified as problem areas are either in the engineering or implementation stage. Now, each infrastructure project is reviewed within the context of the long-term impact on the environment and how current dollars are best utilized to protect the Town in the future.

I have focused significant attention on the staff performance evaluation process and improving accountability across the organization. I can report comfortably that we have created an environment where staff have the ability to succeed and be creative. We have come to this point by focusing on applying standards of performance and ethics equally across the organization. This work has been enabled by the development of a strong team of department heads.

The town is filled with dedicated public servants who are committed to their jobs and who care about the community they serve. *It has been one of the greatest privileges of my career to lead this team, and I will truly miss the staff more than anything.*

In addition to the policy examples listed above, the Town is now well on the way to improving the housing outlook for the local workforce and for individuals in need of affordable housing through the development of the Cloverleaf site.

All of the success during my tenure is built on the Town's most important policy document: the budget. Working closely with the staff, Finance Committee, and the Board, the Town has consistently prepared budgets that provide the expected level of service for our residents and visitors. Strong financial management and budget development is the cornerstone of success for any organization, municipal governments especially. I would like to thank my staff for their hard and diligent work on this task throughout my tenure.

I look forward to continuing my work with the staff and the many dedicated volunteers from this community over the next several months. I would like to thank the Select Board, including the three previous chairs that I worked with, Jay Coburn, Paul Wisotzky and Bob Weinstein. It was my pleasure to work with them and my pleasure and privilege to serve this community.



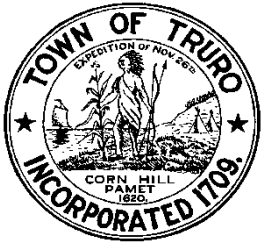
TOWN OF TRURO

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. Review and Approve Seasonal Licenses-Babe's Restaurant Common Victualer License
- C. Review and Approve Annual 2020 Licenses-Gingerbread House Lodging License
- D. Review/Approve and Authorize Signature: FY19 CDBG Grant Administrator Contract
- E. Review and Approve Bond Anticipation Note for Landfill Capping
- F. Review and Approve Appointment of Staff: Emily Beebe, Rep. to Cape Cod Water Protection Collaborative
- G. Review and Approve Select Board Minutes-September 24, 2019 and October 8, 2019



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: October 22, 2019

ITEM: Approval of Renewal of Business License:
Common Victualler License-Babe’s Restaurant-63 Shore Rd

EXPLANATION: The Common Victualler license for Babe’s Restaurant are under the authority of the Select Board as Local Licensing Authorities.

If you approve this license for renewal, the license will be issued only upon compliance with all regulations, receipt of the necessary fees, proof of taxes paid in full for the fiscal year and prior approval of the Food Service License by the Health Agent or Board of Health. The Food Service Licenses for Babe’s Restaurant were issued 09/24/2019 by the Board of Health. There were no reported issues with this establishment in 2018.

Mass General Law	Licenses & Permits Issued by Board of Selectmen	Names of Businesses
Chapter 140 § 2	Common Victualler (Cooking, Preparing and Serving	Babe’s Restaurant

IMPACT IF NOT APPROVED: The applicant will not be issued their License to operate Babe’s Restaurant at 63 Shore Rd.

SUGGESTED ACTION: *MOTION TO approve the 2019 seasonal Common Victualler License for Babe’s Restaurant upon compliance with all regulations and receipt of the necessary fees.*

ATTACHMENTS:

1. Renewal Application for 2019: Babe’s Restaurant

Smoke exp: 6/25/20

Consent Agenda Item: 6B1

PAID CC \$135.00

HEALTH DEPARTMENT TOWN OF TRURO

JUN 04 2019

RECEIVED BY:



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: ebeebe@truro-ma.gov or adavis@truro-ma.gov

FS # 2019-112A

2019-112B

Cat#

Bakery 2019-112B

APPLICATION FOR FOOD SERVICE - COMMON VICTUALER

New Renewal

Section 1 - License Type

Type of License: Food Service Common Victualer

PAID CC \$50.00

Type of Food Service Establishment:

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

Section 2 - Business/Owner/Manger Information

Federal Employers Identification Number (FEIN/SS) [Redacted] Business Name: Babe's Bakery Inc [Redacted]

Owner Name: Claudia Boesflug Email Address: veruschk@gmail.com

Mailing Address: PO Box 352 North Truro MA 02652

Phone No: 508-487-7457

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

Name: Terence Johnson Email Address: [Redacted]

Mailing Address: Po Box 352 North Truro MA 02652

Phone No: 508-487-7457 24 Hour Emergency: 508-487-7457

Best email

Section 3 - Business Operation Details

Number of Seats: Inside: 36 Outside: 12 Number of Employees: _____

Length of Permit: Annual Seasonal Operation

Hours of Operation: 7am 8:30am To 12pm

Days Closed Excluding Holidays: _____

If Seasonal: Approximate Dates of Operation: 9/30/19 To 10/30/19

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

Terrence Johnson

Allergen Awareness Certification (attach copy):

Terrence Johnson

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:

Date:

[Handwritten Signature] June - 24/2019

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 _____

Town of Truro-Food Inspection Report

BOARD OF HEALTH
24 TOWN HALL RD
TRURO, MA 02666

Establishment: <i>Babes Bakery</i>	Type of Operation	Type of Inspection	
Address: <i>63 Shore Rd.</i>	<input checked="" type="checkbox"/> Food Service Establishment	<input type="checkbox"/> routine	<input type="checkbox"/> HACCP
Owner: <i>Claudia Boespflug</i>	<input type="checkbox"/> Retail Food Store	<input type="checkbox"/> re-inspection	<input type="checkbox"/> Other
Person-In-Charge:	<input type="checkbox"/> Residential: Cottage Foods	<input type="checkbox"/> Illness Investigation	
Telephone:	<input type="checkbox"/> Residential: B&B	<input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Pre-operational
Inspector: <i>Adavis</i>	<input type="checkbox"/> Mobile/Pushcart	<input type="checkbox"/> Other	<input type="checkbox"/> General Complaint
Time In: <i>10:00am</i>			
Time Out: <i>10:25am</i>			

FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS

IN = in compliance OUT = out of compliance N/O = not observed N/A = not applicable COS = corrected on-site during inspection R = repeat violation

Compliance Status		I	O	N	N	C	R	Compliance Status		I	O	N	N	C	R
		N	U	A	O	O				N	U	A	O	O	
Supervision								Protection from Contamination							
1	Person in charge present, demonstrates knowledge and performs duties		<input checked="" type="checkbox"/>					15	Food Separated and protected						
2	Certified Food Protection Manager		<input checked="" type="checkbox"/>					16	Food contact surfaces; cleaned & sanitized						
Employee Health								Time/Temperature Control for Safety							
3	Management, food employee and conditional employee; knowledge, responsibilities and reporting		<input checked="" type="checkbox"/>					17	Proper Disposition of returned, previously served, reconditioned & unsafe food						
4	Proper use of restricted and exclusion							18	Proper cooking time & temperatures						
5	Procedures for responding to vomiting and diarrheal events							19	Proper reheating procedures for hot holding						
Good Hygienic Practices								Consumer Advisory							
6	Proper eating, tasting, drinking or tobacco use		<input checked="" type="checkbox"/>					20	Consumer advisory provided for raw/undercooked food						
7	No discharge from eyes, nose and mouth		<input checked="" type="checkbox"/>					21	Pasteurized foods used; prohibited foods not offered						
Preventing Contamination by Hands								Highly Susceptible Populations							
8	Hands clean and properly washed							22	Food additives: approved & properly used						
9	No bare hand contact with ready to eat foods							23	Toxic substances properly identified, stored & used						
10	Adequate handwashing sinks properly supplied and accessible		<input checked="" type="checkbox"/>					24	Compliance with variance/specialized process/HACCP Plan						
Approved Source								Conformance with approved Procedures							
11	Food obtained from approved source							25							
12	Food received at proper temperature							26							
13	Food received in good condition, safe & unadulterated							27							
14	Required records available: shellstock tags, parasite destruction							28							

GOOD RETAIL PRACTICES AND MASSACHUSETTS - ONLY SECTIONS

Safe Food and Water								Physical Facilities							
30	Pasteurized eggs used where required							50	Hot & cold water available; adequate pressure						
31	Water & ice from approved source		<input checked="" type="checkbox"/>					51	Plumbing installed; proper backflow devices						
32	Variance obtained for specialized processing methods							52	Sewage & waste water properly disposed						
Food Temperature Control								Additional Requirements Listed in 105 CMR 590.011							
33	Proper cooling methods used; adequate equipment for temperature control		<input checked="" type="checkbox"/>					M1	Anti-choking procedures in food service establishments						
34	Plant food properly cooked for hot holding							M2	Food allergy awareness						
35	Approved thawing methods used							Review of Retail Operations listed in 105 CMR 590.010							
36	Thermometers provided & accurate							M3	Caterer						
Food identification								M4	Mobile Food Operation						
37	Food properly labeled; original container							M5	Temporary Food Establishment						
Prevention of Food Contamination								M6	Public market; Farmers Market						
38	Insects, rodents & animals not present		<input checked="" type="checkbox"/>					M7	Residential Kitchen; Bed-and-Breakfast Operation						
39	Contamination prevented during food preparation, storage and display		<input checked="" type="checkbox"/>					M8	Residential Kitchen; Cottage Food Operation						
40	Personal cleanliness		<input checked="" type="checkbox"/>					M9	School Kitchen; USDA Nutrition Program						
41	Wiping cloths: properly used & stored		<input checked="" type="checkbox"/>					M10	Leased Commercial Kitchen						
42	Washing fruits & vegetables		<input checked="" type="checkbox"/>					M11	Innovative Operation						
Proper Use of Utensils								Local Requirement							
43	In-use utensils properly stored		<input checked="" type="checkbox"/>					L1	Local Law or Regulation						
44	Utensils, equipment & linens; properly stored, dried, and handled		<input checked="" type="checkbox"/>					L2	Other						
45	Single-use/single-service articles; properly stored and used		<input checked="" type="checkbox"/>												
46	Gloves used properly		<input checked="" type="checkbox"/>												
Utensils, Equipment and Vending															
47	Food & non-food contact surfaces cleanable, properly designed, constructed & used														
48	Warewashing facilities: installed, maintained, & used; test strips														
49	Non-food contact surfaces clean		<input checked="" type="checkbox"/>												

Signature of Person-in Charge: <i>Terence Johnson</i>	Date: <i>9/23/2019</i>
Signature of Inspector: <i>[Signature]</i>	Date: <i>9/23/2019</i>

not open yet

BOARD OF HEALTH

Establishment Name: _____ Date: _____ Page: _____ of _____

Item No.	Code Reference	C - Critical Item R - Red Item	DESCRIPTION OF VIOLATION / PLAN OF CORRECTION	Date Verified
			PLEASE PRINT CLEARLY	
			✓ coffee maker clean + paper cups ready ✗ general public area (tables + chairs) - needs cleaning ✗ paper trays had food debris cobwebs, etc. ↳ Claudia removed	
			✓ gloves	
			✓ 3 bay sink: labeled, sanitizer	
			✓ trash cans	
			✓ handwashing sink: sign, soap, paper towel	
			prep areas will not be used. obtaining baked goods from another location + serving w/ coffee	
			✓ hoods are clean	
			✓ license will be posted once obtained.	
			✓ ServSafe posted: expires on 8/5/2024	
			✗ fridge: needs cleaning 36°	

Discussion With Person in Charge:

Corrective Action Required:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<input type="checkbox"/> Voluntary Compliance	<input type="checkbox"/>	<input type="checkbox"/> Employee Restriction / Exclusion
<input type="checkbox"/> Re-inspection Scheduled	<input type="checkbox"/>	<input type="checkbox"/> Emergency Suspension
<input type="checkbox"/> Embargo	<input type="checkbox"/>	<input type="checkbox"/> Emergency Closure
<input type="checkbox"/> Voluntary Disposal	<input type="checkbox"/>	<input type="checkbox"/> Other

Violations Related to Foodborne Illness Interventions and Risk Factors (Red Items 1-22) (Cont.)

PROTECTION FROM CHEMICALS

14		Food or Color Additives
	3-202.12	Additives*
	3-202.14	Protection from Unapproved Additives*
15		Poisonous or Toxic Substances
	7-101.11	Identifying Information – Original Containers*
	7-102.11	Common Name – Working Containers*
	7-201.11	Separation – Storage*
	7-202.11	Restriction – Presence and Use*
	7-202.12	Conditions of Use*
	7-203.11	Toxic Containers – Prohibitions*
	7-204.11	Sanitizers, Criteria – Chemicals*
	7-204.12	Chemicals for Washing Produce, Criteria*
	7-204.14	Drying Agents, Criteria*
	7-205.11	Incidental Food Contact, Lubricants*
	7-206.11	Restricted Use Pesticides, Criteria*
	7-206.12	Rodent Bait Stations*
	7-206.13	Tracking Powders, Pest Control and Monitoring*

TIME/TEMPERATURE CONTROLS

16		Proper Cooking Temperatures for PHFs
	3-401.11A(1)(2)	Eggs – 155°F 15 Sec. Eggs – Immediate Service 145°F 15 Sec.*
	3-401.11(A)(2)	Comminuted Fish, Meats & Game Animals – 155°F Sec.*
	3-401.11(B)(1)(2)	Pork and Beef Roast – 130°F 121 Min.*
	3-401.11(A)(2)	Ratites, Injected Meats – 155°F 15 Sec.*
	3-401.11(A)(3)	Poultry, Wild Game, Stuffed PHFs, Stuffing Containing Fish, Meat, Poultry or Ratites – 165°F 15 Sec.*
	3-401.11(C)(3)	Whole-muscle, Intact Beef Steaks 145°F*
	3-401.12	Raw Animal Foods Cooked in a Microwave 165°F*
	3-401.11(A)(1)(b)	All Other PHFs – 145°F 15 Sec.*
	17	
3-403.11(A)&(D)		PHFs 165°F 15 Sec.*
3-403.11(B)		Microwave – 165°F 2 Minute Standing Time*
3-403.11(C)		Commercially Processed RTE Food – 140°F*
3-403.11(E)		Remaining Unsliced Portions of Beef Roasts*
18		Proper Cooling of PHFs
	3-501.14(A)	Cooling Cooked PHFs from 140°F to 70°F Within 2 Hours and from 70°F to 41°F/45°F Within 4 Hours.*
	3-501.14(B)	Cooling PHFs Made From Ambient Temperature Ingredients to 41°F/45°F Within 4 Hours*

	3-501.14(C)	PHFs Received at Temperatures According to Law Cooled to 41°F/45°F Within 4 Hours.*
19		PHF Hot and Cold Holding
	3-501.16(B) 590.004(F)	Cold PHFs Maintained at or below 41°F/45°F*
	3-501.16(A)	Hot PHFs Maintained at or above 140°F.*
	3-501.16(A)	Roasts Held at or above 130°F.*
20		Time as a Public Health Control
	3-501.19	Time as a Public Health Control*
	590.004(H)	Variance Requirement

REQUIREMENTS FOR HIGHLY SUSCEPTIBLE POPULATIONS (HSP)

21	3-801.11(A)	Unpasteurized Pre-packaged Juices and Beverages with Warning Labels*
	3-801.11(B)	Use of Pasteurized Eggs*
	3-801.11(D)	Raw or Partially Cooked Animal Food and Raw Seed Sprouts Not Served.*
	3-801.11(C)	Unopened Food Package Not Re-served.*

CONSUMER ADVISORY

22	3-603.11	Consumer Advisory Posted for Consumption of Animal Foods that are Raw, Undercooked or not Otherwise Processed to Eliminate Pathogens.* <i>Effective 1/1/2001</i>
	3-302.13	Pasteurized Eggs Substitute for Raw Shell Eggs*

SPECIAL REQUIREMENTS

590.009(A)-(D)	Violations of Section 590.009(A)-(D) in catering, mobile food, temporary and residential kitchen operations should be debited under the appropriate sections above if related to foodborne illness interventions and risk factors. Other 590.009 violations relating to good retail practices should be debited under #29 – Special Requirements.
----------------	---

VIOLATIONS RELATED TO GOOD RETAIL PRACTICES (Blue Items 23-30)

Critical and non-critical violations, which do not relate to the foodborne illness interventions and risk factors listed above, can be found in the following sections of the Food Code and 105 CMR 590.00.

Item	Good Retail Practices	FC	590.00
23.	Management and Personnel	FC – 2	.003
24.	Food and Food Protection	FC – 3	.004
25.	Equipment and Utensils	FC – 4	.005
26.	Water, Plumbing and Waste	FC – 5	.006
27.	Physical Facility	FC – 6	.007
28.	Poisonous or Toxic Materials	FC – 7	.008
29.	Special Requirements		.009
30.	Other		

* Denotes critical item in the federal 1999 Food Code or 105 CMR 590.000.

JUN 23 2019

RECEIVED BY:

Babe's

BAKERY
AND
RESTAURANT



Since 1966

North Truro
Cape Cod, Mass

BRUNCH

Babe's Brunch
Grilled egg and cheese sandwich served on a croissant or bagel with home fries.
Add Bacon or Ham.

Quiche Lorraine
Ham and cheese quiche baked according to an old French tradition.
Served with home fries

Spinach and Cheese Quiche
Something special for the vegetarian.
Served with home fries

Breakfast

Served from 7:30 am to 12:00 pm



Start the day with a refreshing fruit salad 3.00
with yogurt 4.00
with yogurt and granola 6.00

BEVERAGES

Orange, Cranberry, Grapefruit, Apple, Tomato
Coffee, Decaf, Tea
Herbal Tea
Hot Chocolate, Chocolate Milk
Milk
Iced Tea, Iced Coffee
Coke, Diet Coke, Sprite
Orangina, Perrier

BAKERY

Serving traditional French pastries.

French Croissant with butter and jam
Parisian Brioche served with butter and jam
Cinnamon-raisin Danish served with butter and jam
Blueberry or Cranberry muffin served with butter and jam
Apple or Cherry Turn-over
Pain au Chocolate
Grilled Bagel
with cream cheese
Homemade granola
with fruit
See showcase for more...



Toast served with butter and jam
English muffin served with butter and jam
Cinnamon-raisin toast with butter and jam.
Yoghurt
Pure Maple syrup
Cream cheese

Number: 2019-112A

Fee \$75.00

Town of Truro Board of Health

24 Town Hall Road, Truro, MA 02666

Permit To Operate A Food Establishment

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

Whose place of business is **Veruschka Boespflug, mgr., d/b/a Babe's Bakery**
63 Shore Rd

Type of business and any restrictions **Restaurant**

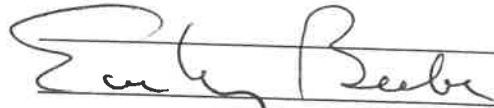
To operate a food establishment in **Truro**
(City or Town)

Permit Expires: **December 31, 2019**

Date Issued:

Sept. 24, 2019

Seating: 48



Truro Board of Health Agent

Number: 2019-112B

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:

Veruschka Boespflug, mgr.

Whose place of business is: **Babe's Bakery**

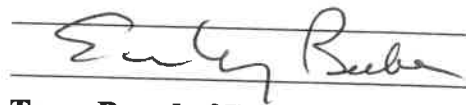
Type of business and any restrictions **Food Caterer**

To operate a food establishment in **Truro**

Permit Expires: **December 31, 2019**

Date Issued:

Sept. 29, 2019



Truro Board of Health Agent

Number: 2019-112C

Fee \$10.00

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

Bakery License

This is to Certify that

Veruschka Boespflug, mgr.,d/b/a Babes' Bakery Inc.
63 Shore Rd

IS HEREBY GRANTED A LICENSE


For

a bakery

This license is granted in conformity with the Statutes and ordinances relating thereto, and expires
December 31, 2019 unless sooner suspended or revoked.

Date

Sept. 24, 2019


Truro Board of Health Agent

CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: TERENCE JOHNSON

Certificate Number: 4084476

Date of Completion: 9/23/2019

Date of Expiration: 9/23/2024



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



800.765.2122
www.restaurant.org

ServSafe
National Restaurant Association

ServSafe® CERTIFICATION

TERENCE JOHNSON

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

18209342

CERTIFICATE NUMBER

5439

EXAM FORM NUMBER

8/5/2019

DATE OF EXAMINATION

8/5/2024

DATE OF EXPIRATION

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



#0655



Sherman Brown
Executive Vice President, National Restaurant Association Solutions



In accordance with Maritime Labour Convention 2006, Resolution ADM/N 068-2013 (Regulation 3.2, Standard A3.2).

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v.1711

Contact us with questions at 233 S. Wacker Drive, Suite 3600, Chicago, IL. 60606-6383 or ServSafe@restaurant.org.



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: Babe's Bakery Inc

Address: 69 Shore Rd

City/State/Zip: North Truro MA

Phone #: _____

Are you an employer? Check the appropriate box:

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

Business Type (required):

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

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

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

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

Insurance Company Name: Fireside Insurance Inc

Insurer's Address: 36 Shank Painter Rd

City/State/Zip: Provincetown MA 02657

Policy # or Self-ins. Lic. # _____ Expiration Date: 6/4/2020

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: _____

Date: June 24/2019

Phone #: 508-487-7454

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 #: _____

JUN 26 2019

RECEIVED BY:



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

FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT

BUSINESS NAME: Babes Bakery Inc

OWNER/MANAGER: Claudia Boespflug

ADDRESS: 69 Shore Rd North Truro MA 02652

PHONE #: 508-487-7467 NUMBER OF UNITS: _____

CONTACT PERSON: Verushka Boespflug

ADDRESS: PO BOX 352 North Truro MA 02652

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: INSPECTED FIRE EXTINGUISHERS AND SUPPRESSION SYSTEM

DATE OF CERTIFICATION: 6/21/19 BY: Michael Holub
Signature of Licensed Electrician

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

WORKERS COMPENSATION AND EMPLOYERS' LIABILITY
INSURANCE POLICY --- INFORMATION PAGE

INSURER:

NORFOLK & DEDHAM MUTUAL FIRE INSURANCE COMPANY
222 AMES STREET
DEDHAM, MA 02026

POLICY NO: [REDACTED]

RENEWAL

NCCI Company No: 21059

Account No:

FEIN: [REDACTED]

ITEM 1. NAMED INSURED AND MAILING ADDRESS:

BABES, INC.
PO BOX 352
NORTH TRURO, MA 02652

AGENT NAME AND ADDRESS:

NUMBER ONE INS AGCY, INC
C/O FIRESIDE INSURANCE
AGENCY, INC
PO BOX 760, 10 SHANK
PAINTERS
PROVINCETOWN, MA 02657

AGENT NO.: 20001FI2

LEGAL ENTITY: CORPORATION

OTHER WORKPLACES NOT SHOWN ABOVE: (See Workers Compensation Classification Schedule)

ITEM 2. POLICY PERIOD: From: 08/24/2018 To: 08/24/2019

Effective 12:01 A.M. Standard Time at the Insured's mailing address.

ITEM 3. COVERAGE:

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: Part Three of the policy applies to the states, if any, listed here:
SEE ENDORSEMENT [REDACTED]

D. This Policy includes these Endorsements and Schedules:
See Schedule of Forms and Endorsements.

ITEM 4. PREMIUM: The premium for this Policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required on the Workers Compensation Classification Schedule is subject to verification and change by audit.

Minimum Premium: \$	231	Total Estimated	
Audit Period: ANNUAL		Annual Premium: \$	235
		Additional / Return Premium:	
		Comments :	

Issued At:

Date: 07/16/2018

Countersigned by _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/14/2019

PRODUCER

FIRESIDE INSURANCE AGENCY INC
#10 Shank Painter Cmn POB 760
Provincetown, MA 02657-0760
(508) 487-9044

INSURED

BABES, INC.
PO BOX 352
NO. TRURO, MA. 02652

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

INSURERS AFFORDING COVERAGE

NAIC#

INSURER A: **NORFOLK & DEDHAM INS CO**

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

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

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
		GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANYAUTO <input type="checkbox"/> ALLOWED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANYAUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below OTHER	Y/N <input checked="" type="checkbox"/> N	08-24-19	08-24-18	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

RESTAURANT /
69 SHORE RD
NORTH TRURO, MA. 02652

CERTIFICATE HOLDER

TOWN OF TRURO
LICENSING DEPT.
TOWN HALL
TRURO, MA. 02666

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

ACORD25 (2009/01)

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Protecting New England. Because so much is at stake.

MEDFORD · SPRINGFIELD · HYANNIS · SMITHFIELD

Kitchen Suppression System Inspection Certificate

For

Babes Restaurant
69 Shore Road
North Truro, MA 02652

Tested to NFPA Standards

This Inspection was performed in accordance with NFPA 17 or 17A Standards. The subsequent pages of this report provide performance measurements, listed ranges of acceptable results, and complete documentation of the inspection. Whenever discrepancies exist between acceptable performance standards and actual test results, notes and/or recommended solutions have been proposed or provided for immediate review and approval.

Inspection Date:
6/24/2019

Inspector Name: Mike Holubesko
Title: Service Technician

BUILDING DEPARTMENT
TOWN OF TRURO

JUN 24 2019

RECEIVED BY:



Protecting New England. Because so much is at stake.

MEDFORD · SPRINGFIELD · HYANNIS · SMITHFIELD

Kitchen Suppression System Inspection Certificate

Property: Babes Restaurant	Street: 69 Shore Road	City/State/Zip: North Truro, MA 02652
Frequency: Annual	Inspector Name: Mike Holubesko	Date: 6/24/2019
Installed Product: <u>K 00078390A</u>	Product: Kitchen Suppression System	Equipment Location: #1 Main

System in service before conducting tasks	Yes
Pertinent parties notified before conducting tasks	Yes
Appliances Left to Right:	4 burn, 2 burn, griddle
Type of special agent extinguishing system: Wet chemical Dry chemical Prior to performing the required maintenance steps, verify that the system protection is designed and installed correctly for the existing appliance and ventilation system configuration. If not, note deficiencies.	Wet Chemical
Were building alterations/renovations made since last inspection?	No
Is system connected to building fire alarm?	Yes
Automatic Shutdown	
What is fuel source? Electricity Gas or Both	Gas
Nozzles	
Are caps in place?	Yes
Quantity of Nozzle Caps Changed	
Quantity of Nozzle Seals Changed	
Are nozzles properly oriented to protect hazard?	Yes
Are there signs of damage or clogging?	No
Manual Releases	
Are manual releases clear and unobstructed?	Yes
System Cylinders and Mechanical Controls	
Are system pressure gauges in proper operating range?	Yes
Tanks mounted and secured?	Yes
All visible piping & conduit properly supported and in good condition?	Yes
Proper pipe schedule and fitting weight(s) for hazard design?	Yes
Flexible discharge hoses? Date: Part#: Size: :	No
Portable Fire Extinguishers	
Are fire extinguishers provided?	No
Mechanical Detection Line	



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Function tested	Yes
Quantity of 165° F Links Changed	
Quantity of 212° F Links Changed	
Quantity of 280° F Links Changed	
Quantity of 360° F Links Changed	3
Quantity of 450° F Links Changed	
Quantity of 500° F Links Changed	
Interlocks	
Fuel shutoff	Yes
CERTIFICATE OF INSPECTION	
System tagged and left in service	Yes
Pertinent parties notified after conclusion of tasks	Yes
System returned to service	Yes
COMMENTS:	
6-Year Maintenance Test Are 6-year tests recorded?	No
12-Year Tests Are 12-year tests recorded?	

Property: Babes Restaurant	Street: 69 Shore Road	City/State/Zip: North Truro, MA 02652
Frequency: Annual	Inspector Name: Mike Holubsko	Date: 6/24/2019
Installed Product: K 00078390B	Product: Kitchen Suppression System	Equipment Location: #2 Prep

System in service before conducting tasks	Yes
Pertinent parties notified before conducting tasks	Yes
Appliances Left to Right:	6 burn
Type of special agent extinguishing system: Wet chemical Dry chemical Prior to performing the required maintenance steps, verify that the system protection is designed and installed correctly for the existing appliance and ventilation system configuration. If not, note deficiencies.	Wet Chemical
Were building alterations/renovations made since last inspection?	No
Is system connected to building fire alarm?	Yes
Automatic Shutdown	
What is fuel source? Electricity Gas or Both	Both
Nozzles	



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Are caps in place?	Yes
Quantity of Nozzle Caps Changed	
Quantity of Nozzle Seals Changed	
Are nozzles properly oriented to protect hazard?	Yes
Are there signs of damage or clogging?	No
Manual Releases	
Are manual releases clear and unobstructed?	Yes
System Cylinders and Mechanical Controls	
Are system pressure gauges in proper operating range?	Yes
Tanks mounted and secured?	Yes
All visible piping & conduit properly supported and in good condition?	Yes
Proper pipe schedule and fitting weight(s) for hazard design?	Yes
Flexible discharge hoses?	No
Date: Part#: Size: :	
Portable Fire Extinguishers	
Are fire extinguishers provided?	No
Mechanical Detection Line	
Function tested	Yes
Quantity of 165° F Links Changed	
Quantity of 212° F Links Changed	
Quantity of 280° F Links Changed	
Quantity of 360° F Links Changed	2
Quantity of 450° F Links Changed	
Quantity of 500° F Links Changed	
Interlocks	
Fuel shutoff	Yes
CERTIFICATE OF INSPECTION	
System tagged and left in service	Yes
Pertinent parties notified after conclusion of tasks	Yes
System returned to service	Yes
COMMENTS:	
6-Year Maintenance Test	
Are 6-year tests recorded?	No
12-Year Tests	
Are 12-year tests recorded?	



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TOTAL # OF EXTINGUISHERS – 4

EXTINGUISHERS DUE SERVICE NEXT YEAR – 0

New Equipment -

DRY CHEM 2.5 ABC		DRY CHEM 5 ABC		DRY CHEM 10 ABC		DRY CHEM 20 ABC	
DRY CHEM 10 BC		DRY CHEM 20 BC		DRY CHEM 10 PK		DRY CHEM 20 PK	
CO2 5lb		CO2 10lb		CO2 15.5lb		CO2 20lb	
Pressurized Water		K Class		Halotron 2.5lb		Halotron 5lb	
Halotron 11lb		Halotron 15lb		Emergency Lights		Exit Lights	
Other							

Inspection/Recertification –

DryChem	3	KClass	1	Pressurized Water		Halotron	
CO2		Conductivity Test		Wheeled Unit		Emergency Light	
Exit Light		Other Insp					

Recharges –

Dry Chem 2 1/2 lb		Dry Chem 5 lb		Dry Chem 10lb		Dry Chem 20lb	
CO2 5 lb		CO2 10 lb		CO2 15 lb		CO2 20 lb	
Pressurized Water		K Class .61	1	2,5G		Halotron 2.5 lb	
Halotron 5 lb		Halotron 11 lb		Halotron 15.5 Lb		Conductivity Tests	

Service –

6 YR Maintenance Halotron		Hydrotest Dry Chem			
6 YR Maintenance Other		Hydrotest Other	1		

Parts –

Service Collar	1	ORing	1	Check Stem		Pull Pin	
Vehicle Bracket		Heavy Duty Bracket		Batteries		Battery Disposal	



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Wall Hook		M1 - 5lb		M2 -10lb		20lb	
Bulbs		Replacement Cover		Gauge		FEC Cover	
Other Parts		DOT		OSHA		PWM 90	
BL Series Vinyl		Type					
RP Series Plastic		Types					

FIRE EXTINGUISHERS ARE IN COMPLIANCE WITH NFPA 10 CODE –

Recommendations -

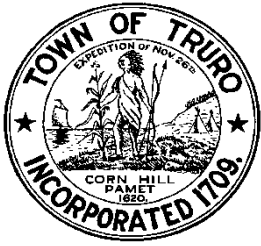
Comments -

Signature:

R

Date:

Jun 24, 2019



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: October 22, 2019

ITEM: Approval of Renewal of Business License:
Lodging License-Gingerbread House-42 Depot Road

EXPLANATION: The Gingerbread House Lodging License is under the authority of the Select Board as the Local Licensing Authority.

If you approve this license for renewal, the license will be issued only upon compliance with all regulations, receipt of the necessary fees, proof of taxes paid in full for the fiscal year. There is no Board of Health Licenses issued to the Gingerbread House. There were no reported issues with this establishment in 2019.

Mass General Law	Licenses & Permits Issued by Board of Selectmen	Names of Businesses
Chapter 140 § 23	Lodging House License	Gingerbread House

IMPACT IF NOT APPROVED: The applicant will not be issued their License to operate the Gingerbread House located at 42 Depot Road.

SUGGESTED ACTION: *MOTION TO approve the 2020 annual Lodging House License for the Gingerbread House upon compliance with all regulations and receipt of the necessary fees.*

ATTACHMENTS:

1. Renewal Application for 2020: Gingerbread House



TOWN OF TRURO

PO Box 2030, Truro MA 02666

Tel: 508-349-7004, Extension: 131 or 124 Fax: 508-349-5508

LICENSE APPLICATION: Condominiums, Cottage Colonies, Motels, Campgrounds, Lodging, Gas Station/Retail Service, Transient Vendor

Section 1 – License Type & Hours of Operation

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

New Renewal

FACILITY: # UNITS

HOURS OF OPERATION:

Motel _____

Annual Seasonal

Cottage Colony _____

Opening Date: _____

Condominium _____

Closing Date: _____

Campground _____

Days of the Week Open: 7 days

Lodging 4

Transient Vendor

Gas Station (*Please submit your Service Station Compliance Form & Third Part Underground Storage Tank Inspection Report (FP 289)*)

Section 2 – Business Information

Federal Employers Identification Number (FEIN/SS) _____

Jane T. Ray
Print Name of Applicant

The Gingerbread House
Business Name

Jane T. Ray
Owner Name

112 Depot Road Truro, MA. 02666
Street Address of Business

P.O. Box 206 Truro, MA. 02666
Mailing Address of Business

Business Phone Number Business E-Mail Address

PAID
10/19 \$50.00
OK #2564 (22)

Section 3 –MANAGER INFORMATION

Check if New Manager (if checked, MUST submit Application to Name a Manager)

Name of Onsite Manager:

Name: Jane Ray Unit Number: _____

Mailing Address: same

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

Jane T. Ray

Manager's Signature (REQUIRED)

Name of Offsite Manager:

Name: Jane Ray Business Name: The Gingerbread House

Business Address: 42 Depot Rd

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

Jane T. Ray

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 – ATTESTATION

In compliance with G.S. 170A-537, 170A-538, 170A-539, 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.

Jane T. Ray

Signature of Applicant

Jane T. Ray

Print Name

10/5/19

Date

Additional Applications & Documentation

REQUIRED FOR ALL MOTELS, COTTAGE COLONIES, CONDOMINIUMS & CAMPGROUNDS

- Smoke detector/fire protection certification
- IF YOU HAVE EMPLOYEES- Workers Compensation Affidavit & Certificate of Insurance
- IF YOU DO NOT HAVE EMPLOYEES- Workers Compensation Affidavit
- Business certificate with the clerk's office on-site Town Hall

ADDITIONAL (SEPARATE) APPLICATIONS THAT MAY PERTAIN TO YOUR OPERATION

- Application for Pool or Hot Tub Permit
 - Application to Name a Manager
 - Entertainment License
 - Application to sell Tobacco
 - Application for Food Service Permit
- (rev 9/2017)

TRURO FIRE/RESCUE
FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT

BUILDING DEPARTMENT
TOWN OF TRURO

APR 17 2019
RECEIVED BY:

BUSINESS NAME: The Gingerbread House

OWNER/MANAGER: Jane Ray

ADDRESS: 42 Depot Rd P.O. Box 266 Truro, MA 02666

PHONE # [REDACTED] ALTERNATE PHONE # [REDACTED]

NUMBER OF UNITS: 4

CONTACT PERSON: Jane Ray

ADDRESS: 42 Depot Rd P.O. Box 266 Truro, MA 02666

PHONE # [REDACTED] ALTERNATE PHONE # [REDACTED]

TESTING COMPANY: Carter Kane Electrician

TESTING ELECTRICIAN/TECHNICIAN: Carter Kane

COMPANY PHONE# 508-349-6283 HOME PHONE # [REDACTED]

LICENSE # [REDACTED]

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

COMMENTS: Tested all smokes + Co detectors in all BLDGS.
All tested O.K.

DATE OF CERTIFICATION: 4/8/19 BY: Cathy Plue

SIGNED

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



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

Print Form

RCVD 2019OCT8 PM3:02
 ADMINISTRATIVE OFFICE
 TOWN OF TRURO

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: Jane Ray aka The Gingerbread House

Address: 42 Dept Rd P.O. Box 266

City/State/Zip: Truro, MA 02666 Phone #: 508 349 2596

Are you an employer? Check the appropriate box:

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

Business Type (required):

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

*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: Liberty Mutual

Insurer's Address: Box 8090

City/State/Zip: W911594, WI 54402, 8090

Policy # or Self-ins. Lic. # [REDACTED] -019 Expiration Date: Dec 17 2020

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: 10/8/19

Phone #: 508 349 2596

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 #: _____



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

TAX STATUS REQUEST FOR LICENSING (from the Select Board's Office)

Date 10/9/2019

Owner's Name Hane Ray

Business Name Gingerbread House

Business Address 42 Depot Road

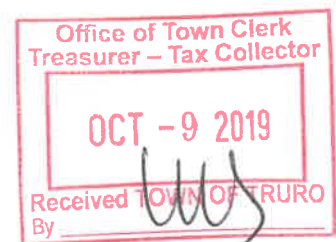
Map and Parcel 50/99

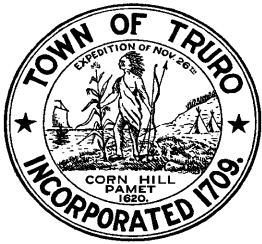
Please verify whether the Real Estate and Personal Property taxes to this property are up to date for the current fiscal year.

All set through FY20.

Molly Stevens
Tax Collector's Signature

10/9/2019
Date





TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: October 22, 2019

ITEM: Approval of the FY2019 Community Development Block Grant (CDBG) Administration Agreement with Bailey Boyd Associates

EXPLANATION: A Request for Proposals (RFP) for the FY19 CDBG Grant Administration was duly advertised and opened on August 28, 2019. Bailey Boyd Associates was the only respondent. Bailey Boyd Associates has provided this service for many years and does an excellent job resulting in no issues with the State on the management of this grant.

FINANCIAL SOURCE (IF APPLICABLE): Administrative Expenses allowed under the CDBG Grant that was just awarded to the Town.

IMPACT IF NOT APPROVED: The Town will not have a grant manager.

SUGGESTED ACTION: MOTION TO *approve the FY2019 CDBG Grant Administration Agreement with Bailey Boyd Associates and to authorize the Chair to sign.*

ATTACHMENTS:

1. Grant Administration Contract

AGREEMENT

**BY AND BETWEEN
THE TOWN OF TRURO, MASSACHUSETTS
AND
BAILEY BOYD ASSOCIATES, INC.**

THIS AGREEMENT, was made as of the _____ day of October, 2019 by and between the Town of Truro Massachusetts (hereinafter referred as the MUNICIPALITY) and Bailey Boyd Associates, Inc. hereinafter referred to as the CONSULTANT).

WITNESSETH THAT:

WHEREAS, the MUNICIPALITY of Truro has entered into an agreement with the Commonwealth of Massachusetts' (hereinafter "Commonwealth") Department of Housing and Community Development (hereinafter "DHCD"), Massachusetts Community Development Block Grant Program (hereinafter "Mass. CDBG") to undertake a community development program of housing rehabilitation and childcare subsidies (hereinafter "Program") pursuant to the Housing and Community Development Act of 1974 (hereinafter "Act"), as amended, and regulations thereunder, and

WHEREAS, professional services relating to the implementation and administration of the Program are sought to assist the MUNICIPALITY in the timely achievement of its Mass. CDBG Housing Rehabilitation and Childcare Subsidy Grant Program objectives.

NOW, THEREFORE, THE PARTIES HERETO DO AGREE AS FOLLOWS:

1. **ENGAGEMENT OF CONSULTANT:** The MUNICIPALITY hereby engages the CONSULTANT to perform the services set forth herein and the CONSULTANT hereby accepts the engagement.

2. **SCOPE OF SERVICES:** The CONSULTANT shall perform the necessary services as described in the approved proposal to the MUNICIPALITY of Truro, which is incorporated by reference herein as Attachment A.

3. **RESPONSIBILITY OF THE MUNICIPALITY :** The MUNICIPALITY shall assume responsibility for assisting the CONSULTANT insofar as possible for the purpose of efficiency and furnishing the CONSULTANT with information needed to satisfactorily complete the services.

3.1 The MUNICIPALITY shall designate a project representative authorized to work with the CONSULTANT with respect to the project. The MUNICIPALITY'S representative is Rae Ann Palmer, Town Manager TELEPHONE 508-349-7004.

4.1 **REPORTING:** The CONSULTANT will submit written reports to the MUNICIPALITY on the status of the professional services, according to the schedule and dates specified below, or at other times as required by an information request or reporting requirement of Mass. CDBG.

REPORT: Quarterly Reports each quarter through closeout
DATE DUE: The 15th day of each quarter

5. SUBCONTRACTS: No subcontracts may be awarded by the CONSULTANT the purpose of which is to fulfill in whole or in part the services required of the CONSULTANT, without prior written approval of the MUNICIPALITY and DHCD.

6. TIME OF PERFORMANCE: The services of the CONSULTANT are to commence on or about October ___, 2019 and shall be undertaken and completed in sequence as to assure their expeditious completion.

6.1 All services required hereunder shall be completed by December 31, 2020.

6.2 In the case of an extension there will be no additional compensation.

7. COMPENSATION: The MUNICIPALITY will pay the CONSULTANT a total fee in amount not to exceed One Hundred Seventy Five Thousand Five Hundred Dollars (\$175,500), with no reimbursements for out-of-pocket expenses, based on invoices submitted in a form approved by the Municipality and according to the "Method and Schedule of Compensation," found as Attachment B.

8. GENERAL PROVISIONS:

8.1 RETENTION OF RECORDS: The CONSULTANT shall maintain in accordance with 2 CFR Part 200.333, and any Mass. CDBG regulations, procedures or guidelines, those books, records, and other documents, including but not limited to payroll records, and purchase orders that are sufficient to document that activities carried out were in accordance with this Agreement, and the primary objectives of the Act, and any other applicable laws and regulations. Such records shall contain all information pertaining to grant awards, authorizations, obligations, unobligated balances, assets, liabilities, outlays and income. The CONSULTANT shall maintain such records for a period of seven (7) years from the date of expiration of this Agreement, or if such records become the subject of audit findings, they shall be retained until such findings have been resolved, whichever is later.

8.2 ACCESS TO RECORDS: The CONSULTANT shall make all books, accounts, records, reports, files, and other papers, things or property, that relate to its activities under this Agreement, available at all reasonable times for inspection, review, and audit by DHCD, their authorized representatives, authorized representatives of the U.S. Department of Housing and Urban Development (hereinafter "HUD"), the Inspector General of the United States, or of the Commonwealth, the Auditor of the Commonwealth, and the Attorney General of the United States, or of the Commonwealth reserves the right of the Governor or his designee, the Secretary of Administration and Finance, and the State Auditor and his designee, at reasonable times and upon reasonable notice, to examine the books, records, and other compilative data of the CONSULTANT which pertain to the performance of the provisions and requirements of this Agreement, as provided by Executive Order 195.

8.3. TERMINATION: The MUNICIPALITY may terminate the contract, for cause, upon fifteen (15) days written notice to the CONSULTANT. In case of termination, all finished and unfinished documents and records of the CONSULTANT relating to the Program shall become the property of the MUNICIPALITY.

8.3.1 In the event of termination, the CONSULTANT will be compensated for services provided to the date of termination, according to the "Method and Schedule of Compensation," Attachment B.

8.4 AMENDMENTS: This Agreement may be amended provided such amendment is in writing and executed by the signatories hereto, and receives approval from DHCD prior to its effective date.

8.5 NON-DISCRIMINATION: The CONSULTANT shall adhere to the requirements set forth in Title VI of the Civil Rights Act of 1964 (Public Law 88-352), and the regulations issued pursuant thereto by HUD;

Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), as amended; section 109 of the Housing and Community Development Act of 1974, and the HUD regulations issued pursuant thereto (24 CFR 570.601); Federal Executive Order 11063, as amended by Executive Order 12259 and the HUD regulations issued pursuant thereto (24 CFR 107); The Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); Section 402 of the Veterans of the Vietnam Era Act (for projects of \$10,000 or more); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); Massachusetts General Laws Chapter 151B Section 1 et seq.; State Executive Order 478; Mass. CDBG regulations, procedures or guidelines; and all other applicable federal and state laws, regulations, guidelines and executive orders.

The CONSULTANT shall not discriminate against any employee or applicant for employment because of race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, status as a veteran or any other basis prohibited by law. The CONSULTANT shall take affirmative action to ensure that qualified applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, status as a veteran or any other basis prohibited by law. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONSULTANT shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. The CONSULTANT shall state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, status as a veteran or any other basis prohibited by law.

8.6 PROCUREMENT STANDARDS: The CONSULTANT shall adhere to the requirements set forth in and Mass. CDBG regulations or the Massachusetts CDBG Program Operations Manual, as applicable, as well as procedures and guidelines with respect to standards governing procurement, and any applicable provisions of Commonwealth laws and regulations relative thereto, including Chapter 30, section 39M; Chapter 149, section 44A through 44J; Chapter 484 of the Acts of 1984; and Chapter 30B. All procurement transactions without regard to dollar value shall be conducted in a manner that provides maximum free and open competition. It is national and state policy that the recipient take affirmative steps to award a fair share of contracts taken to assure that small and minority owned businesses are utilized when possible as sources of supplies, equipment, construction and services. The CONSULTANT shall maintain records sufficient to detail the process for procurement.

8.7 Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

8.8 EMPLOYMENT OPPORTUNITIES: Where applicable, the CONSULTANT shall comply with provisions of Section 3 of the Housing and Community Development Act of 1968 (12 U.S.C. 1701u) and the HUD regulations issued pursuant thereto (24 U.S.C. 135), which shall serve as guidance for the implementation of said section.

8.8 FAIR HOUSING: In addition to the laws and regulations set forth herein with respect to ensuring fair housing opportunities, the CONSULTANT shall adhere to the provisions of State Executive Orders 215 and 227.

8.9 LABOR STANDARDS: Where applicable, the CONSULTANT shall adhere to the provisions of Section 110 of the Act, and the Massachusetts General Laws Chapter 149 sections 26 to 27D inclusive (as amended by Chapter 484 of the Acts of 1984). In the case of the rehabilitation of commercial property, or rehabilitation of residential property designed for residential use of eight or more families, the CONSULTANT shall adhere to the Federal Labor Standards Provisions (HUD Handbook 1344.1), the requirements of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et. seq.) and the Copeland Anti-Kickback Act.

8.10 CONFLICT OF INTEREST: The CONSULTANT shall adhere to the mandates of the Massachusetts Conflict of Interest Statute, M.G.L. c.268A, the federal Conflict of Interest Provisions at 24 CFR 570.489 and the federal Hatch Act, 5 U.S.C. ss 1501 et seq.

8.11 COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS, AND CDBG REGULATIONS, PROCEDURES, AND GUIDELINES: All activities authorized by this Agreement shall be subject to and performed in accordance with the provisions of the MUNICIPALITY's Grant Agreement with DHCD and all its attachments (including, where relevant, Section 4.14, Flood Disaster Protection, 4.15, Historic Preservation, 4.16, Additional Environmental Requirements, 4.17, Lead Paint Hazards, and 4.18 Relocation Assistance), all applicable federal, state, and local laws and regulations, including but not limited to any applicable regulations issued by HUD published in 24 CFR Part 570, as may be amended from time to time. The CONSULTANT shall comply with the provisions of 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards," and all applicable State and local laws and regulations, including but not limited to those specifically stated herein, any additional regulations, procedures or guidelines as may be established or amended by DHCD.

9. AVAILABILITY OF FUNDS: The compensation provided by this Agreement is subject to the continued availability of federal funds for the Mass. CDBG Program, and to the continued eligibility of the Commonwealth and the MUNICIPALITY to receive such funds.

10. INDEMNIFICATION: The CONSULTANT shall indemnify, defend, and hold the MUNICIPALITY harmless from and against any and all claims, demand, liabilities, actions, causes of actions, cost and expenses caused by or arising out of the CONSULTANT's breach of this Agreement or the negligence or misconduct of the CONSULTANT, or the agents or employees.

11. LICENSES: The CONSULTANT shall procure and keep current any licenses, certifications, or permits required for any activity to be undertaken as part of the Scope of Services, Attachment A, as required by federal, state or local laws or regulations, and shall comply with the provisions of 2 CFR Part 200.325 with respect to any bonding or other insurance requirements.

12. CONFIDENTIALITY: The CONSULTANT will protect the privacy of, and respect the confidentiality of information provided by, program participants, consistent with applicable federal and Commonwealth laws and regulations, including M.G.L., C. 66 section 10, regarding access to public records, M.G.L. c.93H, Security Breaches; Executive Order No. 504, Regarding the Security and Confidentiality of Personal Information, and any applicable regulations, including without limitation, 801 CMR 3.00: Privacy and Confidentiality and 201 CMR 17.00: Standards for the Protection of Personal Information of Residents of the Commonwealth.

13. COPYRIGHT: No material prepared in whole or in part under this Agreement shall be subject to copyright in the United States of America or in any other country except with the prior written approval of Mass. CDBG.

14. **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT:** If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the MUNICIPALITY or the CONSULTANT wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the CONSULTANT will comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

15. **CLEAN AIR ACT (42 U.S.C. 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. 1251-1387), AS AMENDED:** If the amount of the contract or subgrant exceeds \$150,000, the CONSULTANT agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency.

16. **ENERGY POLICY AND CONSERVATION ACT (42 U.S.C. 6201):** Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan must be issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

17. **DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689):** A contract (see 2 CFR 180.220) must not be made with parties listed on the government-wide Excluded Parties List System in the System for Award Management (hereinafter “SAM”), in accordance with the United States Office of Management and Budget guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The MUNICIPALITY is not currently debarred or suspended by the federal or state government under any law or regulation. The CONSULTANT certifies that neither it nor any of its subcontractors are currently debarred or suspended by the federal or state government under any law or regulation.

18. **BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352):** Contractors, including both the MUNICIPALITY and the CONSULTANT, that request or receive an award of \$100,000 or more must file the required certification set out in Appendix A to 45 CFR Part 93. Each tier must certify to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. The CONSULTANT shall herewith provide the MUNICIPALITY the certification set out in Appendix A to 45 CFR Part 93.

19. **CLOSEOUT:** The CONSULTANT shall follow such policies and procedures with respect to close-out of any associated grant as may be required by Mass. CDBG.

20. **CERTIFICATE OF TAX COMPLIANCE:** The following Certificate of Tax Compliance must be completed and submitted as part of this Agreement:

Certificate of Tax Compliance

pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under the penalties of perjury that to the best of his/her knowledge and belief I am in compliance with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Contractor: By: *Quoc B. Loyd* President _____
(signature of authorized representative & title) (date)

21. SEVERABILITY: If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby, and all other parts of this Agreement shall nevertheless be in full force and effect.

IN WITNESS THEREOF, the MUNICIPALITY and the CONSULTANT have executed this AGREEMENT under seal in triplicate as of the date above written.

Approvals and Signatures

By: TOWN/CITY OF _____ :	By: CONSULTANT
	<i>Quoc B. Loyd</i>
Authorized Signatory _____ Date _____	name _____ Date _____
Certification as to Availability of Funds:	Approval of Contract as to Form:
Town/City Accountant _____ Date _____	Town Counsel/City Solicitor _____ Date _____
Approval of Contract as to Appropriate Procurement Method	
Town/City Procurement Officer _____ Date _____	

ATTACHMENT A:

SCOPE OF SERVICES GRANT ADMINISTRATOR

The Grant Administrator shall perform the necessary administrative services as presented in the Town's FY 19 CDBG Application activity and RFP for grant administration. These services will include:

- grant start-up which includes preparation of sub-grantee and administration contracts, completion of special conditions, environmental review, publication of legal notices, meetings with town staff including town manager, accountant and treasurer, secure office and meeting space for sub-grantee, training of sub-grantee staff, review of all program regulations, marketing materials and documentation including applications, closing documents, deed restrictions, etc., review of grant bank accounts, request for release of funds, project start-up including initial procurement and initial set up of OCDGMS system
- daily phone call(s) with sub-grantee to resolve program issues, client problems and construction questions. Monthly consultation with sub-grantee to include review of client matrix, oversight of all program activities, review and approval of all case files previous to closings and during construction, review of work write-ups, marketing, income qualification, beneficiary coordination, contractor selection, work inspection, and all other program implementation and follow-up issues
- daily or weekly input to OCDGMS system
- formal quarterly monitoring of sub-grantee to include review of all written materials and program files
- coordination of quarterly reports
- review and submission of any single case waivers or program amendments and extensions
- set up, advertise, and coordinate interim public hearing
- monthly audit of program bank account
- monthly drawdown, tracking of funds and preparation of warrant request for program funds
- assistance with subordination agreements
- coordination and representation in all funding source monitorings
- participation in town audit of grant programs
- completion of bid documentation, program procurement, hiring, and all other documentation required by the funding source or the Town
- coordination with other housing agencies
- coordination with other participating funding sources
- oversight and implementation of grievance procedure
- report to Boards of Selectmen at least twice during the grant period

- meeting with Town Manager regarding program issues
- meetings with local housing committees and housing authorities regarding program
- completion and/or oversight of all other administrative and program issues
- Final close-out of program including all funding source requirements and final monitoring of program

CHILDCARE SUBSIDY PROGRAM

- Program start-up
- Marketing of childcare subsidy program through the media, childcare providers, schools and the community
- Development and distribution of childcare flyers, applications, income documentation guidance
- Development of childcare provider rules and paperwork for acceptance and payment
- Regular meetings with childcare providers
- Income documentation of all applicants
- Assist families in completing applications and securing childcare
- Final approval of all applicants
- Training sessions for providers
- Regular monitoring of participant attendance
- Regular monitoring of childcare providers for licenses, adherence to program rules
- Emergency assistance to families in crisis regarding childcare needs
- Quarterly meeting with all providers
- Recruitment of providers and families in Community Development Advisory Committee
- Report to the Boards of Selectmen
- Quarterly Reports
- Participation in childcare meetings throughout the community

ATTACHMENT B: SCHEDULE OF COMPENSATION

FY19 Application Preparation: \$3,000

Project start-up: approximately \$10,580 based upon salaries and reimbursable costs

- grant start-up which includes procurement of sub-grantee, sub-grantee and administration contracts, completion of special conditions, preparation and advertisement of environmental review, preparation and payment for publication of legal notices, meetings with town staff including town manager, accountant and treasurer, training of sub-grantee staff, review of all program regulations, marketing materials and documentation including applications, self-declarations, etc., review of program content and schedule, request for release of funds, project start-up including initial procurement and initial set up of OCDGMS system

Staff responsible: Grant Administrator, Staff Bookkeeper, Childcare Subsidy Coordinator, Clerk

Monthly grant administration: \$10,115 per month for 15 months (approximation, based upon salaries and monthly reimbursable costs)

- daily phone call(s) with sub-grantee to resolve program issues, marketing and client questions. Weekly meetings with sub-grantee to include review of client matrix, oversight of all program activities, review and approval of all case files previous to closings, review of marketing, income qualification, beneficiary coordination, consultant procurement, and all other program implementation and follow-up issues
- daily or weekly input to OCDGMS system
- formal quarterly monitoring of sub-grantee to include review of all written materials and program files
- coordination of quarterly reports
- review and submission of any program amendments or extensions
- set up, advertise, and coordinate interim public hearing
- monthly audit of bank account
- monthly drawdown, tracking of funds and preparation of warrant request for program funds
- coordination and representation in all funding source monitoring
- participation in town audit of grant programs

- completion of bid documentation, program procurement, hiring, and all other documentation required by the funding source or the Town
- oversight and implementation of grievance procedure
- report to all participating Boards of Selectmen at least twice during the grant period
- meeting with Town Manager monthly regarding program issues
- meetings with local housing committees regarding program
- day-to-day operation of childcare subsidy program
- completion and/or oversight of all other administrative and program issues.

Staff responsible: Grant Administrator, Staff Bookkeeper, Childcare Subsidy Coordinator, Clerk

Project close-out: \$10,195 (approximate, based upon salaries and final reimbursable costs)

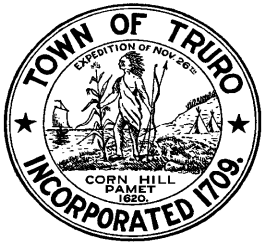
- Final close-out of program including all funding source requirements and final monitoring of program
- Participation in town audit for two fiscal years

Staff responsible: Grant Administrator, Staff Bookkeeper, Childcare Subsidy Coordinator, Clerk

Estimate is based upon grant administration salaries and reimbursement for line item expenses associated with the administration of this grant which will vary monthly based upon actual cost. Please see attached line item breakdown.

LINE ITEM BREAKDOWN OF PRICE PROPOSAL

TRURO FY19 CDBG Grant Administration			
Personnel:	Grant Administration	Childcare Subsidy	Total
Grant Administrator	\$48,000	\$0	\$48,000
Fiscal Administrator	\$36,500	\$0	\$36,500
Clerk	\$6,000	\$6,000	\$12,000
Childcare Subsidy Program Manager	\$0	\$29,250	\$29,250
Taxes & Fringe:			
Grant Administrator	\$16,320	\$0	\$16,320
Fiscal Administrator	\$12,410	\$0	\$12,410
Clerk	\$0	\$420	\$420
Childcare Subsidy Program Manager	\$0	\$7,020	\$7,020
Total Personnel	\$119,230	\$42,690	\$161,920
Program Delivery:			
Memberships/Publications	\$320	\$100	\$420
Training & Education	\$450	\$40	\$490
Travel	\$2,700	\$450	\$3,150
Accounting/disbursements	\$0	\$0	\$0
Legal Services	\$200	\$200	\$400
Advertising	\$90	\$300	\$390
Printing	\$250	\$350	\$600
Communications	\$1,700	\$325	\$2,025
Supplies & Materials	\$460	\$345	\$805
Maintenance & Repairs	\$400	\$0	\$400
Audit	\$0	\$0	\$0
Computer & related expenses	\$1,200	\$400	\$1,600
Equipment	\$0	\$0	\$0
Professional Services	\$0	\$300	\$300
Application Preparation (FY19)	\$3,000	\$0	\$3,000
Total Program Delivery	\$10,770	\$2,810	\$13,580
TOTAL PRICE PROPOSAL	\$130,000	\$45,500	\$175,500



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Treasurer's Office

REQUESTOR: Cynthia Slade, Treasurer

REQUESTED MEETING DATE: October 22, 2019

ITEM: Bond Anticipated Note #296 (RENEWAL)

EXPLANATION: Bond Anticipation Note 296: Landfill Capping \$120,000 Renews 11/1/2019: Consisting of Landfill Capping Remediation: \$60,000 and Fire Truck: \$60,000. The Town's financial advisors have handled the sale, which took place on Thursday, October 17, 2019, and worked to get the Town the best possible rate of 1.85% for one year (maturity date October 30, 2020) from Cape Cod Five Cents Savings Bank.

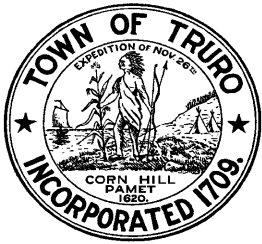
FINANCIAL SOURCE (IF APPLICABLE): Note 296 to payoff Note 294

IMPACT IF NOT APPROVED: The town has a legal obligation to pay this debt for these issues; renewing the short-term note allows us to budget and 'pay down' over several years rather than going through the expense of a long-term debt sale.

SUGGESTED ACTION: *Motion to approve the sale of the Bond Anticipation Note (296) for \$120,000.00 for the period 11/1/2019 – 10/30/2020 at the rate of 1.85%.*

ATTACHMENTS:

1. To be supplied Tuesday, October 22, 2019 by 12 noon.



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administrative

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: October 22, 2019

ITEM: Review and Approve Appointment of Town Staff Emily Beebe, Health and Conservation Agent as Truro's Representative to the Cape Cod Water Protection Collaborative

EXPLANATION: Emily Beebe, Health and Conservation Agent, has served as the representative from the Town of Truro to the Cape Cod Protection Collaborative with Barnstable County for two years. Ms. Beebe will need to be appointed to the Cape Cod Protection Collaborative.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Truro will not have representation at the Cape Cod Water Protection Collaborative Meetings.

SUGGESTED ACTION: *MOTION TO approve the appointment of Emily Beebe as the Town's Representative to the Cape Cod Water Protection Collaborative for a two-year term.*

ATTACHMENTS: None

DRAFT

**Truro Select Board Meeting
Tuesday, September 24, 2019
Truro Town Hall Select Board Chambers**

Select Board Members Present: Janet Worthington, Chair; Susan Areson, Maureen Burgess, Kristen Reed, Robert Weinstein

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

Chair Janet Worthington called meeting to order at 5:00 p.m.

SPECIAL RECOGNITION

Town Manager Rae Ann Palmer recognized and thanked Susan Howe, Amy Rogers, Hannah King, Jarrod Cabral and Kelly Clark, the organizers of the Puma Park Playground Refresh. Ms. Palmer related history of the park and explained the recent work that was accomplished through CPA funds, state disabilities money and the volunteer labor of around 100 community members.

PUBLIC COMMENT

Chris Lucy brought attention to an increase in workshop meetings that are held in the daytime, which limits public attendance and where there is no provision for public comment. He said if the Town is interested in more public involvement, this should be examined.

PUBLIC HEARINGS

Tax Classification Hearing

Chair Janet Worthington opened the public hearing at 7:07 p.m.

Principal Assessor John Nahas presented tax rate classifications for Fiscal Year 2020. He explained growth of 2.5% in the overall property values in Truro. He said the new levy limit is \$16,038,083, and the levy ceiling is \$57,963,067. Four classification options affect the tax levy. The Board of Assessors recommends against a split levy, against the Open Space discount since there are no properties in this category, against the small business commercial exemption, and for the residential exemption. He gave statistics on the residential tax exemptions that have been approved for Fiscal Year 2020. There are 588 qualified properties. The exemption amount may be up to 30% of the total residential value, but Truro adopted 20% in FY18 and FY19. He presented the exemption options and the impact of each on the tax rate. Although the numbers have not yet been certified, he presented impact for different percentages. Mr. Nahas explained how the residential tax exemption (RTE) is calculated. The presentation is available on the Town website.

Ann Greenbaum asked if seasonal condos and second rental properties qualify for the RTE. Mr. Nahas said the condos could qualify, and Ms. Palmer said that rental properties are not included at this time. Kristen Reed asked for a breakdown on seasonal and year-round properties. Mr. Nahas said there were 3348 residential parcels, with 453 vacant parcels and 2895 properties that could be year-round domiciles.

Chair Worthington closed the public hearing at 7:27 p.m.

Robert Weinstein moved to approve a residential tax rate of “1” on the matter of classifying the tax rate. Maureen Burgess seconded, and the motion carried 5-0.

Susan Areson moved to not grant an Open Space discount. Maureen Burgess seconded, and the motion carried 5-0.

Maureen Burgess moved to not grant a small business exemption. Susan Areson seconded, and the motion carried 5-0.

Robert Weinstein moved to grant a residential exemption in the amount of 20 %. Maureen Burgess seconded, and the motion carried 5-0.

John Nahas said that with the 20% exemption the excess levy capacity will be \$543,821.04.

Petition from Verizon

Chair Worthington opened the public hearing for Verizon at 7:31 p.m.

Tom Stanton of Verizon Wireless explained the Verizon New England, Inc. request to place 1,660 feet of buried conduit and 6 hand holes from pole 82/9 on the southeasterly side of Corn Hill Road, to pole 7/46 on the northerly side of Castle Road. The Conservation Commission has approved the placement. He did not have information on service enhancement.

Richard Pesiri asked about any adverse effects of the drainage swale. Mr. Stanton said Verizon work will be in the existing easement. Ms. Palmer said Dig Safe would be involved, and the work should not affect Mr. Pesiri’s property.

Janet Worthington closed the public hearing for Verizon at 7:38 p.m.

Robert Weinstein moved to approve the petition by Verizon to place 1,660 feet of buried conduit and 6 hand holes from pole 82/9 on the southeasterly side of Corn Hill Road, to pole 7/46 on the northerly side of Castle Road in Truro and authorize the Clerk of the Select Board to sign the Order for Conduit Location. Kristen Reed seconded, and the motion carried 5-0.

CULTURAL COUNCIL APPOINTMENTS

Maureen Cronin and Lenore Tenenblatt, applicants for appointment to the Cultural Council had both been endorsed by Chair Angela Gaimari. Maureen Cronin explained her interest and extensive background in the arts that made her good candidates for the Cultural Council.

Maureen Burgess moved to appoint Maureen Cronin to the Truro Cultural Council for a three-year term, which will expire on June 30, 2022.

Lenore Tenenblatt, who is a working artist, said she has been involved in the Truro arts organizations and, in addition, has a background in finance accounting.

Maureen Burgess moved to appoint Lenore Tenenblatt to the Truro Cultural Council for a three-year term, which will expire on June 30, 2022. Robert Weinstein seconded, and the motion carried 5-0.

SELECT BOARD ACTION

Update from Health and Conservation Agent

Health and Conservation Agent Emily Beebe provided an update on the Eastern Equine Encephalitis (EEE) mosquitoes. Detection of EEE in the September 10th testing has put Truro into the category of moderate risk, she said. The public needs to continue to take precautions until the first frost because this is an active time for mosquitoes. Personal protection in the form of long clothing, limiting outdoor activity and use of repellents as well as property precautions of eliminating any standing water are means of risk reduction. The Town has worked with the Seashore on greater public awareness. Beach fire permits are closed for the season, and Head of the Meadow Campground has posted additional mosquito information since the EEE positive sample came from nearby. The Board of Health has contacted stable owners, advising them to keep horses up to date with their vaccinations and to keep water freshened. Testing continues once a week until the mosquito season is over. Mr. Weinstein commended Ms. Beebe on her approach to education the public on mosquito precautions.

Agent Beebe addressed the rat situation and advised taking away food sources, closing up any known inhabited holes, trapping if possible, and notifying the Health Department of any rat sightings. She said composters are for sale at the Transfer Station as an alternative to open compost piles, which attract rats. Ms. Palmer added that there should be no open trash containers and noted the rapid rate of reproduction for rats. All the information is available on the Town website, she said.

Ms. Beebe briefed the Select Board on an upcoming Board of Health hearing on the Truro Motor Inn scheduled for October 3, 2019. There have been delays in upgrading their septic system by October 1st. Items on the list of required corrections have not been completed. There is a matter of back taxes owed, ownership has changed, and communication has been difficult. The Town contacted Town Counsel early in September when it was apparent that the Truro Motor Inn was not going to be in compliance by October as specified. At their regular meeting on October 1st, the Board of Health will outline possible outcomes of the public hearing on October 3, 2019. The Town has notified occupants of the Motor Inn of the hearing and the possibility that the property could be condemned. The Homeless Prevention (HPC) has also been made aware of the situation. The Town will be doing a reinspection this week. Ms. Palmer said she is working with Town Counsel. HPC will help the residents if the property is condemned. Emily Beebe said that if health and safety issues have not been corrected, Town action could happen quickly. The Board discussed the long-term rentals and regulation of motel space. Kristen Reed asked about workforce and temporary foreign workers in an illegal situation

because of the housing shortage. Ms. Palmer said the occupants are paying large amounts for the unsafe accommodations. Robert Weinstein commented on the continued noncompliance on health and safety issues and taxes by the Truro Motor Inn. Ms. Palmer said the owner has a history of paying taxes at the last minute.

Select Board Meeting Calendar for 2020

Town Manager Rae Ann Palmer presented the preliminary schedule of Select Board meetings for 2020. The meeting dates for the week of Thanksgiving and the December weeks before Christmas were rescheduled.

Maureen Burgess moved to approve the Select Board meeting dates for calendar year 2020 as amended. Kristen Reed seconded, and the motion carried 5-0.

Climate Action Committee Liaison

Maureen Burgess said the new Climate Action Committee needed a liaison from the Select Board. Kristen Reed expressed her interest in serving as liaison. Susan Areson was also willing but said she was more interested in the Ad Hoc Committee being formed with the Planning Board. The Board agreed to hold the vote on the liaison until the members for that committee were chosen.

Ad Hoc Committee on Accessory Dwelling Unit Bylaw

Maureen Burgess discussed the need to appoint two Select Board members to serve on the Ad Hoc Planning Board/Select Board Committee for Reviewing Existing ADU Bylaw. She said the Ad Hoc committee would only be working for one year. Maureen Burgess, Susan Areson and Kristen Reed all expressed interest in becoming members, but Ms. Burgess was willing to let the other two members serve since she stays in touch with Planning Board as liaison. Kristen Reed said she wanted to do research on ADU's based on empirical information with case studies that exist. Ann Greenbaum from the Planning Board came forward to discuss what that board has been doing to make the ADU bylaw better. She is one of Planning Board representatives to the Ad Hoc Committee and anticipates the work will take less than a year.

Maureen Burgess moved to appoint Select Board members Kristen Reed and Maureen Burgess to the Ad Hoc Planning Board/Select Board Committee to review existing ADU Bylaw. Susan Areson seconded, and the motion carried 5-0.

Vote on Liaison for Climate Action Committee

Kristen Reed indicated she was interested and able to serve as liaison to the Climate Action Committee.

Susan Areson moved to appoint Select Board member Kristen Reed to serve as liaison to the Climate Action Committee. Maureen Burgess seconded, and the motion carried 5-0.

Policy #51 Security Cameras

Town Manager Rae Ann Palmer presented a revised Policy #51, which has been reviewed by Town Counsel. Kristen Reed asked about deletion of videotaped material. After 90 days, Ms. Palmer said, it is overwritten to save space on the computer.

Robert Weinstein moved to approve Select Board Policy #51 Security Cameras as amended. Maureen Burgess seconded, and the motion carried 5-0.

Policy #63 Select Board's Powers of Appointment

Ms. Palmer said that Policy #63 memorializes the process for appointing Town employees such as the Town Manager and Chief of Police. Susan Areson suggested some revisions for wording and for process. Kristen Reed asked about the Select Board members' one on one time with the final candidates. Ms. Palmer will prepare another draft and bring it back to the Select Board.

Land Development Agreement for Cloverleaf Property

Rae Ann Palmer explained the RFP process for choosing a developer for the Cloverleaf Property. The Select Board had awarded the project to Community Housing Resource (CHR). Ted Malone, president of CHR, had informed the Town Manager that he is seeking more funds and has submitted a project eligibility letter to the state Department of Housing & Community Development. They require documentation that he has control of the property. The Town Manager presented a Land Development Option Agreement, prepared by Town Counsel, for the Select Board's approval and signatures. The agreement is not totally binding in case he does not secure the funding. Ted Malone said the letter is a necessary step before he can submit an application for a 40B Comprehensive Permit. After receiving state approval, there is a 30-day period for CHR to apply to the Truro ZBA. After ZBA opens the hearings, other regulatory boards study the plans and make their comments.

Robert Weinstein moved to approve the land development document and to authorize signatures by the Select Board. Maureen Burgess seconded, and the motion carried 5-0.

Ted Malone remained to discuss the project plans. Robert Weinstein discussed the configuration of the big building on the Cloverleaf site. Ted Malone and the architect have demonstrated consideration for the access from Highland Rd., the abutters and the State Highway's buffer zone. Mr. Malone said they have continued gather and respond to input since the community meeting on plans for the Cloverleaf. He described the large building's height, its relocated community room, elevator access, and the 40 units now included on the site. In the next few weeks, the engineers will complete the detailed plans that will be submitted to the state, Mr. Malone said.

CONSENT AGENDA

- A. Review/Approve and Authorize Signature: One Day Entertainment License for Vinegrass Music Festival at Truro Vineyards
- B. Review and Approve Select Board Minutes – August 27, 2019 and September 10, 2019

Susan Areson and Robert Weinstein made amendments to the minutes of August 27, 2019.

Susan Areson moved to approve the Consent Agenda as amended. Robert Weinstein seconded, and the motion carried 5-0.

SELECT BOARD REPORTS/COMMENTS

Robert Weinstein said he had attended the Cloverleaf work session and an opening at the Highland House Museum. He described improvements at the museum and thanked Diana Worthington for her contributions of paintings, and he thanked Helen and Napi Van Dereck, who had also donated art to the museum. He thanked all the volunteers who participated in the refresh project at Puma Park.

Maureen Burgess had sat in at a Cloverleaf Oversight Committee meeting. She said the public could follow progress if there were reports like the one that Ted Malone had provided at this meeting. Susan Areson said the plan is to give the public regular updates. Rae Ann Palmer said she will be touch with Town Counsel to outline the 40B process.

Maureen Burgess reported on the most recent meeting of the Cape Cod & Islands Selectmen and Councilors Association where John Robertson discussed Governor Baker's Budget with expectations of a Housing Production Bill, a Transportation Finance Bill, a School Aid Finance Bill, close-out of state Budget, increased funds for Circuit Breakers for extraordinary education needs, clean water initiatives, Chapter 90 for state roads, and a Community Preservation Trust Fund increase through higher registry fees. Other speakers were Chris Schillaci from the Division of Fisheries and Wildlife and former state senator Rob O'Leary presenting information on shellfishing tidal flats regulations and the changes of control proposed by the Cutler Bill #746. Ms. Burgess had more information available for interested parties. She also had attended the September 20th Climate Action event. She thanked staff for the Storm Preparedness Community Conversation, which is available for viewing on the Town website.

Kristen Reed explained that the September 10th Select Board work session concerned the Walsh Property Committee with guidance from Stacie Smith, who had facilitated the initial community forum. Select Board work sessions are posted and available to the public, she said. Ms. Reed thanked Joan Holt for her efforts to produce the September 20th Climate Strike proclamation and event. She gave thanks to those involved in Storm Preparedness Community Conversation and for the valuable preparedness list.

Janet Worthington thanked everyone for the Storm Preparedness Community Conversation, noting the great speakers, Sean O'Brien, coordinator of the County Regional Emergency Planning Committee, and meteorologist Frank O'Loughlin. She said pickle ball at the Elementary School will soon available to all. She thanked organizers for the Puma Park enhancements and thanked everyone involved with Truro Treasures for another successful event.

TOWN MANAGER’S REPORT

Rae Ann Palmer publicly announced that Jeffery Ribeiro has been hired as the new Town Planner. He has worked for the Cape Cod Commission and the Town of Provincetown. He will begin his duties here on October 15th. Ms. Palmer reported that the police have located and arrested the speeding motorcyclist who caused the police vehicle accident in August. He has been charged with multiple violations.

NEXT MEETING

Rae Ann Palmer reviewed agenda items for the October meetings. There will be an October 8th work session for discussion of the 2021 Budget Process and discussion of the Select Board’s appointee search process. There will also be a brief regular meeting on a CDBG grant. The regular meeting on October 22nd has a request from CDP Chief Executive Officer Jay Coburn to discuss their strategic plan. The Recycling Committee’s request for a municipal plastic bottle ban will be a topic for a future meeting.

ADJOURNMENT

Susan Areson moved to adjourn. Maureen Burgess seconded, and the motion carried 5-0.

The meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Mary Rogers, Secretary

Janet Worthington, Chair

Maureen Burgess, Vice-chair

Susan Areson

Kristen Reed, Clerk

Robert Weinstein

Public Records Material of 9/24/19

1. Tax Classification materials
2. Verizon Conduit Petition
3. Appointment papers of Maureen Cronin and Lenore Tenenblatt
4. Select Board meeting calendar for 2020
5. Select Board Policy #51 Security Cameras
6. Select Board Policy #63 Selectboard Powers of Appointment
7. Land Development Agreement for Cloverleaf Property
8. One Day Entertainment License for Vinegrass Music Festival

DRAFT

**Truro Select Board Meeting
Tuesday, October 8, 2019
Truro Public Safety Facility**

Select Board Members Present: Janet Worthington, Chair; Susan Areson, Maureen Burgess, Kristen Reed, Robert Weinstein

Present: Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Sullivan-Clark; Town Accountant Trudi Brazil; Police Chief Jamie Calise; DPW Director Jarrod Cabral; Health & Conservation Agent Emily Beebe; Principal Assessor John Nahass; Beach & Recreation Director Damion Clements

Chair Janet Worthington called meeting to order at 2:00 p.m.

REGULAR MEETING

CDBG Grant

Town Manager Rae Ann Palmer said the regional Community Development Block Grant (CDBG) of \$1.3 million needed authorizations for the Chair to sign the grant and to permit the Town Manager and Assistant Town Manager to sign other associated paperwork. Ms. Palmer explained how Community Development Partners (CDP) administers the home repairs that the grant money offers, the application procedure and the limits of money that CDP will provide. Robert Weinstein asked about community outreach to let people know about the opportunity. Ms. Palmer said CDP publicizes the program, which is income based.

Maureen Burgess moved to approve the contract for the CDBG grant for Fiscal Year 2019 Community Fund 1 and to authorize the Chair to sign the agreement and to authorize the Town Manager and Assistant Town Manager to sign additional paperwork as applications are submitted. Robert Weinstein seconded, and the motion carried 5-0.

Robert Weinstein moved to adjourn the regular meeting. Susan Areson seconded, and the motion carried 5-0. The regular meeting was adjourned at 2:08 p.m.

WORK SESSION

The work session began immediately after the regular meeting.

Fiscal Year 2021 Budget Process Discussion

Assistant Town Manager Kelly Clark displayed a spread sheet slide which compared department FY19 budgets with their closing balances. It included transfers, revisions and commitments. Ms. Palmer said \$1,150,263 was available for Free Cash as a start for FY21's budget. The next slide showed year end deficits that need to be covered. She discussed trends for the coming year. The rental taxes are expected to bring an increase in revenue. She predicted an increase in debt from borrowing and bonding for the Walsh property, Eagle Creek, East Harbor and Little Pamet culverts, and the DPW facility. The Weston and Sampson's feasibility study has been authorized for the DPW facility plan, she said.

As a part of the budget process, Susan Areson suggested looking at each department to see what services might be eliminated. Rae Ann Palmer said that staff is planning to present a total budget with the bottom lines at the start of the process this year. She said the department heads will be asked to identify the statutory services, discretionary services and overlapping services. Library, School, Recreation and Senior Center have overlapping services that need to be examined. Job sharing services is a money saving option that Susan Areson suggested.

To begin the Fiscal Year 21 Budget process, Rae Ann Palmer will ask department heads to start compiling their lists. The Select Board will prepare a budget statement. Presentations of the department budgets will follow. Robert Weinstein asked about replacement of personnel when the 3-position Town Clerk-Treasurer-Tax Collector retires. He suggested that the Town keep up with capital improvements to protect the money that has already been invested in them. It saves the Town money in the long run to protect their assets, he said. Mr. Weinstein questioned if the numbers of police officers and fire personnel are necessary.

Rae Ann Palmer said payroll contingency money in Reserves will have to be increased to accommodate wages and buy-outs. She said that critical infrastructure needs to be repaired, but the biggest Town asset is the staff. Susan Areson said that the Town will need to communicate budget information to year-round and part-time residents through discussion at public meetings.

Ms. Palmer considered other money sources that could be available. So much of state funding is based on property values, Town Accountant Trudi Brazil said. We pay more to the State because of Truro's high assessments. The Reform Formula might help. Robert Weinstein suggested inviting a Department of Revenue representative to a meeting to explain the per capita equalized evaluation, which could alleviate the penalty for the high assessment. There is state assistance for the mandatory School Chapter 70 program, according to Trudi Brazil.

Robert Weinstein said fee schedules are in alignment with other towns and not likely a source of increased revenue. Ms. Palmer said that the Town has been very successful on getting grants for the Fire Department, Puma Park, and environmental projects. DPW Director Jarrod Cabral reported on USDA grants for storm water management that the Town has secured for Little Pamet, the Pamet River and Eagle Creek.

Jarrod Cabral reported that Transfer Station trash expenses are going up again. It's discouraging, he said, that prices for SEMASS are going up from \$70 to \$90 per ton when out of state places cost less. There are fewer landfills in Massachusetts now, and SEMASS is the nearest place. However, recycling improvements have reduced the number of trips necessary because solid waste is down. We are paying more for recycling but make fewer trips per year for recycling. The personnel hours and the mileage for the trips still must be factored in, Mr. Cabral said.

Police Chief Jamie Calise said his department has been streamlined. Tom Powers, who is their grant writer, will be taking a course on grant writing and will keep looking for grant sources.

Possibly small private grants are available, Rae Ann said. Chief Calise said grants come into Dispatch for emergency training, but Trudi Brazil said those are considered reimbursement grants. The department first pays and then is reimbursed for the training. Chief Calise also noted the value of sharing services through regional efforts as they do for the PanMass Challenge and for accident reconstruction.

Mr. Weinstein asked about getting the Department of the Interior to contribute for fire apparatus since the National Seashore accounts for so much land in Truro. He also wondered how the Town could get the federal government help with the Pamet River basin, which they own. Rae Ann Palmer said that the Town is continuing with the Army Corps of Engineers because waiting in the long federal queues takes too long. Mr. Weinstein also said the Massachusetts Department of Transportation (DOT) should pay for the Pamet culvert since the culvert impacts the overpass for Rte. 6. Rae Ann Palmer said that the DOT will have to do their share there and at East Harbor.

Conservation Agent Emily Beebe said she is working with the other Lower Cape towns on a regional Coastal Zone Management (CZM) Coastal Resiliency Grant for the bay side. CZM grant opportunities come up fast, she said. In kind services can be arranged with the grants, but some cash from the Town helps with flexibility. Rae Ann Palmer said there is a small amount of money available from previous projects that had approved but unused money.

Kristen Reed looked in more directions for additional funds. She suggested compiling a list of all Town-owned land. She said she wanted to discuss the Air Force Base and communities that have their own energy systems. Trudi Brazil said solar plants are run for town purposes, but they do not take in additional revenue. There is a renewed plan for solar panels on the landfill, according to Ms. Palmer.

To summarize, the Town Manager said that department heads will do an analysis of statutory, discretionary and overlapping services. There must be ways to reduce overlapping services, she said. Ms. Palmer will look for future money for the Walsh property. An advance draft of ideas for the Walsh property will be put on the website and brought before the Select Board at the October 19, 2019 meeting. The Budget letter needs to go out by end of October. The Budget Task Force meetings will begin in December, potentially later in the day, instead of at 8 a.m. Some of the meetings will be scheduled at different times to encourage more public attendance.

Janet Worthington recommended renewed Select Board hours as a way of being in touch with the public. Rae Ann Palmer announced the October 17th community meeting at Nauset High at 6 p.m. for the Woods Hole Group's report on sharks. She is placing preliminary plans for the new DPW facility on the agenda for the October 19th Select Board meeting.

ADJOURNMENT

Robert Weinstein moved to adjourn. Maureen Burgess seconded, and the motion carried 5-0. The meeting was adjourned at 3:26 p.m.

Respectfully submitted,

Mary Rogers,
Secretary

Janet Worthington, Chair

Maureen Burgess, Vice-chair

Susan Areson

Kristen Reed, Clerk

Robert Weinstein

Public Records material of 10/8/19

1. FY 2019 Year to Date Budget-to-Actual Report
2. 2019 Year End Deficits to be Covered