



Truro Board of Selectmen Meeting
Tuesday, December 19, 2017
Regular Board of Selectmen Meeting - 5:00pm
Truro Town Hall - 24 Town Hall Road

1. PUBLIC COMMENT

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

2. PUBLIC HEARINGS NONE

3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Review and Approve the Appointment of Carl Brotman to the Police Chief Search Committee

4. TABLED ITEMS NONE

5. BOARD OF SELECTMEN ACTION

- A. Meeting with School Committee Chair and Superintendent
Presenter: Terri Humes, Chair and Superintendent Michael Gradone
- B. Presentation of Legislative Update By and Discussion With Senator Julian Cyr
Presenter: Senator Julian Cyr
- C. Update on Goals and Objectives and Approval of Revised Completion Dates
Presenter: Rae Ann Palmer, Town Manager
- D. Approval of Exemption by the Board of Selectmen-Jay Coburn Disclosure by Special Municipal Employee of Financial Interest in a Municipal Contract as Required by MGL Ch. 268A § 20(d)
Presenter: Selectmen Jay Coburn
- E. Review and Approve Community Development Partnership Contract for the Housing Rehab program for the FY17 CDBG grant and Authorize the Chair to sign
Presenter: Rae Ann Palmer, Town Manager
- F. Review and Approve Chequesette Chocolate dba Farm Maid Foods Common Victualer License-8 Highland Rd
Presenter: Rae Ann Palmer, Town Manager
- G. Discussion of CPC application for Great Hollow Beach/Open Space – Possible Vote to Amend Request
Presenter: Chairman Paul Wisotzky

6. CONSENT AGENDA

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

7. SELECTMEN REPORTS AND TOWN MANAGER REPORT

8. SELECTMEN COMMENTS

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



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: December 19, 2017

ITEM: Police Chief Search Committee Appointment-Carl Brotman Applicant

EXPLANATION: Carl Brotman submitted an Application to Serve as a Truro citizen on the Police Chief Search Committee. Mr. Brotman is not available for the January 9th meeting when the other applicants will be interviewed.

As previously determined, the Search Committee will consist of two Board of Selectmen members, the Town Manager, a sworn and a civilian member of the Police Department, and four citizens for a total of nine members.

SUGGESTED ACTION: Motion to *appoint Carl Brotman to the Police Chief Search Committee until such time as a Police Chief is appointed.*

ATTACHMENTS:

1. Application to Serve-Carl Brotman



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: CARL BROTMAN HOME TELEPHONE: [REDACTED]
ADDRESS: 24 JAMES HILL RD WORK PHONE: [REDACTED]
MAILING ADDRESS: _____ E-MAIL: _____
FAX: _____ MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: _____

CHIEF OF POLICE SEAREN COMM.

SPECIAL QUALIFICATIONS OR INTEREST: I have served on 2
search comm's for Town Positions + will be
very committed to helping the town find an
appropriate candidate to be CHIEF of Police

COMMENTS: _____

SIGNATURE: Carl Brotman DATE: 12/8/2017

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

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



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: December 19, 2017

ITEM: Meeting with School Committee Chair Terri Humes and Superintendent Michael Gradone

EXPLANATION: School Committee Liaison Jay Coburn arranged for this meeting to discuss issues of mutual concern and interest.

SUGGESTED ACTION: None - Discussion

ATTACHMENTS: None



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: December 19, 2017

ITEM: Legislative Update Senator Julian Cyr

EXPLANATION: Senator Cyr will be present to provide a legislative update and to discuss the possibility of a short term rentals bill next year, the Cape Cod Water Protection Trust proposal he has proposed with Rep Peake and Truro specific issues and concerns.

SUGGESTED ACTION: None - Discussion

ATTACHMENTS: None



Agenda Item: 5C

TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: December 19, 2017

ITEM: First Quarter Update - FY18 Goals and Objectives

EXPLANATION: Review, discussion and input regarding progress on the 2018 Objectives.

SUGGESTED ACTION: Motion to extend completion dates as recommended by staff.

ATTACHMENTS:

1. FY2018 Goals and Objectives 1st Quarter Update

Fiscal Year 2018 Goals and Objectives

TOWN SERVICES

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

TS1	The Town Manager will present the results of the Shared Services Opportunities Assessment study by December 31, 2017.
Q1: In process.	
TS2	The Town Manager will work with the Cape Cod Commission on issues related to parking and transportation and report to the Board quarterly on these issues.
Q1: No progress.	
TS3	The Town Manager will continue efforts to relocate the DPW facility and will report on progress. An engineering firm/ consultant will secured by December 31, 2017.
Q1: A draft Request for Qualifications has been prepared by staff and is currently under review. After approval the Request for Qualifications will be advertised for a minimum of two weeks. Requesting to change date certain to January 31 to secure engineering firm/consultant.	

TS4	The Town Manager and Licensing staff will review all policies and procedures regarding licensing approval and renewal and will recommend changes to the Board of Selectmen for adoption of Licensing Rules and Regulations and changes as necessary to Policy Memorandum #14 by October 31, 2017.
Q1: Town staff has met to review existing procedures and to streamline the licensing process for business owners. Requesting to change date certain to March 31 to complete Policy Memorandum #14 recommended revisions.	
TS5	The Board of Selectmen will develop a policy that addresses modifications to Town-owned property by November 1, 2017.
Q1: No progress. Requesting to change date certain to January 31.	

FISCAL MANAGEMENT

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

FM1	The Town Manager will prepare revenue & expense reports as part of the Budget Task Force process for revenue generating departments.
Q1: In process.	

FM2	The Board of Selectmen, Finance Committee and Town Manager will define the format and collect data for a five-year strategic plan/forecast for the Town.
Q1: No progress.	

FM3	The Town Accountant and Town Manager will develop a fiscal policy manual that covers new accounting requirements including addressing unfunded OPEB liabilities, auditor's recommendations and sound business practices by December 31, 2017.
Q1: Requesting to change date certain to June 30.	

PUBLIC SAFETY

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

PS1	The Town Manager will provide a report on the Community Navigator program by February 28, 2018.
Q1: The Outer Cape Health Services Director of Community-Based Coordinated Care has served as a temporary navigator during their hiring process for the position. He provided a brief report for July through September that shows that of the 25 area residents that were referred to the program, 5 came from Truro.	
PS2	The Town Manager will provide quarterly reports on public safety.
Q1: Police & Fire Chiefs will be scheduled to present at a January Board meeting. The Town Manager's weekly reports include information from both chiefs as well.	
PS3	The Board of Selectmen will extend an offer to a new police chief by June 30, 2018.
Q1: The Board has agreed on a process for hiring a new police chief and is currently appointing members to the Police Chief Search Committee. Information has been forwarded to Badgequest to begin recruitment efforts.	
PS4	The Board of Selectmen and Town Manager will review and revise the existing General Noise Bylaw by February 1, 2018.
Q1: No progress.	

COMMUNITY SUSTAINABILITY

The Town of Truro will support policies and programs that:

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

CS1	The Board of Selectmen working with the Planning Board will develop zoning by-law changes that will allow for year round condominium use by February 28, 2018 to present at the 2018 Annual Town Meeting.
Q1: Town staff developed a survey regarding year round condominiums which has received 142 responses to date. Town staff also developed a list of recommendations which was forwarded to Town Counsel for review and was presented for the Board's discussion at the November 28, 2017 meeting. Town Counsel is presently preparing the Bylaw for the 2018 Annual Town Meeting.	
CS2	The Board of Selectmen will work with the Planning Board to develop a Town-wide home size zoning bylaw for the Residential District to protect the character of Truro to present at the 2018 Annual Town Meeting.
Q1: The Planning Board is spearheading efforts on this bylaw. They have initiated a survey requesting feedback from community members that is available on the Town website.	
CS3	The Board of Selectmen will work with the Truro Housing Authority to develop a Request for Proposals for development of the Cloverleaf property by June 30, 2018.
Q1: The draft feasibility report was received December 12. Ongoing.	

CS4	The Board of Selectmen and the Town Manager will support the Truro Housing Authority in their efforts to complete the 2016 draft Housing Needs Assessment and Housing Production Plan and seek approval by the Planning Board, the Board of Selectmen and the Department of Housing & Community Development per 760 CMR 56.03(4) to inform future initiatives and policies that increase the availability of affordable and community housing in the Town of Truro by December 31, 2017.
Q1: The Board accepted and approved the Truro Housing Production Plan at their October 24, 2017 meeting. The Plan has not yet been included on a Planning Board agenda.	

CS5	<p>The Town Manager will continue efforts on the following environmental projects and develop and implement public outreach and education components for them:</p> <ul style="list-style-type: none"> a. Data collection for the restoration of tidal flow to the Pamet River Valley will be completed by August 31, 2017 and modelling will be completed by December 31, 2017. b. The engineering scope of work for repairing the East Harbor culvert and restoring tidal flow to East Harbor will be complete by October 31, 2017 and replacement of the seaward portion of the culvert will be complete by September 30, 2018. c. Additional modelling to complete necessary repairs/improvements to Mill Pond and Eagle Creek will begin by July 31, 2017. The scope of services and plan will be completed by June, 30, 2018. d. A scope of work for engineering services will be completed by September 2017 for Old County Road's culvert. The bid for removal and replacement of the culvert will be awarded by May 31, 2018.
<p>Q1:</p> <ul style="list-style-type: none"> a. Data Collection, and modeling for the Pamet River restoration are ongoing. Work is being performed by U.S Army Corps of Engineers. Technical data regarding septic systems and well information is also under review within the study area. b. The scope of work for East Harbor has been completed and work will begin the third week in December. The seaward section is scheduled for replacement beginning September 2018. c. A bid review for additional modeling and repairs is scheduled for Monday December 18th with the Department of Ecological restoration. The goal is to have a contract awarded for the scope of services by the end of this month. d. The bid specs for a slip line repair of Old County culvert area have been disseminated to four general contractors and we are awaiting the bid results. 	

CS6	The Board of Selectmen will develop a policy statement that directs users of Town property, roads and facilities to leave said property, roads and facilities in their original condition.
Q1: No progress.	
C7	The Board of Selectmen will hold a joint meeting with the Community Preservation Committee prior to the beginning of their funding cycle to share respective priorities in the CPC's focus areas of Affordable Housing, Open Space (Recreation) and Historic Preservation in order to develop a more coordinated effort in these areas by August 31, 2017.
Q1: A joint meeting is being planned for January.	
CS8	In an effort to support economic development, the Board of Selectmen will reorganize the Cable & Internet Advisory Committee by September 1, 2017. The Board of Selectmen will develop a time table for Comcast contract negotiations by December 1, 2017.
Q1: Two new members have been appointed to the Cable & Internet Advisory Committee for a total of three current members. Staff will contact Town Counsel to schedule a meeting between Town Counsel, the Cable & Internet Advisory Committee and any interested Board members to discuss contract negotiations.	
CS9	The Board of Selectmen will work with the Town Manager to research and identify issues regarding aging.
Q1: The Senior Needs Survey was developed and distributed via post cards (referencing the web link) and mailings. The survey closed November 30, 2017 and as of last count, the Town received 470 electronic and written surveys.	

COMMUNITY ENGAGEMENT & GOVERNANCE

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

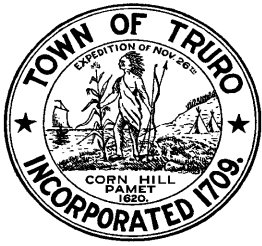
CEG1	The Town Manager will develop policy regarding social media content and posting across departments by November 1, 2017.
Q1: A draft of the social media policy has been completed and will be reviewed by Town Counsel prior to review by the Board.	

CEG2	The Town Manager will develop an overall vision and e-communication strategy and plan that will include ways to increase use of the Town's website, Facebook page and other electronic and social media as a way to communicate with and gather information from residents, property owners and visitors by March 31, 2018.
Q1: In process.	

CEG3	The Board of Selectmen will catalogue and review all of the Board's Policy Memorandums to identify those in need of update or deletion by adding review of at least 10 policies per month at regularly scheduled meetings in order to complete the review by December 31, 2017.
Q1: As of the December 5 th Board meeting, of the 61 policies (which includes one new policy adopted on November 14, 2017), 8 policies remain. A complete update on the remaining policies was provided with the agenda packet at the December 5, 2017 Board meeting.	

CEG4	<p>The Board of Selectmen will conduct a thorough review of charges for Boards, Committees and Commissions under its purview by December 31, 2017. This will include:</p> <ul style="list-style-type: none"> a. An assessment of relevance to the current and future work of the Town of Truro. b. Revisions to charges to ensure clarity of purpose, role and authority. c. Consolidation if possible and appropriate. d. Develop incentives for residents to volunteer to serve on Boards, Commissions and Committees.
Q1: Staff has provided some comments. Requesting to change date certain to May 31.	
CEG5	<p>The Board of Selectmen and Town Manager will review the policy regarding filming public meetings and will prioritize meetings for filming.</p>
Q1: The Board discussed this at both October Board meetings and Budget Task Force meetings have been added to the recording schedule.	
CEG6	<p>The Town will create and provide support, training and educational materials to all of our citizen volunteers in order to make our volunteer driven committees and services more effective and compliant with State and Federal regulations by March 30, 2018.</p>
Q1: Training sessions presented by Town Counsel are being scheduled.	
CEG7	<p>To enhance compliance with the State's public records law, the Board of Selectmen will develop a policy on use of email by Town boards, committees and commissions by December 31, 2017.</p>
Q1: All Town email correspondence with members of regulatory boards/committees/ commissions will solely be through use of Town email accounts effective January 1, 2018.	

CEG8	The Board of Selectmen will hold quarterly conversational forums with citizens to gather information on town services.
Q1: No progress.	
CEG9	The Board of Selectmen will investigate and implement strategies to engage citizens in the budget process, including the possibility of video recording and broadcasting Budget Task Force meetings, changing the time of Budget Task Force meetings, creating improved Budget Task Force reports at Board of Selectmen meetings or at other venues, use of website and social media by October 1, 2017.
Q1: The Board discussed this at both October Board meetings and Budget Task Force meetings have been added to the recording schedule. Budget Task Force meetings will be summarized at Board of Selectmen meetings. Posts inviting the public to attend the December 18 th Budget Task Force meeting were included on social media and on the News & Announcement section of the Town website.	
CEG10	The Board of Selectmen will hold joint meetings with select groups, boards, committees and commissions on an as-needed basis, including Planning Board, School Committee, Zoning Board of Appeals, Conservation Commission and Board of Health.
Q1: Planning Board members attended the September 12, 2017 Board of Selectmen meeting to discuss the proposed year-round condominium bylaw, School Committee members and the Superintendent are scheduled to attend the December 19, 2017 Board meeting and a joint meeting with the CPC is being planned for January.	
CEG10	The Board of Selectmen will hold a summer meeting with Part Time Residents to inform and engage them in Town affairs will also be held by September 30, 2017.
Q1: Part-time residents were invited to a special Board meeting held on August 9, 2017. Completed.	



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

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

REQUESTED MEETING DATE: December 19, 2017

ITEM: Approval of the Disclosure by a Municipal Employee of Financial Interest in a Municipal Contract (Jay Coburn-Board of Selectmen Member)

EXPLANATION: The State Ethics Commission regarding Special Municipal Employees (Conflict of Interest law, General Laws Chapter 268A) states that "A municipal employee may not participate in any particular matter in which he or a member of his immediate family (parents, children, siblings, spouse, and spouse's parents, children, and siblings) has a financial interest. He also may not participate in any particular matter in which a prospective employer or a business organization of which he is a director, officer, trustee, or employee has a financial interest. Participation includes discussing as well as voting on a matter, and delegating a matter to someone else. A financial interest may create a conflict of interest whether it is large or small, and positive or negative. If you, your immediate family, your business, or your employer have or has a financial interest in a matter, you may not participate. The financial interest must be direct and immediate or reasonably foreseeable to create a conflict"; <http://www.mass.gov/ethics/education-and-training-resources/implementation-procedures/municipal-employee-summary.html>

Jay Coburn, as the Executive Director of the Community Development Partnership is disclosing through the State Ethics Commission Form his financial interest with the CDP contract (Agenda Item 5E) for the Housing Rehab program for FY17 and the Town of Truro (Municipal Contract) to which he will recuse himself from participating in the vote to accept the contract.

FINANCIAL SOURCE (IF APPLICABLE): N/A

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

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


ATTACHMENTS:

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

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

	SPECIAL MUNICIPAL EMPLOYEE INFORMATION
Name of special municipal employee :	Jay H. Coburn
Put an X beside one statement.	<p>I am a special municipal employee because:</p> <p><u> X </u> I am a selectman in a town with a population of 10,000 or fewer people;</p> <p><u> </u> I am not a mayor, alderman or city councilor, and</p> <p><u> </u> I serve in a municipal position for which no compensation is provided, or</p> <p><u> </u> I earned compensation for fewer than 800 hours in the preceding 365-day period, or</p> <p><u> </u> By the classification of my position by my municipal agency or by the terms of a contract or my conditions of employment, I am permitted to have personal or private employment during normal business hours.</p> <p><u> </u> I work for a company or organization which has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular, and the contract states that I am a special municipal employee or indicates that I meet one of the three requirements listed above.</p>
Title/ Position	Select Board Member, Board of Selectmen
Fill in this box if it applies to you.	If you are a special municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Municipal Agency/ Department:	<p>This is "my Municipal Agency."</p> <p>Board of Selectmen, Town of Truro</p>
Agency Address:	<p>Town of Truro 24 Town Hall Road Truro, MA 02666</p>
Office phone:	508-349-7004
Office e-mail:	
	Check one: <u> X </u> Elected or <u> </u> Non-elected
Starting date as a special municipal employee.	May 9, 2012

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

FILL IN THIS BOX OR THE NEXT BOX	ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND YOU. - Please explain what the contract is for.
	ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND ANOTHER PERSON OR ENTITY The Town of Truro is the recipient of a Community Development Block Grant for Housing Rehabilitation Programs in Truro, Wellfleet and Provincetown. On December 19 th 2017 the Lower Cape Cod Community Development Corporation d/b/a Community Development Partnership (CDP) was awarded, through a competitive process, a contract to serve as a Consultant to provide program administration services for the Housing Rehabilitation Program. I serves as Executive Director of the CDP and have overall management responsibility for the delivery of services described in the contract.
What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. The contract provides \$135,462 to the CDP for program administration (staff salaries and expenses). None of these funds will be used for my salary or benefits as Chief Executive Officer of the CDP.
Date when you acquired the financial interest	December 19, 2017
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. None
Date when your immediate family acquired the financial interest	
Employee signature:	
Date:	December 8, 2017

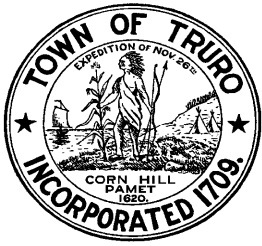
**SEE NEXT PAGE FOR APPROVAL
 BY CITY COUNCIL, BOARD OF ALDERMEN,
 BOARD OF SELECTMEN. TOWN COUNCIL,
 OR DISTRICT PRUDENTIAL COMMITTEE**

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

Name:	Paul Wisotzky
Name of approving body: Write an X by one selection.	<input type="checkbox"/> City Council <input type="checkbox"/> Board of Aldermen <input checked="" type="checkbox"/> Board of Selectmen <input type="checkbox"/> Town Council <input type="checkbox"/> District Prudential Committee
Title/ Position	Chair, Board of Selectmen
Agency Address:	Town of Truro 24 Town Hall Road Truro, MA 02666
Office phone:	508-349-7004 ext. 10
	APPROVAL OF § 20(d) EXEMPTION
	<p>We have received a disclosure under G.L. c. 268A, § 20(d) from a special municipal employee who seeks to have a financial interest in a contract made by a municipal agency of this city or town. We understand that the special municipal employee participates in, or has official responsibility for, activities of the municipal agency that made the contract. We approve this exemption under § 20(d) regarding the financial interest identified by the special municipal employee.</p>
Signature:	On behalf of the Council, Board or Committee identified above, I sign this approval.
Date:	

Attach additional pages if necessary.

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



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration Office

REQUESTOR: Nicole Tudor, Executive Assistant, on behalf of the Board of Selectmen

REQUESTED MEETING DATE: December 19, 2017

ITEM: Lower Cape Cod Community Development Corporation dba Community Development Partnership (CDP) Contract for professional services related to the implementation and administration of the Community Development Block Grant (CDBG) Housing Rehabilitation program.

EXPLANATION: Lower Cape Cod Community Development Corporation dba Community Development Partnership (CDP) was the sole respondent to the RFP for the housing rehab sub-grantee. The Sub-grantee shall perform the necessary scope of services as noted on Attachment A for the Housing Rehabilitation Grant program. In addition the Town must authorize the Executive Director of the CDP, Jay Coburn, to modify loan amounts accordingly as a part of the Town's Housing Rehab Program.

FINANCIAL SOURCE (IF APPLICABLE): Funding through the CDBG program through an agreement with the Massachusetts Department of Housing and Community Development ("DHCD".)

IMPACT IF NOT APPROVED: The funding from DHCD cannot be utilized until the Monitoring Entity is in place.

SUGGESTED ACTION: *MOTION TO approve the contract with Lower Cape Cod Community Development Corporation (CDP) for professional services for the FY17 CDBG Housing Rehabilitation Grant Program and to authorize the Chair to sign.*

ATTACHMENTS:

1. A cover letter and the proposed contract.

M e m o r a n d u m

To: Truro Board of Selectmen
From: Rae Ann Palmer, Town Manager
Subject: Alice Boyd, Bailey Boyd Associates, Inc. 
Date: FY17 CDBG Rehab Sub-Grantee Contracts
December 5, 2017

In October an RFP was advertised and issued for a housing rehab sub-grantee for the recently awarded CDBG housing rehab program. The bid opening was held in November with one bid received from the Community Development Partnership (CDP).

I have evaluated the bid according to the criteria included in the RFP and approved by the funding source. Based upon the established criteria the CDP was found to be "Highly Advantageous". The Cape CDP is a highly experienced housing rehabilitation sub-grantee and has done a stellar job in providing services to our low and moderate-income residents.

As a result I am recommending that the Town of Truro award the contract totaling \$135,462 for program delivery and \$605,811 for housing rehab loans (total contract award up to \$741,273) to the Lower Cape Community Development Corporation d/b/a The Community Development Partnership. I look forward to working with the CDP to insure the success of Truro's FY17 housing rehab program.

Attached please find three copies of contracts for signature along with authorization for the sub-grantee to sign loan modifications. Please maintain one copy of each document for your files and return two signed copies of the contract and the original signed letter to me. As always the procurement file is available for your perusal at any time.

Please don't hesitate to let me know if you have any questions. We look forward to assisting local residents in the rehab of their homes in the very near future.

AGREEMENT

BY AND BETWEEN

TOWN OF TRURO

AND

**THE LOWER CAPE COD COMMUNITY DEVELOPMENT CORPORATION
d/b/a THE COMMUNITY DEVELOPMENT PARTNERSHIP**

THIS AGREEMENT was made as of the 1st day of December, 2017 by and between the Town of Truro, Massachusetts (hereinafter referred as the TOWN/CITY) and The Lower Cape Cod Community Development Corporation d/b/a The Community Development Partnership (hereinafter referred to as the CONSULTANT).

WITNESSETH THAT:

WHEREAS, the TOWN of Truro has entered into an agreement with the Commonwealth of Massachusetts' 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 (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 Housing Program are sought to assist the TOWN in the timely achievement of its Mass. CDBG FY17 Grant Program objectives.

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

1. **ENGAGEMENT OF CONSULTANT:** The TOWN 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 TOWN of Truro, which is incorporated by reference herein as Attachment A.
3. **RESPONSIBILITY OF THE TOWN:** The TOWN 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 TOWN shall designate a project representative authorized to act on its behalf with respect to the project. The TOWN's representative is Alice Boyd, Grant Administrator. TELEPHONE (508) 430-4499.
 - 4.1 **REPORTING:** The CONSULTANT will submit written reports to the TOWN 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 DHCD project report to the TOWN on the status of the project.

DATE DUE: The 8th day of each new fiscal quarter, throughout the contract period, through grant close-out.

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 TOWN and the Department of Housing and Community Development.

6. **TIME OF PERFORMANCE:** The services of the CONSULTANT are to commence on or about December 1, 2017 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, 2018.

6.2 In the case of a time extension is required, no additional compensation will be paid.

7. **COMPENSATION:** The TOWN/CITY will pay the CONSULTANT a total fee in amount not to exceed One Hundred Thirty Five Thousand Four Hundred Sixty Two Dollars (\$135,462), including \$127,552 for salaries (as approved in Part A of the application) and a maximum of \$7,910 for reimbursable expenses based upon invoices submitted in the approved form and according to the "Method of Schedule of Compensation", found as Attachment B. Housing Rehabilitation Loan Funds totalling Six Hundred Five Thousand Eight Hundred Eleven dollars (\$605,811) will be reimbursed to the Sub-grantee's Escrow Account on a monthly basis for program loans.

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 the Mass. CDBG, their authorized representatives, authorized representatives of 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 TOWN/CITY may terminate the contract, for cause, upon 15 days written notice to the CONSULTANT. In case of termination, all finished and unfinished documents shall become the property of the TOWN/CITY.

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 by the signatories hereto, and receives approval from Mass. CDBG 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 74, as amended and revised by Executive Orders 116, 113 and 227; and Mass. CDBG regulations, procedures or guidelines.

The CONSULTANT shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, or national origin. The CONSULTANT shall take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, handicap, or national origin. 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, religion, sex, age, handicap or national origin.

8.6 PROCUREMENT STANDARDS: The CONSULTANT shall adhere to the requirements set forth in 2 CFR Part 200.318 through 200.326 and Mass. CDBG regulations, procedures and guidelines with respect to standards governing procurement, and any applicable provisions of State 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 businesses are utilized when possible as sources of supplies, equipment, construction and services. The SUBRECIPIENT 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.

8.9 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.

8.10 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.

8.11 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.

8.12 COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS, AND Mass. CDBG REGULATIONS, PROCEDURES, AND GUIDELINES: All activities authorized by this agreement shall be subject to and performed in accordance with the provisions of the TOWN/CITY's Grant Agreement with Mass. CDBG 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, 2 CFR Part 200, 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 CDBG Program, and to the continued eligibility of the Commonwealth and the TOWN/CITY to receive such funds.

10. INDEMNIFICATION: The CONSULTANT shall indemnify, defend, and hold the TOWN/CITY 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 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 state regulations, including M.G.L., C. 66 section 10, regarding access to public records.

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 recipient or subrecipient 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 recipient or subrecipient must 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—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree 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 (EPA).

16. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).(I)

17. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB 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.

18. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies 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.

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. The following Certificate of Tax Compliance must be completed and submitted as part of this contract

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: _____

(signature of authorized representative & title)

CEO

12/1/17

(date)

21. SEVERABILITY: If any provision of this agreement is held invalid, the remainder of the 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 TOWN and the CONSULTANT have executed this AGREEMENT under seal in triplicate as of the date above written.

Approvals and Signatures

By: TOWN OF TRURO

By: CONSULTANT

date

 12/1/12

date

Certification as to Availability of Funds:

Approval of Contract as to Form:

Trudi Brazil , Town Accountant date

Town Counsel date

Approval of Contract as to Procurement Method

Town Procurement Officer date

ATTACHMENT A:

HOUSING REHABILITATION SCOPE OF SERVICES

The Sub-grantee shall perform the necessary project implementation services as presented in the Town's FY 17 CDBG Grant Application. These professional services will include:

- Oversight of all aspects of the housing rehabilitation program
- Preparation of all quarterly report documentation
- Preparation and submission of monthly draw down on the first day of each month
- Beneficiary qualification and full income documentation
- Individual environmental reviews of each property
- Procurement of federal lead paint risk assessor
- Procurement of licensed construction supervisor/rehabilitation specialist
- Qualifying contractors
- Contracting with homeowners
- Work write-ups, progress inspections, final inspections
- Processing of payment requests
- Management of housing rehab construction escrow account
- Maintenance of all program files
- Coordination and monitoring with Grant Administrator
- Monthly reconciliation of housing rehab escrow account with Grant Administrator
- Consistent coordination with local Weatherization Assistance Program regarding cross-referral, cost sharing and joint scheduling of projects.
- Provide "before" and "after" photographs of each project.
- Timely completion of agency audit
- Participation in the "paperless" grant management process
- Maintain all program files on Dropbox with original signatures maintained in hard copy
- All other responsibilities as itemized in the RFP and Bidder's Response

ATTACHMENT B:

METHOD OF SCHEDULE OF COMPENSATION

Compensation shall be released to the subgrantee's escrow account as stipulated by line item in the approved grant agreement. Invoices must be sent with all back up to the Grant Administrator on the first day of each month. Compensation relies upon the receipt of drawdowns from the funding source.



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

MORTGAGE MODIFICATION AUTHORIZATION

Delegation of Signatory Authority

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

Dear Mr. Meade:

On December 19, 2017, at a duly authorized meeting the Truro Board of Selectmen voted to authorize Jay Coburn, Executive Director of the Lower Cape Cod Community Development Corporation to modify loan amounts on behalf of the Town as part of the Town's Housing Rehabilitation Program funded through a Community Development Block Grant.

Sincerely,

Paul Wisotzky, Chairman
Board of Selectmen
Town of Truro



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant on behalf of Farm Maid Foods

REQUESTED MEETING DATE: December 19, 2017

ITEM: Approval of 2018 Common Victualler License -
Farm Maid Foods (Annual Common Victualler) 8 Highland Rd

EXPLANATION: The approval of the Annual License for Farm Maid Foods is under the authority of the Board of Selectmen as the Local Licensing Authorities. Should you approve this license for renewal, the license will be issued only upon compliance with all regulations, receipt of the necessary fees and prior approval of the Food Service License by the Health Agent. Farm Maid Foods was issued their Food Service Licenses by the Health Agent on 11/30/2017. There were no reported issues with this establishment in 2017.

Mass General Law Chapter 140 § 2	Licenses & Permits Issued by Board of Selectmen	Names of Businesses
	Common Victualler (Cooking, Preparing and Serving food)	Farm Maid Foods dba Chequessett Chocolate

FINANCIAL SOURCE (IF APPLICABLE): N/A

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

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

ATTACHMENTS:

1. Renewal Application for 2018: Farm Maid Foods dba Chequessett Chocolate

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

Katherine Reed

Allergen Awareness Certification (attach copy):

Katherine Reed

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:

Katherine Reed

Date:

10/3/12

Application Checklist:

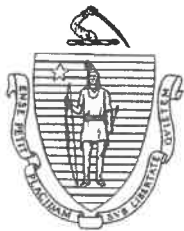
- ☒ Food Service Permit Application
- ☐ Smoke Detector/Fire Protection Certification
- ☒ Workers Compensation Affidavit/Certificate of Insurance
- ☐ Copy of Inspection of Kitchen Equipment: Commercial Hood and Ventilation System Report
- ☒ Copy of Service report of mechanical washing equipment (Dishwasher)
- ☒ 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 _____



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: FarmMaid Foods, Inc.

Address: 8 Highland Road

City/State/Zip: North Turo, MA 02652 Phone #: [REDACTED]

Are you an employer? Check the appropriate box:

1. ☒ I am an employer with 7 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: The Hartford

Insurer's Address: 1 Park Place, 300 S. State St., 7th Floor, Syracuse, NY 13201

City/State/Zip: _____

Policy # or Self-ins. Lic. # [REDACTED]

Expiration Date: _____

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

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

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

Signature: Katherine Reed

Date: 10/3/12

Phone #: [REDACTED]

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

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

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

Contact Person: _____ Phone #: _____

NOTICE TO EMPLOYEES

NOTICE TO EMPLOYEES

The Commonwealth of Massachusetts DEPARTMENT OF INDUSTRIAL ACCIDENTS

1 Congress Street, Suite 100, Boston, Massachusetts 02114-2017
617-727-4900 - <http://www.state.ma.us/dia>

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

The Hartford Fire Insurance Company
NAME OF INSURANCE COMPANY

One Park Place, 300 South State St, 7th Floor Syracuse NY 13202
ADDRESS OF INSURANCE COMPANY

POLICY NUMBER

12/04/17
EFFECTIVE DATES

BENSON YOUNG & DOWNS INS AGCY INC
NAME OF INSURANCE AGENT

PO BOX 559
PROVINCETOWN MA 02657
ADDRESS

508-457-0800
PHONE

CHEQUESSETT CHOCOLATE
EMPLOYER

PO BOX 250 NORTH TRURO MA 02652
ADDRESS

EMPLOYER'S WORKERS COMPENSATION OFFICER (IF ANY)

DATE

MEDICAL TREATMENT

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

NAME OF HOSPITAL

ADDRESS

TO BE POSTED BY EMPLOYER

Town of Turo

Board of Health

Tel. _____

FOOD ESTABLISHMENT INSPECTION REPORT

Name <u>Chequesett chocolate</u>	Date <u>7/12/17</u>	Type of Operation(s) <input checked="" type="checkbox"/> Food Service <input type="checkbox"/> Retail <input type="checkbox"/> Residential Kitchen <input type="checkbox"/> Mobile <input type="checkbox"/> Temporary <input type="checkbox"/> Caterer <input type="checkbox"/> Bed & Breakfast	Type of Inspection <input checked="" type="checkbox"/> Routine <input type="checkbox"/> Re-inspection Previous Inspection Date: <input type="checkbox"/> Pre-operation <input type="checkbox"/> Suspect Illness <input type="checkbox"/> General Complaint <input type="checkbox"/> HACCP <input type="checkbox"/> Other _____
Address <u>8 Highland Road</u>	Risk Level	Permit No.	
Telephone [REDACTED]			
Owner	HACCP Y/N		
Person in Charge (PIC)	Time In: Out:		
Inspector <u>Taryn Lipiner</u>			

Each violation checked requires an explanation on the narrative page(s) and a citation of specific provision(s) violated.

Violations Related to Foodborne Illness Interventions and Risk Factors (Red Items)

Violations marked may pose an imminent health hazard and require immediate corrective action as determined by the Board of Health.

Non-compliance with:
 Anti-Choking 590.009 (E) ☐ Tobacco 590.009 (F) ☐
 Local Law ☐
 Allergen Awareness 590.009 (G) ☐

FOOD PROTECTION MANAGEMENT

- ☐ 1. PIC Assigned / Knowledgeable / Duties

EMPLOYEE HEALTH

- ☐ 2. Reporting of Diseases by Food Employee and PIC
☐ 3. Personnel with Infections Restricted / Excluded

FOOD FROM APPROVED SOURCE

- ☐ 4. Food and Water from Approved Source
☐ 5. Receiving / Condition
☐ 6. Tags / Records / Accuracy of Ingredient Statements
☐ 7. Conformance with Approved Procedures / HACCP Plans

PROTECTION FROM CONTAMINATION

- ☐ 8. Separation / Segregation / Protection
☐ 9. Food Contact Surfaces Cleaning and Sanitizing
☐ 10. Proper Adequate Handwashing
☐ 11. Good Hygienic Practices

- ☐ 12. Prevention of Contamination from Hands

- ☐ 13. Handwash Facilities

PROTECTION FROM CHEMICALS

- ☐ 14. Approved Food or Color Additives
☐ 15. Toxic Chemicals

TIME/TEMPERATURE CONTROLS (Potentially Hazardous Foods)

- ☐ 16. Cooking Temperatures
☐ 17. Reheating
☐ 18. Cooling
☐ 19. Hot and Cold Holding
☐ 20. Time as a Public Health Control

REQUIREMENTS FOR HIGHLY SUSCEPTIBLE POPULATIONS (HSP)

- ☐ 21. Food and Food Preparation for HSP

CONSUMER ADVISORY

- ☐ 22. Posting of Consumer Advisories

Violations Related to Good Retail Practices (Blue Items) Critical (C) violations marked must be corrected immediately or within 10 days as determined by the Board of Health. Non-critical (N) violations must be corrected immediately or within 90 days as determined by the Board of Health.

C	N	
		23. Management and Personnel (FC-2)(590.003)
		24. Food and Food Protection (FC-3)(590.004)
		25. Equipment and Utensils (FC-4)(590.005)
		26. Water, Plumbing and Waste (FC-5)(590.006)
		27. Physical Facility (FC-6)(590.007)
		28. Poisonous or Toxic Materials (FC-7)(590.008)
		29. Special Requirements (590.009)
		30. Other

Number of Violated Provisions Related To Foodborne Illnesses Interventions and Risk Factors (Red Items 1-22):



Official Order for Correction: Based on an inspection today, the items checked indicate violations of 105 CMR 590.000/Federal Food Code. This report, when signed below by a Board of Health member or its agent constitutes an order of the Board of Health. Failure to correct violations cited in this report may result in suspension or revocation of the food establishment permit and cessation of food establishment operations. If aggrieved by this order, you have a right to a hearing. Your request must be in writing and submitted to the Board of Health at the above address within 10 days of receipt of this order.

DATE OF RE-INSPECTION:

Inspector's Signature: <u>Taryn Lipiner</u>	Print: <u>Taryn Lipiner</u>	Page ____ of ____ Pages
PIC's Signature: <u>Katherine Reed</u>	Print: <u>Katherine Reed</u>	

No 123799 A

Fee: \$60.00
Display \$2.00

Licensee: Katherine Reed
8 Highland Road
North Truro, MA 02652



Expires: 3-15-18

Date of Birth: [REDACTED]

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

The Commonwealth of Massachusetts

DIVISION OF STANDARDS

ONE ASHBURTON PLACE, BOSTON

Date 3-16-17

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

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

[Handwritten Signature]

Director of Standards

THIS LICENSE IS NOT TRANSFERABLE

Signature of Licensee

RALPH J. PERRY, INC.

P.O. BOX 339 • HYANNIS, MA 02601 • 508-775-3473

MA-CR#017 • DOT CERT #A-850

FIRE PROTECTION INSPECTION REPORT/WORK ORDER# No 59884

NAME: M McNULTY BUILDING DATE 10/23/17 ACCOUNT# _____
LOCATION 8 HIGHLAND RD NEW _____ CHARGE X COD _____
TRURO ANNUAL X NEW EQUIP _____ SERVICE RETURNS _____
TOTAL # OF EXTINGUISHERS 6
BILL TO LOBSTER POT # EXTINGUISHERS DUE SERVICE NEXT YEAR (3) 5#
CUSTOMER PO# _____ INSPECTION DUE 10/18
CONTACT TIM PHONE [REDACTED] EMAIL _____ SERVICE/LABOR 1

NEW EQUIPMENT

DRY CHEM 2 1/2 ABC _____ 5ABC _____ 10ABC _____ 20ABC _____ 10BC _____ 20BC _____ 10PK _____ 20PK _____
CO2 5lb _____ 10lb _____ 15lb _____ 20lb _____ PW _____ CLASS K _____ HALOTRON 2 1/2 lb _____ 5lb _____ 11lb _____ 15.5lb _____
MARINE SYSTEM _____ EMERGENCY LIGHTS _____ EXIT LIGHTS _____ OTHER _____

INSPECTION / RECERTIFICATION

DRYCHEM 6 K CLASS _____ PW _____ HALON/HALOTRON _____ CO2 _____ COND TEST _____ MARINE CYLINDER _____
EMERGENCY LIGHTS _____ EXIT LIGHTS _____ OTHER _____

RECHARGE / SERVICE / HYDROTEST

RECHARGES	SERVICE
DRY CHEM 2 1/2 lb _____ 5lb _____ 10lb _____ 20lb _____	6 YEAR MAINTENANCE _____ HYDROTEST _____
PW _____ K CLASS .61 _____ 2.5G _____	HYDROTEST _____
HALOTRON 2 1/2 lb _____ 5lb _____ 11 lb _____ 15 1/2 lb _____	6 YEAR MAINTENANCE _____ HYDROTEST _____
CO2 5 lb _____ 10lb _____ 15lb _____ 20lb _____ COND TEST _____	HYDROTEST _____

Notes:

PARTS

SERVICE COLLAR _____	WALL HOOK _____	M1-5lb _____	Other _____
ORING _____	VEHICLE BRACKET _____	M2-10lb _____	
CHECK STEM _____	HEAVY DUTY BRACKET _____	20lb _____	
PULL PIN _____	BULBS _____	REPLACEMENT COVER _____	
GAUGE _____	BATTERIES _____	BATTERY DISPOSAL _____	FEC COVER _____

SIGNS / LABELS

FIRST AID

DOT _____ OSHA _____ PWM 90 _____	FIRST AID KIT 8161 _____ 8162 _____ 8163 _____ J-KIT _____ REFILL _____
BL SERIES VINYL _____ TYPE _____	EYEWASH STATION _____ REFILL _____ INSPECTA SHIELD _____
RP SERIES PLASTIC _____ TYPE _____	OTHER _____

FIRE EXTINGUISHERS ARE IN COMPLIANCE WITH NFPA10 CODE YES ☒ NO ☐

RECOMMENDATIONS: _____

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

Tim 5342
SERVICE TECHNICIAN LIC #

De Jay King
CUSTOMER'S AUTHORIZED REPRESENTATIVE

The above service technician certifies that the fire extinguishers and emergency lights were personally inspected and found conditions to be as indicated above.

Number: 2018-002A

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:

Katherine Reed, mgr., d/b/a Farm Maid Foods Inc./Chequesett Chocolate

Whose place of business is

8 Highland Rd

Type of business and any restrictions

Chocolate Manufacturing/Retail Sales

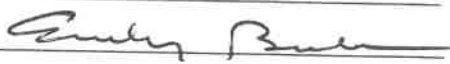
To operate a food establishment in

Truro

Permit Expires: **December 31, 2018**

Date Issued: **11/30/17**

Seating: 12


Truro Board of Health Agent

Number: 2018-002B

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:

Katherine Reed, mgr., d/b/a Farm Maid Foods, Inc./Chequesett Chocolate

Whose place of business is: **8 Highland Rd**

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

To operate a food establishment in **Truro**

Permit Expires: **December 31, 2018**

Date Issued: **11/30/17**


Truro Board of Health Agent



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



**FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT**

BUSINESS NAME: FarmMaid Food, Inc / Residential Units

OWNER/MANAGER: Kate Reed / Joy McNulty

ADDRESS: 8 Highland Road, N.Truro, MA 02652

PHONE # _____ One (1) Commercial
NUMBER OF UNITS: Four (4) Residential

CONTACT PERSON: Kate Reed / Joy McNulty

	<u>Kate Reed</u>	<u>Joy McNulty</u>
ADDRESS:	<u>P.O.Box 250</u>	<u>P.O.Box 1367/2 Tinys Way</u>
	<u>N.Truro, MA 02652</u>	<u>Provincetown, MA 02657</u>

TESTING COMPANY: Carlos Silva Electrician

TESTING ELECTRICIAN/TECHNICIAN: Carlos A. Silva

COMPANY PHONE # (508)487-6218 HOME PHONE #: (508) 237-5848

LICENSE #: E38932

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: _____

DATE OF CERTIFICATION: 1026 2017 BY: 
Signature of Licensed Electrician

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

Number 2018-003

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:

Katherine Reed, mgr., d/b/a High Tide Kitchen

Whose base of operations is **8 Highland Rd, Truro MA**

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

To operate a food establishment in **Truro**

Permit Expires: **December 31, 2018**

Date Issued: **11/30/2017**



Truro Board of Health Agent

#2018-003

ADMINISTRATIVE OFFICE

TOWN OF TRURO
HEALTH DEPARTMENT
TOWN OF TRURO

OCT 12 2017

RECEIVED BY: 

PAID

3092

**TOWN OF TRURO
BOARD OF HEALTH**

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

Tel: 508-349-7004 x131 Fax: 508-349-5508

Email: ebeebe@truro-ma.gov or adavis@truro-ma.gov**APPLICATION FOR MOBILE FOOD SERVICE PERMIT**☐ New ☒ Renewal**Section 1 – Type of Mobile Food Service**

- ☒ Mobile Food Truck (potentially hazardous foods)
☐ Ice Cream Truck
☐ Pushcart (limited to non-potentially hazardous foods)

Section 2 – Business/Owner/Manager InformationBusiness Name: FarmMaid Foods Inc. dba High Tide KitchenOwner Name: Katherine Reed Email Address: farmmaidfoods@gmail.comMailing Address: P.O. Box 250, North Truro, MA 02652Phone No:  24 Hour Emergency: 

Certified Food Manager(s) (attach copy):

Katherine Reed

Allergen Awareness Certification (attach copy):

Katherine Reed

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

8 Highland Road, North Truro MA 02652Has 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 3 – Base of Operations

(All Mobile Food Vendors must operate out of a fixed Licensed Establishment)

Name: Katherine ReedTelephone: Address: 8 Highland Rd. N. Truro

Owner/Manager:

Type of Establishment: Cheesecake Chocolate

Section 4 – Waste

WATER SYSTEM/WASTE RETENTION:

☒ Site has potable water hookup

☒ Potable water supply tank on unit. Capacity 30 gal.

Capacity of waste retention tank 50 gal (should be greater than supply)

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

Dump out

Section 5 - 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 mobile vending truck or pushcart as specified under § 8-402.11. I affirm that the mobile food service operation will comply with 105 CMR 590.000, Truro Board of Health Regulation Section X, Food Service Regulations and all other applicable laws. Pursuant to MGL Ch. 62C § 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid state and local taxes required by law.

Signature of Applicant: Katherine Reed

Date: 10/3/17

Application Checklist:

☒ Smoke detector/fire protection certification.

n/a ☒ Copy of inspection of commercial hood/ventilation system report (if applicable)

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

n/a ☒ IF YOU DO NOT HAVE EMPLOYEES- Workers Compensation Affidavit

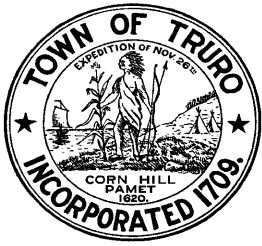
☒ Copy of valid food service permit for base of operations (if located outside Truro)

☒ Copy of most recent food service inspection report for base of operations (if located outside of Truro)

n/a ☒ Copy of the commissary agreement (base of operations).

n/a ☒ ICE CREAM TRUCKS ONLY: complete CORI form and permit to engage in ice cream vending mgl 270 §25

☒ Copy of state Hawker Peddler License



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: December 19, 2017

ITEM: Discussion of Community Preservation Application for Great Hollow Beach and Open Space

EXPLANATION: Chairman Wisotzky requested that this item be placed on the Agenda for discussion and possible amendment of the request to the Community Preservation Committee for a Grant to assist in the purchase of a 1.09 acres parcel of land on the Bay, at 2 Kill Devil Road. The purchase of the land would expand the Town beach and conserve the remainder of the land for open space.

FINANCIAL SOURCE (IF APPLICABLE): CPC Funds

SUGGESTED ACTION: *Motion to*

ATTACHMENTS: None



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

6. CONSENT AGENDA

A. Review/Approve and Authorize Signature:

1. *None*

B. Renewal of Annual Licenses- Savory and the Sweet Escape Common Victualer License

C. Review and Approve Board of Selectmen Minutes: November 21, 2017, November 28, 2017, December 5, 2017



Consent Agenda Item: 6B

TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant, on behalf of Diane Costa, Savory and the Sweet Escape

REQUESTED MEETING DATE: December 19, 2017

ITEM: Approval of renewal of annual licenses for 2018:
Common Victualler License-Savory and the Sweet Escape, 316 Route 6

EXPLANATION: The approval of Savory and the Sweet Escape Common Victualler License is under the authority of the Board of Selectmen as Local Licensing Authorities. Should you approve this license for renewal, the license will be issued only upon compliance with all regulations, receipt of the necessary fees, taxes paid and prior approval of the Food Service Licenses by the Health Agent. Savory and the Sweet Escape was issued their Food Service License by the Health Agent on 12/12/2017.

Mass General Law	Licenses & Permits Issued by Board of Selectmen	Names of Businesses
Chapter 140 § 2	Common Victualler (Cooking, Preparing and Serving food)	Savory and the Sweet Escape

IMPACT IF NOT APPROVED: The applicant will not be issued their Common Victualer License.

SUGGESTED ACTION: *MOTION TO approve the 2018 Common Victualer License for Savory and the Sweet Escape.*

ATTACHMENTS:

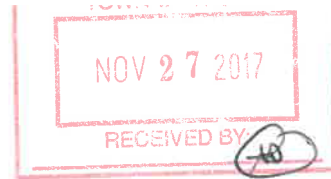
1. 2018 Renewal Business Application: Savory and the Sweet Escape

50 CAT
10 BAK
10 ICE CREAM
50 CV
\$195.00



Town of Truro Board of Health

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



#2018-044

APPLICATION FOR FOOD SERVICE – COMMON VICTUALER

☐ New ☒ Renewal

Section 1 – License Type

Type of License: ☒ Food Service ☒ Common Victualer

Type of Food Service Establishment:

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

Section 2 – Business/Owner/Manger Information

Federal Employers Identification Number (FEIN/SS) [REDACTED]

Business Name: Savory is the Sweet ESCAPE

Owner Name: Diane Bill Costa

Email Address: [REDACTED]

Mailing Address: PO BOX 690

Phone No: [REDACTED]

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

Name: Diane or Bill Costa

Email Address: [REDACTED]

Mailing Address: PO BOX 690 / TRURO 02666

Phone No: [REDACTED]

24 Hour Emergency: [REDACTED]

Section 3 – Business Operation Details

Number of Seats: Inside: 38 Outside: Varies Number of Employees: 15+

Length of Permit: ☒ Annual ☐ Seasonal Operation

Hours of Operation: 6 AM To 9 PM

Days Closed Excluding Holidays: 0

If Seasonal: Approximate Dates of Operation: ____/____/____ To ____/____/____

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

Diane Costa Lacey Vail

Allergen Awareness Certification (attach copy):

Diane Costa Lacey Vail

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: Diane Costa Date: NOV 27, 2017

Application Checklist:

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

FOR HEALTH DEPARTMENT USE ONLY

Comments: _____

Review by _____

Date _____

Number: 2018-044A

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:

Diane Costa, mgr., d/b/a Savory and the Sweet Escape

Whose place of business is **316 Route 6**

Type of business and any restrictions **Restaurant/Sandwich Shop**

To operate a food establishment in **Truro**

Permit Expires: **December 31, 2018**

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

Seating: 33



Truro Board of Health Agent

Number: 2018-044B

Fee \$10.00

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

Bakery License

This is to Certify that **Diane Costa, mgr., d/b/a Savory and the Sweet Escape
316 Route 6**

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, 2018 unless sooner suspended or revoked.

Date **12/12/17**



Truro Board of Health Agent

Number: 2018-044C

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:

Diane Costa, mgr., d/b/a Savory and the Sweet Escape

Whose place of business is : **316 Route 6**

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

To operate a food establishment in **Truro**

Permit Expires: **December 31, 2018**

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



Truro Board of Health Agent

Number: 2018-044D

Fee \$10.00

Town of Truro Board of Health
24 Town Hall Road, Truro, MA 02666
Frozen Desserts/Ice Cream Mix License

This is to Certify that **Diane Costa, mgr., d/b/a Savory and the Sweet Escape**
Address **316 Route 6**

IS HEREBY GRANTED A LICENSE
FOR THE MANUFACTURING OF
FROZEN DESSERTS AND/OR ICE CREAM MIX
Expiring December 31, 2018

This License is subject to the Rules and Regulations of the Massachusetts Department of Public Health Relative to the Manufacturing of FROZEN DESSERTS and ICE CREAM MIX, to the Rules and Regulations of the Board of Health granting this License, and to the provision of the General Laws Chapter 94 as amended by Chapter 373 of the Acts of 1934, and may be revoked or suspended in accordance with the provisions of Section 65J of said Chapter.

Date 12/12/17



Truro Board of Health Agent



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

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

Applicant Information

Please Print Legibly

Business/Organization Name: Savory is the Sweet Escape

Address: _____

City/State/Zip: _____ Phone #: _____

Are you an employer? Check the appropriate box:

1. ☒ I am an employer with 30 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: HARTFORD CASUALTY INS CO

Insurer's Address: ADP / 1 ADP BLVD / ROSELAND, NJ, 07068

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: 4/9/2018

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

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

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

Signature: DB Costa Date: NOV 27, 2017

Phone #: _____

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

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

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

Contact Person: _____ Phone #: _____



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

**FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT**

BUSINESS NAME: Savory & the Sweet Escape

OWNER/MANAGER: Diane B Costa

ADDRESS: 316 Route 6

PHONE #: 508 487-0225 NUMBER OF UNITS: 1

CONTACT PERSON: Diane B Costa

ADDRESS: PO Box 690 / 02666

TESTING COMPANY: Gerald J Costa JR

TESTING ELECTRICIAN/TECHNICIAN: Gerald J. Costa Jr.

COMPANY PHONE #: 774-353-8809 HOME PHONE #: _____

LICENSE #: E-50385

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

COMMENTS: Heat & Smoke Detectors

DATE OF CERTIFICATION: 11/27/17 BY: [Signature]

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.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/27/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Automatic Data Processing Insurance Agency, Inc. 1 Adp Boulevard Roseland, NJ 07068		CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No):	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Hartford Casualty Insurance Company	
		NAIC # 29424	
INSURED SAVORY ON THE CAPE INC 316 ROUTE 6 Truro, MA 02666		INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER: 786141****REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	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 <input type="checkbox"/> OTHER:						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"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A N		04/09/2017	04/09/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							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 (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Town of Truro Attn: Arozana Davis Town Hall Road	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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DRAFT

**Truro Board of Selectmen Meeting
Truro Public Library
Tuesday, November 21, 2017**

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

Regrets: Jay Coburn

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

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

2018 Property Tax Discussion

Town Assessor Kathy Fryxell had created a sample tax bill containing a residential exemption. Using this, she and Town Manager Rae Ann Palmer explained how the residential tax exemption worked. Rae Ann Palmer said she, the Town Assessor or Town Accountant will be happy to further explain tax bill information and increases with tax payers who ask. For people who missed the application deadline for the residential tax exemption, there are also abatements offered for those who are eligible. An Overlay Account is in place for any adjustments that are requested.

Rae Ann Palmer and Kathy Fryxell reviewed the statistics on the Fiscal Year 2018 Residential Exemption Status Report, noting the outreach that resulted in the 330 residential tax exemptions that were allowed.

Preliminary FY2019 Budget Discussion

Rae Ann Palmer wanted the members of the Board of Selectmen to give her direction for some items of the Budget. She indicated several areas of concern including: sale of net metering credits; a need for more reorganization; union negotiations; road paving; evaluation of Fire Department Overtime; and a new Fire Department recruitment. Members of the Board and Ms. Palmer agreed that the Budget Task Force needs to scrutinize the Elementary School Budget in light of an enrollment of 112 or 113 students and no sixth graders. The Town Manager suggested a joint meeting with the School Committee. Selectmen recommended also meeting with the School Superintendent and Town Administrators from neighboring towns. Robert Weinstein also suggested that the Local Comprehensive Plan deal in depth with school issues.

Janet Worthington asked if one of the big Capital projects could be postponed for a year or two. Rae Ann Palmer cautioned that this could lead to worse situations and cited the East Harbor project which has bigger problems because it had been postponed.

The first Budget Task force meeting is Dec. 18th. Town Accountant Trudi Brazil is working on balancing Free Cash and looking at revenues. Department Budgets are coming in, Rae Ann Palmer said.

Communication

There were several suggestions for improved communications. Chair Paul Wisotzky said communication needs to be examined periodically. He said the Selectmen should read the Town Manager's weekly reports, which are on the Town Website. Rae Ann Palmer said she appreciates responses to her e-mails to Selectmen so that she knows they have received them. Rae Ann Palmer said there will be direct communications with some concerned citizens regarding the Swap Shop and invited Selectmen to her meeting with them. Suggestions for improved Selectmen's Hours included posting the schedule for the Transfer Station and outreach to part-time residents, inviting them to Selectmen's Hours.

ADJOURNMENT

The meeting was adjourned by consensus at 6:32 p.m.

Respectfully submitted,

Mary Rogers, Secretary

Paul Wisotzky, Chair

Maureen Burgess Vice-chair

Jay Coburn

Janet Worthington

Robert Weinstein, Clerk

Public Records Material of 11/21/17

1. Sample tax bill
2. Fiscal Year 2018 Residential Tax Status Report

DRAFT

**Truro Board of Selectmen Meeting
Truro Town Hall Selectmen's Chambers
Tuesday, November 28, 2017**

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

Regrets: Janet Worthington

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

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

PUBLIC COMMENT

Chair Wisotzky read into record a November 17, 2017 letter from Dave and Sharon Neskey of 9 Castle Road, expressing their concern over public safety for beachgoers, recommended lifeguards and spotters of sharks at the beaches.

BOARD OF SELECTMEN ACTION

Conservation Restriction for 3 Outwater Lane-Boyle

President of the Truro Conservation Trust Fred Gaechter explained the Conservation Restriction (CR) request for 3 Outwater Lane. The CR contains an agricultural easement as a part of the restriction. The property at 3 Outwater Lane has been donated to the Compact of Cape Cod Conservation Trusts, Inc. The property will later transfer the title to the Truro Conservation Trust for permanent open space holding.

Robert Weinstein moved to approve the Conservation Restriction for 3 Outwater Lane and to authorize the members of the Board of Selectmen to sign the restriction. Maureen Burgess seconded, and the motion carried 4-0.

Discussion of Year-Round Condo By-law

Health and Conservation Agent Emily Beebe, Building Commissioner Russell Braun and Town Planner Cally Harper acquainted the Board with their work on a condominium conversion by-law. Cally Harper distributed a paper copy of the web survey and a map locating condos in Truro. Russell Braun explained the premise that conversions of condos be robust, safe, energy efficient and the properties need to be uniform in compliance. An entire condominium property would need to commit to required improvements, not just individual units. Mr. Braun, Ms. Beebe and Ms. Harper recommended keeping the process streamlined. Conversions would begin with staff before approvals by the Selectmen were requested. Condo conversions would be brought before the Selectmen because of the covenants most of the condominiums have. Mr. Braun said condo associations typically require a super majority for changes in their status.

The Town Planner, Building Commissioner, and Health & Conservation Agent responded to the Selectmen's questions on a number of issues including: changes to Board of Health regulations, parking space requirements, water and sewage, a new category of multi-unit dwellings, a different approach for Beach Point, and motel rooms that are now condominiums.

Russell Braun called attention to the Flood Zone designation of properties in Beach Point and the elevation certificate that would be required. Jay Coburn expressed concern about the costs of conversions and zoning changes. Rich Wood asked about how conversions would work if the association approved them, but not everyone wanted to do a conversion. Cally Harper said Survey Monkey could include some of these questions. The post cards advertising the survey are being sent out.

Paul Wisotzky suggested including zoning districts on the map. Maureen Burgess recommended use of the word *shall* to avoid excess waiver requests. Rae Ann Palmer said Selectmen should direct their suggestions to the staff committee through her. She emphasized the Building Commissioner's point that the limiting factor for conversions would be the need to upgrade and consensus of condo associations.

Rae Ann Palmer said Town Counsel would review the draft by-law and meet with the Selectmen. There will be a timeline set for a draft by-law, she said. Emily Beebe said that the staff committee is trying to make the process less onerous. She and the Building Commissioner would work with condo owners to facilitate their conversions. Russell Braun said there are lots of possibilities. The Building Commissioner stressed the importance of safety issues.

Discussion on Residential Tax Exemption

Rae Ann Palmer and explained the process of approval for applicants wishing to receive a residential tax exemption. Three hundred and thirty applications were approved, she said. One hundred and sixteen were approved late and abated. Around fifty percent of residents are receiving the residential tax exemption.

Principal Assessor Principal Assessor Kathy Fryxell reviewed the parts of a sample tax bill for "Joe Taxpayer" which she had created to explain the different rates, assessed property value, the residential exemption dollar amount, the taxable value, and the actual tax. The sample tax bill is on the Town website in the Selectmen's packet. Paul Wisotzky explained reasons why increases appear on tax bills. Rae Ann Palmer commended the Assessor's Office for their work on the implementation of the residential tax exemptions.

Jay Coburn asked if a further calculation could be done in spring on the overall residential tax exemption figure. Rae Ann Palmer immediately offered some examples of current tax increases without the exemption and the savings for a property with the exemption, and she promised to compile the figures for his request after the second tax bills have been paid.

Board of Selectmen Policies

Rae Ann Palmer reviewed revisions of three more Selectmen Policies with the Board.

Policy #35 - Town Administrator's Powers of Appointment

The policy name was changed to reflect the Town Manager's title. Other changes reflect the new hiring process implemented by Ms. Palmer. This includes maintaining certified lists of applicants and their scores, which are useful for consideration in instances of future vacancies.

Policy #52 - Beach Use

References are now to a Town Manager. Changes reflect the Town Manager's review of applications and address conditions specific to events based on type of event and season.

Policy #55 - *Replacement of Police Vehicles*

Typos were corrected, and the Town Manager was included in the Budget review process.

Robert Weinstein moved to accept the proposed revisions for Policy #'s 35, 52 and 55. Maureen Burgess seconded, and the motion carried 4-0.

CONSENT AGENDA

A. Review/Approve and Authorize Signature:

Crown Castle Consent Request Letter (344 Route 6 Cell Tower)

B. Renewal of Annual Licenses-Salty Market Common Victualler

C. Review and Approve Castle Hill Center for Arts at Edgewood Farm One Day Alcohol and One Day Entertainment Licenses for December 15, 2017

D. Review and Approve Board of Selectmen Minutes: November 14, 2017

Jay Coburn moved to approve the Consent Agenda. Robert Weinstein seconded, and the motion carried 4-0.

SELECTMEN'S REPORTS AND TOWN MANAGER REPORT

Maureen Burgess shared information from a Cemetery Commission meeting she had recently attended. Cemetery Commission Chairman Bob Masson reported on burial capacity. There is space left for two centuries of burials and 4,000 cremations. Ms. Burgess commended Bob Masson's impeccable record keeping. He wanted to thank whoever had placed flags on graves this Veterans Day, but didn't know who it was. Rae Ann Palmer knew that John Dundas was one of the people who would receive a written thank-you note.

Paul Wisotzky reported on the last session of the Housing Institute, which he and a large representation of Truro participants had completed. He had attended a recent Open Space Committee meeting and said that they have been examining Town-owned land for possible combined use as Open Space, Conservation and Affordable Housing. He also had attended the Community Preservation Committee meeting, where the applicants for Fiscal Year 2019 Community Housing grants had acquainted CPC with their projects. Finally, he announced a December 15th event at Edgewood Farm by Castle Hill Center for the Arts that will be honoring Town Manager Rae Ann Palmer.

Robert Weinstein described two site visits he had made with DPW Director Jarrod Cabral. As Truro's Municipal Planning Organization's representative, he examined Truro's portion of the East Harbor culvert that runs under Rte. 6. The culvert headwall has been undermined by the water flowing into and from East Harbor. He and Jarrod Cabral will invite DOT engineers to review the condition of the headwall. He and the DPW Director had visited a portion of the Old King's Highway that runs from North Pamet Rd. to Higgins Hollow. New construction there will require some brushing back and road maintenance that will be of benefit to residents, work crews and delivery people.

Town Manager Rae Ann Palmer reported that the lawsuit against the ZBA over the Klein/Dennis house was dismissed. She is awaiting direction from Town Counsel regarding the Town's next steps. She said all labor contracts will be up at the end of June 2018, so she would like to have

an Executive Session on December 12th. Ms. Palmer said that Truro and Provincetown have joined together to invest wisely in a health insurance program. There have been four responses to an RFP that was issued, she said.

NEXT MEETING AGENDA

Rae Ann Palmer and the Board planned agenda items for the December 5, 2017 meeting and considered changing the December 12, 2017 work session to an Executive Session. They will be issuing invitations for several joint meetings with Planning Board, the CPC and Provincetown Selectmen as soon as possible.

ADJOURNMENT

Jay Coburn moved to adjourn, and the meeting was adjourned by consensus at 6:14 p.m.

Respectfully submitted,

Mary Rogers,
Secretary

Paul Wisotzky, Chair

Maureen Burgess Vice-chair

Jay Coburn

Janet Worthington

Robert Weinstein, Clerk

Public Records Material of 11/28/17

1. Conservation Restriction for 3 Outlook Lane
2. Truro condominium map and survey
3. Residential Tax Exemption Report
4. Sample tax bill with residential exemption
5. Selectmen's Policy #'s 35, 52 and 55
6. Crown Castle Consent Request Letter (344 Route 6 Cell Tower)
7. Application for Annual Licenses-Salty Market Common Victualler
8. Application from Castle Hill Center for Arts at Edgewood Farm for One Day Alcohol and One Day Entertainment Licenses for December 15, 2017

DRAFT

Truro Board of Selectmen Meeting Tuesday, December 5, 2017 Town Hall Selectmen's Chamber

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

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

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

PUBLIC COMMENT

Ann Greenbaum, as Chair of the Truro Non-residents' Committee on Tax Equity, discussed the residential tax exemption (RTE). She said there were other methods they had researched for giving tax relief besides RTE's. She said these had not been reviewed by the Selectmen and requested that they be placed on a future agenda as a part of the Budget process. She submitted her written statement to be entered into the public record for the meeting. Prior to placing it on an agenda, Rae Ann Palmer was awaiting Town Counsel's opinion of the previous submission by Ms. Greenbaum.

BOARD/COMMITTEE/COMMISSION APPOINTMENTS

Nancy Fenichel, Diane Messinger, and Ewa Nogiec explained their interest in serving on the Recycling Committee. Ms. Palmer said she, the DPW Director, the Health Agent and some of the applicants have already met to discuss the Swap Shop. Members of the Board commended the group for coming forward to plan for the future of the Swap Shop.

Jay Coburn moved to approve the appointments of Nancy Fenichel, Diane Messinger, and Ewa Nogiec to the Recycling Committee. Robert Weinstein seconded, and the motion carried 5-0.

BOARD OF SELECTMEN ACTION

Designation of Budget Task Force Members

Town Manager Rae Ann Palmer explained that the Budget Task Force needed two official representatives from the Board of Selectmen. Robert Weinstein said he was willing to continue in this capacity. Paul Wisotzky said that he is actually Chair of the Budget Task Force. Other members and all citizens are welcome to attend any of the meetings, which will be filmed this year.

Jay Coburn moved to appoint Selectpersons Robert Weinstein and Paul Wisotzky to represent the Board on the Budget Task Force. Maureen Burgess seconded, and the motion carried 5-0.

Discussion of Police Chief Search Committee

Town Manager Rae Ann Palmer explained that Badgequest was willing to do recruitment for the Police Chief. The composition of the Search Committee needs to be finalized with a total of seven members. She said there are openings for four community members. She and two members of the Board of Selectmen will serve on the Search Committee. She asked if the Board would like to wait for everyone to be appointed or to begin with her appointment and the two

Board members. The Selectmen will wait for the first meeting in January to appoint everyone. Janet Worthington is interested in serving.

Board of Selectmen Policies Revised by Town Counsel

Assistant Town Manager Kelly Clark explained the Policies reviewed by Town Counsel:

Policy #22 — Drug and Alcohol Testing Policy for Employees in Positions Requiring a Commercial Driver's License (CDL) and which are Subject to Regulation by the U.S.

Department of Transportation

Town Counsel made edits to include operating Town-leased vehicles and clarified the definition of alcohol and what happens if an employee refuses to be tested (page 10). References to *Town Administrator* were changed to *Town Manager* and the Collective Bargaining Amendment letter was updated.

Policy #32 — Gift Acceptance Policy

Town Counsel approved previous changes and added grant acceptance to the overall policy.

Town Counsel also included reference to relevant Massachusetts General Law. Based on discussion at the November 14, 2017 Board meeting, the following line was added to the top of page 2 and was reviewed by Town Counsel, "At the time that a gift it accepted, the Town along with the donor will determine whether the gift should be kept in perpetuity or may be declared surplus at a later date."

Robert Weinstein moved to accept the proposed revisions to Policy #'s 22 and 32 as recommended by Town Counsel. Maureen Burgess seconded, and the motion carried 5-0.

Review of Board of Selectmen Policies

Kelly Clark made recommendations for Policy #13 – *Appointment Policy*. Policy #13 was brought to the Board for discussion at the July 25, 2017 meeting. As requested at the July 25, 2017 meeting, the policy was updated to remove section 5 (regarding making immediate and emergency appointments) and a new section (6) was added to reflect the required acknowledgement of Policy #54 and Summary of Conflict of Interest Law and the required completion of the State Ethics Commission Conflict of Interest Law online training program.

Robert Weinstein moved to accept the revisions to Policy #13. Maureen Burgess seconded, and the motion carried 5-0.

CONSENT AGENDA

A. Review/Approve and Authorize Signature: *None*

B. Renewal of Annual Licenses-Truro Vineyards Lodging License

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

SELECTMEN REPORTS AND TOWN MANAGER REPORT

Janet Worthington said details of the holiday season will be forthcoming. Jay Coburn said the Local Comprehensive Plan Committee has held its first two meetings, chaired by Christopher Clark. He also reported that he has arranged for a joint meeting with the School Committee on December 19, 2017. Town Manager Rae Ann Palmer said she needs dates for an Open Meeting

Law training that she is scheduling. Tuesday, January 16, 2018 is the likely date. She gave further information on the Local Comprehensive Plan Committee's efforts on data collection. She reminded everyone that the Budget process brings an expenditure budget to Town Meeting. Revenue Budget is discussed after Town Meeting.

SELECTMEN COMMENTS

Maureen Burgess said Mass Municipal Selectmen's Association (MMA) will meet on Friday, December 8, 2017. Jay Coburn said that meeting was for Cape and Islands Selectmen. Jay Coburn said the Board had received a letter from Rich Wood regarding the land acquisition application to the Community Preservation Committee. He said it was problematic that the Selectmen had agreed to be co-sponsors of the project with the Conservation Trust.

NEXT MEETING AGENDA: Tuesday, December 12 and December 19

The December 12, 2017 meeting will be an Executive Session for union negotiations. The December 19, 2017 agenda includes a joint meeting with the School Committee, discussion with Senator Julian Cyr, license approvals, and updating Selectmen Goals.

ADJOURNMENT

Maureen Burgess moved to adjourn. Robert Weinstein seconded, and the motion carried 5-0. The meeting was adjourned at 5:44 p.m.

Respectfully submitted,

Mary Rogers,
Secretary

Paul Wisotzky, Chair

Maureen Burgess Vice-chair

Jay Coburn

Janet Worthington

Robert Weinstein, Clerk

Public Records Material of 12/05/17

1. Ann Greenbaum's submission requesting discussion of RTE at a future BOS meeting
2. Appointment papers for Nancy Fewichel, Diane Messinger, and Ewa Nogiec
3. Selectmen Policies #'s 22 and 32 as revised by Town Counsel
4. Selectmen Policy #13 revisions
5. Truro Vineyards Lodging License