



## Truro Board of Selectmen Meeting

Wednesday, May 15, 2019

Regular Meeting-5:00pm

Truro Town Hall - 24 Town Hall Road

### 1. PUBLIC COMMENT

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

### 2. PUBLIC HEARINGS

- A. Eversource Petition for 618 Shore Road
- B. New Seasonal Off-Premises Wine and Malt Package Store License-Days Market and Deli-271 Shore Rd-Mylan Janoplis

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

### 4. TABLED ITEMS NONE

### 5. BOARD OF SELECTMEN ACTION

- A. Update on Herring River Restoration Project  
Presenter: Attorney Barry Fogel and Rae Ann Palmer, Town Manager
- B. Election of Board of Selectmen Officers (Chair, Vice-Chair and Clerk)  
Presenter: Board of Selectmen
- C. Review and Approve Selectmen Liaison List  
Presenter: Board of Selectmen
- D. Update on Board of Selectmen Goals and Objectives  
Presenter: Kelly Clark, Assistant Town Manager
- E. Letter from Laurie Frottier  
Presenter: Rae Ann Palmer, Town Manager
- F. Discussion Only - Date for June Community Forum, Walsh Property  
Presenter: Rae Ann Palmer, Town Manager

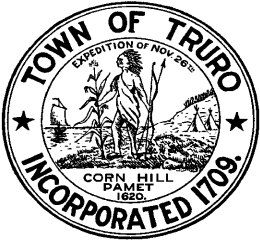
### 6. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
  - 1. *None*
- B. Review and Approve 2019 Payomet Performing Arts (Entertainment and Sunday Entertainment)
- C. Review and Approve 2019 Seasonal Licenses: Blackfish Restaurant (Common Victualer), Hillside Farmstand and Perry's Furniture (Transient Vendor), and Lewis Brothers Ice Cream (Hawker Peddler)
- D. Change Order Request for East Harbor with MIG, Inc
- E. Review and Approve Board of Selectmen Minutes: April 16, 2019, April 17, 2019, and April 23, 2019

### 7. SELECTMEN REPORTS AND TOWN MANAGER REPORT

### 8. SELECTMEN COMMENTS

### 9. NEXT MEETING AGENDA: May 21<sup>st</sup>, May 28<sup>th</sup> and May 29<sup>th</sup>



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** May 15, 2019

**ITEM:** Eversource petition for 618 Shore Road.

**EXPLANATION:** Eversource has submitted a petition to install approximately 40 feet of conduit/cable in Shore Road to provide electric service to customers at 618 Shore Road. Cable will be installed by boring under the road. Proposed hand holes will go on private property. All involved Department Heads have approved the petition.

**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** Eversource will not be permitted to install the cable to provide service to the customer on Shore Road.

**SUGGESTED ACTION:** *Motion to approve the petition by Eversource to install approximately 40 feet of conduit/cable under Shore Road to provide electrical service to customers at 618 Shore Road.*

**ATTACHMENTS:**

1. Petition from Eversource with accompanying Department Head approvals, form of order and plan.

484 Willow Street  
W. Yarmouth, MA 02673

**PAID**  
CHK # 1310 \$10 - Filing Fee  
CHK # 1309 \$75 - Public Hearing Fee

April 1, 2019

RCVD 2019APR05 AM 11:52  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

Board of Selectmen  
Town of Truro  
Box 2030  
24 Town Hall Road  
Truro, MA 02666

Dear Board Members:

Enclosed is a petition to install approximately 40 feet of conduit/cable in Shore Road, Truro.

This proposed location (s) is necessary to provide electric service to customers @ 618 Shore Road. This petition will require a notice to abutters and a hearing.

Will you please present this petition before the Board for customary action and approval?

If you have any questions, feel free to contact me at 508-790-9022 or the email address provided below.

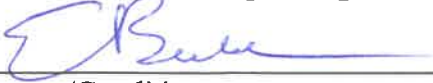
Warm Regards,



Jessica Elder  
Right of Way Agent  
[Jessica.Elder@Eversource.com](mailto:Jessica.Elder@Eversource.com)  
NSTAR Electric  
d/b/a Eversource Energy

**DEPARTMENT HEAD APPROVALS FOR EVERSOURCE PETITIONS**

**Health/Conservation Agent Signature:**



Comments/Conditions:

Permits/Inspections needed:

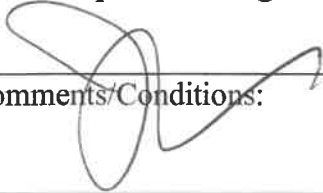
**Building Commissioner Signature:**



Comments/Conditions:

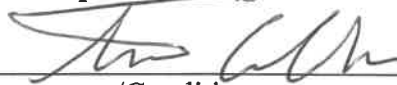
Permits/Inspections needed:

**Police Department Signature:**



Comments/Conditions:

**Fire Department Signature:**



Comments/Conditions:

*No issue*

**DPW Signature:**



Comments/Conditions:

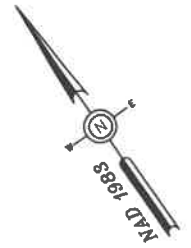
**OTHER:**

Comments/Conditions:

Plan to accompany petition of EVERSOURCE ENERGY  
 To install 40' of conduit from handhole 255/H379 to 9255/H379A  
 to provide upgraded electric service for customer at #618 Shore Road.

PARCEL ID: 3-4-0  
 607 SHORE RD  
 SEGURA, SONJA S.

APPROX. 2.1 MILES TO  
 KNOLES HEIGHTS RD



APPROX. R.O.W.

9255/H379 ⊕ ● 9255/379

EDGE OF ROAD

SHORE RD

1-3" PVC SCHED 80  
 TL=40'±

EDGE OF ROAD

EDGE OF ROAD

APPROX. R.O.W.

9255/H379A ⊕

PARCEL ID: 5-13-0  
 618 SHORE RD  
 LEXVEST EAST HARBOUR LLC

### LEGEND

- ⊕ Proposed Hand Hole
- ⊕ Existing Hand Hole
- Proposed Conduit
- - Existing Conduit
- Existing Pole



SCALE IN FEET

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW, YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED, UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

### MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES  
 BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

Plan #	2314473	<b>EVSOURCE</b> <small>d/b/a</small> 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Ward #		
Work Order #	2314473	Plan of SHORE ROAD
Surveyed by:	-	TRURO
Research by:	PG	Showing PROPOSED CONDUIT & HANDHOLE LOCATION
Plotted by:	PG	
Proposed Structures:	TL	
Approved:	A DEBENEDICTIS	Scale 1"=20'
P#		Date MARCH 20, 2019
		SHEET 1 of 1

**PETITION FOR  
UNDERGROUND CABLE AND CONDUIT LOCATIONS  
WO#02314473**

**Barnstable, Massachusetts**

**March 29, 2019**

**To the Board of Selectmen for the Town of Truro, Massachusetts.**

**NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY**

**request permission to locate underground cables, conduits and manholes, including the necessary sustaining and protecting fixtures, in, under, along and across the following public way or ways:**

**Shore Road, Truro**

**To install 40' +/- of conduit and cable in town road by way of boring under road  
Proposed Hand holes to go on Private property**

**Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to install and maintain underground cables, conduits, and manholes, together with such sustaining and protecting fixtures as it may find necessary, said underground cables, conduits, and manholes to be installed in accordance with the plan files herewith marked Plan No.2314473 Dated March 20, 2019.**

**NSTAR ELECTRIC COMPANY  
d/b/a EVERSOURCE ENERGY**

**By**



**Right of Way Agent  
Jessica S. Elder**

**FORM OF ORDER FOR  
UNDERGROUND CABLE AND CONDUIT LOCATIONS  
WO#2314473**

**IN BOARD OF SELECTMEN FOR THE TOWN OF TRURO, MASSACHUSETTS.**

**Notice having been given and a public hearing held, as provided by law,  
IT IS HEREBY ORDERED:  
that the NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY**

**be and it is hereby granted a location for and permission to install and maintain underground cables, conduits and manholes, together with such sustaining and protecting fixtures as said Company may deem necessary, in, under, along and across the public way or ways hereinafter referred to, as requested in petition of said Company dated the 29<sup>th</sup> day of March, 2019.**

**All construction under this order shall be in accordance with the following conditions:**

**Cables, conduits, and manholes shall be installed substantially at the point indicated upon the plan marked Plan No. 2314473 Dated March 20, 2019 filed with said petition. The following are the public ways or parts of ways under, along and across which the cables above referred to may be installed under this order.**

**Shore Road, Truro  
To install 40'+/- of conduit and cable by way of boring under town road  
Proposed Hand holes to go on Private property  
Installing in town road for customer upgrade electrical service at 618Shore Road**

**I hereby certify that the foregoing order was adopted at a meeting of the Board of Selectmen of the Town of Truro, Massachusetts held on the \_\_\_\_\_ day of \_\_\_\_\_ 2019.**

\_\_\_\_\_  
**Clerk of Selectmen.**

\_\_\_\_\_, Massachusetts \_\_\_\_\_ 2019.

**Received and entered in the records of location orders of the Town of Truro  
Book \_\_\_\_\_ Page \_\_\_\_\_.**

**Attest:**

\_\_\_\_\_  
**Town Clerk**

We hereby certify that on \_\_\_\_\_ 2019, at \_\_\_\_\_ o'clock,  
\_\_\_\_\_ M. at \_\_\_\_\_ a public hearing was held on the  
petition of the

**NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY for permission to install and maintain the underground cables, conduits, manholes and fixtures described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to install underground cables, conduits, manholes and fixtures under said order. And that thereupon said order was duly adopted.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Selectmen of the Town of  
Truro, Massachusetts**

**CERTIFICATE**

I hereby certify that the foregoing is a true copy of a location order and certificate of hearing with notice adopted by the Board of Selectmen of the Town of Truro, Massachusetts, on the \_\_\_\_\_ day of \_\_\_\_\_ 2019, and recorded with the records of location orders of said Town,  
Book \_\_\_\_\_, Page \_\_\_\_\_.

This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

**Attest:**

\_\_\_\_\_  
**Town Clerk.**



**WO # 2314473**  
**SHORE ROAD**  
**TRURO, MA 02666**

PARCEL ID: 5-13-0  
618 SHORE RD

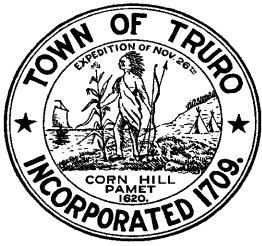
N/F

LEXVEST EAST HARBOUR LLC  
C/O GOODWIN PARTNERS LLC  
200 SUMMIT DRIVE, SUITE 210  
BURLINGTON, MA 01803

PARCEL ID: 3-4-0  
607 SHORE RD

N/F

SEGURA, SONJA S.  
C/O SODERBERG, SONJA  
139 HOLLY POINT ROAD  
CENTERVILLE, MA 02632



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Licensing Department

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** May 15, 2019

**ITEM:** Public Hearing for New Seasonal Retail Off Premises Wine and Malt License - Mylan Janopolis, Manager/Owner of MCJLT, Inc., dba Days Market and Deli, 271 Shore Rd

**EXPLANATION:** Mylan Janoplis, of 34 Commodore Ave. Provincetown has submitted an Alcoholic Beverages Control Commission (ABCC) application with the Local Licensing Authorities (per MGL Ch. 138 §15 (package store) for a May 15<sup>th</sup> public hearing. The application is for a new seasonal wine and malt retail package store license for Mylan Janopolis, Manager/Owner of MCJLT, Inc., dba Days Market and Deli, 271 Shore Rd.

Days Market and Deli and will be a seasonal retail business operating seven days a week with the sale of alcohol from 8am-10pm Monday-Saturday and 10am-10pm on Sundays. The total square footage is 1081.

All required new license application documentation has been submitted which includes: Business License application, Business Structure Documents, CORI authorization form, Manager Application, Proof of Citizenship, Vote of the Corporate Board, Supporting Financial Records, Legal Right Occupancy, Floor Plan, Abutters Notification, Monetary Transmittal Form, and Proof of Fee Payment.

If approved this license will be the 3<sup>rd</sup> seasonal retail off-premises license. There are currently 2 seasonal off premises licenses in Truro, once approved by the ABCC this will be the 12<sup>th</sup> seasonal alcohol license in Truro.

If the request is approved the (ABCC) application will be mailed to the State for final approval. The ABCC will then notify the Town of the approval or the Licensing Department will be contacted with a request for additional information from the applicant. If the request is denied, the applicant/owner/manager will be notified in writing of the decision via "certified mail return receipt requested" allowing the applicant/owner/manager 5 days to appeal to the Alcoholic Beverages Control Commission. The public hearing can also be continued to a date and time certain if a decision is not rendered on the 15<sup>th</sup>.

The alcohol license will only be approved for issuance, upon compliance with all regulations and receipt of the necessary fees.

**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** There would need to be Statement of Reason of the Denial and the Applicant can appeal to ABCC.

**SUGGESTED ACTION:** *MOTION TO **approve/not approve** the ABCC Licensing Authority Certification form for a New Seasonal Off Premises Wine and Malt Retail Package Store License for Mylan Janopolis, Manager/Owner of MCJLT, Inc., dba Days Market and Deli, located at 271 Shore Rd Truro for submission to the Alcoholic Beverages Control Commission.*

**ATTACHMENTS:**

1. Public Hearing Notice
2. Chief of Police Approval
3. LLA Authority Certification
4. Abutter's List
5. Floor Plan
6. CONFIDENTIAL (ABCC) Application for New Alcohol License



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

## Licensing Department

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

Email: [ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov) or [nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)

## TOWN OF TRURO PUBLIC HEARING

### NEW SEASONAL OFF-PREMISES WINE AND MALT PACKAGE STORE LICENSE

The Truro Board of Selectmen will hold a Public Hearing **Wednesday, May 15, 2019 at 5:00 p.m.** on an application from Mylan Janopolis, Manager/Owner of MCJLT, Inc., dba Days Market & Deli, 271 Shore Rd, Truro, for a New Seasonal Off-Premises Wine and Malt Beverage License under MGL Chapter 138 §15 (Package Store). The hearing will take place at Truro Town Hall, 24 Town Hall Road, Truro, MA, 02666. Comments from the public will be heard and all interested parties are urged to attend.

Robert Weinstein, Chairman  
Board of Selectmen



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

## Licensing Department

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

Email: [ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov) or [nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)

To: Police Chief, Jamie Calise, Truro Police Department  
 From: Noelle Scoullar, Executive Assistant  
 Date: April 30, 2019  
 Re: **Application for a New Seasonal –Wine & Malt –Package Store License  
 Days Market & Deli- Located at 271 Shore Road, North Truro, MA 02652**

The Office of the Board of Selectmen is in receipt of an ABCC (Alcoholic Beverages Control Commission) application from, Mylan Janoplis, Manager- Owner of MCJLT, Inc., DBA Days Market & Deli

Days Market & Deli is requesting a New Seasonal –Wine & Malt –Package Store License (per MGL Chapter 138 § 15) with the Town of Truro.

Included please find the accompanying ABCC application as submitted by the applicant that will be provided to the Alcoholic Beverages Control Commission once the Board of Selectmen/Local Licensing Authority review and approve the application at a duly held public hearing on May 15, 2019.

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

Please provide any comments below:

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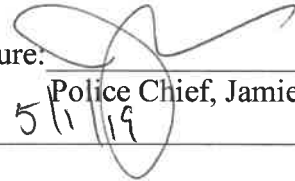


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POLICE DEPARTMENT  
REVIEW & APPROVAL

Signature:   
 Date: 5/1/19  
 Police Chief, Jamie Calise



The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission

Agenda Item: 2B3  
 For Reconsideration

LICENSING AUTHORITY CERTIFICATION

Truro

City/Town

ABCC License Number

**TRANSACTION TYPE (Please check all relevant transactions):**

The license applicant petitions the Licensing Authorities to approve the following transactions:

- New License
- Change of Location
- Change of Class (i.e. Annual / Seasonal)
- Change Corporate Structure (i.e. Corp / LLC)
- Transfer of License
- Alteration of Licensed Premises
- Change of License Type (i.e. club / restaurant)
- Pledge of Collateral (i.e. License/Stock)
- Change of Manager
- Change Corporate Name
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Management/Operating Agreement
- Change of Officers/Directors/LLC Managers
- Change of Ownership Interest (LLC Members/LLP Partners, Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Change of Hours
- Other
- Change of DBA

**APPLICANT INFORMATION**

Name of Licensee  DBA

Street Address  Zip Code

Manager

Granted under Special Legislation? Yes  No

If Yes, Chapter  of the Acts of (year)

Type (i.e. restaurant, package store)      Class (Annual or Seasonal)      Category (i.e. Wines and Malts / All Alcohol)

**DESCRIPTION OF PREMISES**

Complete description of the licensed premises

Single Story, one room market and deli on street level located at 271 Shore Rd, North Truro, MA 02652.

**LOCAL LICENSING AUTHORITY INFORMATION**

Application filed with the LLA: Date  Time

Advertised Yes  No  Date Published  Publication

Abutters Notified: Yes  No  Date of Notice

Date APPROVED by LLA  Decision of the LLA

Additional remarks or conditions (E.g. Days and hours)

For Transfers ONLY:  
Seller License Number:  Seller Name:

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission  
Ralph Sacramone  
Executive Director

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**TRURO ASSESSORS OFFICE**

P.O. Box 2012 Truro, MA 02666  
Telephone: (508) 349-7004 Ext. 117  
Fax: (508) 349-5506

**Date: March 22, 2019**

**To: Mylan Janoplis**  
**From: Assessors Department**

**Certified abutters list variance application for: Licensing ~ Alcohol**

Attached is a list of abutters for the property located at *271 Shore Road* on Assessor's *Map 13, Parcel 12*. The current owner(s) as of *October 13, 2017* is/are *Joseph M. and Cynthia A. Days*. The names and addresses of the abutters are as of *March 15, 2019* according to the documents received from the Barnstable County Registry of Deeds.

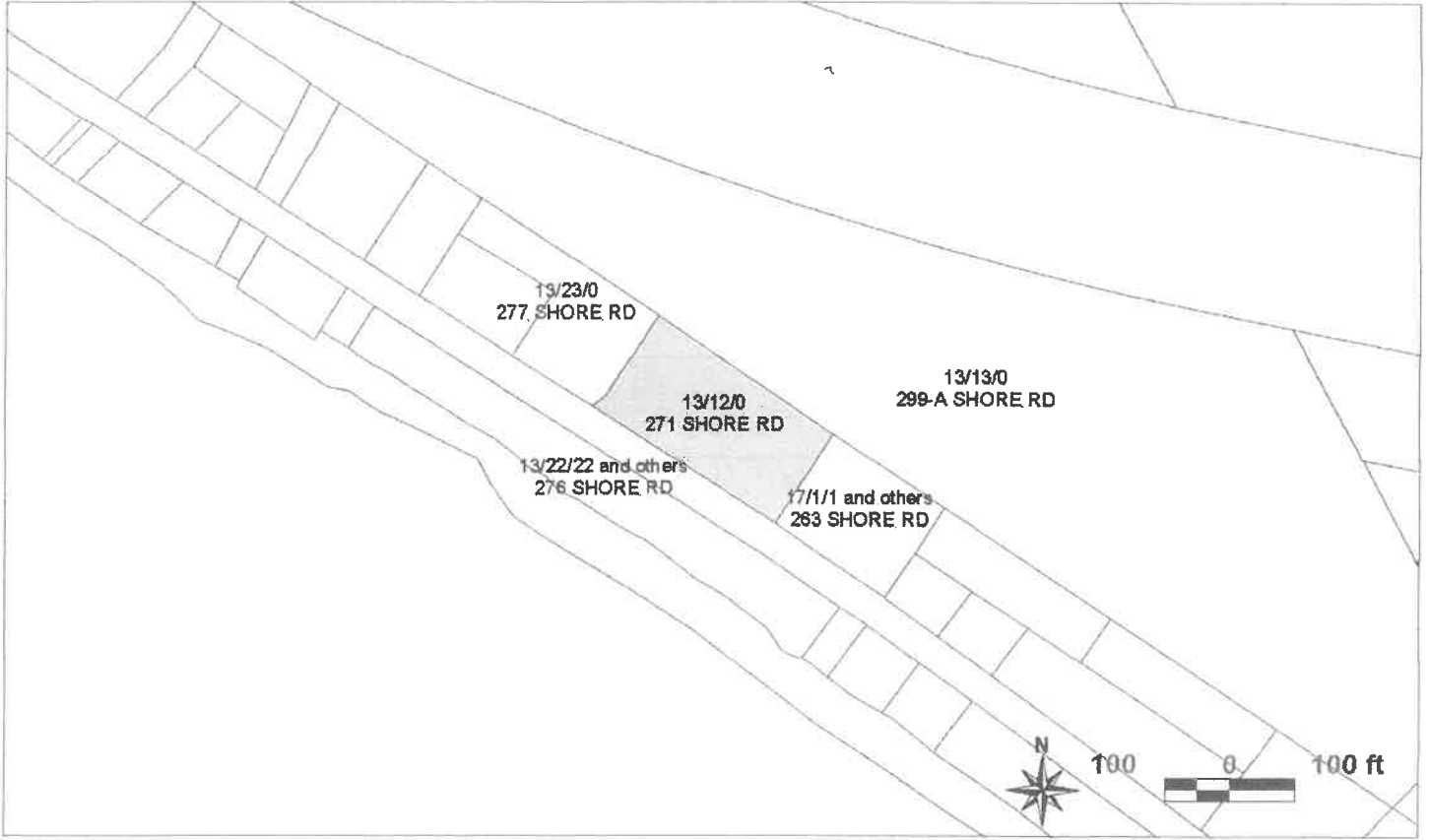
Certified by: \_\_\_\_\_

**Kathleen M Sullivan**  
*Assessor's Clerk*  
*Town of Truro*  
*P.O.Box 2012*  
*Truro, MA 02666*  
*Telephone: 508-349-7004, x117*  
*Fax: 508-349-5506*  
*ksullivan@truro-ma.gov*

TOWN OF TRURO, MA  
 BOARD OF ASSESSORS  
 P.O. BOX 2012, TRURO MA 02666

71 SHORE ROAD  
 MAP 13 PARCEL 12  
 LICENSING TYPE: ALCOHOL

Custom Abutters List

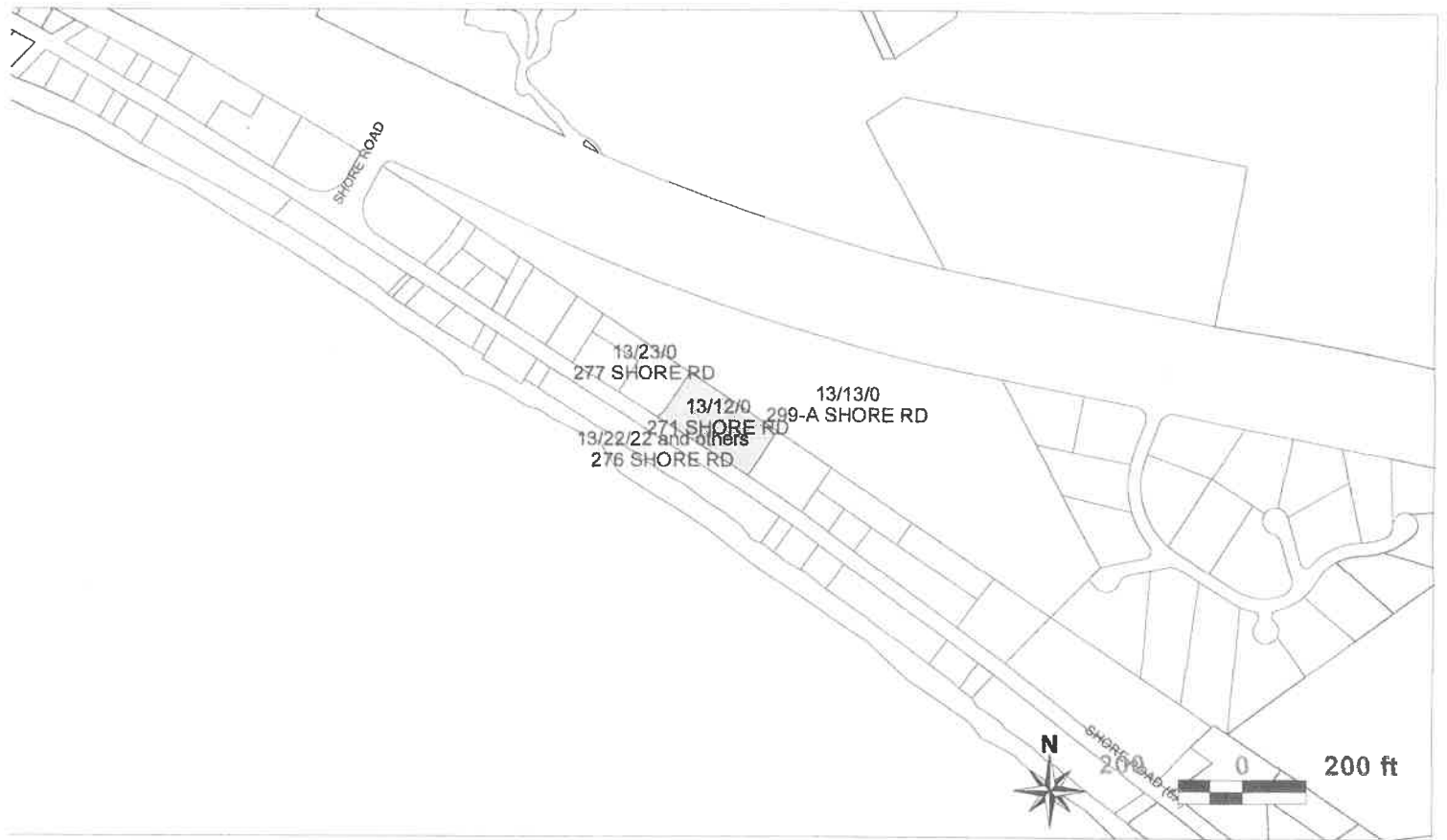


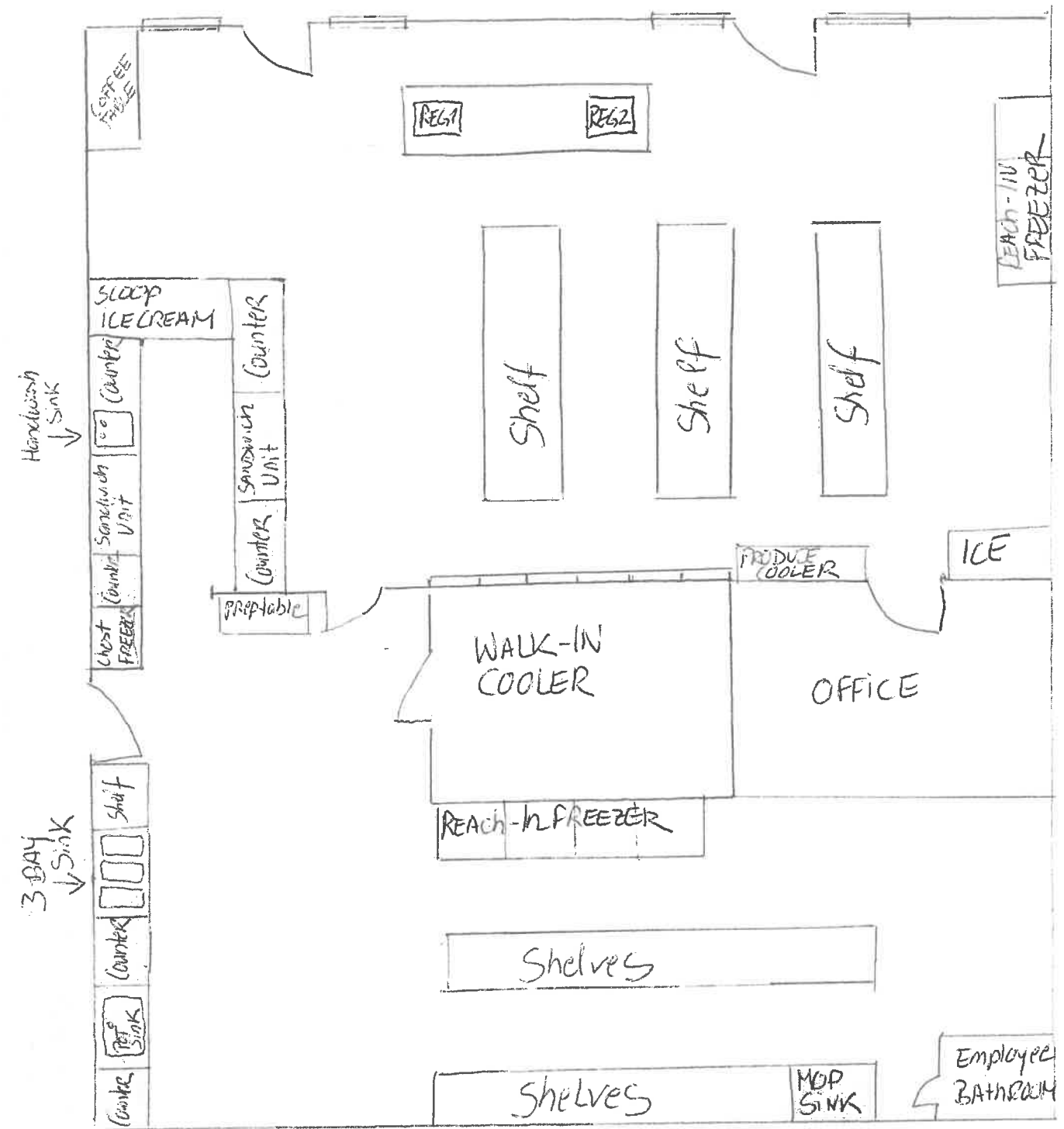
Key	Parcel ID	Owner	Location	Mailing Street	Mailing City	ST	ZipCd/Country
348	13-12-0-R	DAYS JOSEPH M & CYNTHIA A	271 SHORE RD	3631 KENT DR	NAPLES	FL	34112-3753
349	13-13-0-R	WISNIEWSKI ROXANNA ET AL	299-A SHORE RD	272 CHARLTON ST	ROCHDALE	MA	01542
6979	13-22-1-R	WILKINSON DENVER & SHERRY	276-1 SHORE RD	712 N TUSCON LN	COEUR D ALENE	ID	83814
6980	13-22-2-R	GAY MICHAEL T & ELIZABETH P.	276-2 SHORE RD	291 WEATHERBEE DRIVE	WESTWOOD	MA	02090
6981	13-22-3-R	ZIMMIE THOMAS F	276-3 SHORE RD	39 ZELENKE DR	WYNANTSKILL	NY	12198-862
6982	13-22-4-R	WIN HLA-PE & TIN NINI	276-4 SHORE RD	680 WHEELER HILL RD	WAPPINGERS FALLS	NY	12590
6983	13-22-5-R	ROCKETT REVOCABLE TRUST ROCKETT CHRISTOPHER F & JEAN M	276-5 SHORE RD	12 HARDING LANE	HARWICH	MA	02645
6984	13-22-6-R	FIELD JOHN W JR	276-6 SHORE RD	38 ROOD HILL ROAD	SANDSFIELD	MA	01255
6985	13-22-7-R	URELL NANCY	276-7 SHORE RD	24 LELLAND ROAD	STOUGHTON	MA	02072
6986	13-22-8-R	GUARNOTTA JULIE A	276-8 SHORE RD	403 MAIN STREET, UNIT 119	SAN FRANCISCO	CA	94105
6987	13-22-9-R	VIOLET REALTY LLC MANAGER: DAVID ALLEN	276-9 SHORE RD	23 EAST WHARF ROAD	MADISON	CT	06443
6988	13-22-10-R	KANE HEATHER A	276-10 SHORE RD	2818 BALLIETT COURT	VIENNA	VA	22180
6989	13-22-11-R	KANE SCOTT M	276-11 SHORE RD	451 KEENE ST	DUXBURY	MA	02332
6990	13-22-12-R	RADKA GARY & MIRCHANDANI MALA	276-12 SHORE RD	22574 STATLER ST	SAINT CLAIR SHORES	MI	48081
6991	13-22-14-R	PEZZE MARCUS	276-14 SHORE RD	107 WEST ROAD	SHEFFIELD	MA	01257



Key	Parcel ID	Owner	Location	Mailing Street	Mailing City	ST	ZipCd/Country
6992	13-22-15-R	IRIS 15 LLC MGRS: MARK & DONNA HAVERSAT	276-15 SHORE RD	57 GREENWOOD LN	MONROE	CT	06468
6993	13-22-16-R	WEINSTEIN KEITH & MARSHA	276-16 SHORE RD	27 CLAFLIN ROAD	BROOKLINE	MA	02445
6994	13-22-17-R	WAKEFIELD CRAIG	276-17 SHORE RD	929 FROG HOLLOW ROAD	RYDAL	PA	19046
6995	13-22-18-R	WEEMAN JOHN E & LYNETTE J	276-18 SHORE RD	18 DAMARIN LANE	BRUNSWICK	ME	04011
6996	13-22-19-R	ROBICHAUD JAMES J	276-19 SHORE RD	60 PRINGLE STREET	TEWKSBURY	MA	01876
6997	13-22-20-R	LEDDY BARBARA	276-20 SHORE RD	PO BOX 1097	WELLFLEET	MA	02667
6998	13-22-21-R	HELLER FAMILY TRUST TRS HELLER C B & MIRANDA C	276-21 SHORE RD	16133 VENTURA BLVD SUITE 545	ENCINO	CA	91436
6999	13-22-22-R	PRIMROSE 22 LLC	276 SHORE RD	4 LECLAIR DRIVE	HINGHAM	MA	02043
7000	13-22-23-R	BERNSTEIN SUSAN A	276-23 SHORE RD	82 ELLERY STREET	CAMBRIDGE	MA	02138
7031	13-22-24-E	DAYS REAL EST TRUST TRS: DAYS JOSEPH M	276 SHORE RD	PO BOX 157	NO TRURO	MA	02652-0157
6047	13-23-0-R	KANE CAROL A	277 SHORE RD	223 CHANDLER ST	DUXBURY	MA	02332
6568	17-1-1-R	FOLEY KATHERINE A & MARK S & FOLEY WILLIAM R	263 SHORE RD	131 WAMPUM ST	WRENTHAM	MA	02093
6569	17-1-2-R	SCOTT MARK B & I-CHING KATIE	263 SHORE RD	2 RAVENSCROFT RD	WINCHESTER	MA	01890
6570	17-1-3-R	COTNOIR FAMILY TRUST TRS: COTNOIR ROBERT C	263 SHORE RD	205 TENTH ST #5G	JERSEY CITY	NJ	07302
6935	17-1-4-E	263 SHORE ROAD CONDO TRUST	263 SHORE RD	263 SHORE RD	NO TRURO	MA	02652

271 SHORE ROAD  
MAP 13 PARCEL 12  
LICENSING TYPE: ALCOHOL

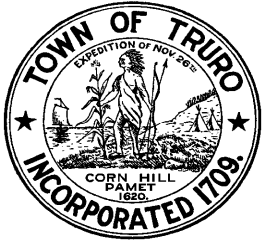




Handwash Sink

3 DAY Sink

Retail Space incl. Deli  
= 1081 sqf



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Rae Ann Palmer, Town Manager

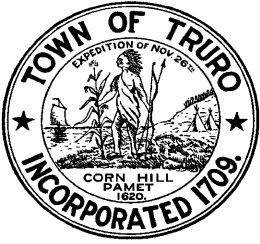
**REQUESTED MEETING DATE:** May 15, 2019

**ITEM:** Update on Herring River Restoration Project

**EXPLANATION:** Attorney Barry Fogel of Keegan Werlin LLP will attend to provide an update to the Board on the process and status of withdrawing Truro from the Herring River Restoration Project team.

**SUGGESTED ACTION:** Attorney Fogel will recommend action, if needed.

**ATTACHMENTS:** None



Agenda Item: 5B

# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Rae Ann Palmer, Town Manager

**REQUESTED MEETING DATE:** May 15, 2019

**ITEM:** Election of Board of Selectman Officers

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

**SUGGESTED ACTION:**

*Motion to approve \_\_\_\_\_ as Chair of the Board of Selectmen.*

*Motion to approve \_\_\_\_\_ as Vice-Chair of the Board of Selectmen.*

*Motion to approve \_\_\_\_\_ as Clerk of the Board of Selectmen.*

**ATTACHMENTS:** None



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Rae Ann Palmer, Town Manager

**REQUESTED MEETING DATE:** May 15, 2019

**ITEM:** Approval of Board of Selectmen Liaisons

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

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

**ATTACHMENTS:**

1. Current (FY19) Liaison assignments
2. #34 Board of Selectmen Liaison Policy

**Agenda Item: 5C1**

<b>BOARD</b>	<b>MEETING TIME</b>	<b>CHAIR</b>	<b>PHONE</b>	<b>EMAIL</b>	<b>LIAISON</b>
<b>Agricultural Commission</b>	As needed at Town Hall	TBD			<b>Maureen Burgess</b>
<b>Appeals, Zoning Board of</b>	3rd or 4th Monday at 7PM at Town Hall	Bertram Perkel	[REDACTED]	[REDACTED]	<b>Paul Wisotzky</b>
<b>Assessors, Board of</b>	As needed at Town Hall	R. Bruce Boleyn	[REDACTED]	[REDACTED]	<b>Maureen Burgess</b>
<b>Beach Commission</b>	Wednesdays as needed at Truro Public Library	Eliza Harned	[REDACTED]	[REDACTED]	<b>Jan Worthington</b>
<b>Bike and Walkways Committee</b>	Public Safety Facility	Susan Roderick	[REDACTED]	[REDACTED]	<b>Bob Weinstein</b>
<b>Cable and Internet Advisory Committee</b>	As needed at Town Hall	Mary Abt	[REDACTED]	[REDACTED]	<b>Kristen Reed</b>
<b>Cemetery Commission</b>	3rd Tuesday at 10AM at Town Hall	Robert Masson	[REDACTED]	[REDACTED]	<b>Jan Worthington</b>
<b>Charter Review Committee</b>	As needed at Town Hall	Robert Panessiti	[REDACTED]	[REDACTED]	<b>Paul Wisotzky</b>
<b>Commission on Disability</b>	1st Friday at 3PM at Town Hall	Susan Howe	[REDACTED]	[REDACTED]	<b>Maureen Burgess</b>
<b>Community Preservation Committee</b>	As needed at Town Hall	Deborah McCutcheon & Mary Rose	[REDACTED]	[REDACTED]	<b>Paul Wisotzky</b>
<b>Conservation Commission</b>	1st Monday at 7PM at Town Hall	Deborah McCutcheon	[REDACTED]	[REDACTED]	<b>Jan Worthington</b>
<b>Council on Aging Board</b>	2nd Tuesday at 9AM at Council on Aging	Bonnie Sollog	[REDACTED]	[REDACTED]	<b>Kristen Reed</b>
<b>Cultural Council</b>	As needed	Henry "Hank" Janowsky	[REDACTED]	[REDACTED]	<b>Kristen Reed</b>
<b>Energy Committee</b>	Fridays once a month at Town Hall	Brian Boyle	[REDACTED]	[REDACTED]	<b>Bob Weinstein</b>
<b>Finance Committee</b>	As needed at Town Hall	Robert Panessiti	[REDACTED]	[REDACTED]	<b>Paul Wisotzky</b>
<b>Fire &amp; Rescue Department</b>		Tim Collins	508-487-6589	<a href="mailto:chief@truofirerescue.org">chief@truofirerescue.org</a>	<b>Jan Worthington/Paul Wisotzky</b>
<b>Health, Board of</b>	1st and 3rd Tuesdays at 4:30PM at Town Hall	Tracey Rose	[REDACTED]	[REDACTED]	<b>Maureen Burgess</b>

<b>Historical Commission</b>	As needed	Matthew J. Kiefer	[REDACTED]	[REDACTED]	<b>Maureen Burgess</b>
<b>Housing Authority</b>	As needed	Kevin Grunwald	[REDACTED]	[REDACTED]	<b>Paul Wisotzky</b>
<b>Human Services Committee</b>	As needed	Martin Thomas	[REDACTED]	[REDACTED]	<b>Kristen Reed</b>
<b>Library Trustees</b>	3rd Wednesday at 9:30AM at Truro Public Library	Sally Brotman	[REDACTED]	[REDACTED]	<b>Bob Weinstein</b>
<b>Local Comprehensive Planning Committee</b>	As needed	Christopher Clark	[REDACTED]	[REDACTED]	
<b>Open Space Committee</b>	2nd Monday at Town Hall	Nick Norman	[REDACTED]	[REDACTED]	<b>Paul Wisotzky</b>
<b>Pamet Harbor Commission</b>	2nd Thursday at 7PM at Public Safety Facility	Timothy L. Silva	[REDACTED]	[REDACTED]	<b>Jan Worthington</b>
<b>Part-Time Resident Advisory Committee</b>	TBD	TBD			<b>Maureen Burgess</b>
<b>Planning Board</b>	Alternating Tuesdays at 6PM at Town Hall	Steve Sollog	[REDACTED]	[REDACTED]	<b>Maureen Burgess</b>
<b>Police Department</b>	To Be Determined	Jamie Calise	508/487-8730	<a href="mailto:jcalise@truro-ma.gov">jcalise@truro-ma.gov</a>	
<b>Recreation Commission</b>	As needed at Community Center	TBD			<b>Kristen Reed</b>
<b>Recycling Committee</b>	As needed at Town Hall	Nancy Fenichel	[REDACTED]	[REDACTED]	<b>Kristen Reed</b>
<b>School Committee</b>	Tuesday or Thursday at 5PM at Truro Central School	Theresa L. Humes	[REDACTED]	[REDACTED]	<b>Paul Wisotzky</b>
<b>Shellfish Advisory Committee</b>	As needed at Town Hall	Scott Lindell	[REDACTED]	[REDACTED]	<b>Jan Worthington</b>
<b>Taxation Aid Committee</b>	As needed at Town Hall	R. Bruce Boleyn	[REDACTED]	[REDACTED]	<b>Jan Worthington</b>
<b>Truro Concert Committee</b>	As needed at Truro Public Library	Patricia Wheeler	[REDACTED]	[REDACTED]	<b>Jan Worthington</b>
<b>Water Resources Oversight Committee</b>	As Needed Public Safety Facility	Gary Palmer	[REDACTED]	[REDACTED]	<b>Maureen Burgess</b>



# TOWN OF TRURO

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

## Policy Memorandum #34

**Date:** Revised June 3, 2014; October 17, 2017

**Subject:** Selectmen Liaison Policy

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

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

### **Liaison Responsibilities:**

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

**Multi-Member Boards, Committees and Commissions Responsibilities:**

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

  
\_\_\_\_\_  
Paul Wisotzky, Chairman

  
\_\_\_\_\_  
Maureen Burgess, Vice-Chairman

  
\_\_\_\_\_  
Robert Weinstein, Clerk

  
\_\_\_\_\_  
Janet Worthington

\_\_\_\_\_  
Jay Coburn

Board of Selectmen  
Town of Truro



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Kelly Clark, Assistant Town Manager

**REQUESTED MEETING DATE:** May 15, 2019

**ITEM:** Update on FY2018 Goals and Objectives

**EXPLANATION:** At the June 26, 2018 Board of Selectmen meeting, the FY2019 Goals and Objectives were adopted. Attached is a progress update for the third quarter of FY 2019 for review and discussion.

**SUGGESTED ACTION:** Discussion only

**ATTACHMENTS:**

1. FY2019 Goals and Objectives

Fiscal Year 2019 Goals & Objectives

**TOWN SERVICES**

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

<b>TS1</b>	<b>The Town Manager will continue to explore and implement shared services with our neighboring Outer Cape communities and report on these efforts quarterly and the Board of Selectmen will hold joint meetings with its Outer Cape counterparts.</b>
<p>Q1/Q2: The Town Manager continues to meet with counterparts in neighboring towns and joint initiatives. A joint meeting of the Provincetown and Truro Selectboards to receive the shared services report and from Matrix Consulting and discuss the recommendations was held on 11/27/18. It was determined that the towns will meet in smaller joint subgroups by department/ function to continue discussions. Additionally, the Town Manager continues to meet with her Outer Cape/CCNS counterparts to discuss shark issues and communication issues. Truro’s ten-year Comcast contract will be negotiated regionally with the communities of Wellfleet, Eastham, Orleans and Brewster. Provincetown, Wellfleet, Eastham and Truro Health Agents meet regularly to plan and implement regional programs and services.</p> <p>Q3: In addition to the continuation of efforts in Q1/Q2, the Town Manager, with her counterparts in Chatham, Orleans, Eastham, Wellfleet and Provincetown, jointly requested funding from the State for shark response. The State granted the six towns \$383,000 (of which \$144,000 was allocated to Truro’s requests).</p>	

<b>TS2</b>	<b>The Board of Selectmen will develop a policy that addresses uses and modifications to Town- owned property.</b>
<p>Q1/Q2:</p> <p>Q3:</p>	

<b>TS3</b>	<b>The Town Manager will evaluate Council on Aging services and will identify trends in the needs of older adults in the community (including issues of transportation, loneliness and housing) and will make recommendations for changes.</b>
<p>Q1/Q2: A new software program, MySeniorCenter, is now in use and tracks program participation, and Barnstable County produced a Healthy Aging Community Survey that is now open for responses. This information, combined with the Senior Needs Survey from the Council on Aging and Dr. Barry Bluestone, will provide further information about needs of older adults in Truro. In the FY2020 budget, more funding was requested for the Tuesday lunch program and other group programs that help to decrease loneliness and isolation. Additionally, the Health/Conservation Department has requested funding in the FY2020 budget for adult programming and transportation to these programs as well.</p> <p>Q3: In process. The Massachusetts Council on Aging provided the names of two consultants who provide municipal workflow analysis to Councils on Aging. Funding for this analysis is currently being identified and a scope of work is being developed.</p>	

**FISCAL MANAGEMENT**

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

<b>FM1</b>	<b>So that the budget can be better communicated to and informed by the citizens, the Board of Selectmen and Town Manager, working with the Finance Committee, will re-design the budget development format and process to include the identification of appropriate budget tools, a citizen forum in the fall and a separate budget hearing in the spring. The Board of Selectmen, Finance Committee and Town Manager will define the format and collect data for a five-year financial forecast for the Town.</b>
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Q1/Q2: The FY20 budget development format has been modified for clarity and so that expenses can be appropriately categorized. The new format will also allow budgets to be updated to the new financial transparency and forecasting software, which provides visual depictions and general clarity of the Town's revenue and expenses for the citizens. The software can also be used to forecast growth based historical and current Town data.

Q3: Staff completed the second of two trainings in the financial transparency and forecasting software. Some final revisions to the presentation of the data and the forecasting are under review. Software should be available to the public in summer 2019. A Budget Hearing was held separately from the Pre-Town Meeting/ Candidates Night for the first time on April 11, 2019.

<b>FM2</b>	<b>The Board of Selectmen will present a Home Rule Petition to voters at either the fall 2018 Special Town Meeting or the 2019 Annual Town Meeting that would create a local 0.5% real estate transfer tax that would fund the Capital Improvement Stabilization Fund.</b>
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Q1/Q2: Not included in 2018 STM. A Home Rule Petition article is prepared for the 2019 Annual Town Meeting based on a similar article presented at the 2018 Annual Town Meeting in Provincetown.

Q3: Home Rule Petition article presented and passed (with amendment) at 2019 Annual Town Meeting.

**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.**

<b>PS1</b>	<b>The Board of Selectmen and Town Manager will review and revise the existing General Noise Bylaw.</b>
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Q1/Q2/Q3: Vice Chair Burgess has met with Police Chief Calise and will bring forward recommendations for amendments to the bylaw.

<b>PS2</b>	<b>The Board of Selectmen, working with the Town Manager and Emergency Management Director, will develop an initiative for neighborhood storm teams for natural disasters.</b>
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Q1/Q2: Town Staff (Emergency Management Team) has included neighborhood storm teams in meeting agendas. Neighborhood Captains are sought as advertised on the website, E-newsletter, and poster. A postcard is being developed for mailing. Mapping of neighborhoods based on plow routes is in process. A community forum on emergency preparedness is planned for March 2019 and will include members of the Emergency Management Team explaining current emergency procedures and soliciting feedback from the public. The event will be used as a way to recruit Neighborhood Captains and to distribute emergency kits. Two Neighborhood Captains have signed up to date.

Q3: Sean O'Brien, Barnstable County Emergency Preparedness Coordinator, presented on storm preparedness at the March 12, 2019 Board of Selectmen's meeting. The presentation provided insight about the Cape's regional efforts and sheltering program. Planning for a community forum in Truro in advance of hurricane season is underway.

**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

<p>CS1 (ENVIRON)</p>	<p>The Town Manager will continue efforts on the following environmental projects and develop and implement public outreach and education components for them:</p> <ul style="list-style-type: none"> <li>a. <i>Pamet River Tidal Flow Restoration &amp; Watershed Study</i>: This tidal restoration project will allow the Town to evaluate several different culvert model scenarios. Modelling of initial data will be complete by fall 2018. As a result of the 2018 storm impacts, follow up modelling will be completed by April 1, 2019. A public update will be presented in the summer of 2018.</li> <li>b. <i>East Harbor Culvert Replacement</i>: Replacement of the seaward portion of the culvert at East Harbor will be complete by October 31, 2018. Evaluation of the scope of work for the culvert section between Route 6 and Shore Road will be complete by June 30, 2019.</li> <li>c. <i>Mill Pond and Eagle Creek Repairs &amp; Improvement</i>: 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. Bid process for the project will be advertised by April 1, 2019.</li> <li>d. <i>Little Pamet Watershed Study &amp; Culvert Repair</i>: Use 2018 Association for the Preservation of Cape Cod assessment to identify the necessary repairs/improvements for the Little Pamet culvert and to identify the scope of work for the whole system in order to identify appropriate resiliency funds for identified improvements.</li> <li>e. <i>Coastal Management</i>: The Town Manager will direct staff to explore costs and scope of developing a comprehensive shorefront management plan to improve coastal resiliency for the bay shoreline.</li> </ul>
<p>Q1/Q2:</p>	<ul style="list-style-type: none"> <li>a. <i>Pamet River Tidal Flow Restoration &amp; Watershed Study</i>: The modeling of the initial data has been completed. An additional meeting with the Army Corp of Engineers is now required to review all data, including follow up modelling to depict the 2018 storm impacts. Data from the ACOE will be used by others for the redesign of the Truro Center Rd. culvert. The Town has been informed that the final report from the Army Corp of Engineers will be submitted by the <u>end of April 2019</u>.</li> <li>b. <i>East Harbor Culvert Replacement</i>: A construction contract was awarded to MIG Corporation for replacement of the seaward portion of the East Harbor Culvert. Construction staging is complete and the Town is waiting for the final permit to be issued by Marine Fisheries to continue moving forward. Final design, permitting, and bidding for the culvert section between Route 6 and Shore Rd. will be complete by June 30, 2019. Due to State and Federal time of year permitting restrictions, construction will not begin until at least Fall of 2019.</li> <li>c. <i>Mill Pond and Eagle Creek Repairs &amp; Improvement</i>: The modeling for Eagle Neck Creek has been completed, final design, and permitting for an 8x8 culvert under Old County Rd. is currently under review with the Massachusetts Division of Ecological Restoration. The scope of the project has been modified somewhat to include enlarging the old railroad berm opening upstream of the culvert to improve movement of the tidewaters and the health of the salt marsh. Sea-level rise and storm surge modeling depicts increasing flood levels that will require mitigation to the east of the culvert. The design work for mitigation efforts is underway. A kickoff meeting is scheduled for March and the construction bid process for repairs, improvement, and culvert replacement will be advertised by April 1, 2019. Due to anticipated time of year permitting restrictions, construction will not begin until Fall of 2019.</li> </ul>

- d. Little Pamet Watershed Study & Culvert Repair: The Woods Hole Group began a review of all data regarding the Little Pamet Watershed and existing culvert conditions in October 2018. As a result, the Woods Hole Group has continued with additional tasks including, but not limited to, tidal hydrology and channel/culvert survey, watershed assessment for culvert sizing, vegetation and debris assessment. A final report and data analysis to be completed by mid-April 2019.
- e. Coastal Management: The core team for the Town of Truro has set a meeting date for the Town’s Municipal Vulnerability Preparedness (MVP) planning process, a Truro-Wellfleet community resilience building facilitated process, which will be discussed at the February 12 Selectboard meeting. A request for stakeholder participation will be included in the discussion. Additionally, Outer Cape Conservation Agents have discussed the possible development of a regional shoreline management plan that would be informed by the Municipal Vulnerability Preparedness process and the local hazard mitigation plans from each community. Coastal Zone Management grant funding could be requested to help fund this process.

Q3:

- a. Pamet River Tidal Flow Restoration & Watershed Study: Staff is reviewing a draft report from the ACOE with modeling and data that supports the redesign of the Truro Center Rd. culvert. A new draft will incorporate staff comments and will be re-submitted to the Town. Moving forward, the Town will select an engineering consultant to prepare a final design for and assist with permitting of a new culvert for Truro Center Road, with an emphasis on drainage and restoration.
- b. East Harbor Culvert Replacement: Construction of the seaward portion of the East Harbor culvert is scheduled to be completed by May 31, 2019. The Noons Landing dune and beach access will be restored immediately following the completion of the culvert by June 7, 2019. Final design for the culvert section between Route 6 and Shore Rd. will be complete by June 30, 2019. The permitting and bidding process will move forward simultaneously. Due to State and Federal time of year restrictions, construction will not begin until fall of 2019.
- c. Mill Pond and Eagle Creek Repairs & Improvement: The final design for an 8x8 culvert under Old county Rd. at Eagle Neck Creek is steadily moving forward. The scope of work will include the raising of Stick bridge Rd., and dredging of the channel from Old County Rd to the Rail Road berm. Due to the additional mitigation work, final design, permitting, and bidding will be delayed until July 2019. Due to anticipated time of year permitting restrictions, construction will not begin until fall of 2019.
- d. Little Pamet Watershed Study & Culvert Repair: The assessment of the Little Pamet Watershed area has been completed. In addition, as part of the existing agreement with the Woods Hole Group, the Town has requested a review of the drone data that ranges from Longnook Rd. South-West down the Little Pamet River to Pamet Harbor. A final construction estimate for the recommended culvert replacements for the Little Pamet watershed area will be completed by July 1, 2019.
- e. Coastal Management: The MVP process will wrap up with the submittal of a final report by the Cape Cod Commission to the State. Our final step includes holding a public listening session prior to May 31<sup>st</sup>. At this session, an overview of the Summary of Findings report will be presented and a Q and A period will be provided. The intent of the listening session is to allow public participation and to gather additional comments for inclusion in the MVP record. The draft MVP planning workshop report will be posted on the Town website, and will be available at the listening session. The listening session schedule date is still pending.

<b>CS2 (HOUSING)</b>	<b>The Board of Selectmen will hold a joint work session meeting with the Truro Housing Authority to develop ideas for home rental or ownership for people at 120% AMI, with specific consideration of municipal workers and elderly.</b>
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Q1/Q2:  
Q3: A joint work session was held on May 7, 2019 to discuss the Cloverleaf project.

<b>CS3 (HOUSING)</b>	<b>The Board of Selectmen will present a Home Rule Petition to voters at either the fall 2018 Special Town Meeting or the 2019 Annual Town Meeting that would create a local 0.5% real estate transfer tax that would allow for expansion of the Residential Tax Exemption to property owners that rent year round.</b>
Q1/Q2: Not included in 2018 STM. A Home Rule Petition article is prepared for the 2019 Annual Town Meeting based on a similar article presented at the 2017 Annual Town Meeting in Provincetown.	
Q3: Home Rule Petition article passed at 2019 Annual Town Meeting.	

<b>CS4 (HOUSING)</b>	<b>The Board of Selectmen working with the Planning Board and the Zoning Board of Appeals will explore ways to increase use of the ADU bylaw.</b>
Q1/Q2: A draft article for the 2019 Annual Town Meeting amending the ADU bylaw was prepared. It was presented to the Board at the February 12, 2019 meeting and discussion will continue at the February 25, 2019 Worksession of the Board of Selectmen.	
Q3: Prepared article was withdrawn from the 2019 Annual Town Meeting Warrant. A citizen-petitioned article regarding the ADU bylaw was also withdrawn from the 2019 Annual Town Meeting Warrant.	

<b>CS5 (HOUSING)</b>	<b>The Board of Selectmen and Town Manager will identify additional funding sources for the Affordable Housing Trust in order to further support the development of a wide range of affordable and community housing in Truro.</b>
Q1/Q2: Specific funding sources have not yet been identified, however, use of short term rental tax receipts for this purpose will be considered upon review of impact of this first season of implementation.	
Q3: Town Meeting amendment to Article 15: Real Estate Transfer Fee: Home Rule Petition, which would put 50% of funds collected into the Truro Affordable Housing Trust Fund passed. Review of short term rental tax receipts for 2019 summer season will be complete in Fall 2019.	

<b>CS6 (ECON)</b>	<b>In an effort to support economic development, the Board of Selectmen, Town staff, and Town Counsel will develop a time table for Comcast contract negotiations.</b>
Q1/Q2: Initial meetings for Comcast contract negotiations were held in February 2019 and will continue in March 2019. The Board approved joint representation for the negotiations at the February 12, 2019 meeting. A survey soliciting community feedback on Comcast service is being prepared.	
Q3: Negotiating strategy being developed.	

<b>CS7 (ECON)</b>	<b>The Board of Selectmen will engage with the Truro business community, gather information, and explore ways to support and increase small business in Truro.</b>
Q1/Q2:	
Q3:	



**COMMUNITY ENGAGEMENT & GOVERNANCE**

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

<b>CEG1</b>	<p><b>In an effort to better communicate with and gather information from citizens and visitors of Truro, the Town Manager:</b></p> <ul style="list-style-type: none"> <li><b>a. Implement the Alert Truro notification system</b></li> <li><b>b. Review and modify the Town website so that information and documents are organized more clearly.</b></li> </ul>
<p>Q1/Q2:</p> <ul style="list-style-type: none"> <li>a. ALERTruro is used for shark sighting updates, road closures (Ag Fair &amp; Truro Treasures), storm alerts, and other updates (East Harbor work). There are approximately 242 individuals signed up for alerts, in addition to our 567 pre-loaded landlines.</li> <li>b. The Town Manager secured the services of Ptownie to gather data about functionality of the website to better inform improvements. Two citizen forums were held to obtain feedback about the website. Site improvements are underway.</li> </ul> <p>Q3:</p> <ul style="list-style-type: none"> <li>a. ALERTruro now has 280 individuals signed up for alerts, in addition to our 567 landlines. Alerts this quarter have included weather advisories; power outage notifications; reminders about Pre-Town Meeting/ Candidates Night, the Budget Hearing, Annual Town Meeting and the Annual Town Election; and delays/ detours due to Route 6 road work.</li> <li>b. Website refresh and site improvements based on collected data go live at the end of May. Changes were made to the main page and the formatting of interior. Content review and formatting for interior pages will continue in June 2019 and into FY2020.</li> </ul>	

<b>CEG2</b>	<p><b>The Board of Selectmen will conduct a thorough review of charges for Boards, Committees and Commissions under its purview by _____.</b> This will include:</p> <ul style="list-style-type: none"> <li><b>a. An assessment of relevance to the current and future work of the Town of Truro.</b></li> <li><b>b. Revisions to charges to ensure clarity of purpose, role and authority.</b></li> <li><b>c. Consolidation if possible and appropriate.</b></li> <li><b>d. Develop incentives for residents to volunteer to serve on Boards, Commissions and Committees.</b></li> </ul>
<p>Q1/Q2: The Board issued a letter to Board/ Committee/ Commission Chairs in late January to address unexcused absences from meetings. The Board’s January 22, 2019 meeting also included a discussion regarding outstanding minutes and multi-member bodies that have not been meeting. This discussion will continue at the March Worksession of the Board.</p> <p>Q3: At the Board’s March 19, 2019 Worksession, it was decided that Board Liaisons will examine the charges of their respective boards and make recommendations for changes. The Selectmen’s Liaison Policy will be included in the charges. The revisions will be discussed in a future worksession. The following multi-member bodies were determined to be no longer necessary: Herring River Restoration, Pay as You Throw, Historic Review Board and Economic Development Committee. The Board discussed combining the Beach and Recreation Commissions and also potentially combining the Energy and Recycling Committee or the proposed (now voter-approved) Climate Action Committee with the Energy Committee. Additional ideas to address vacancies included a public service announcement regarding vacancies in the newspaper, holding an event dedicated to attracting new candidates, thanking volunteers of multi-member bodies and inviting chairs of boards and setting up an online calendar for multi-member body chairs to come to Selectmen meetings quarterly.</p>	

<b>CEG3</b>	<b>As part of the Local Comprehensive Planning process, the Board of Selectmen, Town Manager and Local Comprehensive Plan Committee will conduct an outreach, organizing and information gathering process that will engage citizens in the planning process and include the development of community-wide vision, mission and goals for the Town of Truro.</b>
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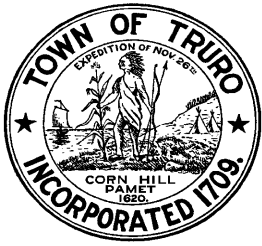
Q1/Q2: Planning process delayed pending Cape Cod Commission guidance on Local Comprehensive Plans.  
 Q3: The Cape Cod Commission completed their revised Regional Policy Plan and it became effective on February 22, 2019. In April of 2019, the CCC published their Local Comprehensive Plan Guide and the Town Planner attended one of the CCC's workshops regarding this planning tool. The LCPC met April 4, and are scheduled for meetings May 16, 2019 and June 27, 2019. The LCPC has reached out to the Cape Cod Commission (CCC) to seek their guidance in the development of the Town's Comprehensive Plan. All local Comprehensive Plans must be certified by the CCC and be consistent with the CCC's Regional Policy Plan. The Local Comprehensive Plan Committee invited the CCC Chief Planner to their meeting and she conducted a presentation regarding the CCC's role in assisting local communities. With the guidance of the Town Manager, the LCPC is researching the engagement of the Cape Cod Commission as a resource in the formulation of the Comprehensive Plan. The LCPC Chair, Chris Clark, and the Town Planner have also met with the CCC Chief Planner to gauge their willingness to act in a consulting role to the LCPC. Community engagement will continue to be the focus of the creation of a new Comprehensive Plan for the Town of Truro.

<b>CEG4</b>	<b>The Board of Selectmen and Town Manager will establish a recognition event to identify and thank volunteers and staff.</b>
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Q1/Q2/Q3: Clerk Worthington and Selectperson Wisotzky discussed with Town Manager Palmer suggestions for an event for volunteers (to be held in the spring) and an event for Town staff (to be held in the summer).

<b>CEG5</b>	<b>The Board of Selectmen will create an informational manual for the Board of Selectmen and other town boards/committees/commissions in order to help them be more effective in their role as well as to comply with local, state and federal regulations.</b>
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Q1/Q2:  
 Q3:



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Rae Ann Palmer, Town Manager

**REQUESTED MEETING DATE:** May 15, 2019

**ITEM:** Request from Laurie Frottier to Forgive CDBG Housing Rehab Loans

**EXPLANATION:** Ms. Laurie Frottier of 249 Gross Hill Road, Wellfleet, has requested that the Board consider forgiving all or part of her housing rehabilitation loans granted through the FY14 Truro Regional Housing Rehab program. Ms. Frottier received two loans; one to make critical repairs to her home (balance of \$25,480.40 remaining on the loan) and one to create an affordable accessory dwelling unit (AADU) providing a new affordable rental in Wellfleet (balance of \$25,362.89 remaining on the loan). As the lead community for this grant, the Truro Board of Selectmen has the right to forgive or to not forgive some or all of these loans.

Attached you will find Ms. Frottier's letter, as well as a letter from the Town's grant administrator, Alice Boyd, of Bailey Boyd Associates. Ms. Boyd notes in her letter that the Accessory Unit loan has a negative impact on the home's value and sales price because the affordable housing restriction placed on the unit is recorded against the deed and is irrevocable for 15 years. The buyer loses the flexibility of using the space and must continue with all compliance reporting, thereby decreasing the resale value. As a result she offers that the Board may wish to forgive the \$25,362.89 loan for the affordable accessory dwelling unit loan, but she does not recommend forgiving the balance of the primary residence loan. Ms. Boyd believes and I concur that forgiving the housing rehab loan is not a good precedence to set.

**FINANCIAL SOURCE (IF APPLICABLE):** FY14 Truro Regional Housing Rehab Program

**IMPACT IF NOT APPROVED:** No portions of the loans will be forgiven.

**SUGGESTED ACTION:** *Motion to forgive the affordable accessory dwelling unit loan granted through the FY14 Truro Regional Housing Rehab program in the amount of \$25,362.89.  
Or other action as the Board may determine appropriate.*

**ATTACHMENTS:**

1. Letter from Laurie Frottier
2. Letter from Bailey Boyd Associates

April 28<sup>th</sup>, 2019

To the Truro Board of Selectmen

I am appealing to the board to forgive all or part of the two forgivable loans on my property at 249 Gross Hill Rd, Wellfleet.

After the death of my husband Captain Jean Frottier in 2012 I elected to stay in my home rather than sell it at that time in order to create stability for our daughter Annalise and myself. I began work on building an apartment in the garage with my own funds from life insurance, the sale of Jean's fishing gear, license, etc. However, I ran out of funds halfway through the project. This is when I became aware of the CDP program and decided to take advantage of this opportunity to finish the apartment project. I have created an AADU dwelling which has provided housing for my tenants Dianna Carpentierri and Paul Stepanick since the apartment was completed in Nov of 2015.

As well as working my full time job as medical assistant at Nauset Family Practice, I have had Airbnb guests in my spare bedroom in the summer and housemates in the winter months. However, even with the income from the apartment and these various endeavors I have found myself stretched thin financially. Now that my daughter has graduated from college and on her own I have come to a place where it has become clear that keeping the house is unsustainable for me. My expenses continue to increase, my mortgage with my lender has increased. However, since the amount which I can charge my tenants is fixed according to the FMR, it has become increasingly difficult for me to bridge the financial gap.

Therefore, I have sold my home. After paying off debts and mortgage I will not be left with much.

I am respectfully requesting that the Board consider forgiving all or part of the loans on the apartment and the house. This will greatly increase my chances of going forward.

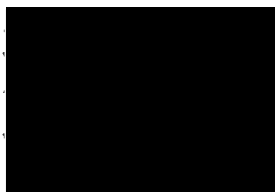
Having created the affordable dwelling has enabled my tenants to put down roots in the community which is an asset to the Town.

The apartment does of course remain an AADU for the full term of the agreement as was written into contract I signed with the CDP.

Respectfully,



Laurie Frottier





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

**May 8, 2019**

**Dear Select Board:**

**As the town of Truro's grant administrator I have been working with our sub-grantee, the Cape CDP, and your Town Manager Rae Ann Palmer regarding the request for forgiveness of a Housing Rehabilitation loan from the FY14 Truro Regional Housing Rehab program.**

**Following the death of her husband Wellfleet resident Laurie Frottier applied for and received two housing rehabilitation loans; one to make critical repairs to her home and the second to create an affordable accessory dwelling unit (AADU), providing a new affordable rental in Wellfleet. The award of these deferred payment forgivable loans allowed Ms. Frottier to remain in her home.**

**Ms. Frottier is selling her home with the accessory unit now that her daughter has left for college. She has submitted a request to forgive the two loans with a remaining balance as follows:**

- **\$25,362.89 for the accessory unit**
- **\$25,480.40 for the improvements to her primary residence**

**The Truro Select Board, as lead community for this grant, has the right to forgive these loans in their entirety or to forgive a portion of the loans. The Board may also choose not to forgive the loans.**

**We do not make a habit of forgiving housing rehabilitation loans, which decline at a rate of 1/15<sup>th</sup> per year and don't wish to set a precedent here however after speaking with your Town Manager and the Cape CDP our consensus is that the Accessory Unit loan totaling \$25,362.89 has had a negative financial impact on this homeowner. Traditionally the value of the home increases proportionate to the**

repairs made through the housing rehabilitation program. In the case of the creation of an accessory unit the value of the home decreases due to the affordable housing restriction placed on the unit. This restriction is recorded against the deed and is irrevocable for 15 years, negatively impacting the sale price as the buyer loses the flexibility of using the space and must continue with all compliance reporting.

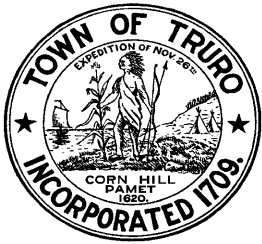
As a result the Board of Selectmen may wish to forgive \$25,362.89, the remaining balance of the FY14 accessory unit loan. I do not recommend forgiving the balance of the primary residence loan. This compromise should assist the homeowner as she moves forward with her life and will compensate her for the loss of income from sale proceeds if the AADU restriction was not in place.

Please feel free to contact me with any questions that you may have.

Sincerely,

A handwritten signature in blue ink that reads "Alice Boyd". The signature is fluid and cursive, with the first name "Alice" and last name "Boyd" clearly distinguishable.

Alice Boyd  
Grant Administrator



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Rae Ann Palmer, Town Manager

**REQUESTED MEETING DATE:** May 15, 2019

**ITEM:** Discussion only - Date for June Community Forum – Walsh Property Committee

**EXPLANATION:** Selectperson Worthington requested that this item be placed on the Agenda to determine a date for a June Community Meeting to discuss the Planning Committee membership and process.

**FINANCIAL SOURCE (IF APPLICABLE):**

**IMPACT IF NOT APPROVED:**

**SUGGESTED ACTION:** *Motion to set \_\_\_\_\_ as the date of a community meeting on the Walsh Property Planning Committee membership and process.*

**ATTACHMENTS:**



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

## 6. CONSENT AGENDA

A. Review/Approve and Authorize Signature:

1. *None*

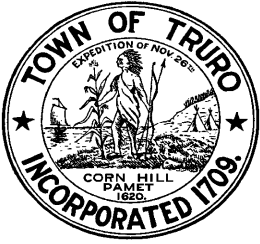
B. Review and Approve 2019 Payomet Performing Arts (Entertainment and Sunday Entertainment)

C. Review and Approve 2019 Seasonal Licenses: Blackfish Restaurant (Common Victualer), Hillside Farmstand and Perry's Furniture (Transient Vendor), and Lewis Brothers Ice Cream (Hawker Peddler)

D. Change Order Request for East Harbor with MIG, Inc

E. Review and Approve Board of Selectmen Minutes: April 16, 2019, April 17, 2019, April 23, 2019, and May 7, 2019





# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** May 15, 2019

**ITEM:** Application for a Weekday/Saturday Entertainment License and a Sunday Entertainment License

**EXPLANATION:** Payomet Performing Arts has applied for Entertainment Licenses for their 2019 season, including; (6/8, 6/22, 6/28, 6/29, 7/7, 7/8, 7/9, 7/13, 7/14, 7/21, 7/23, 7/24, 7/25, 7/30, 8/3, 8/4, 8/6, 8/8, 8/13, 8/16, 8/17, 8/23, 8/31, 9/2, 9/21). Of those dates, 4 are Sundays.

**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** Payomet Performing Arts will not be allowed to hold entertainment on the dates requested.

**SUGGESTED ACTION:** *MOTION TO approve the entertainment license for 25 Weekday/Saturday dates and 4 Sunday dates, encompassing (6/8, 6/22, 6/28, 6/29, 7/7, 7/8, 7/9, 7/13, 7/14, 7/21, 7/23, 7/24, 7/25, 7/30, 8/3, 8/4, 8/6, 8/8, 8/13, 8/16, 8/17, 8/23, 8/31, 9/2, 9/21) and authorize the Chair to sign.*

**ATTACHMENTS:**

1. Application for Entertainment License
2. Application for Sunday Entertainment License

RCVD 2019 APR 19 AM 11:28  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO



# TOWN OF TRURO

Licensing Department  
PO Box 2030, Truro, MA 02666

PH: 508-349-7004, Ext. 110 or 124 Fax: 508-349-5505  
Email: [ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov) or [nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)

## Application for an Entertainment License

Weekday  Saturday  \*Sunday

\*Please complete the Commonwealth's  
Public Entertainment on Sunday  
Application

The undersigned hereby applies for a license in accordance with the provisions of  
Mass. General Laws, c.140 §183A amended, Ch. 140§181 & Ch.136§4

### BUSINESS/ORGANIZATION INFORMATION

Kevin Rice Payomet Inc.  
Name of Applicant Business/Organization Name  
P. O. Box 1202, Truro, MA 02666  
Mailing Address of Business/Organization

Is this a Non-profit or For-profit Entity (Check the appropriate box)  Yes  No  
If yes, proof of Non-profit status **must** accompany this application  
Kevin Rice [Redacted] [Redacted]  
Contact Person Phone Number Email

### INDIVIDUAL APPLICANT INFORMATION

Individual's Name Mailing Address  
Phone Number Email Address

### EVENT INFORMATION

see attached Music and Theatrical Entertainment  
Day (s)/Date (s) of Event for License to be issued Purpose of Event (example: fundraiser)  
Hours of Event (from - to) 5 PM - 9:30 PM  
29 Old Dewline Road (tent) Event is:  Indoor  Outdoor Event  
Location (Must provide facility name, if any, street number and name) (Please check applicable box)  
Highland Center @ Cape Cod National Seashore  
Property Owner Name and Address Phone number  
Seating Capacity: 150 - 600 Occupancy Number: 200-500  
Approximate number of people attending 50-150  
Name of Caterer (if applicable)

If the event is catered please return Caterer Food Service Form to Health Agent at Fax # 508.349.5508

Will an admission fee be collected?  Yes  No

Will there be a One Day Alcohol License  Yes  No **If yes; you must also apply for a One Day Alcohol License**

Will there be Police Traffic Control?  Yes  No

**ENTERTAINMENT INFORMATION**

Type of Entertainment: Please check the appropriate boxes.

Dancing:  By Patron  By Entertainers  No Dancing

Music:  Recorded  Juke Box  Live  No Music

Number of Musicians & Instruments (Type) \_\_\_\_\_

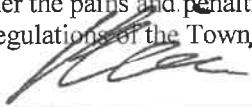
Amplified System:  Yes  No

Shows:  Theater  Movies  Floor Show  Light Show  
 No Show

Other:  Video Games  Pool/Billiard Tables (Please indicate quantity) \_\_\_\_\_

**Applicant's Signature**

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable regulations of the Town of Truro.



4/4/2019

Signature

Date

- A valid entertainment license must be on the premises before the entertainment is commenced.
- No entertainment shall be offered, conducted, or otherwise provided by any establishment licensed under MGL Chapter 140 without first obtaining an entertainment license from the Board of Selectmen.
- Sunday entertainment must be specifically requested and addressed in the permitting process, under MGL 136.
- These regulations are intended to allow the Board of Selectmen to determine the appropriate parameters to limit impacts to the neighbors of the establishment and to the community by the establishment and the entertainment provided therein.
- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

**Office Use Only**

Fee \$50.00

**APPROVAL**

License No. \_\_\_\_\_

Board of Selectmen \_\_\_\_\_ Meeting Date \_\_\_\_\_

Police Department \_\_\_\_\_ Date \_\_\_\_\_

Restrictions/Conditions attached to the license by the Board of Selectmen or its Delegate: \_\_\_\_\_



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: Payomet, Inc

Address: P. O. Box 1202, 29 Old Dewline Road

City/State/Zip: Truro, MA 02666

Phone #: [REDACTED]

**Are you an employer? Check the appropriate box:**

- 1.  I am an employer with 10 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: American Zurich Insurance Company

Insurer's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Policy # or Self-ins. Lic. # [REDACTED] Expiration Date: 6/25/19

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

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

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

Signature: [Signature]

Date: \_\_\_\_\_

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 #: \_\_\_\_\_

<u>SHOW/ EVENT NAME</u>	<u>LOCATION</u>	<u>SHOW DATE</u>
Roomful of Blues	(Elks Music Hall)	Sat April 13th
The Garcia Project	(Tilden Arts Center)	Sat April 27th
Karen Casey	Elks	Sat May 25th
Judy Collins	Tilden	Sun May 26th
Twisted Pine	Pres Hall	Fri May 31st
The English Beatr	TENT	Sat June 8th
The Wailers	(Provincetown Town Hall)	Sun June 9th
Campbell & Williams	TENT	Sat June 22nd
Jah9	TENT	Fri June 28th
Richard Thompson	TENT	Sat June 29th
Max Weinberg	TENT	Mon July 8th
Aimee Man	TENT	Tues July 9th
Bettye Lavette	TENT	Sat July 13th
Al Jardine	TENT	Tues July 23rd
Robert Randolph	TENT	Wed July 24th
The Dustbowl Revival	TENT	Thurs July 25th
Bele Fleck/Abigail Washb	TENT	Tues July 30th
Jim Messina	TENT	Sat August 3rd
Beres Hammond	TENT	Tues August 6th
John Pizzarelli Trio	TENT	Thurs August 8th
David Bromberg Quintet	TENT	Tues August 13th
Pokey LaFarge	TENT	Fri August 16th
The Subdudes	TENT	Sat August 17th
Blue Oyster Cult	TENT	Fri August 23rd
Dave Mason	TENT	Sat August 31st
Della Mae	TENT	Mon September 2nd
Tom Rush	TENT	Sat September 21st

#### SUNDAY SHOW SCHEDULES

Citizen Cope	TENT	Sun July 7th
Lakou Mazik	TENT	Sun July 14th
The Milk Carton Kids	TENT	Sun July 21st
The Garcia Project	TENT	Sun August 4th

THE COMMONWEALTH OF MASSACHUSETTS

State Fee, \$ \_\_\_\_\_  
Municipal Fee, \$ \_\_\_\_\_

Town \_\_\_\_\_ OF Truro \_\_\_\_\_



LICENSE

For  
PUBLIC ENTERTAINMENT ON SUNDAY

The Name of the Establishment is Payomet, Inc in or on the property at No. \_\_\_\_\_  
(address)

The Licensee or Authorized representative, Kevin Rice in

accordance with chapter 136 of the General Laws, as amended, hereby request a license for the following program or entertainment:

DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion
July 7th	8:00 PM	Citizen Cope
July 14th	8:00 PM	Lakou Mazik
July 21st	8:00 PM	The Milk Carton Kids

Hon. \_\_\_\_\_ Mayor/ Chairman of Board of Selectman, \_\_\_\_\_ (City or Town)

Fees per occurrence (Individual Sunday(s)): Regular Hours (Sunday 1:00pm – Midnight): \$2.00 Special Hours (Sunday 12:00 am- Midnight): \$5.00. Annual Fee (For Operating on every Sunday in calendar year): Regular Hours (Sunday 1:00pm – Midnight): \$50.00 Special Hours (Sunday 12:00 am- Midnight): \$100.00

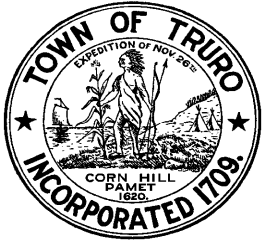
This license is granted and accepted, and the entertainment approved, upon the understanding that such entertainment that the licensee shall comply with the laws of the Commonwealth applicable to licensed entertainments, and also to the following terms and conditions: The licensee shall at all times allow any person designated in writing by the Mayor, Board of Selectmen, or Commissioner of Public Safety, to enter and inspect his place of amusement and view the exhibitions and performances therein; shall permit regular police officers, detailed by the Commissioner of Public Safety or Chief of the local Police Department to enter and be about this place of amusement during performances therein; may employ to preserve order in his place of amusement only regular or special police officers designated therefore by the Chief of Police, and shall pay to said Chief of Police for the services of the regular police officers such amount as shall be fixed by him; shall permit at all times to enter and be about his place of amusement such members of the Fire Department as shall be detailed by the Chief of the Fire Department to guard against fire; shall keep in good condition, go as to be easily accessible, such standpipes, hose, axes, chemical extinguishers and other apparatus as the fire department may require; shall allow such members of the fire department in case of any fire in such place, to exercise exclusive control and direction of his employees and of the means and apparatus provided for extinguishing fire therein; shall permit no obstruction of any nature in any aisle, passageway or stairway of the licensed premises, nor allow any person therein to remain in any aisle passageway or stairway during an entertainment; and shall conform to any other rules and regulations at any time made by the Mayor or Board of Selectmen. This license shall be kept on the premise where the entertainment is to be held, and shall be surrendered to any regular police officer or authorized representative of the Department of Public Safety. This license is issued under the provisions of Chapter 136 of the General Laws, as amended, and is subject to revocation at any time by the Mayor, Board of Selectmen, or Commissioner of Public Safety.

Do not write in this box

This application and program must be signed by the licensee or authorized representative of entertainment to be held. No Change to be made in the program without permission of the authorities granting and approving the license.

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES

The Garcia Project Aug 14th 8:00 PM



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Licensing Department

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** May 15, 2019

**ITEM:** Approval of 2019 Seasonal License Renewal for Blackfish Restaurant (Common Victualer) located at 17 Truro Center Road, Hillside Farmstand (Transient Vendor) 300 Route 6 and Perry’s Furniture (Transient Vendor) 146 Shore Rd, and the Lewis Brother’s Ice Cream Truck (Hawker Peddler)

**EXPLANATION:** There are four seasonal license renewal applications and supporting documentation under the authority of the Board of Selectmen as Local Licensing Authorities. There were no reported issues with these establishment in 2019. If you approve for renewal, the license will be issued only upon compliance with all regulations and upon receipt of the necessary documents and fees.

Mass General Law	Licenses & Permits Issued by Board of Selectmen	Names of Businesses
Chapter 140 § 2	<b>Common Victualer</b> -Cook, Prepare & Serve Food	<b>Blackfish Restaurant</b>
Chapter 101 § 2	<b>Transient Vendor</b> Seasonal Retail	<b>Hillside Farmstand</b> <b>Perry’s Furniture</b>
Chapter 101 § 13	<b>Hawker Peddler</b> Mobil Food Truck	<b>Lewis Brother’s Ice Cream Truck</b> Route: Cold Storage, Great Hollow, Corn Hill, Ballston, Longnook, Coast Guard, Head of the Meadow, Puma Park, Adventure Bound Campgrounds, Truro Center for the Arts at Castle Hill

**IMPACT IF NOT APPROVED:** The License will not be issued.

**SUGGESTED ACTION:** *MOTION TO approve 2019 Seasonal Common Victualer (food) for Blackfish Restaurant and (Transient Vendor) for Hillside Farmstand and Perry’s Furniture and the Hawker Peddler for Lewis Brother’s Ice Cream Truck upon compliance with all regulations and receipt of the necessary documents and fees.*

**ATTACHMENTS:**

1. Renewal Application for 2019: Blackfish Restaurant
2. Renewal Application for 2019: Hillside Farmstand
3. Renewal Application for 2019: Perry’s Furniture
4. Renewal Application for 2019: Lewis Brother’s Ice Cream Truck



### Town of Truro Board of Health

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

#### APPLICATION FOR FOOD SERVICE – COMMON VICTUALER

New  Renewal

#### Section 1 – License Type

Type of License:  Food Service  Common Victualer

#### Type of Food Service Establishment:

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

#### Section 2 – Business/Owner/Manger Information

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

Business Name: Pamet Restaurant Group / Blackfish

Owner Name: Eriz Jensen Email Address: [REDACTED]

Mailing Address: P.O. Box 1207 Truro 02666

Phone No: [REDACTED]

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

Name: Eriz Jensen Email Address: [REDACTED]

Mailing Address: P.O. Box 258 Truro 02666

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

#### Section 3 – Business Operation Details

Number of Seats: Inside: 81 Outside: — Number of Employees: 25

Length of Permit:  Annual  Seasonal Operation

Hours of Operation: 5 PM To 1 AM

Days Closed Excluding Holidays: None

If Seasonal: Approximate Dates of Operation: 5/1/19 To 12/31/19



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

ON File

Allergen Awareness Certification (attach copy):

ON File

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:

*[Handwritten Signature]*

Date:

4/18/17

\*\*\*\*\*

**Application Checklist:**

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

**FOR HEALTH DEPARTMENT USE ONLY**

Comments: \_\_\_\_\_

Review by \_\_\_\_\_

Date \_\_\_\_\_



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: Blackfish Restaurant  
 Address: 17 Truro Central Rd.  
 City/State/Zip: Truro, Ma. 02668 Phone #: [REDACTED]

**Are you an employer? Check the appropriate box:**

1.  I am an employer with 25 employees (full and/or part-time).\*
2.  I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3.  We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
4.  We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

**Business Type (required):**

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

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

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

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

Insurance Company Name: Three Hartford Insurance Co.  
 Insurer's Address: One Hartford Plaza Hart  
 City/State/Zip: Hartford, Ct. 06155  
 Policy # or Self-ins. Lic. # [REDACTED] Expiration Date: 06/22/19

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

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

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

Signature: [Signature] Date: 4/18/19  
 Phone #: [REDACTED]

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

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

Issuing Authority (circle one):

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

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Number: 2019-098A

Fee \$75.00

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

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

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

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

Type of business and any restrictions **Restaurant**

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

Permit Expires: **December 31, 2019**

Date Issued: *May 2, 2019*



**Truro Board of Health Agent**

Number: 2019-098B

Fee \$50.00

**Town of Truro Board of Health**

**24 Town Hall Road, Truro, MA 02666**

**Permit To Operate As A Food Caterer**

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

\_\_\_\_\_  
**Eric Jansen**  
\_\_\_\_\_

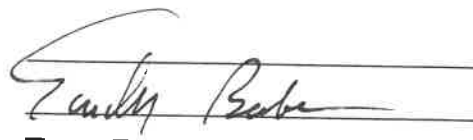
Whose place of business is : **Blackfish Restaurant**

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

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

Permit Expires: **December 31, 2019**

Date Issued: *May 2, 2019*



**Truro Board of Health Agent**

FIRE EQUIPMENT  
I N C O R P O R A T E D



RALPH J. PERRY  
A DIVISION OF  
FIRE EQUIPMENT, INC.

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Protecting New England. Because so much is at stake.

MEDFORD · SPRINGFIELD · HYANNIS · SMITHFIELD

## Kitchen Suppression System Inspection Certificate

*For*

Blackfish Restaurant  
17 Truro Center Road  
Truro, MA 02666

Tested to NFPA Standards

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

*Inspection Date:*  
4/24/2019

*Inspector Name: Mike Holubsko*  
*Title: Service Technician*



Protecting New England. Because so much is at stake.

MEDFORD · SPRINGFIELD · HYANNIS · SMITHFIELD

## Kitchen Suppression System Inspection Certificate

Property: Blackfish Restaurant	Street: 17 Truro Center Road	City/State/Zip: Truro, MA 02666
Frequency: Annual	Inspector Name: Mike Holubesko	Date: 4/24/2019
Installed Product: <b>K 00077910</b>	Product: Kitchen Suppression System	Equipment Location: Kitchen

System in service before conducting tasks	Yes
Pertinent parties notified before conducting tasks	Yes
<b>Appliances Left to Right:</b>	<b>Gr char, 16 burn, griddle, fry, fry</b>
Type of special agent extinguishing system: Wet chemical Dry chemical Prior to performing the required maintenance steps, verify that the system protection is designed and installed correctly for the existing appliance and ventilation system configuration. If not, note deficiencies.	Wet Chemical
Were building alterations/renovations made since last inspection?	No
Is system connected to building fire alarm?	Yes
<b>Automatic Shutdown</b>	
What is fuel source? Electricity Gas or Both	Both
<b>Nozzles</b>	
Are caps in place?	Yes
Quantity of Nozzle Caps Changed	
Quantity of Nozzle Seals Changed	
Are nozzles properly oriented to protect hazard?	Yes
Are there signs of damage or clogging?	No
<b>Manual Releases</b>	
Are manual releases clear and unobstructed?	Yes
<b>System Cylinders and Mechanical Controls</b>	
Are system pressure gauges in proper operating range?	Yes
Tanks mounted and secured?	Yes
All visible piping & conduit properly supported and in good condition?	Yes
Proper pipe schedule and fitting weight(s) for hazard design?	Yes
Flexible discharge hoses? Date:            Part#:            Size:    :	No
<b>Portable Fire Extinguishers</b>	
Are fire extinguishers provided?	No
<b>Mechanical Detection Line</b>	



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Function tested	Yes
Quantity of 165° F Links Changed	
Quantity of 212° F Links Changed	
Quantity of 280° F Links Changed	
Quantity of 360° F Links Changed	5
Quantity of 450° F Links Changed	3
Quantity of 500° F Links Changed	
<b>Interlocks</b>	
Fuel shutoff	Yes
<b>CERTIFICATE OF INSPECTION</b>	
System tagged and left in service	Yes
Pertinent parties notified after conclusion of tasks	Yes
<b>System returned to service</b>	Yes
<b>COMMENTS:</b>	
<b>6-Year Maintenance Test</b> Are 6-year tests recorded?	No
<b>12-Year Tests</b> Are 12-year tests recorded?	

**FIRE EQUIPMENT**  
I N C O R P O R A T E D



**RALPH J. PERRY**  
A DIVISION OF  
FIRE EQUIPMENT, INC.

---

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---

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**FIRE SUPPRESSION CYLINDER RECORD**

<b>Kitchen Manufacturer</b>	<b>Model</b>	<b>Hydro</b>	<b>Number of Tanks</b>	<b>Location</b>





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**TOTAL # OF EXTINGUISHERS – 4**

**# EXTINGUISHERS DUE SERVICE NEXT YEAR – 0**

**New Equipment -**

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

**Inspection/Recertification –**

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

**Recharges –**

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

**Service –**

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

**Parts –**

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



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MEDFORD · SPRINGFIELD · HYANNIS · SMITHFIELD

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

**FIRE EXTINGUISHERS ARE IN COMPLIANCE WITH NFPA 10 CODE –**

**Recommendations -**

**Comments -**

*[Handwritten signature]*

**Signature:**

x

**Date:**

Apr 24, 2019

# CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: KEVIN MANDEVILLE

Certificate Number: 1861945

Date of Completion: 04/14/2015

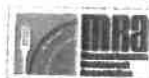
Date of Expiration: 04/14/2020



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

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

Issued By:



Massachusetts Restaurant Association  
333 Turnpike Road, Suite 102  
Southborough, MA 01772  
508-303-9905  
[www.marestaurantassoc.org](http://www.marestaurantassoc.org)

NATIONAL  
RESTAURANT  
ASSOCIATION  
800.765.2122  
[www.restaurant.org](http://www.restaurant.org)

ServSafe

# ServSafe® CERTIFICATION

KEVIN MANDEVILLE

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

13475112

CERTIFICATE NUMBER

5128

EXAM FORM NUMBER

4/6/2016

DATE OF EXAMINATION

4/6/2021

DATE OF EXPIRATION

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



#0655

*Sharon Brown*

Sharon Brown  
SVP, National Restaurant Association Solutions



In accordance with Maritime Labor Convention 2006, Revision ADM 14/08 2013 Regulation 3.2, Section A3.2

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1412901

- 1401

Contact us with questions at 175 W Jackson Blvd, Ste 1500, Chicago, IL 60604 or ServSafe@restaurant.org

ServSafe

EXAM FORM NO. 5014

CERTIFICATE NO. 12183921

# ServSafe® CERTIFICATION

TO **BRIAN J. ERSKINE**

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

03/31/2015  
DATE OF EXAMINATION

03/31/2020  
DATE OF EXPIRATION  
Local laws apply. Check local health department for recertification requirements.



#0855

*[Handwritten Signature]*

In accordance with Maritime Labour Convention...

©2015 National Restaurant Association. ServSafe and the arc design are trademarks of the NRAEF, National Restaurant Association® and the arc design.

Contact us with questions at 175 W Jackson Blvd, Ste 1500, Chicago, IL 60604 or ServSafe@nraef.com



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/25/2019

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 have ADDITIONAL INSURED provisions or 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).

<b>PRODUCER</b> Automatic Data Processing Insurance Agency, Inc.  1 Adp Boulevard Roseland NJ 07068		<b>CONTACT NAME:</b> PHONE (A/C, No. Ext): E-MAIL ADDRESS: FAX (A/C, No):	
<b>INSURED</b> PAMET RESTAURANT GROUP INC PO BOX 1207  TRURO MA 02666		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : Hartford Insurance Company of the Midwest NAIC # 37478  INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

**COVERAGES**

CERTIFICATE NUMBER: 1148787

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
	<b>COMMERCIAL GENERAL LIABILITY</b> <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 OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N					<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 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)

HEALTH DEPARTMENT  
TOWN OF TRURO

APR 25 2019

RECEIVED BY:

**CERTIFICATE HOLDER****CANCELLATION**
 TOWN OF TRURO  
 Attn: A DAVIS  
 24 TOWN HALL ROAD  
 Truro MA 02666

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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# TOWN OF TRURO

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

## TAX STATUS REQUEST FOR LICENSING

Date April 1, 2019

Request is coming from the Selectmen's Office

Owner's Name Eric Jansen

Business Name Blackfish Rest.

Business Address 17 TRURO Ctr. Rd.

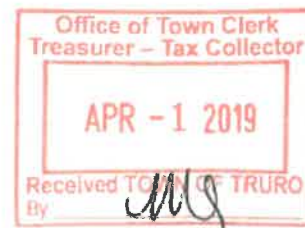
Map and Parcel 50-139

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

*All set through 2018.*

Melley Stevens  
Tax Collector's Signature

4/2/19  
Date



RCVD 2019MAY1 AM9:12  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO



# TOWN OF TRURO

PO Box 2030, Truro MA 02666

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

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

### Section 1 – License Type & Hours of Operation

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

New       Renewal

FACILITY:                      # UNITS

HOURS OF OPERATION:

Motel                              \_\_\_\_\_

Annual                               Seasonal

Cottage Colony                      \_\_\_\_\_

Opening Date: May 20

Condominium                      \_\_\_\_\_

Closing Date: Oct 28

Campground                      \_\_\_\_\_

Days of the Week Open: 7

Lodging                              \_\_\_\_\_

Transient Vendor Retail

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

### Section 2 – Business Information

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

Claire A. Perry  
Print Name of Applicant

d/b/a Hillside Farmstand  
Business Name

Claire A. Perry  
Owner Name

300 Rte 6  
Street Address of Business

P.O. Box 1016  
Mailing Address of Business

[REDACTED]  
Business Phone Number

Business E-Mail Address



**Section 3 –MANAGER INFORMATION**

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

**Name of Onsite Manager:**

Name: Samantha Perry Unit Number: \_\_\_\_\_

Mailing Address: P.O. Box 1016, Truro

Phone: (24 Hour Contact): [REDACTED] Email Address: \_\_\_\_\_

Samantha Perry

**Manager's Signature (REQUIRED)**

**Name of Offsite Manager:**

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone: (24 Hour Contact): \_\_\_\_\_ Email Address: \_\_\_\_\_

**Manager's Signature (REQUIRED)**

**Name of Co- Manager:**

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone: (24 Hour Contact): \_\_\_\_\_ Email Address: \_\_\_\_\_

**Co-Manager's Signature (REQUIRED)**

**Section 4 – ATTESTATION**

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

Claire A. Perry  
Signature of Applicant

Claire A. Perry  
Print Name

5-1-19  
Date

**Additional Applications & Documentation**

**REQUIRED FOR ALL MOTELS, COTTAGE COLONIES, CONDOMINIUMS & CAMPGROUNDS**

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

**ADDITIONAL (SEPARATE) APPLICATIONS THAT MAY PERTAIN TO YOUR OPERATION**

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



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: Claire A. Perry d/b/a Hillside Farmstand

Address: 300 Rte 6

City/State/Zip: Truro MA 02666 Phone #: [REDACTED]

**Are you an employer? Check the appropriate box:**

- 1.  I am an employer with 8 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: Farm Family Casualty Ins. Co.

Insurer's Address: 404 Main St, Centerville, MA 02632

City/State/Zip: \_\_\_\_\_

Policy # or Self-ins. Lic. # [REDACTED] Expiration Date: 4-18-2020

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

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

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

Signature: Claire A. Perry Date: 4-30-19

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 #: \_\_\_\_\_



# TOWN OF TRURO

PO Box 2030, Truro MA 02666

Tel: 508-349-7004, Extension: 131 or 124 Fax: 508-349-5708

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

### Section 1 – License Type & Hours of Operation

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

New  Renewal

FACILITY: # UNITS

HOURS OF OPERATION:

Motel \_\_\_\_\_

Annual  Seasonal

Cottage Colony \_\_\_\_\_

Opening Date: 6/1/19

Condominium \_\_\_\_\_

Closing Date: 10/1/19

Campground \_\_\_\_\_

Days of the Week Open: 7

Lodging \_\_\_\_\_

Transient Vendor

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

### Section 2 – Business Information

Federal Employers Identification Number (FEIN/SS) \_\_\_\_\_

Donald Peray  
Print Name of Applicant

Peray's Furniture  
Business Name

Donald Peray  
Owner Name

146 Shore Rd N Truro PO Box 185, N Truro  
Street Address of Business Mailing Address of Business

508 487 0250  
Business Phone Number

info@capecodtreasurechest.com  
Business E-Mail Address

**Section 3 –MANAGER INFORMATION**

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

**Name of Onsite Manager:**

Name: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: (24 Hour Contact): \_\_\_\_\_ Email Address: \_\_\_\_\_

**Manager's Signature (REQUIRED)**

**Name of Offsite Manager:**

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone: (24 Hour Contact): \_\_\_\_\_ Email Address: \_\_\_\_\_

**Manager's Signature (REQUIRED)**

**Name of Co- Manager:**

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

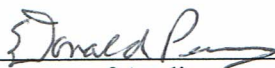
Business Address: \_\_\_\_\_

Phone: (24 Hour Contact): \_\_\_\_\_ Email Address: \_\_\_\_\_

**Co-Manager's Signature (REQUIRED)**

**Section 4 – ATTESTATION**

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

  
Signature of Applicant

Donald Pery  
Print Name

5/3/19  
Date

**Additional Applications & Documentation**

**REQUIRED FOR ALL MOTELS, COTTAGE COLONIES, CONDOMINIUMS & CAMPGROUNDS**

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

**ADDITIONAL (SEPARATE) APPLICATIONS THAT MAY PERTAIN TO YOUR OPERATION**

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



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: Donald Perry  
 Address: 146 Shore Rd  
 City/State/Zip: NATURO MA Phone #: 508 487-0250

**Are you an employer? Check the appropriate box:**

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

**Business Type (required):**

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

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

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

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

Insurance Company Name: \_\_\_\_\_  
 Insurer's Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Policy # or Self-ins. Lic. # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

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

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

Signature: Donald Perry Date: 5/3/19  
 Phone #: 508 487 0250

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

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

**Issuing Authority (circle one):**

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

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_



# TOWN OF TRURO

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

## TAX STATUS REQUEST FOR LICENSING

Date 5/6/2019

Request is coming from the Selectmen's Office

Owner's Name Donald Perry

Business Name Perry's furniture

Business Address 146 Shore Rd.

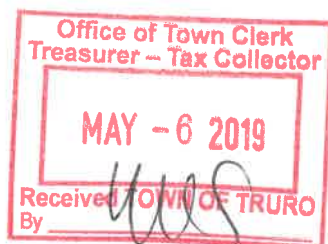
Map and Parcel 22/48

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

PAID THROUGH FY 18.

Molly Steier  
Tax Collector's Signature

5/6/19  
Date



Number: 2019-094

Fee \$75.00

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

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

**Mobile Ice Cream Vendor – Lewis Brothers Homemade Ice Cream**  
**David Lewis, Manager**

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

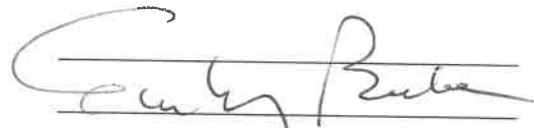
Type of business and any restrictions **Mobile Food Cart**

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

Permit Expires: **December 31, 2019**

Date Issued:

4-19-19



**Truro Board of Health Agent**



**\$ PAID**  
7494  
\$76.00  
4/17/19

HEALTH DEPARTMENT  
TOWN OF TRURO

APR 17 2019

RECEIVED BY:

#2019-094

**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: [abeebe@truro-ma.gov](mailto:abeebe@truro-ma.gov) or [adavis@truro-ma.gov](mailto: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 Information**

Business Name: LEWIS BROTHERS, INC. O/B/A LEWIS BROTHERS HOMEMADE ICE CREAM

Owner Name: DAVID LEWIS Email Address: [REDACTED]

Mailing Address: 155 SANDSET RD. EASTHAM, MA 02642

Phone No: [REDACTED] 24 Hour Emergency: SAME

Certified Food Manager(s) (attach copy):

DAVID LEWIS

Allergen Awareness Certification (attach copy):

DAVID LEWIS

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

SAME ROUTE AS 2018

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 3 – Base of Operations**

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

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

Address: 310 COMMERCIAL ST. TOWN OF TRURO Owner/Manager: DAVID LEWIS

Type of Establishment: RETAIL FOOD SERVICE



## Section 4 – Waste

### WATER SYSTEM/WASTE RETENTION:

Site has potable water hookup

Potable water supply tank on unit. Capacity 5 gal.

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

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

AT BASE OF OPERATIONS

## 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: David S. Lewis

Date: 4/17/19

### Application Checklist:

Smoke detector/fire protection certification.

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

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

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)

Copy of the commissary agreement (base of operations).

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

Copy of state Hawker Peddler License



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

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

**Applicant Information**

Please Print Legibly

Business/Organization Name: LEWIS BROTHERS, INC.  
 Address: 510 COMMERCIAL ST.  
 City/State/Zip: PROVINCETOWN, MA 02657 Phone #: [REDACTED]

**Are you an employer? Check the appropriate box:**

- 1.  I am an employer with 11 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: AEIC  
 Insurer's Address: 54 THIRD AVENUE  
 City/State/Zip: BURLINGTON, MA 01803  
 Policy # or Self-ins. Lic. # [REDACTED] Expiration Date: 8/21/2019

**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: David S. Lewis Date: 4/17/19

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 #: \_\_\_\_\_

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

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

NCCI NO 40959

POLICY NO. [REDACTED]  
PRIOR NO. [REDACTED]

ITEM

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

FEIN: [REDACTED]

Legal Entity Type: Corporation

Other workplaces not shown above:

2. The policy period is from 08/21/2018 to 08/21/2019 12:01 a.m. standard time at the insured's mailing address.
3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: MA  
B. Employers' Liability Insurance: Part Two of the policy applies to work in each state listed in item 3.A.

The limits of liability under Part Two are:

Bodily Injury by Accident	\$	<u>100,000</u>	each accident
Bodily Injury by Disease	\$	<u>500,000</u>	policy limit
Bodily Injury by Disease	\$	<u>100,000</u>	each employee

C. Other States Insurance: Coverage Replaced by Endorsement WC 20 03 06 B

D. This Policy includes these Endorsements and Schedules: SEE SCHEDULE

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Classifications	Code No.	Premium Basis	Per \$100 Of Remuneration	Rates	Estimated Annual Premium
INTRA	[REDACTED]				
INTER		SEE CLASS CODE SCHEDULE			

Minimum Premium \$210

GOV STATE	GOV CLASS
MA	8017

Total Estimated Annual Premium Deposit Premium [REDACTED]

State Assessments/Surcharges [REDACTED]

This policy, including all endorsements, is hereby countersigned by

  
Authorized Signature

07/24/2018  
Date

Service Office:  
54 Third Avenue  
Burlington MA 01803

Fireside Insurance Agency Inc  
PO Box 760  
Provincetown, MA 02657

WC 00 00 01 A (7-11)

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

Office /Agent: 46-3337

Fax I.D. No.:

Policy Number:

DECLARATIONS - MASSACHUSETTS
BUSINESS AUTO COVERAGE FORM
MM 00 97 09 98



TEM ONE- NAMED INSURED AND ADDRESS
LEWIS BROTHERS INC.
310 COMMERCIAL STREET
PROVINCETOWN, MA 02657

Producer Name and Address 46-3337
BENSON YOUNG AND DOWNS INS
P.O. BOX 717
WELLFLEET, MA 02667-0717

POLICY PERIOD: Policy Covers FROM 09/21/2018 TO 09/21/2019 12:01 A.M. Standard Time at the Named
Reason for Declaration: NEW BUSINESS Insured's Address stated above
Named Insured's Business: CORPORATION DIRECT BILL
Effective Date: 09/21/2018

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL TERMS OF THIS
POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

ITEM TWO - SCHEDULE OF COVERAGES AND COVERED AUTOS

This policy provides only those coverages where a charge is shown in the premium column below. Each of these coverages will apply only to those
'Autos' shown as covered 'Autos' for a particular coverage by the entry of one or more of the symbols from the COVERED AUTOS Section of the
Business Auto Coverage Form next to the name of the coverage.

LIABILITY INSURANCE

Table with 4 columns: COVERAGES, COVERED AUTOS, LIMIT, PREMIUM. Rows include Compulsory Bodily Injury, Personal Injury Protection, Optional Bodily Injury and Property Damage, Auto Medical Payments Insurance, Uninsured Motorists, and Underinsured Motorists.

PHYSICAL DAMAGE INSURANCE

Actual Cash Value or cost of repair, whichever is less, minus the deductible for each Covered Auto.

Table with 4 columns: Coverage, Symbol, Description, Premium. Rows include Comprehensive Coverage, Specified Perils Coverage, Collision Coverage, and Limited Collision Coverage.

Table with 4 columns: Coverage, Symbol, Description, Premium. Rows include Loss of Use-Rental Reimbursement and Towing and Labor.

Forms and Endorsements attached to this Coverage Form:

- List of forms and endorsements: 26 AP 1033 (01/10), CA 23 86 (01/06), MM 99 13 (09/98), 26 AP 1092 (01/10), CA 23 94 (03/06), MM 99 17 (09/98), 26 AP 1102 (04/11), IL 00 17 (11/85), MM 99 23 (09/98), CA 00 01 (10/01), IL 00 21 (04/98), MM 99 51 (09/98), CA 23 04 (12/93), MM 99 11 (10/11), MM 99 54 (09/98)

Table with 2 columns: Description, Premium. Rows include PREMIUM FOR ENDORSEMENTS, ADDITIONAL OR RETURN PREMIUM, and \*ESTIMATED TOTAL PREMIUM (1,447).

\* This policy may be subject to final audit

Signature of Paul R. Silva, Authorized Representative

Office / Agent: 46-3337  
 Tax I.D. No.:  
 Policy Number: 1020077151 01

**DECLARATIONS - MASSACHUSETTS  
 BUSINESS AUTO COVERAGE FORM  
 SCHEDULE - MM 00 97 09 98**



**ITEM THREE - SCHEDULE OF COVERED AUTOS YOU OWN**

**VEHICLE INFORMATION**

DESCRIPTION				
Auto No.	Year, Make, Model, Body Vehicle Identification No. (VIN)	Original Cost New	Size GWW, GCW or Seating Capacity	Territory, City & State where the covered auto will be garaged
001	2003 FORD ECONOLINE E350 SUPER DUTY 1FCJE39L43HB38747	19,025	0-10,000 LBS	MA PROVINCETOWN

CLASSIFICATION								
Auto No.	Business use - Service Retail, Commercial	Symbol	Age Group	Class	Radius of Operation	Mobile Equip	Inspect Code	Loss of Use Amt/Days
001	C	06	9	03133	LOCAL			/ / / /

LIABILITY LIMITS (* Limit(s) in Thousands)												
Compulsory Bodily Injury (\$20,000/\$40,000) each pers./each acc.		Personal Injury Protection \$8,000 Each Person		Optional Bodily Injury and Property Damage (Compulsory Limit \$5,000)			Auto Medical Payments		Uninsured Motorists Compulsory Limits (\$20,000/\$40,000)		Underinsured Motorists	
Auto No.	Premium	Premium	*Limit	PD Ded.	Premium	Limit	Premium	*Limit	Premium	*Limit	Premium	
001	220	9	1,000		721	5,000	2	500 1,000	8	500 1,000	19	

PHYSICAL DAMAGE										
Auto No.	@ Value Type and Limit	** Specified Perils			Comprehensive		Collision		Limited Collision	
		Cov.	Ded.	Premium	Ded.	Premium	Ded.	Premium	Ded.	Premium
001	ACV				500	73	500	143		

Auto No.	Passive Rest.	ATD	*** Waiver of Ded.	Loss of Use	Towing and Labor	** F - Fire Coverage, T - Theft Coverage, F&T - Fire and Theft, CAC - Combined Additional Coverage. *** YES-Designates Waiver of Deductible. ## Designates Policy Level Additional Insured - Lessor applies. @ Designates whether Actual Cash Value, Stated Amount or Agreed Value and, except for ACV, the limit of Liability.
001			Y			

Auto No. Except for towing all physical damage loss is payable to you and the loss payee named below as interests may appear at the time of loss.

Office / Agent: 46-3337

Fax I.D. No.:

Policy Number: 1020077151 01

DECLARATIONS - MASSACHUSETTS BUSINESS AUTO COVERAGE FORM

(Continued) - MM 00 97 09 98



ARBELLA

PROTECTION INSURANCE COMPANY

ITEM FOUR- SCHEDULE OF HIRED OR BORROWED COVERED AUTO COVERAGE AND PREMIUMS.

LIABILITY COVERAGE - RATING BASIS, COST OF HIRE

Table with 5 columns: State, Estimated Cost of Hire for each State, Rate per each \$100 Cost of Hire, Factor (if liab. cov. is Primary), Premium. Row A: IF ANY, 1.322, 40. Total Premium row.

Cost of Hire means the total amount you incur for the hire of "autos" you don't own (not including "autos" you borrow or rent from your partners or employees or their family members). Cost of Hire does not include charges for services performed by motor carriers of property or passengers.

PHYSICAL DAMAGE COVERAGE

Table with 5 columns: Coverages, Limit of Insurance (The most we will pay, Deductible), Estimated Annual Cost of Hire, Rate per each \$100 Annual Cost of Hire, Premium. Rows for Comprehensive, Specific causes of Loss, Collision, and Total Premium.

ITEM FIVE- SCHEDULE FOR NON-OWNERSHIP LIABILITY

Table with 4 columns: Named Insured's Business, Rating Basis, Number, Premium. Rows for Other than a Social Services Agency, Social Services Agency, and Total Premium.

ITEM SIX- SCHEDULE FOR GROSS RECEIPTS OR MILEAGE BASIS- LIABILITY COVERAGE-PUBLIC AUTO LEASING RENTAL CONCERNS

Table with 4 columns: Estimated Yearly (Gross Receipts/Mileage), Rates (Per \$100/Per Mile), Liability Coverage, Auto Medical Payments, Premiums (Total/Minimum). Includes a section for 'When used as a premium basis: FOR PUBLIC AUTOS'.

Gross Receipts means the total amount to which you are entitled for transporting passengers, mail or merchandise during the policy period regardless of whether you or any other carrier originate the transportation. Gross receipts does not include:

- A. Amount you pay to railroads, steamship lines, airlines and other motor carriers operating under their own ICC or PUC permits.
B. Taxes which you collect as a separate item and remit directly to a governmental division.
C. C.O.D. collections for cost of mail or merchandise including collections fees.
D. Advertising Revenue.

Mileage means the total live and dead mileage for all revenue producing units operated during the policy period.

FOR RENTAL OR LEASING CONCERNS

Gross receipts means the total amount to which you are entitled for the leasing or rental of "autos" during the policy period and includes taxes except those taxes which you collect as a separate item and remit directly to a governmental division.

Mileage means the total of all live and dead mileage developed by all the "autos" you leased or rented to others during the policy period.

Driver Information

Table with 5 columns: Drv. No., Driver Name, Date of Birth, License Number, State.

83 other Forms and Endorsements issued to be a part of the Policy. This insurance is provided by the stock  
AB insurance company of The Hartford Insurance Group shown below.  
SBM

**INSURER:** TWIN CITY FIRE INSURANCE COMPANY  
ONE HARTFORD PLAZA, HARTFORD, CT 06155  
COMPANY CODE: 7



**Policy Number:** 08 SBM AB8399 SB

**SPECTRUM POLICY DECLARATIONS**

**Named Insured and Mailing Address:** LEWIS BROTHERS INC.  
(No., Street, Town, State, Zip Code)

310 COMMERCIAL ST  
PROVINCETOWN MA 02657

**Policy Period:** From 09/21/18 To 09/21/19 1 YEAR  
12:01 a.m., Standard time at your mailing address shown above. **Exception:** 12 noon in New Hampshire.

**Name of Agent/Broker:** BENSON YOUNG & DOWNS INS AGCY INC  
**Code:** 082722

**Previous Policy Number:** NEW

**Named Insured is:** CORPORATION

**Audit Period:** NON-AUDITABLE

**Type of Property Coverage:** NONE

**Insurance Provided:** In return for the payment of the premium and subject to all of the terms of this policy, we agree with you to provide insurance as stated in this policy.

**TOTAL ANNUAL PREMIUM IS:**



**DISCOUNT APPLIED:** PAID IN FULL

Countersigned by *Suzan L. Castaneda*  
Authorized Representative

09/24/18  
Date

<b>BUSINESS LIABILITY</b>	<b>LIMITS OF INSURANCE</b>
<b>LIABILITY AND MEDICAL EXPENSES</b>	\$2,000,000
<b>MEDICAL EXPENSES - ANY ONE PERSON</b>	\$ 10,000
<b>PERSONAL AND ADVERTISING INJURY</b>	\$2,000,000
<b>DAMAGES TO PREMISES RENTED TO YOU ANY ONE PREMISES</b>	\$1,000,000
<b>AGGREGATE LIMITS</b>	
<b>PRODUCTS-COMPLETED OPERATIONS</b>	\$4,000,000
<b>GENERAL AGGREGATE</b>	\$4,000,000
<b>EMPLOYMENT PRACTICES LIABILITY</b>	
<b>COVERAGE: FORM SS 09 01</b>	
<b>EACH CLAIM LIMIT</b>	\$ 10,000
<b>DEDUCTIBLE - EACH CLAIM LIMIT</b>	
NOT APPLICABLE	
<b>AGGREGATE LIMIT</b>	\$ 10,000
<b>RETROACTIVE DATE: 09212018</b>	

This **Employment Practices Liability Coverage** contains claims made coverage. Except as may be otherwise provided herein, specified coverages of this insurance are limited generally to liability for injuries for which claims are first made against the insured while the insurance is in force. Please read and review the insurance carefully and discuss the coverage with your Hartford Agent or Broker.

The Limits of Insurance stated in this Declarations will be reduced, and may be completely exhausted, by the payment of "defense expense" and, in such event, The Company will not be obligated to pay any further "defense expense" or sums which the insured is or may become legally obligated to pay as "damages".

**BUSINESS LIABILITY OPTIONAL  
COVERAGES**

**CYBERFLEX COVERAGE**  
FORM SS 40 26

**UNMANNED AIRCRAFT LIABILITY**  
FORM: SS 42 06



**ServSafe**  
National Restaurant Association

# ServSafe® CERTIFICATION

DAVID LEWIS

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

14941426

CERTIFICATE NUMBER

5236

EXAM FORM NUMBER

4/3/2017

DATE OF EXAMINATION

4/3/2022

DATE OF EXPIRATION

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



#0655

  
Sherman Brown  
SVP, National Restaurant Association Solutions



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

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Contact us with questions at 175 W Jackson Blvd. Ste 1500, Chicago, IL 60604 or [ServSafe@restaurant.org](mailto:ServSafe@restaurant.org).

# CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: DAVID LEWIS

Certificate Number: 2265038

Date of Completion: 3/24/2016

Date of Expiration: 3/24/2021



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

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

Issued By:



Massachusetts Restaurant Association  
333 Turnpike Road, Suite 102  
Southborough, MA 01772  
508-303-9905  
[www.marestaurantassoc.org](http://www.marestaurantassoc.org)

NATIONAL  
RESTAURANT  
ASSOCIATION  
800.765.2122  
[www.restaurant.org](http://www.restaurant.org)

**SPECIAL STATE LICENSE**  
**Hawker or Pedler**

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

Fee: \$60.00  
Display \$2.00

**Nº 126610 A**

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

Expires: 4-27-20

Date of Birth: [REDACTED]

**The Commonwealth of Massachusetts**

**DIVISION OF STANDARDS**  
**ONE ASHBURTON PLACE, BOSTON**

Date 4-28-19

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

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

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

*James P. Cassidy Jr.*

Director of Standards

**THIS LICENSE IS NOT TRANSFERABLE**

*Signature of Licensee*

**The Commonwealth of Massachusetts**

**Fee**  
**\$300.00**

**Provincetown**

**Food Establishment License**

**Number:** BOHF-17-2466-02

**Issue Date:** 03/07/2019

**Mailing Address:**

LEWIS BROTHERS, INC.

LEWIS BROTHERS HOMEMADE ICE CREAM

**Location Address:**

308 10UA1 COMMERCIAL ST

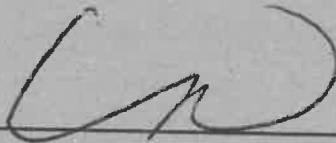
**IS HEREBY GRANTED A LICENSE**

**TO OPERATE:** Food Establishment - Limited F      **ADD ONS:** Catering

**Foods Permitted to Prepare:**

ICE CREAM, DAIRY, OR NON-DAIRY FAT-CONTAINING BEVERAGES; COFFEE AND TEA; BAR GARNISHES AND ICE; FROZEN DESSERT DISPENSING MACHINE;

**This license is granted in conformity with the statutes and ordinances relating thereto, and expires December 31, 2019 unless sooner suspended or revoked and is not transferable.**



Agent of the Board of Health



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** DPW

**REQUESTOR:** Jarrod Cabral, DPW Director

**REQUESTED MEETING DATE:** May 15, 2019

**ITEM:** East Harbor Change Order in the amount of \$304,770

**EXPLANATION:** This change order is requested to complete additional work that was not anticipated at the project start. The work includes removing and replacing two additional culvert sections due to concrete scaling, one hole through the encasement, and seam separation at culvert connection points. The contractor believes that the separation at the culvert connections was brought on by dewatering of the upstream chamber. In addition, further upstream, scaling and deterioration of 18 linear feet of the encasement will be restored/repared. Staff and the project engineers have reviewed the options and chosen the one that will complete the required repairs in the most effective manner. This change order will not take us over the authorized project budget.

**FINANCIAL SOURCE (IF APPLICABLE):** Debt Exclusion from 2017 ATM

**IMPACT IF NOT APPROVED:** Two failing culvert sections will negatively impact the remaining culvert sections creating additional safety concerns. It is more cost effective to make repairs while the contractor is staged and working.

**SUGGESTED ACTION:** *MOTION TO Authorize the Chairman of the Board of Selectman and Town Manager to sign and approve the change order request.*

**ATTACHMENTS:**

1. Change Order to be provided prior to the meeting

# DRAFT

**Truro Board of Selectmen Meeting  
Tuesday, April 16, 2019  
Truro Public Safety Facility**

**Board of Selectmen Members Present:** Chair Robert Weinstein; Maureen Burgess, Paul Wisotzky, Janet Worthington, Kristen Reed

**Present:** Town Manager Rae Ann Palmer; Town Counsel - KP Law Attorneys Jonathan M. Silverstein and, via phone, Lee S. Smith

Chair Robert Weinstein reconvened the regular BOS meeting at 2:53 p.m. following an Executive Session.

## **REGULAR MEETING**

### **Walsh Property Purchase & Sales Agreement**

Town Manager Rae Ann Palmer, the Selectmen and Town Counsel attorneys, Jonathan Silverstein and Lee Smith, discussed the Purchase and Sales (P&S) agreement in its present form. Ms. Palmer said there were address corrections that had been made, and she asked about including a clause in the that allowed for a taking. Town Counsel Lee Smith said that provision was not necessary; the Town could obtain property through use of eminent domain. There is still a parcel with a title unknown, and the sellers need to provide proof that their title claims are in order. The probate records of the original three Walsh brothers still need to be produced.

There was further discussion on the July 1, 2019 closing date, taxes and any other non-substantive adjustments to the agreement. Attorney Lee Smith said he will check on adding a provision for an extension in case there was a delay. Taxes on the parcels must be paid before or at the closing. Attorney Smith said the Selectmen could delegate someone to make non-substantive adjustments. He will provide an extension provision in case it is needed.

Paul Wisotzky moved to approve the Purchase & Sale agreement form and delegate the Town Manager to negotiate non-substantive adjustments in the agreement with the seller. Janet Worthington seconded, and the motion carried 5-0.

Robert Weinstein discussed the time concerns for dealing with the multifold Walsh family. He invited members of the public to come to next regular Selectmen's meeting to give guidance on use of the property. He thanked all parties who have been working the purchase.

Paul Wisotzky moved to adjourn the regular meeting. Maureen Burgess seconded, and the motion carried 5-0.

The regular meeting adjourned at 3:07 p.m., and Robert Weinstein moved to open the work session. Paul Wisotzky seconded, and the motion carried 5-0.

**WORK SESSION****Discussion of Walsh Property, Annual Town Meeting Warrant Article 11**

Janet Worthington said the Selectmen are looking at ways to get public input on uses for the Walsh property. She said she is confident that the community will come up with ideas for what should be done with it. She suggested holding a public forum in June and wanted to discuss ways of gaining community input. She considered the use of maps and photos of the property, using a facilitator for exchange of ideas, surveys, and small group meetings. Paul Wisotzky suggested preparing advance questions for an open forum. He said that research and rigorous planning would become more important after the community vision is established.

Ms. Palmer discussed the money aspects of the planning process. Ms. Palmer said the Warrant Article was written by Bond Counsel and Town Counsel. Janet Worthington predicted questions that might arise at Town Meeting about funding and about the method of creating the committee from the public. Maureen Burgess expressed a concern that citizens would not be involved enough in the process. She suggested inserting language about the committee, “who will be involved in the planning process from the beginning and throughout the process.”

Ms. Palmer said the part of the Article that discusses the citizens’ committee could be better defined, but it is the Town Meeting motion that is binding. Town Counsel Jonathan Silverstein said more language could be put into the motion. Paul Wisotzky said that Selectmen will be forming the committee as soon as possible. Committee members will be working on behalf of the Board of Selectmen, doing the preliminary research and planning.

More discussion ensued about the presentation of Article 11, the Walsh property, at Town Meeting. Janet Worthington suggested preparing a PowerPoint presentation with photos and maps. Paul Wisotzky said a first step was being prepared to answer questions from voters who might be opposed to the Town’s purchase of the property. Questions could include how to pay for it and the implications on taxes. Chair Weinstein said that the purchase first has to pass at this Town Meeting. The planning piece comes second, and bond decisions come after planning what it will be used for. Rae Ann Palmer said that using the land for municipal purposes was the way to present the Article. Attorney Silverstein said that “general municipal purposes” just indicates Town is holding the land. A specific use and appropriation would be brought to another Town Meeting.

Rae Ann Palmer said the Conservation Trust will be presenting the information for Article 11 since they have been involved in negotiating the purchase. The Board identified Truro Conservation Trust Chair Fred Gaechter as the person with the most knowledge of the property since the Trust had worked with the family on a sale.

Ms. Palmer said that a Development of Regional Impact (DRI) would be required from the Cape Cod Commission. She will also check with the Commission to see if they could provide a facilitator for a public visioning session for use of the Walsh property, provided it gains public support at Town Meeting. She said there is money available for preliminary engineering plans.

The Town Manager spoke of future borrowing costs for the Walsh property, keeping in mind the Town will also be borrowing for East Harbor. Borrowing for the 5.1 million dollars for 20 years at an interest rate of 3.75% would be the best option for the Town, she said. Janet Worthington suggested including these figures in the PowerPoint presentation at Town Meeting.

Chair Weinstein welcomed the public to bring their ideas to the April 23, 2019 Board of Selectmen meeting, the last one before Annual Town Meeting. Pre-Town Meeting on April 17, 2019 will present another opportunity to discuss costs and planning for the Walsh property.

Kristen Reed moved to adjourn. Maureen Burgess seconded, and the motion carried 5-0. The meeting was adjourned at 3:40 p.m.

Respectfully submitted,

Mary Rogers, Secretary

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Robert Weinstein, Chair

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Maureen Burgess, Vice-chair

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Kristen Reed

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Paul Wisotzky

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Janet Worthington, Clerk

**Public Records material for 4/16/19**

Purchase & Sales agreement for the Walsh property



# DRAFT

**Pre-Town Meeting  
Truro Community Center  
April 17, 2018**

**Present:** Town Moderator Monica Kraft; Town Manager Rae Ann Palmer

**Board of Selectmen Present:** Robert Weinstein, Chair; Maureen Burgess, Paul Wisotzky, Janet Worthington, Kristen Reed

Town Moderator Monica Kraft called the meeting to order at 6 p.m. She explained that the Budget hearing had been held last week. The first order of business was Candidate's Night.

## **Candidates**

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

Incumbent Robert Weinstein said he had served on the Board of Selectmen for six years, and he would like to complete many of the projects that are now underway such as the Pamet and Little Pamet. He praised the existing Board and thanked Paul Wisotzky for his years of service as a Selectman. He discussed the shortage of affordable housing but noted the ADU bylaw and the plans to develop the Cloverleaf property, both of which are expected to improve the situation. He expressed his love and vision for Truro and his involvement in municipal service for the past four decades.

Susan Areson, the other candidate, provided her Truro roots, job experience, retirement to Truro, and service on municipal boards. She has attended workshops on housing issues, she said. A review of Town services and a look shared services with neighboring towns interest her. Attracting young families to Truro and choosing the next Town Manager in 2020 are challenges she is willing to face. She described her expectations of duties for a member of the Board of Selectmen, commented favorably on regionalization of school systems, which she has seen in other communities, and discussed housing efforts through ADU's, the Cloverleaf property, Habitat and the Truro Housing Authority. Asked about economic development, she discussed encouraging businesses in business areas and supporting businesses that are here. Robert Weinstein said Ms. Areson has been faithfully following Selectmen's meetings.

Chair Robert Weinstein recognized the presence of Senator Julian Cyr at the meeting.

### ***Planning Board***

Ann Greenbaum gave her background and her interest in becoming a part of the Planning Board's critical work on balancing needs of the community and protecting natural resources. She described herself as a good listener who asks questions. She has experience in team and in reconciling opposing positions. She has time to give to the Planning Board now that she is mostly retired, she said. She explained the job of the Planning Board, as she sees it. Regarding housing issues, she believes there is a need to diversify the housing stock in Truro. She visions a future Truro as one where we will still be having similar discussions of issues.

**Warrant Articles**

The Town Moderator opened discussion for any Warrant Articles of interest or questions for the Board of Selectmen. She recommended that voters read the introductory material at the beginning of the Warrant.

***Article 11 – Walsh Property***

Senator Julian Cyr thanked Paul Wisotzky for his service on the Board of Selectmen. He commended the upcoming women's super-majority on the Board. Senator Cyr said he was present to give his enthusiastic endorsement of Article 11 for the purchase of the Walsh property. He discussed the opportunities for housing, water, conservation and future uses the property offers. He said this was a once in a lifetime opportunity for the Town.

Ann Greenbaum asked about the process of decision making for the Walsh property. Robert Weinstein said that the Town first needs to acquire the 70-acre property at Town Meeting. He said that the Selectmen would select a committee to make plans to advise the Town. The developed part could be used for housing, but the community should decide the best use of the parcel for municipal purposes. Janet Worthington said there are plans for a public forum as early as June. She stressed the importance of foresight in making decisions on use of the Walsh property. Paul Wisotzky said the Board intends to immediately engage the community in the planning process.

Joan Holt said she supported Article 11 and hoped to see it pass unanimously without discussion. She said that she believes the Selectmen's promise to have community involvement for use of the property.

Town Manager Rae Ann Palmer and Board members discussed the plans for general obligation bonds with a 20-year debt service to best pay for the purchase of the Walsh property. Ms. Palmer said they could potentially dedicate the short-term rental tax revenue to debt service. Robert Weinstein said that promised settlement money for the Klein house could be used for the debt.

Paul Wisotzky discussed how the group making a master plan for the Walsh property will bring the ideas back to the Town for approval. He thanked the Walsh family for working with the Town to make the purchase as possibility.

Monica Kraft closed the meeting at 7:00 p.m.

Respectfully submitted,

Mary Rogers, Secretary

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Robert Weinstein, Chair

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Maureen Burgess, Vice-chair

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Kristen Reed

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Paul Wisotzky

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Janet Worthington, Clerk

**Public Records material of 4/17/19 meeting**

Annual Town Meeting Warrant for 2019

# DRAFT

**Truro Select Board Meeting  
Tuesday, April 23, 2019  
Truro Town Hall Selectmen's Chambers**

**Select Board Members Present:** Chair Robert Weinstein; Maureen Burgess, Kristen Reed, Paul Wisotzky, Janet Worthington

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

Chair Robert Weinstein called meeting to order at 5:00 p.m.

## **APPOINTMENT FOR ZONING BOARD OF APPEALS**

Darrell Shedd gave his background and interest in serving on the Zoning Board of Appeals. He said he has time to serve now that he is semi-retired. He has had experience serving on Town boards in Worthington, Massachusetts.

Ms. Palmer said the other applicant for the position had withdrawn, and she provided information on the status of the chair of the ZBA, who will be resigning from the Board.

Paul Wisotzky moved to appoint Darrell Shedd to serve as an alternate member of the Zoning Board of Appeals for a one-year term starting May 15, 2019 and expiring June 30, 2020. Janet Worthington seconded, and the motion carried 5-0.

## **BOARD OF SELECTMEN ACTION**

### ***Update on Conservation Commission Bylaws and Board of Health Regulations***

Health and Conservation Agent Emily Beebe and Tracy Rose, Chair of the Board of Health, had prepared draft amendments to the *Board of Health Regulations*. They have been working to develop the Water Resource Protection District regulation in Section VII of the Regulations. Ms. Beebe said they are updating a map of the district and looking at uses and performance standards for the district. Members of the Board of Selectmen said they could use more time to understand the proposed changes, definitions and acronyms, and they suggested meeting for a less formal work session with the Board of Health to discuss the amended regulations.

Emily Beebe was joined by Conservation Commission Chair Deborah McCutcheon to review changes in the Conservation Commission *Rules and Regulations* and Chapter 8 of the Town *General Bylaws*. Ms. McCutcheon praised the guidance of Conservation Agent Emily Beebe and the Conservation Commission members for their work. Emily Beebe gave an overview of the Conservation Commission regulations, which had been written in 2014. The new bylaws integrate the existing regulations with the Wetland Protection regulations to be sure local performance standards match. Town Counsel is reviewing the revised bylaws, and a public hearing is scheduled for May 7, 2019. Ms. Beebe said site plans will now conform to other towns. The Selectboard was interested in a session with the Conservation Commission before the public hearing to deal with the details of definitions, filing procedures and requirements

included in the regulations. The Conservation Commission will schedule a date to meet with the Selectmen for a work session.

### ***Year-round Use for Crow's Nest Condominiums***

Health and Conservation Agent Emily Beebe said that Jim McCusker had met all the requirements for the condo conversion to year-round use and covenant changes for Crow's Nest Condominiums. She considered the application ready for the Selectmen's approval. Ms. Beebe reviewed the checklist process for Step 1. Chair Weinstein explained the condo conversion process which the Health and Conservation Agent and the applicant complete.

Paul Wisotzky moved to approve the year-round use and removal of the seasonal covenant for Crow's Nest Condominiums, located at 496 Shore Rd. Janet Worthington seconded, and the motion carried 5-0.

### ***Town Meeting Motion Assignments***

Ms. Palmer distributed the revised set of motions that had been reviewed by Town Counsel. The Selectmen determined their motion assignments for April 30, 2019 Annual Town Meeting. They divided readers for Article 11, the lengthy motion for the Walsh Property. Article 13 will be moved by the Community Preservation Committee. Town Meeting starts at 6 p.m. Rides are available for anyone who needs transportation.

### ***Response to Open Meeting Law Complaint***

The Selectmen discussed an Open Meeting Law Complaint against two Planning Board members filed by Kristen Reed to the Attorney General. Kristen Reed reported on the steps she had taken based on her perception of an impropriety during the Planning Board meeting held March 20, 2019. The Attorney General determined there was no violation, and Kristen Reed has withdrawn her complaint. Ms. Reed said she had incorrectly filed as representing the Board of Selectmen, but she stands by her assertion that passing notes during the meeting was discourteous and inappropriate.

Chair Weinstein read into record a letter from Chris Lucy in support of Ms. Reed's action. Mr. Lucy underlined the issue of trust in members on regulatory boards. Janet Worthington said the complaint was harsh and combative in tone. She believed that the Planning Board members in question were owed an apology. Maureen Burgess said she had observed the note passing, but she said complaints against another board might be first handled directly with that board's chair. She expressed regret over the incident and the resulting stress and offense it had caused. Paul Wisotzky considered ways to move forward with improved process. He suggested revising policy to include use of electronic devices and note passing during meetings. Rae Ann Palmer said Mr. Herridge had provided her with a sample guideline on standards of behavior for boards. Robert Weinstein discussed open government policy and the public's right to know what is going on at a meeting.

Peter Herridge of the Planning Board communicated the personal insult he had experienced but expressed his willingness to move on. He said that he realizes that the appearance of impropriety

at meetings should be avoided. He agreed that the highest standards should be observed on Town boards. Former Planning Board member John Hopkins, speaking as a private citizen, said he had reviewed the complaint and viewed the video of the meeting with the perception that the note passing had the appearance of impropriety. Ann Greenbaum said she hoped that the lessons learned about process would be observed going forward. Deborah McCutcheon, speaking as an individual, cautioned the Selectmen not to make guidelines that are too restrictive. Committee members should be respectful in order to gain respect, she said. Jade Cook said she had not interpreted the complaint as inflammatory and asked if the Planning Board members would be withdrawing their rebuttals since Kristen Reed had withdrawn her complaint. Chris Townsend discussed public trust ensured by Open Meeting Law and his support for Ms. Reed. He recommended that the Selectmen work with Kristen Reed, a younger colleague on the Board.

Chair Weinstein urged all boards and committees to behave in a respectful manner. Susan Howe commended everyone for how well they had been dealing with the issue, especially with contention and divisiveness at the national level of politics. Joan Holt discussed the opportunity becoming a member of a board affords those who join them to learn more about other people in the community. Chair Weinstein thanked everyone who had spoken for the civil manner that had been maintained by all. He stated that a meeting of the minds of all generation is best. Kristen Reed concluded with her stated intention to serve as a steward of the public and put the public's trust first.

#### **CONSENT AGENDA**

- A. Review/Approve and Authorize Signature:
  - 1. Truro Water Service Application for New Service Tap - 2 Amanda Lane
  - 2. Letter for increased funding for the Community Preservation Act
- B. Review and Approve 2019 Seasonal Licenses: North of Highland Camping Area (Transient Vendor and Pool Table) and Jules Besch Stationers (Transient Vendor) and Days Market and Deli (Transient Vendor), Captain's Choice (Common Victualer)
- C. Review and Approve Board of Selectmen Minutes: April 4, 2019 Special Meeting, April 9, 2019 and April 11, 2019 Budget Hearing.

Maureen Burgess moved to approve the Consent Agenda. Paul Wisotzky seconded, and the motion carried 5-0 with an abstention by Paul on the minutes of April 4, 2019.

#### **SELECTMEN REPORTS AND TOWN MANAGER'S REPORT**

One report was offered in a number of different forms. Janet Worthington read her original poem dedicated to Paul Wisotzky as a farewell tribute to his accomplishments on the Board of Selectmen. Maureen Burgess read a statement on Paul Wisotzky's place in Town history as a part of the unbroken chain of Truro governance. Kristen Reed said she will model her decisions with the consideration, "What would Paul do?" She truly sees him as a role model. Robert Weinstein, quoting from *King Lear*, said, "My heart bears a load that my tongue cannot exercise." He said that Paul will be missed, but he's not going away even though he will no longer be a Selectman. Rae Ann Palmer said that she knew they would have a great friendship

from the first day she and Paul did her interview ride through the town. He has been a model to all, she said.

Paul Wisotzky thanked everyone for their grace and heartfelt words. He said he had a debt of gratitude to staff members, in particular, Nicole Tudor and Noelle Scoullar, who have helped him and the whole Board be effective. He said it was a pleasure to serve as liaison with other boards. He thanked Rae Ann and agreed with her that they were supportive of each other from Day 1. He thanked past colleagues Jay Coburn and Breon Dunigan. He said he was proud, not just the things the Selectmen have done, but how they've done them with a commitment to fairness, openness and justice. He expressed gratitude that Truro does things differently in a world where people are so polarized. "We use disagreement as a way to arrive at courageous consensus," he said. Service on the Board of Selectmen has been a highlight in his career. His final thank you was to the citizens of Truro who voted for him and trusted in him to serve the Town.

### **AGENDA FOR NEXT MEETING**

The Town Manager Rae Ann Palmer reviewed agenda items for the May 15, 2019 meeting, which include an Eversource request, licenses, Selectmen organization and liaisons, Selectmen Goals & Objectives, and seasonal licenses. She will provide the Board with some possible dates for a joint meeting with Provincetown.

### **SELECTMEN COMMENTS**

Robert Weinstein reported on the MPO sign for night work on Rte. 6 and read a description of the lane changes planned at convergence of Rte. 6 and Shore Rd. The work should be completed during May, he said.

Kristen Reed commended the preparation for the Budget Hearing and Pre-Town Meeting & Candidate's Night. She thanked Robert Weinstein for running again and Susan Areson for seeking election to the Board of Selectmen.

As his last report, Paul Wisotzky said the Cloverleaf Oversight Committee had held their first meeting. The Oversight Committee is planning a meeting for the public on May 8, 2019.

### **ADJOURNMENT**

Paul Wisotzky moved to adjourn. Kristen Reed seconded, and the meeting was adjourned at 7:02 p.m.

Respectfully submitted,

Mary Rogers, Secretary

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Robert Weinstein, Chair

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Maureen Burgess, Vice-chair

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Kristen Reed

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Paul Wisotzky

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Janet Worthington, Clerk

**Public Records Material of 4/23/19**

1. Application papers for Darrell Shedd for ZBA appointment
2. Draft Revision of Board of Health Bylaws
3. Draft Revision of Conservation Commission Regulations
4. Condo Conversion forms and application for Crow's Nest Condominiums
5. Motions worksheet for Annual Town Meeting
6. Open Meeting Law complaint & Planning Board's response
7. Letter from Chris Lucy re: Open Meeting Law complaint
8. Truro Water Service Application for New Service Tap - 2 Amanda Lane
9. Letter for increased funding for the Community Preservation Act
10. 2019 Applications for Seasonal Licenses: North of Highland Camping Area (Transient Vendor and Pool Table) and Jules Besch Stationers (Transient Vendor) and Days Market and Deli (Transient Vendor), Captain's Choice (Common Victualer)