



Truro Select Board

Tuesday, November 19, 2019

Executive Session-4:30pm

Regular Meeting-5:00pm

Truro Town Hall - 24 Town Hall Road

EXECUTIVE SESSION: *Move that the Select Board enter into Executive Session pursuant to G.L. c. 30A, § 21(a)(7) to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements ("Purpose 7"), the Open Meeting Law, G.L. c. 30A, §§ 22(f), (g), to review the Select Board's June 26, 2018 executive session meeting minutes and to reconvene in open session.*

1. PUBLIC COMMENT

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

2. PUBLIC HEARINGS NONE

3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Interview and Appoint Susan Girard-Irwin to the Council on Aging Board
- B. Interview and Appoint Dan Schreiner to the Council on Aging Board

4. TABLED ITEMS NONE

5. SELECT BOARD ACTION

- A. Discussion on Walsh Property Committee and Process
Presenter: Stacie Smith, Associate Managing Director and Senior Mediator, Consensus Building Institute
- B. Review and Approve Year-Round Condominium Use-Sunrise Cottages
Presenter: Emily Beebe, Health and Conservation Agent
- C. Review and Approve Year-Round Condominium Use-Stones Throw (Unit 19)
Presenter: Emily Beebe, Health and Conservation Agent
- D. Ban Plastic Bottle Initiative
Presenter: Jan Worthington, Chair

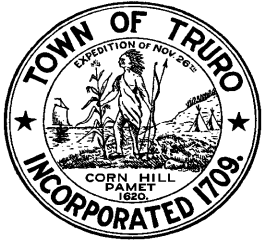
6. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 1. Application for a Curb Cut Permit-Lisa Maria Tobia-65 Depot Road
 2. Special One Day Entertainment and Alcohol Licenses-Truro Center for the Arts at Castle Hill
- B. Review and Approve 2020 Annual Business Licenses: Days' Market and Deli
- C. Review and Approve the 2020 Annual Alcohol Licenses and ABCC Applications-Montano's Restaurant, Truro Vineyards of Cape Cod (Winery and Distillery), Pamet Valley Package and Chequessett Chocolate
- D. Review and Approve the Alcohol Beverages Control Commission 2020 Renewal Certification
- E. Review and Approve the Select Board 2021 Fiscal Year Budget Message
- F. Review and Approve Select Board Minutes-October 22, 2019

7. SELECT BOARD REPORTS/COMMENTS

8. TOWN MANAGER REPORT

9. NEXT MEETING AGENDA: December 10 and December 17



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: November 19, 2019

ITEM: Application to Serve on the Council on Aging Board

EXPLANATION: Susan Girard-Irwin has submitted her application to serve on the Council on Aging Board. The Chair of the Council on Aging Board, Ronald Boyles, has endorsed this new applicant for membership and there is a full member vacancy available.

FINANCIAL SOURCE (IF APPLICABLE): N/A

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

SUGGESTED ACTION: *Motion to appoint Susan Girard-Irwin to the Truro Council on Aging Board for a three-year term which will expire on June 30, 2022.*

ATTACHMENTS:

1. Application to Serve/Chair's Recommendation Signature



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: SUSAN GIRARD-IRWIN HOME TELEPHONE: [REDACTED]

ADDRESS: 10 Fair Winds Passage WORK PHONE: _____

MAILING ADDRESS: P.O. Box 2006 Truro, MA 02666 E-MAIL: [REDACTED]

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

[REDACTED], Council of Aging

SPECIAL QUALIFICATIONS OR INTEREST: I'm a RECENTLY RETIRED

Board-certified toxicologist (27 yrs with Novartis
Pharma - 9 yrs with Mobil Oil) - living in Truro

full-time & interested in getting involved in town (community)

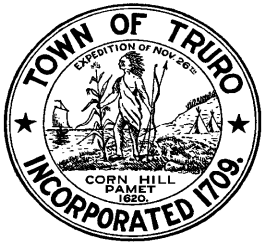
COMMENTS: I'm open to suggestions for other committee
involvement - as well

SIGNATURE: [Signature] DATE: 9/24/17

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

SIGNATURE: Ronald C Boyles DATE: 10/15/19

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



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: November 19, 2019

ITEM: Application to Serve on the Council on Aging Board

EXPLANATION: Dan Schreiner has submitted his application to serve on the Council on Aging Board. The Chair of the Council on Aging Board, Ronald Boyles, has endorsed this new applicant for membership and there is a full member vacancy available.

FINANCIAL SOURCE (IF APPLICABLE): N/A

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

SUGGESTED ACTION: *Motion to appoint Dan Schreiner to the Truro Council on Aging Board for a three-year term which will expire on June 30, 2022.*

ATTACHMENTS:

1. Application to Serve/Chair's Recommendation Signature



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Dan Schreiner HOME TELEPHONE: (_____) _____

ADDRESS: 8 Leeward Passage WORK PHONE: _____

MAILING ADDRESS: PO Box 720 E-MAIL: _____

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

Council on Aging

SPECIAL QUALIFICATIONS OR INTEREST: _____

See attached

RCVD 2019OCT7 AM 11:02

ADMINISTRATIVE OFFICE

TOWN OF TRURO

COMMENTS: _____

See attached

SIGNATURE: [Signature] DATE: 10/13/19

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

SIGNATURE: [Signature] DATE: 10/15/19

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

Special Qualifications or Interests:

I established and manage Equality Senior Living, LLC, to assist aging LGBT seniors in identifying supportive Assisted Living and Continuing Care Retirement Communities (CCRC) nation-wide, and the goal of building LGBT supportive communities: www.equalityliving.com. Through this, I have a keen understanding of the social, medical, and day to day needs of seniors.

The last position I held in Washington DC was the federal Medicare Beneficiary Ombudsman, a Senior Executive Service position. As directed by legislation as part of the Medicare Modernization of 2003, I established the Ombudsman program over a 9-year period, starting with a staff of 2 and ending with a staff of about 60, in three Divisions with another Ombudsman program focused on durable medical equipment. As the Ombudsman, I presented an Annual Report to the Secretary of Health and Human Services and to Congress on my recommendations for improvement in the delivery of services to the approximately 55 million Medicare beneficiaries. I served under the Bush and the Obama Administrations. In this position I worked with multiple special interest, advocacy, and community organizations to learn and come to an understanding on ways to improve the Medicare program.

Prior, I served as an Expert Appointment with the Health Resources and Services Administration in the HIV/AIDS Bureau. I assisted states in structuring their purchasing programs for the AIDS Drug Assistance Programs (ADAP). I developed a budgeting tool where states could input their historical drug and client utilization, factor in their federally appropriated funds, and determine the additional resources they would need to request from their state legislatures to avoid "waiting lists" for clients' access to life saving HIV/AIDS medications. Again, in this position, I regularly met with multiple advocacy organizations and stakeholders to come to consensus on the best ways to leverage the ADAP.

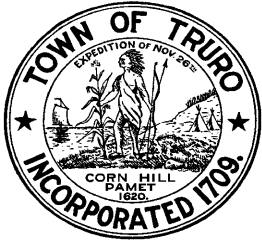
My early career was with T. Rowe Price as Vice President of Shareholder Services, and Vice President of Investor Services, in both the Los Angeles office managing a staff of approximately 150, and as Director of Participant Services in the Baltimore office where I oversaw a staff of approximately 125 National Association of Securities Dealers (NASD) Registered Representatives in Baltimore MD, Los Angeles CA, and Tampa FL.

I have an undergraduate with a focus in International Business and a masters from Johns Hopkins University in Health Policy and Management from the School of Public Health.

Comments:

The Community Housing Needs Assessment prepared for the Truro Housing Authority in September, 2015, notes among other things a slow decline of the year-round population below the level that can sustain critical services such as municipal service, skilled trades, and health and home care workers; and by 2035, the State Data Center projects there will be only 35 young adults among Truro's 1,337 total residents.

I'd like to join the Counsel on Aging board to assist in exploring ways to address the needs of the senior population in the Truro community, such as home health needs, the possible addition of residential care options, the increased need for skilled health workers, in addition to the day to day services to allow for productive, independent living.



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: November 19, 2019

ITEM: Discussion of Walsh Property Committee and Process with Stacie Smith of Consensus Building Institute (CBI)

EXPLANATION: Stacie Smith of the Consensus Building Institute developed a draft plan for the community process and committee formation for the Walsh Property Plan based on the Board's discussion at the September 10, 2019 Select Board Work Session. The draft plan and a survey to solicit feedback about the plan were included on the Town of Truro's website and were distributed via Truro e-Newsletter, Facebook, Town Manager's Weekly report and email blast. Ms. Smith will report on the feedback received and will present the draft process plan for the Board to discuss.

Once finalized, the process plan will also memorialize the community process for establishing the Walsh Property Plan Committee.

SUGGESTED ACTION: *MOTION TO adopt the draft plan for the Walsh Property Community Process and to approve it's use as the Charge for the Walsh Property Plan Committee.*

ATTACHMENTS:

1. CBI Draft Design Process

**Community Process for the Walsh Property Plan
Draft Process Design
(for Review and Comment)**

Overview

At its Annual Town Meeting in April 2019, and ratified by ballot in May 2019, the people of Truro authorized the purchase of the Walsh property for the Town of Truro, to be used for general municipal purposes. The article further authorized and directed the Board of Selectmen to create a committee, to include citizen representatives from diverse sectors of the community, to lead a community wide process, beginning in June 2019, to engage a wide range of Truro residents in developing plans for the use of the property to be presented at a future town meeting for approval.

On June 27, 2019, the Town hosted a public forum to kick-off this community process. The Consensus Building Institute (CBI) was asked to help design, facilitate, and document the forum. The forum was designed to elicit initial public interests and concerns about the use of the Walsh property, and begin to explore process needs, opportunities, and suggestions to guide the creation of a committee to engage the community in developing a master plan for the future use of the property. At the suggestion of forum participants, the planning team created a survey to solicit input on those questions from additional community members to the questions posed to participants at the forum. The Town Manager publicized the survey and made it available online and in hard copy to the public between July 12 and August 15, and the responses from the forum and the survey were synthesized into a summary that was then released to the public.

As a next step, CBI was asked to build on that community input to recommend an approach for the committee and community wide process. The following is a draft of a recommended approach, to be refined based on further input from the community and the Board of Selectmen.

Community Representative Committee (CRC) Purpose and Task

The purpose of the Community Representative Committee (CRC) is to guide the development of a plan for the use of the Walsh property. The CRC's mandate is:

- a) to represent the full range of perspectives (interests and concerns, as well as geographic and demographic groups) of the town of Truro.
- b) to undertake, analyze and synthesize public input and widespread outreach to maximize involvement, understanding and support for the resulting plan and its implementation.

- c) drawing on active public input and engagement, to develop broad criteria for success, develop and evaluate a range of options and approaches, and ultimately seek consensus for a plan for the use of the property to be presented to town meeting.

Community Representatives and Alternates:

- a) The role of Community Representatives is to actively participate in all discussions and deliberations on all topics, and to participate in making consensus recommendations to go to Town Meeting, the Select Board, and other decision-making entities. Meetings will be structured to provide first priority for stakeholder representative input in discussions.
- b) Stakeholder Representatives will include **8-12 representatives, plus alternates, of community constituencies from the town of Truro**, who collectively represent a balanced and broad range of the perspectives, preferences and demographics of Truro. These will include the following categories and demographics:
- part-time/summer/seasonal residents
 - year-round residents
 - tradespeople
 - youth / students
 - young families
 - senior residents
 - local business owners
 - housing/affordable housing advocates
 - land conservation and open space advocates
 - environment/habitat advocates
 - recreation advocates
- c) Representatives may be from existing Truro Boards and Committees, as long as those boards and committees do not have official authority over components of the plan. Potential Board and Commissions that might be relevant include:
- Open Space Committee
 - Council on Aging
 - Recreation Commission
 - Part time Resident Advisory Committee
- d) Although they are selected as representatives of a set of perspectives and demographics, representatives will serve as individuals, rather than as official liaisons to any particular group. One individual might represent multiple categories. Collectively, they should also represent a mix of experience, substantive knowledge, areas of expertise, and geographic and demographic diversity within the town.

- e) All representatives will be expected to possess interest in the topics under consideration, as well as to demonstrate commitment to working collaboratively and productively on behalf of the Committee's objectives. All individuals interested in serving on the CRC should demonstrate how they meet the following criteria:
- Credibility and capacity to represent the demographics and/or articulate the perspectives they seek to represent
 - Willingness and capacity to engage in respectful and constructive dialogue with other participants, maintain an open mind, and seek creative options that respond to the interests of other participants as well as their own interests
 - Contribution to the diversity of experience, knowledge, expertise, geography, and demographics
 - Willingness and interest in attending all meetings, thoughtfully listening to public and constituent perspectives, and participating actively in discussions.
- f) Interested individuals will be asked to apply to participate in the CRC as a representative of one or more of the above categories, using an adapted version of the town's standard application process. Applicants will be screened by the neutral facilitation team based on the criteria above. Interviews may be requested. Facilitators will offer recommendations to the Select Board, who will then appoint members.
- g) Additional members within each of these categories may be appointed as alternates. In the absence of the primary member, an alternate may serve as a representative for that member, and assume all the rights and responsibilities of the absent member. Alternates will be expected to keep up to date on all deliberations and fill in without disruption.
- h) The CRC will be an official Town body, and all members will be subject to state and town regulations governing such town bodies, including freedom from conflicts of interest and adherence to open meeting law.

Liaisons:

- a) A second category of participants in the CRC are ***liaisons*** from chartered town commissions and boards with official decision-making roles. The role of liaisons is to actively participate in discussions and deliberations on topics that are relevant to their expertise, interests, and responsibilities. Liaisons are also charged with bringing ideas and concerns of their committee or board to CRC discussions and information their fellow committee/board members about CRC deliberations. However, liaisons will not be asked to weigh in on agreement-seeking consensus recommendations.
- b) The following entities may be invited to appoint a liaison.
- Select Board
 - Historical Commission
 - Planning Board

- Conservation Committee
- Finance Committee

Technical and Expert Advisors:

- a) Town of Truro staff and departments will serve as technical advisors to the CRC, as needed and requested by the participants. These may include the Town Manager's office, Planning, Public Works, Health, Conservation, and others. Technical advisors will help representatives and the public understand 1) the existing site conditions, including topography, environmental conditions, zoning, and structural engineering 2) the planning, legal, regulatory, financial, and natural resource implications of options being explored for use of the property, and 3) any other information needs requested by the CRC within the expertise of town staff.
- b) To the extent the CRC determines a need for information outside of the available or acceptable expertise of town staff, they can request funding and support from the Select Board to enlist additional expertise.

Decision Making

- a) The CRC, to the extent possible, will ***operate by consensus***, which is defined as unanimous concurrence of the primary representatives, or in the absence of a primary, his or her alternate. Members may also "abstain," or stand aside. Abstaining means not offering consent or endorsement, but also not blocking an agreement. Abstaining members will not be counted in determining if consensus has been reached.
- b) If a representative disagrees with a proposal, he or she must make every effort to ***offer an alternative satisfactory to all members***. Members should not block or withhold consensus unless they have serious objections to the proposal and can articulate the reasons for those objections. Consent means that members can accept, even if reluctantly, the package that emerges. The goal of the CRC is to reach consensus, recognizing that not all members will be equally satisfied with the outcome.
- c) If there are issues or topics where consensus cannot be reached, the final plan will include the majority view, with clear identification of areas where there was no consensus, explain the members' differences clearly, accurately, and fairly, and include alternative approaches suggested by dissenting members.
- d) Liaisons will participate actively in the deliberations, explain and advocate based on their knowledge and expertise, seek creative solutions, participate in drafting alternatives and other written documents, as needed, and provide background information. However, they will not take part in the final consensus on recommendations.

CRC Meetings

- a) All meetings will be conducted in accordance with Massachusetts Open Meeting Law. They will be open to the public and posted in advance according to Town procedures. Discussion at the meetings will be conducted primarily by members of the Committee. There will be a public comment period at least once during each meeting. Time allowed for public comment will be limited to ensure that other meeting topics can be covered.
- b) In order to achieve its objectives in the allotted time, the facilitators and Committee members may communicate between meetings to follow up and update on action items, use internet polling, email, and other technology to collect and disseminate information and input, and otherwise move the process forward, within the constraints of Open Meeting Law. No deliberation, decisions, or agreements will be made outside of Committee meetings.
- c) Materials relevant to the meeting agenda will be provided several days before the meeting to ensure effectiveness of the meeting. Meeting summaries of CRC meetings will be prepared by the facilitators and, after review and approval by the representatives, will be made available to the public. The summaries will identify key points of discussion, action items, points of tentative agreement and next steps, and will generally be written without attribution. The summaries are not intended to be transcripts or detailed meeting minutes, but summaries of key points, issues, and ideas.
- d) In order to develop shared understanding and experience of the Walsh property, representatives will participate in tours and field trips to all parts of the site, as needed, throughout the process.

Public Outreach and Engagement:

- a) A core task of the CRC will be to outreach to, engage, and synthesize public perspectives and viewpoints on all aspects of the plan. Accordingly, the CRC will convene a series of public meetings and engagement opportunities throughout its process. This might include leading public tours of the Walsh property, convening public forums to elicit ideas, share information, and evaluate options, and presentations or targeted outreach to particular groups or community events to ensure the full range of community members are invited and empowered to participate in the process. The initial work plan offers suggestions for sequencing these activities within Committee deliberations – this plan will be refined by the CRC throughout the process.
- b) The town will engage in outreach to the community to inform them about the Community Process, the opportunity to apply to serve on the CRC, and the opportunities to participate in public meetings throughout the process. Outreach strategies should include email blasts, social media postings, postcards to town households, among other tools – CRC members

will help expand and refine the public engagement and outreach strategy throughout the process.

- c) CRC meetings will be filmed and televised by Government TV and footage will be made available to the public subsequent to each meeting.
- d) The town will post all meeting materials on a designated webpage, to allow clear and easy citizen access

Safeguards and Ground Rules for Participation

- a) Participants will commit to the principles of decency, civility, and tolerance. Each person will be respectful, and refrain from making personal attacks, name calling, distributing personal or inaccurate information about other participants, and other such negative behaviors.
- a) Participants will not attribute statements to others involved, seek to present or represent the views or position of other members or alternates, nor attempt to speak on behalf of the group as a whole in or to the media. "Media" for these purposes includes the press, television, radio, websites, blogs, social media applications or sites, and any other public information distribution mechanism. CRC members will abide by these ground rules in all communications during the process in and out of Committee meetings.
- b) Members on the CRC also agree to the following.
 - Represent their interests and concerns and those of their constituents as accurately and thoroughly as possible, and work to ensure that any recommendations developed by the group meet the needs of the town as a whole.
 - Arrive at the meetings prepared to discuss the issues on the agenda, having reviewed the documents distributed in advance.
 - Be constructive and maintain an open mind. Strive throughout the process to bridge gaps in understanding, to seek resolution of differences, and to pursue the goal of achieving consensus on the content of the potential alternatives under discussion.
 - Only one person will speak at a time and no one will interrupt when another person is speaking.
 - Each person will make every effort to stay on track with the agenda and avoid grandstanding and digressions.

- Make a good faith effort to participate in all scheduled meetings or activities.

Facilitation:

- a) The Town of Truro should enlist support from a neutral, external facilitation team. Facilitators should be responsible for helping to ensure that the process runs smoothly, developing draft meeting agendas, preparing and distributing draft and final summaries, generating draft agreements, and helping the parties resolve their differences and achieve consensus, to the extent possible, on the issues to be addressed by the CRC. They may use any number of techniques to help ensure that everyone has the opportunity to speak, that comments are kept to a reasonable length of time, and that subjects under discussion are provided sufficient time and focus for progress. The facilitator should be responsible for implementing the agenda and keeping participants on track.
- b) The facilitators should have no stake in the outcomes of the process. Neutral facilitators have no decision-making authority and cannot impose any solution, settlement, or agreement among any or all of the parties. They should abide by the Ethical Standards of the Association of Conflict Resolution. In part, these standards require that: “The neutral must maintain impartiality toward all parties. Impartiality means freedom from favoritism or bias either by word or by action and a commitment to serve all parties as opposed to a single party.”
- c) For purposes of complying with Open Meeting Law, the Committee may designate one or more Chairs.
- d) The facilitators will be available to consult confidentially with participants during or between meetings. Facilitators, if asked, are required to hold confidences even if that means withholding information that the facilitators would prefer to be made available to the full group.

Initial Draft Workplan:

- a) The CRC will aim to meet monthly (or bi-monthly) at dates and times to be determined by the group, as well as at other dates and times as needed. Public meetings or tours may require more time or may take place during the day.
- b) Workshops, public forums, and informational meetings to broader constituencies will also be scheduled in coordination with Committee members. A potential schedule might look as follows:

CRC Meeting One: Convening

- Meet group members, the project team, and liaisons

- Initiate and refine CRC process and operating protocols
- Present overview of existing site information
- Identify initial outcome goals and success criteria
- Identify additional information data needs

CRC Site Visit: Group Tour

- Group tour to view and understand Walsh property

CRC Meeting Two

- Debrief Site Visit
- Prepare agenda and methodology for a Public Visioning workshop
- Review additional data collected, discuss impacts

Public Visioning Workshop

- CRC/Public tour(s) of site pre-meeting
- Present existing site information
- Elicit range of public interests and priorities for the site
- Refine the set of success criteria for evaluating options and alternatives for planning for the site

CRC Meetings Three-Five (or more as needed)

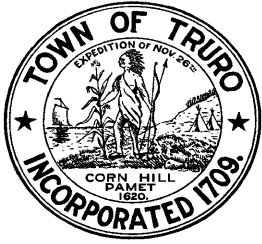
- Review/synthesize information gathered from visioning session
- Review additional data collected, discuss impacts
- Brainstorm, Explore, and Evaluate range of options for site plan
- Develop a set of option packages for the site

Public Evaluation Workshop

- CRC/Public tour(s) of site pre-meeting
- Present additional data
- Public evaluation and refining of options packages

CRC meeting Six (more as needed)

- Refine outcomes from Public Evaluation
- Identify and refine top package(s)
- Refine as needed



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Health Department

REQUESTOR: Emily Beebe, Health and Conservation Agent

REQUESTED MEETING DATE: November 19, 2019

ITEM: Sunrise Cottages Condominium, Year-Round Conversion

EXPLANATION: Sunrise Cottages Condominium located at 497 Shore Road, is requesting conversion from seasonal to year-round use per [§40.3 Conversion of Cottage or Cabin Colony, Motor Court, Motel or Hotel](#). The amended Zoning By-Law allows existing condominium conversion to year-round use if the condominiums meet building, health and safety codes.

Sunrise Cottages Condominium Association approved the conversion; their Master Deed has an existing provision for year-round use once approved by the Town. The process requires the vote of the Board of Selectmen to approve removing the seasonal covenant.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Sunrise Cottages Condominium will not have year-round use of the units.

SUGGESTED ACTION: Motion to approve the year-round use and removal of the seasonal covenant for Sunrise Condominium located at 497 Shore Road.

ATTACHMENTS:

1. Pre-Application Step 1 and 2
2. Master Deed
3. Release of Declaration of Covenant

BUILDING DEPARTMENT
TOWN OF TRURO

\$ PAID
CC

TOWN OF TRURO

24 Town Hall Road
PO Box 2030
Truro, MA 02666
508-349-7004

Tel (508)-349-7004
Fax (508)-349-5508



Step 1- Pre Application

Condominium Conversion Application APR 29 2019

Date: APRIL 29, 2019 RECEIVED BY:
Establishment Name: SUNRISE COTTAGES - 7 UNITS
Property Address: 497 SHOLE RD.
Mailing Address: PO BOX 272, N. TRURO, 02652

$50 =$
 $350 +$
 $250 =$ 8 600.00

Designated representatives: DEB PERRY, RUSSELL BRAUN
Telephone: RUS [REDACTED] DEB [REDACTED]
Email: [REDACTED]

Property Compliance Checklist - preliminary file research

Health

- Current Title V inspection report
- 105 OMR410 - Minimum Standards for Human Habitation - general compliance

Conservation

- If any required site work is in a resource area or buffer zone make proper filings with Truro Conservation Commission
- If any dwelling units are in a flood hazard zone provide elevation certificates

Site and Utilities

- Water - If on town water provide sign-off from Provincetown Water Department regarding suitability of on-site distribution system for year-round use.
- Gas - individually metered units if source is common tank
- Electric - units are individually metered

Building (based on 780 OMR - 9th edition)

- Egress, light and ventilation - compliant with R102.6.4
- Bedroom and basement emergency escape and rescue openings - compliant with R310
- Energy - compliant with Ch. 11 and 2015 IECC505 w/ appendix AA (stretch code)
- Fire protection - compliant with R313 and R314. For multifamily units (3 or more per building) compliance with 2015 IBC, Ch. 9, with MA amendments

Notes

4-29-19
- Required, must include pumping 5/22/19 ✓
- inspection required ✓ 5/22/19 pumpin

Water system intercepts may need additional grading to provide protection - will need NOT REQUIRED after when done

- Separately metered 4/29/19
- Separately metered 4/29/19
- Separately metered 4/29/19

All units constructed 2006/2007 to 6th Edition - Code Compliance

- City Elected

- Fire separation assemblies – for single and two unit dwellings compliant with R302 and for multiunit buildings compliant with Ch. 7
- Laundry connection per 248 CMR 10.10(o), properly connected to septic system
- Install 1.6 gallons/flush toilets
- For all gas-fired appliances install code-compliant vents
- Upgrade wall and above-counter electric outlets
- For new circuits install arc-fault circuit breakers
- All kitchen appliances on individual circuits

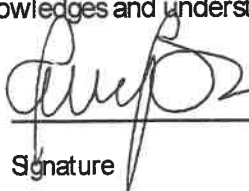
> Need copy of vote authorizing year-round
 > Need updated covenant *

Step 2 site visit notes:

Unit # 7 is the Managers unit, aka "The Single family home"

Rinnai gas heat in all units -

Applicant acknowledges and understands content of checklist. The checklist hereby becomes part of the Conversion Application

 MANAGER

RUSSELL BROWN
 print name


5/20/19
 date

PAID
713

Step 2:
Condominium Conversion Application

Date: APRIL 29, 2019
Establishment Name: SUNRISE COTTAGES
Property Address: 497 SHORE RD.
Mailing Address: PO BOX 272, N. TRURO, 02652
Designated representatives: RUSSELL BRAUN, DEB PERRY
Telephone: ROSS [REDACTED] DEB [REDACTED]
Email: [REDACTED]

TOWN OF TRURO
24 Town Hall Rd.
PO Box 2030
Truro, MA 02666
Tel (508) 349-7004
Fax (508) 349-5508



BUILDING DEPARTMENT
TOWN OF TRURO
MAY 20 2019
RECEIVED BY:

Please identify the type of conversion being sought:

- Existing Cottage Colony/Motel to seasonally restricted use (year-round manager's unit allowed)
- Existing Cottage Colony/Motel to year-round use (full property or individual units)
- Existing Condominium to year-round use (full property or individual units)

Current number of: 7 Units 14 Bedrooms
Proposed number of: 7 Units 14 Bedrooms

Submit the following documents in support of this application:

- Completed Declaration of Covenant (for newly created condominiums –seasonal or year-round use)
- Completed Modification/Removal of Covenant (existing condominiums)
- Parking plan (newly created condominiums)

approved: [Signature] 10-28-19
Building Commissioner date

Septic Plan (if required by Health Dept.)
approved: [Signature] 10/2
Health Agent date

Current Septic System Inspection Report
5/22/19 cofe 5/19/05
date year of installation

Property Compliance Checklist from Step 1 – Pre Application



Comments of the Health Agent

No issues of code. No outstanding
conservation orders, or permitting
requirements.

E. B. Baker

10/28/19

Health Agent

date

Comments of the Building Commissioner

ALL UNITS CONSTRUCTED UNDER 6TH EDITION
OF MSBC AND CODE COMPLIANT AT TIME
OF CONSTRUCTION

R. J. ...

10.28.19

Building Commissioner

date

The Town of Truro, as represented by its Select Board shall execute the attached Covenant subject to the successful completion of the required actions outline in the Condominium Conversion Process.

This application has been approved by the undersigned:

Select Board

date

APR 29 2019

RECEIVED BY: _____

Upon the inclusion of Phase III, of the Condominium aforesaid, the percentage of such undivided interest to which each unit shall then be entitled shall be equal to the percentage as calculated based upon the fair market value of the Units then included in the Condominium as set forth in Exhibit "C" attached hereto.

10. Purposes

Units 1 through 6 in Phases I and II are intended for residential use as allowed by this Master Deed and applicable laws. Unit 8 in Phase IV is intended for storage use as allowed by this Master Deed and applicable laws. The Declarant may, until all of said Units have been sold by said Declarant:

- a. Lease units which have not been sold for use for residential occupancy or storage; and
- b. Use any units owned by Declarant as models for display purposes for the sale or leasing of units.

11. Restrictions on Use of Units

Unless otherwise permitted by instrument in writing duly executed by the Trustees of **THE SUNRISE COTTAGES CONDOMINIUM TRUST** pursuant to the provisions of the By-Laws thereof:

- a. No residential Unit shall be used other than solely for residential purposes as a one-family type or single household unit.
- b. The residential Units shall be used for seasonal occupancy only pursuant to the provisions of two (2) Condominium Declarations of Covenant, one dated June 20, 2006, and the other dated August 9, 2007, both recorded with the Barnstable County Registry of Deeds in Book 21434, Page 20, and Book 22313, Page 89, respectively, and must be closed down by November 30th of each year and my not be occupied until after April 1st of each succeeding year. The Trustees of **THE SUNRISE COTTAGES CONDOMINIUM TRUST** shall, in consultation with the Unit Owners, determine the exact dates in each year that the Units will be

* Master Deed already provided for year-round use once approved by Town

M/D 22522/20

opened and shut down. In the event that the Town of Truro shall remove the seasonal restriction from the Section of the Truro Zoning By-Law authorizing condominium conversions, the owners of the Units subject to the seasonal restriction may, by majority vote, elect to winterize the Units and water systems sufficient to enable the same to be occupied year-round and terminate said restriction. Any and all expenses for such winterization shall be paid by the Unit Owners modifying their particular Unit.

- c. No Unit shall be used or maintained in a manner contrary to or inconsistent with the By-Laws of **THE SUNRISE COTTAGES CONDOMINIUM TRUST**;
- d. The architectural integrity of the buildings and the Units shall be preserved without modification, and to that end, without limiting the generality thereof, no awning, screen, antenna, sign, banner or other device and no exterior change, addition, structure, projection, decoration or other feature shall be erected or placed upon or attached to any Unit or any part thereof; no addition to or change or replacement (except, so far as practicable, with identical kind) of any exterior light, door knocker, or other exterior hardware, exterior Unit door or door frames shall be made, and no painting or other decoration shall be done on any exterior part or surface of any Unit nor on the interior surface of any window; provided however, that the provisions of this subparagraph (c) shall not restrict the right of any Unit Owner to decorate the interior of his Unit(s) as he may desire so long as such Unit Owner shall in no way whatsoever after, remove or otherwise modify any structure components of his Unit(s);
- e. The keeping of dogs, cats or other customary household pet animals or birds shall be governed by the provisions of the Rules and Regulations adopted by the Trustees of **THE SUNRISE COTTAGES CONDOMINIUM TRUST**; and
- f. All use and maintenance of such Units shall be conducted in a manner consistent with the comfort and convenience of the occupants of other Units.

Said restrictions shall be for the benefit of the Owners of all of the Condominium Units and the Trustees of **THE SUNRISE COTTAGES CONDOMINIUM TRUST** as the persons in charge of the common areas and facilities, shall be enforceable solely by said Trustees, and shall, insofar as permitted by law, be perpetual; and to that end, may be extended by said Trustees at such time or times and in such manner as permitted or required by law for the continued enforceability thereof. No such Owner shall be liable for any breach of the provisions of this paragraph except such as occurs during his or her ownership thereof.

From Minutes of Annual Meeting – Sunrise Cottages Condominium Trust
Sunday, September 23, 2018

Present: Units 1,2,3,5,6,7

Absent: Unit 4

Unanimous vote of Units present – pursue with town, the elimination of the current seasonal covenant in order to allow units to be used year round with following conditions:

- No over-winter renters
- Owners using units pay for snow removal
- There will be no garbage collection so owners will have to bring home their own refuse.

Attested



Deb Perry, Trustee

**RELEASE FROM
DECLARATION OF COVENANT**

RELEASE dated this ____ day of _____, 2019, by and between the **Sunrise Cottages Condominium** (the "Condominium"), established pursuant to G.L. c. 183A by a Master Deed recorded with the Barnstable Registry of Deeds in Book 22522, Page 20, as may be amended, and a Declaration of Trust recorded with said Registry of Deeds in Book 22522, Page 45, as may be amended, having an address of 497 Shore Road, North Truro, Massachusetts 02652, and the **Town of Truro**, acting by and through its Select Board, having an address of 24 Town Hall Road, Truro, Massachusetts 02666 (the "Town").

WHEREAS, the Condominium is subject to two Condominium Declaration of Covenants (the "Covenants"), dated September 8, 2006, recorded with the Barnstable Registry of Deeds in Book 21434, Page 20 ("Phase I") and dated August 9, 2007, recorded with the Barnstable Registry of Deeds in Book 22313, Page 89 ("Phase II");

WHEREAS, pursuant to the Covenants, the Condominium is restricted to seasonal use, and the Condominium units may not be occupied between November 30 and March 1 of the succeeding year (the "Seasonal Restriction");

WHEREAS, Paragraph 6 of the Covenant states that no amendment, revision, termination or substitution of the Covenant is effective unless the same is assented to in writing by the Inhabitants of the Town of Truro, acting by and through its Select Board; and

WHEREAS, the Town and the **Sunrise Cottages Condominium** desire to terminate the Seasonal Restriction as to the Condominium.

NOW, THEREFORE, the Town and the **Sunrise Cottages Condominium**, for good and valuable consideration, and on the terms and conditions set forth herein, agree as follows:

1. The Seasonal Restriction affecting the Condominium, as set forth in the Covenants recorded with the Barnstable Registry of Deeds in Book 21434, Page 20 and Book 22313, Page 89, are hereby released and terminated as to said Condominium.
2. This Release is binding on the heirs, successors and assigns of the parties hereto.

[Signature Page Follows]

Executed as of the date and year above written.



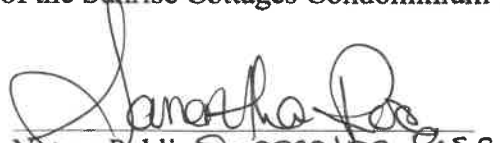
Sunrise Cottages Condominium
By: Russell J. Braun, Trustee

TOWN OF TRURO,
By Its Select Board

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this 21st day of October, 2019, before me, the undersigned notary public, personally appeared Russell J. Braun, Trustee, proved to me through satisfactory evidence of identification, which was Drivers License to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose as Trustee of the Sunrise Cottages Condominium Trust.


Notary Public Samantha Rose
My Commission Expires:

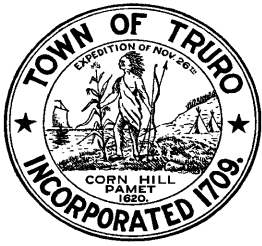
SAMANTHA ROSE
Notary Public
Commonwealth of Massachusetts
My Commission Expires November 8, 2024

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this ____ day of _____, 20 ____, before me, the undersigned notary public, personally appeared _____, member of the Select Board, proved to me through satisfactory evidence of identification, which was _____ to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose on behalf of the Town of Truro.

Notary Public
My Commission Expires:



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Health Department

REQUESTOR: Emily Beebe, Health and Conservation Agent

REQUESTED MEETING DATE: November 19, 2019

ITEM: Stone's Throw at Truro Condominium, Unit 19, Year-Round Conversion

EXPLANATION: Stone's Throw at Truro Condominium located at 6 Shore Road, Unit 19, is requesting conversion from seasonal to year-round use per [§40.3 Conversion of Cottage or Cabin Colony, Motor Court, Motel or Hotel](#). The amended Zoning By-Law allows existing condominium to convert to year-round use if the condominiums meet building, health and safety codes.

Stone's Throw at Truro Condominium Association approved the conversion and amended their documents accordingly. The process then requires the vote of the Select Board to approve removing the seasonal covenant. All units, with the exception of Unit 19, completed the year-round conversion process in January 2019. A partial release of the seasonal covenant was signed by the Select Board. Unit 19 has now completed the application and inspection process. A release of the seasonal covenant is required to allow for the year-round use for Unit 19.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Unit 19 of the Stone's Throw at Truro Condominium will not have year-round use of the unit.

SUGGESTED ACTION: Motion to approve the year-round use and removal of the seasonal covenant for Unit 19 of the Stone's Throw at Truro Condominium located at 6 Shore Road.

ATTACHMENTS:

1. Master Deed
2. Vote
3. Release from Declaration of Covenant

Bk 31741 Pg19 #63376
12-20-2018 @ 01:18p

**THIRD AMENDMENT
TO
MASTER DEED
OF
STONE'S THROW AT TRURO CONDOMINIUM**

We, the undersigned Trustees, with the consent of Unit Owners entitled to not less than fifty-one (51%) percent of the beneficial interest, and in accordance with the provisions of Section 10 of the Master Deed of Stone's Throw at Truro Condominium, as recorded in the Barnstable County Registry of Deeds in Book 20987, Page 160, hereby amend said Master Deed as follows:

Section 9 (h), as amended in the Second Amendment to Master Deed of Stone's Throw at Truro Condominium, shall be deleted in its entirety and replaced with the following language:

"All units may be occupied year-round."

In all other respects, the provisions of the Master Deed of Stone's Throw at Truro Condominium shall remain in full force and effect.

STONE'S THROW AT TRURO CONDOMINIUMS

Trustees' meeting of October 1, 2018-Minutes

October 8, 2018

Attending: Mike Correa
Ken Horgan
Jim Landry
Clare O'Brien

The Trustees met on October 1, 2018 via teleconference:

1. We regret to inform the ownership that Jim Sovik has resigned from the Board effective immediately. Jim's resignation was a result of a compilation of highly negative, and often highly uncivil email and verbal interactions with a range of owners over several years, including another recent heated interaction. The remaining Board members want to underscore the sheer volume of thankless and countless hours that Jim volunteered on behalf of Stone's Throw in the form of owner communications, organizing meetings, detailed research, budgeting, and interacting with our bookkeepers, insurer, attorney, and other service providers. As a Board colleague, and the Chairman, he will be sorely missed on many levels. We want to thank Jim for his incredible service from us, and are doing so in this public forum on behalf of the rest of the ownership.

As remaining Board members, we're taking this opportunity to again insist that personal, pointed and uncivil communications must cease to be a part of how any interactions are handled between fellow owners in this community. We are neighbors first, and for limited periods of time, owners volunteer their services to the Board for a community we all love. As remaining Trustees, we now individually have added work to do on top of time that our paid jobs demand, and our families require. We simply will not take time to respond to uncivil communications of any kind. There will be another Trustee election this spring due to expiring terms and Jim's resignation (exact number of slots to be announced). As more Board volunteers are needed soon, we're sure that a cordial and collegial environment amongst them, and the ownership at large is what is hoped for, and will be insisted upon as well.

2. Jim Landry presented a summary on behalf of the Year-Round subcommittee on the research they've performed, covering;
 - a. year round conversion process steps outlined in an information 'packet' made available following the Truro Town meeting with specifics on the steps/process for converting to year-round occupancy.
 - b. the potential service areas that will result in Stone's Throw fee increases (amounts unknown at this time)
 - c. Condo documents sections that will require legal updating

As a result of this discussion, a vote was taken on formally moving Stone's Throw Condominiums forward toward converting to Year Round occupancy. The vote was 4-0 in favor. So, the formal process now begins. We thank the committee for their past work, and know there is more to do.

3. The recent email from the Year-Round committee asking which units would like to be placed on the Truro inspection list (at a cost of \$50 per unit, which to confirm, is a cost to be invoiced by our Bookkeeping service to each individual owner), is part of the formal 'application' process. Owners who do not want to have an inspection done as part of this initial process are

**RELEASE FROM
DECLARATION OF COVENANT**

RELEASE dated this ____ day of _____, 2019, by and between **Laurie Gianguzzi, Patricia Moynihan and Brian Rollins**, owners of **Unit 19** of the Stone's Throw at Truro Condominium (the "Condominium"), established pursuant to G.L. c. 183A by a Master Deed recorded with the Barnstable Registry of Deeds in Book 20987, Page 160, as amended, and a Declaration of Trust recorded with said Registry of Deeds in Book 20987, Page 184, as amended, having an address of 6 Shore Road, North Truro, Massachusetts 02652, and the **Town of Truro**, acting by and through its Select Board, having an address of 24 Town Hall Road, Truro, Massachusetts 02666 (the "Town").

WHEREAS, the Condominium is subject to a Condominium Declaration of Covenant (the "Covenant"), dated March 18, 2014, recorded with the Barnstable Registry of Deeds in Book 28040, Page 83;

WHEREAS, pursuant to the Covenant, the Condominium is restricted to seasonal use, and the Condominium units may not be occupied between November 30 and March 1 of the succeeding year (the "Seasonal Restriction");

WHEREAS, Paragraph 6 of the Covenant states that no amendment, revision, termination or substitution of the Covenant is effective unless the same is assented to in writing by the Inhabitants of the Town of Truro, acting by and through its Select Board; and

WHEREAS, the Town and the Stone's Throw at Truro Condominium desire to terminate the Seasonal Restriction as to the Condominium.

NOW, THEREFORE, the Town and the Stone's Throw Condominium, for good and valuable consideration, and on the terms and conditions set forth herein, agree as follows:

1. The Seasonal Restriction affecting the Condominium, as set forth in the Covenant recorded with the Barnstable Registry of Deeds in Book 28040, Page 83 is hereby released and terminated as to said **Unit 19**.
2. This Release is binding on the heirs, successors and assigns of the parties hereto.

[Signature Page Follows]

Executed as of the date and year above written.

Owner

Laurie Gianguzzi, Owner, Unit 19

Patricia Moynihan, Owner, Unit 19

Brian Rollins, Owner, Unit 19

TOWN OF TRURO,
By Its Select Board

STATE OF _____

County: _____

On this ____ day of _____, 2019, before me, the undersigned notary public, personally appeared Laurie Gianguzzi, proved to me through satisfactory evidence of identification, which was _____ to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose.

Notary Public
My Commission Expires:

STATE OF _____

County: _____

On this ____ day of _____, 2019, before me, the undersigned notary public, personally appeared Patricia Moynihan, proved to me through satisfactory evidence of identification, which was _____ to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose.

Notary Public
My Commission Expires:

STATE OF: _____

County: _____

On this ____ day of _____, 2019, before me, the undersigned notary public, personally appeared Brian Rollins, proved to me through satisfactory evidence of identification, which was _____ to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.

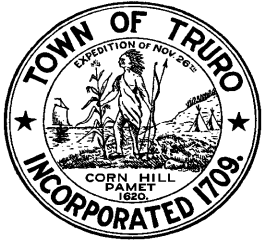
Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this ____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____, member of the Select Board, proved to me through satisfactory evidence of identification, which was _____ to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose on behalf of the Town of Truro.

Notary Public
My Commission Expires:



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Jan Worthington, Chair

REQUESTED MEETING DATE: November 19, 2019

ITEM: Discussion of a Ban on Plastic Bottles

EXPLANATION: Chair Worthington requested that this item be placed on the agenda to begin the discussion of a proposed bylaw so that it may be prepared in time for the April 2020 Annual Town Meeting.

IMPACT IF NOT APPROVED:

SUGGESTED ACTION: Discussion only.

ATTACHMENTS:

1. Sample Bylaw from West Tisbury Town Meeting

**WEST TISBURY, MA
April 2019 Annual Town Meeting**

ARTICLE 3: To see if the Town will vote to approve the following bylaw and take any other action relative thereto:

Plastic Water and Soft Drink Bottle Bylaw

Section 1: Findings and Purpose

Water and soda bottles made of plastic are hazardous to health, economy, and the environment. The purpose of this bylaw is to restrict the sale and distribution of such bottles.

For example:

1. Plastic bottle waste is overwhelming society's ability to manage it. Americans discard an estimated 30 million tons of plastic annually, with only 8 percent recycled.
2. Chemical components of plastic are detected in biological systems, including human beings. Exposure comes through food, water, and clothing, and has been associated with a range of health effects.
3. More than 8 million tons of plastic flows into our oceans annually, impacting wildlife and breaking down into smaller and smaller pieces, called micro-plastics.
4. Micro-plastics are found in the fish and shellfish we eat, and in the bottled water we drink.
5. Action is occurring worldwide to address this problem. Regionally, Nantucket and several MA towns have banned plastic water bottles.
6. Action on Martha's Vineyard includes placement of water bottle refill stations in every school and in public places. More are planned.
7. This Island community has an opportunity to provide leadership to reduce reliance on plastic. It is the right thing to do for the sake of our food, our water, our health, and our planet.

Section 2: Regulated Conduct

- 2.1 It shall be unlawful to sell or distribute (a) non-carbonated, unflavored water, and (b) soft drinks in plastic (including polyethylene terephthalate – PET) bottles of less than 34 ounces in the Town of West Tisbury. For the purposes of this bylaw, 'soft drink' means any beverage containing carbonated water, a sweetener (including fruit juice) and/or a flavoring.
- 2.2 Sales or distribution of drinking water in plastic bottles occurring subsequent to a declaration (by the Emergency Management Director or other duly authorized Town, County, Commonwealth or Federal official) of an emergency affecting the availability and/or quality of drinking water to residents of the Town shall be exempt from this bylaw until seven days after the declaration has ended.

Section 3: Enforcement Process and Violations

- 3.1 Enforcement of this bylaw shall be the responsibility of the Board of Health or its designee(s). The Board of Health shall determine the inspection process and shall incorporate the process into other Town duties as appropriate.

Agenda Item: 5D1

3.2 Any person, individually or by his servant or agent, who violates any provision of this bylaw may be penalized by a non-criminal disposition pursuant to G.L. Chapter 40, Section 21D and the Town's non-criminal disposition bylaw. The following penalties apply:

- first violation: written warning
- second violation: \$50 fine
- third and subsequent violations: \$100 fine

Each day the violation continues constitutes a separate violation.

Section 4. Suspension of the Bylaw

4.1 If the Board of Health determines that the cost of implementing and enforcing this bylaw has become unreasonable, the Board of Health shall so advise the Board of Selectmen, and the Board of Selectmen shall conduct a Public Hearing to inform the citizens of such costs. Subsequent to the Public Hearing, the Board of Selectmen may continue this bylaw in force or may suspend it permanently or for such length of time as the Board of Selectmen may determine.

Section 5: Effective Date

5.1 This bylaw takes effect on January 1, 2020



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. Application for a Curb Cut Permit-Lisa Maria Tobia-65 Depot Road
 - 2. Special One Day Entertainment and Alcohol Licenses-Truro Center for the Arts at Castle Hill
- B. Review and Approve 2020 Annual Business Licenses: Days' Market and Deli
- C. Review and Approve the 2020 Annual Alcohol Licenses and ABCC Applications-Montano's Restaurant, Truro Vineyards of Cape Cod (Winery and Distillery), Pamet Valley Package and Chequessett Chocolate
- D. Review and Approve the Alcohol Beverages Control Commission 2020 Renewal Certification
- E. Review and Approve the Select Board 2021 Fiscal Year Budget Message
- F. Review and Approve Select Board Minutes-October 22, 2019



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: November 19, 2019

ITEM: Curb Cut Application

EXPLANATION: Lisa Maria Tobia has submitted a Curb Cut application for 65 Depot Road.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Applicant will not be permitted to create new curb cut.

SUGGESTED ACTION: *Motion to approve the curb cut to 65 Depot Road and authorize the Chair to sign.*

ATTACHMENTS:

- 1. Curb Cut Application

EXHIBIT 1

TOWN OF TRURO
APPLICATION FOR A CURB CUT PERMIT

Note: This permit application must be accompanied by a plan. If this permit is being applied for by someone other than the Owner of the property, the owner's signature must appear at the bottom of the application.

Date: 10.23.19

To the Board of Selectmen
24 Town Hall Road
P. O. Box 2030
Truro, MA 02666

Re: **APPLICATION FOR A CURB CUT**

Dear Board Members:

The applicant(s) hereby make application for a curb cut as follows:

Name(s): LISA MARIA TOBIA

Address: 65 DEPOT RD

Curb Cut Street Location: 65 DEPOT RD

Affected Town or State road: Truro Depot Rd

Truro Assessor's Map Number: 50 Parcel Number: 26 (see Assessor Attach)

Name of contractor: GFM

Reason/explanation: Current location of drive/curb cut downhill with limited visibility, dangerous. New curb cut higher on hill for visibility/safety.

I/we hereby agree to the terms and conditions as outlined in this policy and attached Exhibits:


Applicant's Signature: Lisa Maria Tobia

Owner's Signature (if different): _____ Date: 10.23.19

Owner's Address (if different): 1199 SW 4th Ave, BOCA RATON, FL 33432
(primary)

Director, Department of Public Works Preliminary Approval:

Approved Disapproved Not Applicable

 *with comments*

Director, Department of Public Works

10/4, 2019
Date

Chief of Police Approval:

Approved Disapproved Not applicable



Chief of Police

November 16, 2019
Date

Board of Selectmen Approval:

Approved Disapproved

Chairman, Board of Selectmen

Date

Planning Board Approval (if required):

Approved Disapproved Not Applicable

Chairman, Planning Board

Date

Building Commissioner Approval:

Approved Disapproved

Building Permit Number _____

Building Commissioner

Date

Mass Highway Referral (if required):

Date Forwarded _____

Signature

Director, Department of Public Works Declaration of Compliance:

I have inspected the property located at _____ and found the work requested on the Application for a Curb Cut dated _____ to be in compliance with the Board of Selectmen Policy #28 - Curb Cut Policy.

Director, Department of Public Works

Date

Building Commissioner Final Approval:

Approved Disapproved

Certificate of Occupancy _____

Building Commissioner

Date



P.O. BOX 1439
 SOUTH DENNIS, MA 02660
 Office: 508-694-5600
 www.gfmexcavating.com

NOTES:
 SITE AND SEWAGE DISPOSAL SYSTEM PLAN
 DATED 4-9-2012 REVISED 5-2-2012 BY FELCO,
 INC. USED AS A BASE PLAN FOR THIS DRAWING

SITE: 65 DEPOT ROAD, TRURO MA

MARIA & LISA
 TOBIA
 CLIENT NAME

10/30/2019
 DATE

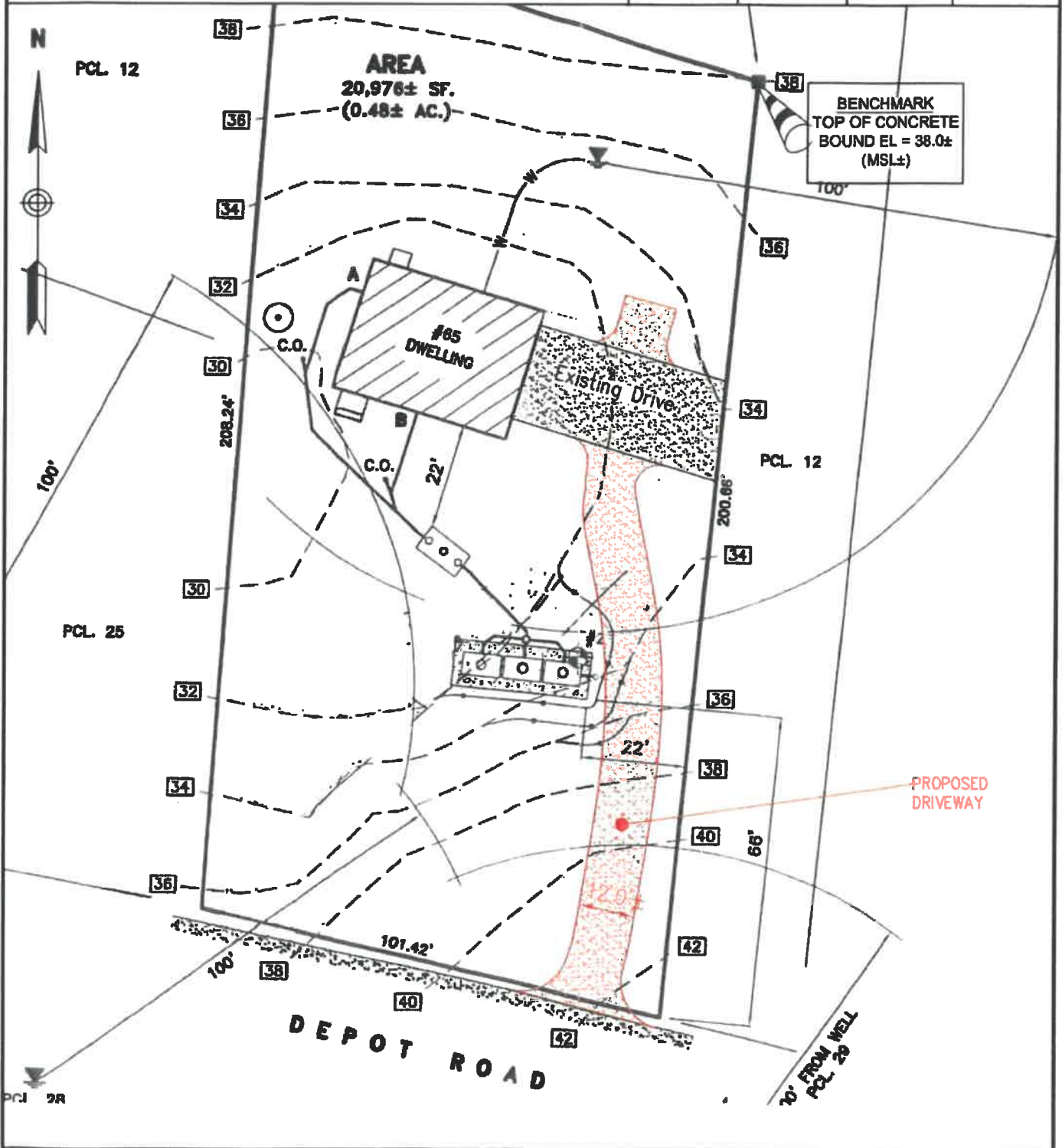
TITLE: DRIVEWAY SKETCH PLAN

1"=30'
 SCALE

KEF
 DRAWN.

KEF
 CHECKED.

REVISION.



Key: 2813

Town of TRURO - Fiscal Year 2019

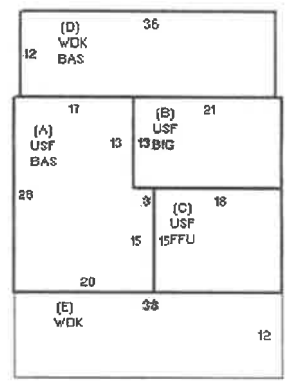
10/14/2018 11:14 pm SEQ #: 2.861

CURRENT OWNER		PARCEL ID	LOCATION		CLASS	CLASS%	DESCRIPTION	BN ID	BN	CARD										
TOBIA LISA M 1199 SW 4TH AVE BOCA RATON, FL 33432		50-26-0	65 DEPOT RD		1010	100	SINGLE FAMILY		1	1 of 1										
TRANSFER HISTORY		DOS	T	SALE PRICE	BK-PG (Cert)	PMT NO	PMT DT	TY	DESC	AMOUNT	INSP	BY	1st	%						
TOBIA LISA M		04/04/2013	O	450,000	27264-255	14-184	09/02/2014	2	ADDITION	10,000	12/02/2014	FC	100	100						
ALLEN LESLIE P		10/26/2011	99	25787-25		14-071	05/01/2014	6	SHED	3,275	12/02/2014	FC	100	100						
ALLEN ELIZABETH J		04/03/1964	99	1244-138		14-070	04/30/2014	9	DECK	7,000	12/02/2014	FC	100	100						
CD	T	AC/SF/UN	Nbhd	Inf#1	Inf#2	ADJ BASE	SAF	Inf#3	Lot	VC	CREDIT AMT	ADJ VALUE								
100	A	0.480/15	1.00/1	1.00/1	1.00/1	427,520	1.39/1	1.00/1	R08	1.80		285,920	13-097	04/25/2013	3 REPAIR/REMOD	65,000	10/31/2013	FC	100	100

TOTAL	20,909 SF	ZONING	FRNT 0
Nbhd	SOUTH TRURO	N INCL 30FT ROW PER DEED BK1244 PG 138 O (PANHANDLE=P/O 50-12) NOT TO SURVIVE T IMMEDIATE HEIRS OF GRANTEE. E	
Inf#1	NO ADJ		
Inf#2	NO ADJ		

ASSESSED	CURRENT	PREVIOUS
LAND	285,900	285,900
BUILDING	314,300	288,600
DETACHED	2,400	2,300
OTHER	0	0
TOTAL	602,600	576,800

TY	QUAL	COND	DIM/NOTE	YB	UNITS	ADJ PRICE	RCNLD
SHF	A	1.00-G	0.90:8*12	2014	96	14.48	1,300
SHF	A	1.00-A	0.75:10*10		100	14.48	1,100



BUILDING	CD	ADJ	DESC	MEASURE	DATE	LG
MODEL	1		RESIDENTIAL	LIST	6/12/2017	LG
STYLE	7	1.20	OLD STYLE (100%)	REVIEW	12/16/2010	MR
QUALITY	A	1.00	AVERAGE (100%)			
FRAME	1	1.00	WOOD FRAME (100%)			

BLDG COMMENTS

BUILDING	CD	ADJ	DESC	MEASURE	DATE	LG	ELEMENT	CD	DESCRIPTION	ADJ	S	BAT	T	DESCRIPTION	UNITS	YB	ADJ PRICE	RCN	TOTAL RCN	424,794
YEAR BLT	1899	SIZE ADJ	1.000				FOUNDATION	5	OTHER	1.00	A	BAS	L	BAS AREA	521	1899	197.48	102,885	CONDITION ELEM	CD
NET AREA	2,287	DETAIL ADJ	1.000				EXT. COVER	1	WOOD SHINGLES	1.00	+	USF	L	UP-STRY FIN	1,064	1899	150.55	160,188		
SNLA(RCN)	\$186	OVERALL	1.230				ROOF SHAPE	1	GABLE	1.00	B	BIG	N	BUILT-IN GARAGE	273		54.81	14,909		
CAPACITY		UNITS	ADJ				ROOF COVER	1	ASPHALT SHINGLE	1.00	C	FFU	L	BAS AREA UNFIN	270	1899	79.54	21,476		
STORIES(FAR)	2		1.00				FLOOR COVER	1	HARDWOOD	1.00	D	BAS	L	BAS AREA	432	2014	197.47	85,309		
ROOMS	6		1.00				INT. FINISH	3	WOOD PANEL	1.00	+	WDK	N	ATT WOOD DECK	888		29.34	28,050		
BEDROOMS	3		1.00				HEATING/COOLING	9	WARM/COOL AIR	1.03	F21	O	FPL 2S 10P	1		9,777.30	9,777			
BATHROOMS	2		1.00				FUEL SOURCE	1	OIL	1.00	ODS	O	OUT DOOR SHOWER			0.00				
FIXTURES	6		\$4,200																	
UNITS	1		1.00																	

EFF. YR/AGE	1991 / 26
COND	26 26 %
FUNC	0
ECON	0
DEPR	26 % GD 74
RCNLD	\$314,300



TRURO



Documents & Links Assessment File/Detail Building

Zoom to





TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

To: Lisa Maria Tobia
Todd Prada, GFM Enterprises
From: Jarrod J Cabral, Director Department of Public Works
Date: November 4, 2019
Subject: Curb Cut, 65 Depot

Your curb cut application is suitable to move forward for approval. Please note, the Town will not be responsible for washouts onto your property that are created by your new curb cut as Depot Rd predates the new curb cut. I recommend installing a feature on your driveway to mitigate any water runoff from Depot Rd. You could also address any water run-off from Depot Rd later, but any alteration to your curb cut would require another application. It is important to note that any mitigation can not result in water runoff onto Depot Rd.

Thanks – Jarrod

Jarrold J. Cabral
Director
Department of Public Works
Truro MA 02666
508 214 0400



GFM Enterprises, Inc.
 PO Box 1439
 South Dennis, MA 02660
 508-694-5600
 www.gfmexcavating.com

Estimate

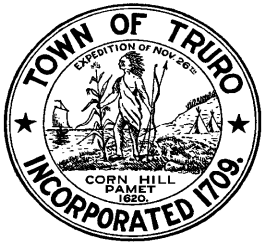
Date 10/18/2019
 Estimate No. 3865

Name/Address
Maria Tobia 65 Depot Road Truro MA, 02666

Item	Description	Qty	Rate	Total
	The following estimate is for work to be completed at 65 Depot Road, Truro MA.			
Task 200 Services Services	SITE CLEARING, GRUBBING & TREE REMOVAL Trim, remove & dispose of limbs from pine trees as required. Remove and transplant ten existing planting as required for new proposed driveway.			
Services	Scrape out, remove & dispose of grass & organic material from proposed driveway area.			
Services	Remove two sections of existing split rail fence as require for new entrance. Set pieces aside for owner.			
Task 400 Services	EXCAVATION Provide & install approximately 30 cubic yards of clean fill at hill as required for new proposed driveway. Compact in lifts with vibratory roller.			
Task 1000 Services	DRIVEWAY & PARKING Provide & install approximately 20 cubic yards of dense grade base material for approximately 138 linear feet of new proposed driveway. Compact with vibratory roller upon completion.			
Services	Provide & install approximately 20 cubic yards of crushed shell for approximately 138 linear feet of new proposed driveway. Compact with vibratory roller upon completion.			
Task 1200 Services	FINISH GRADE & LOAM Provide & install screened loam of disturbed yard areas.			
Estimate...	This estimate is valid for 90 days. A signed copy of this estimate, along with a deposit, must be received by GFM Enterprises, Inc. prior to the start of work.			
Proposal	Thank you for the opportunity to submit this proposal for the completion of the job described above. Any price increases or additional labor and materials that may be required due to unforeseen circumstances are not included. Homeowners are responsible for all engineering fees. GFM Enterprises, Inc. is not responsible for any damage to existing irrigation lines.			

This estimate is valid for ninety (90) days. Any price increases or additional labor and materials fees that may be required due to unforeseen circumstances are NOT included. Homeowners are responsible for all engineering fees. GFM Enterprises, Inc. is NOT responsible for any damage to existing irrigation lines.

Total [REDACTED]



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: November 19 , 2019

ITEM: Approval of One Day Entertainment and One Day Alcohol Licenses for Truro Center for the Arts at Castle Hill at 10 Meeting House Rd

EXPLANATION: MGL Chapter 140 § 181 and MGL 138 §14 provides local authority to license these events. The One Day Entertainment Application for review and approval is for December 20, 2019 with live amplified music with a DJ. The all Alcohol license application is for December 20, 2019 ([Holiday Part Winter Solstice Celebration](#)). Both applications have been reviewed and approved by the Chief of Police.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Truro Center for the Arts will not be able to hold their event with entertainment or alcohol.

SUGGESTED ACTION: *MOTION TO approve the One Day Entertainment and One Day All Alcohol Licenses for Truro Center for the Arts for December 20th from 6:00-9:00pm at 10 Meeting House Rd and Authorize the Chair to sign the applications.*

ATTACHMENTS:

1. One Day Alcohol Application approved by the Chief of Police
2. One Day Entertainment Application approved by Chief of Police



TOWN OF TRURO
 P.O. Box 2030, Truro, MA 02666
Licensing Department

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

Application for a One Day Pouring License
 MGL Chapter 138, Section 14 Special Licenses

The Local Licensing Authorities of TRURO pursuant to the provisions of Chapter 138 § 14 issuance of a special one-day pouring license as described herein.

BUSINESS/ORGANIZATION INFORMATION

Marisa Picariello Truro Center For the Arts
 Name of Applicant Business/Organization Name

PO BOX 756, TRURO, MA, 02666
 Mailing Address of Business/Organization

Non-profit or For-profit Entity Yes No
 If yes, proof of Non-Profit Status must accompany this application

Marisa 508-349-7511 marisa@castlehill.org
 Contact Person Phone Number Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name Mailing Address

Phone Number Email Address

EVENT INFORMATION

December 20, 2019 Community Party / Fundraiser
 Date(s) of Event for License to be issued Purpose of Event (example: fundraiser, etc.)

Hours of Alcoholic Beverages sales, service and/or Consumption (from - to) 6pm - 9pm

10 Meetinghouse Road, TRURO
 Event Location (Must provide facility name, if any, street number and name)

Truro Center For the Arts 508-349-7511
 Property Owner Name and Address Phone number

75
 Name of Caterer (if applicable) Approximate number of people attending

Is the event open to the general public Yes No

Will there be Entertainment Yes No If Yes, Type of Entertainment _____
 Will there be Police Detail Yes No

Purchase & Service

License is for the Sale of:

- All Alcohol Beverages (\$75.00) Wines & Malt beverages Only (\$50.00)
- Wines Only (\$50.00) Malt Beverages Only (\$50.00)

What is the source of the alcohol for the event (where is it being purchased*?) Luke's Liquors
*If Wine is being donated see ABCC - Charity Wine Fundraising Application at <http://www.mass.gov/abcc/spec-lic-perms.htm>

Who will be serving the Alcohol? Maria Picaniello, Emma-Kate Netsker
TIPS CERTIFIED REQUIRED-SUBMIT COPY OF CERTIFICATION WITH APPLICATION

Massachusetts Alcohol Beverage Control Commission (ABCC) has a 3-page list of "authorized sources" for the purchase of Alcohol used in conjunction with a temporary pouring license. The list includes alcohol wholesalers, farm brewers, manufacturers and direct shippers only. At this time, package stores and liquor stores are not considered "authorized sources" for use with a temporary pouring license.

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 Alcohol Control Laws of the State of Massachusetts and policies and regulations of the Town of Truro.

Maria Picaniello
Signature

November 7, 2019
Date

- Licenses are issued to persons who are at least 21 years of age.
- All Massachusetts Municipalities are required to send copies of temporary pouring licenses issued by the Town to the ABCC in Boston.
- Liquor Liability Insurance Certificate is required and must list the Town of Truro as the "certificate holder" in the lower left corner of the certificate form.
- 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

APPROVAL

Select Board _____

Meeting Date _____

Police Department _____

Date 11/12/2019

Restrictions/Conditions attached to the license by the Select Board or its Delegate: _____

Congratulations!

You have successfully completed the ServSafe® Training and Certificate Program. This is your official ServSafe Alcohol Certificate Card and provides confirmation that you have studied, and are knowledgeable about, how to serve alcohol responsibly.

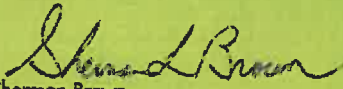
Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at ServSafe.com.

We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operation, your customers and your community safe.

Sincerely,



Sherman Brown

Executive Vice President, National Restaurant Association Solutions


National Restaurant Association

ServSafe Alcohol® CERTIFICATE

ID # 10870177
CARD # 10824731

EMMA METSKER

NAME

6/28/2018

DATE OF EXAMINATION

Card expires three years from the date of examination. Local laws apply.



NOTE: You can access your score and certification information anytime at ServSafe.com.

If you have any questions regarding your certification please contact the National Restaurant Association Service Center at

ServiceCenter@restaurant.org or
800.765.2122, ext. 6703

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Sherman Brown
Executive Vice President, National Restaurant Association Solutions

This certificate confirms completion of the ServSafe Alcohol® responsible alcohol service program.

In Alaska you must laminate your card for it to be valid.

NATIONAL
RESTAURANT
ASSOCIATION

233 South Wacker Drive
Suite 3600
Chicago, IL 60606-6382
1-800-SERVSAFE
312-715-1010 in the Chicago area
ServSafe.com

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Congratulations!

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Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at ServSafe.com.

We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operation, your customers and your community safe.

Sincerely,



Sherman Brown

Executive Vice President, National Restaurant Association Solutions



ID # 10462821
CARD # 17183100

ServSafe Alcohol® CERTIFICATE

MARISA PICARIELLO

NAME

11/27/2018

DATE OF EXAMINATION

Card expires three years from the date of examination. Local laws apply.



NOTE: You can access your score and certification information anytime at ServSafe.com.

If you have any questions regarding your certification please contact the National Restaurant Association Service Center at ServiceCenter@restaurant.org or 800.765.2122, ext. 6703.

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Sherman Brown
Executive Vice President, National Restaurant Association Solutions

This certificate confirms completion of the ServSafe Alcohol® responsible alcohol service program.

In Alaska you must laminate your card for it to be valid.



233 South Wacker Drive
Suite 3600
Chicago, IL 60606-6383
1.800.SERVSAFE
312.715.1010 in the Chicago area
ServSafe.com

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17118601 - v1211





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 or 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

Mansa Picanello

Name of Applicant

TRURO CENTER FOR THE ARTS

Business/Organization Name

PO BOX 756, 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

NARISA

Contact Person

508-349-7511

Phone Number

mansa@castlehill

Email

org

INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

EVENT INFORMATION

Friday, December 20, 2019

Day (s)/Date (s) of Event for License to be issued

Community Party / Fundraiser

Purpose of Event (example: fun (raiser))

Hours of Event (from - to): 6pm - 9pm

10 Meetinghouse Road, TRURO

Location (Must provide facility name, if any, street number and name)

Event is: Indoor Outdoor Event
(Please check applicable box)

TRURO CENTER FOR THE ARTS

Property Owner Name and Address

508-349-7511

Phone number

Seating Capacity: _____

Occupancy Number: _____

Name of Caterer (if applicable)

Approximate number of people attending 75

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) DJ

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.

[Signature]
Signature

November 7, 2019
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 Select Board.
- Sunday entertainment must be specifically requested and addressed in the permitting process, under MGL 136.
- These regulations are intended to allow the Select Board 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

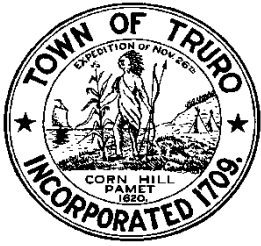
APPROVAL

License No. 2019-15

Select Board _____ Meeting Date _____

Police Department [Signature] Date 11/12/2019

Restrictions/Conditions attached to the license by the Select Board or its Delegate: _____



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: November 19, 2019

ITEM: Approval of Renewal of 2020 Business Licenses:
Common Victualler License-Days Market & Deli
Transient Vendor License-Days Market & Deli

EXPLANATION: The Common Victualler License and Transient Vendor are under the authority of the Select Board as Local Licensing Authorities.

If you approve these licenses for renewal, the license will be issued only upon compliance with all regulations, receipt of the necessary fees, proof of taxes paid in full for the current fiscal year and prior approval of the Food Service License by the Health Agent or Board of Health. The Food Service Licenses for Days Market and Deli, were issued by the Health Agent. There were no reported issues with this establishment in 2019.

Mass General Law	Licenses & Permits Issued by Select Board	Names of Businesses
Chapter 140 § 2	Common Victualler (Cooking, Preparing and Serving food)	Days Market & Deli
Chapter 101 § 2	Transient Vendor	Days Market & Deli

IMPACT IF NOT APPROVED: The applicant will not be issued their Licenses to operate.

SUGGESTED ACTION: *MOTION TO approve the 2020 seasonal Common Victualler License for Days Market & Deli, and the seasonal 2020 Transient Vendor License for Days Market & Deli upon compliance with all regulations and receipt of the necessary fees.*

ATTACHMENTS:

1. Renewal Application for 2020: Days Market & Deli



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: 4/15/2020

Condominium _____

Closing Date: 12/31/20

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) [REDACTED]

Mylan Janoplis, MCJLT Inc

Days Market & Deli

Print Name of Applicant

Business Name

Mylan Janoplis, Pamela Stahl

Owner Name

271 Shore Rd, N. Truro MA 02652

PO Box 362, Provincetown

Street Address of Business

Mailing Address of Business

508 487 2855

Business Phone Number

[REDACTED]
Business E-Mail Address

Section 3 –MANAGER INFORMATION

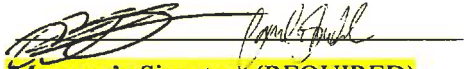
Check if New Manager (if checked, MUST submit Application to Name a Manager)

Name of Onsite Manager:

Name: Mylan Janoplis, Pamela Stahl Unit Number: _____

Mailing Address: 34 Commodore Ave, Provincetown MA 02657

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



Text

Manager's Signature (REQUIRED)

Name of Offsite Manager:

Name: same as above Business Name: _____

Business Address: _____

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

Manager's Signature (REQUIRED)

Name of Co- Manager:

Name: same as above 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

Mylan Janoplis
Print Name

10/16/2019
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)



Town of Truro Board of Health

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

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) Catering
 Retail Food (commercially prepared foods) Manufacturer of Ice Cream/Frozen Dessert
 Residential Kitchen Bakery
 Bed & Breakfast w/Continental Breakfast

Section 2 – Business/Owner/Manger Information

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

Business Name: Days Market & Deli

Owner Name: Mylan Janoplis, Pamela Stahl

Email Address: [REDACTED]

Mailing Address: PO Box 362, Provincetown MA 02657

Phone No: [REDACTED]

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

Name: see Owner Information above

Email Address: _____

Mailing Address: _____

Phone No: _____

24 Hour Emergency: [REDACTED]

Section 3 – Business Operation Details

Number of Seats: Inside: N/A Outside: _____ Number of Employees: _____

Length of Permit: Annual Seasonal Operation

Hours of Operation: 7am To 10pm

Days Closed Excluding Holidays: _____

If Seasonal: Approximate Dates of Operation: 04 / 15 /20 To 12 / 31 /20

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

Mylan Janoplis

Pamela Stahl

Allergen Awareness Certification (attach copy):

Mylan Janoplis

Pamela Stahl

Has your menu changed from last year? Yes No

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

Section 4 - Attestation

Attestation

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

Signature of Applicant:



Date: 10/16/2019

Application Checklist:

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

FOR HEALTH DEPARTMENT USE ONLY

Comments: _____

Review by _____

Date _____

Number: 2020-015A

Fee: \$75.00

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

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

Whose place of business is **Mylan Janoplis, Pamela Stahl., d/b/a Days Market & Deli**
271 Shore Road

Type of business and any restrictions **Retail food market and Deli**

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

Permit Expires: **December 31, 2020**

(Seasonal: April – December)

Date Issued:

October 17, 2019



Emily Beebe, RS

Agent to the Truro Board of Health

Number: 2020-015B

Fee \$50.00

Town of Truro Board of Health
24 Town Hall Road, Truro, MA 02666
Tobacco/Tobacco Products License

This is to Certify that
Address

Mylan Janoplis, Pamela Stahl, d/b/a Days Market & Deli
271 Shore Road

IS HEREBY GRANTED A LICENSE

For sales and distribution of **tobacco and tobacco products**

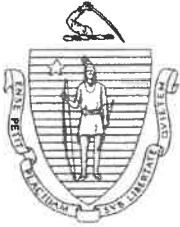
This license is granted in conformity with the Statutes and ordinances relating thereto, and expires
December 31, 2020 unless sooner suspended or revoked.

Date : October 17, 2019



Emily Beebe, RS

Truro Board of Health



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: MGLI Inc. DBA Days Market & Deli

Address: 271 Shore Rd

City/State/Zip: N. TURO MA 02652 Phone #: [REDACTED]

Are you an employer? Check the appropriate box:

- 1. I am an employer with 5-6 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: Scenhire Hathaway GUARD

Insurer's Address: 16 S. River Street

City/State/Zip: Wilkes-Barre, PA 18703-0020

Policy # or Self-ins. Lic. # Attached Expiration Date: 4/22/2020

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

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

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

Signature: [Signature] Date: 4/9/2019

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 #: _____



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

**FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT**

BUSINESS NAME: DAYS MARKET & DELI
OWNER/MANAGER: MYLAN JANOPLIS
ADDRESS: 271 SHORE ROAD N. TRURO, MA 02652
PHONE #: [REDACTED] NUMBER OF UNITS:

CONTACT PERSON: MYLAN JANOPLIS
ADDRESS: 34 Commodore AVE. PROVINCETOWN, MA 02657

TESTING COMPANY: White Electric

TESTING ELECTRICIAN/TECHNICIAN: David White

COMPANY PHONE #: HOME PHONE #:

LICENSE #: 32286E

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

COMMENTS: Emergency light exit signs F/A Ok
sub

DATE OF CERTIFICATION: 4/2/19 BY: David White
Signature of Licensed Electrician

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/16/2019

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).

PRODUCER FIRESIDE INSURANCE AGENCY, INC. 36 Shank Painter Road #10 P.O. Box 760 Provincetown, MA 02657	CONTACT NAME: PHONE (A/C No. Ext): E-MAIL: ADDRESS: FAX (A/C, No):
INSURED MCJLT, INC DAYS MARKET & DELI 271 Shore Rd North Truro, MA 02652	INSURER(S) AFFORDING COVERAGE INSURER A: NorGUARD Insurance Company NAIC # 31470 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** **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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY 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 \$ 0 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 0 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 0 GENERAL AGGREGATE \$ 0 PRODUCTS - COMP/OP AGG \$ 0
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	04/22/2019	04/22/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Employees: Full Time: 2; Part Time: 1 Governing Class Description: STORE:DELI-RTL-NO UNCOOKED FRSH MTS

CERTIFICATE HOLDER Town of Truro Town Hall Truro, MA 02666	CANCELLATION 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:
--	---



ServSafe® CERTIFICATION

MYLAN JANOPLIS

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).

17788846

CERTIFICATE NUMBER

10697

EXAM FORM NUMBER

4/20/2019

DATE OF EXAMINATION

4/20/2024

DATE OF EXPIRATION

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



Sherrill Brown
Executive Vice President, National Restaurant Association Solutions



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The National Restaurant Association is an Equal Opportunity Employer.
12/19/19

Contact us with questions at 233 S. Wacker Drive, Suite 3400, Chicago, IL 60606-6383 or ServSafe@restaurant.org

ServSafe
National Restaurant Association

ServSafe® CERTIFICATION

PAMELA STAHL

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).

17740844

CERTIFICATE NUMBER

10697

EXAM FORM NUMBER

4/20/2019

DATE OF EXAMINATION

4/20/2024

DATE OF EXPIRATION

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



#0655



Sherman Brown
Executive Vice President, Technical Resources Association Solutions



In accordance with ANSI Accredited Program #0655, ServSafe® Food Protection Manager Certification is a registered trademark of the National Restaurant Association. The ServSafe logo and the arc design are trademarks of the NRAAF, National Restaurant Association® and the arc design is a registered trademark of the National Restaurant Association.

Contact us with questions at 233 S. Wacker Drive, Suite 3600, Chicago, IL 60604-6383 or ServSafe@restaurant.org

CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: PAMELA STAHL

Certificate Number: 3838809

Date of Completion: 3/31/2019

Date of Expiration: 3/31/2024



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

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

Issued By:



Massachusetts Restaurant Association
333 Turnpike Road, Suite 102
Southborough, MA 01772
508-303-9905
www.massrestaurantassoc.org



800.765.2122
www.restaurant.org

CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: MYLAN JANOPLIS

Certificate Number: 3838810

Date of Completion: 3/31/2019

Date of Expiration: 3/31/2024



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

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

Issued By:



Massachusetts Restaurant Association
333 Turnpike Road, Suite 102
Southborough, MA 01772
508-303-9905
www.ma-restaurantassoc.org



800.765.2122
www.restaurant.org



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

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

Date 10/21/2019

Owner's Name Mylan Janoplis

Business Name Day Market + Deli

Business Address 271 Shore Road

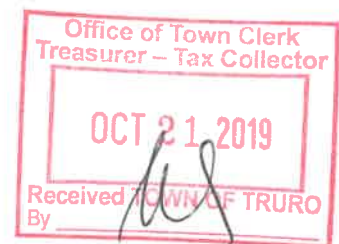
Map and Parcel 13/12

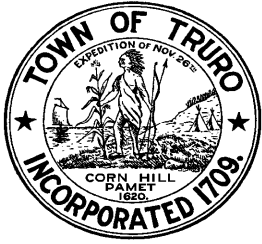
Please verify whether the Real Estate and Personal Property taxes to this property are up to date for the current fiscal year.

All set through FY19.

Molly Stevens
Tax Collector's Signature

10/21/2019
Date





TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: November 19, 2019

ITEM: Approval of the 2020 Annual Alcohol Licenses

EXPLANATION: The 2020 annual alcoholic beverage license approval is before you as the Local Licensing Authority per Mass General Law (MGL 138 § 12, 15, 19B and 19E). Truro has five (5) such licenses:

1. Pamet Valley Package-off premise, all alcohol; ABCC #00009-PK-1292
2. Montano's Restaurant-on premise, all alcohol; ABCC #00019-RS-1292
3. Truro Vineyards of Cape Cod Farmer Winery; ABCC #00035-PP-1292
4. Truro Vineyards of Cape Cod Farmer Distillery; ABCC # 00037-PP-1292
5. FarmMaid Foods-on premise, wine and malt; ABCC #04865-RS-1292

All Liquor Liability copies of Certificate of Insurance and Certificates of Inspection as required by the Alcoholic Beverages Control Commission will be in compliance with the Town (pouring license only requirement) before issuance of 2020 annual licenses as of December 31st.

IMPACT IF NOT APPROVED: The Annual Alcohol License holders will not be issued an alcohol license for 2020.

SUGGESTED ACTION: *MOTION TO approve the 2020 annual alcohol licenses for Truro Vineyards of Cape Cod, Montano's Restaurant, Pamet Valley Package and Chequessett Chocolate the ABCC applications upon completion of all required documents submitted to the Town.*

ATTACHMENTS:

1. 2020 Annual Alcohol ABCC Applications-signed by business owners
2. Chief of Police Approval Memo



Jean M. Lorizio, Esq.
Commission Chairman

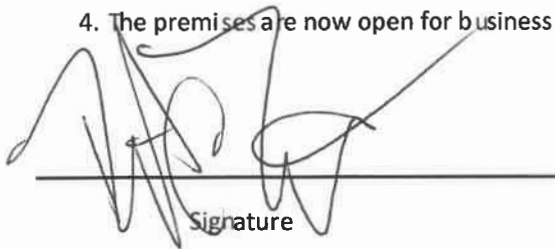
Commonwealth Of Massachusetts
Department Of The State Treasurer
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358

2020
Retail License Renewal

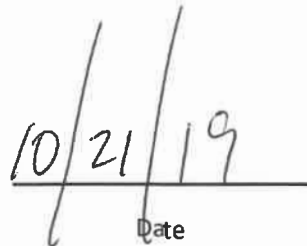
License Number:	██████████	Municipality:	TRURO
License Name :	Baddocs Inc	License Class:	Annual
DBA :	Montanos Restaurant	License Type:	Restaurant
Premise Address:	481 Rte 6 Truro, MA 02657	License Category:	All Alcoholic Beverages
Manager:	Robert C Montano		

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).



Signature



Date

Additional Information:





Jean M. Lorizio, Esq.
Commission Chairman

**Commonwealth Of Massachusetts
Department Of The State Treasurer
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358**

**2020
Retail License Renewal**

License Number: [REDACTED] Municipality: TRURO
License Name : Truro Vineyards Of Cape Cod LLC License Class: Annual
DBA : Truro Vineyards Of Cape Cod License Type: Farmer Winery Pouring Permit
Premise Address: 11 Shore Road Truro, MA 02652 License Category: Wines Only
Manager: David J Roberts

I hereby certify and swear under penalties of perjury that:

- 1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
- 2. The renewed license is of the same class, type, category as listed above;
- 3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
- 4. The premises are now open for business (if not, explain below).

Signature

10-17-19

Date

Additional Information:





Jean M. Lorizio, Esq.
Commission Chairman

**Commonwealth Of Massachusetts
Department Of The State Treasurer
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358**

**2020
Retail License Renewal**

License Number: [REDACTED] Municipality: TRURO
License Name : Truro Vineyards Of Cape Cod LLC License Class: Annual
DBA : Truro Vineyards License Type: Farmer Distillery Pouring Permit
Premise Address: 11 Shore Rd Truro, MA 02666 License Category: All Alcoholic Beverages
Manager: David Roberts

I hereby certify and swear under penalties of perjury that:

- 1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
- 2. The renewed license is of the same class, type, category as listed above;
- 3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
- 4. The premises are now open for business (if not, explain below).

Signature

10-17-19

Date

Additional Information:

[Empty rectangular box for additional information]





Jean M. Lorizio, Esq.
Commission Chairman

**Commonwealth Of Massachusetts
Department Of The State Treasurer
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358**

**2020
Retail License Renewal**

License Number: [REDACTED] Municipality: TRURO
License Name : Pamet Valley Package Inc License Class: Annual
DBA : Pamet Valley Package Inc License Type: Package Store
Premise Address: 172 Route 6 Truro, MA 02666 License Category: All Alcoholic Beverages
Manager: John Gainey

I hereby certify and swear under penalties of perjury that:

- 1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
- 2. The renewed license is of the same class, type, category as listed above;
- 3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
- 4. The premises are now open for business (if not, explain below).



Signature



Date

Additional Information:





Jean M. Lorizio, Esq.
Commission Chairman

Commonwealth Of Massachusetts
Department Of The State Treasurer
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358

2020
Retail License Renewal

License Number: [REDACTED] Municipality: TRURO
License Name : FARMMAID FOODS INC. License Class: Annual
DBA : Chequessett Chocolate License Type: Restaurant
Premise Address: 8 Highland Road Truro, MA 02652 License Category: Wines and Malt
Manager: Katherine Reed

I hereby certify and swear under penalties of perjury that:

- 1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
- 2. The renewed license is of the same class, type, category as listed above;
- 3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
- 4. The premises are now open for business (if not, explain below).

Katherine Reed
Signature

10/25/19
Date

Additional Information:



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Licensing Department

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

MEMO

To: Chief Jaime Calise, Truro Police Department
From: Nicole Tudor, Executive Assistant
Date: October 11, 2019
Re: 2020 Annual Liquor License Renewals for Review

Below please find 5 Annual Truro alcohol licenses seeking renewal for their 2020 alcohol licenses. Please advise with any concerns or comments on these renewals for the Select Board approval to be held at a future meeting. Thank you.

2020 Annual Renewal applicants:

1. Baddocs, Inc., dba **Montano's Restaurant**, 481 Route 6, Robert C. Montano, Manager
 License #00019-RS-1292 (ABCC) Class: Annual Type of License: Restaurant Category: All Alcohol

Approved/No Issues or Violations Reason for Denial
 Comments: _____

2. FamMaid Foods, Inc dba **Chequessett Chocolate**, 8 Highland Rd, Katherine Reed, Manager
 License # 04865-RS-1292 (ABCC) Class: Annual Type of License: Restaurant Category: Wines and Malt

Approved/No Issues or Violations Reasons for Denial
 Comments: _____

3. **Pamet Valley Package, Inc.**, 172 Route 6, John Gainey, Manager
 License #00009-PK-1292 (ABCC) Class: Annual Type of License: Package Store Category: All Alcohol

Approved/No Issues or Violations Reason for Denial
 Comments: _____

4. **Truro Vineyards of Cape Cod, LLC.** dba Truro Vineyards of Cape Cod, 11 Shore Rd, David J. Roberts, Manager License #00035-PP-1292 (ABCC) Class: Annual Type of License: Farmer Winery Pouring Permit Category: Wines Only

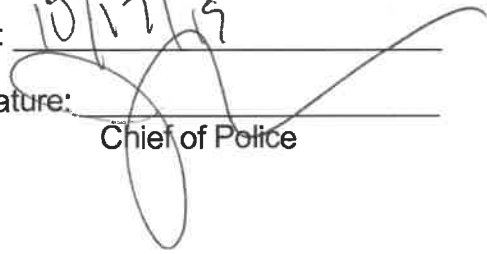
Approved/No Issues or Violations Reasons for Denial
Comments: _____

5. **Truro Vineyards of Cape Cod, LLC.,** dba Truro Vineyards, 11 Shore Rd, David Roberts, Manager License #00037-PP-1292 (ABCC) Class: Annual Type of License: Farmer Distillery Pouring Permit Category: All Alcohol

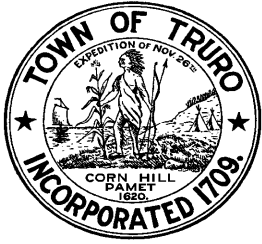
Approved/No Issues or Violations Reasons for Denial
Comments: _____

POLICE DEPARTMENT APPROVAL

Date: 10/17/19

Signature: 

Chief of Police



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: November 19, 2019

ITEM: Approval of the 2020 Alcohol Beverages Control Commission Annual Renewal Certification

EXPLANATION: In addition to the annual licenses, the Select Board in their capacity as the Local Licensing Authority must approve and sign the renewal certification. No Annual Alcohol licensee failed to renew for 2020. This form is a part of the 2020 ABCC annual renewal package and also certifies that all annual alcohol license holder businesses will be occupied as of January 1, 2020.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Annual Alcohol License holders will not be issued an alcohol license for 2020 as per the ABCC requirements for renewals.

SUGGESTED ACTION: *MOTION TO approve* the 2020 Annual Alcohol Beverages Control Commission Renewal Certification 2020.

ATTACHMENTS:

1. Annual Alcohol Beverages Control Commission Renewal Certification 2020

RETAIL LIQUOR LICENSE RENEWAL APPLICATION GUIDELINES

Without exception, all annual alcoholic beverages **licensees** are required to renew their alcoholic beverages license by **November 30th** of each year.

All retail license renewal applications must be signed by an authorized corporate officer, individual or partner and filed with the Local Licensing Authority by November 30th. Licensees who are in the process of transferring their licenses are required to file the renewal application until the transfer has occurred and they are no longer the licensee of record.

Licensees are responsible for correcting any differences between their files and the ABCC license file on the renewal application in red ink. An LLA Certification Form / Form 43 verifying these changes have been ABCC approved must be attached to the license renewal application in order to change the official ABCC license file. Please mail those corrections along with the renewal packet to the ABCC.

All on-premises M.G.L. c. 138, §12 licensees must provide proof of the required liquor liability insurance and a copy of the required Fire Safety Inspection Certificate to the Local Licensing Authorities. Please **do not** forward the Fire Safety Certificates or insurance certificate to the ABCC. You should keep these forms for your records.

Please mail the completed below form, all completed renewal certificate forms, and any corrective forms to the ABCC no later than January 15th, 2020.

ABCC
c/o Licensing Department
95 Fourth Street, Suite 3
Chelsea, MA 02150

Any renewal application not signed and filed by November 30th will be treated as a New License.

If renewal application becomes a new license for failure to meet the November 30th signing deadline, it will be subject to all the procedures set forth under Chapter 138, §15A.

ANY QUESTIONS REGARDING THE ABOVE GUIDELINES SHOULD BE DIRECTED TO HURSHEL LANGHAM AT EXT. 719 or SABRINA LUC AT EXT. 721

Ralph Sacramone, Executive Director

RENEWAL CERTIFICATION 2020

CITY/TOWN:

A. LICENSEES WHO FAILED TO RENEW FOR 2020:

LICENSE #:

LICENSEE CORPORATE NAME AND ADDRESS:

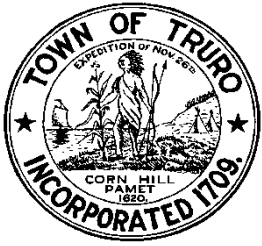
B. LICENSEES DISAPPROVED BY THE CITY/TOWN FOR 2020:

LICENSE #:

LICENSEE CORPORATE NAME AND ADDRESS:

We hereby certify that the premises described in the 2020 renewal applications for the above mentioned municipality are now occupied, used or controlled by the licensee and will be on January 1, 2020. The 2020 Renewal Applications have been approved by the Local Licensing Authorities and forwarded to the ABCC.

The Local Licensing Authorities



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: November 19, 2019

ITEM: Discussion regarding the budget message from the Select Board to Department Heads and Boards and Committees.

EXPLANATION: Attached for your review and approval is a draft budget message for FY 21. In keeping with previous years, the message directs a level services budget with a focus on the changing requirements and needs of the community.

SUGGESTED ACTION: *Motion to approve the FY 2021 Budget message.*

ATTACHMENTS:

1. Budget Message FY2021 – To be provided prior to meeting.

**Truro Select Board Meeting
Tuesday, October 22, 2019
Truro Town Hall Select Board Chambers**

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

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

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

PUBLIC COMMENT

Ann Greenbaum asked if the Town owned the Walsh Property yet, and she suggested that there be regular updates on the Town website with a direct link from the Home page to the Walsh Property information.

BOARD/COMMITTEE/COMMISSION APPOINTMENTS

Laureen Prophett explained her background in art and interest in joining the Cultural Council. Robert Weinstein moved to approve the appointment of Laureen Prophett to the Truro Cultural Council for a three-year term which will expire on June 30, 2022. Kristen Reed seconded, and the motion carried 5-0.

Susan Howe, a candidate to be a Member-At-Large for the Community Preservation Committee, related her experience and understanding of the workings of the CPC.

Robert Weinstein moved to appoint Susan Howe as a Member-At-Large on the Community Preservation Committee, filling an unexpired three-year term which ends on June 30, 2020. Kristen Reed seconded, and the motion carried 5-0.

James Nash presented his background in electrical business for becoming a member of the Energy Committee and answered questions from the Board.

Susan Areson moved to appoint James Nash to the Truro Energy Committee for a three-year term which will expire June 30, 2022. Kristen Reed seconded, and the motion carried 5-0.

Ellery Althaus explained his interest for joining the Bike and Walkways Committee because he is an enthusiast, concerned about biking safety.

Robert Weinstein moved to appoint Ellery Althaus to the Bike and Walkways Committee as a full member for a three-year term which will expire on June 30, 2022. Maureen Burgess seconded, and the motion carried 5-0.

SELECT BOARD ACTION

Annual Select Municipal Calendar for 2020

Town Manager Rae Ann Palmer presented the draft municipal calendar that included the Budget process, Town Meeting, and meetings up to the end of the Fiscal Year.

Susan Areson moved to approve the Select Board Municipal Calendar with meeting dates for Annual Town Meeting 2020 and Fiscal Year 2021 budget preparation. Robert Weinstein seconded, and the motion carried 5-0.

Town Manager Search

Chair Janet Worthington led the discussion of the Town Manager search since Ms. Palmer will not be renewing her contract with the Town. Steps will include reviewing and approving the job description, selecting a consultant, and forming a search committee. The Select Board will discuss the process more at the work session in November.

CONSENT AGENDA

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

There was discussion of the status of Babe’s Restaurant. Maureen Burgess and Susan Areson made amendments to the minutes of September 24, 2019. Susan Areson and Robert Weinstein made amendments to the minutes of October 8, 2019.

Maureen Burgess moved to approve the Consent Agenda with the amended minutes of September 24, 2019 and October 8, 2019. Kristen Reed seconded, and the motion carried 5-0.

SELECT BOARD REPORTS/COMMENTS

Robert Weinstein reported on the October 17, 2019 Outer Cape Mitigation Alternatives Analysis Forum by the Woods Hole Group on sharks where Stacie Smith facilitated, Sarah Peake gave a brief welcome, and Woods Hole Group President Bob Hamilton introduced the team: Mitchell Buck, Todd Morrison, Matt Cadwallader and Adam Finkle, who presented their findings. Mr. Weinstein thanked Town Manager Rae Ann Palmer and National Seashore Superintendent Brian Carlstrom for their presence and input at the meeting. Mr. Weinstein said that Rae Ann Palmer had discussed the Cloverleaf plans at the last Lower Cape Housing Institute session. He had also attended the second meeting of the Ad Hoc ADU subcommittee of the Planning Board.

Maureen Burgess commended Health Agent Emily Beebe, the Board of Health and Town Counsel Gregg Corbo on their preparation and presentation of the hearing on the Truro Motor Inn; commented on the ADU subcommittee’s continued work to improve the bylaw; announced a flu clinic; and said the Historical Society’s lease of Cobb Library needs renewal.

Susan Areson commended Health/Conservation Agent Emily Beebe’s impressive handling of the Board of Health’s hearing on the Truro Motor Inn; praised the Historical Commission’s draft of

a new walking/driving guide to Truro; said she has been attending the Housing Institute sessions; and has observed the ADU Ad Hoc subcommittee meetings.

Kristen Reed has attended the ADU Ad Hoc subcommittee as a member and went to the Lower Cape Housing Institute session on setting up Municipal Affordable Housing Trusts. She suggested inviting an authority to discuss establishing one for Truro. She mentioned that the Woods Hole Group shark report is available on the Town website. Maureen Burgess asked if shark signage is removed during the winter.

Janet Worthington thanked the Board of Health for the hearing on the Truro Motor Inn. She suggested, as a future meeting idea, bringing a representative from the Arcadia Island Institute, which deals with issues similar to Truro's, to speak to the Town about the possibility of forming a similar group here. She requested that the next meeting packet include the sign-up sheet for Selectmen Hours.

Maureen Greenbaum asked that the report she had submitted to the Select Board be returned so that she could correct an error.

TOWN MANAGER'S REPORT

Rae Ann Palmer reported on vandalism at Puma Park; the close-out of the preliminary comment period for the Cloverleaf property; the status of the Walsh property; a November 19, 2019 ZBA training session on 40B laws; the Truro Motor Inn case; the CDBG grant repayment system and statistics; and progress on hiring a COA director.

NEXT MEETINGS

Rae Ann Palmer outlined agenda so far for the November meetings:

November 12, 2019 work session – Budget discussion, and Town Manager job description

November 19, 2019 regular meeting– DPW Needs assessment, CDP strategic plan, Walsh committee and process, and appointments for the COA board.

Liaison reports will be placed on the agenda for the December meeting, and discussion of cable coverage will be a future agenda item. Rae Ann Palmer urged the public to participate in the Town website survey on cable service.

ADJOURNMENT

Susan Areson moved to adjourn. Kristen Reed seconded, and the motion carried 5-0.

The meeting was adjourned at 6:14 p.m.

Respectfully submitted,

Mary Rogers, Secretary

Janet Worthington, Chair

Maureen Burgess, Vice-chair

Susan Areson

Kristen Reed, Clerk

Robert Weinstein

Public Records Material of 10/22/19

1. Application materials for: Lauren Prophett. Susan Howe, James Nash and Ellory Althaus
2. Municipal Calendar 2020
3. Application for Babe's Restaurant Common Victualer License
4. Annual 2020 Licenses for Gingerbread House Lodging License
5. FY19 CDBG Grant Administrator Contract
6. Bond Anticipation Note for Landfill Capping
7. Appointment of Staff: Emily Beebe, Rep. to Cape Cod Water Protection Collaborative