



# Truro Select Board

Tuesday, May 12, 2020

Remote Meeting-2:00pm

This will be a remote meeting. Citizens can view the meeting on Channel 18 in Truro and on the web on the "Truro TV Channel 18" button under "Helpful Links" on the homepage of the Town of Truro website. Click on the green "Watch" button in the upper right of the page. **To provide comment during the meeting please call in toll free at 1-877-568-4106 and enter the following access code when prompted: 988-374-445.** Please note that there may be a slight delay (15-30 seconds) between the meeting and the live-stream (and television broadcast). If you are watching the meeting and calling in, please lower the volume on your computer or television during public comment so that you may be heard clearly. We ask that you identify yourself when calling in to help us manage multiple callers effectively. Citizens may also provide public comment for this meeting by emailing the Town Manager at [rpalmer@truro-ma.gov](mailto:rpalmer@truro-ma.gov) with your comments.

## 1. PUBLIC COMMENT

A. Covid-19 Update - Staff

## 2. PUBLIC HEARINGS

A. FY19 Truro Regional CDBG-CV Application

## 3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS NONE

## 4. TABLED ITEMS NONE

## 5. SELECT BOARD ACTION

A. Review and Approve Select Board Town Employee Face Mask Wearing Policy  
Presenter: Kelly Clark, Assistant Town Manager

## 6. CONSENT AGENDA

A. Review/Approve and Authorize Signature:

*I. None*

B. Review and Approve 2020 Seasonal Licenses: Transient Vendor-Cape Cod Treasures Chest (Perry's Furniture)

C. Review and Approve Select Board Minutes-April 28, 2020

## 7. SELECT BOARD REPORTS/COMMENTS

## 8. TOWN MANAGER REPORT

## 9. NEXT MEETING AGENDA: May 19 and May 26



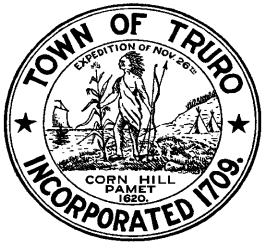
# **Truro Select Board**

## **Work Session**

**Tuesday, May 12, 2020**  
**Remote Meeting-2:00pm**

### **TRURO RE-OPENING TASK FORCE**

- 1. OPEN WORK SESSION**
- 2. PUBLIC COMMENT**
- 3. DISCUSSION**
  - A. Identification of Areas for Re-Opening Planning and Priority Order
  - B. Discussion of Re-Opening Businesses
  - C. Next Steps and Meeting Schedule
- 4. ADJOURN MEETING**



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** May 12, 2020

**ITEM:** Community Development Block Grant COVID-19 Grant

**EXPLANATION:** Alice Bailey Boyd of Bailey Boyd Associates anticipates that the Department of Housing & Community Development will be making \$19 million available to non-entitlement communities statewide (non-entitlement cities and towns do not receive CDBG funding directly from the Federal Government and must compete for funds passed through the State). These new funds would be attached to the town's FY19 grant and serve residents of Truro and neighboring communities.

**FINANCIAL SOURCE (IF APPLICABLE):** The Federal Coronavirus Aid, Relief, and Economic Security Act, signed into law March 27, 2020.

**IMPACT IF NOT APPROVED:** Truro and the region will not have access to additional funds for the FY19 grant.

**SUGGESTED ACTION:** *Motion to approve the submission of a regional FY19 CDBG-CV grant for Small Business and Microenterprise loans along with Rental and Mortgage Subsidies and to authorize the Town Manager to sign the grant application and associated forms.*

**ATTACHMENTS:**

1. Memo from Alice Boyd, Bailey Boyd Associates
2. Copy of stamped Public Hearing



**TO: TRURO SELECTBOARD**  
**CC: RAE ANN PALMER, TOWN MANAGER**  
**FROM: ALICE BOYD, BAILEY BOYD ASSOCIATES** *JB*  
**DATE: MAY 1, 2020**  
**RE: COMMUNITY DEVELOPMENT BLOCK GRANT COVID-19 GRANT**

The Federal Coronavirus Aid, Relief, and Economic Security Act, signed into law March 27, 2020 included Community Development Block Grant (CDBG) funds for each state to assist local communities in meeting the COVID-related needs of low to moderate-income residents. The Department of Housing & Community Development will be making \$19m available to non-entitlement communities statewide (non-entitlement cities and towns do not receive CDBG funding directly from the Federal Government and must compete for funds passed through the State). We expect DHCD to release applications imminently and they will be expedited.

The Town of Truro has been the lead community for a regional CDBG grant for housing rehabilitation and childcare subsidies. These new funds would be attached to the town's FY19 grant and serve residents of Truro and neighboring communities.

The exact timeline is unknown; however, we have been told that this will happen very quickly and I would not want local residents to miss out.

We have communicated with local non-profits, towns and representatives of the business community and based upon need and other available programs it has been recommended that we apply for funding in the categories of Assistance to Small Business and Microenterprises along with Mortgage and Rental Assistance.

We are suggesting a regional grant with a split in the funding request by percentage as we still don't know the maximum application amount available. The recommendation is:

**Small Business Forgivable Loans & Microenterprise Forgivable Loans**

This loan fund would provide forgivable loans tied to job retention. The funds could be used by local businesses to bring back employees, pay overhead and costs of doing business. Businesses who retain employees for a set period of time would have their loans forgiven. Seasonal businesses are accepted into this program. The local organizations that were polled recommended that 70% of the program funds be utilized for this program.



**Mortgage and/or Rental Assistance**

These funds would benefit local residents with up to three months assistance on meeting rent and mortgage obligations. Residents must be income qualified and be determined as low-to moderate income. We would require applicants to verify that they had first negotiated with their mortgage lender or landlord previous to applying. Payments would be made directly to the lender or landlord. The local organizations that were polled recommended that 30% of the program funds be utilized for this program.

This split is entirely up to the Select board.

We are requesting that the Truro Select Board vote to authorize the submission of an FY19 CDBG-CV grant. I have provided a recommended motion below. I look forward to answering any questions.

**Proposed Motion:** Move to submit a regional FY19 CDBG-CV grant for Small Business and Microenterprise loans along with Rental and Mortgage Subsidies and to authorize the Town Manager or Designee to sign the grant application and associated forms.

Thank you for your consideration. I look forward to answering any questions that you may have.



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

## NOTICE OF PUBLIC HEARING TRURO REGIONAL CDBG-CV GRANT APPLICATION

The Truro Select Board will hold a public hearing on Tuesday May 12, 2020 at 2:00 PM via GOTOMEETING\* to discuss the towns FY19 Truro Regional CDBG-CV Application.

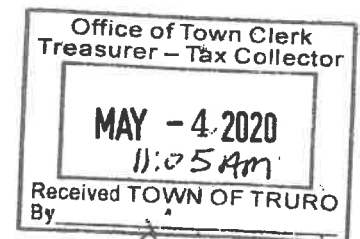
\*Link to join meeting from your computer, tablet or smartphone, number to dial in using your phone, and access code will be provided on Select Board Agenda 48 hours before the meeting.

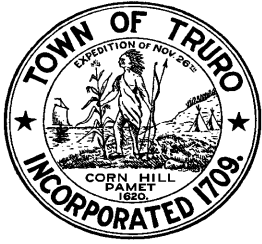
The purpose of this hearing is to discuss the application to the Massachusetts Department of Housing and Community Development for CDBG-COVID funds for Rental and Mortgage Assistance and Small Business and Microenterprise Forgivable Loans for the towns of Truro, Provincetown, Wellfleet, Eastham, Orleans, Brewster, Chatham and Harwich. Any person or organization present will be given the opportunity to comment at the hearing. The town of Truro will make every attempt to provide interpretive and translation services if necessary, with advance request. Comments may be submitted in writing or by e-mail to Alice Boyd, Grant Administrator at [aboyd@baileyboyd.com](mailto:aboyd@baileyboyd.com) or by phone at 508-430-4499 x1 and must be received by Tuesday May 12, 2020 at 2:00 P.M. Residents of Truro, Provincetown, Wellfleet, Eastham, Orleans, Brewster, Chatham and Harwich are invited to participate and will be heard.

For additional information please contact Alice Boyd, Grant Administrator, at [aboyd@baileyboyd.com](mailto:aboyd@baileyboyd.com) or 508-430-4499 x1.

Posted to: Town of Truro website and in Truro Town Hall

Date: Monday, May 4, 2020





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

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

**REQUESTED MEETING DATE:** May 12, 2020

**ITEM:** Review and Approve the Select Board Policy on Masks and Social Distancing for the Town of Truro (Policy #64)

**EXPLANATION:** Health Agent Emily Beebe and I prepared Policy 64: Masks and Social Distancing for the Town of Truro for your review. This document strives to memorialize the COVID-19-related safety practices that we expect Town employees, board, committee, commission members and the general public to adhere to when they are on duty or on Town property. It echoes the face-covering Orders issued by the Truro Board of Health and by Governor Baker but also requires and prioritizes social distancing. It recommends avoiding in-person meetings, and provides an exemption to the masking requirement for individuals with health issues that prevent them from safely wearing a mask and for visitors under the age of two years.

If the Governor's Office provides Orders or guidance that is more stringent than the Town of Truro's Policy #64, those Orders/ guidance must be adhered to. This policy will need to be monitored and re-evaluated and will likely require amendments as information dictates.

Attached for your review is also an Employee Guidance Document that provides guidance on conservation of Personal Protective Equipment (PPE), how/where/when to wear masks, how to doff and re-don masks and how to self-monitor for symptoms.

Finally, there is a flyer to post at the entrances of Town buildings and to share online so that visitors have a clear understanding of expectations when they visit Town property.

**SUGGESTED ACTION:** *MOTION TO approve policy 64.*

**ATTACHMENTS:**

1. Draft Policy #64
2. Employee Guidance for the Town of Truro: Mask and Social Distancing Policy
3. Mask Policy Flyer



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004, Extension: 10 or 24 Fax: 508-349-5505

## POLICY MEMORANDUM #64

Date: Adopted May 12, 2020

Subject: Masks and Social Distancing for the Town of Truro

This policy applies to all Town property. Employees on duty, board/committee/commission members and the public at large will be expected to abide by the policy while on Town property. This policy will likely change as we receive new guidance from health officials.

### Rationale and Tools

The Town of Truro remains committed to providing high-quality service to the residents and visitors of Truro while ensuring the safety of our workforce. To that end, the Town of Truro expects the following available tools be used to promote safety and minimize transmission of COVID-19:

1. Good hand hygiene—frequent handwashing (with soap and water for a minimum of 20 seconds) and using hand sanitizer when handwashing is not possible.
2. Social distancing—maintaining six feet of distancing from other people and avoiding gathering in groups.
3. Good respiratory hygiene—cover a cough or sneeze with a tissue, then throw the tissue in the trash. If tissues are not available use your elbow to cover coughs and sneezes.
4. Keep your face free of germs—avoid touching your face.
5. Masks/ face coverings—wear a cloth face covering over your nose and mouth.
6. Sanitized surfaces—the Town will clean and disinfect frequently touched objects and surfaces.
7. Stay home when you are sick—Stay home if you are ill, except to get medical care.
8. Be an example—set an example for co-workers and community members by utilizing all of these tools. Use common sense and remember that all of us must do our part to protect each other.

### Required Actions

- The Town of Truro requires that social distancing be practiced on all Town property.
- Employees, board/committee/commission members and visitors are required to keep a minimum of six feet from one another and shall not gather in groups, in accordance with CDC Guidance. For work tasks that may require an exemption from this policy directive, please contact your supervisor.
- In-person meetings should be avoided, even when people are in the same building.
- Avoid gathering in breakrooms and other communal spaces and follow the posted guidance for these places.
- The CDC has published guidelines recommending all persons wear cloth face coverings in public settings where social distancing cannot be achieved: masks are required while on Town of Truro property. Social distancing should be practiced whenever possible and face covering is a secondary tool to protect each other. The exception to the masking policy would include those individuals with health issues that prevent them from safely wearing a mask and visitors under the age of two years.





# TOWN OF TRURO

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These practices will be continually monitored and re- evaluated. This policy will be in effect until such time as the Governor's COVID-19 Order No. 31 is lifted and until such time as the Truro Board of Health rescinds "Rule and Order Requiring the Use of Masks and Other Protective Measures."

By adhering to these policy directives and exercising common sense, you can help protect yourself, our workforce and the community. Failure to adhere to these policy directives by Town employees may result in discipline.

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Janet Worthington, Chair

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Robert Weinstein, Vice-Chair

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Kristen Reid, Clerk

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Susan Areson

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Stephanie Rein  
Select Board  
Town of Truro



# TOWN OF TRURO

Agenda Item: 5A2

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004, Extension: 10 or 24 Fax: 508-349-5505

## **Employee Guidance for the Town of Truro: Mask and Social Distancing**

**The Town's current mask-policy requires that masks are worn by staff, board/ committee/ commission members or visitors while on Town property.**

### **Rationale to Mask Policy**

Given what we have learned about COVID-19, this universal mask approach will serve to:

1. Protect our community should the staff member, board/committee/commission member or visitor have pre-symptomatic or asymptomatic COVID-19 infection
2. Protect our staff members, board/committee/commission members and visitors, should they come in close contact with an individual that is either pre-symptomatic or who has symptoms that have not yet been recognized

To be successful, this new approach will require support from all of us across the Organization and requires the following:

- Strict adherence to extended use/reuse of masks and other personal protective equipment
- Meticulous adherence to hand hygiene
- Proper mask use and hygiene including wearing the mask to cover the mouth and nose
- Strict avoidance of manipulation/touching the mask to reduce the risk of contamination and self-inoculation

### **Conservation of PPE**

In an effort to maintain the supply of personal protective equipment (PPE), conservation of PPE is essential. We cannot predict how long this pandemic will affect us. In an effort to ensure PPE continues to be available, we must make all efforts to conserve our supply. In the event the supply of PPE prohibits this strategy, distribution of PPE will be prioritized based on the highest risk activities. Town officials will continue to work diligently to secure additional stocks of PPE.

Used PPE that are not visibly soiled, saturated, or torn may be collected to be sanitized and disinfected. Soiled, saturated, or torn PPE should be disposed of as routine trash. Please adhere to guidance from your supervisor(s) regarding PPE re-use.

### **Mask Wearing**

Any employee groups that are provided with masks (and other personal protective equipment) are expected to wear and reuse the masks (and other personal protective equipment) in accordance with directives from their supervisor(s). Only employee groups such as Public Safety and Public Works will be issued PPE, in order to conserve PPE for these groups.

Fabric face masks are required to be worn by all other employee groups. These employees must provide their own fabric face masks. Fabric face masks are effective at reducing droplet exposure when worn correctly.

Employees may elect to doff their masks if they are working alone in an office or vehicle with the door closed or are alone at a site and are not in contact with the public or other employees.

**Employees shall not remove their masks while having in person conversations with others.**



# TOWN OF TRURO

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## CDC Guidelines for Cloth Face Covering

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

## Mask Re-use

Individuals working for the Town of Truro are recommended to have multiple cloth masks to allow for laundering. It is recommended to bring an extra clean mask with you when reporting to work in the event that your initial mask becomes soiled or contaminated throughout the workday. If you have limited access to laundry services, please notify the Assistant Town Manager for confidential assistance.

Employee groups that are issued masks (and other personal protective equipment) at the beginning of their shifts are asked to don and reuse the masks in accordance with directives from their supervisor(s). If your mask is soiled or contaminated during your workday, please notify your supervisor immediately so that a replacement mask can be issued.

## Infection Prevention Guidance on Mask Use and Re-Use

To Doff (remove) facemask with intent to reuse

1. **Perform hand hygiene**
2. Remove mask
  - Remove an ear loop style mask by holding the ear loops. The front is contaminated, so remove slowly and carefully.
  - Remove a tie style mask by untying lower ties FIRST. Untie upper ties last. The front is contaminated, so remove slowly and carefully. Ensure ties do not fall into clean interior side of mask.
3. After removing facemask, visually inspect for contamination, distortion in shape/form. If soiled, torn, or saturated the mask should be discarded.
4. If the facemask is NOT visibly soiled, torn, or saturated, carefully store **on a paper towel exterior side of mask down.**
5. **Perform hand hygiene.**

To Re-Don Mask:

1. **Perform hand hygiene.**
2. Grasp mask
  - Pinch an ear loop style mask at the ear loops or
  - Grasp a tie style mask by upper ties on surgical mask
3. Place over face
  - For ear loop style mask: Secure ear loops behind the ears. Secure mask.
  - For tie style mask: Secure upper ties first, behind head. End by securing lower ties behind head.
4. **Perform hand hygiene.**



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## Monitoring Symptoms

Employees will be subject to routine screening for symptoms.

Employees are to self-monitor for symptoms concerning COVID-19 infection at the beginning of every shift. If you feel you are displaying symptoms related to the virus, we ask that you notify your supervisor immediately.

The most common symptoms of COVID-19 may include any of the following (as outlined by the CDC):

1. Fever ( $\geq 100.0$  F)
2. Cough
3. Shortness of Breath or difficulty breathing
4. Chills
5. Repeated shaking with chills
6. Muscle pain
7. Headache
8. Sore Throat
9. New loss of smell and/or taste



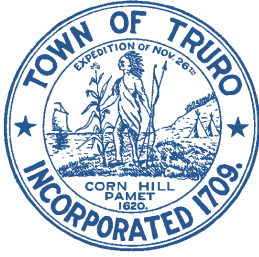
# Social Distancing and Masks are Required on all Town of Truro property

## This applies to:

- \* Employees
- \* Board/Committee Members
- \* The Public

- Everyone on Town of Truro property is required to keep a minimum of 6 ft from one another and shall not gather in groups.
- In-person meetings should be avoided
- Avoid gathering in breakrooms and other communal spaces and follow the posted guidance for these places.
- Masks are required while on Town of Truro property/on duty.
- Social distancing should be practiced whenever possible and face covering is a secondary tool to protect each other. Mask Policy Exceptions: individuals with health issues that prevent them from safely wearing a mask & visitors under the age of 2.





# TOWN OF TRURO

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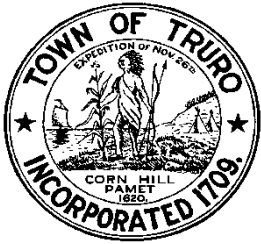
## 6. **CONSENT AGENDA**

A. Review/Approve and Authorize Signature:

*1. None*

B. Review and Approve 2020 Seasonal Licenses: Transient Vendor-Cape Cod Treasures Chest (Perry's Furniture)

C. Review and Approve Select Board Minutes-April 28, 2020



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Licensing Department

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** May 12, 2020

**ITEM:** Approval of Seasonal License Renewals for 2020:

Transient Vendor License: Cape Cod Treasure Chest (Perry's Furniture), 146 Shore Rd

**EXPLANATION:** The 2020 Seasonal Transient Vendor License renewal for Cape Cod Treasure Chest and their supporting documentation are under the authority of the Select Board as Local Licensing Authorities. Dawn Perry of Perry's Furniture submitted a revised business certificate with the Clerk's office for a name change to *Cape Cod Treasure Chest*.

Except for food service licenses, if you approve this seasonal license for renewal, the license will be held until Governor Baker's closure of non-essential businesses has ended and only upon compliance with all regulations and receipt of the necessary fees. There are no Health Licenses issued for Cape Cod Treasure Chest.

Mass General Law	Licenses & Permits Issued by Board of Selectmen	Names of Businesses
Chapter 101 § 2	<b>Transient Vendor</b> (Seasonal Retail)	<b>Cape Cod Treasure Chest</b> 146 Shore Rd

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

**IMPACT IF NOT APPROVED:** The applicant will not be issued their 2020 Transient Vendor (Seasonal Retail) for Cape Cod Treasure Chest.

**SUGGESTED ACTION:** *MOTION TO approve and hold the 2020 Transient Vendor (Seasonal Retail) for Cape Cod Treasure Chest upon compliance with all regulations and receipt of the necessary fees and Governor Baker's closure of non-essential businesses has ended AND authorize the Town Manager to sign.*

**ATTACHMENTS:**

1. 2020 Renewal Application Cape Cod Treasure Chest



# 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: 6/1

Condominium \_\_\_\_\_

Closing Date: 10/1

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) \_\_\_\_\_

Dawn Perry  
Print Name of Applicant

CAPE COD TREASURE CHEST  
Business Name

Dawn Perry  
Owner Name

146 Shore Rd  
Street Address of Business

PO Box 185, N TRURO, MA  
Mailing Address of Business

508 487 0250  
Business Phone Number

info@capecodtreasurechest.com  
Business E-Mail Address



**Section 3 –MANAGER INFORMATION**

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

**Name of Onsite Manager:**

Name: Dawn Perry Unit Number: \_\_\_\_\_

Mailing Address: PO Box 185 N Truro, MA 02652

Phone: (24 Hour Contact): 508 487 0250 Email Address: info@capecodtreasures.com

**Manager's Signature (REQUIRED)**

*[Handwritten Signature]*

**Name of Offsite Manager:**

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

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

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

**Manager's Signature (REQUIRED)**

**Name of Co- Manager:**

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

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

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

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

**Section 4 – ATTESTATION**

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

*[Handwritten Signature]*  
Signature of Applicant

Dawn Perry  
Print Name

4/9/20  
Date

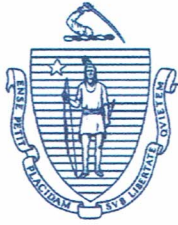
**Additional Applications & Documentation**

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

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

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

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



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

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

**Applicant Information**

Please Print Legibly

Business/Organization Name: Cape Cod Treasure chest

Address: PO Box 185

City/State/Zip: N Truro MA Phone #: 508 4870250

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

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

**Business Type (required):**

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

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

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

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

Insurance Company Name: \_\_\_\_\_

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

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

Policy # or Self-ins. Lic. # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

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

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

Signature: [Signature] Date: 4/14/20

Phone #: 508 487 0250

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

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

Issuing Authority (circle one):

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

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





# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

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

Date 4/16/2020

Owner's Name Donald Perry

Business Name Perry's Furniture

Business Address 146 Shore Road

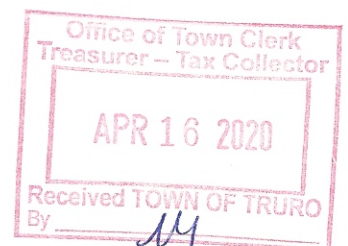
Map and Parcel 22/48

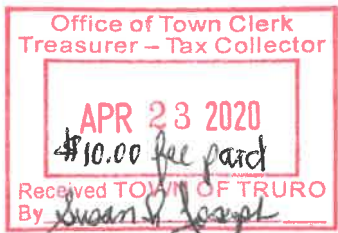
Please verify whether the Real Estate and Personal Property taxes to this property are up to date for the current fiscal year.

*All set through FY 19.*

*Molly Stevens*  
Tax Collector's Signature

4/21/2020  
Date





The Commonwealth of Massachusetts

BUSINESS CERTIFICATE

Town of Truro

04/13 2020

In conformity with the provisions of Chapter one hundred and ten, Section five of the General Laws, as amended, the undersigned hereby declare(s) that a business under the title of

Cape Cod Treasure Chest

is conducted at

Number 146 Shore RD

Street

N. TRURO, MA 02652

CITY OR TOWN

by the following named persons.

FULL NAME

RESIDENCE

Dawn Perry

146 shore RD, PO Box 185 N TRURO, MA

Signed

[Signature of Dawn Perry]

(SIGNATURE)

(SIGNATURE)

(SIGNATURE)

(SIGNATURE)

The Commonwealth of Massachusetts

South Carolina (AC)

Hanny ss.

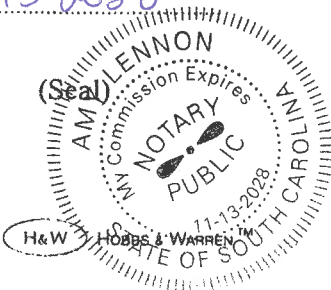
April 15, 2020

Personally appeared before me the above-named Dawn Perry

and made oath that the foregoing statement is true.

A certificate issued in accordance with this section shall be in force and effect for four years from the date of issue and shall be renewed each four years thereafter so long as such business shall be conducted and shall lapse and be void unless so renewed.

Expiration Date 11-13-2028



[Signature]

Notary Public

TITLE

# DRAFT

**Truro Select Board Meeting  
Tuesday, April 28, 2020  
Remote Meeting**

**Select Board Members Attending:** Janet Worthington, Chair; Susan Areson, Kristen Reed, Stephanie Rein, Robert Weinstein

**Attending:** Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Clark; Health Agent Emily Beebe; DPW Director Jarrod Cabral; Susan Howe, Kristen Roberts

Chair Janet Worthington convened the virtual meeting at 2:03 p.m. and explained how the public could view and participate in the remote meeting. She announced Governor Baker's extension of the stay at home order until May 18, 2020.

## **PUBLIC COMMENT**

Chair Worthington said she had received letters from Joan Holt and Dan Holt, who were concerned about the dates for Annual Town Meeting. Town Meeting date is to be part of a discussion further into the meeting. Susan Areson said there was also a letter from Eric Parker also about Town Meeting dates. The three letters will be posted on the Town website. Debra Best Parker called in to express dismay over the March 25, 2020 minutes of the remote Finance Committee meeting where members involved in affordable housing, although recused from voting, exhibited what Ms. Best Parker felt was uncivil behavior toward members of another board.

Select Board members agreed to move the public comment period to another section of their virtual meetings. They decided to immediately offer public comment at the end of each part of the meeting in session to be sure community members could participate.

## **COVID-19 UPDATE**

Health Agent Emily Beebe discussed the Governor's extension of the stay at home order until May 18<sup>th</sup>. She said there are many questions on seasonal businesses, condominiums rentals, pools and beaches. Condominiums are being asked to develop plans for social distancing of owners and longer rentals and send their plans to the Town. The Board of Health meeting, scheduled for Thursday, April 30, 2020 will decide if an emergency order to wear masks in all public places should be issued. She has been examining the regulations instituted by other communities that order individuals entering public spaces, common spaces in condominiums and essential service employees to wear masks. Town Counsel will review the order, she said.

Town Manager Rae Ann Palmer asked for the Select Board's opinion on a mask order by the Board of Health. Ms. Worthington asked about enforcement. Ms. Beebe said it would be initiated to get people in the habit of wearing masks. She expects the order to be in effect for quite a while. Ms. Beebe said the public would let the Town know about violators. Wearing masks in public would be required, but she didn't plan on fines. Janet Worthington asked about

the larger numbers of people as the season opens and people who do not follow the guidelines. Agent Beebe said she expects cooperation with the guidelines.

Stephanie Rein asked about who would provide personal protective equipment (PPE) in reopened workplaces. Ms. Beebe said the employers would be responsible that their employees and anyone coming into their establishment wear masks. She anticipated that some employers would provide their workers with masks. She said the Health Departments would be publicizing this on it with on their Facebook page. She is willing to do a mask demonstration at the next Select Board meeting.

Robert Weinstein asked about Town staff and a policy for wearing masks. Ms. Palmer said the DPW and staff, when they are working in Town buildings, are wearing masks. Kristen Reed discussed continued plans for requiring mask and taking the temperatures of those entering buildings by people in the food industry to avoid a second surge in the virus. She favored a policy on masks set by the Town. Emily Beebe said taking temperatures as standard operating procedure for employers is another point for Truro to consider.

Robert Weinstein discussed the state document on waterways and harbors and asked to have it posted on the Town website for Truro Harbor, which will remain open. Ms. Palmer said she wanted the Board to participate in a working group to set some procedures for Harbor parking and payment methods. Janet Worthington and Robert Weinstein immediately volunteered to be part of the *ad hoc* committee. Ms. Palmer said the State Orders applied only to Massachusetts vehicles. Susan Areson asked about people from other states who have Truro properties and moorings at the Pamet Harbor. She said that she was interested in working on the regulations through State channels. Ms. Palmer said those with moorings are not the ones that would be prevented from coming to the harbor. It would be aimed at day launches from the ramp.

Janet Worthington asked about limiting beach parking to local sticker holders. Ms. Beebe said that is a question on the minds of many people. There are two issues: water quality, which will need to be tested regularly and parking area management to determine numbers of people at the beaches.

Ms. Palmer said the working group with the National Seashore and other Lower Cape towns has been discussing consistency in management of beaches and parking lots. The working group agreed what one town does will impact the other towns. Some towns are considering beaches for residents only. Some are considering limits for day trippers. Truro wants to keep beaches open. This will be an agenda topic for a future meeting.

Janet Worthington discussed requests to postpone Town Meeting until the fall. She said waiting until fall might be the best choice because people do not want to gather in a large group. Waiting until fall brings up big issues, however. Ms. Palmer said there are current year items that need to be decided for this year. The Walsh Property and debt is one of them. Running the Town next year on one-twelfth of the budget is another problem. There are immediate items that need to be

approved, but the Select Board has until June 9<sup>th</sup> to decide upon the date for Town Meeting. Susan Areson suggested waiting for the next meeting to get more information from Rae Ann Palmer and Trudi Brazil on the minimum amount needed to run the Town during the next fiscal year. Ms. Palmer said that she has been in touch with Town Counsel and expects to have more information for the next Select Board meeting.

Kristen Reed asked about any county updates from Emily Beebe, who is waiting for further Department of Health information. Agent Beebe said, based on things she is hearing about COVID-19, people should look at fact-based information and be wary of false information. As an example, she mentioned a myth that warm weather would kill the virus. A look at warm weather locations around the world where COVID-19 is present should dispel that notion. Johns Hopkins' website is a good source of information to help make decision based on facts, she said.

### **COMMITTEE APPOINTMENTS**

There were two candidates standing by to be interviewed for the Town Manager selection committee.

Kristen Roberts introduced herself and gave her background as a Truro resident and business owner. She is on the board of the Chamber of Commerce and at Seaman's Bank. In response to questions from Kristen Reed, Ms. Robert discussed, as most important characteristics, the balanced and fair approach a Town Manager should take and an ability to stay calm. The key issues facing the Town that she considered are different from six weeks ago, she said, but the environment, Truro's natural beauty, seasonality, Town budget concerns balanced with concerns for businesses are all important. In order for a Town Manager to balance the budget yet provide services, Ms. Roberts said the person must try to understand the needs of the town. She would also examine past experience on their resumes. Susan Areson asked what Ms. Roberts' first question or topic of interest would be for a candidate to discuss. Ms. Roberts said she would ask what drew them to Truro and why they wanted to be Town Manager. Kristen Roberts stated that it was important to have a member of the business community on the selection committee and thanked the Select Board for her interview.

Susan Howe introduced herself and explained her involvement in Truro activities, her love of the town and wish to get the right balance in those leading the Town. The Town Manager needs many skills to manage all sides of what Truro has to offer, needs to support the Select Board and supervise and coordinate the staff, she said. Most important is to be able to listen, evaluate, not be drawn emotionally into one camp or another and love being here. Susan Howe did not identify a single issue because Truro is so unique and diverse. Its people are this way, and so is the town, she said. What comes up in their conversations and the candidates' resumés would show their ability to balance services and fiscal management. Susan Howe cited the community effort of creating Puma Park as a good example of balancing and uniting all types of people. The person who becomes Town Manager should have experience in small town government and budget development with staff, she said. Susan Areson asked what her first question to the

candidates would be. Susan Howe said she would ask, “What brings you here, and what makes you think you have the necessary skills?”

Janet Worthington said there is still a remaining interview for Jim Summers at next week’s meeting.

## **SELECT BOARD ACTION**

### ***Little Pamet Culvert***

DPW Director Jarrod Cabral explained the contract with the Woods Hole Group to continue the Little Pamet culvert replacement alternatives analysis began in July 2019. The scope of the work covers 80 acres, including the upstream freshwater portion of the Little Pamet nearest to Castle Rd. This phase will include a shellfish survey conducted in the outlet channel seaward from Corn Hill Rd. to help determine the density of shellfish resources. Work will also include a wetland delineation to determine resource boundaries, salt marsh, coastal bank, coastal dune and vegetated wetlands. A subsurface investigation will be completed at each culvert location at Corn Hill Rd. and Castle Rd. to determine foundation requirements. The Woods Hole Group has determined that the watershed needs to be drained as much as possible. Mr. Cabral said that the proposal considers increasing culvert sizes at Corn Hill Rd. and Castle Rd. Controlling tidal flow would be the second part of the proposal.

Stephanie Rein asked about the substrata borings for the analysis. Jarrod Cabral said that the Woods Hole Group would be getting information of what is there through the borings. There are no water lines, underground utilities or septic systems at the locations, Mr. Cabral said. Ms. Rein asked about proceeding incrementally and within budget constraints.

Susan Areson asked about grants to cover costs and the price of the project. Jarrod Cabral said the grant the Town has already received a grant for the Little Pamet. He had asked for both Millpond, the Pamet and Little Pamet to be funded at the same time. The Cape Cod Conservation District had asked the Town to prioritize, and that was the culvert at Truro Center Rd. Jarrod Cabral said he hopes to receive future funding from National Oceanic and Atmospheric Organization (NOAA), Department of Ecological Restoration (DER), United States Department of Agriculture (USDA) and Cape Cod Conservation District grants later in the project. Ms. Palmer said that funding in the amount of \$103,700 for this phase of the Little Pamet project comes from the 2017 Special Town Meeting approval, already in place.

Robert Weinstein asked for a definition of “thalweg,” which is a term for a line connecting the lowest points of successive cross-sections along the course of a valley or river. He had another question about the shellfish survey because dredging would be devastating for the soft-shelled clams and quahogs in the area. He reported that Wellfleet Shellfish Warden Nancy Civetta removes shellfish in anticipation of dredging in areas of Wellfleet Harbor. Jarrod Cabral said that the intent of the culvert work is to make the area a thriving shellfish habitat. NOAA would be potential source of funding if this is achieved.



Robert Weinstein moved to authorize the Town Manager to sign the Woods Hole Group proposal on behalf of the Select Board. Kristen Reed seconded, and the motion carried 5-0.

### ***License Fees and Meals Tax***

Chair Janet Worthington said the suggestion to waive license fees and suspend meals tax had come from the Chamber of Commerce. Mr. Weinstein said he is in favor of helping the business community, but the Town would need to know the impact it would have on its budget. Ms. Palmer provided licensing information for fees of \$75 for transient vendors, \$50 for common and victuallers and \$175 for food trucks. The big money comes from alcohol licenses which go up to \$2,000. Meals tax brought in revenue of \$59,000 last year. That is not rooms' tax or short-term rental tax, she explained. Janet Worthington requested more information for a work session next week. Kristen Reed said it would be a proactive step, but, before deciding, she had specific questions to ask at the work session about the number of businesses, liquor licenses, the amount of revenue and dates for licenses. Ms. Palmer will provide the information for next week. Susan Areson asked about the amount of staff time spent on inspecting businesses and the expense of those inspections. She said she supports businesses but supports Town operations as well. The topic of waiving the fees and suspending the meals tax will be discussed at the work session.

### ***Town Manager Search Committee***

Janet Worthington said that a fair amount of people interested in serving on the selection committee have experience on Town boards. She said the thought behind increasing the number was to get more members from the general public. Susan Areson said that she would rather not say *no* to community members who are coming forward for the first time. She is in favor of increasing the number of community members to six. Kristen Reed said she has not made a decision yet. She mentioned that Mr. Lynch said larger groups can draw out the process and become cumbersome. She does not want to impede the process by having too many people. She said the members who are chosen will be good because all the candidates have been excellent. Mr. Lynch had also mentioned that Town Manager candidates are dropping out. Janet Worthington said there is still one more selection committee member yet to be interviewed. Robert Weinstein also considered Bernard Lynch's thoughts on keeping the committee number manageable, but he is waiting for the final interview. He said that because of their experience, he would not preclude choosing former Select Board members or those who have participated in past Town Manager searches. He would like to seriously consider all the candidates because of their diverse backgrounds. He said the Charter defines the role of the Town Manager. Susan Areson said Janet Worthington and Robert Weinstein, already on the committee, are good representatives from Town government. However, she said that she wants to see more members from the public; that's why she favors expanding the number of the committee. She said there are 12 applicants from the public, willing to serve on the committee. Stephanie Reed said the process should be open to all community members, weighed on their merits and ability to make a good decision. Whether or not someone has or has not been on other boards should not be the deciding criteria. Susan Areson said it was desirable to have a good mix of diverse experience on the committee.

Susan Areson moved to add three members to the selection committee for a total of six representatives from the general public. Janet Worthington seconded. The motion did not carry 2-3.

### **CONSENT AGENDA**

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

B. Review and Approve Select Board Minutes-April 7, April 9, April 14, 2020

Susan Areson made a few amendments to the minutes of April 7, 2020.

Susan Areson moved to approve the Consent Agenda as printed with amendments the amendments to the April 7, 2020 minutes. Robert Weinstein seconded. The motion carried 5-0.

### **SELECT BOARD REPORTS/COMMENTS**

Stephanie Rein gave a moving tribute to John Hopkins, who had recently passed away. She recalled his many interests, his service to the country in Vietnam and to the Truro Planning Board, his role in the town's agricultural community and Augustus Construction, the company he had founded. She suggested people could honor his memory by being kind to each other.

Susan Areson mentioned a recent Board of Health meeting that had Truro Motor Inn on the agenda. She said the discussion was moved into an Executive Session, so she was waiting to hear the latest information about the Truro Motor Inn. She announced the Friday, May 1, 2020 invitation from the Community Development Partnership (CDP) for a webinar on rental assistance programs.

Kristen Reed requested information on the Walsh Property in the Town Manager's report or at the next meeting. She asked about planting a tree as a memorial for John Hopkins, possibly near war memorial. This could be considered at the next meeting. She thanked the Town for help on COVID-19 business listing with hyperlinks, phone numbers and provision for additions. Ms. Reed advertised Partners in Health job opportunities for contact tracing. Information is available at [www.pih.org](http://www.pih.org). Kristen Reed asked that the Select Board make its decision on members of the Town Manager selection committee after conducting the last interview next week. She also anticipated that Janet Worthington's proposal for a memorial tree for John Hopkins would be ready for the May 5, 2020 meeting. Ms. Palmer said the information, including suggestions for a location, would have to be submitted by Thursday morning to get on that agenda. The memorial tree could also go on the agenda for the May 12<sup>th</sup> meeting since ownership of the land needed to be determined. Janet Worthington said that Snow's Park might also be considered for a location. Susan Areson said that someone had already offered to pay for the memorial tree.

Robert Weinstein thanked Stephanie Rein for her kind words for John Hopkins. He suggested adding John Hopkins' name to the list of veterans on the permanent granite war memorial. Janet Worthington said that the war memorial was established specifically for veterans who lived in Truro at the time of their service. Someone else had been considered that had not met the specifications, nor would John Hopkins. Susan Howe also spoke about the strict inclusion rules for the war memorial.

Mr. Weinstein continued his report with the information that the last day available for anyone with a Wellfleet shellfish license was Thursday. He said that the Wellfleet Shellfish Warden is concerned about consistency in Truro and Wellfleet regulations since differences could impact shellfish areas in each other's towns.

Janet Worthington commented on homebound and anxious people but mentioned the available mental health programs such as the Navigator program and COA resources. People should reach out to these and not be alone with their anxiety and fears, she said.

### **TOWN MANAGER'S REPORT**

Rae Ann Palmer said she received an e-mail from Senator Julian Cyr. He and Sarah Peake have been working on guidance to seasonal residents. They have asked for the Town to support it. She will send the message to the Select Board. Truro continues to struggle with seasonal visitors and people coming early from out of state, Ms. Palmer said. She plans to meet with other towns to get broad agreement on going in regard to the seasonal influx. Ms. Palmer reported on the Walsh Property closing, removal of remaining items and the demolition of two buildings, which the sellers paid for. The consent agreement is in place to continue the process, and staff continues to get applications for the Walsh Property committee; however, everything is on hold. She said that the property is insured and there are extra patrols to safeguard the remaining quintessential Cape Cod cottages, which she described as lovely. Ms. Palmer will move ahead with plans for the full engineering survey of the topography. Ms. Palmer said she and Town Accountant Trudi Brazil have been working on budget cuts with concern over loss over rooms' tax, meals' tax, short-term rentals and the potential reductions of Beach and Harbor revenue. They are worried about the Fiscal Year 2022 Budget.

### **AGENDA FOR NEXT MEETINGS**

Ms. Palmer reviewed the agenda for the next two meetings:

May 5, 2020: last interview for the Town Manager selection committee, choosing the Town Manager selection committee, licenses and the Community Housing Development Cloverleaf agreement.

May 12, 2020: Memorial tree for John Hopkins.

### **ADJOURNMENT**

Robert Weinstein moved to adjourn. Susan Areson seconded, and the motion carried 5-0.

The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Mary Rogers,  
Secretary

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Town Manager Rae Ann Palmer  
Under the Authority of the Truro Select Board

**Public Records material of 4/28/2020**

1. E-mail communications from Joan Holt, Dan Holt and Eric Parker
2. Application paper for Susan Howe and Kristen Roberts
3. Woods Hole Group: Proposal for Little Pamet Watershed & Culvert Assessment

DRAFT