



# Truro Select Board

Tuesday, May 19, 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 1-877-309-2073 and enter the following access code when prompted: 890-124-253.** 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 NONE

## 3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS NONE

## 4. TABLED ITEMS NONE

## 5. SELECT BOARD ACTION

A. Temporary Suspension for Alcohol Licenses for Restaurants

Presenter: Rae Ann Palmer, Town Manager

B. Select Board Meeting Schedule Discussion

Presenter: Rae Ann Palmer, Town Manager

## 6. CONSENT AGENDA

A. Review/Approve and Authorize Signature:

*I. None*

B. Review and Approve 2020 Seasonal Licenses: North of Highland Camping Area (Transient Vendor and Pool Table License); Blackfish Restaurant (Common Victualer); Hillside Farmstand (Transient Vendor)

C. Review and Approve Select Board Minutes-May 5, 2020 (Regular and Work Session)

## 7. SELECT BOARD REPORTS/COMMENTS

## 8. TOWN MANAGER REPORT

## 9. NEXT MEETING AGENDA: May 26 and June 2

**WORK SESSION:  
TRURO RE-OPENING TASK FORCE**

- 1. OPEN WORK SESSION**
- 2. PUBLIC COMMENT**
- 3. DISCUSSION**
  - A. Town Events**
  - B. Harbor Operations**
  - C. Beaches and Ponds**
  - D. Next Steps & Future Agenda Items**
- 4. ADJOURN WORK SESSION**



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** May 19, 2020

**ITEM:** Temporary Suspension of Alcohol Licenses for Restaurants

**EXPLANATION:** As Truro's seasonal liquor licensed restaurants work on a process for re-opening under the guidance of local, state and federal agencies, with respect to social distancing and mask wearing, some restaurants may choose to not open, or decide to suspend alcoholic service to the public have their licenses held, and not be charged and move forward with their annual renewal in 2021.

Robert Rice, Owner and Manager of Whitman House Restaurant has determined that he will not be selling alcohol this year at his establishment. He is requesting that his alcohol license be held, with no payment due for the duration of 2020 and that there be no impact on his alcohol license renewal for 2021.

The annual and seasonal pouring licenses\* fall under the purview of the Local Licensing Authority for review and approval (\*MGL Chapter 138 § 12 *Licenses authorized sale of beverages to be drunk on premises*).

As other restaurant owners and managers evaluate the safest most economical way to open other establishments in Truro, they may make similar requests.

The following Truro seasonal establishments hold liquor licenses:

1. Avenue D-14 Truro Center Rd (Wine and Malt)
2. Beach Point Health and Swim Club-209 Shore Rd (All Alcohol)
3. Blackfish Restaurant-17 Truro Center Road (All Alcohol)
4. Captain's Choice-4 Highland Road (All Alcohol)
5. Chequessett Chocolate-8 Highland Road (Wine and Malt)
6. Highland Golf Course-10 Highland Road (All Alcohol)
7. Payomet Theater-29 Old Dewline Road (Wine and Malt)
8. Terra Luna-104 Shore Road (All Alcohol)
9. Top Mast Café-209 Shore Road (All Alcohol)

10. Whitman House Restaurant-7 Great Hollow Road (All Alcohol)- *Not Serving Alcohol*

The current fees for seasonal all alcohol pouring licenses are (\$1650) and for a Wine and Malt license (\$1350). The Alcoholic Beverages Control Commission (ABCC) is making best efforts to work with restaurant owners during this time and sent an advisory May 1<sup>st</sup>, regarding the sale of alcohol on premises being authorized for take-out food purchases only. The ABCC will continue to send advisories that will impact these establishments.

**FINANCIAL SOURCE (IF APPLICABLE):** The License fees will not be collected and submitted to the Accounting department.

**IMPACT IF NOT APPROVED:** This may have an impact on the owner or manager's decision making on an opening process.

**SUGGESTED ACTION: MOTION TO** *authorize the Town Manager, as the Agent of the Select Board, to approve the suspension of alcohol licenses for a year at the request of the licensee with no fee or penalty.*

**ATTACHMENTS:**

1. Email from Whitman House Restaurant Owner, Robert Rice (May 12, 2020)
2. ABCC Notice Extending Ban On Premises Consumption Covid 19 (May 1, 2020)

## Nicole Tudor

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**From:** Bob Rice [REDACTED]  
**Sent:** Tuesday, May 12, 2020 3:47 PM  
**To:** Nicole Tudor  
**Subject:** RE: Seasonal Pouring License - Whitman House Restaurant  
**Attachments:** image006.png; image007.png; image008.png

Nicole, The Whitman House will not be serving alcohol in 2020. Hopefully in 2021 if the virus is gone we will be open again.

Sincerely, Bob Rice owner/ chef

Sent from [Mail](#) for Windows 10

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**From:** [Nicole Tudor](#)  
**Sent:** Tuesday, May 12, 2020 3:04 PM  
**To:** [Bob Rice](#)  
**Cc:** [Noelle Scoullar](#)  
**Subject:** RE: Seasonal Pouring License - Whitman House Restaurant

Hi Bob,

Sally can also drop off the letter at our Town Hall mail box which is outside our front door of Town Hall, by the doors adjacent to the main parking lot, on Town Hall Rd.

Would you be able to email it to me as well?

Thank you, Nicole

*Nicole Tudor*

Executive Assistant  
Administration and Select Board Office  
Truro Town Hall | PO Box 2030  
24 Town Hall Road | Truro, MA 02666  
Direct Line: (508) 214-0925  
Extension: (508) 349-7004 Ext 110  
Fax: (508) 349-5505  
Email: [ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov)



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**From:** Bob Rice [REDACTED]  
**Sent:** Tuesday, May 12, 2020 1:30 PM

**To:** Nicole Tudor <ntudor@truro-ma.gov>

**Subject:** RE: Seasonal Pouring License - Whitman House Restaurant

Nicole, I type a letter to the town, Sally goes to the mail on Friday – she will mail it then.

Stay safe, Bob

Sent from [Mail](#) for Windows 10

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**From:** [Nicole Tudor](#)

**Sent:** Tuesday, May 12, 2020 11:45 AM

**To:** [Robert Rice](#) [REDACTED]; [Suzie J Case](#) [REDACTED]

**Cc:** [Noelle Scoullar](#)

**Subject:** Seasonal Pouring License - Whitman House Restaurant

Hi Bob,

I hope you are doing well today.

Please email me a formal statement to the Select Board members in which you state that you do not wish to have the Whitman House Restaurant seasonal alcohol pouring license issued this year , with a request to withhold the alcohol licensee fee payment due so that this may be reviewed by the Select Board Members. If this is still your plan for your restaurant this season due to Covid-19.

Thank you for your time.

Nicole

*Nicole Tudor*

Executive Assistant

Administration and Select Board Office

Truro Town Hall | PO Box 2030

24 Town Hall Road | Truro, MA 02666

Direct Line: (508) 214-0925

Extension: (508)349-7004 Ext 110

Fax: (508)349-5505

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





*Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, Massachusetts 02150*

**Jean M. Lorizio, Esq.**  
Chairman

**ALCOHOLIC BEVERAGES CONTROL COMMISSION ADVISORY**  
**ON THE CONTINUED PROHIBITION OF**  
**SELLING ALCOHOL FOR ON-PREMISES CONSUMPTION**

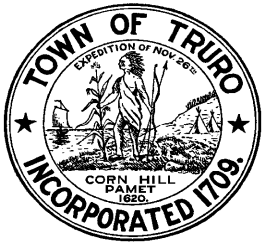
On April 28, 2020, Governor Charlie Baker issued an Order Extending the Closing of Certain Workplaces and the Prohibition of Gatherings of More than 10 People, which, in part, continues the ban on all on-premises consumption of food and drink in Massachusetts until May 18, 2020, in light of the COVID-19 pandemic. The text of the Governor's Order can be found [HERE](#).

**Please be advised that all on-premises consumption licensees remain prohibited from selling alcohol for on-premises consumption to the public until May 18, 2020.** This includes restaurants, bars, hotels, general-on-premises, clubs, war veterans' clubs, continuing care retirement communities, pub-brewers (M.G.L. c. 138, §§ 12 and 19D), farmer-series pouring permits, and manufacturer's pouring permits (M.G.L. c. 138, §§ 19(b), 19B(n), 19C(n), and 19E(o)). These establishments are also prohibited from serving any food or drinks for on-premises consumption; only takeout and delivery are permitted. Please refer to the ABCC's April 3, 2020, Advisory for how § 12 licensees may sell wine and malt beverages for off-premises consumption during the state of emergency, which can be found [HERE](#).

Please note that this Advisory does not apply to licenses for off-premises consumption, including grocery stores, pharmacies, package stores, direct wine shippers, and farmer-series licensees (M.G.L. c. 138, §§ 15, 19B(g)(2), 19C(g)(7), 19E(g)(7), and 19F).

As always, all licensees must ensure that they comply with the laws of the Commonwealth of Massachusetts, and that sales of alcoholic beverages take place only as authorized by federal, state, and local law. All questions should be directed to the ABCC at (617) 727-3040.

(Issued May 1, 2020)



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

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

**REQUESTED MEETING DATE:** May 19, 2020

**ITEM:** Discussion of the Truro Select Board Meeting Schedule

**EXPLANATION:** The Select Board decided to hold weekly meetings on Tuesdays at 2 PM during the stay at home order. Considering the newly formed reopening task force and staff conflicts with Tuesday afternoon State phone conferences, I would ask the Board to consider a revised meeting schedule. I am requesting that we move the Reopening Task Force meeting to weekly at 2 PM on Thursdays and resume regular meetings at 2 PM on the previously scheduled dates. The only exception would be to suggest that the Board do a brief business meeting on Thursday the 28<sup>th</sup> if necessary and eliminate the meeting on May 26<sup>th</sup>. The previously approved schedule is attached for your reference.

**SUGGESTED ACTION:** *MOTION TO amend the current meeting schedule to hold regular meetings at 2 PM, dates in accordance with the approved meeting schedule, and to set a weekly meeting of the Reopening Task Force for Thursday at 2PM until such group is no longer required.*

**ATTACHMENTS:**

1. 2020 Select Board Meeting Schedule



## Truro Board of Selectmen Meeting Schedule - 2020

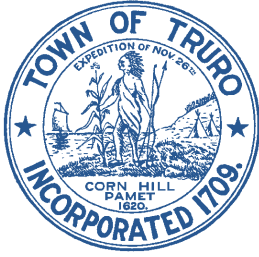
<b><u>HEARING/MEETING</u></b> (Tuesday, unless otherwise noted)
January 14
January 28
February 11
February 25
March 10
March 24
April 7
April 21
<b>Annual Town Meeting - April 28</b>
<b>Annual Town Election - May 12</b>
May 13 (Wed)
May 26
June 9
June 23
July 14
July 28
August 11
August 25
September 8
September 22
October 13
October 27
November 10
November 17
December 8
December 15

Regular meeting for the Truro Select Board begins at **5:00 pm**.

**All requests** must be in writing or on the appropriate application form(s), as applicable. For all other matters before the Board of Selectmen to written request **and** pertinent information must be submitted no less than **7-days prior** to the requested meeting date.

### MEETING DATES AND TIMES ARE SUBJECT TO CHANGE

Please check the Town Website [www.truro-ma.gov](http://www.truro-ma.gov) for any changes in the schedule.



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

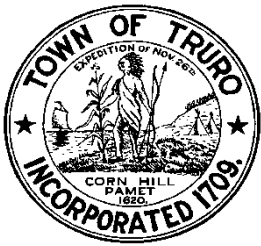
## 6. **CONSENT AGENDA**

A. Review/Approve and Authorize Signature:

*1. None*

B. Review and Approve 2020 Seasonal Licenses: North of Highland Camping Area (Transient Vendor and Pool Table License); Blackfish Restaurant (Common Victualer); Hillside Farmstand (Transient Vendor)

C. Review and Approve Select Board Minutes-May 5, 2020 (Regular and Work Session)



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Licensing Department

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** May 19, 2020

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

Transient Vendor License: North of Highland Camping Area, 52 Head of the Meadow Rd  
Hillside Farmstand, 300 Route 6

Pool Table License: North of Highland Camping Area, 52 Head of the Meadow Rd

Common Victualer License: Blackfish Restaurant, 17 Truro Center Road

**EXPLANATION:** The 2020 Seasonal License renewals for the following: North of Highland Camping Area, Blackfish Restaurant and Hillside Farmstand and their supporting documentation are under the authority of the Select Board as Local Licensing Authorities. Except for food service licenses, if you approve these for renewal, they 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. The Health Department licenses have been approved for North of Highland Camping Area and are pending issuance for Blackfish Restaurant and Hillside Farmstand.

Mass General Law	Licenses & Permits Issued by Board of Selectmen	Names of Businesses
Chapter 101 § 2	<b>Transient Vendor</b> (Seasonal Retail)	<b>North of Highland Camping Area</b> 52 Head of the Meadow Road <b>Hillside Farmstand</b> 300 Route 6
Chapter 140 §177	<b>Pool Tables</b>	<b>North of Highland Camping Area</b> 52 Head of the Meadow Road
Chapter 140 §2	<b>Common Victualer-Cook,</b> Prepare & Serve Food	<b>Blackfish Restaurant</b> 17 Truro Center Road

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

**IMPACT IF NOT APPROVED:** The applicants will not be issued their 2020 Transient Vendor (Seasonal Retail) and their pool table licenses to operate North of Highland Camping Area, Common Victauler License for Blackfish Restaurant and Transient Vendor License for Hillside Farmstand.

**SUGGESTED ACTION:** *MOTION TO approve and hold the 2020 Transient Vendor (Seasonal Retail) and Pool Table Licenses for North of Highland Camping Area, upon compliance with all regulations and receipt of the necessary fees and Governor Baker's closure of non-essential businesses has ended AND to authorize the Town Manager to sign.*

*MOTION TO approve and hold the 2020 Common Victualer License for Blackfish Restaurant upon compliance with all regulations and receipt of the necessary fees, and the issuance of the Health Food Service Licenses AND to authorize the Town Manager to sign.*

*MOTION TO approve and hold the 2020 Transient Vendor License for Hillside Farmstand upon compliance with all regulations and receipt of the necessary fees and the issuance of the Health Food Service Licenses AND to authorize the Town Manager to sign.*

**ATTACHMENTS:**

1. 2020 Renewal Application and Board of Health Licenses North of Highland Camping Area
2. 2020 Renewal Application Blackfish Restaurant
3. 2020 Renewal Application for Hillside Farmstand

RCVD 2020APR9 PM4:08

ADMINISTRATIVE OFFICE  
TOWN OF TRURO

## TOWN OF TRURO

## Licensing Department

PO Box 2030, Truro, MA 02666

PH: 508-349-7004, Ext. 110 or 124 Fax: 508-349-5505

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

**\$PAID**  
~~#3324#125-~~  
 TV-A75  
 -ENT-\$50.-  
 (POOL TABLE)

## 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

Brandon Carrier North of Highland Camping Area  
 Name of Applicant Business/Organization Name  
P.O. Box 297 North Truro, MA 02652  
 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

Brandon Carrier  
 Contact Person

Phone Number

Email

## INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

## EVENT INFORMATION

May 22 - September 14  
 Day (s)/Date (s) of Event for License to be issued

No special event - simply 2 pool  
tables available for camper use

Purpose of Event (example: fundraiser)

Hours of Event (from - to) 8 AM - 10 PM

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

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

Stephen Carrier - North of Highland Camping Area  
 Property Owner Name and Address

508-487-1191  
 Phone number

Seating Capacity: n/aOccupancy Number: n/a

n/a  
 Name of Caterer (if applicable)

Approximate number of people attending n/a

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

Will an admission fee be collected? ☐ Yes ☒ No

Will there be a One Day Alcohol License ☐ Yes ☒ No

If yes; you must also apply for a One Day Alcohol License

Will there be Police Traffic Control? ☐ Yes ☒ No

### ENTERTAINMENT INFORMATION

Type of Entertainment: Please check the appropriate boxes.

Dancing: ☐ By Patron ☐ By Entertainers ☒ No Dancing

Music: ☐ Recorded ☐ Juke Box ☐ Live ☒ No Music

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

Amplified System: ☐ Yes ☒ No

Shows: ☐ Theater ☐ Movies ☐ Floor Show ☐ Light Show  
☒ No Show

Other: ☐ Video Games ☒ Pool/Billiard Tables (Please indicate quantity) 2

### 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.

Brandon Currier

3-23-2020

Signature

Date

- A valid entertainment license must be on the premises before the entertainment is commenced.
- No entertainment shall be offered, conducted, or otherwise provided by any establishment licensed under MGL Chapter 140 without first obtaining an entertainment license from the 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 2020-01PT

Select Board \_\_\_\_\_ Meeting Date \_\_\_\_\_

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

Police Department James Calise (Apr 13, 2020) Date \_\_\_\_\_

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

**Number: 2019-096A**

**Fee:\$50.00 + \$150 late fee**

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

This is to certify that

**Greg & Brandon Currier, mgrs., d/b/a North of Highland  
Camping Area, LLC**  
**52 Head of the Meadow Rd**

**Has Been Granted A License to Operate Recreational Camps, Overnight Camps or Trailer  
Coach Parks**

This license is issued in conformity with the authority granted to the Truro Board of Health, by Chapter 140, Sections 32A, 32B, 32C, 32D, 32E as amended, and is subject to the provisions of the Laws of the Commonwealth of Massachusetts relating thereto, and upon such terms and conditions, and to the rules and regulations in regard to said Camps or Cabins so licensed as adopted by the Truro Board of Health and expires **December 31, 2020** unless sooner suspended or revoked.

Date **April 27, 2020**

# of units: **237 sites**



**Emily Beebe, RS**

**Agent to the Truro Board of Health**



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666  
Tel: 508-349-7004, Extension: 10 or 24 Fax: 508-349-5505

## TAX STATUS REQUEST FOR LICENSING

Date 03/20/2020

Request is coming from the Selectmen's Office \_\_\_\_\_ Health Office X

Owner's Name:

Business Name North of Highland Camping Area

Residential Address 52 Head of the Meadow Road

Map and Parcel 33-32

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

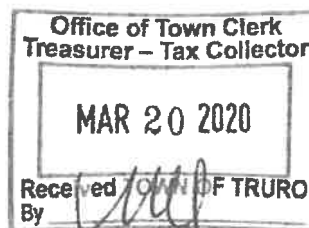
*All set through FY19*

Molly Stevens

Tax Collector's Signature

3/23/2020

Date







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

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

**Applicant Information**

Please Print Legibly

Business/Organization Name: NORTH OF HIGHLAND CAMPING AREA LLC

Address: 52 HEAD OF MEADOW RD P.O. BOX 297 N. TRURO, MA 02652

City/State/Zip: NORTH TRURO, MA 02652 Phone #: 508-487-1191

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

1. ☒ I am an employer with 14 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 Campground

\*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: MARKEL SERVICE, INC. / MARKEL AMERICAN INSURANCE CO.

Insurer's Address: Central Park Plaza 222 South 15<sup>th</sup> St., Suite 1500N

City/State/Zip: Omaha NE 68102-1680

Policy # or Self-ins. Lic. # [REDACTED] Expiration Date: 01/01/2021

**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: 03-10-2020

Phone #: [REDACTED] 508-487-1191 [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 #: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/10/2020

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

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

<b>PRODUCER</b> Leavitt Recreation & Hospitality Insurance, Inc. 942 14th Street  Sturgis SD 57785	<b>CONTACT NAME:</b> Terri Wedderburn <b>PHONE (A/C, No, Ext):</b> (800) 525-2060 <b>FAX (A/C, No):</b> (866) 465-2797 <b>E-MAIL ADDRESS:</b> terri-wedderburn@leavitt.com
<b>INSURED</b> North of Highland Camping Area, LLC P.O. Box 297  North Truro MA 02652	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Markel Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

**COVERAGES**

CERTIFICATE NUMBER: 20/21 COI WC

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	ADOL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A		1/1/2020	1/1/2021	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

**Proof Of Insurance**

Location: 52 Head of Meadow Road, North Truro, MA, 02652

**CERTIFICATE HOLDER****CANCELLATION**

Proof Of Insurance

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

Jimmy Tumblin/ANSTAR

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WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY  
INFORMATION PAGE

Original Printing

Issued December 30, 2019

Standard

**Type : Stock**

Markel American Insurance Company  
4521 Highwoods Parkway  
Glen Allen, VA 23060

NCCI Carrier Code: 28576

Policy Number:

Renewal of Policy:

Rewrite of Policy:

Feln # / Risk ID #:

**1. The Insured's Name and Mailing address:**

North of Highland Camping Area LLC  
PO Box 297  
North Truro, MA 02652-0297  
508-487-1191

DBA Name:

SIC CODE:

Other work place not shown above: See Attached Location Schedule

Type of  
entity:

Limited Liability Company

**2. The policy period is from 01/01/2020 to 01/01/2021 [12.01 AM Standard Time] at the Insured's mailing address.**

**3. A. Workers Compensation Insurance:** Part One of this policy applies to the Workers Compensation Law of the states listed here: **MASSACHUSETTS**

**B. Employers liability Insurance:** Part Two of this policy applies to work in each state listed in Item 3A.  
The limits of our liability under Part Two are:

Bodily Injury by Accident:	\$ 1,000,000	each accident
Bodily Injury by Disease:	\$ 1,000,000	policy limit
Bodily Injury by Disease:	\$ 1,000,000	each employee

**C. Other States Insurance:** Part Three of this policy applies to the states, if any, listed here

**NO COVERAGE AFFORDED FOR OTHER STATES**

**D. California Endorsements and Schedules**

Other State Endorsements and Schedules:

MDWC1001, MWC 1201, WC000000C, WC000115, WC000308, WC000406A, WC000414, WC000414A, WC000422B, WC000425, WC 20 03 01, WC 20 03 02 A, WC 20 03 03 D, WC 20 04 01, WC 20 04 05, WC 20 06 01 A, WC 20 06 04, MJWC1000, MIL 1214, MPIL 1083, MPIL 1007

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

Minimum Premium:

Deposit Premium:

Total Estimated Annual Premium

Pay plan: 1-Pay - 100%

Producer: Leavitt Recreation & Hospitality Insurance, Inc. -  
RV/Campground Program

942 14th Street 605-423-4333  
Sturgis, SD 57785

**Servicing office:**

Markel Service, Inc., (888) 500-3344  
Central Park Plaza, 222 South 15th Street, Suite 1500N  
Omaha, NE 68102-1680

Countersigned By:

Date: 01/02/2020

(See extension of information page for class code, rate and premium detail)

THIS INFORMATION PAGE WITH THE WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY AND ENDORSEMENTS, IF ANY ISSUED TO FORM A PART THEREOF, COMPLETES THE ABOVE NUMBERED POLICY

MDWC 1001 05 10



008012-013499-46748155-01022020



AWC0008781-01



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

**FIRE PROTECTION SYSTEMS  
ANNUAL TEST REPORT**

BUSINESS NAME: NORTH OF HIGHLAND CAMPING AREA, LLC

OWNER/MANAGER: STEPHEN M. CURRIER

ADDRESS: 52 HEAD OF MEADOW RD N. TRURO, MA 02652

PHONE #: 508-487-1191 NUMBER OF UNITS: 237

CONTACT PERSON: GREG CURRIER OR BRANDON CURRIER

ADDRESS: 52 HEAD OF MEADOW RD N. TRURO, MA 02652

TESTING COMPANY: FORBES ELECTRIC

TESTING ELECTRICIAN/TECHNICIAN: GARY M FORBES

COMPANY PHONE #: 508-922-8811 HOME PHONE #: \_\_\_\_\_

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

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

COMMENTS: \_\_\_\_\_

DATE OF CERTIFICATION: 3-17-2020 BY: \_\_\_\_\_

*[Signature]*  
Signature of Licensed Electrician

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



## Town of Truro Board of Health

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

### APPLICATION FOR FOOD SERVICE – COMMON VICTUALER

☐ New      ☒ Renewal

#### Section 1 – License Type

Type of License: ☒ Food Service      ☒ Common Victualer

#### Type of Food Service Establishment:

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

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

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

**Business Name:** Pamet Restaurant Group/ Blackfish

**Owner Name:** Eric Jansen      **Email Address:** [REDACTED]

**Mailing Address:** PO Box 1207 Truro MA 02666 (17 Truro Center Rd)

**Phone No:** 508-349-3399

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

**Name:** Eric Jansen      **Email Address:** [REDACTED]

**Mailing Address:** PO Box 258 Truro MA 02666

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

#### Section 3 – Business Operation Details

**Number of Seats:**      Inside: 81      Outside: N/A      **Number of Employees:** 25

**Length of Permit:**    ☐ Annual    ☒ Seasonal Operation

**Hours of Operation:** 5:00PM      To 1:00AM

**Days Closed Excluding Holidays:** Open 7 days a Week

**If Seasonal: Approximate Dates of Operation:** 05 / 15 / 20      To 12 / 31 / 20



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

Brian Erskine

Kevin Mandeville

**Allergen Awareness Certification (attach copy):**

Brian Erskine

Kevin Mandeville

**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:**



\*\*\*\*\*

##### **Application Checklist:**

☐ Food Service Permit Application

☐ Smoke Detector/Fire Protection Certification

☐ Workers Compensation Affidavit/Certificate of Insurance

☐ Copy of Inspection of Kitchen Equipment: Commercial Hood and Ventilation System Report

☐ Copy of Service report of mechanical washing equipment (Dishwasher)

☐ Copy of ServSafe Certification and Allergy Awareness

☐ Copy of Choke Saver (for food service establishment w/seating capacity of 25 or more)

#### **FOR HEALTH DEPARTMENT USE ONLY**

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

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

Date \_\_\_\_\_



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

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

**Applicant Information**

**Please Print Legibly**

Business/Organization Name: Blackfish Restaurant/Crushpad

Address: 17 Truro Center Road

City/State/Zip: Truro, MA 02666

Phone #: 508-349-3399

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

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

**Business Type (required):**

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

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

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

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

Insurance Company Name: The Hartford Insurance Company

Insurer's Address: One Hartford Plaza

City/State/Zip: Hartford CT 06155

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

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

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

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

Signature: [Signature]

Date: 5/14/20

Phone #: 508-349-3399

**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: Blackfish Restaurant/Crushpad

OWNER/MANAGER: Eric Jansen

ADDRESS: 17 Truro Center Rd Truro MA

PHONE #: 508-349-3399 NUMBER OF UNITS: N/A

CONTACT PERSON: Eric Jansen

ADDRESS: 17 Truro Center Rd Truro/11 Shore Rd Truro

TESTING COMPANY: Ralph J. Perry

TESTING ELECTRICIAN/TECHNICIAN: \_\_\_\_\_

COMPANY PHONE #: 508-775-3473 HOME PHONE #: N/A

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

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

COMMENTS: \_\_\_\_\_

DATE OF CERTIFICATION: \_\_\_\_\_ BY: \_\_\_\_\_

Signature of Licensed Electrician

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





# 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 Epic Tavern

Business Name Blackfish Restaurant

Business Address 17 Truro Center Road

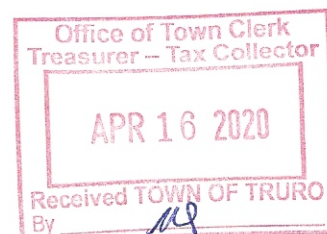
Map and Parcel 50 / 139

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

*All set through FY19*

Molly Stevens  
Tax Collector's Signature

4/21/2020  
Date





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/24/2020

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

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

<b>PRODUCER</b> Automatic Data Processing Insurance Agency, Inc.  1 Adp Boulevard Roseland NJ 07068		<b>CONTACT NAME:</b> Automatic Data Processing Insurance Agency, Inc. <b>PHONE (A/C, No, Ext):</b> 1-800-524-7024 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> PAMET RESTAURANT GROUP INC  17 Truro Center Rd  Truro MA 02666		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Hartford Insurance Company of the Midwest <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 37478	

**COVERAGES****CERTIFICATE NUMBER:** 1464201**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
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A N	06/27/2019	06/27/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

**CERTIFICATE HOLDER****CANCELLATION**

Town of Truro 24 Town Hall Road  Truro MA 02666	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>  <b>AUTHORIZED REPRESENTATIVE</b> 
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/13/2019

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

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

<b>PRODUCER</b> Benson Young & Downs Ins 56 Howland Street PO Box 559 Provincetown MA 02657-0559	<b>CONTACT NAME:</b> Natalie Silva		
	<b>PHONE (A/C, No, Ext):</b> (508) 487-0500 <b>FAX (A/C, No):</b> (508) 487-4135		
	<b>E-MAIL ADDRESS:</b> nataliesilva@byandd.com		
<b>INSURED</b> Pamet Restaurant Group Inc & Pamet Equity Group LLC PO Box 1207 Truro MA 02666-	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Illinois Union Insurance Company		27960
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

## 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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability				06/19/2019	06/19/2020	Each Common Cause \$1,000,000 General Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Restaurant located at 17 Truro Center Rd, Truro, MA 02666

## CERTIFICATE HOLDER

## CANCELLATION

AI 045639

Town of Truro Licensing Department PO Box 2030 Truro MA 02666-	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Natalie Silva</i>
--	---

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**From:** [Nicole Tudor](#)  
**To:** [Kristen Roberts](#)  
**Cc:** [Eric Jansen](#) [REDACTED]  
**Subject:** RE: Opening Date (Blackfish)  
**Date:** Monday, May 11, 2020 12:19:00 PM  
**Attachments:** [image003.png](#)  
[image004.png](#)  
[image006.png](#)  
[image002.png](#)

---

Thank you Kristen and Eric for letting us know. We will move forward with the approval of the Common Victualer (food) License for Blackfish as soon as it is approved with the Health Department.

Thank you!

*Nicole Tudor*

Executive Assistant  
Administration and Select Board Office  
Truro Town Hall | PO Box 2030  
24 Town Hall Road | Truro, MA 02666  
Direct Line: (508) 214-0925  
Extension: (508)349-7004 Ext 110  
Fax: (508)349-5505  
Email: [ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov)



**From:** Kristen Roberts [REDACTED]  
**Sent:** Friday, May 8, 2020 10:27 AM  
**To:** Nicole Tudor <[ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov)>  
**Cc:** Emily Beebe <[EBeeBe@truro-ma.gov](mailto:EBeeBe@truro-ma.gov)>; Eric Jansen [REDACTED]  
Lynne Budnick <[LBudnick@truro-ma.gov](mailto:LBudnick@truro-ma.gov)>; Michelle Fogarty <[MFogarty@truro-ma.gov](mailto:MFogarty@truro-ma.gov)>; Noelle Scoullar <[nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)>  
**Subject:** Re: Opening Date (Blackfish)

Hi Nicole,

We are not opening the restaurant until we better understand the indoor seating parameters, so definitely not the 15th. We are looking to open the truck by May 18th. We are assuming for take out only.

I'll send you the rest of our paperwork this morning.

Thank you  
Kristen

On Fri, May 8, 2020 at 10:20 AM Nicole Tudor <[ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov)> wrote:

Hi Eric and Kristen,

Please let us know if you are definitely opening Blackfish Restaurant on Friday May 15<sup>th</sup>.

We may need to issue a temporary Common Victualer License (food) until the Board can review your application.

Thank you, Nicole

*Nicole Tudor*

Executive Assistant

Administration and Select Board Office

Truro Town Hall | PO Box 2030

[24 Town Hall Road | Truro, MA 02666](#)

Direct Line: (508) 214-0925

Extension: (508)349-7004 Ext 110

Fax: (508)349-5505

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



--

**\$ PAID**  
3590HEALTH DEPARTMENT  
TOWN OF TRURO

MAY 13 2020

RECEIVED BY:

**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 ☒ RenewalFACILITY: # UNITSHOURS OF OPERATION:☐ Motel \_\_\_\_\_☐ Annual ☒ Seasonal☐ Cottage Colony \_\_\_\_\_Opening Date: May 22(?) depending on  
Coronavirus  
STATUS☐ Condominium \_\_\_\_\_Closing Date: October 13☐ 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) \_\_\_\_\_

Samantha Perry

Print Name of Applicant

Business Name

Claire A. PerryHillside Farmstand Market

Owner Name

300 Rte 6P.O. Box 1016, Truro MA 02666

Street Address of Business

Mailing Address of Business

Business Phone Number

Business E-Mail Address

N/A

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

N/A

Allergen Awareness Certification (attach copy):

N/A

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:

*Claire A. Perry*

Date:

4-15-2020

\*\*\*\*\*

**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 \_\_\_\_\_

## WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY INFORMATION PAGE

NCCI COMPANY NO. [REDACTED]

POLICY NO. [REDACTED]

EFFECTIVE 04/18/2020

TRANSACTION TYPE Renew

FEIN #

MARK SYLVIA INSURANCE AGENCY LLC

404 MAIN ST

CENTERVILLE MA, 02632-2916

508-428-0440

**ITEM 1: INSURED** INSURED AND MAILING ADDRESS:

CLAIRE A PERRY

SEE EXTENSION SCHEDULE

4761 BUCIDA RD

BOYNTON BEACH, FL 33436-7322

## THE INSURED IS INDIVIDUAL

Workplaces covered by this policy:

ST	WP NO.	ADDRESS OF WORKPLACE	RTG.BUR NO.	INTRASTATE NO.
		SEE EXTENSION OF INFORMATION PAGE		

**ITEM 2: POLICY PERIOD**

The policy period is from 04-18-2020 to 04-18-2021 12:01 A.M. Standard Time at the insured's mailing address.

**ITEM 3: COVERAGE**

A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the state listed here: MA

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in item 3.A. The limits of our liability under Part Two are:

Bodily Injury By Accident  
\$ 500,000 each accident

Bodily Injury By Disease  
\$500,000 policy limit

Bodily Injury By Disease  
\$500,000 each employee

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here: All states except the states designated in item 3.A. of the information page and ND, OH, WA, and WY

D. This policy includes these endorsements and schedules:

WC000001A0319	WC000000C0115	WC0001150120	WC0003150985	WC0004140790	WC000422B0115
WC2003010484	WC200302A0908	WC200303D0810	WC2004050601	WC200601A0708	WC2006041102



សេចក្តីជូនដំណឹង  
ជូន  
និយោជិត

សេចក្តីជូនដំណឹង  
ជូន  
និយោជិត

The Commonwealth of Massachusetts  
(រដ្ឋម៉ាសាឈូសេត)  
DEPARTMENT OF INDUSTRIAL ACCIDENTS  
(ក្រសួងគ្រប់គ្រងគ្រោះថ្នាក់ឧស្សាហកម្ម)

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

ប្រសិនបើប្រពន្ធនៃច្បាប់ស្តីពីឧស្សាហកម្ម (Massachusetts General Law) ជំពូក 152 សេចក្តី 21, 22 និង 30 តាមរយៈនេះសូមជូនដំណឹងដល់អ្នកជា ខ្ញុំ (បើសិនខ្ញុំ) បានផ្តល់នូវការបំពេញតាមការស្នើសុំរបស់អ្នកដើម្បី ដោយស្ម័គ្រចិត្តក្រោមលក្ខខណ្ឌ បានរៀបរាប់ខាងក្រោម តាមរយៈការចុះកិច្ចសន្យាជាមួយ :

Farm Family Casualty Ins. Co.

ឈ្មោះក្រុមហ៊ុនធានារ៉ាប់រង

P.O. Box 656, Albany, New York 12201-0656

អាសយដ្ឋានក្រុមហ៊ុនធានារ៉ាប់រង

2001W7496

04-18-2020

លេខប័ណ្ណធានារ៉ាប់រង

កាលបរិច្ឆេទមានប្រសិទ្ធភាព

MARK SYLVIA INSURANCE AGENC 404 MAIN ST, CENTERVILLE MA, 02632-2916

508-428-0440

ឈ្មោះភ្នាក់ងារធានារ៉ាប់រង

អាសយដ្ឋាន

លេខទូរស័ព្ទ

CLAIRE A PERRY

4761 BUCIDA RD, BOYNTON BEACH, FL 33436-7322

និយោជក

អាសយដ្ឋាន

មន្ត្រីតុលាការស្នាក់នៅសាលានិយោជក (ប្រសិនបើមាន)

កាលបរិច្ឆេទ

ការព្យាបាលផ្នែកគ្រួសារ

ក្រុមហ៊ុនធានារ៉ាប់រងដែលមានឈ្មោះដូចខាងលើ ត្រូវបានប្រឡងឱ្យមាននៅក្នុងកាលបរិច្ឆេទនៃច្បាប់ស្តីពីឧស្សាហកម្ម និងបេសកកម្ម ការងារ បើសិនបើអ្នកស្នើសុំឱ្យមានការបង់ប្រាក់ និងផ្តល់នូវការបង់ប្រាក់ និងសមរម្យ ដោយយោងតាមបញ្ញត្តិក្នុងច្បាប់ស្តីពីការបង់ប្រាក់នៃច្បាប់ស្តីពីការបង់ប្រាក់ (Workers' Compensation Act)។ សេចក្តីស្នើសុំនៃការបង់ប្រាក់ដំបូង (First Report of Injury) ត្រូវបានផ្តល់ ជូននិយោជកដែលមានឈ្មោះ និងអាសយដ្ឋានក្រុមហ៊ុនធានារ៉ាប់រង។ ចំណាយប្រាក់កម្រិតមធ្យមដែលបានផ្តល់ជូនដោយក្រុមហ៊ុនធានារ៉ាប់រង និងត្រូវបង់ប្រាក់ដោយក្រុមហ៊ុនធានារ៉ាប់រង ប្រសិនបើការព្យាបាលចំពោះ និងការកែតម្រូវទៅនឹងការបង់ប្រាក់ក្នុងនាមនិយោជក។ នៅក្នុង កាលបរិច្ឆេទនៃការបង់ប្រាក់ក្នុងនាមនិយោជក តាមរយៈនេះនិយោជកត្រូវបានជូនដំណឹងថា ក្រុមហ៊ុនធានារ៉ាប់រងបានរៀបចំការបង់ប្រាក់ក្នុងនាមនិយោជក នេះនៅឡើយទេ។

ឈ្មោះមន្ត្រីតុលាការ

អាសយដ្ឋាន

ប្រពន្ធនៃច្បាប់ស្តីពីឧស្សាហកម្ម

NOTICE  
TO  
EMPLOYEES



NOTICE  
TO  
EMPLOYEES

The Commonwealth of Massachusetts  
DEPARTMENT OF INDUSTRIAL ACCIDENTS

1 Congress Street, Suite 100, Boston, Massachusetts 02114-2017

617-727-4900- <http://www.state.ma.us/dia>

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

Farm Family Casualty Ins. Co.

NAME OF INSURANCE COMPANY

P.O. Box 656, Albany, New York 12201-0656

ADDRESS OF INSURANCE COMPANY

04-18-2020

POLICY NUMBER

MARK SYLVIA INSURANCE AGENCY LLC 404 MAIN ST, CENTERVILLE MA, 02632-2916

EFFECTIVE DATES

508-428-0440

NAME OF INSURANCE AGENT

CLAIRE A PERRY

ADDRESS

4761 BUCIDA RD, BOYNTON BEACH, FL 33436-7322

PHONE#

EMPLOYER

ADDRESS

EMPLOYER'S WORKERS' COMPENSATION OFFICER (IF ANY)

DATE

MEDICAL TREATMENT

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

None at Hospital

U.S. MA



# 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 Claire A. Perry

Business Name Hillside Farmstand

Business Address 300 Route 6

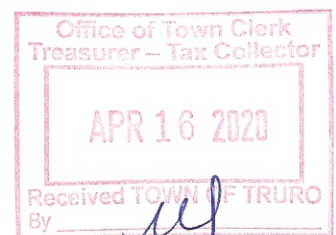
Map and Parcel 42/176

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

4/21/2020  
Date



# DRAFT

## Truro Select Board Meeting Tuesday, May 5, 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; Police Chief Jamie Calise; Fire Chief/Emergency Management Director Timothy Collins; COA Director Mary Elizabeth Briscoe; Recreation/Beach Director Damion Clements; Jim Summers

Chair Janet Worthington convened the virtual meeting at 2:05 p.m. and reviewed the means for public viewing and participation in the remote meeting.

### PUBLIC COMMENT

No one called in with public comment.

### COVID-19 UPDATE

Health Agent Emily Beebe said that the Board of Health had developed a policy for wearing masks and other protective gear in Truro. There are some minimal differences that complement the governor's orders. These include police involvement and the order that businesses post the requirement that anyone going inside their establishments must be masked. The COVID-19 case count remains the same for Truro. There are no new cases. Town departments are now considering how reopening should be handled. Janet Worthington asked about beaches, but Agent Beebe said the Town is waiting for guidance from Cape Cod Department of Health's Emergency Management Director Sean O'Brien, who coordinates at state, county and town levels. Sean O'Brien has said it is likely that openings would be state-wide, rather than regional to be consistent across the board. Susan Areson asked about different openings for different parts of the state because that projection, broadcast on TV, was different from Sean O'Brien's.

Kristen Reed asked about Governor Baker's concept of future transmission of the virus and the impact of it being with us for a long time. Emily Beebe said that the contact tracing program was established to contain future transmission by identifying hotspots quickly. She said that the public needs to be vigilant about individual safe distancing. It's the new norm. Kristen Reed also asked about contract tracing on Cape Cod and the current testing capacity. The Department of Public Health is conducting the tracing very efficiently, Ms. Beebe said, but she did not have information on testing. Robert Weinstein asked about contact tracing figures and wondered if people in Barnstable County that have been hired for positions as tracers. Emily Beebe said she knows someone local who was hired, but the work is done remotely. Contact tracers don't have to live on Cape to do the work.

Janet Worthington discussed making decisions about day passes for the beaches. She wondered if Sean O'Brien was working on a timetable. Emily Beebe said there was no timetable from the Barnstable Emergency Management Director, but she has public information for Barnstable County with best practices for beaches on how to set up, signage and ways to distance. Janet Worthington asked if the county would also recommend ways to restrict numbers in beach parking lots. Emily Beebe said that would be good idea. Every town is asking for information on beaches, summer camps and programs. A Truro day camp made the decision early to cancel its program. Ms. Beebe is waiting for more guidance and will share it as soon as she gets more information.

Robert Weinstein asked about recreational programs, noting the governor's office directives for boating activities. These include a ban on charter boats and parking limited to Massachusetts' registered vehicles. Mr. Weinstein requested future information for the Harbor Master, and he commented on an unworkable distancing idea for charter boats reported in the *Cape Cod Times*. He asked Emily Beebe to educate the Select Board and the community on best practices for boating.

Returning to the discussion of masks, Stephanie Rein asked about a demonstration for correct wearing of a mask. Emily Beebe said there is lots of information available about when to wear the mask. A mask must come up over the nose and needs to be tied or secured by elastic bands over the ears. Be sure masks are tied securely, but don't touch inside the masks. People should continue to keep washing their hands. The advice is in a document that she and Assistant Town Manager Kelly Clark are producing. Links and regulations on masks are posted on the Town website. Kelly Clark has participated in Mass Municipal Association (MMA) conference calls with the lieutenant governor to discuss developing guidance about beaches, beach parking lots, municipal recreation programs and elections. Susan Areson said she had attended a virtual meeting which mentioned the cancellation of recreation programs until July 1<sup>st</sup>, but Emily Beebe and Rae Ann Palmer did not have that information. Kelly Clark said she didn't have an answer either, but she knew that childcare is closed through June 29<sup>th</sup>. Recreation/Beach Director Damion Clement confirmed that childcare is closed until June 29<sup>th</sup>, but nothing is decided about summer camps.

Rae Ann Palmer said that Truro is following the CDC guidance. Everyone in Town Hall is wearing a mask with the intent to continue the practice. Kristen Reed requested an update from Fire Chief/Emergency Management Director Timothy Collins. He said the Fire Department is operating at full capacity. Emergency Management has been ordering supplies and expect 1,000 surgical masks, additional wipes, disinfectant spray and eye shields. He had given the DPW Department 200 masks. Chief Collins said he had no other news to report. Police Jamie Calise reassured the Select Board and community that the police are doing all they can. Happy to help all, they are answering phone calls. People should feel free to call but should let the call taker know if they have COVID-19 or have been in contact with someone with the virus. The Police Department remains mindful of using their protective equipment.

Council on Aging Director Mary Elizabeth Briscoe reported on COA activity. She said food distribution was going well with 40-50 bags of food given out each week. The community kitchen is also doing well, she said. The COA staff makes phone calls every day. The Good Neighbor Truro group delivers mail, food and prescriptions to those who can't go out.

### **COMMITTEE APPOINTMENTS**

The Select Board conducted the final interview for the Town Manager Screening Committee. Applicant Jim Summers said he was interested in the committee because of his commitment and love of Truro and his wish to help choose someone for the very important position of Town Manager. He currently serves on the Truro Historical Society board and the Truro Historical Commission. In his thirty-year career, he has had experience in hiring management positions. He said he always adhered to best practices of unbiased and fair hiring. He stressed the importance of listening to candidates to learn about them. He would seek a person with strong leadership skills to oversee so many staff members and departments. The ability to collaborate with all town entities is another strength he identified. Another critical attribute is consensus building skills. Mr. Summers' own financial background would allow him to evaluate a candidate's financial abilities. Experience from another municipal position is vital. A Town Manager should be able to bring all residents of the town together, share a vision of Truro and bring that into decision making. Key issues for Mr. Summers included employment for all age levels. He discussed the need for more housing opportunities to allow this and the option of working remotely, which could become part of the new normal. He said that a Town Manager must understand the balance of services and budgeting for a municipality. The challenge is a tremendous responsibility for a Town Manager to stay within the Town's means. The first question he would ask a candidate is why the person is attracted to the position because it is important to figure out what is driving them. The Town needs someone committed to stay for more than a few years or is just looking for a break from city life.

Robert Weinstein thanked Jim Summers for his comprehensive remarks and his service to Truro. Mr. Weinstein said that everyone who had applied to be on the committee deserves a thank-you.

### **SELECT BOARD ACTION**

#### ***Screening Committee***

Ms. Palmer read a message from Ann Greenbaum, recommending selection of people who will complement the three previously chosen members from Town government. The nine applicants are: John Dundas, Clinton Kershaw, Nancy Medoff, Robert Panessiti, Dan Schreiner and Paul Wisotzky, Kristen Roberts, Susan Howe and Jim Summers. Only four people of the nine will be appointed to serve on the Town Manager Screening Committee.

Looking for consensus, Janet Worthington suggested that each Select Board member make four top choices and give reasons for the selections. She named Paul Wisotzky, Kristen Roberts, Nancy Madoff and Jim Summers. She sought an equal number of men and women on the committee. She said Paul Wisotzky is a thoughtful consensus builder who understands the selection process. Kristen Roberts' business experience would work well. Nancy Medoff had an impressive background and enthusiasm as a relatively new resident with a business background.

Jim Summers' experience, thoughtfulness and knowledge of town issues and workings impressed her.

Susan Areson, also impressed with entire group of applicants, said she favored an equal number of men and women and diversity among the members on the committee. She picked Kristen Roberts, Nancy Madoff, Jim Summers, Dan Schreiner and Paul Wisotzky. She said that Paul Wisotzky would bring his consensus building skills, but she thinks Dan Schreiner would too. Since two Select Board members are already on the committee, either Dan Schreiner or Paul Wisotzky could be chosen.

Kristen Reed commented on the strong group and their impressive experience in their professions or to the Town. She chose Dan Schreiner for his answers and background; Paul Wisotzky for his experience and understanding of Town government and commitment to open process; Kristen Roberts for her background in finances and budgets; Bob Panessiti for his service on the Finance Committee and Charter Review; and Dan Schreiner for his commitment to sustainability of the natural world. She also considered Jim Summers as a top pick.

Robert Weinstein thanked all the applicants, but he made his selections. Paul Wisotzky is invaluable because of his ability to build consensus, his level headedness and equanimity. Kristen Roberts represents the younger demographic as a woman, business owner and member of the Chamber of Commerce. She has children in school system; her enthusiasm for Truro offers a valuable perspective. Jim Summers, with his service on the Historical Society and Commission, is a solid community member who would bring financial background and experience in hiring to the committee. Bob Panessiti has given long-time service to the Town. Mr. Weinstein also liked Dan Schreiner as someone new who should be encouraged to participate in Town affairs.

Stephanie Rein echoed her colleagues with thanks to all the candidates. She said a diverse group is needed. She selected Kristen Roberts, Chamber of Commerce Co-chair, for her business background and mindset for economic development; Dan Schreiner, Vice-chair of the COA Board, for his perspective; Bob Panessiti, Finance Committee Chair, for his knowledge of economics; and Paul Wisotzky, former Select Board Chair, for his understanding of the Town Manager position. She also liked Jim Summers and said she was open to further discussion.

Select Board members considered their top choices with thoughts on diversity, the number of good applicants, having a balance of men and women, previous service as criteria, expanding the number on the committee and opportunities to serve on other boards for those not selected for the Town Manager Screening Committee. Rae Ann Palmer broke down the votes by numbers: Kristen Roberts – 5, Paul Wisotzky – 5, Dan Schreiner – 4, Jim Summers – 3 plus 2 additional picks, Bob Panessiti – 3. The slate emerged as Kristen Roberts, Dan Schreiner, Paul Wisotzky and Jim Summers. Select Board members all said they were comfortable with the choices, although Janet Worthington expressed regret over losing Nancy Madoff.

Susan Areson moved to appoint Kristen Roberts, Dan Schreiner, Paul Wisotzky and Jim Summers to the Town Manager Screening Committee until the screening process is completed and to authorize the Town Manager to sign the appointment slips. Kristen Reed seconded, and the motion carried 5-0.

### ***Reopening Task Force***

Janet Worthington discussed adding all departments to the Reopening Task Force. Stephanie Rein said that in addition to all department heads, the School, Beach Commission and local business owners should be included. Kristen Reed said she would like to serve on the Task Force since she wants to help move forward with reopenings, mask regulations, responsible behavior and public safety concerns. The Board agreed that department heads and the Select Board should participate on the Task Force. Susan Areson asked about structure and suggested bringing in interested businesses. Janet Worthington asked if the Task Force would start with Select Board work sessions. Rae Ann Palmer said that she, the Select Board and Kelly Clark would begin and include department heads as needed since all department heads at every meeting would not necessarily be best use of their time. She will also reach out to businesspeople to become core members. Susan Areson suggested including someone from one of the local restaurants. Ms. Palmer said the Task Force will need diverse opinions and could add representatives from all aspects of business community such as landscapers, realtor, and farmers.

Robert Weinstein moved to approve a Reopening Task Force to include all Select Board, members, department heads as needed and head of Chamber of Commerce, members of the business Community as interested, the Town Manager, the Assistant Town Manager, the Town Accountant and the Health Agent. Susan Areson seconded, and the motion carried 5-0.

Rae Ann Palmer suggested adding the Task Force to next week's Select Board meeting. Robert Weinstein asked that a delegate from the Task Force be in touch with the governor's group to coordinate with the state level. Rae Ann Palmer said that Kelly Clark and Emily Beebe can keep up with governor's meetings.

### ***Work Session Policy on Public Comment***

Because of COVID-19 circumstances, Janet Worthington said, the Select Board might consider allowing public comment during work sessions. The same rules of regular meeting would apply. Susan Areson said it was good idea.

Robert Weinstein moved to open Select Board work sessions to public comment and adhere to the policy of no back and forth debate. Susan Areson seconded, and the motion 5-0.

### ***Deficit Spending and Short-term Borrowing Measures***

Town Accountant Trudi Brazil explained the guidelines from the Department of Revenue that will allow deficit spending and short-term borrowing in response to the COVID-19 pandemic. She would reclassify requests for related expenditures back to Jan 20, 2020 and set the total



amount in one place in the budget. The Town Accountant needs the Select Board's approval to establish that account, she said. The Town is allowed to issue temporary notes in anticipation of revenue (RANs) once July 1, 2020 comes and there is a need for something like a bridge loan with a maximum limit of \$150,000. The Select Board's approval will give the Town the ability to issues RANs if needed. Susan Areson asked about borrowing in anticipation. Trudi Brazil said the proposal is to combine COVID-19 spending and give more to the Town operating funds. Rae Ann Palmer said it was good public policy and would qualify the Town for FEMA funds if they become available. She supported moving forward with the Select Board's permission. Kristen Reed asked what would happen if the Town exceeded the \$150,000 limit, but Ms. Palmer said that is covered in the motion.

Kristen Reed moved to approve a COVID-19 related emergency expenditures account with a maximum limit of \$150,000; to direct the Town Manager to send a letter to the Director of Accounts requesting authorization for said account and authorization to issue short term notes, if necessary, to cover any deficit in the account that cannot be met by available funds within the Treasury; finally to authorize the Town Manager to contact the Director of Accounts for an increase to the maximum limit should such increase become necessary during the COVID-19 emergency. Stephanie Rein seconded, and the motion carried 5-0.

### ***Masks and Other Protective Measures***

Rae Ann Palmer said that the Board of Health had approved a Rule and Order requiring the use of masks and other protective measures, that went into effect May 1, 2020. Town Counsel had assisted in preparation of the Rule and Order. The Board of Health asks for the Select Board's endorsement. In addition, Health Agent Emily Beebe and Assistant Town Manager Kelly Clark have developed a mask policy for Town employees and Town buildings which will be brought for approval at the next Select Board meeting. When Kristen Reed asked about a timeframe for the policy, based on Governor Baker's directives, Ms. Palmer said she expects the mask requirement be in place for quite a while

Robert Weinstein moved to endorse the Board of Health's Rule and Order requiring the use of a mask and other protective measures in the Town of Truro. Stephanie Rein seconded, and the motion carried 5-0.

### ***Seasonal Visitor Guidance***

Town Manager Rae Ann Palmer said that Senator Julian Cyr, Representative Sarah Peake and the Massachusetts Department of Public Health have issued a message, similar to the Truro Board of Health and Select Board's letter of guidance to those travelling to the Town of Truro. Senator Cyr and Representative Peake are asking all Cape and Islands towns to endorse the message from the state.

Kristen Reed moved to endorse the Guidance to the Cape and Islands Seasonal Community and to authorize the Town Manager to sign on to the letter on behalf of the Truro Select Board. Susan Areson seconded, and the motion carried 5-0.

## **CONSENT AGENDA**

A. Review/Approve and Authorize Signature: *Amendment No. 1 to Land Development Option Agreement with Community Housing Resources, Inc.*

B. Review and Approve 2020 Seasonal Licenses: Accent on Design (Transient Vendor) and Hold and Captain's Choice Restaurant (Common Victualer)

Susan Areson questioned a date for tax status on one of the forms.

Susan Areson moved to approve the Consent Agenda as printed. Stephanie seconded. The motion carried 5-0.

## **SELECT BOARD REPORTS/COMMENTS**

Select Board members offered their comments and reports. Stephanie Rein read Eastham's statement about their Town elections, which are to be conducted by mail. She expressed her hope that Truro would work towards a similar process. Kristen Reed commented on domestic violence under stay at home orders. She gave the hotline number to call for help and advice to call 911 in emergency situations. Susan Areson said the free, pocket-sized guide to Truro, created by Historical Commission, will be ready in June. Money for the publication came from the Cultural Council, the Truro Part-time Residents Association, the Chamber of Commerce and Truro Vineyards. Chuck Steinman was the source of the news, she said. As a volunteer for the West End Racing Club of Provincetown, she reported with regret that the club had determined it was not safe to go ahead with children's sailing lessons this summer. A constituent with a post office box reported to Ms. Areson that post office box holders don't get census forms. She gave a phone number (844-330-2020) to call to complete the census for those who did not receive a form or for people who don't have access to the Internet. People doing the census online can bypass the code question if they did not receive a code, she said. Mary Elizabeth Briscoe added that there will be door to door census takers sometime in July. Rae Ann Palmer said the Regional Census office is still looking for door to door census takers. Information is posted on the Truro website. Robert Weinstein repeated information on boat launches at Pamet Harbor. He said the Town needs to come up with best practices for the harbor. Janet Worthington said that guidance for the dock and courtesy float should be included.

## **TOWN MANAGER'S REPORT AND AGENDA FOR NEXT MEETINGS**

Rae Ann Palmer asked about including Harbor in the Reopening Task Force. She said there will be more discussion during the work session. Ms. Palmer reviewed agenda items for the next meeting on May12, 2020: the Reopening Task Force and a public hearing on rental assistance from CBDG. There is time to advertise the hearing. She said the memorial tree for John Hopkins does not need to come before the Select Board. That can be done through Town Hall staff. Susan Areson reminded the Board that a memorial for Maureen Burgess also needs to be decided at a future Select Board meeting.

## **ADJOURNMENT**

Robert Weinstein moved to adjourn. Susan Areson seconded, and the motion carried 5-0. The meeting was adjourned at 4:02 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 5/5/2020**

1. Application papers of Jim Summers, John Dundas, Clinton Kershaw, Nancy Medoff, Robert Panessiti, Dan Schreiner and Paul Wisotzky, Kristen Roberts and Susan Howe
2. Select Board Policy on Work Sessions
3. DOR Bulletin 2020-1
4. Draft Letter to MJ Handy, Director of Accounts
5. BOH Rule and Order Requiring Use of a Mask and other Protective Measures
6. Senator Cyr's letter: Guidance to the Cape and Islands Seasonal Community
7. Amendment No. 1 to Land Development Option Agreement with Community Housing
8. Resources, Inc.
9. 2020 Seasonal Licenses: Accent on Design (Transient Vendor) and Hold and Captain's Choice Restaurant (Common Victualer)

# DRAFT

## Truro Select Board Meeting Tuesday, May 5, 2020 Remote Work Session

**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; Beach Director Damion Clements; Library Director Tricia Ford; COA Director Mary Elizabeth Briscoe

Chair Janet Worthington convened the Select Board work session at 4:03 p.m.

### FISCAL YEAR 2021 BUDGET AND REVENUE IMPACTS OF COVID-19

Town Manager Rae Ann Palmer had provided Select Board members with a one-page document from the Town Accountant showing Fiscal Year 2019 receipts and estimated revenue for Fiscal Year 2020. The Fiscal Year 2021 Budget planned for the Town Meeting Warrant was \$2.2 million dollars. Ms. Palmer said that the new estimate of \$1.5 million dollars anticipates decreased revenue. She stressed that the proposal is an estimate, subject to change. It will be the budget if Town Meeting is held in June, but it would change if Annual Town Meeting takes place in September.

Town Accountant Trudi Brazil gave a recap of revenue estimates. Some will remain the same: motor vehicle excise tax, rental of Town property, fines and forfeitures, Medicaid, recurring miscellaneous items and lost check fees. Expected reductions included: meals taxes, rooms taxes cut in half, Library cut by half, Recreation and Beach, licensing and permits and Other Post Employment Benefits (OPEB) cut by one third.

Susan Areson asked why revenue for FY20 was less than FY19s. Rae Ann Palmer said that was a function of the conservative estimates of the Town Accountant and which left the Town with an annual amount of Free Cash. She has been discussing Free Cash with Senator Cyr's office to see if there was a possibility of legislative relief for FY20 free cash transfers. It will only be possible to adjust and appropriate Free Cash to balance the FY 20 budget at Annual Town Meeting if it is held in June. The Municipal Relief Act allows the Town to carry forward money for FY21 expenditures, she said. This would not cover Fiscal Year 20 items like the Walsh Property interest, debt service on the Cape Tech School and tipping fees at the Transfer Station. If Annual Town Meeting is postponed until September, the Town will have time to evaluate summer revenues, but the Town will have to operate with a 1/12 budget approved in advance by the Select Board and the Department of Revenue (DOR).

Ms. Palmer turned attention to budget cuts for FY21, different from what was originally planned. Now she, the Town Accountant, and department heads have taken a realistic look at what can be cut. Although most budgets were reduced, some remained without cuts: Information Technology, Clerk/Treasurer/Collector. She reviewed in detail the proposed budget cuts. The

Select Board budget for Truro 400 was cut by \$3,000; another \$5,000 was cut for grants. In the Town Manager's budget, advertising could not be cut, but travel expenses and the Annual Town Manager Conference were removed. There were big cuts from the Capital account. Only two items were left: one police cruiser and one charging station. Since all capital requests for the Library and road maintenance were removed, Ms. Palmer reminded the Select Board to fund them in the Capital Budget next year. The mobile generator and interview room for the Police Department were cut from the Capital Budget.

There were extensive departmental cuts. The miscellaneous line and overtime were cut in Accounting. Assessors' cuts included leave and pay-outs for non-union staff. Fire Department cuts were for standby pay, overtime, Stowe Academy, training, hose replacement (in part), gear replacement, decreased clothing allowance and professional development. The line for Beach EMTs was reduced, but Ms. Palmer said that would require more consideration. The Police Department cuts included freezing the most recent vacancy, and Holiday pay was cut. Since gasoline prices are low, that line was reduced. There were travel cuts in all departments.

Town Accountant Trudi Brazil explained the new projections for the DPW budget. She said that snowplowing and streetlights remain the same. The Public Works vehicle parts line was cut. The gas line was reduced by \$4,000. A line of \$300 for food for drivers in storm time remained. The Transfer Station diesel fuel line was cut by \$5,000. Reductions for DPW encompassed: vehicle supplies, services of vehicles, \$200 out of office supplies, equipment, custodial supplies and \$2,000 from hand tools.

Other budgets are being revised. The Lower Cape Ambulance revised budget has been decreased. The School has been asked to reconsider its budget. The Capital Improvement Plan (CIP) budget will be discussed, Trudi Brazil said. There were cuts in the Health Department budget. Council on Aging Director Mary Elizabeth Briscoe outlined COA cuts in travel expenses, staff development, supplies, fuel and the lunch program. Rae Ann Palmer suggested placing the lunch program on the "maybe" list. Ms. Palmer said Beach and Recreation budget cuts would be handled separately.

Susan Areson asked about cuts for training in the Select Board budget. There is money left for a few Select Board members and the new Town Manager to attend the MMA conference, Ms. Palmer said. In every department, there is some money left for training and in-state conferences; out of state conferences were cut across the board, she said. At Chair Worthington's request, Ms. Palmer explained that the Town Manager's budget covers salaries including three support people, advertising, meeting expenses. Trudi Brazil said the wage and personnel line is \$400,000. The Town Manager's budget also includes medical and compensation for Medicaid reimbursements, employee training, advertising, Community Development Block Grant (CDBG) monitors, printing and mailing, office supplies, small equipment, in-state travel, membership and dues, insurance premiums for the Town Manager and the taxes for people in the tax work off program. Their taxes are not charged to them.

Other department heads explained their situations. Police Chief Jamie Calise said his department is down by three officers. One is going to another agency, one is in training and one has moved on to a new job opportunity. That position is frozen as of Monday. At the Library, the summer clerk position remains just in case the Library does reopen. There have been service cuts in landscaping, play group supplies, materials and postal expenses. Library Director Tricia Ford said there have been cuts for the database and fees wherever possible, but it's hard to know what will happen this year. She said the Friends of the Library can help with programming, but she can look elsewhere for help if needed. The biggest cuts were for materials. She said that she took out whatever she could. Ms. Palmer said she will keep an eye on what happens at the Library. Harbor Master Tony Jackett had made cuts, but Rae Ann Palmer said she will have further discussion with him about salary, particularly in the winter months.

Without a summer Recreation program, Recreation/Beach Director Damion Clements has prepared suggested cuts. He analyzed Beach projections for reduced beach usage or no beaches for the season. Rae Ann Palmer said it would be important to get beach attendants out early this year. There is thought about not offering day passes or another way of handling them so that there is no money exchange at beach entrances. Ms. Palmer said she and the Select Board need to have a policy discussion about the beaches. Damion Clements said he has not yet received any guidance from Red Cross about lifeguards. It will be important to have procedures in place for gate keepers to limit numbers at beaches. It would be hard not to have lifeguards for safety at the beach at Head of the Meadow with the sharks. In response to questions from Kristen Reed on beach fees, Mr. Clements said he had increased beach fire permit fees, but he had not raised the beach sticker fees, which are in line with other communities.

Susan Areson recommended an in-depth discussion on Beach and Recreation, but at another meeting. Rae Ann Palmer agreed because there has been no guidance yet on recreation programs. It could also be a topic for the Reopening Task Force, she said. Ms. Palmer reminded everyone that the budget cuts were a first pass. Most department heads left the meeting as the Select Board continued with other agenda items.

## **BUSINESS LICENSING FEES AND SUSPENSION OF FEES**

*Kristen Reed recused herself from the discussion and any future voting at another meeting.*

Chair Janet Worthington said that the idea to waive business licensing fees came from the Chamber of Commerce. She said she is not sure that it's the best thing to do considering the reduced budget. The Select Board had received in their meeting packet a list of revenues from licensing fees. Robert Weinstein noted a divide by businesses that have paid their fees and the others who have not. He said that he did not want to lose sight of the two categories. He examined at larger fees for alcohol licenses and acknowledged the burden the fee might cause for a restaurant that wouldn't be able to function fully. Ms. Palmer said take-out alcohol is now allowed for restaurants. She stated that it is the annual licenses that are paid; the seasonal ones are not paid yet. Stephanie Rein expressed her concern about equity of those who have paid and the ones that have not yet paid. She believes any decision should be equitable for all businesses.

Susan Areson said that fees are based on the value of the licenses. Alcohol brings in more money, so those licenses are higher. She said she is in favor of helping business community, but licensing fees totaling \$28,000 could help the Town budget. She also considered a possible extension of the payment period for those businesses that have not yet paid their fees. She said she was reluctant to cut the whole fee for businesses. It is too early to know how the season will go, even for liquor stores which are open.

Town Accountant Trudi Brazil said that the fees all relate to seasonal businesses, restaurants and campgrounds. There are other permits like electrical, gas and health inspections. She questioned where to draw the line on who to help. Susan Areson said that Town fire, health and electrical inspectors go out to the various businesses as part of the licensing. Janet Worthington suggested that fees could be collected later. Stephanie Rein asked if there could be a time frame set for licenses this since some businesses will have a shorter season. Licenses might be cut according to the amount of time they were time open.

Rae Ann Palmer said that licenses run for the whole year. She said she would find out if a portion of alcohol fees go to the state. She acknowledged that seasonal businesses might not be able to pay fees up front. Ways to deal with postponing fees and alcohol licenses could be topics for the Reopening Task Force, she said. If any business that was granted a delay in paying in advance still didn't pay, they would have to catch up next year, Ms. Palmer suggested.

#### **REVISED WARRANT AND ANNUAL TOWN MEETING**

Rae Ann Palmer said the original Table of Contents for the Annual Town Meeting Warrant was provided in the meeting packet. Assistant Town Manager Kelly Clark revised the Town Meeting Warrant to contain only Articles approving the finances for next year and the current fiscal year, including transfers and leasing land for cellular towers. Petitioned articles must be included but could be postponed with a motion at Town Meeting until fall, she said. Trudi Brazil suggested postponement of the full CPC Article for Community Preservation projects. She said she did not want to include those until she knew the anticipated revenue for the fiscal year.

Ms. Palmer said the Truro Central School, with extra provisions for social distancing, was a possible place for a June Annual Town Meeting, but the decision didn't have to be made yet. She had checked with other towns to see what they are planning. Others are planning, as Truro is, for a June Town Meeting, but Wellfleet has moved the date until fall.

Susan Areson asked about possible legislative action on postponing Annual Town Meetings to fall without penalties on debt. Ms. Palmer said such a postponement is possible, with the Town continuing on a budget of one-twelfth of the size. If Town Meeting is postponed until after the start of the new fiscal year, Truro would need to make up around \$200,000-\$250,000.

Rae Ann Palmer said there was not support for mail-in Town Meeting votes. Holding a virtual Town Meeting might be part of the legislation, but Truro had rejected the idea because not everyone has Internet access. There is support for allowing a lower quorum number and for



holding Annual Town in another town if there is an appropriate venue. Ms. Palmer said there is still time for a decision, but it has to be reached by June 9, 2020. She said that it is in the Town's best interest to wait until then to decide. She anticipates that the Warrant will be printed in-house.

Robert Weinstein thanked the Town Manager and staff and for truncating the contents of the Annual Town Meeting Warrant. He recommended being proactive in choosing a venue that keeps public safe with consideration of best practices: not touching doors, wearing masks and social distancing. He suggested exploring Nauset Regional High School as another possible location with a large auditorium and classrooms with whiteboards that could be utilized. He questioned if 6-foot distancing accommodations for the Select Board, Finance Committee and Town Moderator would be feasible in the Truro Central School gym. He asked that the Town mark out spacing there and in the classrooms. Ms. Palmer said that they are working on floor plans for Town Meeting at the Truro Central School.

Stephanie Rein said she had apprehension about using the school. People cluster waiting to get into Town Meeting. She wondered how that would be prevented and how to stagger registration once people were inside. She has already received letters of concern about the large population of seniors and immune system-compromised citizens in Truro. She agreed, since everything is in flux, there was no need for an immediate decision on Town Meeting. Janet Worthington advised that the Board wait and see and keep working on possibilities since there is still time to think about it.

Rae Ann Palmer emphasized the concern for safety. She could also plan for a fall Town Meeting. Things will become clearer as we go along, she said. Susan Areson asked if there was any special legislative bill for Barnstable County with its large elder population. Ms. Palmer said Truro can't be the only town with the concern for its senior citizens. She continues to look for places where further budget cuts can be made, and she expressed confidence that the Select Board will make the best decision of what to do.

Robert Weinstein said the Town must think imaginatively to create a plan for getting people into Town Meeting. He looked at boarding procedures at airports but wondered if the school would be able to accommodate the Annual Town Meeting. In a small community, 300 people is a lot for Town Meeting, and, with the exception of Kristen Reed, the Select Board represents the population that they are trying to protect.

Kristen Reed asked about 300 people in attendance at Town Meeting, assuming that everyone complied with best practices. She asked how people who did not take precautions seriously would be handled – "policed," for want of a better word. Janet Worthington said that would be a part of Task Force discussion. The Town will have to be proactive about those who don't comply with directives on masks and social distancing in any town setting.

Before the meeting closed, Rae Ann Palmer reported that Executive Secretary Nicole Tudor had sent word that the Town does not have to pay the state anything for alcohol licenses. She also had learned from the Assistant Tax Collector that the Fiscal Year 2019 date in question on an item in the Consent Agenda was accurate.

**ADJOURNMENT**

Stephanie Rein moved to adjourn, and the motion carried 5-0.  
The meeting was adjourned at 5:26 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 Materials for Work Session of 5/5/2020**

1. Worksheet on Revised Revenue Estimates and Reductions in Operating Budget
2. List of revenue from licenses
3. Annual Town Meeting Warrant Table of Contents