



# Truro Select Board

Thursday, May 28, 2020

Remote Meeting-2:00pm

This will be a remote meeting. Citizens can view the meeting on Channel 18 in Truro and on the web on the "Truro TV Channel 18" button under "Helpful Links" on the homepage of the Town of Truro website. Click on the green "Watch" button in the upper right of the page. **To provide comment during the meeting please call in toll free at 1-877-568-4106 and enter the following access code when prompted: 516-005-597.** 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. Postponment of Annual Town Meeting & Approval of July 2020 Budget  
Presenter: Rae Ann Palmer, Town Manager
- B. Vote on Municipal Purpose Loan  
Presenter: Trudi Brazil, Town Accountant
- C. Discussion of Seasonal Rentals  
Presenter: Jan Worthington, Chair
- D. Discussion of the Farmers' Market  
Presenter: Francie Randolph, Sustainable Cape

## 6. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
  - 1. *None*
- B. Review and Approve 2020 Seasonal Licenses: *None*
- C. Review and Approve Select Board Minutes: *None*

## 7. SELECT BOARD REPORTS/COMMENTS

## 8. TOWN MANAGER REPORT

## 9. NEXT MEETING AGENDA: June 4 (Re-opening Taskforce) and June 9

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

- 1. OPEN WORK SESSION**
- 2. PUBLIC COMMENT**
- 3. DISCUSSION**
  - A. Updates on Town Events**
  - B. Updates on Harbor Operations**
  - C. Updates on Beaches and Ponds**
  - D. Reopening Town Buildings**
  - E. Reopening of Playground**
  - F. Business Reopenings**
  - G. Next Steps & Future Agenda Items**
- 4. ADJOURN WORK SESSION**



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

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

**REQUESTED MEETING DATE:** May 28, 2020

**ITEM:** Postponement of Annual Town Meeting and Approval of July One-Twelfth Budget

**EXPLANATION:** In light of the COVID-19 Public Health Emergency, the Annual Town Meeting was postponed from April 28, 2020 to June 23, 2020 by the Board. Staff and I have evaluated options for holding Town Meeting safely, including holding the meeting outdoors, using technology to allow for satellite meeting spaces, socially distanced chairs, and limiting the Warrant to only financial articles. Unfortunately, there are challenges with all of the options, and it does not appear that there is a safe, effective way to hold Town Meeting in June. I recommend that the Town Meeting be postponed to September. Staff recommends mid-September to allow for tax bills to be mailed in October. In addition, we must implement the alternative budget process approved by the Commonwealth. This process requires the development of a minimum one twelfth budget, approval of the budget by the Select Board and approval by the Department of Revenue. Attached for your review and approval is a one-twelfth budget that includes adjustments for items paid at the beginning of the fiscal year, contract agreements such as increased trash disposal fees and contractual employee agreements.

**SUGGESTED ACTION:** *MOTION TO postpone the Annual Town Meeting to September 15, 2020 and to approve the July 2020 One Twelfth Budget and authorize the Town Manager to forward the budget to the Department of Revenue for approval.*

**ATTACHMENTS:**

1. July 2020 Budget

FY 2020 Approved Final Budget:

20,755,791.00

1,729,649.25 = 1/12 (minimum allowable)

Proposed Monthly Budget w/o approved FY 2021 Budget:July      July Notes:

FY 2020 Budget By Department:

<b>General Government</b>	2,895,186.00	340,434.03
Moderator	295.00	25.00 1/12
Select Board	101,566.00	45,512.00 1/12 + Chamber booklet
Manager	573,997.00	47,833.00 1/12+ Contractual Requirements
Finance & Advisory Committee	1,000.00	83.00 1/12
Reserve Fund	94,000.00	7,833.00 1/12
CIP: Operating Capital Account	450,500.00	37,542.00 1/12
Accounting	173,161.00	14,430.00 1/12
Assessing	196,813.00	16,401.00 1/12
Clerk/Treasurer/Collector	288,001.00	24,000.00 1/12
Legal Counsel	175,000.00	14,583.00 1/12
Vaca/Sick Leave Contingency Acct	15,000.00	1,250.00 1/12
Pending Salary/Wage Adjustments/Employee Benefit buy-out	110,000.00	9,167.00 1/12
COLA	5,000.00	4,643.00 1/12 of original '20 budget
IT	318,651.00	76,554.00 1/12 + \$50K July maint contracts
Elections/Board of Registrars	13,480.00	1,123.00 1/12
Cable TV & Internet Advisory Committee	130,000.00	10,833.00 1/12
Planning Department	5,660.00	8,367.00 1/12 position moved from TM budget
Zoning Board of Appeals	5,320.00	443.00 1/12
Town Hall Operations	66,950.00	5,579.00 1/12
Annual Town Report/Town Meeting Warrant	9,000.00	750.00 1/12
Allocated Energy Account	148,500.00	12,375.00 1/12
Municipal Postage	13,292.00	1,108.00 1/12
<b>Public Safety</b>	3,790,411.00	382,973.00
Police Department	2,170,897.00	180,908.00 1/12
Parking Magistrate	6,504.00	542.00 1/12
Fire Department	983,383.00	81,949.00 1/12
Lower Cape Ambulance Assoc Assessment	429,594.00	101,250.00 1/4 '21 Assessment due in July
Cape & Islands EMS System	1,750.00	1,800.00 21 Assessment due in July
Building & Inspections Department	189,533.00	15,794.00 1/12
Truro Emergency Mgt Agency (TEMA)	8,750.00	730.00 1/12
<b>Education</b>	6,225,865.00	563,069.42
Truro Central School & Gr 7 - 12	6,098,297.00	508,191.42 1/12
Cape Cod Reg'l Tech High School Assessmnt	127,568.00	54,878.00 30% of Assessment due in July
<b>Public Works</b>	1,654,730.00	145,385.00
DPW	702,175.00	58,600.00 1/12
Snow Removal	25,000.00	2,100.00 1/12
Municipal Street Lighting	200.00	20.00 1/12
Transfer Station/Disposal Area Operations	456,151.00	42,145.00 1/12 + increase in disposal fees

Proposed Monthly FY 2021 Budget for July 2020

Public Building Maintenance	436,904.00		36,410.00	1/12
Town Cemeteries	30,300.00		4,000.00	July mowings: 4th holiday
Soldiers & Sailors Lots	2,500.00		610.00	July mowings: 4th holiday
Cape Cod Greenhead Fly Control District	1,500.00		1,500.00	Assessment due in July
<b>Human Services</b>		616,646.00		71,513.00
Human Service Committee	46,200.00		3,900.00	1/12
Health & Conservation Department	225,270.00		23,383.00	1/12 + antipaed Health Dept. re:COVID
Water Resources Oversight Committee	7,300.00		610.00	1/12
Senior/Community Services (COA)	305,903.00		25,500.00	1/12
Veterans' Services	31,773.00		18,100.00	21 Assessment due in July (\$16,780 est) + July Benefits (\$1,285)
Disabilities Committee	200.00		20.00	1/12
<b>Culture and Recreation</b>		1,133,863.00		94,491.99
Truro Public Library	422,586.00		35,216.00	1/12
Truro Recreation Program	272,112.00		22,676.00	1/12
Bike & Walkways Committee	2,000.00		167.00	1/12
Truro Beach Program	203,630.00		16,970.00	1/12
Pamet Harbor Commission	325.00		28.00	1/12
Harbor and Shellfish Operations	138,635.00		11,553.00	1/12
Pamet Harbor Dredging Program	94,400.00		7,867.00	1/12
Truro Historical Commission	175.00		15.00	1/12
<b>Debt</b>		615,868.00		
Principal on LT Debt (General Fund)	470,000.00		39,166.67	1/12
Interest on LT Debt (General Fund)	79,525.00		6,627.08	1/12
Short term borrowing interest	66,343.00		5,528.58	1/12
<b>State Assessments</b>		667,666.00		
State Assessments	667,666.00		55,638.83	1/12
<b>Employee Benefits - Town Share</b>		2,920,056.00		1,435,041.00
County Retirement Assessment	1,166,488.00		1,288,909.00	Assessment due in July
Workers Compenstaion	78,500.00		6,542.00	1/12
Unemployment Insurance	73,500.00		6,125.00	1/12
Group Health Insurance	1,463,925.00		121,994.00	1/12
Group Life Insurance	2,071.00		173.00	1/12
FICA/Medicare	135,572.00		11,298.00	1/12
<b>Insurance</b>				
Municipal Liability Insurances	235,500.00	235,500.00	153,075.00	Premiums due in July
<b>Totals:</b>	20,755,791.00	20,755,791.00	<b>3,292,943.61 =July Budget</b>	



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Treasurer's Office

**REQUESTOR:** Trudi Brazil, Town Accountant

**REQUESTED MEETING DATE:** May 28, 2020

**ITEM:** Municipal Purpose Loan XXX (RENEWAL AND NEW)

**EXPLANATION:** Approval of a Municipal Purpose Loan Number XXX: Consisting of Fire Tender \$350,000 (RENEWAL); East Harbor Culvert Repair Project \$1,931,000 (RENEWAL plus \$1,769,000 of authorized but unissued funds, for a total purpose amount of \$3,700,000) and Walsh property Land Acquisition \$4,700,000 for a total loan amount of \$8,750,000. The Town's financial advisors have handled the sale, which took place on Tuesday, May 19, 2020, and worked to get the Town the best possible rate of 2.0% for one year with a \$112,947.62 Premium from BNY Mellon Capital Markets.

**FINANCIAL SOURCE (IF APPLICABLE):** New Multi-purpose General Obligation Bond Anticipation note. Interest due at term (6.11.2021) from appropriated funds and approved deficit spending..

**IMPACT IF NOT APPROVED:** The town will be unable to meet financial obligations of outstanding short-term debt for the three purposes listed.

**SUGGESTED ACTION:** *Motion* to approve the sale of the \$8,750,000 General Obligation Bond Anticipation Notes (the "Notes") of the Town dated June 12, 2020, and payable June 11, 2021 to BNY Mellon Capital Markets, LLC at par and accrued interest, if any, plus a premium of \$112,947.62.

Further Moved: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 13, 2020 and a final Official Statement dated May 20, 2020, each in such form as may be approved by the Assistant Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Moved: that the Assistant Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall

be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Further Moved: that the Select Board and Assistant Town Treasurer have received and reviewed electronic copies of any and all certificates or documents relating to the Notes (collectively, the “Documents”). Such Documents may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a “.pdf” file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Further Moved: that we authorize and direct the Assistant Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Assistant Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes and to comply with relevant securities laws.

Further Moved: that each member of the Select Board, the Assistant Town Clerk and the Assistant Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

**ATTACHMENTS:**

1. Municipal Purpose Loan
2. General Obligation Bond Anticipation Notes
3. Certificate of Award (General Obligation Bond Anticipation Note)

**MUNICIPAL PURPOSE LOAN**

Town of Truro, Massachusetts

**\$8,750,000** General Obligation Bond Anticipation Notes, Unlimited Tax

Sale Date: 5/19/2020  
 Dated Date: 6/12/2020  
 Delivery Date: 6/12/2020  
 Due Date: 6/11/2021



<u>Purpose</u>	<u>Vote Date(s)</u>	<u>Reference</u>	<u>Amount Authorized</u>	<u>Previous Issues</u>	<u>Bonds, Grants, and/or Paydowns</u>	<u>Renewal This Issue</u>	<u>New This Issue</u>	<u>Total This Issue</u>	<u>Balance Unissued</u>	<u>Original Issue Date</u>	<u>Prorata Interest</u>	<u>Prorata Premium</u>	
East Harbor Culvert Repairs	4/25/2017	Ch. 44, 7(1)	\$3,700,000	\$1,931,000	\$0	\$1,931,000	\$1,769,000	\$3,700,000	\$0	6/21/2019 & 6/12/2020	\$73,794.44	\$47,760.71	EXEMPT
Fire Department Tender	4/24/2018	Ch. 44, 7(1)	\$350,000	\$350,000	\$0	\$350,000	\$0	\$350,000	\$0	6/21/2019	\$6,980.56	\$4,517.90	EXEMPT
Land Acquisition	4/30/2019	Ch. 44, 7(1)	\$5,100,000	\$4,700,000	\$0	\$4,700,000	\$0	\$4,700,000	\$400,000	6/21/2019	\$93,738.89	\$60,669.01	EXEMPT
<b>Totals</b>			<b>\$9,150,000</b>	<b>\$6,981,000</b>	<b>\$0</b>	<b>\$6,981,000</b>	<b>\$1,769,000</b>	<b>\$8,750,000</b>	<b>\$400,000</b>		<b>\$174,513.89</b>	<b>\$112,947.62</b>	



**Town of Truro, Massachusetts**

**\$8,750,000 General Obligation Bond Anticipation Notes, Unlimited Tax**

**Sale Date:** 5/19/2020  
**Dated Date:** 6/12/2020  
**Delivery Date:** 6/12/2020  
**Due Date:** 6/11/2021  
**Days Per Year:** 360  
**Day Count:** 359  
**Bank Qualified:** Yes  
**Rating:** None



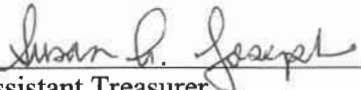
Bidder	Underwriter	Principal	Coupon Rate	Premium	Interest	Net Interest	NIC	Prorata Premium	Prorata Interest	Award	Reoffering Yield
BNY Mellon Capital Markets	•	\$8,750,000	2.00%	\$112,947.62	\$174,513.89	\$61,566.27	0.7056%	\$112,947.62	\$174,513.89	\$8,750,000	
Jefferies LLC	•	\$8,750,000	2.00%	\$86,364.00	\$174,513.89	\$88,149.89	1.0102%				
Oppenheimer & Co., Inc.	•	\$8,750,000	1.50%	\$39,326.00	\$130,885.42	\$91,559.42	1.0493%				
Piper Sandler & Co.	•	\$8,750,000	2.00%	\$77,437.50	\$174,513.89	\$97,076.39	1.1125%				
Century Bank		\$3,000,000	1.80%	\$6,600.00	\$53,850.00	\$47,250.00	1.5794%				
Award Totals								\$112,947.62	\$174,513.89	\$8,750,000	

Weighted Average Net Interest Cost: 0.7056%

Certificate of Award

I, the Assistant Treasurer of the Town of Truro, Massachusetts, hereby award the \$8,750,000 General Obligation Bond Anticipation Notes dated June 12, 2020 (the "Notes") to the bidder or bidders submitting the bid or bids attached hereto in accordance with the terms set forth in the attached bid or bids and in the Notice of Sale dated May 13, 2020, relating to the Note, subject to the approval of the Select Board.

Date: May 20, 2020

  
Assistant Treasurer



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Jan Worthington, Chair

**REQUESTED MEETING DATE:** May 28, 2020

**ITEM:** Lower and Outer Cape Select Board Discussion and Consensus on Short Term Rentals.

**EXPLANATION:** The Chair of the Eastham Select Board, Aimee Eckman, asked for input from Select Board members from Brewster, Chatham, Provincetown, Truro, Orleans and Wellfleet regarding two questions with respect to Seasonal Rentals. The results will be forwarded to Senator Julian Cyr and Representative Sarah Peake. The questions are as follows:

1. Does your Board, as a whole, feel that there should be minimum stay limits placed on short term rentals? (not including hotels, motels or B&Bs)

**YES or NO**

2. If your Board feels that there should be minimum stay limits put in place, what is the consensus on the specific number of days?

**7 day minimum**

**14 day minimum**

**28 day minimum**

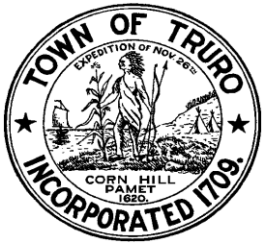
**SUGGESTED ACTION:** *MOTION TO discuss and build consensus on the Select Board's opinion about the questions and to share the feedback with the other Towns.*

**OR**

*Motion to vote on the questions and share the vote with the other Towns.*

**ATTACHMENTS:**

1. None



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Francie Randolph, Sustainable Cape

**REQUESTED MEETING DATE:** May 28, 2020

**ITEM:** Discussion and Approval of the Farmers' Market Use of Town Property

**EXPLANATION:** Sustainable Cape has requested inclusion on the Select Board's Agenda of May 28<sup>th</sup> for a discussion of the use of Town Property for the annual Truro Farmer's Market, scheduled to open on June 8<sup>th</sup>. Staff will hold a meeting with the group on May 27 to discuss parking and public health safety issues relating to the Town Use application. Sustainable Cape would like to have an opportunity to discuss their application with the Select Board.

**IMPACT IF NOT APPROVED:** The Truro Farmers' Market opening will be delayed (currently scheduled for June 8), which will impact farmer income and those SNAP card holders wishing to access healthful food locally at a discount. The Farmer's Market is the only SNAP eligible food provider in Truro.

**SUGGESTED ACTION: MOTION TO**

**ATTACHMENTS:**

1. Use of Town Property Application
2. Temporary Food Service Permit Application
3. Farmers Market Retail Food Permit Application
4. Application for a Temporary Sign Permit

# TOWN OF TRURO

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

RCVD 2020MAY13 10:49:28  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

## APPLICATION FOR PERMIT TO USE TOWN-OWNED PROPERTY

**Applicant:** Sustainable CAPE **Email:** hannah@sustainablecape.org

**Group Affiliation (If Any):** 501(c)3 collaborating with the Farm Bureau and Barnstable County Extension

**Mailing Address:** PO Box 1004 **City:** Truro **State:** MA **Zip:** 02666

**Phone:** [REDACTED] **Cell Phone:** [REDACTED]

**Type of Activity** (Please be **specific** as to number of persons, equipment to be used (if any), whether food or beverages will be served, parking arrangements, etc.):


Truro Farmers Market - approx. 400 people/day. Equipment includes tents, tables and chairs for vendors. Parking and safety coordinated with Fire and Police Departments. Food served in accordance with Truro Board of Health.

**Town Property to be Used:** Pamet Park / Veterans Memorial Park

**Date(s) and Hours of Use:** June 8th - August 31st, 2020 **Day:** Mondays

**Applicant is responsible for obtaining all necessary permits and inspections (see page 2)**

I, as applicant for the above, do hereby acknowledge that the town is exempt from any liability for this activity. I, as applicant for the above, additionally guarantee that the area to be used will be cleaned and left free of any debris at the completion of said activity. A fee of \$50.00 is to be submitted to the Town upon approval of the application by the Town Manager.

 4/16/2020  
Signature of Applicant Date

Action by the Town Manager: Date: \_\_\_\_\_

       Approved as submitted

       Approved with the following condition(s): \_\_\_\_\_

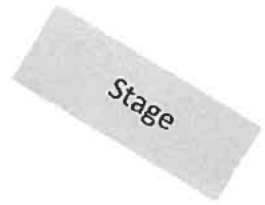
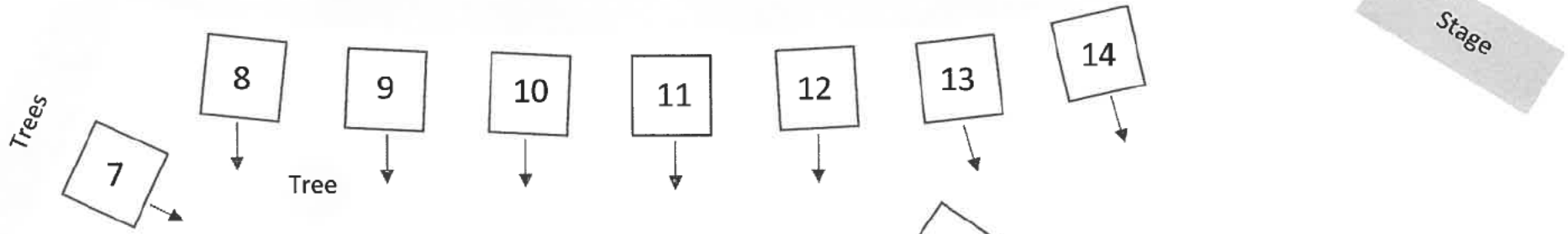
       Disapproved with the following reason(s): \_\_\_\_\_

Signature of the Town Manager: \_\_\_\_\_

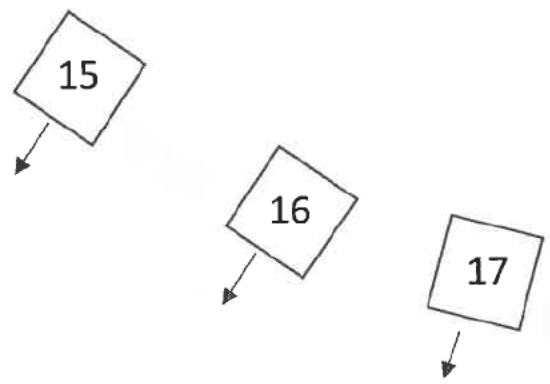
**APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS & INSPECTIONS**

<b>Health/Conservation Agent Signature:</b> <hr/>	<b>Building Commissioner Signature:</b> <hr/>
Comments/Conditions:  Permits/Inspections needed:	Comments/Conditions:  Permits/Inspections needed:
<b>Police Department Signature:</b> <hr/>	<b>Fire Department Signature:</b> <hr/>
Comments/Conditions:	Comments/Conditions:
<b>DPW Signature:</b> <hr/>	<b>Harbormaster Signature:</b> <hr/>
Comments/Conditions:	Comments/Conditions:
<b>Recreation &amp; Beach Director:</b> <hr/>	<b>OTHER:</b> <hr/>
Comments/Conditions:	Comments/Conditions:

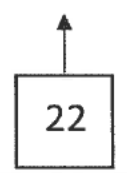
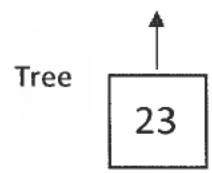
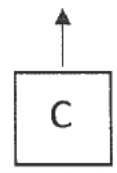
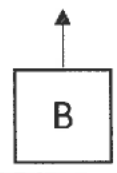
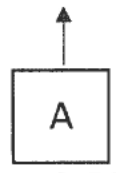
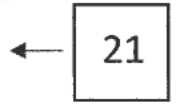
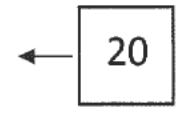
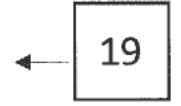
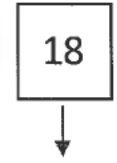
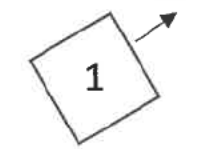
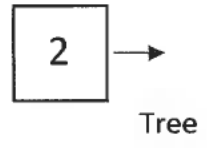
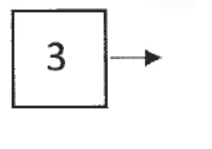
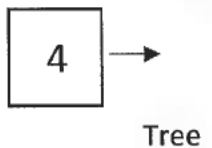
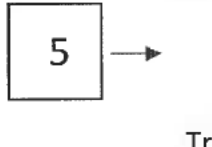
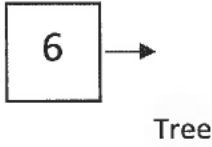
Trees



**Truro Farmers Market  
2020 Field Layout**



Trees



Route 6a – Truro Center Road

Enter

Exit



HEALTH DEPARTMENT  
TOWN OF TRURO

RCVD 2020MAY13 AM9:28  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

MAY 13 2020

SUBMIT COMPLETED FORM TO THE HEALTH DEPARTMENT

**Town of Truro** RECEIVED BY #2020-002 **PAID** #2227  
**Farmers Market/Ag Fair/Temporary Food Service Permit**

Applicant (check one)  private individual, organization or business  non-profit organization  
[must attach copy of Form 501(3)(c)]

Name of Business/Organization: Sustainable CAPE

Address: PO Box 988, Truro, MA. 02666

**Authorized Representative or Contact:**

Name: Hannah Oakland and Francie Randolph Email: Hannah@SustainableCAPE.org  
Address: PO Box 988, Truro, MA. 02666

Telephone Days: [REDACTED] Evenings: ( ) Fax                     

Requested Location/Facility Truro Farmers Market - Pamet Park / Veterans Memorial Park

Requested Dates June 8th to August 31st

Requested Times 8am to 12pm Rain Dates/Times (Must be completed)                     

Before completing this application, read the temporary food service "Are You Ready?" Checklist. Have you read this material?  
 YES  NO

**FARMERS MARKET: FOODS TO BE SOLD/SERVED**

**Foods to be Sold/Served**

- Packaged Baked Goods (breads, pies, cookies, cakes and confectionaries). Cream filled pastries, cheese cake or custard type pastries prohibited.
- Seed sprouts
- Jams or Jellies
- Shellfish: Lobster, Crab, Oysters, Clams
- Finfish
- Vinegar with or without herbs
- Dairy: Milk or milk products such as cheese.
- Meat or Poultry(processed in a federal/state licensed inspected facility)
- Other: Coffee and water

**Food Sampling:** Y or N If yes, attach sampling protocol.

**Base of Operations**

- Foods prepared/processed at a Truro licensed facility. Name of licensed facility:
- Foods prepared/processed outside Truro. Please attach a copy of your state or local food processing facility license, food establishment permit, food manufacturing license or residential kitchen permit and copy of your most recent inspection report. —Purchased foods from Pain D'Avignon and Beanstock

*I agree to any conditions specified by the Board of Health, Board of Health Farmer's Market Policy, 105 CMR 590.000 Minimum Sanitation Standards for Food Establishments - Chapter X, and the Federal 1999 Food Code.*

PLEASE ATTACH COPY OF YOUR FOOD MANAGER CERTIFICATION AND ALLERGY AWARENESS TRAINING CERTIFICATE WITH THIS APPLICATION



Samuel Oakland  
APPLICANT'S SIGNATURE

4/28/2020  
DATE

**Market Manager Approval**

As the Market Manager for the Truro Farmer's Market, I have authorized the applicant to participate as a vendor. .

Samuel Oakland 4/28/2020  
Market Manager Signature Date

**AGRICULTURAL FAIR/TEMPORARY FOOD SERVICE**

Menu: Attach or list all items. Any changes must be submitted and approved by the Health Department prior to the event.

**Organizations Conducting Food Preparation:**

List Names of all staff with a Food Manager Certification: (non-profit organizations, school events, church suppers and fairs exempt).

1. \_\_\_\_\_ Exp. Date: \_\_\_/\_\_\_/\_\_\_
2. \_\_\_\_\_ Exp. Date: \_\_\_/\_\_\_/\_\_\_

List Names of all staff with an Allergen Awareness Certification: (non-profit organizations, school events, church suppers and fairs exempt).

1. \_\_\_\_\_ Exp. Date: \_\_\_/\_\_\_/\_\_\_
2. \_\_\_\_\_ Exp. Date: \_\_\_/\_\_\_/\_\_\_

Base of Operation: (licensed fixed food establishment): \_\_\_\_\_

List each potentially hazardous food item, and for each item check which preparation procedure will occur.

Menu Items	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding	Portion Package
1.								
2.								
3.								
4.								
5.								

**SECTION B: At the booth:**

Menu Items	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding	Portion Package
1.								
2.								
3.								
4.								
5.								

Note: If your food preparation procedures cannot fit these charts, please list all of the steps in preparing each menu item on an attached sheet.

Food Sampling: Y or N If yes, attach sampling protocol.

I agree to any conditions specified by the Board of Health, 105 CMR 590.000 Minimum Sanitation Standards for Food Establishments - Chapter X, and the Federal 1999 Food Code. The above described establishment will be operated and maintained in accordance with the regulations.

Samuel Oakland  
APPLICANT'S SIGNATURE

4/28/2020  
DATE

**HEALTH DEPARTMENT APPROVAL**

*Board of Health Comments or Conditions:*

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Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

BOH or Health Agent

Date



**\$ PAID**  
1094

HEALTH DEPARTMENT  
TOWN OF TRURO

MAY 12 2020

SUBMIT COMPLETED FORM TO THE BOARD OF HEALTH  
Town of Truro

RECEIVED BY:  
# 2020-001

**Farmers Market Retail Food Permit Application**

**PART I - TO BE FILLED IN BY APPLICANT**

Applicant: (check one)  New  Renewal Date: 5/7/2020 FEE: \$10.00  
 Name of Business: Cape Cod Kombucha  
 Address: 316 Rt. 6, Truro / PO Box 642, North Truro  
 Authorized Representative or Contact Name: Amy Smith Costa  
 Address: 6 Riverside Hills, Truro / PO Box 642, North Truro  
 Telephone Days: [REDACTED] Evenings: ( " ) "  
 Fax: NA email: Cape Cod Kombucha@gmail.com

**FOODS TO BE SOLD/SERVED AT FARMERS MARKET**

- Packaged Baked Goods (breads, pies, cookies, cakes and confectionaries). Cream filled pastries, cheese cake or custard type pastries prohibited.
- Seed sprouts
- Jams or Jellies
- Shellfish: Lobster, Crab, Oysters, Clams
- Finfish
- Vinegar with or without herbs
- Dairy: Milk or milk products such as cheese.
- Meat or Poultry (processed in a federal/state licensed inspected facility)
- Other: Bottled Kombucha (fermented sweet tea)

**PART A: FOOD SAMPLING/COOKING DEMONSTRATIONS**

FOOD	Cut/Assemble	Method of Cooking	Cold Holding	Hot Holding	Portion
1					
2					
3					
4					
5					
6					
7					
8					
9					

**PART B:**

**BASE OF OPERATION**

- Foods prepared/processed at a Truro licensed facility. Name of licensed facility: Savory & Sweet Escape
- Foods prepared/processed outside Truro. Please attach a copy of your state or local food processing facility license, food establishment permit, food manufacturing license or residential kitchen permit and copy of your most recent inspection report.

*I agree to any conditions specified by the Board of Health, Board of Health Farmer's Market Policy, 105 CMR 590.000 Minimum Sanitation Standards for Food Establishments - Chapter X, and the Federal 1999 Food Code.*

PLEASE ATTACH COPY OF YOUR FOOD MANAGER CERTIFICATION AND ALLERGY AWARENESS TRAINING CERTIFICATE WITH THIS APPLICATION

  
 APPLICANT'S SIGNATURE

5/7/2020  
 DATE

**PART II – MARKET MANAGER APPROVAL**

As the Market Manager for the Truro Farmer's Market, I have authorized the applicant to participate as a vendor.

\_\_\_\_\_ Date  
 Market Manager Signature

**PART III - TO BE FILLED IN BY AUTHORIZED TOWN AGENT**

**Board of Health Comments or Conditions:**

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

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

\_\_\_\_\_ Date  
 BOH or Health Agent

# CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: MARGARET HAYMAN

Certificate Number: 2190639

Date of Completion: 1/23/2016

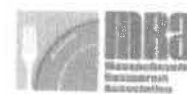
Date of Expiration: 1/23/2021



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

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

Issued By:



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

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

# CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: AMY SMITH

Certificate Number: 2190637

Date of Completion: 1/23/2016

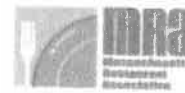
Date of Expiration: 1/23/2021



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

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

Issued By:



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

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

**ServSafe**  
National Restaurant Association

# ServSafe® CERTIFICATION

**MARGARET HAYMAN**

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

14329622

CERTIFICATE NUMBER

5210

EXAM FORM NUMBER

10/26/2016

DATE OF EXAMINATION

10/26/2021

DATE OF EXPIRATION

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



#0655

*Sherita L Brown*  
Sherita Brown  
SVP, National Restaurant Association Solutions

In accordance with Maritime Labour Convention 2006, Regulation 42(A) & (B) 2013 Regulation K2, Standard A3.2

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1-800-551-1400



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

# TOWN OF TRURO



# PLANNING BOARD

Office of Town Clerk  
Treasurer – Tax Collector

25.00 PAID  
MAY 14 2020

Received TOWN OF TRURO  
By *M. Stevens*

**Application for Temporary Sign Permit**  
Pursuant to Section 11 of the Truro Sign Code  
**Fee: \$25.00**

RCVD 2020MAY 13 AM 9:25  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

**Applicant Name:** Sustainable CAPE: Truro Educational Farmers Market      **Date:** April 16th, 2020

**Applicant Contact Information:** PO Box 1004, Truro, MA. 02666  
Mailing Address

[Redacted]

Phone

info@sustainablecape.org

Email

**Number of Signs Requested:** 4 Banners

**Temporary Sign Dimensions:** Height 72" Width 36" Please attach a "to scale" copy of the proposed sign(s).

**Location(s) of Proposed Temporary Sign(s):** 3 on highway and 1 at Veterans Memorial Field

**Map(s):** 50 **Parcel(s):** \_\_\_\_\_ Please use additional sheet(s) for multiple locations

**Date(s) of the Event in Which the Sign is Intended:** Mondays: 6/8 - 8/31, 2020

**Date When Sign(s) will be:** Installed: Friday Afternoon Removed: Monday Afternoon

**Name and Address of Property Owner(s) Where Temporary Sign(s) to be located:**

Town of Truro      State of MA  
Name      Mailing Address

[Redacted]

Phone

Email

*Samuel Oakland*  
Applicant Signature

4/16/2020  
Date

Owner Signature (which also authorizes the use of the property)

\_\_\_\_\_  
Date

Planning Board Action: **Approved** \_\_\_\_\_ **Approved w/Conditions** \_\_\_\_\_ **Denied** \_\_\_\_\_

Conditions: \_\_\_\_\_

Board Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title

CC: Building Commissioner, Board of Selectmen





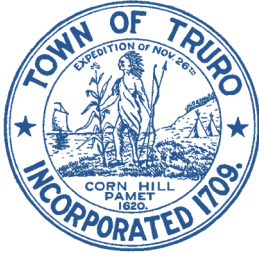
TRURO  
FARMERS'  
MARKET

*Monday 8-12*

# Farmers Market Signage



Not a legal survey



# 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: *None*

C. Review and Approve Select Board Minutes: *None*