



Truro Select Board

Tuesday, December 8, 2020

Executive Session-4:30pm

Regular Meeting-5:30pm

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:777-367-901 or you may join the meeting from a computer, tablet or smartphone by entering the follow URL into your web browser:**

<https://global.gotomeeting.com/join/777367901>. 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 Interim Town Manager at jcalise@truro-ma.gov with your comments.

EXECUTIVE SESSION: *Move that the Select Board enter into Executive Session in accordance with the provisions of Massachusetts General Law, Chapter 30A, §21 (a) 1 to discuss the reputation, character, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual; unless the individual involved requests that the session be open; and*

Move that the Select Board enter into Executive Session in accordance with the provisions of Massachusetts General Law, Chapter 30A, §21 (a) 1 to discuss the reputation, character, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual; review and approval of November 23, 2020 Executive Session Minutes and August 18, 2020 Executive Session minutes and Vote to Release or Hold said minutes; and reconvene in open session.

1. PUBLIC COMMENT

2. PUBLIC HEARINGS NONE

3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS NONE

4. TABLED ITEMS NONE

5. SELECT BOARD ACTION

- A. Proposed Agreement between Truro and the Homeless Prevention Council to Administer the Program
Presenter: Kevin Grunwald, Chair Housing Authority
- B. Discussion of Current Status of Walsh Property: Current Status of Property (Land/ Engineering Survey) and Walsh Community Planning Committee Membership Status
Presenter: Robert Weinstein, Chair and Jarrod Cabral, DPW Director
- C. Discussion of Select Board Responsibility with Respect to Town- Owned Property (Walsh)
Presenter: Robert Weinstein, Chair
- D. Review and Approve FY 2022 Budget Task Force Schedule
Presenter: Jamie Calise, Acting Town Manager
- E. Review and Approve Board/Committee/Commission Recruitment Flyer
Presenter: Kristen Reed, Vice-Chair, and Susan Areson, Clerk

6. CONSENT AGENDA

A. Review/Approve and Authorize Signature:

1. *MADOT Support Letter for Northerly Extension of Sidewalk on Route 6*

B. Review and Approve 2021 Annual Business License: Gingerbread House (Lodging License)

C. Review and Reappoint Tom Bow to the Beach Commission

D. Review and Reappoint Amy Rogers to the Commission on Disabilities

E. Review and Approve Select Board Minutes: November 10, 2020

7. SELECT BOARD REPORTS/COMMENTS

8. TOWN MANAGER REPORT

9. NEXT MEETING AGENDA: December 15



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Truro Housing Authority

REQUESTOR: Kevin Grunwald

REQUESTED MEETING DATE: December 8, 2020

ITEM: Funding Request for the Covid Emergency Rental Assistance Program

EXPLANATION: Request from the Truro Housing Authority for \$50,000 from the Affordable Housing Trust to fund a Covid Emergency Rental Assistance Program.

FINANCIAL SOURCE (IF APPLICABLE): Affordable Housing Trust

IMPACT IF NOT APPROVED: Assistance will not be available for renters facing eviction due to loss of income related to the Covid virus. This will be especially true for renters in the range of 80-100% of Area Median Income (AMI).

SUGGESTED ACTION: *Motion to release the sum of \$50,000 from the Affordable Housing Trust to the Truro Housing Authority to fund a Covid Emergency Rental Assistance Program.*

ATTACHMENTS:

1. Program Proposal
2. Agreement with the Homeless Prevention Council
3. Draft Application

PROPOSED TRURO EMERGENCY RENTAL ASSISTANCE PROGRAM

PROPOSAL: That the Truro Housing Authority request funding from the Truro Housing Trust Fund for a temporary emergency rental assistance program for year-round Truro residents who find it difficult to pay their rent because of the impact of COVID-19 on their families' income.

NEED: In 2015, the Housing Authority commissioned a Housing Needs Assessment. That report found that in 2013 there were 200 Truro households living year-round in rental housing and that 90 of the 200 households paid 50% or more of their income on rent. The situation has not gotten better for year-round renters in Truro, rentals are scarce, and rents have significantly increased. Now we found ourselves in the middle of a pandemic, which has had a serious impact on the Lower Cape's economy. The State and Federal government set up programs to address the economic crisis we faced. There was a significant additional unemployment benefit of \$600 for those people who qualified for unemployment; the Governor announced a moratorium on evictions; and, the State provided new funds for existing rental assistance programs for households with incomes less than 50% of the area medium income (AMI) and a new emergency rental assistance program that provided grants for households with incomes up to 80% of the AMI. The supplemental unemployment payments have stopped and the evictions moratorium has ended. The additional funding for the existing rental assistance program and funding for the new emergency program are not enough to meet the need. Truro can help our residents who cannot access these programs.

FUNDING REQUESTED: That the Truro Housing Authority provide \$50,000 for the administration of the program and for the emergency rental assistance payments.

ADMINISTRATION: That Truro expand their existing contract with the Homeless Prevention Council to cover the administration of the emergency rental assistance program. Truro has been using HPC to help house our residents who are homeless or in danger of becoming homeless for 30 years. They were instrumental in finding alternative housing for those residents of the Truro Motor Inn who wanted to move. Wellfleet has had a rental assistance program for years and has recently instituted an emergency rental assistance program and use the HPC to administer those programs. HPC has offered to administer the program for \$93.75 per the households seeking assistance. They also are requesting \$1,000 at the time of the

signing of contract for program set-up and marketing. HPC would use the rest of the money to cover the small administration fee and the rental assistance payments.

PROGRAM AND ADMINISTRATION REQUIREMENTS:

The Program would be available to Truro residents who are renting year-round and have a household of less than 100% of the AMI. The income of dependent high school or college students will be exempted from the household income.

The administrators will conduct a marketing campaign to inform Truro residents about this Program and other programs for which they might be eligible.

The administrators of the Program will provide case management for applicants. and explore all the available funding for rental assistance and use the rental assistance program that is appropriate for the applicant's needs.

The administrator will help an applicant fill out the application and gather the documents need to determine if the applicant is eligible for the Program. There will be a one-on-one meeting with the applicants.

The administrators will work to ensure that the residents can maintain their housing. They will help residents to understand their leases, secure the resources to pay the rent, meet other basic needs and succeed in healthy stable housing.

The program can pay for first and last month rent; arrears and rent subsidy for up to one year.

The total amount an applicant can receive from the program is \$6,000 in a 12-month period.

The payment will go to the landlord and there must be a signed agreement between the landlord and the tenant.



Scope of Services: Emergency Housing Assistance Program (RAP)

Client: Town of Truro

Dates of Service:

Services Provided by Homeless Prevention Council:

Services specific to RAP:

- **Review application documents and make changes as needed or required by the Town of Truro.** Print and distribute flyers at various town locations and put on display in town hall.
- **Post Rental Assistance Program opportunities in various locations and using media and virtual meeting opportunities.**
- **Receive and review application documents during the time allotted and ongoing.**
- **Operate as the main contact for people seeking rental assistance.** Take calls; explain the purpose of the program and those individuals must have an identified rental in the Town of Truro. Help with applications to process them quickly and efficiently.
- **Provide budget planning and financial review of cases as a part of the process.** HPC works with our clients to be sure they are working on a budget that helps them to live within their means or identify ways to support their specific challenges.
- **Housing Stability and Success:** We believe that everyone deserves a safe and healthy home. The primary goal of HPC's program is to make sure the residents maintain their housing once they move in. This means we do everything we can to help residents understand their leases, secure the resources to pay rent, meet other basic needs, and otherwise succeed in healthy, stable housing.

- **Accessing Opportunities/ Information and Resource Referrals:** HPC case managers are knowledgeable about a vast network of community partners and resources. The assigned case manager will work on-site and be available to meet one-on-one with residents to connect them with resources that meet their specific needs.
- **Advocacy and Benefits Assistance:** Case managers are skilled at navigating bureaucratic systems on behalf of residents. They can assist with completing applications for housing, employment, benefits, and education and help residents advocate for themselves with employers, schools, and public agencies.

Homeless Prevention Council and Town of Truro agree to the proposed services detailed above, which will commence on _____ and end on _____.

HPC will bill the Town of Truro on a monthly basis based on the number of households accessing assistance at a rate of \$93.75/household. There will be an initial fee for program setup and marketing of \$1,000.00.

Homeless Prevention Council, Inc.

Name: _____

Signature: _____

Title: _____ Date: _____

Town of Truro

Name: _____

Signature: _____

Title: _____ Date: _____



Emergency Housing Assistance Application

Applicant's First Name	
Last Name	
Street Address	
City/Town	
Zip Code	
Telephone Best Number to Call	
E-Mail Address	
Language Preference (if other than English)	
Total Number of People in Household (including yourself)	
Total Number in Household 18 years or older	
Total Number in Household under age 18	
Is anyone in your household age 55 or older?	___ yes ___ no
This program is for people who have lost income or had an increase in expenses due to COVID-19 related circumstances. Does your household meet this eligibility?	___ yes ___ no
Briefly describe your situation:	
Number of bedrooms in your home?	
Is anyone in your household a veteran?	___ yes ___ no
Do you have a Section 8 Voucher, MRVP or other rental assistance?	___ yes ___ no

What type of assistance are you requesting?	<input type="checkbox"/> Rent Stipend <input type="checkbox"/> First, Last, and Security Deposit <input type="checkbox"/> Arrears
What is your current rent / mortgage each month?	\$_____
I have a pending Unemployment Assistance application	___ yes ___ no
Check types of income being received in your household by anyone over 18 years of age:	<input type="checkbox"/> Wages/self-employment <input type="checkbox"/> Unemployment Benefits <input type="checkbox"/> Social Security <input type="checkbox"/> SSI/Disability <input type="checkbox"/> Child Support <input type="checkbox"/> Alimony <input type="checkbox"/> Pension/Retirement <input type="checkbox"/> TANF <input type="checkbox"/> Other
Do you or any member of your household classify yourself as any of the following? (This may include more than one group).	<input type="checkbox"/> American Indian/Alaskan <input type="checkbox"/> Asian <input type="checkbox"/> Black/African-/Caribbean-American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Latino/a <input type="checkbox"/> Another Race or Ethnicity (please specify): _____

Landlord's Contact Information (if applicable):

Name:	
Street Address	
City/Town	
State / Zip	
Best Phone Number	
Email	

*to receive rental assistance landlord MUST participate in this program. If this is left blank the application is incomplete and will not be considered.

Certifications

Certification of Information

- I/We certify that all information furnished in this application for affordable housing assistance is true and complete to the best of my/our knowledge.

- I/We certify that our household does not have access to other resources sufficient to cover the rent.
- I/We understand that any false statement, made knowingly and willfully, will be sufficient cause for rejection of my/our application.
- I/We understand that landlord participation in this program is required.
- I/We understand that ANY false information on this application or statements given are punishable by law and will lead to cancellation of this application and rental assistance.

Applicant's Signature _____ Date _____

Co-Applicant's Signature _____ Date _____

Release of Information

I/We understand that this authorization or the information obtained with its use may be given to and used to administer and enforce program rules and policies in compliance with HUD or Massachusetts DHCD or any other federal or state housing program guidelines

I/We hereby authorize Homeless Prevention Council to discuss any and all matters regarding this application with my landlord.

I/We agree that a photocopy or facsimile or other electronic transmission of this authorization may be used for the purposes stated above.

I/We understand that all decisions made by Homeless Prevention Council are final and that any appeals must be submitted in writing to the Appeals Board.

Applicant's Signature _____ Date _____

Co-Applicant's Signature _____ Date _____

APPLICATION CHECKLIST

- Paystubs from four most recent weeks **for all** employed household members over the age of 18.
- Evidence of reduced income – this might be a second paystub showing reduced hours, or a lay-off notice from your employer, multiple month's bank statements or notices from Unemployment Assistance.
- Evidence of any other income sources (unemployment, child support, alimony, pension/retirement, etc.)
- Most recent bank statement for all bank accounts for all household members over age 18.
- Copy of Lease or letter from landlord evidencing monthly rent amount.

THESE MUST BE INCLUDED WITH YOUR APPLICATION OR IT WILL BE DEEMED INCOMPLETE.



TOWN OF TRURO

Select Board Agenda Item

BOARD/COMMITTEE/COMMISSION: Select Board

REQUESTOR: Robert Weinstein, Chair

REQUESTED MEETING DATE: December 8, 2020

ITEM: Discussion on Current Status of Walsh Property

EXPLANATION: DPW Director Cabral is available to update the Board on the status of the Walsh Property, and specifically on a base survey of existing conditions and a survey of building conditions.

The Walsh Property Community Planning Committee presently has 13 appointed members and 3 remain for swearing in. All required documents received. There have been no posted meetings to date or vote of officers.

SUGGESTED ACTION: *To be determined after discussion.*

ATTACHMENTS:

1. Community Process for the Walsh Property Plan Final Draft Process Design

Community Process for the Walsh Property Plan Final Draft Process Design

Overview

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

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

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

Walsh Property Community Planning Committee (WPCPC) Purpose and Task

The purpose of the Walsh Property Community Planning Committee (WPCPC) is to guide the development of plans for the use of the Walsh property. The WPCPC's mandate is:

- a) to embody, engage and include the full range of perspectives (interests and concerns, as well as geographic and demographic groups) of the town of Truro.
- b) to undertake, analyze and synthesize public input and widespread outreach to maximize involvement, understanding and support for the resulting plan and its implementation.
- c) drawing on active public input and engagement, to develop broad criteria for success, develop and evaluate a range of options and approaches, and ultimately seek consensus for plans based on these criteria for the use of the property to be presented to town meeting.

Community Members and Alternates:

- a) The role of Community Members is to actively participate in all discussions and deliberations on all topics, and to participate in making consensus recommendations to go to Town Meeting, the Select Board, and other decision-making entities. Meetings will be structured to provide first priority for community member input in discussions.
- b) Members will include ***8-12 representatives, plus alternates, of community constituencies from the town of Truro***, who collectively represent the balanced and broad range of perspectives, preferences and demographics of Truro. These will include the following categories and demographics:
- part-time (6 months or more)
 - seasonal residents
 - year-round residents
 - tradespeople
 - youth / students
 - young families
 - senior residents
 - local business owners
 - cultural and arts institutions
 - abutters (including the school)
 - people interested in housing/affordable housing opportunities
 - people interested in conservation and open space needs
 - people interested in the environment, habitat, and ecosystems
 - people interested in recreation opportunities
 - people interested in other development needs
- c) Members may be from existing Truro Boards and Committees, as long as those boards and committees do not have official authority over components of the plan. Examples are:
- Open Space Committee
 - Council on Aging
 - Recreation Commission
 - Climate Action Committee
 - Bike and Walkways Committee
 - Local Comprehensive Plan Committee
 - Truro School Committee
 - Water Resources Oversight Committee
 - Truro Housing Authority
- d) Although they are selected to help represent a set of perspectives and demographics, members will serve as individuals, rather than as official liaisons to any particular group.

One individual might represent multiple categories. Collectively, they should also represent a mix of experience, substantive knowledge, areas of expertise, and geographic and demographic diversity within the town.

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

Liaisons:

- a) A second category of participants in the WPCPC are *liaisons* from chartered town commissions and boards with official regulatory or decision-making roles. The role of liaisons is to actively participate in discussions and deliberations on topics that are relevant to their expertise, interests, and responsibilities. Liaisons are also charged with bringing ideas and concerns of their committee or board to WPCPC discussions and inform their fellow committee/board members about WPCPC deliberations. However, participation of

liaisons should not undermine their ability to perform their regulatory responsibilities, and should not outweigh deliberation among members. Further, liaisons will not be asked to weigh in on agreement-seeking consensus recommendations.

b) The following entities may be invited to appoint a liaison.

- Select Board
- Historical Commission
- Planning Board
- Conservation Commission
- Board of Health
- Zoning Board of Appeals
- Finance Committee

c) Additional entities may be invited to share their perspectives or knowledge, either at meetings or through engagement between meetings, at the determination of the WPCPC. For example, since the Walsh property is adjacent to the school, the WPCPC should ensure that input & feedback from teachers, administrators & students be sought out throughout the process.

Technical and Expert Advisors:

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

Decision Making

- a) The WPCPC, to the extent possible, will ***operate by consensus***, which is defined as unanimous concurrence of the primary members, or in the absence of a primary, his or her alternate. Members may also “abstain,” or stand aside. Abstaining means not offering consent or endorsement, but also not blocking an agreement. Abstaining members will not be counted in determining if consensus has been reached.

- b) If a member disagrees with a proposal, he or she must make every effort to ***offer an alternative satisfactory to all members***. Members should not block or withhold consensus unless they have serious objections to the proposal and can articulate the reasons for those objections. Consent means that members can accept, even if reluctantly, the package that emerges. The goal of the WPCPC is to reach consensus, recognizing that not all members will be equally satisfied with the outcome.
- c) If there are issues or topics where consensus cannot be reached, the final plan will include the majority view, with clear identification of areas where there was no consensus, explain the members' differences clearly, accurately, and fairly, and include alternative approaches suggested by dissenting members.
- d) Liaisons will participate actively in the deliberations, explain and advocate based on their knowledge and expertise, seek creative solutions, participate in drafting alternatives and other written documents, as needed, and provide background information. However, they will not take part in the final consensus on recommendations.

WPCPC Meetings

- a) All WPCPC meetings will be conducted in accordance with Massachusetts Open Meeting Law, and WPCPC members will be required to participate in training on Open Meeting Law requirements. They will be open to the public and posted in advance according to Town procedures. Discussion at the meetings will be conducted primarily by members of the WPCPC. There will be a public comment period at least once during each meeting. Time allowed for public comment will be limited to ensure that other meeting topics can be covered.
- b) In order to achieve its objectives in the allotted time, the facilitators and WPCPC members may communicate between meetings to follow up and update on action items, use internet polling, email, and other technology to collect and disseminate information and input, and otherwise move the process forward, within the constraints of Open Meeting Law. In order to conform to Open Meeting Law, no deliberation, decisions, or agreements will be made outside of WPCPC meetings.
- c) Materials relevant to the meeting agenda will be provided in compliance with Open Meeting Law, which requires notice of meetings at least 48 hours in advance, containing the date, time, and location of the meeting and listing all topics that the chair reasonably anticipates will be discussed. Meeting minutes of WPCPC meetings will be prepared by the facilitators in compliance with Open Meeting Law and Public Records Law requirements, including:
 - the date, time and place of the meeting;
 - the members present or absent;
 - the decisions made and actions taken, including a record of all votes;
 - a summary of the discussions on each subject;

- a list of all documents and exhibits used at the meeting; and

After review and approval by the members, meeting minutes will be corrected and made available to the public. The minutes will identify key points of discussion, action items, points of tentative agreement and next steps, and will generally be written without attribution.

- d) In order to develop shared understanding and experience of the Walsh property, members will participate in tours and field trips to all parts of the site, as needed, throughout the process.

Public Outreach and Engagement:

- a) A core task of the WPCPC will be to outreach to, engage, and synthesize public perspectives and viewpoints on all aspects of the plan. Accordingly, the WPCPC will convene a series of public meetings and engagement opportunities throughout its process. This might include leading public tours of the Walsh property, convening public forums to elicit ideas, share information, and evaluate options, and presentations or targeted outreach to particular groups or community events to ensure the full range of community members are invited and empowered to participate in the process. The initial work plan offers suggestions for sequencing these activities within WPCPC deliberations – this plan will be refined by the WPCPC throughout the process.
- b) The town will engage in outreach to the community to inform them about the Community Process, including investing in significant outreach to highlight the opportunity to apply to serve on the WPCPC, as well as opportunities to participate in public meetings throughout the process. Outreach strategies should include email blasts, social media postings, postcards to town households, among other tools – WPCPC members will help expand and refine the public engagement and outreach strategy throughout the process.
- c) To the extent possible, WPCPC meetings will be filmed and televised by Government TV and footage will be made available to the public subsequent to each meeting. Live streaming options will be considered.
- d) The town will post all meeting materials on a designated webpage, to allow clear and easy citizen access. Agendas will be posted in advance, meeting materials as soon as possible, and summaries once they are approved. Interested residents can also opt into an email listserv to receive materials directly via email. Updates will also be provided at Select Board meetings.

Safeguards and Ground Rules for Participation

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

Facilitation:

- a) The Town of Truro should enlist support from a neutral, external facilitation team. Facilitators should be responsible for helping to ensure that the process runs smoothly, developing draft meeting agendas, preparing and distributing draft and final summaries, generating draft agreements, and helping the parties resolve their differences and achieve consensus, to the extent possible, on the issues to be addressed by the WPCPC. They may use any number of techniques to help ensure that everyone has the opportunity to speak,

that comments are kept to a reasonable length of time, and that subjects under discussion are provided sufficient time and focus for progress. The facilitator should be responsible for implementing the agenda and keeping participants on track.

- b) The facilitators should have no stake in the outcomes of the process. Neutral facilitators have no decision-making authority and cannot impose any solution, settlement, or agreement among any or all of the parties. They should abide by the Ethical Standards of the Association of Conflict Resolution. In part, these standards require that: “The neutral must maintain impartiality toward all parties. Impartiality means freedom from favoritism or bias either by word or by action and a commitment to serve all parties as opposed to a single party.”
- c) For purposes of complying with Open Meeting Law, the WPCPC may designate one or more Chairs.
- d) The facilitators will be available to consult confidentially with participants during or between meetings. Facilitators, if asked, are required to hold confidences even if that means withholding information that the facilitators would prefer to be made available to the full group.

Initial Draft Workplan:

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

WPCPC Meeting One: Convening

- Meet group members, the project team, and liaisons
- Committee Organization
- Initiate and refine WPCPC process and operating protocols
- Present overview of existing site information
- Identify initial outcome goals and success criteria
- Identify additional information data needs

WPCPC Site Visit: Group Tour

- Group tour to view and understand Walsh property

WPCPC Meetings Two (or more as needed)

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

Public Visioning Workshop

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

WPCPC Meetings Three-Six (or more as needed)

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

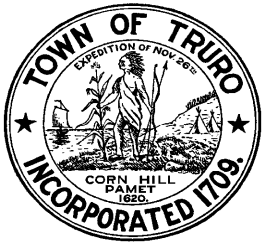
Public Evaluation Workshop

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

WPCPC meeting Seven (more as needed)

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

Refine as needed



TOWN OF TRURO

Select Board Agenda Item

BOARD/COMMITTEE/COMMISSION: Select Board

REQUESTOR: Robert Weinstein, Chair

REQUESTED MEETING DATE: December 8, 2020

ITEM: Discussion of Select Board Responsibility with Respect to Town- Owned Property (Walsh)

EXPLANATION: Select Board Chair Weinstein requested a discussion on the Select Board's responsibility for Town- owned property as defined by the Charter, and how this responsibility relates to the Walsh Property (#3, 5, 6, 7, 8, 10, 10A, 12, 13 Walsh Way and 43-7 Map/Parcel).

Truro Charter (4-2-6) The Board of Selectmen shall serve as the custodian of all Town-owned property, unless otherwise provided by the General Laws, and shall plan for its preservation, maintenance, and protection, and shall plan for the timely replacement of capital facilities and infrastructure. (181/1993,119/2000)

FINANCIAL SOURCE (IF APPLICABLE): N/A

SUGGESTED ACTION: Discussion Item only

ATTACHMENTS: None



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Jamie Calise, Acting Town Manager

REQUESTED MEETING DATE: December 8, 2020

ITEM: FY22 Budget Task Force Meeting Schedule

EXPLANATION: For your review is a proposed schedule for the Budget Task Force's review of the FY2022 draft budget. For the FY2021 process, the Board opted to have varying start times of these meetings to allow community members with conflicting schedules to have an opportunity to participate. Board guidance on start times is requested. Please note that one meeting date does fall during the school vacation week and other meetings were moved to Tuesday dates to accommodate the Monday holidays. This schedule would allow for a Select Board Work Session in February prior to submission of the budget to the Board on February 23, 2021 if the Board so desires.

The proposed meetings will be held remotely, and budget books will be compiled for Budget Task Force members.

FINANCIAL SOURCE (IF APPLICABLE): N/A

SUGGESTED ACTION: *Motion to approve the schedule for the Fiscal Year 2022 Budget Task Force meetings with the start times indicated by the Board.*

ATTACHMENTS:

1. Proposed FY2022 Budget Task Force Meeting Schedule



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Office of the Board of Selectmen

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

Budget Task Force –Preliminary Meeting Schedule – FY2022 Budget

All meetings on the following dates are to commence via GoTo Meeting

Monday, December 21

CIP/ DPW

Harbor/Shellfish

Monday, January 11

Police

Fire & Rescue

Emergency Management

Tuesday, January 19

Building/Inspections

Health/Conservation

Recreation & Beach

Council on Aging

Monday, January 25

Finance

Admin

Information Technology

Monday, February 1

School

Library

Monday, February 8

Overall Budget

Outstanding and unresolved items

Tuesday, February 23

Budget Submitted to Select Board



TOWN OF TRURO

Select Board Agenda Item

BOARD/COMMITTEE/COMMISSION: Select Board

REQUESTOR: Kristen Reed, Vice-Chair and Susan Areson, Clerk

REQUESTED MEETING DATE: December 8, 2020

ITEM: Continued Discussion of Vacancy Openings on Boards/Committees/Commissions

EXPLANATION: The Select Board continues their discussion on recruitment for vacancies of Boards/Committees/and Commissions with a recruitment flyer to attract Truro citizens to serve.

FINANCIAL SOURCE (IF APPLICABLE): N/A

SUGGESTED ACTION: Discussion

ATTACHMENTS:

1. Recruitment Flyer
2. Vacancy List

To: Board and committee chairs
From: Truro Select Board
Re: Recruiting members

Thinking about joining a town board, committee or commission, but have questions?

All you need is an interest in the work, availability and a willingness to learn. In deciding whether to apply, educate yourself about the role of the board and its members. Some boards provide direct oversight of town business while others work in an advisory capacity to help guide the town toward particular goals.

Residents interested in serving are encouraged to speak with the chairperson and other members of the board. Find out:

- What matters typically come before the board, how is the agenda set?
- Does the board use specific procedures, such as Robert's Rules of Order? How does the board make its decisions and take votes?
- How often does the board meet, how much time is required on board business in between meetings?

Attend a few meetings. Meeting dates are on the front page of the Truro town website: <https://www.truro-ma.gov>. Read agendas and meeting minutes: <https://www.truro-ma.gov/minutes-and-agendas>.

Read the Select Board's charge for the committee. From the front page of the Truro town website, click on Boards and Committees on the top right, and then click on the committee.

The benefits

Truro's town boards and committees play a crucial role in government. Joining a board is a wonderful way to make a difference in how Truro operates now and in setting plans for the future.

There are many to choose from, each offering its own contribution to the successful functioning of our town. Diversity on town boards and committees encourages creative problem-solving, and new voices are always welcome.

You do not have to be an expert to join a board. New board members may be unsure of how to contribute. Over time, the group's goals become clearer and you will find yourself adding more to the discussion and participating in the decision process with greater ease. A new person, asking good questions, often provides a fresh perspective, which can lead to more creative and constructive work.

Through your participation, you will learn a vast amount, have some enjoyable interactions, make unexpected friendships and have a real impact. Most of all, you will know that you are performing an invaluable public service.

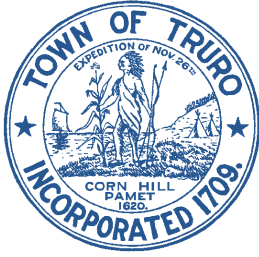
To apply: Fill out an application to serve, online or using the form provided on the website: https://www.truro-ma.gov/sites/g/files/vyhli39336/f/file/file/application_to_serve.pdf

Applicants for almost all appointed boards will be interviewed at a public meeting.

Specific details about all town boards are on the back of this sheet

Agenda Item: 5E2

TOWN OF TRURO ELECTED/APPOINTED BOARD & COMMITTEE OPENINGS							
Board/Commission/Committee	Select Board liaison	Chair	Elected Appointed	Term	Members # alternates*	# vacancies	Meetings
Agricultural Commission			A	3	3 + 1	3 + 1	As needed
Beach Commission	Jan Worthington / jworthington@truro-ma.gov	Eliza Harned	A	3	5		As needed
Bike & Walkways	Susan Areson / sareson@truro-ma.gov	Susan Roderick	A	3	5 + 2	0 + 2	Monthly
Board of Assessors		Bruce Boleyn	A	3	3		As needed
Board of Health	Susan Areson / sareson@truro-ma.gov	Tracey Rose	A	3	5 + 1		Twice a month
Board of Registrars		(Town clerk oversees and is member)	A		4		As needed
Cable & Internet Advisory	Kristen Reed / kreed@truro-ma.gov	Mary Abt	A	3	5	2	As needed
Cape Cod Regional Tech. School Bd.		(Reps appointed by Town Moderator)	A		2	1	
Cemetery Commission	Stephanie Rein / sre@truro-ma.gov	Robert Masson	E	3	3	1	Monthly
Charter Review Committee	Kristen Reed / kreed@truro-ma.gov	Robert Panessiti / CharterReview@truro-ma.gov	A	3	7	1	As needed
Climate Action Committee	Stephanie Rein / sre@truro-ma.gov	Carol Harris / ClimateAction@truro-ma.gov	A	3	5 + 1	2 + 1	Twice a month
Commission on Disabilities	Stephanie Rein / sre@truro-ma.gov	Susan Howe	A	3	7	2	As needed
Community Preservation Committee	Bob Weinstein / rweinstein@truro-ma.gov	Mary Rose	A	3	9	1	As needed
Concert Committee		Patricia Wheeler	A	3	9	2	As needed
Conservation Commission	Stephanie Rein / sre@truro-ma.gov	Jack McMahan	A	3	7		Monthly
Council on Aging	Jan Worthington / jworthington@truro-ma.gov	Ronald Boyles	A	3	8 + 1	3 + 1	Monthly
Cultural Council	Kristen Reed / kreed@truro-ma.gov	Angela Galmari	A	3	6 + 2	2 + 0	As needed
Energy Committee	Bob Weinstein / rweinstein@truro-ma.gov	Brian Boyle	A	3	6 + 2	0 + 2	As needed
Finance Committee	Susan Areson / sareson@truro-ma.gov	Robert Panessiti	A	3	5		As needed
Historical Commission	Susan Areson / sareson@truro-ma.gov	Matthew Kiefer	A	3	7		As needed
Housing Authority	Kristen Reed / kreed@truro-ma.gov	Kevin Grunwald	E	3	5		As needed
Human Services Committee	Kristen Reed / kreed@truro-ma.gov	Martin Thomas	A	3	5		As needed
Library Trustees		Martha Magane	E	3	5		Monthly
Local Comprehensive Plan Committee	Susan Areson / sareson@truro-ma.gov	Chris Clark	A	3	7		Monthly
Open Space Committee	Susan Areson / sareson@truro-ma.gov	Nick Norman	A	3	5 ?	1	As needed
Pamet Harbor Commission	Jan Worthington / jworthington@truro-ma.gov		A	3	6 + 1	1 + 0	Monthly
Planning Board	Jan Worthington / jworthington@truro-ma.gov	Anne Greenbaum / agreenbaum@truro-ma.gov	E	5	7		Twice a month
Recreation Commission			A	3	5 + 1	5 + 1	As needed
Recycling Committee	Kristen Reed / kreed@truro-ma.gov		A	3	5 + 1	4 + 1	As needed
School Committee	Bob Weinstein / rweinstein@truro-ma.gov	Kenneth Oxtoby	E	3	5	1 (?)	Twice a month
Shellfish Advisory Committee	Bob Weinstein / rweinstein@truro-ma.gov	Scott Lindell	A	3	5 + 2		
Taxation Aid Committee	Jan Worthington / jworthington@truro-ma.gov	Bruce Boleyn	A	3	5	1	As needed
Truro rep / County Human Rights Comm					1	1	
Water Resources Oversight Committee	Stephanie Rein / sre@truro-ma.gov		A	3	7	2	Monthly
Zoning Board of Appeals	Susan Areson / sareson@truro-ma.gov	Art Hultin / ahultin@truro-ma.gov	A	3	5 + 2		Monthly
Walsh Community Planning Committee			A				As needed
* Alternates serve 1-year terms							
THANK YOU TO THE CITIZEN GROUP OneTruro FOR ITS WORK IN PREPARING THIS SPREADSHEET							
For information about board/committee work, contact the Select Board liaison or committee chair.							
To apply for a vacancy, submit the Application to serve form on the town website:							
https:// www.truro-ma.gov/sites/truroma/files/uploads/application_to_serve_form.pdf							



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

- A. Review/Approve and Authorize Signature:
 - 1. *MADOT Support Letter for Northerly Extension of Sidewalk on Route 6*
- B. Review and Approve 2021 Annual Business License: Gingerbread House (Lodging License)
- C. Review and Reappoint Tom Bow to the Beach Commission
- D. Review and Reappoint Amy Rogers to the Commission on Disabilities
- E. Review and Approve Select Board Minutes: November 10, 2020



TOWN OF TRURO

Select Board Agenda Item

BOARD/COMMITTEE/COMMISSION: Bike and Walkways Committee

REQUESTOR: Susan Roderick, Chair of Bike and Walkways Committee

REQUESTED MEETING DATE: December 8, 2020

ITEM: Request from the Bike and Walkways Committee for a Support Letter endorsed by the Select Board to MADOT regarding a request for the Extension of the Route 6 Sidewalk

EXPLANATION: In an effort to move forward on the continued improvements along Route 6; the Truro Select Board requested that MADOT extend the existing sidewalk along Route 6. The current sidewalk is located on the west side of Route 6 across from the Truro Central School and continues along the roadway sideline to Truro Public Safety facility (located just south of the intersection of Parker Road). The Bike and Walkways Committee would request that this sidewalk be extended along the sideline of Route 6 to the intersection of Shore Road. The sidewalk extension would aid in safe pedestrian traffic from the school to the intersection of Route 6 to Shore Road.

FINANCIAL SOURCE (IF APPLICABLE): Massachusetts Department of Transportation

IMPACT IF NOT APPROVED: There would not be an extension of the Route 6 sidewalk for safe pedestrian travel.

SUGGESTED ACTION: Motion to approve the draft letter to the MADOT in support of the extension of the Route 6 sidewalk to the intersection of Shore Rd and Route 6.

ATTACHMENTS:

1. Request Letter to Select Board
2. Support Letter to MADOT

3. Images of Route 6 Sidewalk

From: [Susan Roderick](#)
To: [Nicole Tudor](#)
Cc: [Susan Roderick](#)
Subject: summary Thanks Hopefully this is what you are looking for- please let me know if I should change anything or add Sue
Date: Sunday, November 22, 2020 6:59:00 PM

Truro of Truro

Bike and Walkway Committee
Box 2030
Truro, MA 02666

December 8, 2020

Board of Selectmen

Truro Town Hall
Truro, MA 02666

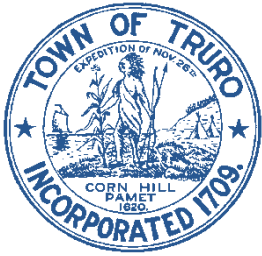
Dear Board of Selectmen:

The Truro Bike and Walkway Committee (BWWC) has asked to be put on the Board of Selectmen's agenda on 12/8/2020 meeting. The BWWC is requesting support for the extension of the sidewalk from Truro Safety Facility to Junction of Route 6 and Short Road.

The current walkway is located on the west side of Route 6 across from Truro Central School and continues along the roadway sideline to Truro Safety Facility . The BWWC would also request the support from the Board of Selectmen by signing a letter to Department of Transportation attention of Pamela Hazard, who is the District Highway Engineer.. The letter is a request by the Board of Selectmen (hopefully) and the Truro Bike and Walkwalk Way Committee for the extension of the sidewalk from Truro Safety Facility to Junction of Route 6 and Short Road. A Request Letter to Board of Selectman by the BWWC and the Draft letter to DOT is included in Board Selectman's packet

Sincerely,

Susan Roderick, Chair



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Office of the Select Board

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

December 8, 2020

Commonwealth of Massachusetts
Department of Transportation
District 5
Taunton, MA 02780

Attention:
Ms. Pamela Haznar
District Highway Engineer

Subject: Extension of Sidewalk along Route 6

Dear Ms. Haznar:

Both the Truro Select Board and the Truro Bike and Walkways Committee (BWWC) have the objective to work with Massachusetts Department of Transportation (MADOT) to continue to improve Route 6 to provide safer conditions for the current users. We applaud MADOT for completing a previous request to add striped bike lanes from the Wellfleet town line through Truro to the intersection of Aldrich in North Truro.

In an effort to move forward on the continued improvements along Route 6; the Truro Select Board requested that MADOT extend the existing sidewalk along Route 6. The current sidewalk is located on the west side of Route 6 across from the Truro Central School and continues along the roadway sideline to Truro Public Safety facility (located just south of the intersection of Parker Road). We would request that this sidewalk be extended along the sideline of Route 6 to the intersection of Shore Road. The sidewalk extension would aid in safe pedestrian traffic from the school to the intersection of Route 6 to Shore Road.

Once again, we thank you for your dedication and willingness to work with the Town of Truro to improve safety for all along the Route 6 corridor.

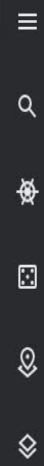
Respectfully submitted on behalf of the Select Board and the Bike and Walkways Committee.

Robert Weinstein
Chair, Truro Select Board

Susan Roderick
Chair, Bike and Walkway Committee



← 344 US-6 North Truro, Massachusetts



Extension of new sidewalk





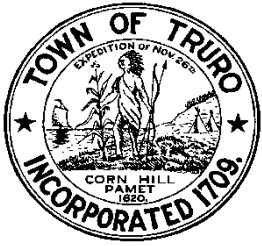
Truro Central School

Truro Yoga

Distance for proposed sidewalk

End of proposed sidewalk





TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: December 8, 2020

ITEM: Approval of Renewal of Business License:
Lodging License-Gingerbread House-42 Depot Road

EXPLANATION: The Gingerbread House Lodging License is under the authority of the Select Board as the Local Licensing Authority.

If you approve this license for renewal, the license will be issued only upon compliance with all regulations, receipt of the necessary fees, proof of taxes paid in full for the fiscal year. There are no Board of Health Licenses issued to the Gingerbread House. There were no reported issues with this establishment in 2020.

Mass General Law	Licenses & Permits Issued by Select Board	Names of Businesses
Chapter 140 § 23	Lodging House License	Gingerbread House

IMPACT IF NOT APPROVED: The applicant will not be issued their License to operate the Gingerbread House located at 42 Depot Road.

SUGGESTED ACTION: *MOTION TO approve the 2021 annual Lodging House License for the Gingerbread House upon compliance with all regulations and receipt of the necessary fees.*

ATTACHMENTS:

1. Renewal Application for 2021: Gingerbread House

RCVD 2020NOV17 AM9:13
ADMINISTRATIVE OFFICE
TOWN OF TRURO



TOWN OF TRURO

PO Box 2030, Truro MA 02666

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

\$ PAID
\$2732.850.00

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

Section 1 – License Type & Hours of Operation

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

New Renewal

FACILITY: # UNITS

HOURS OF OPERATION:

Motel _____

Annual Seasonal

Cottage Colony _____

Opening Date: _____

Condominium _____

Closing Date: _____

Campground _____

Days of the Week Open: 7 days

Lodging 4

Transient Vendor

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

Section 2 = Business Information

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

Jane T Ray The Gingerbread House
Print Name of Applicant Business Name

Jane T. Ray
Owner Name

42 Dept Rd Truro MA 02666 PO Box 266 Truro MA 02666
Street Address of Business Mailing Address of Business

[REDACTED]@ [REDACTED] info@gingerbreadhousetruro.com
er Business E-Mail Address

Section 3 - MANAGER INFORMATION

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

Name of Onsite Manager:

Name: Jane Ray Unit Number: _____

Mailing Address: same

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

Jane T. Ray

Manager's Signature (REQUIRED)

Name of Offsite Manager:

Name: Jane Ray Business Name: same as above The Gingerbread House

Business Address: _____

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

Jane T. Ray

Manager's Signature (REQUIRED)

Name of Co- Manager:

Name: _____ Business Name: _____

Business Address: _____

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

Co-Manager's Signature (REQUIRED)

Section 4 - ATTESTATION

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

Jane T. Ray
Signature of Applicant

Jane T. Ray
Print Name

11/1/00
Date

Additional Applications & Documentation

REQUIRED FOR ALL MOTELS, COTTAGE COLONIES, CONDOMINIUMS & CAMPGROUNDS

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

ADDITIONAL (SEPARATE) APPLICATIONS THAT MAY PERTAIN TO YOUR OPERATION

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



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

FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT

BUSINESS NAME: The Gringobread House

OWNER/MANAGER: Jane Raf

ADDRESS: 42 Depot Rd. Box 266 Truro, MA 02666

PHONE #: 508 3492596 NUMBER OF UNITS: 508 237 0506

CONTACT PERSON: Y

ADDRESS: 42 Depot Rd. PO Box 266 Truro, MA 02666

TESTING COMPANY: Carter Kane Electrician

TESTING ELECTRICIAN/TECHNICIAN: Carter Kane

COMPANY PHONE #: [REDACTED] HOME PHONE #: [REDACTED]

LICENSE #: 36076E

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: Tested all smoke + Co detectors in all BLDGS.
All tested O.K.

DATE OF CERTIFICATION: 11/16/20 BY: Curt T. Yee
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.



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: Jane Ray dba The Gingerbread House
 Address: 42 Depot Rd P.O. Box 366
 City/State/Zip: Truro MA 02666 Phone #: [REDACTED]

Are you an employer? Check the appropriate box:

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

Business Type (required):

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

*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: Liberty Mutual
 Insurer's Address: PO Box 66400
 City/State/Zip: Leavenworth KY 40749
 Policy # or Self-ins. Lic. #: [REDACTED] Expiration Date: 12/19/21

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: 11/1/20
 Phone #: 5083495596

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)
11/06/2020

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).

PRODUCER HART INSURANCE AGENCY, INC. 243 MAIN STREET PO BOX 700 BUZZARDS BAY, MA 025320700	CONTACT NAME: Erica H O'Connor	FAX (A/C. No.): 508-759-7326 x205
	PHONE (A/C. No. Ext): 508-759-7326 x205	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: LIBERTY MUTUAL INSURANCE CO	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

INSURED Jane Ray dba Gingerbread House
PO Box 266
Truro, MA 02666

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 INSS	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <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						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Eq occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPIOP AGG \$ \$
	AUTOMOBILE LIABILITY <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 (Eq accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below				12/19/2020	12/19/2021	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER Fax #: (508) 349-5505 TOWN OF TRURO PO BOX 2030 TRURO, MA 02666	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
-----------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



TOWN OF TRURO

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

TAX STATUS REQUEST FOR LICENSING

Date 11/30/2020

Request is coming from the Select Board's Office

Owner's Name Jane Ray

Business Name Gingerbread House

Business Address 42 Depot Rd.

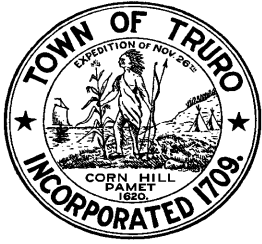
Map and Parcel 50-99

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

All set.

Melby Stevens
Tax Collector's Signature

12/2/2020
Date



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: December 8, 2020

ITEM: Application to Serve

EXPLANATION: Tom Bow has submitted his application to serve so that he may be reappointed to the Beach Commission. All paperwork is in order and the Chair has commented on his reappointment.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Applicant will be unable to participate on the Beach Commission as a voting member.

SUGGESTED ACTION: *Motion to appoint Tom Bow to the Beach Commission for a three-year term expiring June 30, 2023.*

ATTACHMENTS:

1. Application to serve (with Chair's comments)
2. Reappointment checklist



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Thomas Bow HOME TELEPHONE: [REDACTED]

ADDRESS: 34 Great Hollow Truro, MA 02666 WORK PHONE:

MAILING ADDRESS: 105 Timberwood Rd West Hartford Ct 06117 E-MAIL: [REDACTED]

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

Beach Commission

SPECIAL QUALIFICATIONS OR INTEREST: I HAVE BEEN SERVING ON THE BEACH COMMISSION FOR THE LAST 6 YEARS. I WOULD LIKE TO CONTINUE FOR ANOTHER TERM TO ASSIST THE TOWN.

- COMMENTS:
- SERVED ON THE EDC
 - WAS CHAIR OF TRURO GOLF COMMISSION
 - ON BOARD OF TRURO TREASURY
 - ON BOARD OF TRURO CONSERVATION TRUST
 - ON BOARD OF TPRFA

SIGNATURE: [Signature] DATE: 11/15/20

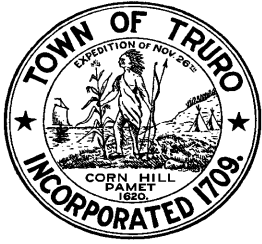
COMMENT/RECOMENDATION OF CHAIRPERSON OF MULTI-MEMBER BODY (OPTIONAL)

Tom has been a great member of the beach commission and it would be great to see him serve another term.

RCVD 2020AUG10 PM104
ADMINISTRATIVE OFFICE

SIGNATURE: eliza harned DATE: 11/18/2020 TOWN OF TRURO

INTERVIEW DATE: APPOINTMENT DATE (IF APPLICABLE):



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: December 8, 2020

ITEM: Application to Serve

EXPLANATION: Amy Rogers has submitted her application to serve so that she may be reappointed to the Commission on Disabilities. All paperwork is in order and the Chair has commented on her reappointment.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Applicant will be unable to participate on the Commission on Disabilities as a voting member.

SUGGESTED ACTION: *Motion to appoint Amy Rogers to the Commission on Disabilities for a three-year term expiring June 30, 2023.*

ATTACHMENTS:

1. Application to serve (with Chair's comments)
2. Reappointment checklist



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: AMY ROGERS HOME TELEPHONE: [REDACTED]

ADDRESS: 41 SO HIGHLAND RD WORK PHONE: [REDACTED]

MAILING ADDRESS: PO BOX 457 E-MAIL: [REDACTED]

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

COMMISSION ON DISABILITIES

SPECIAL QUALIFICATIONS OR INTEREST: _____

DAUGHTER WITH AUTISM

COMMENTS: _____
RCVD 2020NOV30 041047
ADMINISTRATIVE OFFICE
TOWN OF TRURO

SIGNATURE: [Signature] DATE: 11/30/20

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

SIGNATURE: _____ DATE: _____

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

Noelle Scoullar

From: Susan Howe <[REDACTED]>
Sent: Monday, November 30, 2020 1:10 PM
To: Noelle Scoullar
Cc: Nicole Tudor
Subject: Re:

Hi Noelle,

I am delighted that Amy Regers had agreed to serve in the Truro commission on disabilities for another term. She is an asset to the group, and we always appreciate her ideas and insights.

Thank you for facilitating Amy's reappointment.

—Susan

Sent from my iPhone

On Nov 30, 2020, at 10:46 AM, Noelle Scoullar <nscoullar@truro-ma.gov> wrote:

Hi Susan,

Amy has sent in her application to serve. May I ask that you respond to this email with your comments and approval?

Thank you!
Noelle

From: Amy Rogers [REDACTED]
Sent: Monday, November 30, 2020 10:41 AM
To: Noelle Scoullar <nscoullar@truro-ma.gov>
Subject:

--

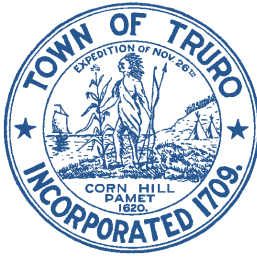
AMY ROGERS
CAPE COD OIL COMPANY
[REDACTED]

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Office of the Select Board

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



Committees/Commissions/Board Members Seeking Reappointment

Committee/Commission/Board Name: **Beach Commission**

Committee/Commission/Board Member Name: **Thomas Bow**

Length of term: **3-Year term**

Chair's endorsement of reappointment

Standards of Professional Conduct signed

On-Line Ethics Training Completed *Certificates good for 2 years*

Signed Acknowledgment/Summary of Conflict of Interest Law

Sexual Harassment Board of Selectmen Policy #19

Committee/Commission/Board Name: **Commission on Disabilities**

Committee/Commission/Board Member Name: **Amy Rogers**

Length of term: **3-Year term**

Chair's endorsement of reappointment

Standards of Professional Conduct signed

On-Line Ethics Training Completed *Certificates good for 2 years*

Signed Acknowledgment/Summary of Conflict of Interest Law

Sexual Harassment Board of Selectmen Policy #19