



# Truro Select Board

Tuesday, March 23, 2021

Regular Meeting-5:00pm

This will be a remote meeting. Citizens can view the meeting on Channel 18 in Truro and on the web on the "Truro TV Channel 18" button under "Helpful Links" on the homepage of the Town of Truro website. Click on the green "Watch" button in the upper right of the page. **To provide comment during the meeting please call in toll free at 1-877-309-2073 and enter the following access code when prompted: 211-396-341 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/211396341>.** 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.

## 1. PUBLIC COMMENT

## 2. PUBLIC HEARINGS NONE

## 3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Interview and Appoint Nancy Kete to the Climate Action Committee

## 4. STAFF/ COMMITTEE UPDATES

- A. Board/Committee Report: Cemetery Commission and Cable and Internet Advisory Committee Chairs

## 5. TABLED ITEMS NONE

## 6. SELECT BOARD ACTION

- A. Presentation from Cannabis Manufacturing Applicant and Appointment and Vote to Authorize Host Community Agreement Negotiating Team  
Presenter: Darrin Tangeman, Town Manager
- B. Review and Vote on Town Meeting Articles  
Presenter: Darrin Tangeman, Town Manager
- C. Discussion of Multi-member Bodies Recruitment and Handbook  
Presenters: Kristen Reed, Vice-Chair, and Susan Areson, Clerk
- D. Review and Approve Addition of Indigenous Land Acknowledgement at the Start of Town Meeting  
Presenter: Darrin Tangeman, Town Manager, and Monica Kraft, Town Moderator
- E. Proclamation for Women's History Month  
Presenter: Stephanie Rein, Member

## 7. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
  - 1. *Curb Cut Applications: 60 Truro Center Road and 405 Shore Road*
- B. Review and Approve Housing Rehab Loan Subordination Requests
- C. Review and Approve Herring River Project Consent to File Permit Application
- D. Review and Approve 2021 Seasonal Business Licenses: Common Victualer License for Captain's Choice and Whitman House Restaurant; Common Victualer and Transient Vendor Licenses for Jams Too; and Hawker Peddler License Dave Lewis Ice Cream.
- E. Review and Approve 2021 Seasonal Alcohol Licensees: Avenue D, Beach Point Health and Swim Club, Blackfish Restaurant, Captain's Choice, Days Market and Deli, Fuller's Package, Highland Links Golf Course, Jams Too, Payomet Performing Arts Center, Salty Market, Terra Luna Restaurant, Top

Mast Café, and Whitman House Restaurant

F. Review and Approve ABCC 2021 Seasonal Alcohol Renewal Certificate

G. Review and Approve Application to Serve-Christopher Clark, Shellfish Advisory Committee-Alternate to Full Member.

H. Review and Approve Select Board Minutes: February 9, 2021

**8.** Select Board Reports/Comments

**9.** Town Manager Report

**10.** Next Meeting Agenda: Work Session Date to Be Determined; Regular Meeting April 13, 2021



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** March 23, 2021

**ITEM:** Application to Serve

**EXPLANATION:** Nancy Kete has submitted an application to serve on the Climate Action Committee. Chair, Carol Harris, is in favor of appointing the applicant.

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

**IMPACT IF NOT APPROVED:** Ms. Kete will not be able to participate as a voting member of the Climate Action Committee.

**SUGGESTED ACTION:** *Motion to appoint Nancy Kete to the Climate Action Committee for the remainder of a three-year term ending June 30, 2022.*

**ATTACHMENTS:**

1. Nancy Kete-Application to Serve/Resume/Chair's comments and approval.



# 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: Nancy Kete HOME TELEPHONE: [REDACTED]

ADDRESS: 64 Highland Rd, N. Truro, Ma 02652 WORK PHONE: [REDACTED]

MAILING ADDRESS: PO Box 135, N. Truro, MA 02652 E-MAIL: [REDACTED]

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

Climate Action Committee

SPECIAL QUALIFICATIONS OR INTEREST: Over 30 years experience working on energy, environment,  
climate, and adaptation issues. Now that I am retired and full time in Truro I am interested in seeing if  
I can put some of that knowledge and experience to work in service to the place I love most.

CV available upon request.

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

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ADMINISTRATIVE OFFICE

TOWN OF TRURO

SIGNATURE: A. Nancy Kete [Signature] DATE: 23 Feb 2021

\*\*\*\*\*

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

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

INTERVIEW DATE: \_\_\_\_\_ APPOINTMENT DATE (IF  
APPLICABLE): \_\_\_\_\_



## A. Nancy Kete, PhD

High integrity, visionary leader with 30 years experience known for ability to envision and deliver successful outcomes in complex situations. Government, non-for-profit, philanthropic, and business experience in energy, environment, transport, water and urban resilience.

### Career Highlights

#### Principal, Kete Consulting

Independent consultant and advisor on resilience, adaptation and transformation for philanthropic, corporate and government clients. Decades of hands-on experience in energy, environment and transportation policy.

#### Founder and Executive director, Resilience Shift (2016-2018)

Resilience Shift is a global initiative to catalyze resilience within and between critical infrastructure sectors. After winning a global competition in 2016 to host and launch a program on resilience engineering, in partnership with Arup and Lloyd's Register Foundation, I set up Resilience Shift in 2016 to address recommendations set out in the Lloyd's Register Foundation's *Foresight review of resilience engineering* to improve the resilience of critical infrastructure.

#### Managing Director, The Rockefeller Foundation (2012-2016)

Drove the resilience discussion from 'What is it?' to 'What are best practices to ensure cities become ever more resilient and earn a *resilience dividend* for their efforts?' Led work to innovate new tools and approaches for understanding what matters with respect to resilience and to drive place-based project-specific resilience. Funded and led large partnerships, collaborations and competitions (e.g., with NY State 2100 Commission Environment Chapter, HUD (Rebuild by Design and National Disaster Resilience Competition, and US ACE) to pilot at full-scale solutions that make places more resilient by design.

#### Sr. Advisor on Corporate Safety and Risk Management, The National Commission on the BP Deepwater Horizon Oil Spill and Offshore Drilling (2010-2011)

Wrote the key chapter of the Oil Spill Commission which recommended creation of a new Center for Off Shore Safety, which the industry then established.

#### President, Sustainable Mobility Finance, LLC (2010-2012)

Provided consulting and be-spoke facilitation for philanthropic clients.

#### Co-Founder and Managing Director, EMBARQ, The WRI Center for Sustainable Transport (2002-2010)

Co-founded and directed EMBARQ, the WRI Center for Sustainable Mobility, a distinguished program that catalyzed environmentally sustainable transport solutions to improve quality life in

## A. Nancy Kete, PhD

cities in Mexico, Brazil, India, Turkey and the Andean region. EMBARQ is now the nucleus of WRI's Ross Center for Sustainable Cities.

### Director, WRI Climate, Energy, and Pollution Program (1997-2002)

Directed WRI's Climate, Energy, and Pollution Program during lead up and follow-up to Kyoto Protocol. Contributed significantly to development of Clean Development Mechanism. Among other tools, under my leadership, we created Greenhouse Gas Measurement and Reporting Protocol and CAIT, among the most trusted sources of climate data available.

### Deputy Office Director and Sr. Policy Analyst, U.S. EPA (1987-1997)

Led the development of the acid rain control title of the 1990 Clean Air Act Amendments, the first and as yet most successful application of market instruments for pollution control. Expert in U.S electric utility and fuel sectors.

### Science Advisor for Environmental Affairs, U.S. Mission to the OECD (1993-1996)

Co-chaired joint working party on trade and environment amongst other work.

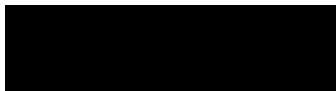
### Qualifications

PhD, The Johns Hopkins University, Geography and Environmental Engineering, 1992  
Bachelors, Geography, Southern Illinois University

### Associations past and present

- Founding director and/or on boards of:  
EMBARQ, The WRI Center for Sustainable Transport, el Centro de Transporte de Mexico, and the Centro de Transporte Sustentavel do Brasil
- The Lee Schipper Memorial Advisory Board
- Commissioner, National Transportation Policy Project of Bipartisan Policy Center
- Women in Clean Energy C3E Ambassador
- Trustee, MyStrongHome

### Contact Information



## Noelle Scoullar

---

**From:** carol\_harris@comcast.net  
**Sent:** Tuesday, March 9, 2021 4:02 PM  
**To:** Noelle Scoullar; Nicole Tudor  
**Subject:** Nancy Kete Application for CAC

Hello, All,

I strongly recommend that the Select Board approve Nancy Kete's application to join Truro's Climate Action Committee. Nancy has independently met with several committee members and has attended several meetings. She seems to be a good fit and she brings a wealth of professional climate experience to the team.

Please let me know if you have any questions.

Thank you,

Carol Harris  
Chair, Climate Action Committee

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

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

**REQUESTED MEETING DATE:** March 23, 2021

**ITEM:** Committee Updates-Cemetery Commission and Cable and Internet Advisory Committee

**EXPLANATION:** Cemetery Commission Chair Bob Mason and Cable and Internet Advisory Committee Chair Mary Abt will speak briefly with the Select Board Members on questions from the Board.

*Name of Committee/Board:*

*Date of Presentation:*

*Number of Members:*

*Number of Vacancies:*

*Accomplishments for the past 12 months:*

*Goals for the next 12 months:*

*Status of goals:*

*Challenges in Achieving Goals:*

*Support required from the Select Board/Town Manager:*

**SUGGESTED ACTION:** Discussion only



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** March 23, 2021

**ITEM:** Cannabis Manufacturing Applicant Presentation and Appointment and Vote to Authorize Host Community Agreement Negotiating Team

**EXPLANATION:** The Hatchery, a boutique marijuana cultivation and product manufacturing facility has requested to execute a Host Community Agreement with the Town of Truro for their proposed project at 1 Noons Heights in North Truro. To apply for licensing from the Cannabis Control Commission, a Cannabis business must first execute a Host Community Agreement (HCA) with the Municipality in which it intends to be located per MGL Chapter 94G §3. The first step of the HCA process is a presentation to the Select Board.

Owners of the Hatchery, Harlen Howard, Jonah Turner and Zachary Ment will present on their project, their backgrounds/knowledge of the industry, their proposed location and what they intend to do it make it as unobtrusive as possible, and how they intend to benefit the community. The Select Board may ask questions of the project owners and discuss merits and concerns of the project.

After the presentation, the Board should appoint a negotiating team to begin the Host Community Agreement negotiations with the Hatchery. Staff recommends one board member and the Town Manager work with Town Counsel on these negotiations. Upon completion of a draft agreement, the Select Board will have an opportunity to provide feedback prior to executing a final Host Community Agreement.

**IMPACT IF NOT APPROVED:** Negotiations will not take place, and the Hatchery will not be able to apply for a license.

**SUGGESTED ACTION:** *MOTION TO appoint {Board Member Name} and Town Manager Darrin Tangeman to the negotiating team for the Host Community Agreement with Harlen Howard, Jonah Turner, and Zachary Ment d/b/a The Hatchery.*

### **ATTACHMENTS:**

Project Presentation Slides from the Hatchery

# THE HATCHERY

A Boutique Marijuana Cultivation & Product  
Manufacturing Facility

1 Noons Heights, North Truro, MA 02652



# About Us

- The Hatchery is a joint venture between two locally owned and operated Cannabis Establishments:



The Piping Plover – 10 Main Street, Wellfleet, MA 02667 – Owner – Zachary Ment – Retail



Salty Farmers – 182 Bracket Road and 120 Holmes Road, North Eastham, MA 02651 – Owners – Harlen Howard and Jonah Turner – Retail & Cultivation

# About Us

## **Harlen Howard**

Co-Owner of Salty Farmers, is a lifelong Cape resident and has resided in Truro for 12 years. He currently lives in the neighborhood of the proposed facility. Harlen has a background in accounting and has provided related professional over the last 10 years.

## **Jonah Turner**

Co-Owner, Salty Farmers, is a second generation lobsterman and lifelong Eastham resident. Jonah also has a background in horticulture over 10 years of experience with cannabis cultivation in regulated markets.

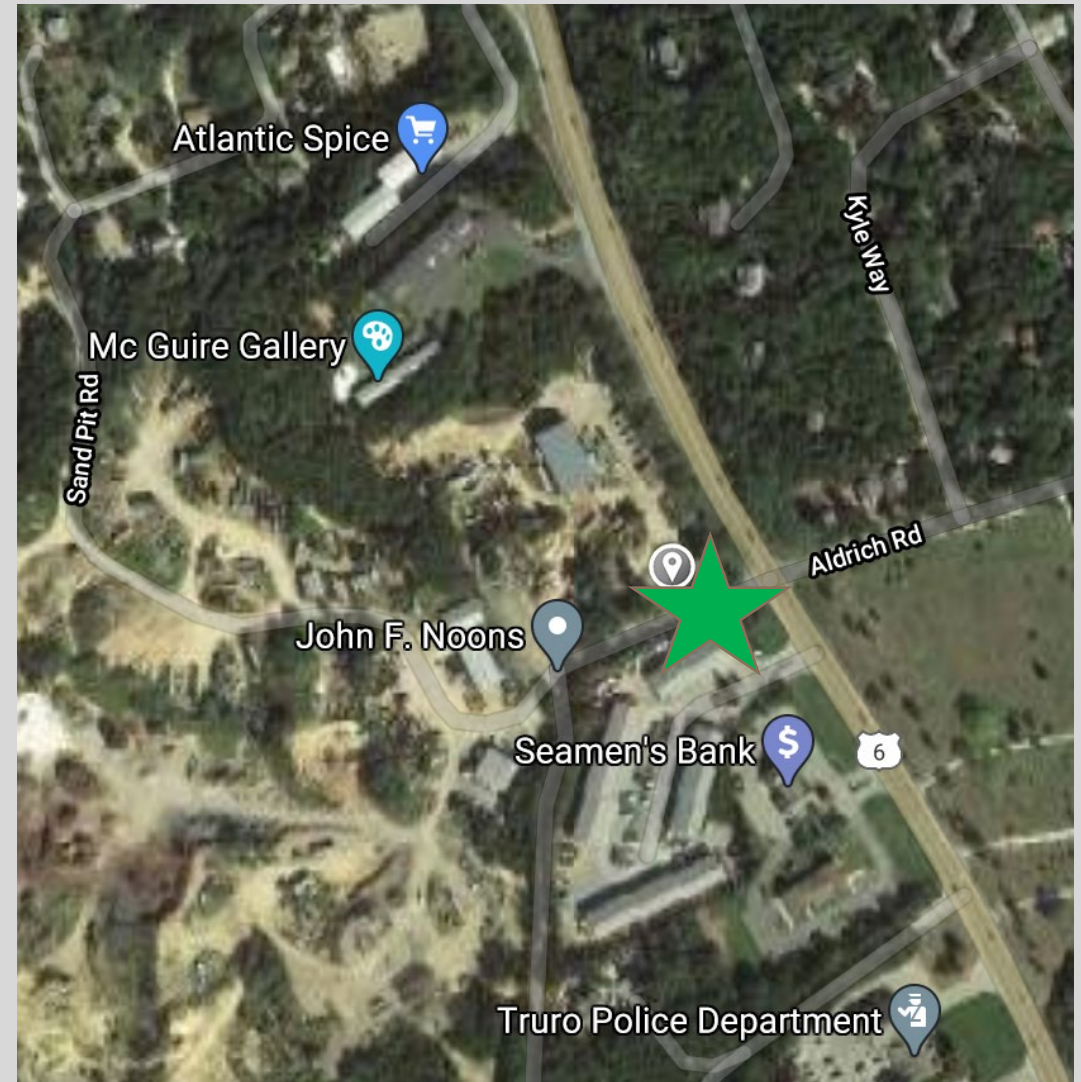
## **Zachary Ment**

Owner of The Piping Plover Dispensary in Wellfleet has been a Truro resident for 12 years. Zac has 15 years of business operations and 4 years of Massachusetts Cannabis Control Commission compliance experience.



# Location

- One Noons Heights,  
North Truro, MA 02652
- Parcel ID – 039-166-000
- Owner has agreed to lease  
approximately 960 Sq Ft of  
commercial space for the purpose of  
Marijuana Cultivation & Product  
Manufacturing



# Structure

[illegible]

# Zoning

- Proposed uses are permitted by special permit in the RT6 zoning district per section 100.3 of the Truro Zoning Bylaw
- Limitations on number of permitted establishments in the Town of Truro:

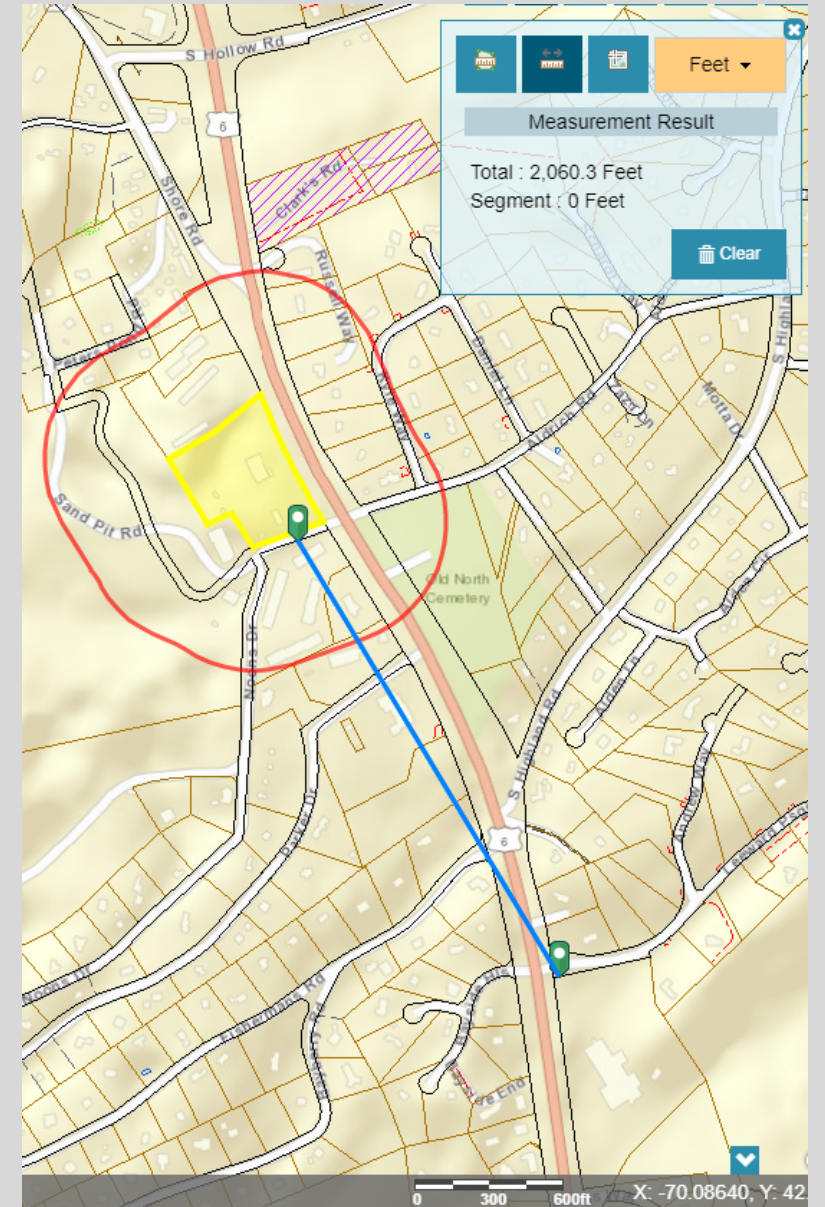


License Type	Total # Permitted in Town of Truro	Currently Permitted in Town of Truro
Marijuana Cultivator	1	0
Marijuana Product Manufacturing	1	0

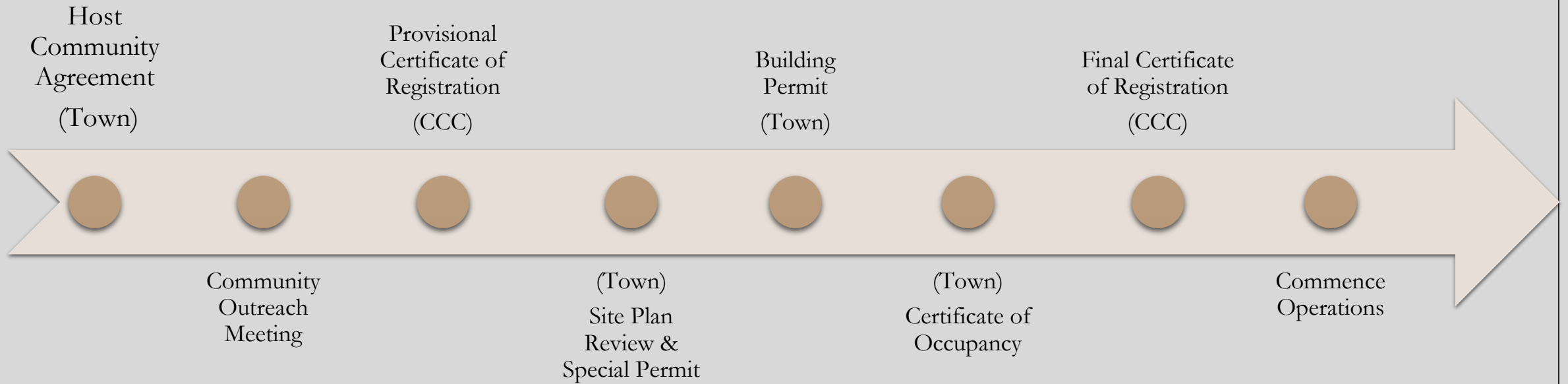


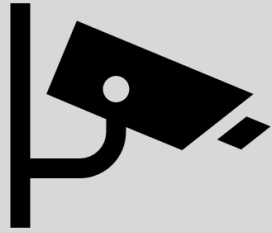
# Buffer Zone

- The proposed facility is not located within 500 ft as measured from each lot line of the subject lot, of any public or private schools. Per section 100.6 of the Truro Zoning Bylaw
  - **Yellow Highlight** – Proposed site of the Hatchery
  - **Blue Line** – Distance (~2060 ft) from the nearest school
  - **Red Line** – 500 ft buffer zone (measured from lot line of proposed site)



# Licensing Timeline





# Security



- A comprehensive security plan will be presented to and approved by the Truro Police Department
- The building will be a secure facility and not open to the public
- Only authorized personnel will be allowed on premise
- Facility will be equipped with surveillance cameras, perimeter alarm and electronic access controls
- Offsite central monitoring with dual pathway communication
- The Hatchery will prevent diversion to minors in the following ways:
  - The building will remain locked at all times
  - Only authorized personnel will be allowed on premise
  - All approved visitors will have to provide a government issued ID proving they are 21 years of age or older
  - All products are tracked and traced seed-to-sale via METRC (per CCC regulations)

# Good Neighbors

- Complies with local zoning
- State-of-the-art HVAC and odor prevention technology system
- Ample on site parking
- Traffic limited to staff and authorized visitors
- Living wages & hiring preference to Truro residents
- Low Environmental Impact



# Financial Forecast

	FY2022	FY2023	FY2024
Revenue	\$ -	\$ 525,000	\$ 1,050,000
Cost of Good Sold	\$ -	\$ 270,000	\$ 540,000
Direct Labor	\$ -	\$ 80,000	\$ 120,000
Overhead	\$ 120,000	\$ 120,000	\$ 120,000
Profit	\$ (120,000)	\$ 55,000	\$ 270,000





QUESTIONS



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** March 23, 2021

**ITEM:** Review and Possible Vote on Town Meeting Articles

**EXPLANATION:** Some articles for the 2021 Annual Town Meeting Warrant are prepared for the Board to review and discuss. These articles include:

- Article 7: Council on Aging Revolving Fund
- Article 8: Authorization to Expend Funds in Anticipation of Reimbursement for State Highway Assistance Aid
- Article 10: Community Preservation Act
  - SECTION 1: CONTRIBUTION TO THE AFFORDABLE HOUSING TRUST FUND
  - SECTION 2: HOUSING CONSULTANT
  - SECTION 3: PRESERVATION OF HIGHLAND HOUSE MUSEUM PERMANENT COLLECTION
  - SECTION 4: EDGEWOOD FARM HISTORIC PRESERVATION PROJECT PHASE 5
  - SECTION 5: PUMA PARK ENHANCEMENT
  - SECTION 6: PAYOMET DRIVE-IN
  - SECTION 7: ADMINISTRATIVE SUPPORT
  - SECTION 8: OPEN SPACE RESERVE
  - SECTION 9: BUDGETED RESERVE
- Article 11: Authorization to Transfer Town Property to the Truro Conservation Trust (Originally slated for 2020 Annual Town Meeting)
- Article 12: Accept Deed in Lieu of Foreclosure—135 South Pamet Road
- Article 13: Amend General Bylaws, Chapter 3 Prohibitions on the Use and Sale of Balloons (Originally slated for 2020 Annual Town Meeting)
- Article 14: Amend General Bylaws, Chapter 3 Municipal Single-Use Plastic Bottle Ban (Originally slated for 2020 Annual Town Meeting—Modified after March 16, 2021 Meeting)
- Article 15: Non- Binding Public Advisory Questions for Increased Security at Pilgrim Nuclear Power Station on Cape Cod Bay (Originally a 2020 Petitioned Article)
- Article 16: Resolution in Support of Changing the State Flag & Seal of Massachusetts (Originally a 2020 Petitioned Article)
- Article 17: Charter Amendment to Sections 3-1-1 and 6-4-2 (Originally a 2020 Petitioned Article)

- Article 18: Amend the Local Room Occupancy Excise Tax (Originally a 2020 Petitioned Article—Modified after March 16, 2021 Meeting)
- Article 19: To Establish an Affordable Housing Stabilization Fund and to Dedicate a Percentage of the Local Room Occupancy Excise Tax to Said Fund (Originally a 2020 Petitioned Article—Modified after March 16, 2021 Meeting)
- Article 20: Charter Amendment to Section 2-2-4 (Originally a 2020 Petitioned Article)
- Article 42: Reduction of Truro’s Net Greenhouse Gas Emissions to Zero by 2050 (Originally slated for 2020 Annual Town Meeting)
- Article 43: Advisory Vote on the Use of Automated Tabulator (Originally slated for 2020 Annual Town Meeting)

Town Counsel has reviewed and approved the form of these articles. If the Board opts to not vote to recommend these articles tonight, they may opt to vote to recommend at a later meeting, however discussion on these articles is requested so that staff may make revisions if the Board so requests. The remaining articles will be reviewed by Town Counsel and will be included for vote at a future meeting. A draft warrant is attached, which includes articles that have not been reviewed by Town Counsel. The Board may choose to discuss these articles at the March 23, 2021 meeting, although staff recommends that the Board wait to vote to recommend these articles until the legal review is complete.

The articles ready for review are attached. The form of vote is positive, motion to recommend, and will be recorded in the warrant as # of yes votes - # of no votes - # of abstentions in favor, e.g. 5-0-0 in favor. Once the votes are completed, they will be added to the warrant.

The articles are ordered as determined by the Select Board at the March 9, 2021 meeting.

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

**IMPACT IF NOT APPROVED:** If votes to recommend are not complete prior to the warrant going to the printer, they will not appear in the 2020 Annual Town Meeting Warrant.

**SUGGESTED ACTION:** *Motion to recommend {insert article number here} as printed in the warrant.*

#### **ATTACHMENTS:**

1. 2021 Draft Annual Town Meeting Warrant

# **WARRANT**

**Truro Annual Town Meeting**

**Saturday, June 26, 2021**

**10:00 AM**

**Truro Central School Ballfield**

**AND**

**Annual Election Ballot**

**7:00 AM to 8:00 PM**

**Tuesday, May 11, 2021**

**Truro Community Center**

Transportation will be available for citizens by the Council on Aging.

Reservations must be made by Wednesday, June 23, 2021 by calling 508-413-9509.

Please note: Accommodations for individuals with disabilities including assistive listening devices (ALD) and material in alternative formats may be arranged by contacting Town Hall four business days prior to Annual Town Meeting at 508-349-7004 ext. 110 or ext. 124

DRAFT

DRAFT

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### Truro's Town Meeting Guide

Truro's Town Meeting is governed by the following: Truro's Charter, Sections 1-3; *Town Meeting Time, A Handbook of Parliamentary Law*, available from the Massachusetts Moderators Association; Truro's Bylaws; and Massachusetts General Laws.

#### TRURO'S LEGISLATURE

**YOU**, the registered voters who come to Town Meeting and vote, constitute the legislative branch of Truro's town government. **YOU** determine, among other things, the town's budget, its use of local and state funds, its zoning bylaws and its general bylaws.

#### THE WARRANT

The warrant is prepared by the Select Board and consists of articles submitted by the Select Board, by other elected and appointed multi-member Boards, and by petitioned articles submitted by registered voters (10 voters, if submitted for inclusion in the Annual Town Meeting Warrant; 100 for inclusion in a Special Town Meeting warrant.)

A **QUORUM**, consisting of 100 registered voters, must be present before Town Meeting can begin.

#### THE MODERATOR

The Moderator, who is elected by the people, presides over Town Meeting and makes sure that the Meeting is conducted in a respectful, civilized way. No insults. No shouting. No personal remarks. No rudeness.

#### PROCEDURE

A. **SEATING**—If you are a voter, you may sit anywhere, except in one area of the room that is reserved for non-voters.

B. **VOTING**—Each voter is given a **CARD** when checking in to Town Meeting. When the Moderator calls for a vote, you must raise your **CARD**.

If the vote is not obvious to the Moderator—if, for example, a 2/3 vote is called for—you must keep your card raised until a **TELLER** has registered it.

If the Moderator estimates the number of votes for or against a given motion, and **SEVEN VOTERS** challenge the Moderator's call, a recount using **TELLERS** will be held.

C. **DEBATE**—If you wish to make a Motion, or speak to a Motion, you must raise your hand and be recognized by the Moderator. When you have been recognized, please go to the microphone (or have it brought to you, if you cannot go to it).

When you are at the microphone, please **STATE YOUR NAME AND WHETHER OR NOT YOU ARE A VOTER**.

- D. **VOTERS MAY SPEAK FOR 3-4 MINUTES**, maximum, at one time, except for **MOVERS OF ARTICLES**, who may have more time, if needed.

**NON-VOTERS MAY ALSO SPEAK FOR 3-4 MINUTES**, unless there is an objection from a voter (and a majority of voters sustains the objection).

- E. **PLEASE DO NOT INTERRUPT—EXCEPT** to

1. **MAKE A POINT OF ORDER**—e.g. speaker is not entitled to the floor, or has not been properly recognized, or is not within the time limit; motion has not been properly made and seconded, etc.
2. **MAKE A POINT OF PERSONAL PRIVILEGE**—e.g. can't hear, fire, etc.

- F. **ALL MOTIONS, including ALL AMENDMENTS, must be IN WRITING.**

- G. **TO END THE DEBATE:** call for **THE PREVIOUS QUESTION**—"I move the previous question"—This ends the debate. You must be properly recognized by the Moderator to make this motion; it requires a 2nd, is not debatable, and needs a 2/3 vote.

- H. **RECONSIDERATION**—a motion to reconsider must be made on the same night as the vote to be reconsidered; must be made within one hour, after intervening business; requires a 2nd, and a majority vote.

- I. **TO STOP DEBATE** before it has started, make a motion to **POSTPONE INDEFINITELY**—"I move that this matter be postponed indefinitely." The motion requires a 2nd and a majority vote. Do **NOT** move that the matter be **LAID ON THE TABLE**. If a matter is laid on the table, it must be taken from the table and debated before Town Meeting can be adjourned.

- J. **ALL DEBATE MUST GO THROUGH THE MODERATOR. PERSONAL REMARKS ARE NOT IN ORDER. APPLAUSE IS INAPPROPRIATE AND TIME-CONSUMING.**

- K. **ADJOURNMENT**—When all the articles have been debated, voted on, and dealt with, a motion must be made to **DISSOLVE THE MEETING** or **ADJOURN SINE DIE**; the motion requires a 2nd, and a majority vote.

**PLEASE TURN OFF ALL CELL PHONES. PLEASE BE SEATED.**

**Message from the Select Board**

Dear Truro Voter:

DRAFT

**Message from the Finance Committee**

To All Truro Voters:

DRAFT

**Message from State Senator Cyr**

DRAFT

### Terms Used in Municipal Finance

**Appropriation** – An amount of money which has been authorized by vote of Town Meeting to be spent for a designated purpose.

**Available Funds** – Available funds refer to the Stabilization Fund, Beach Receipts Reserved for Appropriation, Pamet Harbor Receipts Reserved for Appropriation, Recreation Receipts Reserved for Appropriation, Conservation Commission Receipts Reserved for Appropriation, and continued appropriations left in Articles voted at previous Town Meetings.

**Bond and Interest Record** (Bond Register) – The permanent and complete record maintained by the treasurer for each bond issue. It shows the amount of interest and principal coming due each date and all other pertinent information concerning the bond issue.

**Bond Anticipation Note** (BAN) – Short-term debt instrument used to generate cash for initial project costs and with the expectation that the debt will be replaced later by permanent bonding. Typically issued for a term of less than one year, BANs may be re-issued for up to five years, provided principal repayment begins after two years (MGL Ch. 44 §17). Principal payments on school-related BANs may be deferred up to seven years (increased in 2002 from five years) if the community has an approved project on the Massachusetts School Building Authority (MSBA) priority list. BANs are full faith and credit obligations.

**Capital Outlay Expenditure Exclusion** – A temporary increase in the tax levy to fund a capital project or make a capital acquisition. Exclusions require two-thirds vote of the selectmen or city council (sometimes with the mayor's approval) and a majority vote in a community-wide referendum. The exclusion is added to the tax levy only during the year in which the project is being funded and may increase the tax levy above the levy ceiling.

**Cherry Sheet** – A form showing all State and County charges and reimbursements to the Town as certified by the Massachusetts Department of Revenue.

**Classification of Real Property** – Assessors are required to classify all real property according to use into one of four classes: Residential, Open Space, Commercial, and Industrial. Having classified its real property, local officials are permitted to determine locally, within limits established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners.

**Classification of the Tax Rate** – Each year, the selectmen or city council vote whether to exercise certain tax rate options. Those options include choosing a residential factor (MGL Ch. 40 §56), and determining whether to offer an open space discount, a residential exemption (Ch. 59, §5C), and/or a small commercial exemption (Ch. 59, §5I) to property owners.

**CMR** – Code of Massachusetts Regulations.

**Code of Ethics** – The provisions and requirements of MGL Ch. 286A pertaining to the standards of behavior and conduct to which all public officials and employees are held.

**COLA** – Cost of Living Adjustment.

**Collective Bargaining** – The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor unit.

**Commitment** – Establishes the liability for individual taxpayers. The assessors' commitment of real estate taxes fixes the amount that the collector will bill and collect from property owners.

**Community Preservation Act** (CPA) – Enacted as MGL Ch. 44B in 2000, CPA permits cities and towns accepting its provisions to establish a restricted fund from which monies can be appropriated only for: a) the acquisition, creation and preservation of open space; b) the acquisition, preservation, rehabilitation, and restoration of historic resources; c) the acquisition, creation and preservation of land for recreational use; d) the creation, preservation and support of community housing; and e) the

rehabilitation and restoration of open space, land for recreational use and community housing that is acquired or created using monies from the fund. Acceptance requires town meeting or city council approval or a citizen petition.

**Community Preservation Fund** – A special revenue fund established pursuant to MGL Ch. 44B to receive all monies collected to support a Community Preservation Program, including but not limited to, tax surcharge receipts, proceeds from borrowings, funds received from the Commonwealth, and proceeds from the sale of certain real estate.

**Free Cash** – This is the amount certified annually by the State Bureau of Accounts. Town Meeting may appropriate from Free Cash for any lawful purpose. Sometimes referred to as Excess and Deficiency.

**Overlay (Also called Allowance for Abatements and Exemptions)** – The amount raised by the Assessors to be used for potential abatement of property taxes. The Overlay Surplus is the portion of each year's Overlay Account no longer required to cover the property abatements.

**Reserve Fund** – This fund is established by the voters at an Annual Town Meeting through the Omnibus Budget. Transfers from the Reserve Fund are within the exclusive control of the Finance Committee and are for extraordinary or unforeseen expenditures.

**Stabilization Fund** – This is a special reserve account. Without an authorizing two-thirds ( $\frac{2}{3}$ ) vote at a Town Meeting, funds cannot be deposited into or withdrawn from this account.

**Transfer** – The authorization to use an appropriation for a different purpose; in most cases only Town Meeting may authorize a transfer. However, in Truro, with certain restrictions, transfers may be authorized if the transfer is \$2,500 or less, the transfer is within the same Department, and is approved by the Department Head, Town Manager and the Finance Committee.

### PROPOSITION 2½ TERMS

**Contingent Votes** – Chapter 634 of the Acts of 1989 permits a Town Meeting to appropriate funds contingent upon passage of a referendum question (Override). A contingent vote does not automatically result in an override referendum. An override referendum can only be called by the Select Board. If a referendum is called by the Selectmen, it must take place within ninety days of the Town Meeting vote.

**Debt Exclusion and Capital Outlay Expenditure Exclusion** – These two override ballot questions can be placed on a referendum by a two-thirds ( $\frac{2}{3}$ ) vote of the Select Board. If a majority of the voters approve the ballot question, the Town's levy limit is temporarily increased for the amount voted at the referendum. The increase may exceed the Town's levy limit.

**General Override** – A general override ballot question can be placed on a referendum if a majority of the Select Board votes to do so. If the ballot question is approved by a majority of the voters, the Town's levy limit is permanently increased by the amount voted at the referendum. The levy limit increases may not exceed the Town's levy ceiling.

**Levy** – The property tax levy is the revenue the Town can raise through real and personal property taxes. The levy is the largest source of revenue for the Town.

**Levy Ceiling** – This is the maximum amount of the levy limit. The ceiling equals 2½% of the Town's full and fair cash value.

**Levy Limit** – The limit is based on the previous year's levy plus certain allowable increases.

**Levy Limit Increase** – The levy limit automatically increases each year by 2½% of the previous year's levy limit.

**New Growth** – The increase in the levy limit attributable to new construction and new parcel subdivisions.

**Override** – A community can increase its levy limit by voting at a referendum to exceed the limit. There are three (3) types of overrides: general, debt exclusion and capital outlay expenditure exclusion.

**Fiscal Year 2022 Five Year Capital Improvement Overview**

In accordance with the requirements of the Truro Charter (Paragraph 7-2-6), the Select Board respectfully presents for your review the FY 2022 Five Year Capital Improvement Plan. The expenditures listed are presented to give an updated overview of the projects and capital needs planned for the future. Attempts to define the future, while prudent from a planning point of view, must be fully recognized as “best estimates” that will be subject to continual change as each capital question moves forward.

During the calendar year 2003, the Town consolidated all long-term debt, including certain Cape Cod Land Bank acquisitions, into one general obligation bond, and refinanced the debt during a period of low interest rates, saving the Town almost \$500,000.00 over the life of the bond; thus, concurrently improving its Standard & Poor’s Bond Rating three (3) levels to an A+ rating. The attached “previously committed long-term debt” schedule, and the new “previously committed Land Bank debt” schedule, reflects that refinancing. The Town’s bond rating now is an “AA+” after a 2014 review by Standard and Poor’s.

DRAFT



**Five Year Debt Schedule: FY2022- FY2026**

\*\*Debt figures include principal and interest




**GREETINGS:**

*In the name of the Commonwealth, you are hereby required to warn the inhabitants of the Town of Truro qualified to vote in town affairs, to meet at the Truro Central School, 317 Route 6, Truro, MA 02666, on **Saturday, June 26, 2021 at 10:00 AM**, then and there, to vote on the following articles:*

**CUSTOMARY & FINANCIAL ARTICLES****Article 1: Authorization to Hear the Report of Multi-member Bodies**

To see if the Town will vote to hear reports of any multi-member body, whose annual report was not published in the 2020 Annual Town Report, or take any other action relative thereto.

Requested by the Select Board

Select Board Recommendation	5	0	0
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**Article 2: Authorization to Set the Salary of the Select Board**

To see if the Town will vote to determine and set the salary for the Select Board for Fiscal Year 2022 at \$3,000 per member for a total of \$15,000, or take any other action relative thereto.

Requested by the Finance Committee

Finance Committee Recommendation			
Select Board Recommendation	5	0	0

**Article 3: Authorization to Set the Salary of the Moderator**

To see if the Town will vote to determine and set the salary for the Town Moderator for Fiscal Year 2022 at \$150, or take any other action relative thereto.

Requested by the Select Board

Finance Committee Recommendation			
Select Board Recommendation	4	0	1

**Article 4: Amendments to the FY2021 Operating Budget Funded by Free Cash**

To see if the Town will vote to appropriate from available funds (Free Cash) such sums of money necessary to supplement the operating budgets of the various Town departments for the current fiscal year 2020-2021 (FY2021), or take any other action relative thereto.

FROM	TO	AMOUNT
Free Cash	Snow Removal	\$50,000.00
<i>To balance FY21 budget for emergency snow and ice removal operations.</i>		
<b>TOTAL</b>		<b>\$50,000</b>

Requested by the Select Board

*Explanation: This is a customary article included in each Annual Town Meeting warrant to address any legal overdrafts (Snow Removal) and supplemental adjustments to current year appropriations. This year's request includes a transfer for the purpose of balancing the snow removal overdraft that occurred during the winter of 2020/2021.*

Finance Committee Recommendation			
Select Board Recommendation			

**Article 5: FY2022 Omnibus Budget Appropriation**

To see if the Town will vote to raise and appropriate and transfer from available funds the sum of twenty-one million, six hundred fifty-five thousand, seven hundred ninety eight dollars (\$21,655,798) to defray the expenses and charges of the Town of Truro in Fiscal Year 2022 (the period from July 1, 2021 through June 30, 2022), including the costs of public education, debt service and interest payments, and to meet said appropriation by the following means:

Source	Amount
Raise through taxation	\$20,739,568
Transfer from Beach Receipts Reserved for Appropriation	\$239,900
Transfer from Pamet Harbor Receipts Reserved for Appropriation	\$85,700
Transfer from Recreation Receipts Reserved for Appropriation	\$500
Transfer from Conservation Commission Receipts Reserved for Appropriation	\$5,000
Transfer from Educational/Governmental Programming Access Fund	\$89,380
Transfer from Free Cash to Operating Capital (01013358)	\$220,000
Dennis Family Gift Account	\$275,750

Or take any other action relative thereto.

Requested by the Select Board

*Explanation: The proposed Fiscal Year 2022 Operating Budget can be found as Appendix A in the Annual Town Meeting Warrant. The Budget format contains the expenditure figures for Fiscal Year 2020, appropriation figures for Fiscal Year 2021 (as amended), original requests for Fiscal Year 2021 from Town Departments, Finance Committee's recommendations and Town Manager/ Select Board FY2022 recommendation. This year's Operating Budget includes the use of Free Cash as a funding source for the Operating Capital Budget (0103358), which includes such capital items as two (2) police cruisers, hydration stations and ice machine, a Fire/Rescue Department utility vehicle and Fire/Rescue Department extrication equipment. Please refer to the Select Board's Message to the voters on page 8 and the Finance Committee's Message on page 9.*

Finance Committee Recommendation			
Select Board Recommendation			

**Article 6: Transfer of Funds from Free Cash****SECTION 1: TO REDUCE OR STABILIZE THE FY 2022 TAX RATE**

To see if the Town will vote to transfer nine hundred thousand dollars (\$900,000) from Free Cash to reduce or stabilize the 2022 Tax Rate, or to take any other action relative thereto.

Requested by the Select Board

*Explanation: This is a customary article that transfers funds to offset the tax rate for the upcoming fiscal year. Annually, the Select Board uses certified free cash (unexpended funds) as a revenue source to reduce the impact on the tax rate. Staff recommends gradually reducing the amount of free cash used in this manner in an effort to prepare for years that less free cash is available. Last year, \$1,000,000 of free cash was used to off-set the tax rate.*

Finance Committee Recommendation			
Select Board Recommendation			

**SECTION 2: TO THE OPEB TRUST FUND**

To see if the Town will vote to transfer the sum of four hundred thousand dollars (\$400,000.00) from Free Cash to the Other Post-Employment Benefits (OPEB) Trust Fund, or take any other action relative thereto.

Requested by the Select Board

*Explanation: This is a customary article that began at the 2014 ATM to transfer funds into the Other Post-Employment Benefits (OPEB) Trust Fund to cover further liability in accordance with government accounting standards. This year's proposal is to transfer four hundred thousand dollars (\$400,000.00). The balance as of March 1, 2021 in the fund is \$3,375,713.43.*

Finance Committee Recommendation			
Select Board Recommendation			

**SECTION 3: TO THE CAPITAL EXPENSE STABILIZATION FUND**

To see if the Town will vote to transfer the sum of one hundred thousand dollars (\$100,000.00) from Free Cash to the Capital Expense Stabilization Fund, or take any other action relative thereto.

Requested by the Select Board

*Explanation: This is a customary article that began at the 2016 ATM to transfer funds into the Capital Expense Stabilization Fund to plan for significant capital purchases that will occur several years in the future. Rather than waiting and appropriating or borrowing the entire sum in one year, this fund will allow us to reserve, with town meeting approval, incremental sums of money over a period of time. When the project or purchase is ready to be funded, a town meeting vote will be required to appropriate the funds. The balance as of March 1, 2021 in the fund is \$432,778.81.*

Finance Committee Recommendation			
Select Board Recommendation			

**SECTION 4: TO THE STABILIZATION FUND**

To see if the Town will vote to transfer the sum of one hundred thousand dollars and no cents (\$100,000.00) from Free Cash to the Stabilization Fund, or take any other action relative thereto.

Requested by the Select Board

*Explanation: This transfer will replenish funds that have been transferred to the General Fund over the past several years to pay accumulated benefit obligations to retiring employees. Free Cash will be used for that purpose in FY 2022. The balance as of March 1, 2021 in the Stabilization Fund is \$1,116,734.22 or 5.1% of the proposed FY2022 Operating Budget. This transfer will bring the Town closer to the recommended 6-10% of operating expenditure budget for the Stabilization Fund.*

Finance Committee Recommendation			
Select Board Recommendation			

## SECTION 5: TO PURCHASE HEAVY-DUTY TRACTOR TRUCK REPLACEMENT

To see if the Town will vote to transfer the sum of one hundred seventy thousand dollars (\$170,000.00) from Free Cash to the Operating Capital Account (01013358) to pay costs of acquiring a heavy duty tractor truck, and for the payment of all other costs incidental and related thereto; or take any other action relative thereto.

Requested by the Select Board

*Explanation: The Department of Public Works requests a new Heavy-Duty Tractor Truck to use for transporting recycling and solid waste, and for hauling machines and equipment. The Department currently has a 1988 International Roll Off Truck, a 2000 Sterling Dump Truck, and a 1984 Brigadier Heavy Duty Tractor (not registered and not road-worthy) that will be decommissioned with the purchase of this Heavy-Duty Tractor Truck.*

Finance Committee Recommendation			
Select Board Recommendation			

## SECTION 6: TO REPAIR/REPLACE WINDOWS, SHINGLES, SIDING, AND TRIM AT TRURO CENTRAL SCHOOL

To see if the Town will vote to transfer the sum of two hundred twenty- eight thousand, two hundred dollars (\$228,200.00) from Free Cash to the Operating Capital Account (01013358) to pay costs of repairing and replacing windows, shingles, siding and trim at the Truro Central School, and for the payment of all other costs incidental and related thereto; or take any other action relative thereto.

Requested by the Select Board

*Explanation: This is a regular long-term maintenance project that will include re-shingling the exterior walls that have not been recently re-shingled and replacing a leaking bank of windows and the interior and exterior trim around them. The project will be completed in a single multi-week period during summer break.*

School Committee Recommendation			
Finance Committee Recommendation			
Select Board Recommendation			

## SECTION 7: TO GENERAL FUND RESERVE FUND

To see if the Town will vote to transfer the sum of one hundred twenty- five thousand dollars (\$125,000.00) from Free Cash to the Reserve Fund (01013257) to be available for extraordinary or unforeseen expenditures or take any other action relative thereto.

Requested by the Select Board

*Explanation: In accordance with MGL Chapter 40, Section 6, the Reserve Fund is a sum of money appropriated at Town Meeting to be used for “extraordinary or unforeseen expenditures.” The Finance Committee approves or denies Reserve Fund Transfer requests in accordance with Massachusetts General Law and the Truro Select Board Policy #42. In recent years, Town Meeting has appropriated \$100,000 in the Omnibus Budget to the Reserve Fund. This year, \$100,000 is included in the FY2022 Omnibus Budget and \$125,000 of Free Cash is requested to bring the FY2022 Reserve Fund total to \$225,000. This request brings the reserves of the Town more in- line with Government Finance Officers Association recommendations.*

Finance Committee Recommendation			
Select Board Recommendation			



**Article 7: Council on Aging Revolving Fund**

To see if the Town will vote pursuant to Section 1.1.8 of the General Bylaws to set the spending limit for the COA Revolving Fund for Fiscal Year 2021 at forty thousand dollars (\$40,000); or to take any other action relative thereto.

Requested by the Town Accountant

*Explanation: This is a customary article required by Massachusetts General Law that sets expenditure limits for the Council on Aging Revolving Fund.*

Finance Committee Recommendation			
Select Board Recommendation			

**Article 8: Authorization to Expend Funds in Anticipation of Reimbursement for State Highway Assistance Aid**

To see if the Town will vote to appropriate all sums provided to the Town pursuant to the Chapter 90 Highway Assistance Program of the Massachusetts Department of Transportation for purposes consistent with said program; or to take any other action relative thereto.

Requested by the Town Accountant

*Explanation: The amount of the Chapter 90 funds to be awarded to Truro by the State for FY 2022 is \$169,653.*

Finance Committee Recommendation			
Select Board Recommendation			

## PETITIONED FINANCIAL ARTICLES

**Article 9: Fund a Childcare Voucher Program- Petitioned Article**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$150,000 to pay the costs of funding a voucher system for two and three-year old children of Truro residents and children of Town of Truro employees to attend a state-licensed child care and/or state-licensed PreK program. Eligible children may receive a maximum of \$7,500 per year in voucher support, and are children who have reached the age of no less than two years of age as of August 31<sup>st</sup>, and are not 4 years or older as of August 31<sup>st</sup>, and are children that cannot be accommodated in full at the Truro Central School PreK program. The administration of this program and related funds shall be overseen by the Select Board or their designee, or take any other action relative thereto.

Requested by Citizen Petition

*Select Board Comment: This article was submitted by petition for consideration at Town Meeting.*

Finance Committee Recommendation			
Select Board Recommendation			

## COMMUNITY PRESERVATION ACT ARTICLES

## Article 10: Community Preservation Act

## SECTION 1: CONTRIBUTION TO THE AFFORDABLE HOUSING TRUST FUND

(Community Housing)

To see if the Town will vote to appropriate the sum of Fifty Thousand dollars and no cents (\$50,000.00) from Projected Fiscal Year 2022 Community Preservation Act Surcharge Revenue, to contribute to the Truro Affordable Housing Trust Fund, or take any other action relative thereto.

Requested by Truro Housing Authority

*Explanation: If a fund of money is immediately available to the Housing Authority, then the Housing Authority will be able to make time to act on opportunities that would be lost if the Housing Authority had to wait for Town Meeting or beyond to request money for a legitimate Community Housing project.*

Finance Committee Recommendation			
Select Board Recommendation			
Community Preservation Committee Recommendation	5	0	0

## SECTION 2: HOUSING CONSULTANT

(Community Housing)

To see if the Town will vote to appropriate the sum of Twenty-five Thousand dollars and no cents (\$25,000.00) from Projected Fiscal Year 2022 Community Preservation Act Surcharge Revenue, to provide technical assistance to the Truro Housing Authority, and to enter into a grant agreement to set forth the terms and conditions thereof, or take any other action relative thereto.

Requested by Truro Housing Authority

*Explanation: The Truro Housing Authority needs to continue receiving professional expertise in developing and implementing housing projects. The consultant will not be a full or part-time employee of the Town, but rather will work on particular projects on an "as needed" basis. These funds will be used for a consultant to continue to work on property acquisition, planning and educational programs on housing needs.*

Finance Committee Recommendation			
Select Board Recommendation			
Community Preservation Committee Recommendation	5	0	0

## SECTION 3: PRESERVATION OF HIGHLAND HOUSE MUSEUM PERMANENT COLLECTION

(Historical Preservation)

To see if the Town will vote to appropriate the sum of Eighteen Thousand, Seven Hundred, Eighty-four dollars and no cents (\$18,784.00) from Projected Fiscal Year 2022 Community Preservation Act Surcharge Revenue for the preservation of items in the permanent collection of Highland House Museum, and to enter into a grant agreement to set forth the terms and conditions thereof, or take any other action relative thereto.

Requested by the Truro Historical Society

*Explanation: More Highland House Museum permanent historic resources will be displayed in the main exhibition hall; the Miss Betsey Holsbery 1858 Walling Map of Cape Cod will be cleaned and conserved; photographs and documents will be restored; and several Truro artists' works are to be reframed and repaired.*

Finance Committee Recommendation			
Select Board Recommendation			
Community Preservation Committee Recommendation	5	0	0

## SECTION 4: EDGEWOOD FARM HISTORIC PRESERVATION PROJECT PHASE 5

(Historical Preservation)

To see if the Town will vote to appropriate the sum of Seventy-two Thousand, Five Hundred dollars and no cents (\$72,500.00) from Projected Fiscal Year 2022 Community Preservation Act Surcharge Revenue for a fifth phase of restoration and preservation of three historic buildings at Edgewood Farm, and to enter into a grant agreement to set forth the terms and conditions thereof, or take any other action relative thereto.

Requested by the Truro Center for the Arts at Castle Hill

*Explanation: A deed restriction has been completed to keep Edgewood Farm historically preserved in perpetuity. Phase 5 plans include replacement of wooden down spouts on all three buildings, upgrades for historic outdoor lighting, and restoration of one bathroom.*

Finance Committee Recommendation			
Select Board Recommendation			
Community Preservation Committee Recommendation	5	0	0

**SECTION 5: PUMA PARK ENHANCEMENT**

(Recreation)

To see if the Town will vote to appropriate the sum of Forty-eight Thousand, Four Hundred, Five dollars and no cents (\$48,405.00) from Projected Fiscal Year 2022 Community Preservation Act Surcharge Revenue for shade sails to protect areas of Puma Park, and to enter into a grant agreement to set forth the terms and conditions thereof, or take any other action relative thereto.

Requested by the Truro Commission on Disabilities

*Explanation: This phase of the project will include installation of a safe and accessible surface under the adult exercise equipment and the purchase of shade structures to provide shelter from the full sun at Puma Park.*

Finance Committee Recommendation			
Select Board Recommendation			
Community Preservation Committee Recommendation	5	0	0

**SECTION 6: PAYOMET DRIVE-IN**

(Recreation)

To see if the Town will vote to appropriate the sum of Twenty Thousand dollars and no cents (\$20,000.00) from Projected Fiscal Year 2022 Community Preservation Act Surcharge Revenue for improvement of the Highland Center Drive-In stage for recreational use, and to enter into a grant agreement to set forth the terms and conditions thereof, or take any other action relative thereto.

Requested by the Payomet Center for the Performing Arts

*Explanation: The Payomet request is for construction of a bandshell covering for the stage at the Highlands Center Ballfield Drive-In. This would protect performers and anyone using the stage from the elements and would allow programming to continue in all weather for an extended season.*

Finance Committee Recommendation			
Select Board Recommendation			
Community Preservation Committee Recommendation	5	0	0

**SECTION 7: ADMINISTRATIVE SUPPORT**

To see if the Town will vote to appropriate the sum of Thirty-two Thousand, Five Hundred, Ninety-one dollars and no cents (\$32,591.00) from Projected Fiscal Year 2022 Community Preservation Act Surcharge Revenue for the administrative expenses of the Community Preservation Committee, or take any other action relative thereto.

Requested by Community Preservation Committee

*Explanation: The Community Preservation Act and the Truro Community Preservation Bylaws permit 5% of the projected Community Preservation Act surcharge revenue can be used for management of CPC operations, as well as for workshops, seminars, membership in the Community Preservation Coalition, printing, advertising and supplies and the like. Any money remaining at the end of the Fiscal Year will revert to the Community Preservation Act Undesignated Fund Balance.*

Finance Committee Recommendation			
Select Board Recommendation			
Community Preservation Committee Recommendation	6	0	0

**SECTION 8: OPEN SPACE RESERVE**

To see if the Town will vote to appropriate the sum of Sixty-five Thousand, One Hundred, Eighty-one dollars and no cents (\$65,181.00) from Projected Fiscal Year 2022 Community Preservation Act Surcharge Revenue to reserve for the purpose of Open Space, or take any other action relative thereto.

Requested by the Community Preservation Committee

*Explanation: The Community Preservation Act and the Truro Community Preservation Bylaws require 10% of the projected Community Preservation Act surcharge revenue be used for Open Space. This is the first year that there is no debt service or Open Space project request. The money will remain in reserve for future use.*

Finance Committee Recommendation			
Select Board Recommendation			
Community Preservation Committee Recommendation	6	0	0

## SECTION 9: BUDGETED RESERVE

To see if the town will vote to appropriate the sum of Three Hundred Nineteen Thousand, Three Hundred, Fifty-two dollars and no cents (\$319,352.00) as a Budgeted Reserve from Projected Fiscal Year 2022 Community Preservation Act Surcharge Revenue for such projects as may be recommended by CPC to Town Meeting, or take any other action relative thereto.

Requested by Community Preservation Committee

*Explanation: After the 10% allotments for Community Housing, Historic Preservation and Open Space are made or reserved for those purposes, a balance of \$319,352 will be reserved for approved CPA projects in any category including Recreation by Town Meeting approval. Any money remaining at the end of the Fiscal Year will be assigned to the Community Preservation Act Undesignated Fund Balance.*

Finance Committee Recommendation			
Select Board Recommendation			
Community Preservation Committee Recommendation	6	0	0

## LAND CONVEYANCE ARTICLES

TWO-THIRDS  
VOTE**Article 11: Authorization to Convey Town Property to the Truro Conservation Trust**

To see if the Town will vote to transfer an .822-acre parcel located at 1 Pond Village Avenue (36-048) from the Tax Title Custodian to the Select Board, for the purpose of conveyance, including a conveyance to the Truro Conservation Trust, for nominal or no consideration, said land to be conserved as open space in perpetuity, and on such other terms and conditions as the Select Board shall determine; or take any other action relative thereto.

Requested by the Select Board

*Explanation: This parcel is adjacent to 10 acres recently purchased by the Truro Conservation Trust (known as the “Twine Field” property) and across Pond Road from the Town-owned Pilgrim Park. The TCT has built publicly accessible trails and installed benches on the “Twine Field” property that has created a park-like setting to complement Pilgrim Park. The acquisition of this Town-owned parcel will enable the TCT to establish a permanent trailhead access on Pond Village Avenue and will expand the total amount of contiguous open space conserved in perpetuity for public use and wildlife habitat. This article was originally slated for the 2020 Annual Town Meeting but was deferred due to the COVID-19 pandemic.*

Finance Committee Recommendation			
Select Board Recommendation			



**Article 12: Accept Deed in Lieu of Foreclosure—135 South Pamet Road**

To see if the Town will vote to accept a deed in lieu of foreclosure from Barbara R. Musnuff, or from the then current owner(s), pursuant to the provisions of G.L. Chapter 60, Section 77C, to a parcel of land identified as Assessors Map 48, Lot 7, said property described in a deed recorded with the Barnstable County Registry of Deeds in Book 2427, Page 117, located at 135 South Pamet Road, which is subject to tax takings held by the Treasurer/Collector for unpaid real estate taxes, said parcel to be under the care, custody, control and management of the Select Board for general municipal purposes, and to authorize the Select Board to accept and record the deed, provided the Select Board determines that the deed and the acceptance shall comply with the provisions of G.L. Chapter 60, Section 77C, or take any other action relative thereto.

Requested by the Select Board

*Explanation: The home at 135 South Pamet Road was demolished in 2018 after storm impacts and migrating sand rendered it unstable. The property serves as a public access to Ballston Beach. The owner of the property, Barbara Musnuff, has agreed to donate the property to the Town by a deed in lieu of foreclosure, which means any outstanding taxes are forgiven. This article authorizes the Select Board to accept a deed for the property.*

Finance Committee Recommendation			
Select Board Recommendation			

## GENERAL BYLAW ARTICLES

**Article 13: Amend General Bylaws, Chapter 3 Prohibitions on the Use and Sale of Balloons**

To see if the Town will vote to amend Chapter 3 of the General Bylaws by adding a new section as follows (new language shown in **bold underline**):

**No person shall sell, use or distribute any type of balloon (including, and not limited to, plastic, latex or Mylar balloons) inflated with any type of lighter-than-air gas (including, and not limited to, helium gas). No person shall dispose of any balloon in any manner, including by release into the air, other than being contained in a plastic trash bag and transported to the Transfer Station.**

**This Bylaw may be enforced through any lawful means in law or in equity, including, but not limited to, non-criminal disposition pursuant to G.L. c. 40, §21D. If non-criminal disposition is elected, then any Establishment or individual violating any provision of this Bylaw shall be subject to the following penalties:**

**\$50.00 for first offense**

**\$100.00 for second offense**

**\$200.00 for third and subsequent offenses.**

**Each day that such violation continues shall be considered a separate offense.**

or to take any other action relative thereto.

Requested by the Select Board

*Explanation: This article would prohibit the sale, use, or distribution of helium (or similar) balloons, which often end up as litter on land or in the ocean and can be hazardous to animals and marine life.*

Select Board Recommendation	5	0	0
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**Article 14: Amend General Bylaws, Chapter 3 Municipal Single-Use Plastic Bottle Ban**  
To see if the Town will vote to adopt the following as a general bylaw and to insert it into the Chapter 3 of the General Bylaws (new language shown in **bold underline**):

**The purchase by the Town of Truro of either water or any other beverage in single-use plastic bottles of any size is prohibited and the sale of non-carbonated, unflavored water in single-use plastic containers is prohibited in the town of Truro.**

**Any Town department when engaged in public health and safety operations shall be exempt from this Bylaw.**

**Effective date: As soon as practicable but no later than September 1, 2021.**

**In the event of a declaration (by Emergency Management Director, or other duly-authorized Town, Commonwealth, or United States official) of an emergency affecting the availability and/or quality of drinking water for Truro residents the Town shall be exempt from this Bylaw until seven (7) calendar days after such declaration has ended.**

or to take any other action relative thereto.

Requested by the Select Board

*Explanation: The Select Board prepared a similar article for the 2020 Annual Town Meeting but opted to consider it at a future Town Meeting due to the COVID-19 Pandemic. A municipal plastic bottle ban was initiated on Cape Cod in 2019 and has been adopted by 13 of the 15 towns in Barnstable County as of year-end 2020. Plastic bottles do not biodegrade and can last forever. Their production emits toxic waste into the air, and chemicals from plastic can leach into our beverages. When plastic bottles are discarded, they pollute the air if incinerated, contaminate groundwater if buried, clutter our beaches, forests, and roadways, and if ending up in our oceans threaten marine life. The proposed language provides for a municipal ban and a commercial ban and would prohibit Town of Truro staff, officials, or other purchasing agents of the Town from purchasing any beverages in single-use plastic bottles as part of their official duties. It would also prohibit commercial entities from selling non-carbonated, unflavored water in single-use plastic containers anywhere in the town.*

Select Board Recommendation			
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## SELECT BOARD ARTICLES ORIGINATING FROM CITIZEN-PETITION

**Article 15: Non- Binding Public Advisory Questions for Increased Security at Pilgrim Nuclear Power Station on Cape Cod Bay- Petitioned Article**

*Whereas*, the high-level nuclear waste will remain at Pilgrim for decades or more in dry casks that present safety concerns, each holding half the radioactive cesium released at Chernobyl;

*Whereas*, the spent fuel pool remains full and is vulnerable to terrorist attack or accident that could cause radioactive contamination rendering our communities uninhabitable;

*Whereas*, due to lack of proper security on the property, there has been open access beyond the posted 'No Trespassing' signs to within line-of-sight of dry cases and spent fuel pool;

*Whereas*, during decommissioning, the Nuclear Regulatory Commission has abdicated its responsibility to protect the public by approving exemptions requested by new Pilgrim owner Holtec for reduced offsite liability insurance, cybersecurity, and offsite emergency planning;

*Whereas*, safety is a human right;

*Whereas*, citizens of the Town of Truro find this to be an unacceptable threat to our health and safety and must be resolved in the most timely manner;

*Therefore*, shall the people of the Town of Truro direct the local government to communicate to Governor Baker and the State Legislature to employ all means available to ensure that: (1) spent nuclear fuel is secured in better quality dry casks and hardened onsite, storage; and (2) spent fuel pool and casks are protected with heightened security to prevent intrusion in order to protect the health, welfare, and economic interests of the Town of Truro and its inhabitants and visitors?

or take any other action relative thereto.

Requested by the Select Board

*Petitioner Comment: This was submitted by petition for consideration at Town Meeting for inclusion as a non-binding public advisory question for the 2020 spring Town Ballot.*

*Select Board Comment: This was submitted by petition for consideration at the 2020 Annual Town Meeting and can be considered by Town Meeting as a non-binding advisory vote. The Select Board voted at their August 25, 2020 meeting to include the 2020 Annual Town Meeting petitioned articles on a subsequent special or annual Town Meeting as Select Board articles.*

Select Board Recommendation	5	0	0
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**Article 16: Resolution in Support of Changing the State Flag & Seal of Massachusetts-  
Petitioned Article**

To see if our Town, Truro, will support the following resolution to ask the governor to appoint a committee to change the Massachusetts State Flag, Motto, and Seal:

***Resolution in Support of Changing the State Flag & Seal of Massachusetts***

*Whereas the history of the State of Massachusetts is replete with instances of conflict between the European Colonists and the Native Nations of the Region, who first extended the hand of friendship to the Colonists on their shores in 1620, and helped them to survive starvation during the settlers' first winters on their land;*

*Whereas members of the Native Nation for whom the State of Massachusetts is named were ambushed and killed by Myles Standish, first commander of the Plymouth Colony, in April of 1623, barely two years after the Pilgrims arrived on their shores;*

*Whereas the naked Colonial broadsword brandished above the head of the Native man on the Massachusetts State Flag and Seal is modeled over Myles Standish's own broadsword, borrowed from the Pilgrim Hall in Plymouth by the illustrator Edmund Garrett in 1884;*

*Whereas the belt binding the Native's cloak on the Flag and Seal is modeled after a belt worn by Metacomet, known to the English as King Philip, who was among the Wampanoag leaders who resorted to a mutually destructive war in 1675-76 in defense of Native lands against Euro-Colonial encroachment;*

*Whereas the proportions of the body of the Native man in the Flag and Seal were taken from a Native skeleton kept in Winthrop, the bow modeled after a bow taken from a Native man shot and killed by a colonist in Sudbury in 1665, and his features taken from a photograph of an Ojibwe chief from Great Falls, Montana, considered by the illustrator to be a "fine specimen of an Indian," though not from Massachusetts;*

*Whereas the history of relations between Massachusetts since Colonial times and the Native Nations who continue to live within its borders includes the forced internment of thousands of so-called "praying Indians" on Deer Island, in Boston Harbor, where they died by the hundreds of exposure in 1675, their subsequent enslavement in Boston, Bermuda, and the Caribbean Islands, the offering of 40 pounds sterling as bounty for the scalps of Native men, women and children in Massachusetts beginning in 1686, increased to 100 pounds sterling for the scalps of Native adult males by 1722, half that amount for Native women and children;*

*Whereas Native Nations within the boundaries of Massachusetts were kept in a state of serfdom, and their members legally considered incompetent wards of the state until the nonviolent action of the so-called Mashpee Rebellion of 1833 led to the granting of Native self rule by the Massachusetts legislature in 1834, as if the sovereign right of Native self-government was the Massachusetts legislature's to confer;*

*Whereas Native Americans were legally prohibited from even stepping foot into Boston from 1675 until 2004, when that law was finally repealed;*

*Whereas the 400th anniversary of the landing of the Euro-Colonists at Plymouth Plantation, which gave rise to the long chain of genocidal wars and deliberate policies of cultural*

*destruction against Native Nations of this continent, is approaching in the year 2020, affording every citizen of the Commonwealth a chance to reflect upon this history and come to a new awareness of a better relationship between the descendants of the Euro-Colonial immigrants and the Native Nations of the Commonwealth;*

*Whereas the land area now known as the Town of Truro shares a rich Native history with modern tribal Nations like the Mohican, the Abenaki, and tribal groups like the Sokoki and the Pocumtuck and the Wampanoag who frequented this area for thousands of years before the first colonial settlers arrived.*

*Now, therefore, BE IT RESOLVED that the Town of Truro hereby adopts this resolution in support of H.2776 and S.1877, a "Resolve Providing for the creation of a Special Commission relative to the Seal and Motto of the Commonwealth," and requests that Representative Paul Mark and Senator Jo Comerford continue their strong advocacy and support for the aforementioned Resolve (H.2776 and S.1877) in the General Court, and that the Joint Committee on State Administration and Regulatory Oversight, after holding a public hearing on the Resolve report it out favorably, and if the legislation shall pass that the governor shall sign it and work with members of the General Court to ensure its enactment.*

or take any other action relative thereto.

Requested by the Select Board

*Select Board Comment: This was submitted by petition for consideration at the 2020 Annual Town Meeting and can be considered by Town Meeting as a non-binding advisory vote. The Select Board voted at their August 25, 2020 meeting to include the 2020 Annual Town Meeting petitioned articles on a subsequent special or annual Town Meeting as Select Board articles.*

Select Board Recommendation	5	0	0
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TWO-THIRDS  
VOTE**Article 17: Charter Amendment to Sections 3-1-1 and 6-4-2- Petitioned Article**

Whereas the Truro Planning is currently an elected multi-member body;

Whereas the intent of this article is to change the Truro Planning Board to a Select Board appointed multi-member body;

Now, therefore, to see if the Town will vote pursuant to G.L. c.43B, § 10 to amend Sections 3-1-1 and 6-4-2 of the Town Charter as set forth below, with ~~striketrough~~ text to be deleted and **bold underlined** text to be inserted:

3-1-1      *The membership of the following multi-member bodies shall be elected as follows:*

*A Moderator shall be elected for a three-year term.*

*A Board of Selectmen of five members.*

*A School Committee of five members.*

*~~A Planning Board of seven members.~~*

*A Board of Library Trustees of five members, notwithstanding the provisions of Section 10 of Chapter 78 of the General Laws.*

*A Housing Authority of four members in accordance with the General Laws.*

*A fifth member of the Housing Authority shall be appointed by the Commonwealth.*

*A Cemetery Commission of three members.*

6-4-2      *The regulatory multi-member bodies listed below shall be appointed by the Board of Selectmen in accordance with sections 4-3-2 and 6-2-6 of this Charter.*

*Board of Health*

*Board of Assessors*

*Conservation Commission*

*Zoning Board of Appeals*

**Planning Board**

or take any other action relative thereto.

Requested by the Select Board

*Select Board Comment: This article was submitted by petition for consideration at the 2020 Annual Town Meeting. The Select Board voted at their August 25, 2020 meeting to include the 2020 Annual Town Meeting petitioned articles on a subsequent special or annual Town Meeting as Select Board articles.*

Select Board Recommendation			
Charter Review Committee Recommendation			

**Article 18: Amend the Local Room Occupancy Excise Tax- Petitioned Article**

To see if the Town will vote to amend the local room occupancy excise tax under G.L. c. 64G, §3A to the rate of 6%, or take any other action relative thereto.

Requested by the Select Board

*Select Board Comment: This article was originally submitted by petition for consideration at the 2020 Annual Town Meeting. The Select Board voted at their August 25, 2020 meeting to include the 2020 Annual Town Meeting petitioned articles on a subsequent special or annual Town Meeting as Select Board articles. As originally written, this article was not in proper legal form, and as such, the Select Board modified the article to meet the intent of the initial article, which resulted in two separate articles. In this, the first of the two articles, the voters will consider increasing the local room occupancy tax from 4% to 6% effective October 1, 2021 (date provided by Massachusetts General Law). If approved, the second article (Article 19: To Establish an Affordable Housing Stabilization Fund and to Dedicate a Percentage of the Local Room Occupancy Excise Tax to Said Fund) will be considered so that an Affordable Housing Stabilization Fund will be established and 33% of annual local room occupancy excise will be dedicated to said fund.*

Finance Committee Recommendation			
Select Board Recommendation			



TWO-THIRDS  
VOTE**Article 19: To Establish an Affordable Housing Stabilization Fund and to Dedicate a Percentage of the Local Room Occupancy Excise Tax to Said Fund- Petitioned Article**

To see if the Town, pending a favorable vote of Article 18: Amend the Local Room Occupancy Excise Tax, will vote to accept the fourth paragraph of G.L. c. 40, §5B to establish an affordable housing stabilization fund and to dedicate, without further appropriation, 33% of the annual local room occupancy excise to said stabilization fund to commence on October 1, 2021, or take any other action relative thereto.

Requested by the Select Board

*Select Board Comment: This article was originally submitted by petition for consideration at the 2020 Annual Town Meeting. The Select Board voted at their August 25, 2020 meeting to include the 2020 Annual Town Meeting petitioned articles on a subsequent special or annual Town Meeting as Select Board articles. As originally written, this article was not in proper legal form, and as such, the Select Board modified the article to meet the intent of the initial article, which resulted in two separate articles. If Article 18: Amend the Local Room Occupancy Excise Tax is approved by Town Meeting, this article will be considered so that an Affordable Housing Stabilization Fund will be established and 33% of annual local room occupancy excise will be dedicated to said fund beginning on October 1, 2021.*

Finance Committee Recommendation			
Select Board Recommendation			

TWO-THIRDS  
VOTE**Article 20: Charter Amendment to Section 2-2-4- Petitioned Article**

To see if the Town will vote to amend Section 2-2-4 of the Town Charter by adding new language as follows (new language shown **bold underline**), or to take any other action relative thereto.

2-2-4      *The Moderator shall appoint a Finance Committee in accordance with the provisions of Chapter 6. The Finance Committee shall act in an advisory capacity to the legislative branch, the Town Meeting. **The Moderator shall conduct an open search, selection and appointment process for candidates for new, renewing, and/or vacant seats for the Finance Committee. The Moderator will adhere to the procedures and practices used by the Select Board for appointed, members to Town committees and pursuant to General Law and to Chapter 6 of the Town Charter, as established and amended by Town Vote.***

Requested by the Select Board

*Select Board Comment: This article was submitted by petition for consideration at Town Meeting.*

*Petitioner's Comment: The Finance Committee serves an essential and significant role year-round in developing departmental and Town-wide budget(s) for approval annually at ATM. Presently, members are appointed at the sole discretion of the Town Moderator in a private process. The public should have an opportunity to apply, make their skills and interests known to the Townspeople as well as the Moderator, and be subject to public interviews and transparent selection processes.*

Select Board Recommendation			
Charter Review Committee Recommendation			

## ZONING BYLAW ARTICLES

**Article 21: Amend Zoning Bylaw §40.2 Accessory Dwelling Unit - Petitioned Article**

To see if the Town will vote to amend Section 40, Special Regulations, §40.2 Accessory Dwelling Unit, by deleting the language in ~~strike through~~, adding the **bold underlined** wording and enumerate the bylaw correctly accordingly.

*§40.2 Accessory Dwelling Unit**A. The purposes of this bylaw are to:*

- 1. Increase the number of moderately priced, year-round rental swelling units in Truro;*
- 2. Encourage a more economical and energy-efficient use of the Town's housing supply; and*
- 3. Provide homeowners with a means of obtaining rental income to defray housing costs.*

*B. Requirements*

- 1. One Accessory Dwelling Unit (ADU) per buildable lot may be allowed in any zoning district by obtaining an ADU **Building** Permit. ~~from the Planning Board.~~*
- 2. An ADU may be established within or attached to a principal swelling, principal structure, or accessory structure, or constructed as a detached unit, and must be located on the same lot as the primary dwelling.*
- 3. The ADU must be in conformity with the State Building Code, Title V of the State Sanitary Code and all applicable town health, building, zoning and other local laws and regulations.*
- 4. An ADU within or attached to a principal dwelling, principal structure or accessory structure that is a pre-existing nonconforming use or structure shall not increase any existing nonconformity or create a new nonconformity without first obtaining a **Special** Permit or Variance, respectively, from the Zoning Board of Appeals.*

*C. ADU Permit Criteria*

- 1. The ADU shall be a complete, separate housekeeping unit containing both kitchen and sanitary facilities.*
- 2. The ADU shall not contain more than one thousand (1,000) square feet nor less than four hundred (400) square feet of Gross Floor Area as that term is defined in Section II of this Zoning By-law. Once an ADU has been added to a dwelling, structure or lot, the ADU shall not be enlarged beyond the square footage specified in the permit granted pursuant to this section without first obtaining a subsequent **ADU Building** Permit, ~~from the Planning Board,~~ and in no case shall an ADU be permitted to exceed the square footage allowed by this section.*
- 3. At least two (2) off street parking spaces in addition to parking otherwise required for the property is required for an ADU.*
- 4. An ADU shall be clearly subordinate in use, size, and design to the principal dwelling or structure, ~~considering the following: building architectural details, roof design, building spacing and orientation, building screening, door and window size and location, and building materials.~~ When accessory to a principal dwelling, the intent is to retain the appearance of a single-family dwelling and the privacy of abutters.*

5. The principal dwelling and ADU and lot on which they are located shall remain in common ownership, and shall not be severed in ownership, including that the lot, buildings or units thereon shall not be placed in a condominium form of ownership.
6. Either the ADU or the principal dwelling on a lot with an ADU must be leased for a term of at least twelve (12) months. Rental of said unit for a period of less than twelve (12) months (including, but not limited to, seasonal rental and rental through vacation rental services and websites) is prohibited. Proof of year-round rental shall be provided annually to the Building Commissioner by the owner in the form of a lease and a signed affidavit from both the owner and renter stating the unit is being rented accordingly and is used as a primary residence.
7. ADUs permitted under this section shall be inspected annually or as frequently as deemed necessary by the Health and Building Departments for compliance with public safety and public health codes. The owner of the property shall be responsible for scheduling such inspection and shall pay any applicable inspection fees.

**D. Procedure**

1. Each application for a Permit shall be filed by the Applicant with the ~~Town Clerk~~ **Building Department** consisting of:
  - a. ~~An original and 14 copies of the Application for ADU Permit;~~
  - b. ~~15 Copies of the required plans and other required information under §40.2;~~
  - c. Applicable filing fee;
  - d. ~~List of abutters obtained from the Truro Assessing Department;~~
  - e. Site Plan or Site and Sewage Plan prepared by a registered professional engineer or registered sanitarian showing all property lines, existing and proposed structures on the parcel, and setbacks from roads and property lines for each structure. Building dimensions (height, stories, square footage) shall be shown on the plan.
  - f. Documentation of approval of the septic/wastewater treatment system from the Board of Health.
  - g. Building plans at a scale of no less than 1/8"= 1'-0", including floor plans and front, side and rear elevations of the ADU and principal dwelling or structure.
  - h. Affidavit declaring that the ADU and/or principal dwelling to which it is accessory will be rented on a twelve month basis.
  - i. Documentation of approval, if applicable, from the Conservation Commission.
  - j. Documentation of Special Permit or Variance, if applicable, from the Zoning Board of Appeals.

**E. Public Hearing**

1. ~~Upon receipt of the application by the Truro Town Clerk, the Planning Board shall hold a duly noticed public hearing within 65 days of said filing. The Board shall:~~
  - a. ~~Give notice by advertisement in a newspaper of general circulation in the Town of Truro, no less than ten (10) days before the day of such hearing; and~~
  - b. ~~Give notice by posting such notice in a conspicuous place in the Town Hall for a period of not less than ten (10) days before the day of such hearing; and~~
  - c. ~~Give notice by mailing a copy of such advertisement to abutters to the subject property, abutters to abutters within 300 feet of the subject property, and owners of properties across the street from the subject property.~~

**F. Findings of the Planning Board**

- ~~1. The Planning Board shall grant an ADU Permit if it finds that the proposal complies with the provisions of this bylaw, §40.2, as amended. The concurring vote of four members of the Planning Board shall approve an ADU permit as submitted or with reasonable conditions. The Board shall deny the permit only if:~~
- ~~a. The application is incomplete, and the applicant fails to complete the application within 21 days after written notice of the application's deficiencies, or~~
  - ~~b. The imposition of reasonable conditions will not ensure that the ADU will conform to the standards and criteria described herein, or~~
  - ~~c. The ADU does not comply with the requirements of the Zoning Bylaw.~~
- ~~2. The permit decision is not appealable.~~

G. Penalty

Failure of the applicant to comply with any provision of this section or the Permit is punishable by a fine established in Section 60.1 of the Truro Zoning Bylaws and shall entitle the ~~Planning Board~~, **Building Commissioner** after notice and public hearing, to revoke, modify or suspend the Permit. The Town shall be entitled to recover its litigation fees, including counsel fees, incurred in enforcement of this Bylaw.

H. Requirements for Tax Exemption

Qualifying ADUs permitted under this section are eligible to seek tax abatement pursuant to Chapter I, Section 10 of the Truro General Bylaws, Tax Exemption for Affordable Accessory Dwelling Units.

Select Board Comment: This article was submitted by petition for consideration at Town Meeting.

Petitioner's Comment: This is a citizen petitioned article. This article was created to allow homeowners to build or convert an existing building to one (1) accessory dwelling unit on their property with the provision that it be rented year round as opposed to seasonally. This will benefit the community by increasing the opportunities for young people to afford to live in town, enable elderly residents to downsize or rent a portion of their home and will help create a more well-rounded community. There is a segment of the community that earns more than allows them to qualify for affordable housing yet don't make enough to afford a home. This bylaw will allow residents to create opportunities for this segment of society to live in Truro. This change will remove the planning board from the process, allowing property owners to build ADUs as a "by right" designation meaning if it fits on your property without infringing on other zoning or health regulations, you can proceed without hearings and additional costs associated with filings.

Select Board Recommendation			
Planning Board Recommendation			

TWO-THIRDS  
VOTE**Article 22: Amend Zoning Bylaw §10.4 and §30.2 Food Truck Definition and Use and §30.9 Parking**(additions in underline, deletions in ~~cross-through~~)

To see if the Town will vote to amend the Zoning Bylaw by:

(a) Adding the following new definition to §10.4 Definitions:

Food Truck: A motorized truck, towable trailer, or cart that is used to sell or distribute food to consumers pursuant to a mobile food service permit and a hawker and peddler license and/or pursuant to a common victualler license.

(b) Adding “Food Trucks” to the §30.2 Use Table as follows:

PRINCIPAL USES							
	R	BP	NT6A	TC	NTC	Rt6	S
COMMERCIAL							
<u>Food Trucks (12)</u>	<u>SP</u>	<u>SP</u>	<u>SP</u>	<u>SP</u>	<u>SP</u>	<u>SP</u>	<u>SP</u>

## NOTES

12. A Special Permit shall not be required for any location having received a license and/or permit for the operation of a Food Truck from the Town of Truro Select Board and/or Board of Health prior to April 28, 2020.

(c) Adding “Food Trucks” to the §30.9 Parking Schedule as follows:

PRINCIPAL USE	PARKING REQUIREMENT
RESIDENTIAL	
<u>Food Trucks</u>	<u>2 spaces per food truck</u>

or to take any other action relative thereto.

Requested by the Planning Board

*Planning Board Comment: This article recognizes food trucks as a land use and provides reasonable, flexible measures for public review. The Zoning Bylaw (hereafter “ZBL”) does not*

*currently include food trucks as a use, and thus food trucks are likely not allowed despite having existed throughout town for many years. Most notably there is a history of food trucks at Town beaches in the Residential and Seashore districts. This article defines and legalizes the use while grandfathering existing locations, provides for noticed public hearings before the Zoning Board of Appeals for any new location proposed, and adds reasonable parking requirements. The act of adding the use also brings clarity to the existing practice of requiring Commercial Site Plan Review for new locations.*

Select Board Comment:

Planning Board Recommendation			
Select Board Recommendation			

TWO-THIRDS  
VOTE**Article 23: Amend Zoning Bylaw §30.9 Parking, C. Off Street Parking Schedule**

To see if the Town will vote to amend Zoning Bylaw §30.9 Parking Schedule as follows:  
(additions in underline, deletions in ~~cross-through~~)

**C. Off Street Parking Schedule:**

2. These standards are the minimum requirement. The Planning Board under Site Plan Review, or the Zoning Board of Appeals by Special Permit when Site Plan Review is not required, may vary the required number of spaces if the nature and scale of a proposed use warrants such a change.

or to take any other action relative thereto.

Requested by the Planning Board

*Planning Board Comment: This article provides a process for the modification of parking requirements. Currently these requirements can be modified during Site Plan Review, but there is not a mechanism for projects that do not require Site Plan Review. This article allows modifications to be issued by the Zoning Board of Appeals after a noticed public hearing.*

Select Board Comment:

Planning Board Recommendation			
Select Board Recommendation			



TWO-THIRDS  
VOTE**Article 24: Amend Zoning Bylaw §40.2 Accessory Dwelling Unit, C. ADU Permit**

To see if the Town will vote to amend Zoning Bylaw §40.2 Accessory Dwelling Unit as follows: (additions in underline, deletions in ~~cross-through~~):

## C. ADU Permit Criteria

3. At least two (2) off street parking spaces in addition to parking otherwise required for the property is required for an ADU. This requirement may be reduced or waived at the discretion of the Planning Board.

or to take any other action relative thereto.

Requested by the Planning Board

*Planning Board Comment: This article allows for reduction of the parking requirement for ADUs as part of the noticed public hearing process for ADU permits. It recognizes that unforeseen circumstances may exist to justify the requirement is unnecessary and creates a hardship for homeowners looking to add an ADU to their property. For instance, some small ADUs may clearly be intended for one person and not require 2 parking spaces.*

Select Board Comment:

Planning Board Recommendation			
Select Board Recommendation			

TWO-THIRDS  
VOTE**Article 25: Amend Zoning Bylaw §40.2 Accessory Dwelling Unit, D. Procedure**

To see if the Town will vote to amend Zoning Bylaw §40.2 Accessory Dwelling Unit by adding new language and deleting language as follows (additions in underline, deletions in ~~cross-through~~):

## D. Procedure

1. Each application for a Permit shall be filed by the Applicant with the Town Clerk consisting of:

- a. An original and ~~44~~ 9 copies of the Application for ADU Permit;
- b. ~~45~~ 10 paper copies and one digital copy of the required plans and other required information under §40.2

or to take any other action relative thereto.

Requested by the Planning Board

*Planning Board Comment: This article reduces the required number of physical copies of applications and adds requirements for the submittal of digital copies. Most applications are distributed to Town staff electronically, reducing the need for paper copies.*

*Select Board Comment:*

Planning Board Recommendation			
Select Board Recommendation			

TWO-THIRDS  
VOTE**Article 26: Amend Zoning Bylaw §40.2 Accessory Dwelling Unit, D. Procedure**

To see if the Town will vote to amend Subsection D of Zoning Bylaw §40.2 Accessory Dwelling Unit by deleting language as follows (additions in underline, deletions in ~~cross-through~~):

## D. Procedure

...

~~f. Documentation of approval of the septic/wastewater treatment system from the Board of Health.~~

...

~~i. Documentation of approval, if applicable, from the Conservation Commission.~~

~~j. Documentation of Special Permit or Variance, if applicable, from the Zoning Board of Appeals.~~

or to take any other action relative thereto.

Requested by the Planning Board

*Planning Board Comment: This article eliminates submittal requirements that are not germane to the jurisdiction of the Planning Board in their review of ADU permit applications. It does not eliminate the need for ADUs to receive all necessary permits. The Building Commissioner and Health/Conservation Agent will continue to review these requirements through the building permit process. Additionally, the submittal requirements to be eliminated currently require that the Planning Board must always be the final regulatory board to review ADUs when it may be logical to go in an alternate order under certain circumstances.*

*Select Board Comment:*

Planning Board Recommendation			
Select Board Recommendation			

TWO-THIRDS  
VOTE**Article 27: Amend Zoning Bylaw §40.2 Accessory Dwelling Unit, D. Procedure**

To see if the Town will vote to amend Subsection D of Zoning Bylaw §40.2 Accessory Dwelling Unit by adding new language and deleting language as follows (additions in underline, deletions in ~~cross-through~~):

## D. Procedure

...

g. Building floor plans at a scale of no less than 1/8"= 1'-0", ~~including floor plans and front, side and rear elevations of the ADU and principal dwelling or structure.~~

h. For ADUs proposed in a new structure or that require the modification of the exterior of an existing structure, building elevations at a scale of no less than 1/8"= 1'-0" of the dwelling or structure that contains the ADU.

i. Photographs of the exterior of the existing principal dwelling taken from the north, south, east, and west.

j. For ADUs proposed within an existing accessory structure, photographs of the exterior of the existing accessory structure taken from the north, south, east, and west.

or to take any other action relative thereto.

Requested by the Planning Board

*Planning Board Comment: This article eliminates the need for ADU permit applications to include building elevation plans for proposals where there are no exterior changes to a building proposed. This is an unnecessary cost to applicants, and existing conditions can easily be documented with photographs.*

Select Board Comment:

Planning Board Recommendation			
Select Board Recommendation			

TWO-THIRDS  
VOTE

**Article 28: Amend Zoning Bylaw §40.2 Accessory Dwelling Unit, F. Findings of the Planning Board**

To see if the Town will vote to amend Subsection F of Zoning Bylaw §40.2 Accessory Dwelling Unit by deleting language as follows (additions in underline, deletions in ~~cross-through~~):

F. Findings of the Planning Board

...

~~2. The permit decision is not appealable.~~

or to take any other action relative thereto.

Requested by the Planning Board

*Planning Board Comment: This article recognizes that a town cannot deny appeal rights through stating such in a zoning bylaw. Any discretionary permit (including an ADU permit) issued through zoning is appealable under state law by either the applicant or another interested party. Further, the current language may create confusion regarding the particular type of court appeal that should be filed resulting in additional unnecessary legal costs to the applicant, the Town, or both.*

Select Board Comment:

Planning Board Recommendation			
Select Board Recommendation			

TWO-THIRDS  
VOTE

**Article 29: Amend Zoning Bylaw §40.2 Accessory Dwelling Unit, H. Requirements for Tax Exemption and §10.4 Definitions**

To see if the Town will vote to amend the Zoning Bylaw by

(a) adding new language and deleting language in Subsection H of §40.2 Accessory Dwelling Unit as follows (additions in underline, deletions in ~~cross-through~~):

H. Requirements for Tax Exemption

Qualifying ADUs permitted under this section are eligible to seek tax abatement pursuant to Chapter I, Section ~~10~~ 11 of the Truro General Bylaws, Tax Exemption for Affordable Accessory Dwelling Units.

And by

(b) deleting from §10.4 Definitions the following definition in its entirety:

~~Dwelling Unit, Affordable Accessory. A rental dwelling unit either detached from or located within or attached to a principal dwelling, principal structure, garage, containing at least four hundred (400) square feet but not more than one thousand four hundred (1,400) square feet of Gross Floor Area. Accessory unit shall be restricted to remain affordable by conditions attached to the Special Permit issued by the Planning Board and be occupied by income-eligible households determined in accordance with HUD Income and Fair Market Rental Guidelines. (04/07)~~

or to take any other action relative thereto.

Requested by the Planning Board

*Planning Board Comment: This article corrects a scrivener's error referencing the General Bylaws and removes an obsolete definition for Affordable Accessory Dwelling Units. The ZBL previously contained provisions for Affordable ADUs, but this was replaced with the adoption of the current ADU bylaw.*

*Select Board Comment:*

Planning Board Recommendation			
Select Board Recommendation			

TWO-THIRDS  
VOTE**Article 30: Amend Zoning Bylaw §70.3 Commercial Development**

To see if the Town will vote to amend Subsection D of Zoning Bylaw §70.3 Commercial Development by adding new language and deleting language as follows (additions in underline, deletions in ~~cross-through~~):

## D. Procedures and Plan Requirements

1. Each application for Commercial Site Plan Review shall be filed by the Applicant with the Town Clerk consisting of:
  - a. An original and ~~44~~ 9 copies of the Application for Site Plan Review;
  - b. ~~45~~ 10 paper copies and one digital copy of the required plans and other required information per subsection 3 below;

or to take any other action relative thereto.

Requested by the Planning Board

*Planning Board Comment: This article reduces the required number of physical copies of applications and adds requirements for the submittal of digital copies. Most applications are distributed to Town staff electronically, reducing the need for paper copies.*

*Select Board Comment:*

Planning Board Recommendation			
Select Board Recommendation			

TWO-THIRDS  
VOTE**Article 31: Amend Zoning Bylaw §70.4 Residential Development**

To see if the Town will vote to amend Subsection C of Zoning Bylaw §70.4 Residential Development by adding new language and deleting language as follows (additions in underline, deletions in ~~cross-through~~):

## C. Procedures and Plan Requirements

1. Each application for Residential Site Plan Review shall be filed by the Applicant with the Town Clerk consisting of:
  - a. An original and ~~44~~ 9 copies of the Application for Site Plan Review;
  - b. ~~45~~ 10 paper copies and one digital copy of the required plans and other required information per subsection 3 below;

or to take any other action relative thereto.

Requested by the Planning Board

*Planning Board Comment: This article reduces the required number of physical copies of applications and adds requirements for the submittal of digital copies. Most applications are distributed to Town staff electronically, reducing the need for paper copies.*

*Select Board Comment:*

Planning Board Recommendation			
Select Board Recommendation			



TWO-THIRDS  
VOTE**Article 32: Amend Zoning Bylaw §70.6 Recording of Decision**

To see if the Town will vote to amend Zoning Bylaw §70.6 Recording of Decision by adding new language and deleting language as follows (additions in underline, deletions in ~~cross-through~~):

It shall be the responsibility of the applicant to obtain a true attested copy of the decision from the Town Clerk. The applicant shall be responsible for recording the Planning Board Commercial or Residential Site Plan decision at the Barnstable Registry of Deeds or Land Court, as applicable. Prior to the issuance of a building permit, the applicant shall present evidence of such recording to the Building Commissioner and the ~~Planning Board Secretary~~ Planning Department.

or to take any other action relative thereto.

Requested by the Planning Board

*Planning Board Comment: This article acknowledges that filings are currently being handled by professional staff at Town Hall and brings the ZBL in line with this practice.*

*Select Board Comment:*

Planning Board Recommendation			
Select Board Recommendation			

TWO-THIRDS  
VOTE**Article 33: Amend Zoning Bylaw §70.9 Waiver of Site Plan Review**

To see if the Town will vote to amend Zoning Bylaw §70.9 Waiver of Site Plan Review by adding new language and deleting language as follows (additions in underline, deletions in ~~cross-through~~):

The Planning Board may determine at its discretion without a public hearing that submission of a Commercial or ~~Residential~~ Site Plan review application is not required when the alteration, construction, or reconstruction of an ~~existing~~ building or structure or new use or change in use will not have a significant impact: within the site or in relation to adjacent properties and streets; on pedestrian and vehicular traffic; on public services and infrastructure, or on unique environmental and historic resources, abutting properties; or community needs. Site Plan Review shall not be waived in the Seashore District.

(4/17)

A waiver from Commercial or ~~Residential~~ Site Plan Review must be requested by the applicant using the appropriate Site Plan Review Application form. The form, applicable filing fee and supporting documentation to establish that such review is not required shall be filed with the ~~Planning Board Secretary~~ Town Clerk. A waiver request will be considered at a regular session of the Planning Board.

Upon the decision of the Planning Board, a copy of the decision shall be sent to the applicant, the owner, the representative, if any, and the Building Commissioner.

or to take any other action relative thereto.

Requested by the Planning Board

*Planning Board Comment: This article does three things:*

- 1. It clarifies that Residential Site Plan Review cannot be waived because Residential Site Plan Review is only required in the Seashore district, and the bylaw states that Site Plan Review cannot be waived in the Seashore district.*
- 2. It allows for the waiver of Commercial Site Plan Review for new buildings that do not create significant impacts. For example, the ZBL currently allows a waiver for a 2,000 sq. ft. addition to an existing commercial building, but it does not allow a waiver for a new 200 sq. ft. shed.*
- 3. It acknowledges that filings are currently made with the Town Clerk and brings the ZBL in line with this practice.*

*Select Board Comment:*

Planning Board Recommendation			
Select Board Recommendation			

TWO-THIRDS  
VOTE**Article 34: Amend Zoning Bylaw §40.6 Growth Management**

To see if the Town will vote to amend Zoning Bylaw §40.6 Growth Management by adding new language and deleting language as follows (additions in underline, deletions in ~~cross-through~~):

- A. Purpose. The purpose of §40.6 of the bylaw is to provide adequate time for the Town to plan and prepare for the effects of future residential growth, and ensure that the pace of growth does not diminish the Town's rural character, impair natural resources or overwhelm town services or infrastructure. The gradual pace of development afforded by the bylaw will provide opportunities for the Town to: 1) purchase and protect open spaces, thereby reducing the Town's ultimate density and preserving, as much as possible, the Town's rural character; 2) undertake comprehensive planning to identify a community land use vision to guide the regulation of land use and development; 3) assess the impacts of anticipated growth on town infrastructure, roads, drinking water supply and fresh and marine wetlands and water bodies, and plan appropriate measures to protect the integrity of those resources; and 4) develop a financially sustainable plan for the provision of town services and infrastructure necessary to support the community's land use vision. This section, 40.6, shall expire on December 31, ~~2021~~, 2024.

or to take any other action relative thereto.

Requested by the Planning Board

*Planning Board Comment: This article extends the date of expiration of the Growth Management Bylaw from December 31, 2021 to December 31, 2024. This extension will allow the Town to continue and complete the tasks identified in the Purpose section, including an update to the Town's Local Comprehensive Plan. Most recently, the COVID 19 emergency halted the Town's efforts to pursue this essential planning process. An extension will provide the time required for this process.*

Select Board Comment:

Planning Board Recommendation			
Select Board Recommendation			

## NEW PETITIONED ARTICLES

**Article 35: Amendment to General Bylaws Ch 3—Add Municipal Single-Use Bottle Ban-  
Petitioned Article**

To see if the Town will vote to adopt the following as a general bylaw and to insert it into the Chapter 3 of the General Bylaws (new language shown in **bold underline**):

**The purchase by the Town of Truro of either water or any other beverage in single-use plastic bottles of any size is prohibited and the sale of water or any beverage in single-use plastic containers is prohibited on town property.**

**Any Town department when engaged in public health and safety operations shall be exempt from this Bylaw.**

**Effective date: As soon as practicable but no later than September 1, 2021.**

**In the event of a declaration (by Emergency Management Director, or other duly-authorized Town, Commonwealth, or United States official) of an emergency affecting the availability and/or quality of drinking water for Truro residents the Town shall be exempt from this Bylaw until seven (7) calendar days after such declaration has ended.**

or to take any other action relative thereto.

Requested by Citizen Petition

Select Board Comment: This article was submitted by petition for consideration at Town Meeting.

Petitioner's Comment: A municipal plastic bottle ban was initiated in 2019 and has been adopted by 13 of the 15 towns in Barnstable County as of year-end 2020. Plastic bottles do not biodegrade and can last forever. Their production emits toxic waste into the air, and chemicals from plastic can leach into our beverages. When plastic bottles are discarded, they pollute the air if incinerated, contaminate groundwater if buried, clutter our beaches, roadways, forests, and roadways, and if ending up in our oceans threaten marine life.

Select Board Recommendation			
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TWO-THIRDS  
VOTE**Article 36: Amendment to Charter Chap 3 & Chap 6—Make Zoning Board of Appeals an Elected Board- Petitioned Article**

To see if the Town will vote, pursuant to G.L. c.43B §10(b), to amend sections 3-1-1 and 6-4-2 of the Town Charter, as set forth below, with ~~strike through~~ text to be deleted and **bold underline** text to be inserted, or take any other action relative thereto:

3-1-1 The membership of the following multi-member bodies shall be elected as follows:

A moderator shall be elected for a three-year term.

A Board of Selectmen [Select Board] of five members.

A School Committee of five members.

A Planning Board of seven members.

**A Zoning Board of Appeals of five members.**

A Board of Library Trustees of five members, notwithstanding the provisions of Section 10 of Chapter 78 of the General Laws.

A Housing Authority of four members in accordance with the General Laws.

A fifth member of the Housing Authority shall be appointed by the Commonwealth.

A Cemetery Commission of three members.

6-4-2 The regulatory multi-member bodies listed below shall be appointed by the Board of Selectmen [Select Board] in accordance with sections 4-3-2 and 6-2-6 of this Charter.

Board of Health

Board of Assessors

Conservation Commission

Zoning Board of Appeals

Requested by Citizen Petition

*Select Board Comment: This article was submitted by petition for consideration at Town Meeting.*

*Petitioner's Comment: The request to make the Zoning Board of Appeals an elected board is intended to enhance the democratic principles of representation by making it directly accountable to Truro voters. The Planning Board, which has duties and authorities that complement those of the Zoning Board of Appeals, is an elected board. Making the Zoning Board of Appeals an elected board would eliminate an inconsistency in how the two related boards are constituted.*

Charter Review Committee Recommendation			
Select Board Recommendation			

TWO-THIRDS  
VOTE**Article 37: Amendment to Charter Chap 3 & Chap 6—Make Board of Health an Elected Board- Petitioned Article**

To see if the Town will vote, pursuant to G.L. c.43B §10(b), to amend sections 3-1-1 and 6-4-2 of the Town Charter, as set forth below, with ~~strike through~~ text to be deleted and **bold underline** text to be inserted, or take any other action relative thereto:

3-1-1 The membership of the following multi-member bodies shall be elected as follows:

A moderator shall be elected for a three-year term.

A Board of Selectmen [Select Board] of five members.

A School Committee of five members.

A Planning Board of seven members.

A Board of Library Trustees of five members, notwithstanding the provisions of Section 10 of Chapter 78 of the General Laws.

A Housing Authority of four members in accordance with the General Laws.

A fifth member of the Housing Authority shall be appointed by the Commonwealth.

A Cemetery Commission of three members.

**A Board of Health of five members.**

6-4-2 The regulatory multi-member bodies listed below shall be appointed by the Board of Selectmen [Select Board] in accordance with sections 4-3-2 and 6-2-6 of this Charter.

Board of Health

Board of Assessors

Conservation Commission

Zoning Board of Appeals

Requested by Citizen Petition

*Select Board Comment: This article was submitted by petition for consideration at Town Meeting.*

*Petitioner's Comment: The request to make the Board of Health an elected board is intended to enhance democratic principles of representation by having it selected directly by the voters of Truro. The Board of Health adopts and enforces regulations pertaining to the health and safety of all residents of Truro and should, therefore, be directly accountable to Truro voters.*

Charter Review Committee Recommendation			
Select Board Recommendation			

**Article 38: Tax Transparency of Financial Articles in Excess of \$50,000.00- Petitioned Article**

To vote requesting that all financial warrant articles, outside the omnibus budget, which could incur expenditures in excess of \$50,000.00 be required to delineate their cost and the estimated tax impact (rate change or annual dollar increase) on an average home (assessed at a value of \$500,000 before any exemptions), thereby transparently informing voters as to the estimated and ongoing tax costs they will incur in relation to their votes; or to take any other action relative thereto.

Requested by Citizen Petition

*Select Board Comment: This article was submitted by petition for consideration at Town Meeting.*

*Petitioner's Comment: The above is a citizens petition requesting the fiscally responsible requirement that financial warrant articles going to a town vote, and costing the town in excess of approximately \$50,000.00, include an estimated budget and the tax impact for an average assessed home in Truro. At the annual Town Meeting, the good and caring citizens of Truro are often asked to approve numerous financial warrant articles in addition to approving the annual town budget. These petitions and articles, which the citizens have little time to research prior to voting, have a substantial impact on the ongoing budget of the town and therefore on their ongoing tax burden. However, these tax impacts are not transparent to voters, warrant articles currently have no requirement of stating their tax impacts. Consequently, taxes can increase in Truro at an alarming rate in response to costly citizen petitions that get included on the town warrant along with town-initiated projects. In responsible fiscal management, proposed projects require budgets. So too should costly warrant articles, which are funded by tax dollars from the townspeople, who are asked to vote on them.*

Finance Committee Recommendation			
Select Board Recommendation			

**Article 39: Project Accounting & Quarterly Reporting on Total Expenditures over \$75,000.00- Petitioned Article**

To see if the Town will vote to require that the Select Board authorize the Town Manager to implement Project Accounting methods to be used to make public by written report those expenditures that have exceeded or are proposed to exceed a total expenditure of \$75,000 or more on each specific project, regardless of duration. These project expenditure will be reported along with other summary reports commonly provided by town management so that voters can have a clear and timely understanding of town expenditures by project, posted no less frequently than quarterly on the Town of Truro website, or to take any other action relative thereto.

Requested by Citizen Petition

*Select Board Comment: This article was submitted by petition for consideration at Town Meeting.*

*Petitioner's Comment: The purpose of this article is to provide the public with quarterly accounting for projects or other town programs with expenditures exceeding \$75,000. Currently there is no requirement or mechanism in place to report on large financial undertakings to voters outside of Annual Town Meeting. These quarterly reports will serve to keep Truro taxpayers informed on a regular basis about significant financial outlays of taxpayer funds for Town-operated and for Town-supported projects carried out by third parties, including but not limited to capital and infrastructure projects. This will also reduce the need for and frequency of public information and public records requests and promote financial transparency.*

Finance Committee Recommendation			
Select Board Recommendation			



**Article 40: Add New Section to General By-laws- Truro Clean Water Fund- Petitioned Article**

To see if the Town will vote to add Section XXX to the Truro General Bylaws to establish the Truro Clean Water Fund to operate under the purview of the Water Resources Oversight Committee (WROC) and to implement and commit to future funding at levels to be determined by future Town vote in order to encourage, facilitate, and support the upgrade, improvement and replacement of cesspools and other non-Title V compliant waste systems as well as private well water filtration as needed.

Truro Clean Water Fund monies will be used to support and sustain the ability of residential properties to have safe drinking water and to produce wastewater effluence that is safe and healthy for Truro community members and for Truro natural waterways. Truro Clean Water Fund monies will be used to provide grants and/or low interest loans to property owners to subsidize cost of qualifying septic upgrades; to monitor levels of nitrates and other contaminants in ground water, runoff, and effluence; to fund pilot testing of new small wastewater and septic technologies in Truro; and to support other activities to ensure safe drinking water and discharge into groundwater and surface water in Truro.

It will operate at the discretion of the Water Resources Oversight Committee, an existing Committee whose members are appointed by the Select Board. The Truro Clean Water Fund will be allocated funds within the Omnibus Budget annually, commencing in FY23, and may be initiated and increased through payments made by developers pursuant to the Town's inclusionary zoning by-laws, donations, and contributions from other public and private sources, including other Truro funds created to serve those in need; or to take any other action relative thereto.

Requested by Citizen Petition

*Select Board Comment: This article was submitted by petition for consideration at Town Meeting.*

*Petitioner's Comment: The purpose of this article is to ensure that the recent decision of the Truro Board of Health to require conversion of all cesspools to Title V Septic systems by 2023 is financially feasible and that those homeowners who can demonstrate financial hardship to meet this requirement have financial assistance in order to comply; and to ensure that all Truro residents, property owners, and visitors have access to safe drinking water and will discharge effluence through their activities that is safe for humans and other living things found in Truro's land, air and waters. As the last rural Town on the Cape, the health and beauty of our environment are inextricably linked to our daily activities and choices. We need tools and resources to ensure we make informed choices and have the means to implement them to the benefit of our community.*

Finance Committee Recommendation			
Select Board Recommendation			

**Article 41: Special Act to Create a Year-round Rental Housing Trust- Petitioned Article**

To see of the Town will vote to direct the Select Board to prepare and file a home rule petition, in the form and manner outlined below, with the General Court that would create a Year-Round Rental Housing Trust; provided that the General Court may make clerical or editorial changes of form only to said bill, unless the Select Board approves amendments thereto prior to enactment by the General Court, and provided further that the Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition; or to take any other action relative thereto.

The Home Rule Petition would read:

SECTION 1: There shall be a municipal trust to be known as the Truro Year-round Market Rate Rental Housing Trust. The trust is established to create and preserve year-round rental units in the town of Truro including, but not limited to, market rate units, for the benefit of residents of the town.

SECTION 2:

- (a) The trust shall be managed by a 5 member board of trustees. In selecting members of the board of trustees, the board of selectmen shall:
- (i) designate 1 of its members to serve on the board of trustees;
  - (ii) appoint at least 1 member of the public at large, preferably a resident who lives in year-round market rate rental housing in the town, to serve on the board of trustees; and;
  - (iii) consider a broad range of expertise, including education and experience in real estate development and financing, in appointing the 3 remaining members to the board of trustees.
- (b) Members of the board of trustees shall be sworn to the faithful performance of their official duties. A majority of the 5 members shall constitute a quorum for the transaction of any business. The board of trustees shall elect from among its members a chairman, vice-chairman, clerk and other officers as it finds necessary and determine their duties.
- (c) The original members of the board of trustees shall be appointed within 60 days following the effective date of this act. Of the members of the board of trustees first appointed, 1 member shall be appointed to serve for a term of 1 year, 2 members for a term of 2 years and 2 members for a term of 3 years. The initial appointments may be adjusted to coincide with the regular appointment cycle of the town. All terms thereafter shall be for 3 years. In the event of a vacancy on the board of trustees, a successor member shall be appointed to complete the unexpired term.
- (d) Any member of the board of trustees may be removed by the board of selectmen for cause after reasonable notice and public hearing by the board of selectmen, unless the notice and hearing are expressly waived in writing by the member subject to removal.
- (e) The members of the board of trustees shall not receive compensation for the performance of their duties, but each member shall be reimbursed by the trust for expenses incurred in the performance of the member's duties. Documentation related to such reimbursement shall be open to public inspection from and after the requisition thereof.

**SECTION 3:**

- (a) There shall be a trust fund to be known as the Year-round Market Rate Rental Housing Trust Fund. The fund shall be separate and apart from the General Fund of the town of Truro.
- (b) The town treasurer shall be the custodian of the trust fund.
- (c) The trust fund shall receive and hold all gifts and grants made to the trust fund as well as money appropriated by the town to the trust. The trust fund shall also receive all revenues from the sale or lease of trust property and any rental income generated from properties in the custody of the trust.
- (d) Money in the trust fund shall be available for expenditure by the trust for the purposes set forth in this act without the need for further appropriation by town meeting
- (e) By a 2/3 vote, the town may borrow money in aid of the trust, in accordance with chapter 44, to be used by the trust for any capital related purpose consistent with this act and for which the town is authorized to borrow.
- (f) Funds previously appropriated by the town for the creation of year-round rental housing prior to the effective date of this act shall, by operation of law, be automatically transferred into the trust fund.

**SECTION 4:**

- (a) The trust, by and through its board of trustees, may:
  - (i) accept and receive real property, personal property or money, by gift, grant, contribution, devise or transfer from any person, firm, corporation or other public or private entity or any other source;
  - (ii) purchase and retain real or personal property including, but not limited to, investments that yield a high rate of income or no income;
  - (iii) sell, lease, exchange, transfer or convey personal, mixed or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to trust property as the board deems advisable notwithstanding the length of any such lease or contract;
  - (iv) execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases and other instruments sealed or unsealed, necessary, proper or incident to a transaction in which the board engages for the accomplishment of the purposes of the trust;
  - (v) employ advisors and agents, such as accountants, appraisers and lawyers, as the board deems necessary;
  - (vi) pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the board deems advisable;
  - (vii) apportion receipts and charges between incomes and principal as the board deems advisable, amortize premiums and establish sinking funds for such purpose and create reserves for depreciation depletion or otherwise;
  - (viii) participate in reorganization, recapitalization, merger or similar transactions, give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest and consent to a contract, lease, mortgage,

- purchase or sale of a property, by or between a corporation and another corporation or person;
- (ix) deposit any security with a protective reorganization committee and delegate to the that committee such powers and authority with relation thereto as the board may deem proper and pay, out of trust property, the portion of expenses and compensation of such committee as the board may deem necessary and appropriate;
  - (x) carry property for accounting purposes other than acquisition date values;
  - (xi) borrow money on such terms and conditions and from such sources as the board deems advisable, and mortgage and pledge trust assets as collateral;
  - (xii) make distributions or divisions of principal in kind;
  - (xiii) comprise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the trust, including claims for taxes, accept any property, either in total or partial satisfaction of any indebtedness or other obligation and, subject to this act, continue to fold the same for such period of time as the board may deem appropriate;
  - (xiv) manage or improve real property and abandon any property which the board determines is not worth retaining;
  - (xv) hold all or part of the trust property uninvested for such proposed and for such time as the board may deem appropriate; and
  - (xvi) extend the time for payment of any obligation to the trust.
- (b) General revenues appropriated into the trust become trust property and may be expended without further appropriation. All money remaining in the trust at the end of a fiscal year, whether or not expended by the board within 1 year of the date the money was appropriated into the trust, shall remain trust property.
- (c) The trust is a public employer and the members of the board are public employees for the purposes of chapter 258 of the General Laws.
- (d) The trust shall be deemed a municipal agency and the trustees special municipal employees, for the purposes of chapter 268A of the General Laws.
- (e) The trust is exempt from chapters 59 and 62 of the General Laws, and from any other General Law concerning payment of taxes based upon or measured by property or income imposed by the commonwealth or a political subdivision of the commonwealth.
- (f) The books and records of the trust shall be audited annually by an independent auditor in accordance with generally accepted accounting practices.
- (g) The trust is a public body for the purposes of sections 18 to 25, inclusive, of chapter 30A of the General Laws.
- (h) The trust is a board of the town for the purposes of chapters 30B and section 15A of chapter 40 of the General Laws; provided, however, that agreements and conveyances between the trust and agencies, boards, commissions, authorities, departments and public instrumentalities of the town shall be exempt from said chapter 30B.
- (i) The trust may procure insurance against loss in connection with its properties and other assets and operations in such amount and from such insurers as it deems desirable.
- (j) The trust may act and do things necessary or convenient to carry out the powers expressly granted in this act.
- (k) The board of trustees shall be considered a town board subject to the charter and by-laws of the town except as may be otherwise expressly provided in this act. The

members of the board of trustees shall be considered municipal employees for the purposes of the General Laws.

SECTION 5: A year-round market rate rental housing project shall not be undertaken by the trust until a public hearing relating to the project has been held by the board of trustees after due notice. Further, after due notice, the board of trustees shall hold at least 1 public hearing annually to receive comments about its management and operations. Due notice of public hearing shall be given by the trust to the general public through a legal notice in 2 newspapers having a general circulation in the town published not later than 2 weeks prior to the hearing date.

SECTION 6: The financial records of the trust shall be subject to control and oversight by the town's finance department and subject to yearly audits by the accounting firm employed by the town for the purposes of the regular town audit.

SECTION 7: Year-round market rate rental units shall be rented giving the maximum preference allowed by law to: (i) current residents of the town of Truro; (ii) municipal employees; (iii) employees of local businesses; and (iv) households with children attending schools in the town of Truro. If there are more eligible applicants than available year-round market rate rental units, the trust shall utilize a lottery system to select tenants. The trust may enact regulations establishing additional preference criteria based on income eligibility. For the purposes of this act, the term "market rate" shall mean rental housing that is not restricted to occupancy by low or moderate income households, as those terms are defined in section 38D of chapter 121B of the General Laws; provided, however, that market rate housing may be available for occupancy by households with gross income greater than 80 per cent by not more than 200 per cent of the area median household income as most recently determined by the United States Department of Housing and Urban Development, adjusted for household size. The trust may enact regulations establishing alternative or additional definitions for "market rate".

SECTION 8: This act, being necessary for the welfare of the commonwealth and the town of Truro and its inhabitants, shall be liberally construed to effect its purpose.

SECTION 9: This act shall take effect upon its passage.

Requested by Citizen Petition

*Select Board Comment: This article was submitted by petition for consideration at Town Meeting.*

Finance Committee Recommendation			
Select Board Recommendation			

## ADVISORY ARTICLES

**Article 42: Reduction of Truro's Net Greenhouse Gas Emissions to Zero by 2050**

To see if the Town will vote to adopt the following policy objective:

Be it resolved that the Town of Truro recognizes that the climate emergency is leading to rising seas, deadly storms, floods, dangerous heat waves, prolonged droughts, wild fires, ocean warming and acidification, and other adverse consequences. This poses a threat to the health, safety, and economic security of the Town and its residents. The Town of Truro therefore adopts as its policy the objective of reducing Truro's net greenhouse gas emissions to zero by 2050 at the latest, and requests the Select Board to direct all officers and departments of the Town to take such immediate measures within the scope of their respective responsibilities and authority as may be necessary and prudent to implement this policy,

or to take any other action relative thereto.

Requested by the Climate Action Committee

*Climate Action Committee Comment: This policy builds on climate resolutions passed at the 2013 Annual Town Meeting ("The citizens of Truro commit ourselves to meeting our individual and collective responsibility in the face of the increasing climate crisis by adopting energy efficiency and conservation practices"), and at the 2019 Annual Town Meeting, establishing a Town of Truro Climate Action Committee.*

*Reaching net zero emissions is defined as eliminating all greenhouse gas emissions by all known means, and capturing the remaining emissions by various means, such as planting species known for their ability to capture and sequester these emissions.*

*Achieving net zero emissions will require all sectors of our community—government, businesses, and citizens—to work together toward that goal.*

*Select Board Comment: This was submitted by the Climate Action Committee for consideration at Town Meeting and can be considered by Town Meeting as a non-binding advisory vote.*

Select Board Recommendation	5	0	0
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**Article 43: Advisory Vote on the Use of Automated Tabulator**

To see if the Town will vote to recommend to the Select Board to discontinue the use of the hand crank ballot box system and begin using the ImageCast Precinct Optical Scan Tabulator, or to take any other action relative thereto.

Requested by the Select Board

*Explanation: The Select Board is soliciting a recommendation from Town Meeting voters regarding the discontinuance of the hand crank ballot box and the use of an automated tabulator at future elections. This vote can be considered by Town Meeting as a non-binding advisory vote and will inform the Select Board so that they may vote on the method of vote counting in accordance with M.G.L. Chapter 54, Section 34. The ImageCast Precinct Optical Scan Tabulator is an automatic counting machine that will accept voters' hand-completed ballots and will tally votes for Election Officials. The tabulator provides a printed report of the votes, to be added to write in votes and unreadable ballots, prior to transmission by the current practices and certification of election results.*

Select Board Recommendation	5	0	0
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**ANNUAL TOWN ELECTION  
TUESDAY, MAY 11, 2021  
TRURO COMMUNITY CENTER – 7 Standish Way, North Truro, MA 02652  
7:00 AM – 8:00 PM**

Barnstable ss  
To the Constable for the Town of Truro  
Greetings:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of the said Town who are qualified to vote in a Town Election, to vote at Truro Community Center, 7 Standish Way, Truro, MA on Tuesday, May 11, 2021 from 7:00 am to 8:00 pm for the following Town offices and questions:

#	OFFICE	TERM
2	Selectmen	3 year
2	School Committee	3 year
2	Library Trustee	3 year
1	Cemetery Commission	3 year
1	Cemetery Commission	2 year
2	Planning Board	5 year
1	Housing Authority	5 year



**POSTING OF THE WARRANT**

DRAFT

**APPENDIX A: OMNIBUS BUDGET- FISCAL YEAR 2022**

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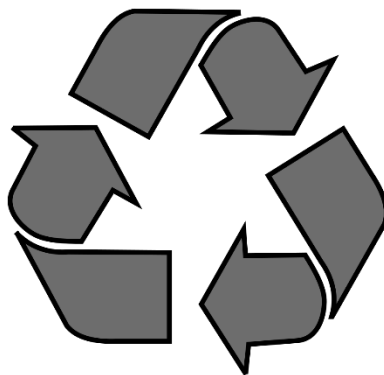
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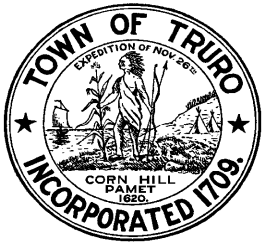
**APPENDIX B: CAPITAL IMPROVEMENT BUDGET OF PROJECTED CAPITAL NEEDS  
FY2022- FY2026**

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Please consider recycling this document.





# TOWN OF TRURO

## Select Board Agenda Item

**BOARD/COMMITTEE/COMMISSION:** Select Board

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

**REQUESTED MEETING DATE:** March 23, 2021

**ITEM:** Further Discussion of Multi-Member Bodies Recruitment (Handbook)

**EXPLANATION:** Vice-Chair Reed and Clerk Areson continue to spearhead efforts for recruitment for vacancies of Town Board/ Committees/ Commissions with their sub-committee. They have provided a proposed Truro Boards, Committees and Commissions Handbook and will garner feedback from the Board or seek a vote to adopt the handbook.

Additionally, Vice-Chair Reed and Clerk Areson have some suggested changes for the Application to Serve which they will present to the Board.

General discussion of recruitment efforts for multi-member bodies may also occur.

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

**SUGGESTED ACTION:** *Move to adopt the Boards and Committee's Handbook as proposed.  
Move to adopt the Online Application to Serve with the amendments proposed.*

**ATTACHMENTS:**

1. Draft Handbook
2. Application to Serve



# **TOWN OF TRURO MASSACHUSETTS**



## **BOARDS, COMMITTEES, AND COMMISSIONS HANDBOOK**

**Truro Select Board • Town Administrative Office  
24 Town Hall Road • P.O. Box 2030  
Truro, MA 02666  
(508) 349-7004**

**Effective March 23, 2021**

# ACKNOWLEDGEMENT OF RECEIPT OF THE TRURO BOARDS, COMMITTEES, AND COMMISSIONS HANDBOOK



**Please sign and return this page to the  
Town of Truro Administrative Office.**

**As a member of the Truro Select Board or any Truro Town Board, Committee, Commission, Council or Working Group, I hereby acknowledge that I have reviewed Truro Boards, Committees, Commissions and Handbook, and agree to uphold and abide by the provision of the handbook and conduct myself in accordance.**

---

Signature

---

E-mail Address

---

Name of Board/Committee/Commission

---

Position

---

Date

# FOREWARD

The Truro Select Board has prepared this handbook as a general informational aid for all Town committees, boards, and commissions. You join the many residents who have contributed their time and energy to serving the Town in its 312-year history. We are grateful for this service and want it to be a rewarding and informative experience.

While the handbook has been published for use by committees, boards, and commissions appointed by the Select Board, we hope it will be useful to other elected officers and the citizens at large. It provides general descriptions and links to the important state and local laws and policies that govern the conduct of municipal officials.

We all possess valuable skills, experiences, and insights gained from our education, occupations, or volunteer service with community groups or nonprofit organizations. The wide variety of skills that volunteers offer to Truro is an asset, but municipal service also requires an understanding of additional responsibilities or limits, often defined by law.

In its appointments to committees, the Truro Select Board strives to find people who will listen, learn and work collaboratively -- even when opinions differ. The goal is to make decisions and policies that are prudent for the entire Town and its taxpayers. The Select Board liaisons to each committee are available to offer committee members guidance and report on their work.

The Select Board thanks you for volunteering your time and effort to serve our community.

Bob Weinstein, Chair  
Kristen Reed, Vice Chair  
Sue Areson, Clerk  
Jan Worthington, Member  
Stephanie Rein, Member

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# Part 1

## INTRODUCTION

This handbook has been developed to assist members of the various boards, committees and commissions in carrying out their duties. The information is meant to serve as a guideline. The specific duties and laws related to a particular board, committee or commission may be found in the Massachusetts General Laws (MGL) or, in some cases, in Truro's bylaws.

The most essential skills that board members can bring to service are the ability to listen, learn and work collaboratively and respectfully with colleagues -- even when opinions differ. While expertise in the topics that a board covers is beneficial, it is not essential to a member's ability to contribute and be productive.

## MEMBERSHIP

Members of local boards (refers to boards, committees and commissions) are either elected or are appointed, mostly by the Select Board. The Town Moderator appoints members of the Finance Committee and the Cape Cod Regional Technical High School committee. (See Attachment 3 for the full list of boards, committees and commissions.)

The appointing authority has sole discretion to make appointments as it considers to be in the best interests of the town.

Only full-time Truro residents/voters may be considered for appointment to regulatory boards. The Select Board may consider non-resident taxpayers for appointments to non-regulatory boards.

The Truro town charter specifies the powers and procedures for elected and appointed boards in Chapter 6.

[https://www.truro-ma.gov/sites/g/files/vyhlf3936/f/uploads/zz\\_trurocharter\\_may\\_2018\\_2\\_update.pdf](https://www.truro-ma.gov/sites/g/files/vyhlf3936/f/uploads/zz_trurocharter_may_2018_2_update.pdf)

## Oath of Office

Written notification of appointment is issued to newly appointed board members, who must report to the Town Clerk's office to be sworn in. Elected and appointed officials must sign an acknowledgement of receipt of information on the state's Open Meeting Law -- <http://www.mass.gov/ago/government-resources/open-meeting-law/> They also must complete state-mandated online ethics/conflict-of-interest training, required every two years.

## Term of Office

The full term of office for most positions on standing boards is three years, ending on June 30 of the third year for appointed Boards. Elected board members' term ends the day after the election for their seat. Terms are staggered to assure continuity as new members are elected or appointed.

## Reappointments

Appointed board members whose terms are due to expire must inform the appointing authority whether they choose to be reappointed and reapply to continue serving. The Select Board must vote on all reappointments.

## Vacancies / Resignations / Lack Of Attendance

If a board member can no longer fulfill the duties of his/her term of office, s/he must submit a written resignation stating the effective date to the appointing authority, with a copy to the board chairperson and the Town Clerk.

If a member or alternate member of an appointed board is absent for four consecutive meetings without approval by the rest of the board, the chair will alert the appointing authority and that member will be replaced.

The Select Board encourages board members who resign to specify their reasons, if other than personal. This may be done through an exit interview with the board chair or the Select Board liaison. An exit interview questionnaire is available ***LINK HERE*** as a guideline for information requested.

## Recall / Removal

The town charter provides a mechanism to remove elected officials through a citizen petition and subsequent recall election.

Members of appointed boards may be removed by the appointing authority if they are found to violate professional codes of conduct, detailed in Part 2. Specifically, the charter provides that any appointed official or board member may be suspended or removed from office by the appointing authority for good cause. These include: Incapacity other than temporary illness; inefficiency and/or inability to perform assigned tasks; insubordination and/or refusal to carry out lawful instructions; or conduct unbecoming to the office and/or which reflects adversely upon the town.

# OFFICERS / DUTIES

## Election of Officers

Every town board shall elect a chair, vice-chair and clerk annually. For elected boards, the election of officers occurs in May. The new chairman shall notify the appointing authority and the Town Clerk of the names of officers.

There is no limit on the number of consecutive terms a member may be elected to serve as an officer.

## Duties of Officers

There are limitations on officers, absent direction from a majority of the board. While any board member may make comments at a meeting or to the media, they may not represent those comments as representative of the entire board.

The charter specifies that no member of the Select Board has individual authority. Members of other boards also do not have individual authority, though the chairperson typically represents the entire board when requested at public meetings.

The following are basic duties of officers. Boards may modify these duties to suit their particular needs.

## Chairperson

- Presides at all meetings, decides questions of order;
- Working with the rest of the board, sets agenda and dates for meetings;
- Ensures that meetings and agendas are properly posted in accordance with the Open Meeting Law;
- Exercises control over public meetings and hearings, ensures that the proper decorum is maintained and that business is conducted in an orderly and appropriate manner;
- Represents the board before the Select Board, other town bodies, the public and the media, as required -- and with the consent of a majority of the board;
- Ensures that a summary of the board's actions of the previous year are submitted to the Select Board for inclusion in the Annual Town Report.

## Vice Chairperson

- The Vice Chair assumes all responsibilities of the Chair whenever the latter is absent from meetings, and performs other duties as necessary.



## **Clerk/Secretary**

- Ensures that minutes of every meeting are taken, approved and filed with the Town Clerk in a timely manner;
- Ensures that copies of documents and other exhibits used during meetings are provided and referenced in a list as addenda to the approved meeting minutes;
- In the absence of paid staff, performs any other clerical or administrative duties, as required.

## **MEETINGS**

Most boards rely on Robert's Rules of Order in running meetings.

<https://robertsrules.com/>

Or the "in brief" version:

<https://robertsrules.com/books/newly-revised-3rd-in-brief-edition/>

## **Open Meeting Law**

All board members must familiarize themselves with the provisions of the Massachusetts Open Meeting Law -- MGL Chapter 30A, Sections 18-25 -- and its accompanying regulations -- 940 CMR 29.00. The law sets forth specific requirements for posting, scheduling, conducting and recording meetings. Its purpose is to assure that deliberations and decisions made by public officials are conducted openly, and not hidden from the public.

Failure to follow the Open Meeting Law may result in the invalidation of actions taken at a meeting and could result in a penalty of not more than \$1,000 for each intentional violation.

## **Massachusetts Open Meeting Law**

<http://www.mass.gov/ago/government-resources/open-meeting-law/>

## **Massachusetts Regulations**

<https://www.mass.gov/files/documents/2017/09/25/New%20OML%20Regulations%20%28Clean%20version%29.pdf>

## **Definition of Meeting**

The Open Meeting Law defines a meeting as "a deliberation by a public body with respect to any matter within the body's jurisdiction." Meeting does not include:

- An on-site inspection of a project or program, so long as the members do not deliberate;
- Attendance by a quorum of a public body at a public or private gathering, including a conference or training program or a media, social or other event, so long as the members do not deliberate;
- Attendance by a quorum of a public body at a meeting of another public body that has complied with the notice requirements of the Open Meeting Law, so long as the visiting members communicate only by open participation in the meeting on those matters under discussion by the host body and do not deliberate;
- A meeting of a quasi-judicial board or commission held for the sole purpose of making a decision required in an adjudicatory proceeding brought before it; or
- A Town Meeting which includes the attendance by a quorum of a public body.

Deliberation is defined as “an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction.” Board members may distribute meeting agendas, scheduling information or other reports or documents that may be discussed at a meeting, provided that no opinion of a member is expressed.

It is a violation of the Open Meeting Law to discuss board business outside of a properly posted meeting. This includes individual conversations that occur in serial fashion in which a quorum of members participate and discuss or deliberate. An example is if Member A emails or calls Member B about a topic that is before the board and that email (or phone conversation) is shared with Members C & D, along with opinions on the topic.

These actions deprive the public of the opportunity to attend and monitor the decision-making process.

## **Posting / Agendas**

The Open Meeting Law requires meetings of all public bodies to be posted at least 48 hours in advance of the public meeting, excluding Saturdays, Sundays and legal holidays. The date and time that the notice is posted must be conspicuously recorded.

Notices must include the name of the board, and the date, time and location of the meeting. Notices must also include a sufficiently specific listing of the topics that the chair anticipates will be discussed.

Chairpersons are expected to exercise good judgment when hearing/discussing issues not on the agenda. Routine issues may be aired, while new and/or potentially contentious issues should not be discussed at that meeting to allow for proper posting and public discussion.

## **Location / Times**

Meetings must be held in a handicap-accessible, public location. The majority of public meetings are at Town Hall, 24 Town Hall Road.

The Select Board recommends scheduling meetings no earlier than 8 a.m. and ending no later than 9 p.m. to allow for maximum public attendance.

When posting meetings at Town Hall, it is also necessary to request a meeting room for the meeting. It is strongly recommended to ensure a room is available prior to posting a meeting.

## **Quorum**

A quorum must be present for a board to take an official vote. Unless otherwise defined by law, a quorum is a simple majority of the total number of members of a board, including vacancies. For example, a five-member board requires three members to conduct business; if there are two vacant positions, the board still requires three members to constitute a quorum.

Absent a quorum, whether due to absences or lack of full membership, the board cannot conduct business.

## **Executive Session**

The Open Meeting Law requires that all meetings of a governmental body be open to the public, with limited exceptions for which a board may enter into executive session. All appointed boards are urged to consult with counsel (with prior authorization from the Town Manager) if they have any questions about the process and/or permissibility of having an executive session.

Executive session is closed to the public, but the board must first convene in a duly posted open session. A majority of the members must vote by roll-call to enter into the executive session. The motion must state the reason for the executive session and whether the board will return to open session. All votes taken in the executive session must be recorded roll-call votes.

Executive session may be held only for specific reasons, the most common are:

- To discuss the reputation, character, physical condition or mental health, 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.

- To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.
- To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body.
- To consider the purchase, exchange, lease or value of real property if an open meeting may have a detrimental effect on the negotiating position of the public body.

**A quick guide to executive session:**

<https://www.masc.org/member-resources/resource-publications/executive-session/file>

**[See Part 2 for more detail on allowable topics for an executive session.](#)**

## **Public Hearings**

The Select Board, Planning Board, Zoning Board of Appeals, Conservation Commission and Board of Health are sometimes required by state law or local regulation to hold public hearings. Such hearings are to gather information from which the board can reach a determination, usually regarding the issuance of a license or permit.

Such hearings will typically have requirements and time frames for advertising and posting public notice of the hearing, notifying abutters, and rendering and filing a decision. These requirements vary depending on the type of hearing. It is the responsibility of the chairperson to assure that the requirements of the public hearing process are properly followed.

**[See Part 2 for detail on the procedures for public hearings.](#)**

## **Minutes**

The Open Meeting Law requires every governmental body to create and maintain accurate minutes of all meetings, including executive sessions. Meetings may not proceed without a designated person responsible for providing a written record.

Minutes specify the date, time and place of the meeting, the members present or absent. They include a summary of the discussions on each subject, actions taken and a record of all votes. A list of documents and other exhibits used at the meeting are part of the minutes.

Minutes need not be verbatim transcripts of a meeting. Audio or video recordings may not be used as permanent records of a meeting.

## Availability / Filing of Minutes

The Open Meeting Law requires public bodies to create and approve minutes in a timely manner. The approval of minutes should always appear as an agenda item to encourage timely completion and filing. A “timely manner” is considered to be within the next three public body meetings or 30 days from the date of the meeting, whichever is later, unless the public body can show good cause for further delay. The Attorney General encourages minutes to be approved at a public body’s next meeting whenever possible.

Minutes of an open meeting, in whatever form -- notes, draft, tape recording -- are considered public records and must be made available to the public within 10 days upon request. Materials or other exhibits used in an open meeting are also to be made available to the public within 10 days upon request.

Original copies of minutes of all posted and emergency meetings must be filed with the Town Clerk’s Office within two weeks of approval. The Town Clerk notes the date and time when minutes are received and makes them available to the public.

Copies of agendas and minutes are also posted on the town website.

<https://www.truro-ma.gov/minutes-and-agendas>

## CONDUCT OF PUBLIC OFFICIALS

### Conflict of Interest

Members of a board, commission or committee are considered municipal employees, regardless of lack of compensation, and are subject to the Conflict of Interest Law -- [www.state.ma.us/ethics](http://www.state.ma.us/ethics). Its purpose is to assure that the private financial interests and personal relationships of public employees do not conflict with their public obligations. The law also regulates the activities of public officials after their term of service is over.

The State Ethics Commission’s “Introduction to the Conflict of Interest Law for the Public Sector” specifies:

- You may not ask for or accept anything, regardless of its value, if it is offered in exchange for agreeing to perform or not perform an official act.
- You may not ask for or accept anything worth \$50 or more from anyone with whom you have official dealings. Examples of regulated gifts include: sports tickets, drinks and meals, travel expenses, conference fees, gifts of appreciation, entertainment expenses, free use of vacation homes and complimentary tickets to charitable events. If a prohibited gift is offered, you may refuse or return it; you may donate it to a nonprofit organization, provided you do not take the tax write-off; you may pay the giver the full value of the gift; or, with certain types of

gifts, it may be considered “a gift to your public employer,” provided it remains in the office and does not ever go home with you.

- You may not accept honoraria for a speech that is in any way related to your official duties, unless you are a state legislator.
- You may not hire, promote, supervise or otherwise participate in the employment of your immediate family or your spouse’s immediate family.
- You may not take any type of official action which will affect the financial interests of your immediate family or your spouse’s immediate family. For instance, you may not participate in licensing or inspection processes involving a family member’s business.
- You may not take any official action affecting your own financial interest, or the financial interest of a business partner, private employer, or any organization for which you serve as an officer, director or trustee. You may not take any official action regarding an after-hours employer, or its geographic competitors; you may not participate in licensing, inspection, zoning or other issues that affect a company you own, or its competitors; if you serve on the board of a nonprofit organization (that is substantially engaged in business activities), you may not take any official action which would impact that organization, or its competitors.
- Unless you qualify for an exemption, you may not have more than one job with the same municipality or county, or more than one job with the state.
- Except under special circumstances, you may not have a financial interest in a contract with your public employer. For example, if you are a full-time town employee, a company you own may not be a vendor to that town unless you meet specific criteria, the contract is awarded by a bid process, and you publicly disclose your financial interest.
- You may not represent anyone but your public employer in any matter in which your public employer has an interest. For instance, you may not contact other government agencies on behalf of a company, an association, a friend, or even a charitable organization.
- You may not ever disclose confidential information, data or material which you gained or learned as a public employee.
- Unless you make a proper, public disclosure in writing -- including all the relevant facts -- you may not take any action that could create an appearance of impropriety, or could cause an impartial observer to believe your official actions are tainted with bias or favoritism.
- You may not use your official position to obtain unwarranted privileges, or any type of special treatment, for yourself or anyone else. For instance: you may not approach your subordinates, vendors whose contracts you oversee, or people who are subject to your official authority to propose private business dealings.
- You may not use public resources for political or private purposes. Examples of "public resources" include: office computers, phones, fax machines, postage machines, copiers, official cars, staff time, sick time, uniforms, and official seals.

- You may not, after leaving public service, take a job involving public contracts or any other particular matter in which you participated as a public employee.

If a board member has a conflict of interest, or an appearance of a conflict, in any matter before the board, that member should not be counted in the quorum, or participate in or be present for discussion or votes on that matter.

- For in person meetings the member should leave the room,
- For remote meetings the person should turn off their camera and microphone

A person may submit a request for determination of conflict of interest to either the appointing authority or State Ethics Commission. If board members have any questions about their activities, they should file a written request for a determination with Town Counsel, through the Town Manager. The answer will be in writing and will become a matter of public record. A board member may also request a confidential opinion directly from the State Ethics Commission.

## **Standards of Conduct**

To ensure public confidence in government, members of all town boards, elected or appointed, are expected to maintain standards of professionalism in public interactions and private communications. They are expected to act with integrity and to treat town staff, other board members and the public with civility and respect, even when differences occur.

Board chairs and members are encouraged to assess from time to time how the group is functioning as a team. Any member who has concerns about the board's effectiveness is encouraged to speak to the chair or the Select Board liaison so that issues can be resolved quickly.

It is important during meetings to stick to posted agendas and to keep discussions respectful. While it is up to the chair to maintain order, individual members must hold themselves to professional standards.

### **Some guidelines:**

- Be well-informed concerning the duties of the board on which you serve.
- Keep in mind that you represent the Town of Truro.
- Accept your role as one of public service, not a means to benefit personally, professionally or financially.
- Treat all staff as professionals, respecting the abilities, experience and dignity of each individual.
- Share information obtained on pending issues with other board members.
- In conducting official business, give the clear impression that you cannot be improperly influenced in performing your duties.

- Abide by state ethics rules, making every effort to avoid any appearance of conflict, and properly disclosing any potential conflict.
- Conduct public business in a manner that promotes open and transparent government.
- You may never disclose confidential matters not legally subject to disclosure that come before the board in executive session.

Anyone who feels that a board member is acting inconsistently with these standards may take any of the following actions:

- Speak privately with the board member about his/her behavior.
- Speak to the Select Board liaison to the board in question.
- Ask the chairperson of the board to speak with the individual.
- Bring the matter to the attention of the appointing authority.
- File a formal complaint in writing to the Town Manager.
- File a formal complaint with the Select Board.

[See Part 2 for details on Truro's policies governing professional conduct.](#)

## ADMINISTRATION

### Public Records

With few exceptions, the Massachusetts Public Records Law considers every document and record, hard copy or electronic, made or received by a board to be a public record. These include emails.

The public has a right of access to these records. Town boards and departments are obligated to properly secure and maintain public records. The records are to be stored in a public building, not in private residences.

The town's records custodian, often the Town Clerk, is responsible for providing access to the board's records upon request. A reasonable fee may be charged for copies and for research involved in processing requests for records.

#### **A Guide to the Massachusetts Public Records Law:**

<http://www.sec.state.ma.us/pre/prepdf/guide.pdf>

#### **The Public Records Law defines how long records must be preserved:**

<http://www.sec.state.ma.us/arc/arcmu/rmuidx.html>



## Use of Town Counsel

Requests for opinions or assistance from Town Counsel must be directed through the office of the Town Manager. Some boards require that requests be made through the chair.

[https://www.truro-ma.gov/sites/g/files/vyhlif3936/f/uploads/policy\\_10\\_-\\_access\\_to\\_town\\_counsel\\_revised\\_dec\\_1.\\_2015\\_signed.pdf](https://www.truro-ma.gov/sites/g/files/vyhlif3936/f/uploads/policy_10_-_access_to_town_counsel_revised_dec_1._2015_signed.pdf)

## Town Charter

Members of all boards should familiarize themselves with Truro's charter:

[https://www.truro-ma.gov/sites/g/files/vyhlif3936/f/uploads/zz\\_trurocharter\\_may\\_2018\\_2\\_update.pdf](https://www.truro-ma.gov/sites/g/files/vyhlif3936/f/uploads/zz_trurocharter_may_2018_2_update.pdf)

## PART 2

This section of the handbook is to provide more specifics on some of the topics above. It also includes information on reserving meeting rooms, sample formatting for agendas and a staff directory.

## ELECTIONS

The Truro Town Charter sets the annual election date as the second Tuesday in May. Only registered voters are eligible to run for town boards.

Prospective candidates for elected boards must take out nomination papers from the Town Clerk to run for office. Once nomination papers are available, typically in January, they must be returned no later than 35 days before Town Meeting. Nomination papers must be signed by 20 registered Truro voters. The Town Clerk must certify the signatures on the nomination papers and the candidate must accept the nomination to be listed on the ballot. (Candidates have 48 hours after filing to withdraw their nomination.)

## Vacancies

- Any elected or appointed board member who chooses to resign must submit a signed resignation letter to the Town Clerk.
- If a vacancy occurs on an appointed board, the chairperson must notify the appointing authority, which shall appoint a new member to serve for the balance of the unexpired term. If a new member is not appointed within 45 days of the

notification of the vacancy, a replacement may be named by the remaining members of the board.

- A special election is held to fill a vacancy on the Select Board.
- If a vacancy occurs on the Planning Board, the unexpired term shall be filled by joint appointment of the Select Board and the remainder of the Planning Board until the next General election, at which time, the office shall be filled, by election, for the remainder of the unexpired term.
- If a vacancy occurs on the Board of Library Trustees, the School Committee, Housing Authority or Cemetery Commission -- all elected -- the remaining members must notify the Select Board. After a weeks' notice, the Select Board and remaining board members shall appoint a new member to serve until the next general election.

Vacancies on boards are posted on the Town of Truro website --

<https://www.truro-ma.gov> -- the Town Hall bulletin board and distributed to local media outlets for publication or broadcast.

## **PUBLIC HEARINGS**

Some procedures are common to all hearings. The chairperson should run the hearing and state the guidelines. All questions should be directed to the chair. Some guidelines:

- Chair opens hearing and states ground rules;
- Petitioner/applicant makes presentation;
- Information is received from town boards and officials;
- Board members question petitioner;
- Public asks questions, offers comments through the chair;
- Board receives any written documents;
- Chair closes public portion of hearing (may continue to another date, if necessary, before closing hearing);
- Board begins deliberations, seeking answers to questions, if necessary;
- During deliberations, findings of fact are noted;
- Board votes on decision;
- Decision is written using notes from discussion, facts and findings;
- Chair closes hearing;
- Decisions are filed with appropriate parties.

Decisions must be based on the testimony and evidence submitted, written or spoken. The rules of evidence that apply in court do not apply in public hearings of local boards. As such, hearsay and other evidence that would not be permitted in a court may be heard by a board and given such weight as each member deems appropriate. Irrelevant, immaterial and information based on emotions are not appropriate evidence upon which to base a decision.

# EXECUTIVE SESSION

The Open Meeting Law allows the following exceptions for closing a public meeting:

- To discuss the reputation, character, physical condition or mental health, 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.
- To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.
- To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body.
- To consider the purchase, exchange, lease or value of real property if an open meeting may have a detrimental effect on the negotiating position of the public body.
- To discuss the deployment of security personnel or devices, or strategies with respect thereto.
- To investigate charges of criminal misconduct or to consider the filing of criminal complaints.
- To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements.
- To consider or interview applicants for employment or appointment by a preliminary screening committee if an open meeting will have a detrimental effect in obtaining qualified applicants. This clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening.
- To meet or confer with a mediator with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity.
- To discuss trade secrets or confidential, competitively sensitive or other proprietary information provided in the course of activities by a governmental body as: an energy supplier under a license granted by the department of public utilities; in the course of activities conducted as a municipal aggregator; or in the course of activities conducted by a cooperative consisting of governmental entities when such governmental body, municipal aggregator or cooperative determines that such disclosure will adversely affect its ability to conduct business in relation to other entities making, selling or distributing electric power and energy.

<https://www.masc.org/member-resources/resource-publications/executive-session/file>

# MEETING ROOMS

All town departments and boards must reserve meeting space in advance. Reserving a meeting room does not constitute a meeting posting.

Town Hall meeting rooms are scheduled through the town manager's office, on a first-come, first-served basis. Room assignments may be changed at the discretion of the administration.

Reservations should be made at least 72 hours in advance of a meeting. They may be requested verbally or in writing, but shall not be considered final until confirmed by the administrative office.

Verbal or written cancellation of a meeting room reservation is required as soon in advance as possible.

## Town Hall

There are three meeting rooms in Town Hall. The rooms are primarily for public meetings of town boards and committees; such uses shall receive priority. Rooms may be used for other private, nonprofit purposes on an intermittent basis, if available, with the approval of the Town Manager. Private parties are not permitted.

Room Name	Approx. Seating Capacity
Historic meeting room	6
Lower level conference room	6-8
Select Board's Chambers	100

## Hours

Meeting rooms are available during regular Town Hall hours and during the evening on Monday through Thursday. Town Hall offices are open Monday through Friday from 8:00 a.m. to 4:00 p.m. Requests for use of the meeting rooms on other days must be made through the Town Manager's office.

## General Rules

- All meetings must remain open to the public, with the exception of executive sessions.
- The chairperson is responsible for assuring that his/her board/committee is able to gain access to the building.

- The chair of the board holding the meeting, or a town employee serving as staff support, is responsible for assuring that the meeting room is left in an orderly fashion.
- Food and beverages: Light refreshments are allowed in meeting rooms. All trash must be removed and any spills or other messes are promptly and properly attended to.
- No smoking or alcoholic beverages are allowed on the premises.
- Exceptions to these rules may be made at the discretion of the Select Board.
- Repeated violations of these rules may result in restrictions on future scheduling and use of the meeting rooms.

## Community Center

Community center rooms must be reserved by filling out a form by emailing [coadirector@truro-ma.gov](mailto:coadirector@truro-ma.gov)

The form must be received at least two weeks in advance of the meeting / event.

Room	Approx. Seating Capacity
Multipurpose room	400 people, chairs only 190 people, chairs and tables
Pamet Room (portion of Multipurpose)	125, chairs only 65, chairs and tables
Truro Room (portion of Multipurpose)	250 people, chairs only 131 people, chairs and tables

## Public Safety Facility

The dispatch center maintains a reservation calendar for the public meeting room at the Safety Facility. The room holds 45 people at tables. Requests may be made by email or phone. Call: 508-487-8730. Email Martha Wheeler: [wheeler@truopoliice.org](mailto:wheeler@truopoliice.org) and Michelle Thomas: [thomas@truopoliice.org](mailto:thomas@truopoliice.org)

## Truro Central School

The Truro School Committee permits use of the cafeteria and gymnasium by municipal boards and town departments as long as there are no scheduling conflicts. The cafeteria capacity is 108 and the gymnasium capacity is 301.

The school uses a Building Use Form, attachment #5 below, which should be filled out and emailed to Kathy Rosenkampff -- [rosenkampffk@truomass.org](mailto:rosenkampffk@truomass.org) -- to seek permission to use Truro Central's gymnasium or cafeteria.

## **Truro Public Library**

To book a library meeting room, call 508-487-1125

The Elisha W. Cobb Room has a large table and seating for 10-12 people.

The Anne H. Brock Community Room has a 50-person maximum occupancy. Folding chairs and tables are available.

## **Change in Meeting Location**

When it is necessary to meet in a location other than that indicated on the meeting notice -- due to lack of space or inaccessibility of room -- a note must be placed on the front door of the building and on the door of the room identified in the meeting notice, informing the public of the new meeting location.

## **POLICIES ON PROFESSIONAL CONDUCT**

Truro's elected and appointed board members are expected to act with integrity and maintain professional standards. Two Select Board policies define this behavior and how complaints should be handled:

### **Policy 54: Standards of Professional Conduct**

[https://www.truro-ma.gov/sites/g/files/vyhlf3936/f/uploads/policy\\_54\\_standards\\_of\\_professional\\_conduct\\_signed\\_2.10.15.pdf](https://www.truro-ma.gov/sites/g/files/vyhlf3936/f/uploads/policy_54_standards_of_professional_conduct_signed_2.10.15.pdf)

### **Policy 31: Written complaints and communications**

[https://www.truro-ma.gov/sites/g/files/vyhlf3936/f/uploads/policy\\_31\\_written\\_complaints\\_and\\_communications\\_2017\\_signed.pdf](https://www.truro-ma.gov/sites/g/files/vyhlf3936/f/uploads/policy_31_written_complaints_and_communications_2017_signed.pdf)

## **PAYMENT VOUCHERS**

Those boards and committees responsible for administering a budget are encouraged to make an appointment with the Town Accountant for instruction on the proper processing and submission of bills for payment. A Schedule of Departmental Bills Payable must be approved and signed by a majority of the board members. An updated list of authorized signatories must be provided to the Town Accountant each year.

## **PURCHASING**

Truro is required to follow state law for procuring supplies and services, the construction and repair of public works, and for public building construction and repair projects. The

Town Manager is the designated Chief Procurement Officer responsible for assuring compliance. The Police Chief, Fire Chief and DPW Director have been delegated authority as Procurement Officers for their respective departments.

All boards, committees and departments not specifically delegated with procurement authority must contact the Town Manager's office for obtaining supplies or services.

## **TOWN HALL DIRECTORY**

<b>TOWN HALL OFFICES</b>	<b>PHONE NUMBERS</b>
Assessor's Office	508-349-7004 Ext. 115, 116, 117
Board of Health	508-349-7004 Ext. 131
Select Board	508-349-7004 Ext. 111
Building Department	508-349-7004 Ext. 131
Conservation Commission	508-349-7004 Ext. 131
Executive Assistants	Nicole Tudor: 508-214-0925 Noelle Scoullar: 508-214-0936 Elizabeth Sturdy: 508-214-0935
Licensing Department	508-349-7004
Town Accountant	508-349-7004 Ext.120, Ext.125
Town Clerk	508-349-7004 Ext. 113, Ext. 114, Ext.126
Town Manager Assistant Town Manager	508-349-7004 Ext. 111 508-349-7004 Ext. 128
Town Planner	508-214-0928
Treasurer/Collector	508-349-7004 Ext. 113, 114,126

<b>OTHER DEPARTMENTS</b>	<b>PHONE NUMBER</b>
Emergency ONLY	911
Beach and Recreation	508-487-1632
Community Center	508-487-1632
Council on Aging	508-487-2462

Harbor	508-349-2555
Fire Department	508-487-7548
Truro Police Department	508-487-8730
Public Works	508-349-2140
Truro Central School	508-487-1558
Truro Public Library	508-487-1125



## SUMMARY OF LINKS/ATTACHMENTS

1. Open Meeting Law (includes copy of OML and Regulations, OML Guide, Complaint Process, and more):  
<http://www.mass.gov/ago/government-resources/open-meeting-law/>
2. Truro charter:  
[https://www.truro-ma.gov/sites/g/files/vyhlf3936/f/uploads/zz\\_trurocharter\\_may\\_2018\\_2update.pdf](https://www.truro-ma.gov/sites/g/files/vyhlf3936/f/uploads/zz_trurocharter_may_2018_2update.pdf)
3. Robert's Rules of Order: <https://robertsrules.com/>
4. Conflict of Interest Law: [www.state.ma.us/ethics](http://www.state.ma.us/ethics)
5. A Guide to the Massachusetts Public Records Law:  
<http://www.sec.state.ma.us/pre/prepdf/guide.pdf>
6. Records Retention/Disposal Schedules:  
[http://www.sec.state.ma.us/arc/arcpdf/MA\\_Municipal\\_Records\\_Retention\\_Manual.pdf](http://www.sec.state.ma.us/arc/arcpdf/MA_Municipal_Records_Retention_Manual.pdf)
7. Guide to executive session:  
<https://www.masc.org/member-resources/resource-publications/executive-session/file>
8. A Guide to the Massachusetts Public Records Law:  
<http://www.sec.state.ma.us/pre/prepdf/guide.pdf>
9. How long records must be preserved:  
<http://www.sec.state.ma.us/arc/arcrmu/rmuidx.html>
10. Truro website: <https://www.truro-ma.gov>
11. Minutes and agendas for Truro boards:  
<https://www.truro-ma.gov/minutes-and-agendas>
12. Policy 10: Access to Town Counsel:  
[https://www.truro-ma.gov/sites/g/files/vyhlf3936/f/uploads/policy\\_10\\_-\\_access\\_to\\_town\\_counsel\\_revised\\_dec\\_1\\_2015\\_signed.pdf](https://www.truro-ma.gov/sites/g/files/vyhlf3936/f/uploads/policy_10_-_access_to_town_counsel_revised_dec_1_2015_signed.pdf)
13. Policy 54: Standards of Professional Conduct  
[https://www.truro-ma.gov/sites/g/files/vyhlf3936/f/uploads/policy\\_54\\_standards\\_of\\_professional\\_conduct\\_signed\\_2.10.15.pdf](https://www.truro-ma.gov/sites/g/files/vyhlf3936/f/uploads/policy_54_standards_of_professional_conduct_signed_2.10.15.pdf)
14. Policy 31: Written complaints and communications:  
[https://www.truro-ma.gov/sites/g/files/vyhlf3936/f/uploads/policy\\_31\\_written\\_complaints\\_and\\_communications\\_2017\\_signed.pdf](https://www.truro-ma.gov/sites/g/files/vyhlf3936/f/uploads/policy_31_written_complaints_and_communications_2017_signed.pdf)
15. Requirements for posting meetings (Attachment #1)
16. Sample agenda format (Attachment #2)
17. List of elected and appointed boards (Attachment #3)
18. Authorized Signatory Form (Handbook Attachment #4)
19. Truro Central School Building Use Form (Attachment #5)

# REQUIREMENTS FOR POSTING MEETINGS

All notices and agendas for board meetings must be posted on the Town Hall bulletin board and on the Town's website (<https://www.truro-ma.gov>). The posting must be received by the Town Administrative Office at least 48 hours in advance of the meeting. Saturdays, Sundays, and holidays cannot be counted.

1. Posting shall contain the following:
  - Board Name
  - Meeting date, time and place
  - Agenda
2. Posting shall be on one side of 8 1/2 by 11 paper
3. Posting shall be received by 1:00 pm on the previous Thursday for meetings held on Monday evenings.
4. A hard copy of the meeting notice/agenda is preferred, however we understand that in order to comply with the 48-hour requirement, a meeting notice may need to be sent by email. If this is necessary, the notice must be sent to the all of the following:

Name	Title	Email	Phone
Nicole Tudor	Town Administration, Executive Assistant	ntudor@truro-ma.gov	508-214-0925
Noelle Scoullar	Town Administration, Executive Assistant	nscoullar@truro-ma.gov	508-214-0936
Elizabeth Sturdy	Office Assistant 3: Financial and Executive Staff Support	esturdy@truro-ma.gov	508-214-0935

A phone call to the office notifying us of the transmittal is encouraged. You will get a reply that the meeting has been posted. If that is not received, do not assume that the notice was posted by the Town Administrative staff. The Town Administrative Office is not responsible for notices which are left in the mailbox or sent by email if contact is not made with a staff person.

# SAMPLE MEETING AGENDA



(NAME OF BOARD/COMMITTEE) MEETING (DATE) and (TIME)

TOWN HALL, ROOM XX

OR, if the meeting is remote, details on how the public may join

- CALL TO ORDER
- APPROVAL OF MINUTES
- PUBLIC COMMENT (Not applicable to all boards)
- NEW BUSINESS
- ONGOING BUSINESS
- ADJOURNMENT

## LIST OF TRURO BOARDS, COMMITTEES AND COMMISSIONS

BOARD/COMMITTEE/ COMMISSION	ELECTED/ APPOINTED	TERM	MEMBERS/ ALTERNATE	MEETINGS
<a href="#"><u>Agricultural Commission</u></a>	A	3	3 + 1	As needed
<a href="#"><u>Beach Commission</u></a>	A	3	5	As needed
<a href="#"><u>Bike &amp; Walkways</u></a>	A	3	5 + 2	Monthly
<a href="#"><u>Board of Assessors</u></a>	A	3	3	As needed
<a href="#"><u>Board of Health</u></a>	A	3	5 + 1	Twice a month
<a href="#"><u>Cable &amp; Internet Advisory</u></a>	A	3	5	As needed
<a href="#"><u>Cemetery Commission</u></a>	E	3	3	Monthly
<a href="#"><u>Charter Review Committee</u></a>	A	3	7	As needed
<a href="#"><u>Climate Action Committee</u></a>	A	3	5 + 1	Twice a month
<a href="#"><u>Commission on Disabilities</u></a>	A	3	7	As needed
<a href="#"><u>Community Preservation Committee</u></a>	A	3	9	As needed
<a href="#"><u>Concert Committee</u></a>	A	3	9	As needed
<a href="#"><u>Conservation Commission</u></a>	A	3	7	Monthly
<a href="#"><u>Council on Aging</u></a>	A	3	8 + 1	Monthly
<a href="#"><u>Cultural Council</u></a>	A	3	6 + 2	As needed
<a href="#"><u>Energy Committee</u></a>	A	3	6 + 2	As needed
<a href="#"><u>Finance Committee</u></a>	A	3	5	As needed
<a href="#"><u>Historical Commission</u></a>	A	3	7	As needed
<a href="#"><u>Housing Authority</u></a>	E	5	5	As needed
<a href="#"><u>Human Services Committee</u></a>	A	3	5	As needed
<a href="#"><u>Library Trustees</u></a>	E	3	5	Monthly
<a href="#"><u>Local Comprehensive Plan Committee</u></a>	A	3	7	Monthly

<a href="#"><u>Open Space Committee</u></a>	A	3	5 ?	As needed
<a href="#"><u>Pamet Harbor Commission</u></a>	A	3	6 + 1	Monthly
<a href="#"><u>Planning Board</u></a>	E	5	7	Twice a month
<a href="#"><u>Recreation Commission</u></a>	A	3	5 + 1	As needed
<a href="#"><u>Recycling Committee</u></a>	A	3	5 + 1	As needed
<a href="#"><u>School Committee</u></a>	E	3	5	Twice a month
<a href="#"><u>Select Board</u></a>	E	3	5	Twice a month
<a href="#"><u>Shellfish Advisory Committee</u></a>	A	3	5 + 2	
<a href="#"><u>Taxation Aid Committee</u></a>	A	3	5	As needed
Town Moderator	E	3	1	
Truro Rep / County Human Rights Commission	A		1	
<a href="#"><u>Water Resources Oversight Committee</u></a>	A	3	7	Monthly
<a href="#"><u>Zoning Board of Appeals</u></a>	A	3	5 + 2	Monthly
<a href="#"><u>Walsh Community Planning Committee</u></a>	A			As needed
* Alternates serve 1-year terms				

**SAMPLE AUTHORIZED SIGNATORY FORM**

OFFICE OF THE TOWN ACCOUNTANT  
TRURO, MASSACHUSETTS

Fiscal Year \_\_\_\_\_ Authorized Signatories

To: All Department Heads, Boards and Committees

Please complete the following form for the current fiscal year to advise this office of the names of employees and/or board members who are authorized to approve and sign payroll and/or vendor payment vouchers for your department:

Department, Board or Committee Name:

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- List all authorized signatories-- in most cases, this will be the department head (if no board involved) or all the current members of your board or committee
- Print name and provide signature

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PLEASE RETURN THIS FORM TO THE TOWN ACCOUNTANT

**TRURO CENTRAL SCHOOL BUILDING USE  
FORM**

# SPECIAL THANKS

Special thanks for their work on this handbook to: Kristen Reed, Vice Chair, Truro Select Board; Susan Areson, Clerk, Truro Select Board; Ann Greenbaum, Chair, Truro Planning Board; Carol Harris, Chair, Truro Climate Action Committee; and Susan Howe, Chair, Truro Commision on Disabilities.



## *Application to Serve on a Board or Committee*

### Applicant Information

Last Name \*

First Name \*

Middle Initial

Address (Street) \*

Address (City) \*

Address (State) \*

Address (Zip Code) \*

Mailing Address (Please indicate box number and zip code)

**Only full-time, registered Truro voters are able to serve on regulatory boards and commissions. All taxpayers/ residents are eligible to serve on non-regulatory boards and commissions.**

**Are you a full-time resident of Truro?**

☐ Yes

☒ No

**Are you registered to vote in Truro?**

☐ Yes

☒ No

## Application to Serve on a Board or Committee

### Board/ Committee Information

**What Board/ Committee Are You Applying For? \***

**Briefly Describe Why You Wish to Serve on This Board or Committee: \***

**Have you attended a meeting of the committee listed above? (This isn't requirement of applying to serve) \***

☐ Yes

☒ No

**Have you read the charge of the committee? (This isn't a requirement of applying to serve) \***

☐ Yes

☒ No

**Have you met with the chair of the committee? (This isn't a requirement of applying to serve) \***

☐ Yes

☒ No

**Are there other Boards/ Committees in which you are interested? Note: To be appointed to a regulatory board or committee, you must be a full-time resident and registered voter in Truro. Please list the Boards/ Committees names:**

## Experience

**Briefly list your experience working on a committee or team. This can be professional, town, volunteer, charity, etc. \***

**Briefly list any other relevant experience such as professional work, training, education, etc. A resume is NOT required. If you choose to attach a resume, it will become a public document.**

**Please attach your resume here if you would like to include one (not required)**

**Signature \***

**Date \***

March 19, 2021



[clear](#)



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager, and Town Moderator, Monica Kraft

**REQUESTED MEETING DATE:** March 23, 2021

**ITEM:** Review and Approve Addition of Indigenous Land Acknowledgment at the Start of Town Meeting

**EXPLANATION:** At the March 16, 2021 Select Board Meeting, Ellen Anthony, Truro Resident, proposed a Land Acknowledgment that she requested be read at the beginning of every Town Meeting. Other municipalities and institutions have begun this practice as a way to redress the history of the indigenous people of Truro.

MIT has been collaborating with Wampanoag people on a language reclamation project and has taken up this practice at all public meetings. As requested by the Select Board, the proposed language was sent to Town Counsel, KP Law, for review. Town Counsel provided minor modifications for the language. The recommended language is below:

"The Town of Truro acknowledges Indigenous Peoples as the traditional stewards of the land, and the enduring relationship that exists between them and their traditional territories. The land on which we sit is the traditional historic territory of the Wampanoag Nation. We acknowledge the painful history of genocide and forced occupation of their territory, and we honor and respect the many diverse indigenous people connected to this land on which we gather from time immemorial."

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

**IMPACT IF NOT APPROVED:**

**SUGGESTED ACTION:** ***MOTION TO** begin Town Meeting with a Land Acknowledgement, with the approval of the Town Moderator.*

**ATTACHMENTS:** None



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Stephanie Rein, Member

**REQUESTED MEETING DATE:** March 23, 2021

**ITEM:** Review and Approve Proclamation for Women's History Month

**EXPLANATION:** Local organization, Indivisible Outer Cape, a chapter of Indivisible, a 501 grassroots organization, is working with Women's March organizers to urge the towns on Cape Cod and the Islands to adopt a proclamation declaring March 2021 Women's History Month. Women's History month has been observed since 1987 (although Women's History Week dates back to a joint resolution in 1981), and celebrates the contributions women have made throughout American history.

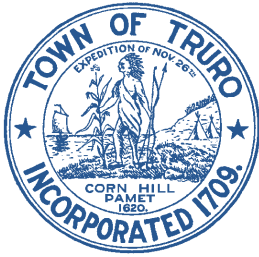
**FINANCIAL SOURCE (IF APPLICABLE):**

**IMPACT IF NOT APPROVED:**

**SUGGESTED ACTION:** ***MOTION TO** approve and sign the Women's History Month proclamation and to declare March 2021 as Women's History Month.*

**ATTACHMENTS:**

1. Proclamation for Women's History Month



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

## A Proclamation: March 2021 Women's History Month

**Whereas** 2021 marks the 40<sup>th</sup> Anniversary of United States Congressional Public Laws 97-28 and 100-9, leading to the establishment of March as Women's History Month, recognizing the vital role of women in American history;

**Whereas** women helped found our Nation in countless recorded and unrecorded ways and continue to advocate, with courage and passion, for our highest ideals, strengthening the fabric of our Nation and leading us toward a more perfect union;

**Whereas** we honor indigenous, enslaved, and immigrant women of all races, backgrounds, identities, colors, and creeds for their courageous work to end oppression and birth opportunities for parity;

**Whereas** we recognize the historic, and the every-day, contributions and achievements of women throughout the workplace, across local, state, and federal public service roles, serving in our military branches, within non-profit and faith organizations, as the engines of change in social movements, at the hearth of our homes, and at the heart of our communities across the Cape and Islands; and

**Whereas** we acknowledge this enduring legacy of our Nation's women as we celebrate the diversity of their backgrounds, identities, talents, accomplishments, and gifts, which expand our democracy and power our prosperity:

**Now, therefore, be it Resolved** by the Truro Select Board Members  
that March 2021 is hereby proclaimed as Women's History Month and all are called upon to observe this month with appropriate programs, ceremonies, and activities. Additionally, all are invited to learn more about the generations of women who have helped shape our Nation's history, yielding a brighter future for all, at [www.WomensHistoryMonth.gov](http://www.WomensHistoryMonth.gov)

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Robert Weinstein, Chair

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Kristen Reed, Vice-Chair

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Susan Areson, Clerk

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Janet Worthington

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Stephanie Rein  
Truro Select Board



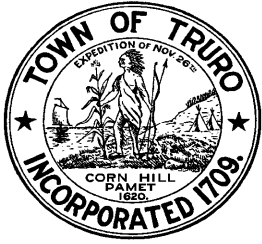
# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

## 7. **CONSENT AGENDA**

- A. Review/Approve and Authorize Signature:
  - 1. *Curb Cut Applications: 60 Truro Center Road and 405 Shore Road*
- B. Review and Approve Housing Rehab Loan Subordination Requests
- C. Review and Approve Herring River Project Consent to File Permit Application
- D. Review and Approve 2021 Seasonal Business Licenses: Common Victualer License for Captain's Choice and Whitman House Restaurant; Common Victualer and Transient Vendor Licenses for Jams Too; and Hawker Peddler License Dave Lewis Ice Cream.
- E. Review and Approve 2021 Seasonal Alcohol Licensees: Avenue D, Beach Point Health and Swim Club, Blackfish Restaurant, Captain's Choice, Days Market and Deli, Fuller's Package, Highland Links Golf Course, Jams Too, Payomet Performing Arts Center, Salty Market, Terra Luna Restaurant, Top Mast Café, and Whitman House Restaurant
- F. Review and Approve ABCC 2021 Seasonal Alcohol Renewal Certificate
- G. Review and Approve Application to Serve-Christopher Clark, Shellfish Advisory Committee-Alternate to Full Member.
- H. Review and Approve Select Board Minutes: February 9, 2021



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** March 23, 2021

**ITEM:** Applications for two (2) curb cuts

**EXPLANATION:** Applications have been submitted for curb cuts for two locations; 60 Truro Center Road and 405 Shore Road. DPW Director Cabral, Police Chief Calise, and Health Agent Beebe have all reviewed and signed off on the two projects.

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

**IMPACT IF NOT APPROVED:** Applicants will not be given approval to locate their curb cut in the proposed locations.

**SUGGESTED ACTION:** *Motion to approve the curb cut applications for 60 Truro Center Road and 405 Shore Road and to authorize the Chair to sign.*

**ATTACHMENTS:**

1. Curb Cut Application for 60 Truro Center Road
2. Curb Cut Application for 405 Shore Road



EXHIBIT 1

TOWN OF TRURO  
APPLICATION FOR A CURB CUT PERMIT

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

Date: 3/10/21

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

RCVD 2021 MAR 11 AM 11:00  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

Re: **APPLICATION FOR A CURB CUT**

Dear Board Members:

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

Owners Name(s) (Please Print): Eric Hemment Keith Bisset

Address: 60 TRURO CENTER ROAD PO BOX 1188 TRURO MA 02666

Phone Number: [REDACTED] [REDACTED] Keith

Email Address: [REDACTED] [REDACTED]

Curb Cut Street Location: 60 TRURO Center Rd

Affected Town or State road: TRURO Center Rd #60

Truro Assessor's Map Number: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Name of contractor: Unlimited Landscapes Doug Cox

Contractor Phone Number: 508 487 1818

Contractor Email: UnlimitedLandscapes@gmail.com

Reason/explanation: Curb Cut to Install Dr. Lay Cobble Stone PRE Existing Driveway Entrance

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

Applicant's Signature: Douglas W. Cox Douglas W. Cox

Owner's Signature (if different): Eric Hemment Keith Bisset Date: 3/10/21

Owner's Address (if different): 60 TRURO CENTER ROAD, PO BOX 1188 TRURO MA 02666

**Director, Department of Public Works Preliminary Approval:**

☒ Approved ☐ Disapproved ☐ Not Applicable

\_\_\_\_\_  
Director, Department of Public Works

\_\_\_\_\_  
Date

MARCH 11, 2021

**Chief of Police Approval:**

☒ Approved ☐ Disapproved ☐ Not applicable

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date

MARCH 12, 2021

**Health and Conservation Agent:**

☒ Approved ☐ Disapproved

\_\_\_\_\_  
Health & Conservation Agent

\_\_\_\_\_  
Date

**Board of Selectmen Approval:**

☐ Approved ☐ Disapproved

\_\_\_\_\_  
Chairman, Board of Selectmen

\_\_\_\_\_  
Date

**Planning Board Approval (if required):**

☐ Approved ☐ Disapproved ☐ Not Applicable

\_\_\_\_\_  
Chairman, Planning Board

\_\_\_\_\_  
Date

**Building Commissioner Approval:**

☐ Approved ☐ Disapproved

Building Permit Number \_\_\_\_\_

\_\_\_\_\_  
Building Commissioner

\_\_\_\_\_  
Date

**Mass Highway Referral (if required):**

Date Forwarded \_\_\_\_\_

\_\_\_\_\_  
Signature

**Director, Department of Public Works Declaration of Compliance:**

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

\_\_\_\_\_  
Director, Department of Public Works Date

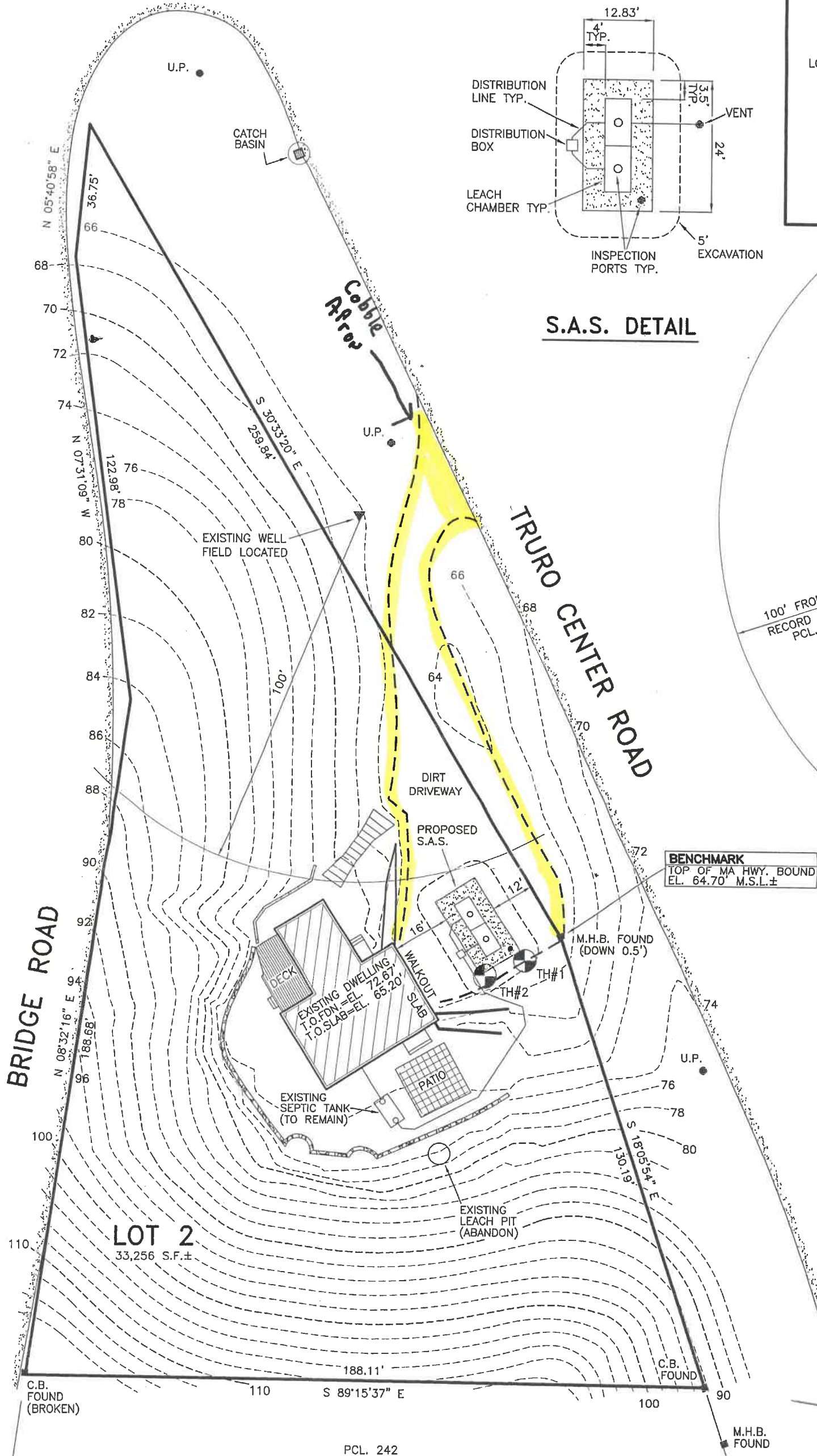
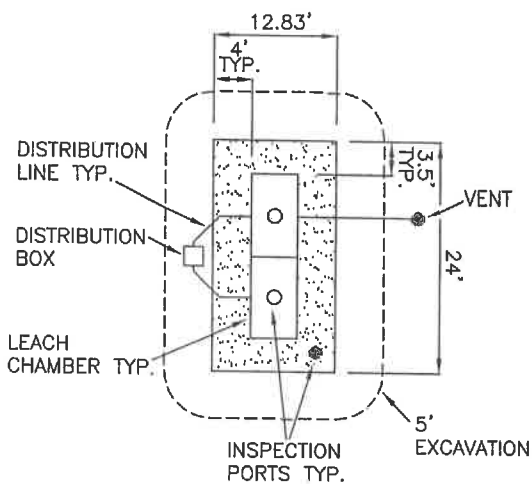
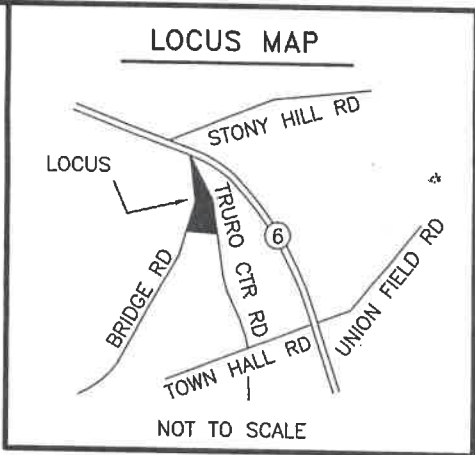
**Building Commissioner Final Approval:**

☐ Approved ☐ Disapproved

Certificate of Occupancy \_\_\_\_\_

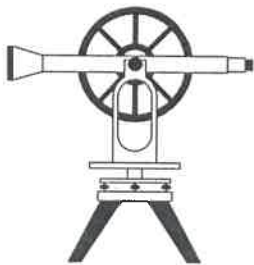
\_\_\_\_\_  
Building Commissioner

\_\_\_\_\_  
Date



SEPTIC SYSTEM UPGRADE PLAN

J.C. ELLIS DESIGN



P.O. BOX 81  
NORTH EASTHAM, MA 02651  
(508)240-2220  
Email: jason@jcellisdesign.com

SUBJECT:

60 TRURO CENTER ROAD  
TRURO, MA

PREPARED FOR:

TIBOR & OFELIA BAGO  
P.O. BOX 145  
TRURO, MA 02666-0145

ASSESSOR'S  
MAP 46 PARCEL 312

DATE: SEPTEMBER 30, 2020

SCALE: 1"=30'

SHEET 1 OF 2



JASON C. ELLIS, R.S.

SURVEY PLAN REFERENCE:  
PLAN BOOK 440 PAGE 49  
THIS PLAN IS FOR SEPTIC SYSTEM  
DESIGN PURPOSES ONLY.  
THIS PLAN IS NOT FOR BOUNDARY  
DETERMINATION.  
PROPERTY OWNER AND  
CONTRACTORS TO VERIFY  
ALL WATER LINES AND GAS  
UTILITIES ON PROPERTY.

## Material List

9x11 Jumbo Cobblestone  
 $\frac{3}{4}$ " Processed Bluestone

This work is the "EXACT" Previous  
Driveway width.

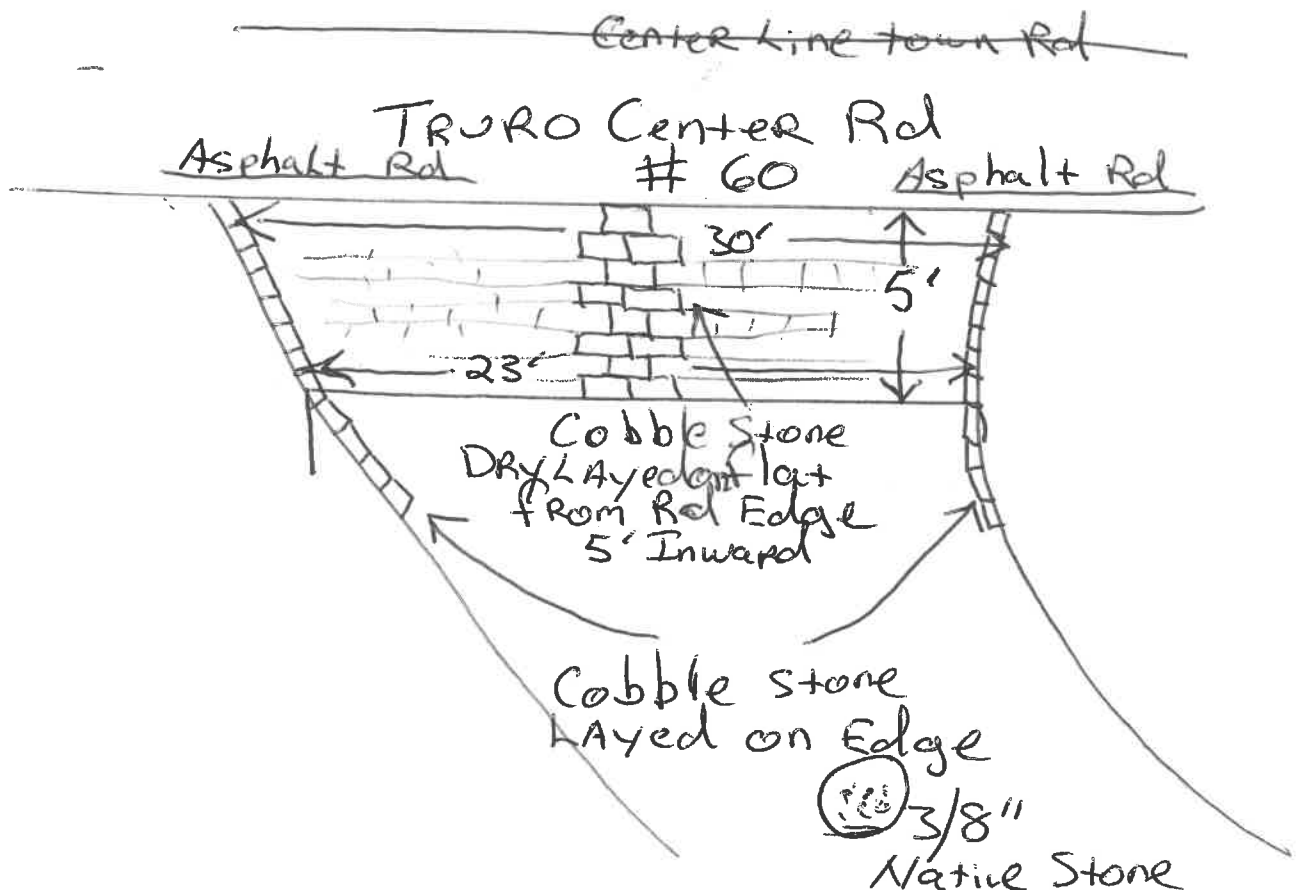


EXHIBIT 1

TOWN OF TRURO  
APPLICATION FOR A CURB CUT PERMIT

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

Date: MARCH 12, 2021

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

RCVD 2021MAR12 PM307  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

Re: APPLICATION FOR A CURB CUT

Dear Board Members:

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

Owners Name(s) (Please Print): KENNETH SHAPIRO

Address: 460 HILLSIDE AVE., NEEDHAM, MA 02494

Phone Number: 781 449 6800

Email Address: kshapiro@fair.com

Curb Cut Street Location: 405 SHORE ROAD

Affected Town or State road: SHORE ROAD

Truro Assessor's Map Number: 10 Parcel Number: 5

Name of contractor: GFM J. CELUS DESIGN CO INC.

Contractor Phone Number: [REDACTED]

Contractor Email: [REDACTED]

Reason/explanation: BUILDING NEW HOUSE ON LOT. NEED A DRIVEWAY

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

Applicant's Signature: [REDACTED]

Owner's Signature (if different) [Signature] Date: 3/12/21

Owner's Address (if different): [REDACTED]



Application for a Curb Cut Permit  
Page 2

**Director, Department of Public Works Preliminary Approval:**

☒ Approved ☐ Disapproved ☐ Not Applicable

Director, Department of Public Works

Date

MARCH 12, 2021

**Chief of Police Approval:**

☒ Approved ☐ Disapproved ☐ Not applicable

Chief of Police

Date

3/16/2021

**Health and Conservation Agent:**

☒ Approved ☐ Disapproved

Health & Conservation Agent

Date

3/16/2021

**Board of Selectmen Approval:**

☐ Approved ☐ Disapproved

Chairman, Board of Selectmen

Date

**Planning Board Approval (if required):**

☐ Approved ☐ Disapproved ☐ Not Applicable

Chairman, Planning Board

Date

**Building Commissioner Approval:**

☐ Approved ☐ Disapproved

Building Permit Number \_\_\_\_\_

Building Commissioner

Date

**Mass Highway Referral (if required):**

Date Forwarded \_\_\_\_\_

Signature \_\_\_\_\_

**Director, Department of Public Works Declaration of Compliance:**

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

Director, Department of Public Works Date \_\_\_\_\_

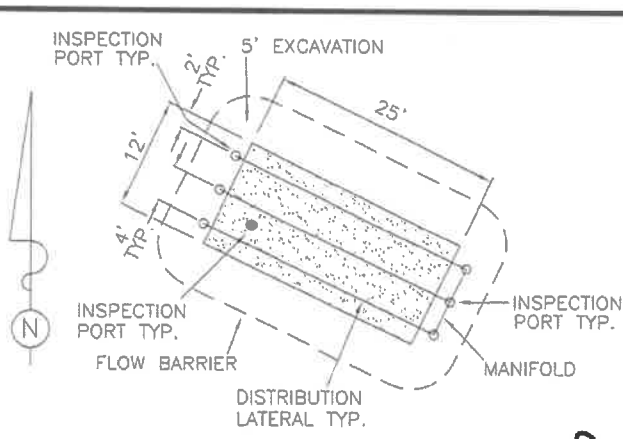
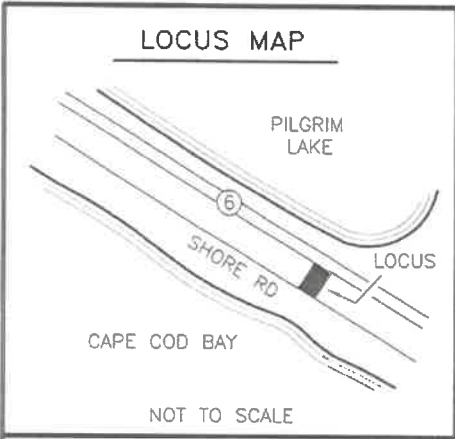
**Building Commissioner Final Approval:**

☐ Approved ☐ Disapproved

Certificate of Occupancy \_\_\_\_\_

Building Commissioner

Date



PILGRIM LAKE

BORDERING  
VEGETATED  
WETLAND

STATE HIGHWAY - ROUTE 6

SURVEY PLAN REFERENCE:  
PLAN BOOK 303 PAGE 76  
PLAN BOOK 489 PAGE 74

S.A.S. DETAIL

PROPERTY OWNER AND  
CONTRACTORS TO VERIFY  
ALL WATER LINES AND GAS  
UTILITIES ON PROPERTY.

\*NOTE: 1 BEDROOM DEED RESTRICTION REQUIRED  
FOR 1 BEDROOM LEACH AREA.

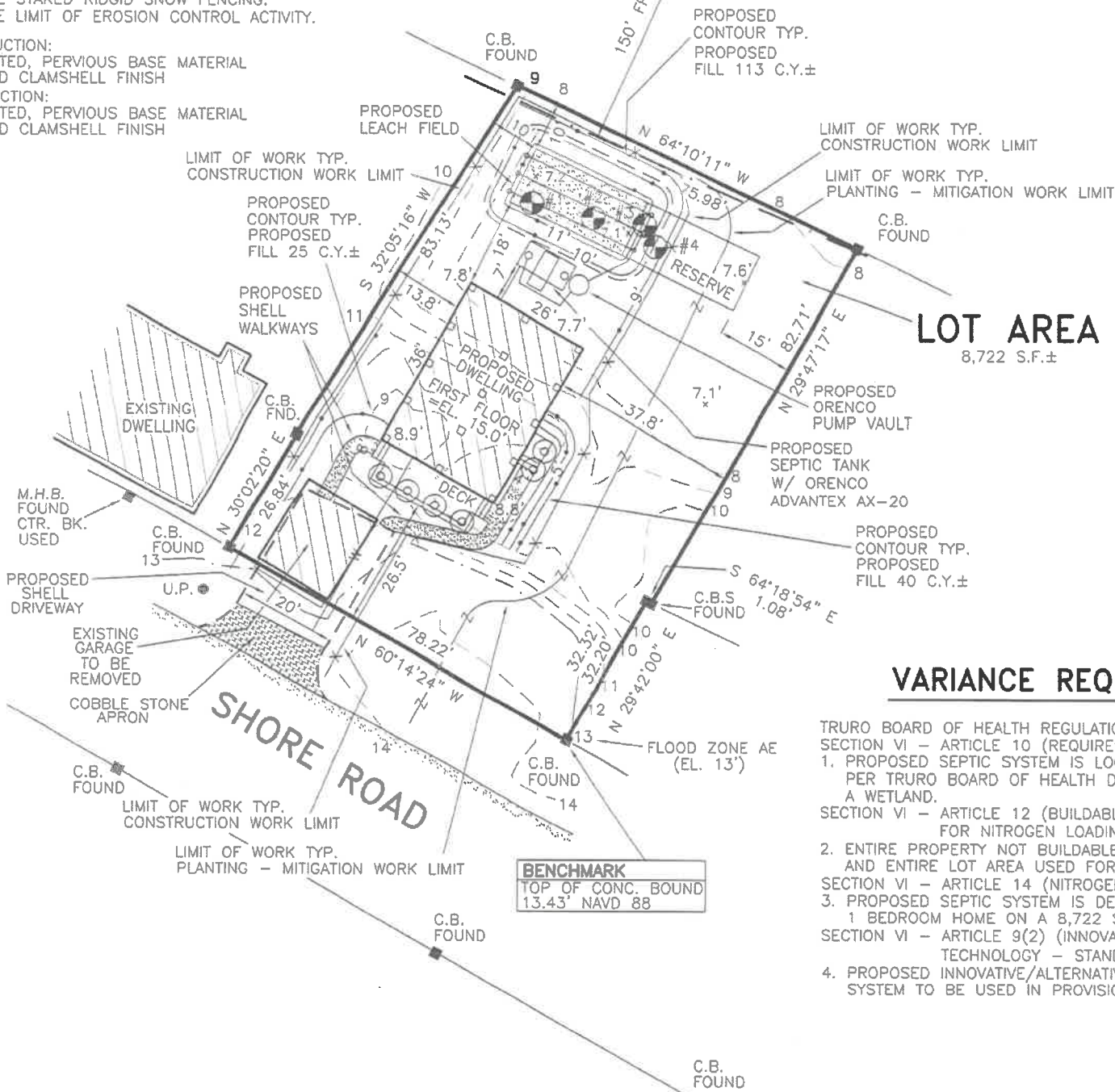
THIS PLAN REQUIRES CONSERVATION COMMISSION APPROVAL.

ENTIRE PROPERTY LIES WITHIN A BARRIER BEACH -  
COASTAL DUNE RESOURCE.

WORK LIMITS TO BE STAKED RIDGID SNOW FENCING.  
WORK LIMITS TO BE LIMIT OF EROSION CONTROL ACTIVITY.

DRIVEWAY CONSTRUCTION:  
6"-8" OF COMPACTED, PERVIOUS BASE MATERIAL  
2"-3" OF CRUSHED CLAMSHELL FINISH

WALKWAY CONSTRUCTION:  
3"-4" OF COMPACTED, PERVIOUS BASE MATERIAL  
2"-3" OF CRUSHED CLAMSHELL FINISH



VARIANCE REQUESTS:

TRURO BOARD OF HEALTH REGULATIONS:  
SECTION VI - ARTICLE 10 (REQUIRED SETBACKS)  
1. PROPOSED SEPTIC SYSTEM IS LOCATED IN A WETLAND PER TRURO BOARD OF HEALTH DEFINITION OF A WETLAND.  
SECTION VI - ARTICLE 12 (BUILDABLE UPLAND CALCULATIONS FOR NITROGEN LOADING LIMITATIONS)  
2. ENTIRE PROPERTY NOT BUILDABLE UPLANDS PER DEFINITION AND ENTIRE LOT AREA USED FOR LOT AREA CALCULATIONS.  
SECTION VI - ARTICLE 14 (NITROGEN LOADING LIMITATIONS)  
3. PROPOSED SEPTIC SYSTEM IS DESIGNED FOR A 1 BEDROOM HOME ON A 8,722 S.F. LOT.  
SECTION VI - ARTICLE 9(2) (INNOVATIVE/ALTERNATIVE TECHNOLOGY - STANDARDS)  
4. PROPOSED INNOVATIVE/ALTERNATIVE TECHNOLOGY SEPTIC SYSTEM TO BE USED IN PROVISIONAL USE SITUATION.

CAPE COD BAY

J.C. ELLIS DESIGN



P.O. BOX 81  
NORTH EASTHAM, MA 02651  
(508)240-2220  
jason@jcellisdesign.com

SEPTIC SYSTEM DESIGN PLAN

SUBJECT:

405 SHORE ROAD  
TRURO, MA

PREPARED FOR:

KENNETH SHAPIRO  
460 HILLSIDE AVENUE  
NEEDHAM, MA 02494

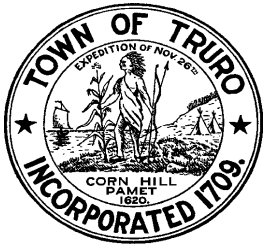
ASSESSOR'S  
MAP 10, PARCEL 5

SCALE: 1"=30'

DATE: JANUARY 18, 2018  
REV: MARCH 12, 2021

SHEET 1 OF 3

JASON C. ELLIS, R.S.



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant, on Behalf of Alice Boyd of Bailey Boyd Associates

**REQUESTED MEETING DATE:** March 23, 2021

**ITEM:** Housing Rehab Subordination Requests

**EXPLANATION:** Two Housing Rehab Subordination loan requests are before the Select Board for approval and signing. Truro is the lead community for the CDBG grant. When a loan is paid back, Truro gets the money, but if a loan needs to be subordinated Truro must sign off on these requests. Normally this is done by the CDP but Covid has changed the usual process. Each bank has different documents for the Select Board to sign.

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

**IMPACT IF NOT APPROVED:** Homeowner with Housing Rehab loan will not be able to refinance.

**SUGGESTED ACTION:** *Motion to Approve and Sign the Bank Mortgage Subordination Forms.* \*Note-if approved wet signatures are required. Staff will facilitate this.

**ATTACHMENTS:**

1. Bank Subordination Forms with Memo





## MEMORANDUM

**TO: TRURO SELECT BOARD**  
**DARRIN TANGEMAN, TOWN MANAGER**  
**FROM: ALICE BOYD, GRANT ADMINISTRATOR**  
**DATE: MARCH 15, 2021**  
**RE: HOUSING REHAB LOAN SUBORDINATIONS**

Over the past few months the town has received numerous requests from housing rehabilitation loan recipients to subordinate their loan so that the homeowner can refinance. In normal times, I handle these with the CDP Executive Director, who has the authority to sign loan subordinations as part of the CDP's role operating Truro's housing rehabilitation program.

On April 23, 2020 the MA State Senate and House of Representatives passed "An Act Providing For Virtual Notarization to Address Challenges Related To COVID-19", Chapter 71, <https://malegislature.gov/Laws/SessionLaws/Acts/2020/Chapter71>, that dictates a complex process for municipal real estate transactions during COVID. Unfortunately, these housing rehabilitation loans are classified as a real estate transaction and require the same complicated process, including a recorded role call vote and individual notarized signatures witnessed by the Town Clerk.

Today we have two additional requests to subordinate. After completing the comprehensive underwriting process, I am recommending that the Board vote in the affirmative to subordinate loans for applicant files 19-JAL and 17-MAN. The paperwork is attached, and individual signatures witnessed by the Town Clerk are required.

At any time the Select Board also has the opportunity to determine how they wish to handle subordinations if this is becoming too onerous:

- A. Subordinations can be postponed until a time when the Truro Select Board once again meets in person, allowing for wet signatures at your meeting and without individual meetings with the Town Clerk;
- B. A "No Subordination" policy can be voted, prohibiting the subordination of housing rehab loans thus requiring residents to pay back their remaining housing rehab loan when refinancing;

C. Continue the current policy allowing the subordinating all housing rehabilitation loans that meet underwriting requirements and DHCD guidelines

I look forward to facilitating whichever option the Board chooses and can provide information on each option should you wish to modify the existing subordination policy.

**Proposed Motion:** Vote to approve the subordination of the housing rehab loans for Jalbert and Manach (*requires recorded roll call vote and individual recorded or in person meeting with Town Clerk*)

Thank you for your assistance and we apologize for any inconvenience.

## SUBORDINATION AGREEMENT

TOWN OF TRURO MASSACHUSETTS, holder of a mortgage on real estate situated at 714 Queen Anne Road, Harwich, MA 02645 from Amy R. Jalbert, dated April 5, 2019 and recorded with the Barnstable County Registry of Deeds on April 12, 2019 in Book 31950, Page 152, in the original principal amount of Thirty Nine Thousand Eight Hundred Forty Three and 22/100 (\$39,843.22) Dollars for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, hereby states that said mortgage shall be subject and subordinate to a certain mortgage to Mortgage Electronic Registration Systems, Inc., as Nominee for United Wholesale Mortgage, LLC in the amount of Three Hundred Eight Thousand and 00/100 (\$308,000.00) Dollars dated \_\_\_\_\_ to be recorded immediately following the recordation of this instrument, with the same force and effect as if said mortgage had been executed and recorded prior in time to the execution and recording of the subordinated mortgage.

IN WITNESS WHEREOF, the said Town of Truro Massachusetts Select Board Members, have caused this instrument to be executed and its corporate seal to be affixed by its duly authorized agents this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Town of Truro Massachusetts

\_\_\_\_\_  
By: Robert Weinstein, Select Board Member

STATE OF MASSACHUSETTS

COUNTY OF: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 2021, before me the undersigned notary public personally appeared Robert Weinstein, Select Board Member for the Town of Truro Massachusetts, proved to me through satisfactory evidence of identification which was \_\_\_\_\_, to be the person whose name is signed on the preceding document and acknowledged to me that he/she signed it voluntarily for its stated purpose as his/her free act and deed as Select Board Member of the Town of Truro Massachusetts.

\_\_\_\_\_  
Notary Public:  
My Commission Expires:

Town of Truro Massachusetts

\_\_\_\_\_  
By: Kristen Reed, Select Board Member

STATE OF MASSACHUSETTS

COUNTY OF: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 2021, before me the undersigned notary public personally appeared Kristen Reed, Select Board Member for the Town of Truro Massachusetts, proved to me through satisfactory evidence of identification which was \_\_\_\_\_, to be the person whose name is signed on the preceding document and acknowledged to me that he/she signed it voluntarily for its stated purpose as his/her free act and deed as Select Board Member of the Town of Truro Massachusetts.

\_\_\_\_\_  
Notary Public:  
My Commission Expires:

Town of Truro Massachusetts

\_\_\_\_\_  
By: Susan Areson, Select Board Member

STATE OF MASSACHUSETTS

COUNTY OF: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 2021, before me the undersigned notary public personally appeared Susan Areson, Select Board Member for the Town of Truro Massachusetts, proved to me through satisfactory evidence of identification which was \_\_\_\_\_, to be the person whose name is signed on the preceding document and acknowledged to me that he/she signed it voluntarily for its stated purpose as his/her free act and deed as Select Board Member of the Town of Truro Massachusetts.

\_\_\_\_\_  
Notary Public:  
My Commission Expires:

Town of Truro Massachusetts

\_\_\_\_\_  
By: Janet W. Worthington, Select Board Member

STATE OF MASSACHUSETTS

COUNTY OF: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 2021, before me the undersigned notary public personally appeared Janet W. Worthington, Select Board Member for the Town of Truro Massachusetts, proved to me through satisfactory evidence of identification which was \_\_\_\_\_, to be the person whose name is signed on the preceding document and acknowledged to me that he/she signed it voluntarily for its stated purpose as his/her free act and deed as Select Board Member of the Town of Truro Massachusetts.

\_\_\_\_\_  
Notary Public:  
My Commission Expires:

Town of Truro Massachusetts

\_\_\_\_\_  
By: Stephanie Rein, Select Board Member

STATE OF MASSACHUSETTS

COUNTY OF: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 2021, before me the undersigned notary public personally appeared Stephanie Rein, Select Board Member for the Town of Truro Massachusetts, proved to me through satisfactory evidence of identification which was \_\_\_\_\_, to be the person whose name is signed on the preceding document and acknowledged to me that he/she signed it voluntarily for its stated purpose as his/her free act and deed as Select Board Member of the Town of Truro Massachusetts.

\_\_\_\_\_  
Notary Public:  
My Commission Expires:



## **MORTGAGE SUBORDINATION**

LOCUS: 65 Mill Hill Road, Wellfleet MA 02667

THE TOWN OF TRURO, a Massachusetts municipal corporation with an address of 24 Town Hall Road, P.O. Box 2030, Truro, MA 02666, the holder of a mortgage given by **Ethan B. Manach and Emily Manach**, to THE TOWN OF TRURO dated **May 8, 2017** in the original principal amount of **\$58,711.42** and recorded with the Barnstable County Registry of Deeds in Book 30481 Page 119, and modified with a Mortgage Modification Agreement dated **June 5, 2017**, decreasing the original principal amount to **\$57,958.00**, and recorded with the Barnstable County Registry of Deeds in Book 30587 Page 198 (Existing Mortgage”), does hereby subordinate the Existing Mortgage and any collateral security documents given in connection with the obligations secured thereby, to that certain equity line of credit given by Ethan B. Manach and Emily Manach to Bristol County Savings Bank its successors and/or assigns in the original principal amount of **\$20,000.00** and recorded with the Barnstable County Registry of Deeds in Book \_\_\_\_\_, Page \_\_\_\_\_ and to further advances thereunder, to the same extent as if the latter mortgage had been executed and recorded and all advances made thereunder prior in time to the execution and recording of the subordinated mortgage.

**REMAINDER OF THIS PAGE INTENTIONALLY BLANK**

Executed as a sealed instrument this \_\_\_\_\_ day of \_\_\_\_\_, **2021**

The Town of Truro, by its Select Board:

\_\_\_\_\_  
Robert Weinstein, Chair

\_\_\_\_\_  
Kristen Reed, Vice-Chair

\_\_\_\_\_  
Susan Areson, Clerk Member

\_\_\_\_\_  
Janet W. Worthington, Member

\_\_\_\_\_  
Stephanie Rein, Member

***COMMONWEALTH OF MASSACHUSETTS***

*Barnstable, ss.*

On this \_\_\_\_ day of **November 2020**, before me, the undersigned notary public, personally appeared **Robert Weinstein, Kristen Reed, Susan Areson, Janet W. Worthington, and Stephanie Rein**, in their capacity as members of the Town of Truro Select Board, and proved to me through satisfactory evidence of identification, which was personally known to me, to be the persons whose names are signed on this document, and acknowledged to me that they signed it voluntarily for its stated purpose on behalf of the Town of Truro

\_\_\_\_\_  
**Notary Public**

\_\_\_\_\_  
**My Commission Expires**



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Public Works

**REQUESTOR:** Jarrod J. Cabral, DPW Director

**REQUESTED MEETING DATE:** March 23, 2021

**ITEM:** Herring River Project

**EXPLANATION:** As abutters to Wellfleet's Herring River Restoration Project, the Select Board will need to sign the consent for Wellfleet to file permit applications, thus initiating the permitting process. Abutters' consent is part of the standard protocol required by the Department of Environmental Protection and the Army Corps of Engineers. Impacts to Truro include raising three segments of road and two culverts on Old County Road in Truro. This permitting step is a procedural acknowledgement that the Town is aware of the project parameters and scope of work. Public Works Director Jarrod Cabral will be available to answer any questions regarding the permit.

**FINANCIAL SOURCE (IF APPLICABLE):** None required

**IMPACT IF NOT APPROVED:** Project will not move forward.

**SUGGESTED ACTION:** *MOTION TO approve and sign the consent to file permit applications for the Herring River Restoration Project.*

**ATTACHMENTS:**

1. Consent Form
2. Map identifying impacts to segments of road and culverts

**Consent to File Permit Applications**

The Town of Truro is owner of a parcel of land consisting of approximately **.73 acres**, more or less, located at **133 Old County Road** in Truro, Massachusetts, as shown on **Truro Assessors Map 59, Parcel 66 (collectively, the "Property")**.

The Town of Wellfleet and the Cape Cod National Seashore ("Project Proponents") are undertaking the Herring River Restoration Project ("Project") to restore tidal flow to the river system, and revive the ecological and economic benefits provided by a healthy estuary.

As proposed in plans entitled ***Herring River Restoration Project, Engineering Design to Elevate Low-Lying Roadways and Replace Associated Culverts, Truro and Wellfleet, Massachusetts, Permit Plans-Not for Construction, May 2019*** (the "Work"), the Project will include work on the Property. Proposed activities include elevation of the roadway and replacement of a culvert. The Project Proponents have discussed the Project and the work proposed on the Property with Town representatives.

The Town's consent is required to allow the Project Proponents to include the Property and the proposed Work thereon in permit applications to federal, state, and/or local authorities. In signing the authorization below, the Town consents to such inclusion on permit applications. The Town grants no other permissions or rights with respect to the Property at this time. Discussions between the Town and the Project Proponents are ongoing, and will include the additional permissions and agreements required for the Work to be performed on the Property.

We hereby authorize the Project proponents, the Town of Wellfleet and the Cape Cod National Seashore, to include the Property and the Work thereon in permit applications to federal, state, and/or local authorities for the Project for the purpose of obtaining permits for Work on the Property.

Where necessary, we agree to provide signatures on permit applications to indicate our assent, as owners of property, prior to the filing of permit applications in accordance with this Consent.

Signed:           Truro Select Board

\_\_\_\_\_  
Robert Weinstein, Chair

\_\_\_\_\_  
Kristen Reed, Vice Chair

\_\_\_\_\_  
Susan Areson, Clerk

\_\_\_\_\_  
Janet W. Worthington, Member

\_\_\_\_\_  
Stephanie Rein, Member

Dated: \_\_\_\_\_

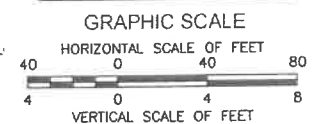
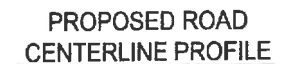
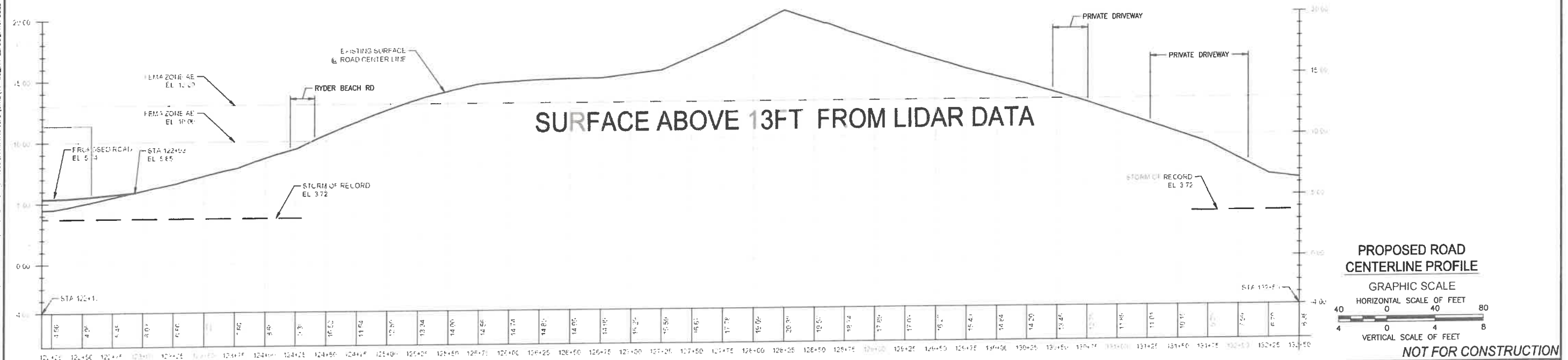
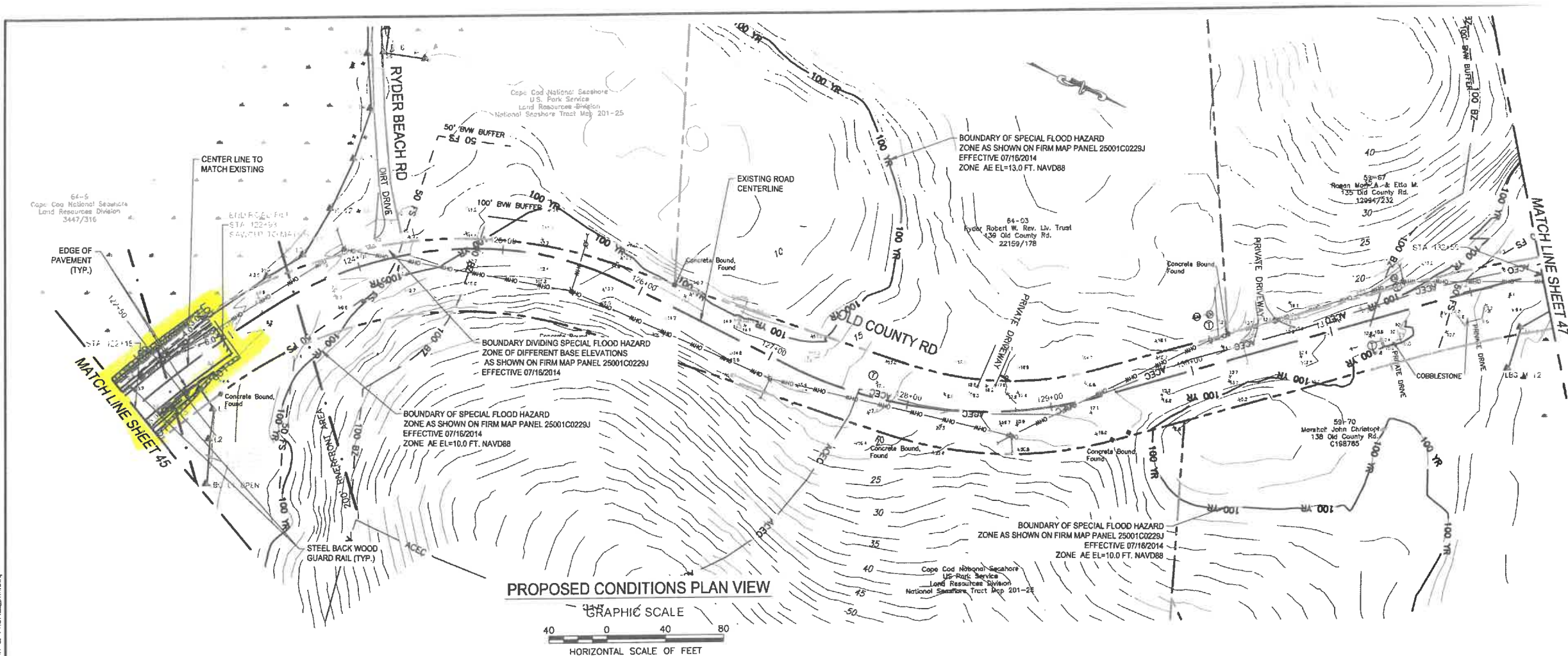
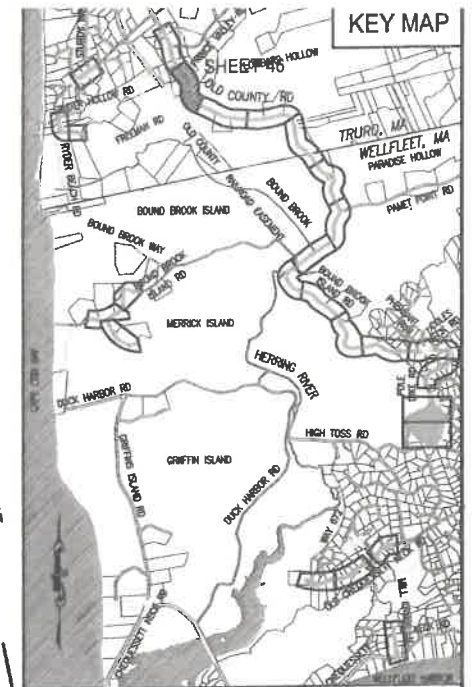











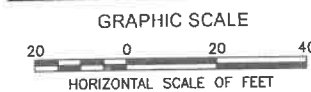
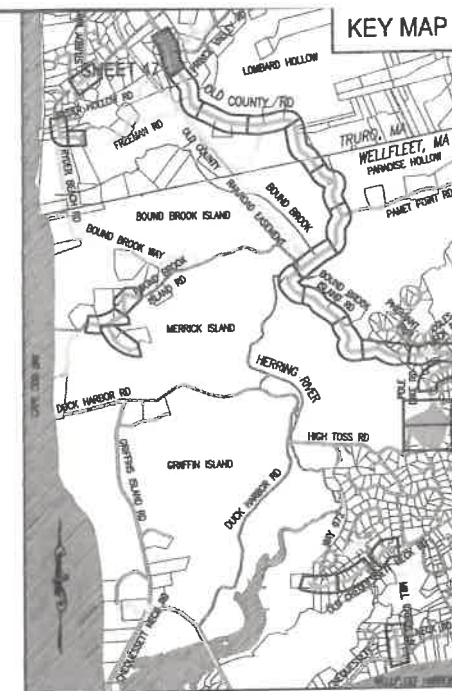




**NOT FOR CONSTRUCTION**

				 <b>Louis Berger</b>  166 Valley Street Building 5 Providence   RI   02909 phone 401 521 5980   <a href="http://louisberger.com">louisberger.com</a>				 <b>Friends of Herring River</b> Wellfleet and Truro, Massachusetts  P O Box 496 Wellfleet Massachusetts 02667 <a href="http://www.friendsoftherringriver.org">www.friendsoftherringriver.org</a>				 DRAWN BY <u>AG</u> DESIGN BY <u>MK</u> CHECK BY <u>CC</u> PROJ MGR <u>CC</u>				HERRING RIVER RESTORATION PROJECT ENGINEERING DESIGN TO ELEVATE LOW-LYING ROADWAYS AND REPLACE ASSOCIATED CULVERTS TRURO AND WELFLEET, MASSACHUSETTS  <b>PROPOSED CONDITIONS PLAN AND PROFILE</b> <b>STA 122+17 - STA 132+50</b>				DRAWING NO. <u>C40</u> PROJECT NO. <u>2004341</u> FED AID NO. _____ DATE: <u>MAY 2019</u> SHEET NO. <u>46</u> OF <u>91</u>			
MARK      REVISION DESCRIPTION      BY      APP      DATE																							





DRAWING NO. C41  
PROJECT NO. 2004341  
FED AID NO. \_\_\_\_\_  
DATE: MAY 2019  
SHEET NO. 47 OF 9



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** March 23, 2021

**ITEM:** Approval of 2021 Seasonal License Renewals: Captain's Choice (4 Highland Road); Jams Too, Inc. (14 Truro Center Road); Whitman House Restaurant (5 Great Hollow Rd)

**EXPLANATION:** There are four 2021 seasonal license renewal applications and supporting documentation for review and approval by the Select Board as the Local Licensing Authority. There were no reported issues with these establishments in 2020. The Health Department License for Captain's Choice was issued 3/10/2021 and Jams Too was issued 3/10/2021, Whitman House Restaurant was issued 2/25/2021, and Lewis Brothers Ice cream 3/10/2021. If you approve these for renewal, the licenses will be issued only upon compliance with all regulations and upon receipt of the necessary documents and fees.

Mass General Law	Licenses & Permits Issued by Select Board	Names of Businesses
Chapter 140 §2	<b>Common Victualer-Cook,</b> Prepare & Serve Food	<b>Jams Too, Inc.</b> <b>Captain's Choice</b> <b>Whitman House Restaurant</b>
Chapter 101 §2	<b>Transient Vendor</b>	<b>Jams Too, Inc.</b>
Chapter 101 § 13	<b>Hawker Peddler</b> Mobil Food Truck	<b>Lewis Brother's Ice Cream</b> Route: Cold Storage, Great Hollow, Corn Hill, Ballston, Longnook, Coast Guard, Head of the Meadow, Puma Park, Adventure Bound Campgrounds, Truro Center for the Arts at Castle Hill

**IMPACT IF NOT APPROVED:** The licenses will not be issued.

**SUGGESTED ACTION:** MOTION TO approve a 2021 Seasonal Common Victualer (food) for Jams Too, Inc, Captain's Choice, and Whitman House Restaurant and the Transient Vendor License for Jams Too, Inc. and Hawker Peddler License for Dave Lewis Ice Cream upon compliance with all regulations and receipt of the necessary documents and fees.

**ATTACHMENTS:**

1. Renewal Application for 2021: Captain's Choice
2. Renewal Application for 2021: Jams Too, Inc.
3. Renewal Application for 2021: Whitman House Restaurant
4. Renewal Application for 2021: Dave Lewis Ice Cream Truck



## Town of Truro Board of Health

24 Town Hall Road, P.O. Box 2030, Truro, MA 02666

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

Email: [ebeebe@truro-ma.gov](mailto:ebeebe@truro-ma.gov) or [adavis@truro-ma.gov](mailto:adavis@truro-ma.gov)

### APPLICATION FOR FOOD SERVICE – COMMON VICTUALER

☐ New ☒ Renewal

RCVD 2021MAR8 PM 1:32  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

#### Section 1 – License Type

Type of License: ☐ Food Service ☒ Common Victualer

#### Type of Food Service Establishment:

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

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

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

Business Name: Captain's Choice

Owner Name: Kristi Wageman Email Address: [REDACTED]

Mailing Address: 4 Highland Rd N Truro MA 02652

Phone No [REDACTED]

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

Name: Kristi Wageman Email Address: same

Mailing Address: PO Box 1072 N Truro MA 02652

Phone No [REDACTED] 24 Hour Emergency: same

#### Section 3 – Business Operation Details

Number of Seats: Inside: 16 Outside: 24 Number of Employees: 15

Length of Permit: ☐ Annual ☒ Seasonal Operation

Hours of Operation: 11 am To 10 pm

Days Closed Excluding Holidays: \_\_\_\_\_

If Seasonal: Approximate Dates of Operation: 4 / 8 / 21 To 11 / 1 / 21

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

**Allergen Awareness Certification (attach copy):**  
Kristi Wageman                      Robert Wageman

**Has your menu changed from last year?** ☐ Yes ☒ No

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

#### **Section 4 - Attestation**

##### **Attestation**

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

**Signature of Applicant:**

*Kristi Wageman*

**Date:** 3/8/21

\*\*\*\*\*

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

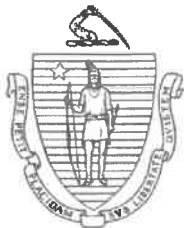
- ☐ Food Service Permit Application
- ☐ Smoke Detector/Fire Protection Certification
- ☐ Workers Compensation Affidavit/Certificate of Insurance
- ☐ Copy of Inspection of Kitchen Equipment: Commercial Hood and Ventilation System Report
- ☐ Copy of Service report of mechanical washing equipment (Dishwasher)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

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

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

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

**Date** \_\_\_\_\_



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

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

**Applicant Information**

**Please Print Legibly**

Business/Organization Name: Captain's Choice

Address: 4 Highland Rd

City/State/Zip: N Truro MA 02652

Phone # [REDACTED]

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

1. ☒ I am an employer with 15 employees (full and/ or part-time).\*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

**Business Type (required):**

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

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

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

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

Insurance Company Name: Norfolk & Dedham Mutual Fire

Insurer's Address: 222 Ames St

City/State/Zip: Dedham MA 02026

Policy # or Self-ins. Lic. [REDACTED]

Expiration Date: 5-21-21

**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: Krish. A Wgn

Date: 3.8.21

Phone #: 508-237-9521

**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 #: \_\_\_\_\_

Frank A Vitale

5 Lynch Ln Harwich, MA 02645

508-430-2959 LIC # 000365

11/25/20

Captain's Choice

4 Highland Rd

N Truro, MA 02652

508-487-5800

Services conducted: Cleaned + Inspected

HOOD CLEANING STICKER IS AFFIXED

☒ YES ☐ NO

DATE OF LAST HOOD CLEANING

DATE 11/25/2020

GREASE ACCUMULATION

☐ HEAVY ☒ MODERATE ☐ LIGHT

FILTERS ARE INTACT

☒ YES ☐ NO

FAN IS IN OPERATING ORDER

☒ YES ☐ NO ☐ UNK

LIGHTING IN HOOD IS PROPERLY  
PROTECTED FROM DAMAGE

☒ YES ☐ NO ☐ N/A ☐ UNK

☐ Check here if Notice of Non-Compliance was issued to local Fire Department.

Date sent to Fire Department \_\_\_\_\_

Attach copy of Notice of Non-Compliance

Note: A copy of this report shall be kept by both the Service Company and the customer for a period of 3 years. Such records shall be open for the inspection of the Local Fire Department during regular business hours of operation.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/21/2020

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	Benson Young & Downs Ins 56 Howland Street PO Box 559 Provincetown MA 02657-0559	CONTACT NAME: Natalie Silva PHONE (A/C, No, Ext): (508) 487-0500 E-MAIL: nataliesilva@byandd.com ADDRESS:	FAX (A/C, No): (508) 487-4135
		INSURER(S) AFFORDING COVERAGE	
INSURED	Captain's Choice Inc 18 Old Colony Way Orleans MA 02653-	INSURER A: Mount Vernon Fire Insurance Company	NAIC #: 26522
		INSURER B: Norfolk & Dedham Mutual	23965
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD W/O	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/PO/ AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DEF <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below:	Y/N N N/A		05/21/2020	05/21/2021	X PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	<b>LIQUOR LIABILITY</b>			04/06/2020	04/06/2021	PER PERSON 1,000,000 PER ACCIDENT 1,000,000 AGGREGATE 2,000,000

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

SEASONAL TAKE-OUT RESTAURANT LOCATED 4 HIGHLAND RD, UNIT D, NORTH TRURO MA 02652;

RCVD 2020APR21 PM4:03  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

## CERTIFICATE HOLDER

## CANCELLATION

AI 045639

Town of Truro  
Licensing Department  
PO Box 2030  
Truro

MA 02666-

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Carl R. Goveia*

Fax: (508)349-5505

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HEALTH DEPARTMENT  
TOWN OF TRURO  
JUN 06 2019  
RECEIVED BY:

Kristie Wageman attended a one hour training in "Anti-Choking Procedures for Food Establishments" as required by the Massachusetts Department of Public Health 105 CMK590.009. Included with this training was "Hands Only CPR" for adults and children. This training was conducted by the Cape Cod Medical Reserve Corps American Heart Association certified trained instructors.

This certificate is good for two years from the date of issuance.

Diana Gaumond  
Diana R. Gaumond, RN, BSN, MPH  
Director Cape Cod Medical Reserve Corps  
Date: June 4, 2019

# CERTIFICATE OF ALLERGEN AWARENESS TRAINING

**Name of Recipient: Kristi Wageman**

**Date of Completion: March 23, 2019**

**Date of Expiration: March 23, 2024**

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

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

Issued By:



**Berkshire  
AHEC**

**Area Health Education Center  
Pittsfield, Massachusetts**

[www.mafoodallergytraining.org](http://www.mafoodallergytraining.org)

**Number: 2021-085**

**Fee \$75.00**

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

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

**Robert & Kristi Wageman, mgrs., d/b/a Captain's Choice**

Whose place of business is **4 Highland Rd**

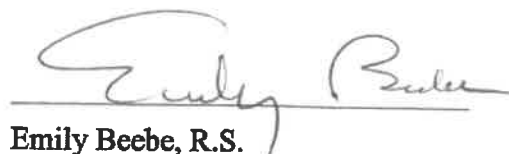
Type of business and any restrictions **Restaurant**

To operate a food establishment in **Truro**

Permit Expires: **December 31, 2021**

Date Issued: **3/10/2021**

Seating: 16 inside/24 outside

  
Emily Beebe, R.S.  
Truro Board of Health Agent



**FIRE EQUIPMENT**  
INCORPORATED

Protecting New England. Because so much is at stake.

MEDFORD • AGAWAM • HYANNIS • SMITHFIELD • MANCHESTER

RECEIVED BY

AUG 17 2020

HEALTH DEPARTMENT  
TOWN OF TRURO

## Kitchen Suppression System Inspection Certificate

*For*

Captains Choice  
4 Highland Road  
North Truro, MA 02652

Tested to NFPA Standards

*This Inspection was performed in accordance with NFPA 17 or 17A Standards. The subsequent pages of this report provide performance measurements, listed ranges of acceptable results, and complete documentation of the inspection. Whenever discrepancies exist between acceptable performance standards and actual test results, notes and/or recommended solutions have been proposed or provided for immediate review and approval.*

**Inspection Date:**

**6/22/2020**

**Inspector Name:** Sean Penniman

**Title:** Service Technician



# FIRE EQUIPMENT INCORPORATED

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## Kitchen Suppression System Inspection Certificate

Property: Captains Choice	Street: 4 Highland Road	City/State/Zip: North Truro, MA 02652
Frequency: Annual	Inspector Name: Sean Penniman	Date: 6/22/2020
Installed Product: <b>K 00079008</b>	Product: Kitchen Suppression System	Equipment Location: Kitchen

System in service before conducting tasks	Yes
Pertinent parties notified before conducting tasks	Yes
<b>Appliances Left to Right:</b>	<b>6 burn, griddle, 1r char, fry, fry, fry</b>
Type of special agent extinguishing system: Wet chemical Dry chemical Prior to performing the required maintenance steps, verify that the system protection is designed and installed correctly for the existing appliance and ventilation system configuration. If not, note deficiencies.	Wet Chemical
Were building alterations/renovations made since last inspection?	No
Is system connected to building fire alarm?	Yes
<b>Automatic Shutdown</b>	
What is fuel source? Electricity Gas or Both	Both
<b>Nozzles</b>	
Are caps in place?	Yes
Quantity of Nozzle Caps Changed	3
Quantity of Nozzle Seals Changed	
Are nozzles properly oriented to protect hazard?	Yes
Are there signs of damage or clogging?	No
<b>Manual Releases</b>	
Are manual releases clear and unobstructed?	Yes
<b>System Cylinders and Mechanical Controls</b>	
Are system pressure gauges in proper operating range?	Yes
Tanks mounted and secured?	Yes
All visible piping & conduit properly supported and in good condition?	Yes
Proper pipe schedule and fitting weight(s) for hazard design?	Yes
Flexible discharge hoses? Date:            Part#:            Size:    :	No
<b>Portable Fire Extinguishers</b>	
Are fire extinguishers provided?	No
<b>Mechanical Detection Line</b>	
Function tested	Yes
Quantity of 165°F Links Changed	
Quantity of 212°F Links Changed	



# FIRE EQUIPMENT INCORPORATED

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Quantity of 280° F Links Changed	
Quantity of 360° F Links Changed	5
Quantity of 450° F Links Changed	
Quantity of 500° F Links Changed	
<b>Interlocks</b>	
Fuel shutoff	Yes
<b>CERTIFICATE OF INSPECTION</b>	
System tagged and left in service	Yes
Pertinent parties notified after conclusion of tasks	Yes
System returned to service	Yes
<b>COMMENTS:</b>	
6-Year Maintenance Test Are 6-year tests recorded?	No
12-Year Tests Are 12-year tests recorded?	



# FIRE EQUIPMENT INCORPORATED

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## FIRE SUPPRESSION CYLINDER RECORD

Kitchen Manufacturer	Model	Hydro	Number of Tanks	Location



# FIRE EQUIPMENT INCORPORATED

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**TOTAL # OF EXTINGUISHERS – 3**

**# EXTINGUISHERS DUE SERVICE NEXT YEAR –**

## New Equipment -

DRY CHEM 2.5 ABC		DRY CHEM 5 ABC		DRY CHEM 10 ABC		DRY CHEM 20 ABC	
DRY CHEM 10 BC		DRY CHEM 20 BC		DRY CHEM 10 PK		DRY CHEM 20 PK	
CO2 5lb		CO2 10lb		CO2 15.5lb		CO2 20lb	
Pressurized Water		K Class		Halotron 2.5lb		Halotron 5lb	
Halotron 11lb		Halotron 15lb		Emergency Lights		Exit Lights	
Other							

## Inspection/Recertification –

Dry Chem	2	K Class	1	Pressurized Water		Halotron	
CO2		Conductivity Test		Wheeled Unit		Emergency Light	
Exit Light		Other Insp					

## Recharges –

Dry Chem 2 1/2 lb		Dry Chem 5 lb		Dry Chem 10lb		Dry Chem 20lb	
CO2 5 lb		CO2 10 lb		CO2 15 lb		CO2 20 lb	
Pressurized Water		K Class .61		2,5G		Halotron 2.5 lb	
Halotron 5 lb		Halotron 11 lb		Halotron 15.5 Lb		Conductivity Tests	

## Service –

6 YR Maintenance Halotron		Hydrotest Dry Chem	
6 YR Maintenance Other		Hydrotest Other	

## Parts –

Service Collar		ORing		Check Stem		Pull Pin	
Vehicle Bracket		Heavy Duty Bracket		Batteries		Battery Disposal	
Wall Hook		M1 - 5lb		M2 -10lb		20lb	
Bulbs		Replacement Cover		Gauge		FEC Cover	
Other Parts		DOT		OSHA		PWM 90	
BL Series Vinyl		Type					





# FIRE EQUIPMENT INCORPORATED

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MEDFORD • AGAWAM • HYANNIS • SMITHFIELD • MANCHESTER

RP Series Plastic		Types					
-------------------	--	-------	--	--	--	--	--

**FIRE EXTINGUISHERS ARE IN COMPLIANCE WITH NFPA 10 CODE -**

**Recommendations -**

**Comments -**

**Signature:**

**Date:**

Jun 22, 2020



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

## TAX STATUS REQUEST FOR LICENSING

Date 3/9/2021

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

Owner's Name Chris King

Business Name Captain's Choice

Residential Address 4 Highland Rd. Unit D

Map and Parcel 36/93(D)

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

Susan D. Joseph  
Tax Collector's Signature

March 9<sup>th</sup> 2021  
Date



# TOWN OF TRURO

PO Box 2030, Truro MA 02666

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

**PAID**  
\$75  
\$350  
3/3/2021

## 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

RDVD 2021 MAR 3 am 7:47

ADMINISTRATIVE OFFICE  
TOWN OF TRURO

FACILITY: # UNITS

HOURS OF OPERATION:

☐ Motel \_\_\_\_\_☐ Annual ☒ Seasonal☐ Cottage Colony \_\_\_\_\_Opening Date: 5/1/21☐ Condominium \_\_\_\_\_Closing Date: 10/31/21☐ Campground \_\_\_\_\_Days of the Week Open: 7☐ Lodging \_\_\_\_\_☒ Transient Vendor
☐ Gas Station (Please submit your Service Station Compliance Form & Third Part Underground Storage Tank Inspection Report (FP 289))

### Section 2 – Business Information

Federal Employers Identification Number (FEIN/SS) \_\_\_\_\_

Dawn Snow  
Print Name of Applicant

James Too Inc  
Business Name

Dawn + Sebastian Snow  
Owner Name

14 Truro Center Rd.  
Street Address of Business

P.O. Box 957 Truro 02666  
Mailing Address of Business

 \_\_\_\_\_  
Business Phone Number

info@jams-truro.com  
Business E-Mail Address

### **Section 3 –MANAGER INFORMATION**

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

#### **Name of Onsite Manager:**

Name: Dawn Snow Unit Number: \_\_\_\_\_

Mailing Address: P.O. Box 957 Truro MA 02666

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

#### **Manager's Signature (REQUIRED)**

#### **Name of Offsite Manager:**

Name: Dawn Snow Business Name: \_\_\_\_\_

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

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

Dawn Snow

#### **Manager's Signature (REQUIRED)**

#### **Name of Co- Manager:**

Name: Sebastian Snow Business Name: \_\_\_\_\_

Business Address: P.O. Box 957 Truro 02666

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.

Dawn Snow Dawn Snow 2/5/21  
Signature of Applicant Print Name Date

### **Additional Applications & Documentation**

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

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

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

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

2021 \$75  
\$50



## Town of Truro

### Board of Health

24 Town Hall Road, P.O. Box 2030, Truro, MA 02666

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

Email: [ebeebe@truro-ma.gov](mailto:ebeebe@truro-ma.gov) or [adavis@truro-ma.gov](mailto:adavis@truro-ma.gov)

**PAID**  
\$75 Food  
\$50 Com Vic

### APPLICATION FOR FOOD SERVICE - COMMON VICTUALER

☐ New

☒ Renewal

RCVD 2021 MAR 3 AM 7:47  
ADMINISTRATIVE OFFICE

#### Section 1 - License Type

Type of License: ☒ Food Service

☒ Common Victualer

TOWN OF TRURO

#### Type of Food Service Establishment:

☒ Food Service (restaurant or take out)

☒ Retail Food (commercially prepared foods)

☐ Residential Kitchen

☐ Bed & Breakfast w/Continental Breakfast

☐ Catering

☐ Manufacturer of Ice Cream/Frozen Dessert

☒ Bakery

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

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

Business Name: Jams Too Inc DBA. Jams

Owner Name: Dawn Snow Email Address: [REDACTED]

Mailing Address: P.O. Box 957 Truro MA 02666

Phone No [REDACTED]

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

Name: Dawn Snow Email Address: "

Mailing Address: " Same as above

Phone No: \_\_\_\_\_ 24 Hour Emergency: \_\_\_\_\_

#### Section 3 - Business Operation Details

Number of Seats: N/A Inside: \_\_\_\_\_ Outside: \_\_\_\_\_ Number of Employees: 4 FTE

Length of Permit: ☐ Annual ☒ Seasonal Operation

Hours of Operation: 7am To 6pm

Days Closed Excluding Holidays: \_\_\_\_\_

If Seasonal: Approximate Dates of Operation: 5/1/21 To 10/31/21

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

on file

Allergen Awareness Certification (attach copy):

on file

Has your menu changed from last year? ☐ Yes ☒ No

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

#### Section 4 - Attestation

##### Attestation

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

Signature of Applicant: Dawn Snow

Date:

2/5/21

\*\*\*\*\*

##### Application Checklist:

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

#### FOR HEALTH DEPARTMENT USE ONLY

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

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

Date \_\_\_\_\_

**Number: 2021-083**

**Fee \$75.00**

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

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

**Dawn Snow, mgr., d/b/a JAMS Too, Inc.**

Whose place of business is **14 Truro Center Rd**

Type of business and any restrictions **Grocery/Deli**

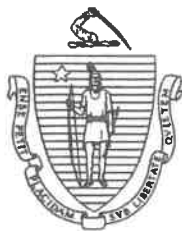
To operate a food establishment in **Truro, MA**

Permit Expires: **December 31, 2021**

Date Issued:

3/10/2021

  
**Truro Board of Health Agent**



**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: Jams Too Inc, DBA Jams

Address: 14 Truro Center Rd

City/State/Zip: Truro MA 02666 Phone #: [REDACTED]

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

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

**Business Type (required):**

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

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

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

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

Insurance Company Name: Norfolk + Dedham Mutual Insurance

Insurer's Address: 222 Ames St. PO Box 9109

City/State/Zip: Dedham MA 02027

Policy # or Self-ins. Lic. # [REDACTED] Expiration Date: 1/11/22

**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: Dawn Snow

Date: 2/5/21

Phone #: [REDACTED]

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

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

Issuing Authority (circle one):

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

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



WORKERS COMPENSATION AND EMPLOYERS' LIABILITY  
INSURANCE POLICY --- INFORMATION PAGE

INSURER:  
NORFOLK & DEDHAM MUTUAL FIRE INSURANCE COMPANY  
222 AMES STREET  
DEDHAM, MA 02026

POLICY NO: [REDACTED]

RENEWAL

NCCI Company No: 21059

Account No: [REDACTED]

FEIN: [REDACTED]

ITEM 1. NAMED INSURED AND MAILING ADDRESS:  
JAMS TOO, INC.  
PO BOX 957  
TRURO, MA 02666

AGENT NAME AND ADDRESS:  
KAPLANSKY INS AGCY/ N  
TRURO  
PO BOX 267  
NORTH TRURO, MA 02652

AGENT NO.: 20649

LEGAL ENTITY: CORPORATION

OTHER WORKPLACES NOT SHOWN ABOVE: (See Workers Compensation Classification Schedule)

ITEM 2. POLICY PERIOD: From: 01/11/2021 To: 01/11/2022

Effective 12:01 A.M. Standard Time at the Insured's mailing address.

ITEM 3. COVERAGE:

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

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

Bodily Injury by Accident:	\$	500,000	each accident
Bodily Injury by Disease:	\$	500,000	policy limit
Bodily Injury by Disease:	\$	500,000	each employee

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:  
**SEE ENDORSEMENT WC 20 03 06 B**

D. This Policy includes these Endorsements and Schedules:  
See Schedule of Forms and Endorsements.

ITEM 4. PREMIUM: The premium for this Policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required on the Workers Compensation Classification Schedule is subject to verification and change by audit.

Minimum Premium: \$ 217

Audit Period: **ANNUAL**

Total Estimated

Annual Premium: \$ 1,818

Additional / Return Premium:

Comments :

Issued At:

Date: 12/02/2020

Countersigned by \_\_\_\_\_

ServSafe

# ServSafe® CERTIFICATION

**DAWN SNOW**

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).

14695273

CERTIFICATE NUMBER

5242

EXAM FORM NUMBER

2/4/2022

DATE OF EXPIRATION

2/4/2022

DATE OF EXPIRATION

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



#0685

In accordance with National Uniformity

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Contact us with questions at 175 W Jackson Blvd, Ste 1800, Chicago, IL 60604 or [ServSafe@restaurant.org](mailto:ServSafe@restaurant.org)

ServSafe

# ServSafe® CERTIFICATION

**SEBASTIAN SNOW**

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).

**14695274**

**CERTIFICATE NUMBER**

**5242**

**EXAM FORM NUMBER**

**2/4/2022**

**DATE OF EXAMINATION**

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

**2/4/2022**

**DATE OF EXPIRATION**



#0655

In accordance with Minimum Labor Code Requirements, this certificate is valid for 2 years from the date of issuance.  
©2015 National Restaurant Association. All rights reserved. ServSafe and the ServSafe logo are trademarks of the NRAEF.

Contact us with questions at 175 W Jackson Blvd. Ste 1820, Chicago, IL 60604 or [ServSafe@restaurant.org](mailto:ServSafe@restaurant.org)

# CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: DAWN SNOW

Certificate Number: 2756569

Date of Completion: 1/31/2017

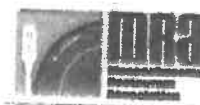
Date of Expiration: 1/31/2022



*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)



**FIRE EQUIPMENT**  
INCORPORATED

Protecting New England. Because so much is at stake.

MEDFORD • AGAWAM • HYANNIS • SMITHFIELD • MANCHESTER

HEALTH DEPARTMENT  
TOWN OF TRURO

AUG 03 2020

RECEIVED BY:

## Kitchen Suppression System Inspection Certificate

*For*

Jams Inc.  
14 Truro Center Road  
Truro, MA 02666

Tested to NFPA Standards

*This Inspection was performed in accordance with NFPA 17 or 17A Standards. The subsequent pages of this report provide performance measurements, listed ranges of acceptable results, and complete documentation of the inspection. Whenever discrepancies exist between acceptable performance standards and actual test results, notes and/or recommended solutions have been proposed or provided for immediate review and approval.*

*Inspection Date:*  
4/9/2020

*Inspector Name:* Justin Bearse  
*Title:* Service Technician



# FIRE EQUIPMENT INCORPORATED

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## Kitchen Suppression System Inspection Certificate

Property: Jams Inc.	Street: 14 Truro Center Road	City/State/Zip: Truro, MA 02666
Frequency: Annual	Inspector Name: Justin Bearse	Date: 4/9/2020
Installed Product: <b>K 00076477A</b>	Product: Kitchen Suppression System	Equipment Location: Roaster

System in service before conducting tasks	Yes
Pertinent parties notified before conducting tasks	Yes
<b>Appliances Left to Right:</b>	roaster
Type of special agent extinguishing system: Wet chemical Dry chemical Prior to performing the required maintenance steps, verify that the system protection is designed and installed correctly for the existing appliance and ventilation system configuration. If not, note deficiencies.	Wet Chemical
Were building alterations/renovations made since last inspection?	No
Is system connected to building fire alarm?	Yes
<b>Automatic Shutdown</b>	
What is fuel source? Electricity Gas or Both	Both
<b>Nozzles</b>	
Are caps in place?	Yes
Quantity of Nozzle Caps Changed	
Quantity of Nozzle Seals Changed	
Are nozzles properly oriented to protect hazard?	Yes
Are there signs of damage or clogging?	No
<b>Manual Releases</b>	
Are manual releases clear and unobstructed?	Yes
<b>System Cylinders and Mechanical Controls</b>	
Are system pressure gauges in proper operating range?	Yes
Tanks mounted and secured?	Yes
All visible piping & conduit properly supported and in good condition?	Yes
Proper pipe schedule and fitting weight(s) for hazard design?	Yes
Flexible discharge hoses? Date:      Part#:      Size: :	No
<b>Portable Fire Extinguishers</b>	
Are fire extinguishers provided?	No
<b>Mechanical Detection Line</b>	
Function tested	Yes
Quantity of 165° F Links Changed	
Quantity of 212° F Links Changed	



# FIRE EQUIPMENT INCORPORATED

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Quantity of 280° F Links Changed	
Quantity of 360° F Links Changed	1
Quantity of 450° F Links Changed	
Quantity of 500° F Links Changed	
<b>Interlocks</b>	
Fuel shutoff	Yes
<b>CERTIFICATE OF INSPECTION</b>	
System tagged and left in service	Yes
Pertinent parties notified after conclusion of tasks	Yes
<b>System returned to service</b>	Yes
<b>COMMENTS:</b> control upgrad/bottle/pull - 2021	
<b>6-Year Maintenance Test</b> Are 6-year tests recorded?	No
<b>12-Year Tests</b> Are 12-year tests recorded?	

Property: Jams Inc.	Street: 14 Truro Center Road	City/State/Zip: Truro, MA 02666
Frequency: Annual	Inspector Name: Justin Bearse	Date: 4/9/2020
Installed Product: <b>K 00076477B</b>	Product: Kitchen Suppression System	Equipment Location: Unit 14c

System in service before conducting tasks	Yes
Pertinent parties notified before conducting tasks	Yes
<b>Appliances Left to Right:</b>	4burn under sala
Type of special agent extinguishing system: Wet chemical Dry chemical Prior to performing the required maintenance steps, verify that the system protection is designed and installed correctly for the existing appliance and ventilation system configuration. If not, note deficiencies.	Wet Chemical
Were building alterations/renovations made since last inspection?	No
Is system connected to building fire alarm?	Yes
<b>Automatic Shutdown</b>	
What is fuel source? Electricity Gas or Both	Both
<b>Nozzles</b>	
Are caps in place?	Yes
Quantity of Nozzle Caps Changed	
Quantity of Nozzle Seals Changed	
Are nozzles properly oriented to protect hazard?	Yes
Are there signs of damage or clogging?	No
<b>Manual Releases</b>	
Are manual releases clear and unobstructed?	Yes



# FIRE EQUIPMENT INCORPORATED

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<b>System Cylinders and Mechanical Controls</b>	
Are system pressure gauges in proper operating range?	Yes
Tanks mounted and secured?	Yes
All visible piping & conduit properly supported and in good condition?	Yes
Proper pipe schedule and fitting weight(s) for hazard design?	Yes
Flexible discharge hoses?	No
Date:                      Part#:                      Size:                      :	
<b>Portable Fire Extinguishers</b>	
Are fire extinguishers provided?	No
<b>Mechanical Detection Line</b>	
Function tested	Yes
Quantity of 165° F Links Changed	
Quantity of 212° F Links Changed	
Quantity of 280° F Links Changed	
Quantity of 360° F Links Changed	1
Quantity of 450° F Links Changed	
Quantity of 500° F Links Changed	
<b>Interlocks</b>	
Fuel shutoff	Yes
<b>CERTIFICATE OF INSPECTION</b>	
System tagged and left in service	Yes
Pertinent parties notified after conclusion of tasks	Yes
System returned to service	Yes
<b>COMMENTS:</b> control, tank and pull station upgrade 2021	
<b>6-Year Maintenance Test</b>	No
Are 6-year tests recorded?	
<b>12-Year Tests</b>	
Are 12-year tests recorded?	





# **FIRE EQUIPMENT**

**I N C O R P O R A T E D**

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## **FIRE SUPPRESSION CYLINDER RECORD**

<b>Kitchen Manufacturer</b>	<b>Model</b>	<b>Hydro</b>	<b>Number of Tanks</b>	<b>Location</b>



# FIRE EQUIPMENT INCORPORATED

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**TOTAL # OF EXTINGUISHERS – 6**

**# EXTINGUISHERS DUE SERVICE NEXT YEAR –**

## New Equipment -

DRY CHEM 2.5 ABC		DRY CHEM 5 ABC		DRY CHEM 10 ABC		DRY CHEM 20 ABC	
DRY CHEM 10 BC		DRY CHEM 20 BC		DRY CHEM 10 PK		DRY CHEM 20 PK	
CO2 5lb		CO2 10lb		CO2 15.5lb		CO2 20lb	
Pressurized Water		K Class		Halotron 2.5lb		Halotron 5lb	
Halotron 11lb		Halotron 15lb		Emergency Lights		Exit Lights	
Other							

## Inspection/Recertification –

DryChem	4	KClass	2	Pressurized Water		Halotron	
CO2		Conductivity Test		Wheeled Unit		Emergency Light	
Exit Light		Other Insp					

## Recharges –

Dry Chem 2 1/2 lb		Dry Chem 5 lb		Dry Chem 10lb		Dry Chem 20lb	
CO2 5 lb		CO2 10 lb		CO2 15 lb		CO2 20 lb	
Pressurized Water		K Class .61		2,5G		Halotron 2.5 lb	
Halotron 5 lb		Halotron 11 lb		Halotron 15.5 Lb		Conductivity Tests	

## Service –

6 YR Maintenance Halotron		Hydrotest Dry Chem	
6 YR Maintenance Other		Hydrotest Other	

## Parts –

Service Collar		ORing		Check Stem		Pull Pin	
Vehicle Bracket		Heavy Duty Bracket		Batteries		Battery Disposal	
Wall Hook		M1 - 5lb		M2 -10lb		20lb	
Bulbs		Replacement Cover		Gauge		FEC Cover	
Other Parts		DOT		OSHA		PWM 90	
BL Series Vinyl		Type					



# FIRE EQUIPMENT INCORPORATED

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MEDFORD • AGAWAM • HYANNIS • SMITHFIELD • MANCHESTER

RP Series Plastic		Types					
-------------------	--	-------	--	--	--	--	--

**FIRE EXTINGUISHERS ARE IN COMPLIANCE WITH NFPA 10 CODE –**

**Recommendations -**

**Comments -**

  
ok by dawn

**Signature:**

**Date:**

Apr 09, 2020



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

## TAX STATUS REQUEST FOR LICENSING

Date MARCH 3, 2021

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

Owner's Name DAWN SNOW

Business Name JAMS TOO, INC.

Residential Address 14 TRURO Center Road

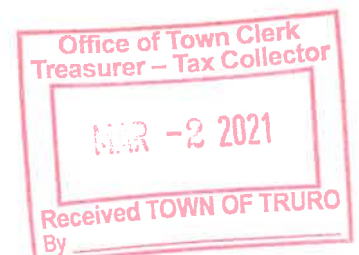
Map and Parcel 50 | 155

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

*All set.*

Molly Stevens  
Tax Collector's Signature

3/5/2021  
Date



**Number: 2021-34**

**Fee \$75.00**

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

**Permit To Operate A Food Establishment**

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

**Robert Rice, mgr., d/b/a Whitman House Restaurant**

Whose place of business is **5 Great Hollow Rd**

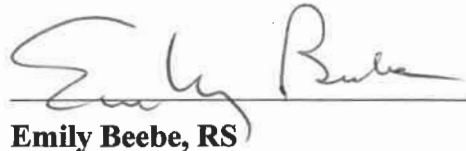
Type of business and any restrictions **Restaurant**

To operate a food establishment in **Truro**

Permit Expires: **December 31, 2021**

Date Issued:

**2/25/2021**



**Emily Beebe, RS**

**Truro Board of Health Agent**

Smoke exp:  
12/1/21

FS# 2021-34

HEALTH DEPARTMENT  
TOWN OF TRURO



**Town of Truro  
Board of Health**

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

NOV 16 2020

RECEIVED BY:

**APPLICATION FOR FOOD SERVICE - COMMON VICTUALER**

☐ New ☒ Renewal

**Section 1 - License Type**

Type of License: ☒ Food Service ☒ Common Victualer

**Type of Food Service Establishment:**

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

**Section 2 - Business/Owner/Manger Information**

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

Business Name: Whitman House

Owner Name: Robert Rice

Email Address: [REDACTED]

Mailing Address: P.O. Box 1086 Truro MA 02666

Phone No: 508-487-1740

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

Name: Robert Rice

Email Address: [REDACTED]

Mailing Address: P.O. Box 1086

Phone No: Truro 508-487-1740 24 Hour Emergency: Same

**Section 3 - Business Operation Details**

Number of Seats: Inside: 35 Outside: \_\_\_\_\_ Number of Employees: 5

Length of Permit: ☐ Annual ☒ Seasonal Operation

Hours of Operation: 5:00 To 8:00

Days Closed Excluding Holidays: Tuesday + Wednesday

\* If Seasonal: Approximate Dates of Operation: 5/15/21 To 10/15/21

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

Howard Case 1469442

Allergen Awareness Certification (attach copy):

Suzen Case 0802650

Has your menu changed from last year? ☐ Yes ☒ No

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

#### Section 4 - Attestation

##### Attestation

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

Signature of Applicant: \* Robert J. Rye

Date: 11/15/21

\*\*\*\*\*

##### Application Checklist:

☒ Food Service Permit Application

☒ Smoke Detector/Fire Protection Certification

☒ Workers Compensation Affidavit/Certificate of Insurance

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

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

☒ Copy of ServSafe Certification and Allergy Awareness

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

#### FOR HEALTH DEPARTMENT USE ONLY

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

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

Date \_\_\_\_\_



DEC 01 2020

RECEIVED BY:

---

Nov. 18, 2020

*To whom it may concern:*

*The year of 2020 was a major change for the Whitman House as it was for everyone. In 2019 we served in house 26,000 people, last year we served 800 "take out only" - not the way we wanted for our 59<sup>th</sup> year in business.*

*I am writing in regard to my hood system and the cleaning procedure. In 2019 we had the system cleaned and approved, this year it does not need cleaning; we averaged 20 take out a night for 45 nights. My kitchen ran at 15% of what usually does, many night I didn't even have to turn on the hood fans.*

*This coming year we are hopeful of opening the Tavern only with very limited seating, etc.. The restaurant will not be open; in 2021 should we decide to open the Tavern again the hood system will be cleaned.*

*Thanks*

*Robert F Rice*

*Robert Rice  
Owner*





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

**FIRE PROTECTION SYSTEMS  
ANNUAL TEST REPORT**

HEALTH DEPARTMENT  
TOWN OF TRURO

DEC 01 2020

RECEIVED BY:

BUSINESS NAME: Whitman House Rest

OWNER/MANAGER: Robert Rice

ADDRESS: 5 Great Hollow Road

PHONE #: 508-487-1740 NUMBER OF UNITS: \_\_\_\_\_

CONTACT PERSON: Bob Rice

ADDRESS: 5 Great Hollow Road

TESTING COMPANY: Quahog Electric Co.

TESTING ELECTRICIAN/TECHNICIAN: Arthur Martinez

COMPANY PHONE #: 407-4222 HOME PHONE #: \_\_\_\_\_

LICENSE #: A0653

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: ALF-M 37 OK

DATE OF CERTIFICATION: 12/1/20 BY: [Signature]  
Signature of Licensed Electrician

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



**The Commonwealth of Massachusetts**  
**Department of Industrial Accidents**  
**1 Congress Street, Suite 100**  
**Boston, MA 02114-2017**  
[www.mass.gov/dia](http://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: Whitman House Rest.

Address: 7 Great Hollow Road

City/State/Zip: Truro, MA 02666

Phone #: 508-487-1740

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

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

**Business Type (required):**

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

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

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

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

Insurance Company Name: Fireside Insurance Agency Inc.

Insurer's Address: 36 Shank Printer Road

City/State/Zip: Provincetown, MA 02657

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

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

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

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

Signature: Robert F. [REDACTED]

Date: 11/15/21

Phone #: \_\_\_\_\_

**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 #: \_\_\_\_\_

**ServSafe**  
National Restaurant Association

HEALTH DEPARTMENT  
TOWN OF TRURO

DEC 18 2019

RECEIVED BY:

# ServSafe® CERTIFICATION

HOWARD CASE

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).

14694442

CERTIFICATE NUMBER

5243

EXAM FORM NUMBER

2/6/2017

DATE OF EXAMINATION

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

2/6/2022

DATE OF EXPIRATION



#0855

*Sharon L. Brown*  
Sharon L. Brown  
Executive Director  
National Restaurant Association Education

In accordance with Maritime Labour Convention 2006, the following information is provided:  
©2015 National Restaurant Association Education. All rights reserved. ServSafe and the ServSafe logo are trademarks of the NRAEF.  
National Restaurant Association Education. All rights reserved. ServSafe and the ServSafe logo are trademarks of the NRAEF.



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

# CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: SUSAN CASE

Certificate Number: 2802650

Date of Completion: 3/3/2017

Date of Expiration: 3/3/2022

HEALTH DEPARTMENT  
TOWN OF THURO

DEC 18 2019

RECEIVED BY: \_\_\_\_\_



*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 COMPLETION

HEALTH DEPARTMENT  
TOWN OF TACOMA

DEC 18 2019

RECEIVED BY:

IN RECOGNITION OF SUCCESSFUL COMPLETION IN:  
**CPR / AED / First-Aid**  
(Adult / Child / Infant / Choking)  
AED / Injury & Universal Precautions

THIS CERTIFICATE IS PROUDLY PRESENTED TO:

**Howard Case**

The above mentioned Student is now certified in the above mentioned course by demonstrating proficiency in the subject by passing the examination in accordance with the Terms & Conditions of National CPR Foundation - Valid for 2 years. Course administered in accordance with the **2015** ECC/ILCOR and AHA® guidelines. ID#: **EA6C6C**



COURSE PROVIDED BY:  
**National CPR Foundation**

Completion: **December 16, 2019**  
Instructor: **Paul J. Scruton**

Signature: *Paul Scruton*



**DECOTIS**  
SPECIALTY INSURANCE

BOSTON PROVIDENCE BALTIMORE

MA: 781.794.1400 | RI: 401.351.0066 | MD: 443.846.0400

HEALTH DEPARTMENT  
TOWN OF TRURO

DEC 01 2020  
RECEIVED BY: **PLCS WSA**  
WWW.DECOTIS.COM

## COMMERCIAL PROPERTY QUOTE

**Date:** 11/10/2020  
**Applicant Name:** Whitman House Business Condominium; Robert L. Rice, Inc.  
P.O. Box 1086  
Truro, MA 02666  
**Broker:** Stephanie L. Santos  
Fireside Insurance Agency  
10 Shank Painter Common PO Box 760  
Provincetown, MA 02657-0760  
**Quote Number:** SUB118015-01  
(Prior Policy #: DSCPR1060)  
**Underwriter:** Brian Johnson  
bjohnson@decotis.com  
**Policy Period:** 11/28/2020 to 11/28/2021  
**Insured's Operations:** Seasonally Operated Fine Dining Restaurant (1st Floor) and Year  
Round Owners Residence (2nd Floor)  
**Carrier:** Underwriters at Lloyd's

### COMMERCIAL PROPERTY

#### LOCATION SCHEDULE

1/1 7 Great Hollow Road, Truro, MA 02666

Occupancy	Year Built	Construction	PC
Mercantile & Apartments	1850	Frame	5

**Location No: 1**

**Building No: 1**

#### Coverage

Coverage	Limit	Cause Of Loss	Valuation	Co Insurance	Premium
Building	\$ 750,000	Special	RCV	80.00%	
Content/Personal Property	\$ 120,000	Special	RCV	80.00%	
Property Extension (MKP 18)					

#### Deductibles:

**Location No: 1**

**Building No: 1**

Water	\$ 5,000
Wind/Hail	2.00%
AOP	\$ 2,500

### TOTAL COMMERCIAL PROPERTY PREMIUM

#### EQUIPMENT BREAKDOWN

**Coverage**

**EQUIPMENT BREAKDOWN**

**PREMIUM SUMMARY**

Limits	Deductible	Premium

**Total Premium**  
MA Surplus lines tax

## Lynne Budnick

---

**From:** Lynne Budnick  
**Sent:** Monday, November 16, 2020 12:50 PM  
**To:** Whitman House (Robert Rice)  
**Subject:** First page needed for Whitman House Condos  
**Attachments:** Fire Certs of Whitman House-Date Missing.pdf; Business License Appl.pdf

Good afternoon Bob,

We are missing a couple of items for the licensing of the Whitman House Condominiums, and the Whitman House Restaurant.

The missing documents are as follows:

- Fire Test reports that are **dated** – scanned here in attachment for Quahog Electric to complete.
- **First page** of the Annual Business license to be filled out for – **Whitman House Condominiums**, Business Condos application has been submitted. (I have attached the full application here.)
- Updated Liability and Workers' Comp forms from your insurance carrier.
- Copy of Inspection of Kitchen Equipment : Commercial Hood and Ventilation Report.

Thank you Bob. I hope that the list helps.

Best regards,

Lynne G. Budnick

*Lynne G. Budnick*

Principal Office Assistant/Building/Conservation/Health  
Town of Truro  
P.O. Box 2030  
24 Town Hall Road  
Truro, MA 02666  
Phone: (508) 349-7004, ext. 131  
Direct Line: (508) 214-0920  
Fax: (508) 349-5508





# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

## TAX STATUS REQUEST FOR LICENSING

Date 12/8/2020

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

Owner's Name: Robert Rice

Business Name Whitman House Restaurant

Residential Address 5 Great Hollow Rd

Map and Parcel 42-237

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

*All Set.*

*Molly Stevens*  
Tax Collector's Signature

12/11/2020  
Date



**Number: 2021-084**

**Fee \$75.00**

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

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

**Mobile Ice Cream Vendor – Lewis Brothers Homemade Ice Cream**  
**David Lewis, Manager**

Whose place of business is **310 Commercial Street, Provincetown MA**

Type of business and any restrictions **Mobile Food Cart**

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

Permit Expires: **December 31, 2021**

Date Issued:  
**3/10/2021**



Emily Beebe, R.S.,  
Agent for the Truro Board of Health

FS# 2021-084

HEALTH DEPARTMENT  
TOWN OF TRURO

MAR 05 2021

RECEIVED BY:



**TOWN OF TRURO  
BOARD OF HEALTH**

24 Town Hall Road, P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004 x131 Fax: 508-349-5508

Email: [ebbeebe@truro-ma.gov](mailto:ebbeebe@truro-ma.gov) or [adavis@truro-ma.gov](mailto:adavis@truro-ma.gov)

**APPLICATION FOR MOBILE FOOD SERVICE PERMIT**

☐ New ☒ Renewal

RCVD 2021MAR5 10:01 AM  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

**Section 1 – Type of Mobile Food Service**

- ☐ Mobile Food Truck (potentially hazardous foods)  
☒ Ice Cream Truck  
☐ Pushcart (limited to non-potentially hazardous foods)

**Section 2 – Business/Owner/Manager Information**

Business Name: LEWIS BROTHERS HOMEMADE ICE CREAM FEIN: [REDACTED]

Owner Name: DAVID LEWIS Email Address: [REDACTED]

Mailing Address: 155 SAMOSET RD. EASTHAM, MA 02642

Phone No: [REDACTED] 24 Hour Emergency: \_\_\_\_\_

Certified Food Manager(s) (attach copy):

DAVID LEWIS

Allergen Awareness Certification (attach copy):

DAVID LEWIS

List fixed or stationary location(s) where food will be sold:

SAME ROUTE AS LAST YEAR

Has your menu changed from last year? ☐ Yes ☒ No

If yes please attach copy of menu or provide description of food to be

DATES OF OPERATION

SAT 5/29 - MON 10/11

\*SAME ROUTE AS  
LAST YEAR

**Section 3 – Base of Operations**

(All Mobile Food Vendors must operate out of a fixed Licensed Establishment)

Name: LEWIS BROTHERS HOMEMADE ICE CREAM Telephone: [REDACTED] STORE 508-487-0999

Address: 310 COMMERCIAL ST. PTOWN, MA 02657 Owner/Manager: DAVID LEWIS

Type of Establishment: RETAIL FOOD

## Section 4 – Waste

### **WATER SYSTEM/WASTE RETENTION:**

☐ Site has potable water hookup

☒ Potable water supply tank on unit. Capacity 5 gal.

Capacity of waste retention tank 7 gal (should be greater than supply)

How and where will the liquid waste water be disposed of?

BASE OF OPERATIONS

## Section 5 - Attestation

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

Signature of Applicant: David S. Lewis

Date: 3/8/2021

### Application Checklist:

☐ Smoke detector/fire protection certification.

☐ Copy of inspection of commercial hood/ventilation system report (if applicable)

☒ IF YOU HAVE EMPLOYEES- Workers Compensation Affidavit & Certificate of Insurance

☐ IF YOU DO NOT HAVE EMPLOYEES- Workers Compensation Affidavit

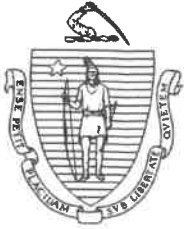
☒ Copy of valid food service permit for base of operations (if located outside Truro)

☐ Copy of most recent food service inspection report for base of operations (if located outside of Truro)

☐ Copy of the commissary agreement (base of operations).

☒ ICE CREAM TRUCKS ONLY: complete CORI form and permit to engage in ice cream vending mgl 270 §25

☒ Copy of state Hawker Peddler License



**The Commonwealth of Massachusetts**  
**Department of Industrial Accidents**  
**1 Congress Street, Suite 100**  
**Boston, MA 02114-2017**  
[www.mass.gov/dia](http://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: LEWIS BROTHERS, INC.  
Address: 310 COMMERCIAL ST.  
City/State/Zip: PROVINCETOWN, MA 02657 Phone #: 508-487-0977

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

1. ☒ I am an employer with 10 employees (full and/or part-time).\*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity.  
[No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

**Business Type (required):**

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

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

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

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

Insurance Company Name: AEIC  
Insurer's Address: 54 THIRD AVE  
City/State/Zip: BURLINGTON, MA 01803

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

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

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

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

Signature: [Signature] Date: 3/3/2021  
Phone #: 508-237-0522

**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)  
03/01/2021

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

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

<b>PRODUCER</b> Benson Young & Downs Ins 15 Briar Lane P O Box 717 Wellfleet MA 02667-0717	<b>CONTACT NAME:</b> Karina England-Quest		
	<b>PHONE (A/C, No, Ext):</b> (508) 487-0500 <b>FAX (A/C, No):</b> (508) 487-4135 <b>E-MAIL ADDRESS:</b> karina@byandd.com		
<b>INSURED</b> Lewis Brothers Inc & Plover Holdings LLC c/o David Lewis 155 Samoset Road Eastham MA 02642-	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> A.I.M. Mutual Insurance Company		
	<b>INSURER B:</b> Arbella Protection Ins Co		41360
	<b>INSURER C:</b> The Hartford		19682
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD. WORD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			09/21/2020	09/21/2021	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			09/21/2020	09/21/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ 20,000 BODILY INJURY (Per accident) \$ 40,000 PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	08/21/2020	08/21/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Ice Cream Shop located at 310 Commercial Street, Provincetown, MA 02657

## CERTIFICATE HOLDER

## CANCELLATION

AI 000139

Town of Truro  
PO Box 2030  
24 Town Hall Rd  
Truro

MA 02666-

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Carl R. Gorin*

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY  
INFORMATION PAGE

**Associated Employers Insurance Company**  
**54 Third Avenue, Burlington, Massachusetts 01803-0970**  
**(800) 876-2765**

NCCI NO 40959

POLICY NO. WCC-500-5011265-2020A  
PRIOR NO. WCC-500-5011265-2019A

ITEM

1. The Insured: Lewis Brothers Inc  
DBA:  
Mailing address: C/O David Lewis  
155 Samoset Road  
Eastham, MA 02642

FEIN: 

Legal Entity Type: Corporation

Other workplaces not shown above: See Location

2. The policy period is from 08/21/2020 to 08/21/2021 12:01 a.m. standard time at the insured's mailing address.
3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: MA
- B. Employers' Liability Insurance: Part Two of the policy applies to work in each state listed in item 3.A.

The limits of liability under Part Two are:

Bodily Injury by Accident	\$	100,000	each accident
Bodily Injury by Disease	\$	500,000	policy limit
Bodily Injury by Disease	\$	100,000	each employee

C. Other States Insurance: Coverage Replaced by Endorsement WC 20 03 06 B

D. This Policy includes these Endorsements and Schedules: SEE SCHEDULE

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

Classifications		Premium Basis	Rates	
	Code No.	Estimated Total Annual Remuneration	Per \$100 Of Remuneration	Estimated Annual Premium
INTRA	000183786			
INTER		SEE CLASS CODE SCHEDULE		

Minimum Premium \$208

GOV	GOV
STATE	CLASS
MA	8017

Total Estimated Annual Premium  
Deposit Premium

State Assessments/Surcharges  
\$1,264.00 x 3.5100%

This policy, including all endorsements, is hereby countersigned by

  
Authorized Signature

07/21/2020  
Date

Service Office:  
54 Third Avenue  
Burlington MA 01803

Benson Young & Downs Ins  
P.O. Box 559  
56 Howland Street  
Provincetown, MA 02657

WC 00 00 01 A (7-11)

Includes copyrighted material of the National Council on Compensation Insurance,  
used with its permission.

# CERTIFICATE OF ALLERGEN AWARENESS TRAINING

**Name of Recipient: David Lewis**

**Date of Completion: January 10, 2021**

**Date of Expiration: January 10, 2026**

*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:

Berkshire  
**AHEC**  
Area Health Education Center  
Pittsfield, Massachusetts  
[www.massfoodallergytraining.org](http://www.massfoodallergytraining.org)

# ServSafe® CERTIFICATION

**DAVID LEWIS**

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).

**14941426**

CERTIFICATE NUMBER

**5236**

EXAM FORM NUMBER

**4/3/2017**

DATE OF EXAMINATION

**4/3/2022**

DATE OF EXPIRATION

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



#0655

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





Commonwealth of Massachusetts  
Division of Standards  
Hawker / Peddler

For current status visit [www.mass.gov/standards](http://www.mass.gov/standards)

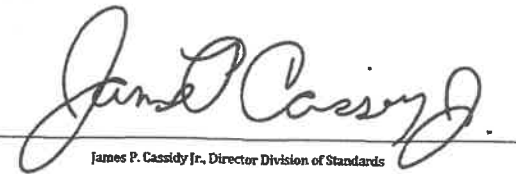
DAVID LEWIS  
155 SAMOSET RD  
EASTHAM MA 02642

2022

**License No: HP0128208**

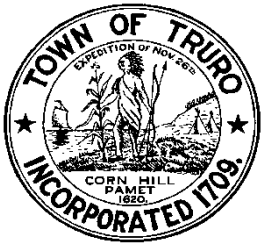
**Date of Issue: February 19, 2021**

**Date of Expiration: April 27, 2022**



James P. Cassidy Jr., Director Division of Standards

**This license is not transferable**



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Licensing Department

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** March 23, 2021

**ITEM:** Renewal of Seasonal Alcohol Licenses for 2021

**EXPLANATION:** Every March the review and approval of the Seasonal alcohol licenses comes before the Local Licensing Authority, the Select Board, for restaurants and package stores. These Seasonal licenses run from April 1-January 15. The Town of Truro currently has 13 (thirteen) such licenses, nine (9) On-Premise (MGL 138 § 12) Restaurants and four (4) Off-Premise (MGL 138 § 15) package stores.

The following establishments are seeking renewal: **Whitman House Restaurant, Blackfish Restaurant, Top Mast Café, Jams Too Inc., Fuller's Package Store, Terra Luna Restaurant, Beach Point Health & Swim Club, Captain's Choice, Payomet Performing Arts Center, and Highland Links Golf Course, Salty Market, Days Deli and Market, and Avenue D.**

All Liquor Liability and Certificates of Inspection will be required prior to issuance of on-premise licenses as required by the Alcoholic Beverages Control Commission.

**IMPACT IF NOT APPROVED:** The Seasonal Alcohol Licenses will not be renewed for 2021 if not approved by the Local Licensing Authority for submission to the Alcohol Beverages Control Commission (ABCC).

**SUGGESTED ACTION:** *MOTION TO approve the 2021 renewal of the seasonal alcohol licenses for Whitman House Restaurant, Blackfish Restaurant, Top Mast Café, Jams Too Inc., Fuller's Package Store, Terra Luna Restaurant, Beach Point Health & Swim Club, Captain's Choice, Payomet Performing Arts Center, Highland Links Golf Course, Salty Market, Days Deli and Market, and Avenue D and submission to the Alcoholic Beverages Control Commission.*

### ATTACHMENTS:

1. ABCC Seasonal License Holder's Applications
2. Chief of Police Review of Seasonal Licensees
3. 2020 Seasonal Alcohol Licenses



Jean M. Lorizio, Esq.  
Commission Chairman

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

Consent Agenda Item: 7E1

2021  
Retail License Renewal

License Number: [REDACTED] Municipality: TRURO  
License Name : Avenue D Inc. License Class: Seasonal  
DBA : Avenue D License Type: Restaurant  
Premise Address: 14C Truro Center Road Truro, MA 02666 License Category: Wines and Malt  
Manager: Ave. D. Rosenthal

I hereby certify and swear under penalties of perjury that:

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

Jane D. Rosenthal  
Signature

March 1 2021  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Please sign this form only in the month of March and return to your Local Licensing Authority.

Additional Information: *Premises did not open for 2020 season due to COVID.  
Anticipate opening Spring 2021 for the season.*



Jean M. Lorizio, Esq.  
Commission Chairman

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

**2021**  
**Retail License Renewal**

License Number: [REDACTED] Municipality: TRURO  
License Name : Beach Point Health And Swim Club License Class: Seasonal  
LLC License Type: General On-Premises  
DBA : Beach Point Health And Swim Club Llc  
Premise Address: 217 Shore Road Truro, MA 02652 License Category: All Alcoholic Beverages  
Manager: Albert R Silva

I hereby certify and swear under penalties of perjury that:

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

Albert Silva  
Signature

ALBERT SILVA  
Printed Name

3/2/21  
Date

Owner  
Title

Please sign this form only in the month of March and return to your Local Licensing Authority.

Additional Information:





Jean M. Lorizio, Esq.  
Commission Chairman

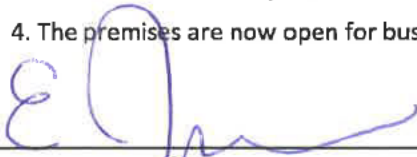
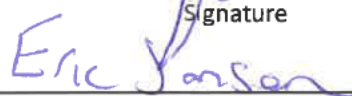
**Commonwealth Of Massachusetts**  
**Alcoholic Beverages Control Commission**  
**95 Fourth Street, Suite 3**  
**Chelsea, MA 02150-2358**

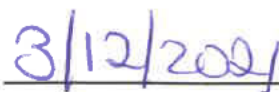

**2021**  
**Retail License Renewal**

License Number: [REDACTED] Municipality: TRURO  
License Name : Pamet Restaurant Group Inc License Class: Seasonal  
DBA : Blackfish License Type: Restaurant  
Premise Address: 17 Truro Center Road Truro, MA 02666 License Category: All Alcoholic Beverages  
Manager: Eric Jansen

I hereby certify and swear under penalties of perjury that:

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

  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Printed Name

  
\_\_\_\_\_  
Date  
  
\_\_\_\_\_  
Title

Please sign this form only in the month of March and return to your Local Licensing Authority.

Additional Information:





Jean M. Lorizio, Esq.  
Commission Chairman

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

**2021**  
**Retail License Renewal**

License Number: [REDACTED] Municipality: TRURO  
License Name : Captain's Choice Inc. License Class: Seasonal  
DBA : Captain'S Choice Restaurant License Type: Restaurant  
Premise Address: 4 Highland Road D Truro, MA 02652 License Category: All Alcoholic Beverages  
Manager: Christopher W King

I hereby certify and swear under penalties of perjury that:

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

Kristi A. Wageman

Signature

Kristi Wageman

Printed Name

3.8.21

Date

Owner

Title

Please sign this form only in the month of March and return to your Local Licensing Authority.

Additional Information:



Jean M. Lorizio, Esq.  
Commission Chairman

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

**2021**  
**Retail License Renewal**

License Number: [REDACTED] Municipality: TRURO  
License Name : MCJLT Inc. License Class: Seasonal  
DBA : Days Market & Deli License Type: Package Store  
Premise Address: 271 Shore Road Truro, MA 02652 License Category: Wines and Malt  
Manager: Mylan Janoplis

I hereby certify and swear under penalties of perjury that:

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

Signature

Mylan Janoplis

Printed Name

2 March 2021

Date

Manager

Title

Please sign this form only in the month of March and return to your Local Licensing Authority.

Additional Information:

Ⓟ Seasonal Business will open 16 April 2021



Jean M. Lorizio, Esq.  
Commission Chairman



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

**2021**  
**Retail License Renewal**

License Number: [REDACTED] Municipality: TRURO  
License Name : 2ds Transport Inc License Class: Seasonal  
DBA : Fullers Package Store License Type: Package Store  
Premise Address: 300 Route 6 Truro, MA 02666 License Category: All Alcoholic Beverages  
Manager: Frederick R Dunn

I hereby certify and swear under penalties of perjury that:

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

  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Printed Name

  
\_\_\_\_\_  
Date  
  
\_\_\_\_\_  
Title

Please sign this form only in the month of March and return to your Local Licensing Authority.

Additional Information:







Jean M. Lorizio, Esq.  
Commission Chairman

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

**2021**  
**Retail License Renewal**

License Number:



Municipality: TRURO

License Name : Jams Too, Inc.

License Class: Seasonal

DBA : Jams

License Type: Package Store

Premise Address: 14 Truro Center Road Truro, MA 02666

License Category: Wines and Malt

Manager: Dawn Snow

---

I hereby certify and swear under penalties of perjury that:

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

Dawn Snow  
Signature

3/2/2021  
Date

Dawn Snow  
Printed Name

owner / manager  
Title

Please sign this form only in the month of March and return to your Local Licensing Authority.

Additional Information:



Jean M. Lorizio, Esq.  
Commission Chairman

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

**2021**  
**Retail License Renewal**

License Number:



Municipality: TRURO

License Name : Johnson Golf Management Inc

License Class: Seasonal

DBA : Highland Links Golf Course

License Type: Restaurant

Premise Address: 10 Highland Light Road Truro, MA 02652

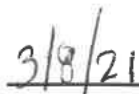
License Category: All Alcoholic Beverages

Manager: Kelly Laramée

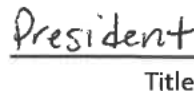
I hereby certify and swear under penalties of perjury that:

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

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Printed Name

  
\_\_\_\_\_  
Title

Please sign this form only in the month of March and return to your Local Licensing Authority.

Additional Information:



Jean M. Lorizio, Esq.  
Commission Chairman

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

**2021**  
**Retail License Renewal**

License Number: [REDACTED] Municipality: TRURO  
License Name : Payomet Inc License Class: Seasonal  
DBA : Payomet Performing Arts Center License Type: General On-Premises  
Premise Address: 29 Old Dewline Road Truro, MA 02666 License Category: Wines and Malt  
Manager: Kevin Rice

I hereby certify and swear under penalties of perjury that:

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

  
Signature  
KEVIN RICE  
Printed Name

3/11/2021  
Date  
Executive Artistic Director  
Title

Please sign this form only in the month of March and return to your Local Licensing Authority.

Additional Information:

*Opening late April - May.*



Jean M. Lorizio, Esq.  
Commission Chairman

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

**2021**  
**Retail License Renewal**

License Number: [REDACTED] Municipality: TRURO  
License Name: Salty Market LLC License Class: Seasonal  
DBA: Salty Market License Type: Package Store  
Premise Address: 2 Highland Rd Truro, MA 02652 License Category: All Alcoholic Beverages  
Manager: Ellery Paul Althaus

I hereby certify and swear under penalties of perjury that:

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

  
Signature

Ellery Paul Althaus  
Printed Name

03/04/21  
Date

Owner/manager  
Title

Please sign this form only in the month of March and return to your Local Licensing Authority.

Additional Information:



Jean M. Lorizio, Esq.  
Commission Chairman

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

**2021**  
**Retail License Renewal**

License Number: [REDACTED] Municipality: TRURO  
License Name : Stostef Inc License Class: Seasonal  
DBA : Terra Luna Restaurant License Type: Restaurant  
Premise Address: 104 Shore Rd Truro, MA 02652 License Category: All Alcoholic Beverages  
Manager: Anthony J Pasquale

I hereby certify and swear under penalties of perjury that:

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

  
Signature

ANTHONY PASQUALE

Printed Name

3/2/21

Date

CHEF / OWNER

Title

Please sign this form only in the month of March and return to your Local Licensing Authority.

Additional Information:



Jean M. Lorizio, Esq.  
Commission Chairman

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

**2021**  
**Retail License Renewal**

License Number: [REDACTED] Municipality: TRURO  
License Name : Top Mast Resort Inc License Class: Seasonal  
DBA : Top Mast Cafe License Type: Restaurant  
Premise Address: 209 Shore Road Truro, MA 02652 License Category: All Alcoholic Beverages  
Manager: Albert R Silva

I hereby certify and swear under penalties of perjury that:

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

Albert Silva  
Signature

ALBERT SILVA  
Printed Name

3/2/21  
Date

Owner  
Title

Please sign this form only in the month of March and return to your Local Licensing Authority.

Additional Information:





Jean M. Lorizio, Esq.  
Commission Chairman

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

**2021**  
**Retail License Renewal**

License Number: [REDACTED] Municipality: TRURO  
License Name : Robert L Rice Inc License Class: Seasonal  
DBA : Whitman House License Type: Restaurant  
Premise Address: 7 Great Hollow Road Truro, MA 02666 License Category: All Alcoholic Beverages  
Manager: Susan Jean Case

I hereby certify and swear under penalties of perjury that:

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

*Robert L Rice*

Signature

*ROBERT L. RICE*

Printed Name

*3/4/21*

Date

*OWNER*

Title

Please sign this form only in the month of March and return to your Local Licensing Authority.

Additional Information:







# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

## Licensing Department

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

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

## MEMO

To: Chief of Police, Jamie Calise, Truro Police Department  
 From: Nicole Tudor, Executive Assistant  
 Date: February 23, 2021  
 Re: 2021 Seasonal Liquor License Renewals

Please review the following 13 seasonal alcohol beverage license renewals for 2021 and kindly make any comments or concerns as you deem necessary. We anticipate the Local Licensing Authority will review these renewal applications in the month of March.

### 2021 SEASONAL LIQUOR LICENSE RENEWAL APPLICANTS:

1. Avenue D Inc, dba **Avenue D**, 14 Truro Center Rd Unit C, Ave D. Rosenthal, Manager  
 License # 04845-RS-1292 (ABCC) Type of License: Restaurant Category: Wines and Malts

Approved/No Issues or Violations ☒  
 Comments: \_\_\_\_\_

Reason for Denial ☐

2. **Beach Point Health and Swim Club, LLC**, 217 Shore Road, Albert Silva, Manager  
 License #00034-GP-1292 (ABCC) Type of License: General On Premise Category: All Alcohol

Approved/No Issues or Violations ☒  
 Comments: \_\_\_\_\_

Reason for Denial ☐

3. Pamet Restaurant Group, Inc., dba **Blackfish Restaurant**, 17 Truro Center Rd, Eric Jansen, Manager  
 License # 00003-RS-1292 (ABCC) Type of License: Restaurant Category: All Alcohol

Approved/No Issues or Violations ☒  
 Comments: \_\_\_\_\_

Reason for Denial ☐

4. Captain's Choice Inc. dba **Captain's Choice**, 4 Highland Rd Unit D, Christopher W. King, Manager, License # 00040-RS-1292 (ABCC) Type of License: Restaurant Category: All Alcohol

Approved/No Issues or Violations ☒  
 Comments: \_\_\_\_\_

Reason for Denial ☐



5. MCJLT Inc., dba **Days Market and Deli**, 271 Shore Rd, Mylan Janoplis, Manager, License #89576-PK-1292 (ABCC) Type of License: Package Store Category: Wine & Malt

Approved/No Issues or Violations ☒

Reasons for Denial ☐

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

6. 2 D's Transport, Inc. dba **Fuller's Package Store**, 300 Route 6, Frederick W. Dunn, Manager  
License # 00012-PK-1292 (ABCC) Type of License: Package Store Category: All Alcohol

Approved/No Issues or Violations ☒

Reason for Denial ☐

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

7. Johnson Golf Management, Inc., dba **Highland Links Golf Course**, 10 Highland Light Road, Kelly Laramée, Manager, License # 00038-RS-1292 (ABCC) Type of License: Restaurant Category: All Alcohol

Approved/No Issues or Violations ☒

Reason for Denial ☐

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

8. Jams, Too, Inc., dba **Jams**, 14 Truro Center Rd, Dawn Snow, Manager License # 00011-PK-1292 (ABCC)  
Type of License: Package Store Category: Wine & Malt

Approved/No Issues or Violations ☒

Reason for Denial ☐

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

9. Payomet Inc., dba **Payomet Performing Arts Center**, 29 Old Dewline Rd, Kevin Rice, Manager  
License # 00039-GP-1292 (ABCC) Type of License: General on Premises Category: Wine and Malt

Approved/No Issues or Violations ☒

Reasons for Denial ☐

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

10. Salty Market, LLC., dba **Salty Market**, 2 Highland Rd, Ellery Paul Althaus, Manager, License #00036-PK-1292 (ABCC) Class: Annual Type of License: Package Store Category: All Alcohol

Approved/No Issues or Violations ☒

Reasons for Denial ☐

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

11. Stostef, Inc dba **Terra Luna Restaurant**, 104 Shore Rd, Anthony Pasquale, Manager, License # 00018-RS-1292 (ABCC) Type of License: Restaurant Category: All Alcohol

Approved/No Issues or Violations ☒

Reasons for Denial ☐

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

12. Top Mast Resort Inc, dba **Top Mast Cafe**, 209 Shore Rd, Albert R. Silva, Manager  
License # 00006-RS-1292 (ABCC) Type of License: Restaurant Category: All Alcohol

Approved/No Issues or Violations ☒

Reasons for Denial ☐

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

13. Robert L. Rice, Inc, dba **Whitman House Rest.**, 7 Great Hollow Rd, Robert L. Rice, Manager  
License # 00002-RS-1292 (ABCC) Type of License: Restaurant Category: All Alcohol

Approved/No Issues or Violations ☒

Reasons for Denial ☐

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

**POLICE DEPARTMENT APPROVAL**

Date: 3/5/2021

Signature: \_\_\_\_\_  
Jamie Calise, Chief of Police



# LICENSE ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF

The.....Town.....of.....Truro.....

MASSACHUSETTS

HEREBY GRANTS A

## COMMON VICTUALER

License to Expose, Keep for Sale, and to Sell

Wines and Malt Beverages

*To Be Drunk On the Premises*

To Avenue D, Inc. dba Avenue D

Ave D. Rosenthal, Manager

on the following described premises

The premises are on one floor; Main room (660 Sq ft) with banquette seating for 9 to 10 people. Bar will have 6 barstools.

Total occupancy 28 people. Total sq.ft. 1439, 1 Entrance, and 1 Exit.

Located at 14 Truro Center Road, Unit C, Truro.

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires January 15th 2021, unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 24th day of March, 2020

The Hours during which Alcoholic Beverages may be sold are

From

Monday-Saturday

3:00PM-10:00PM

Sunday 3:00PM-10:00PM

LICENSING BOARD

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ

**LICENSE  
ALCOHOLIC BEVERAGES**

**THE LICENSING BOARD OF  
THE TOWN OF TRURO  
MASSACHUSETTS  
HEREBY GRANTS A**

**GENERAL ON PREMISES**

**LICENSE TO EXPOSE, KEEP FOR SALE, AND TO SELL  
ALL KINDS OF ALCOHOLIC BEVERAGES**

**TO BE DRUNK ON THE PREMISES**

To Beach Point Health & Swim Club, LLC  
Albert Silva, Manager

On the following described premises

The building is a 5000 sqft complex housing a 50' pool, kiddie pool,  
hot tub, sauna, steam room, exercise room, 3 private showers, & 2  
bathrooms. Exits are located on each end of the building & in the rear  
of the building. Located at 217 Shore Rd, Truro.

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires January 15th, 2021 unless earlier suspended, cancelled, or revoked. In testimony whereof, the undersigned have hereunto affixed their official signatures this 24th day of March 2020

The hours during which alcoholic beverages  
may be sold are from:  
Monday-Saturday

9:00am-12:00am

Sunday 10:00am-12:00am

ABCC Lic. [REDACTED]

[Signature]  
[Signature]

Licensing Board, Town of Truro



# LICENSE ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF

The...TOWN...of...TRURO.....

MASSACHUSETTS

HEREBY GRANTS A

## COMMON VICTUALER

License to Expose, Keep for Sale, and to Sell

**All Kinds of Alcoholic Beverages**

***To Be Drunk On the Premises***

To Pamet Restaurant Group, Inc. dba Blackfish Restaurant

Eric Jansen, Manager

on the following described premises

1 1/2 story building with three rooms & adjacent terrace. Both entrance &  
exit on the side of the road. Located at 17 Truro Center Road, Truro.

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires January 15th 2021, unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their  
official signatures this 24th day of March 2020

The Hours during which Alcoholic  
Beverages may be sold are

From

Monday-Saturday

8:00am-1:00am

Sunday 12:00pm-1:00am

ABCC LIC [REDACTED]

LICENSING BOARD

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ

# LICENSE ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF

The Town.....of.....Truro.....

MASSACHUSETTS

HEREBY GRANTS A

## COMMON VICTUALER

License to Expose, Keep for Sale, and to Sell

All Kinds of Alcoholic Beverages

To Be Drunk On the Premises

To Captain's Choice Inc. ....

..... Christopher W. King, Manager .....

on the following described premises

One story building with kitchen, dining room (Licensed Area), and bathroom (850 sq. ft.). Three entrances and three exits of which two entrances and two exits are available to the public. Outdoor patio (Licensed Area) beneath awning (1200sq ft). Crawl ..

Space (850 sq ft) not used. Attic (850 sq. ft.) used for storage. Located at 4 Highland Rd Unit D, North Truro. ....

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires January 15th 2021..., unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this..... 24th..... day of March..... 20 20 .....

The Hours during which Alcoholic Beverages may be sold are

From.....

Monday-Saturday.....

10:00AM-10:00PM.....

Sunday 10:00AM-10:00PM.....

ABCC License [REDACTED]

*[Handwritten signatures]*

LICENSING BOARD

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ

# LICENSE ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF

The.....TOWN.....of.....TRURO.....

MASSACHUSETTS

HEREBY GRANTS A

## RETAIL PACKAGE GOODS STORE

License to Expose, Keep for Sale, and to Sell

Wines and Malt Beverages

**Not To Be Drunk On the Premises**

To.....MCJLT. Inc. DBA Days Market & Deli.....

Mylan Janoplis, Manager

on the following described premises

Single story, one room market & deli on street level

Located at 271 Shore Road, North Truro, MA 02652

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires January 15th 2021 unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this.....24th.....day of.....March 2020

The Hours during which Alcoholic Beverages may be sold are

From.....

Monday -Saturday

8:00am-10:00pm

Sunday 10:00am-10:00pm

ABCC License: [REDACTED]

*[Handwritten signatures]*

LICENSING BOARD

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# LICENSE ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF

The TOWN of TRURO

MASSACHUSETTS

HEREBY GRANTS A

## RETAIL PACKAGE GOODS STORE

License to Expose, Keep for Sale, and to Sell

**All Kinds of Alcoholic Beverages**

***Not To Be Drunk On the Premises***

To 2 d's Transport Inc. dba Fuller's Package Store

Frederick R. Dunn, Manager

on the following described premises

Single-story building with two rooms, full basement

for storage. Located at 300 Route 6, Truro.

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires January 15th 20.21., unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 24th day of March 20.20.

The Hours during which Alcoholic Beverages may be sold are

From

Monday - Saturday

8:30am-11:00pm

Sunday 10:00am-11:00pm

ABCC LIC [REDACTED]

*[Handwritten signatures]*

LICENSING BOARD

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**LICENSE**  
**ALCOHOLIC BEVERAGES**

THE LICENSING BOARD OF

The TOWN of TRURO

MASSACHUSETTS

HEREBY GRANTS A

**RETAIL PACKAGE GOODS STORE**

**License to Expose, Keep for Sale, and to Sell**

**Wines and Malt Beverages**

***Not To Be Drunk On the Premises***

To Jams Too, Inc. dba Jams

Dawn Snow, Manager

on the following described premises

Two-story building, 1st floor sales room & storage, 2nd floor apartment  
entrances/exits located on the side and back of building.

Located at 14 Truro Center Road.

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires January 15th 2021 unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 24th day of March, 2020

The Hours during which Alcoholic Beverages may be sold are

From

Monday-Saturday

8:00am-9:00pm

Sunday 10:00am-9:00pm

ABCC LIC [REDACTED]

  
Licensing Board

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ

# LICENSE ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF

The.....Town.....of.....Truro.....

MASSACHUSETTS

HEREBY GRANTS A

## COMMON VICTUALER

License to Expose, Keep for Sale, and to Sell

All Kinds of Alcoholic Beverages

*To Be Drunk On the Premises*

To Johnson Golf Management Inc., dba Highland Links Golf Course

Kelly Laramée, Manager

on the following described premises

Two-story building, 1st floor consists of a pro-shop, food & beverage

area and adjacent deck. 2nd floor consists of offices. Exit and entrance

located in the front & rear. Located on Highland Light Road.

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires JANUARY 15TH 2021., unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this.....24th.....day of MARCH 2020.....

The Hours during which Alcoholic Beverages may be sold are

From

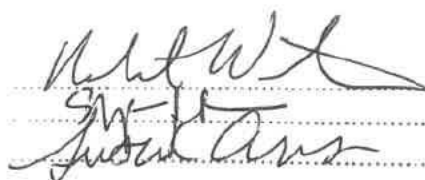
MONDAY-SATURDAY

10:00AM-7:00PM

SUNDAY

10:00AM-7:00PM

ABCC LIC#



LICENSING BOARD

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**LICENSE  
ALCOHOLIC BEVERAGES**

**THE LICENSING BOARD OF  
THE TOWN OF TRURO  
MASSACHUSETTS  
HEREBY GRANTS A**

**GENERAL ON PREMISES**

**LICENSE TO EXPOSE, KEEP FOR SALE, AND TO SELL  
WINE & MALT ALCOHOLIC BEVERAGES**

**TO BE DRUNK ON THE PREMISES**

To Payomet, Inc.

dba Payomet Performing Arts Center

Kevin Rice, Manager

On the following described premises

Performing arts center seasonal facility located in a main tent (50x75)  
and two adjacent side tents (20x50 & 23x49). Main tent includes a lobby  
with concession/bar area, stage and fixed seating areas; side tents  
accommodate additional fixed seating. Located at 29 Old Dewline Rd.

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires January 15, 2021 unless earlier suspended, cancelled, or revoked. In testimony whereof, the undersigned have hereunto affixed their official signatures this 24th day of March 2020

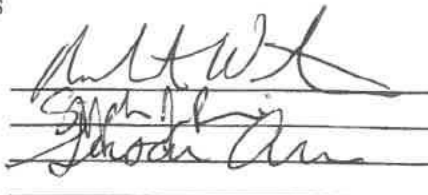
The hours during which alcoholic beverages  
may be sold are from:

Monday - Saturday

5:00pm-10:30pm

Sunday 5:00pm-10:30pm

ABCC LIC [REDACTED]



Licensing Board, Town of Truro



# LICENSE ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF

The TOWN of TRURO

MASSACHUSETTS

HEREBY GRANTS A

## RETAIL PACKAGE GOODS STORE

License to Expose, Keep for Sale, and to Sell

All Kinds of Alcoholic Beverages

Not To Be Drunk On the Premises

To SALTY MARKET, LLC  
ELLERY PAUL ALTHAUS, MANAGER

on the following described premises

Located at 2 Highland Rd. 2 1/2 story building with 1 salesroom for groceries, 1 small  
open room for liquor and back room for prep area for deli. 1 entrance and exit in front of  
building and 2 doors in rear for receiving. Basement for storage, 1/3 size of store.

This license is granted and accepted upon the express condition that the  
licensee shall, in all respects, conform to all the provisions of the Liquor Control  
Act, Chapter 138 of the General Laws, as amended, and any rules or regulations  
made thereunder by the licensing authorities. This license expires January 15th  
2021, unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their  
official signatures this 24th day of March 2020.

The Hours during which Alcoholic  
Beverages may be sold are

From

Monday thru Saturday 8:00am- 11:00pm

Sunday sales from 10:00am until 11:00pm

ABCC LICENSE

LICENSING BOARD

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**LICENSE  
ALCOHOLIC BEVERAGES**

THE LICENSING BOARD OF

The TOWN.....of TRURO.....

**MASSACHUSETTS**

HEREBY GRANTS A

**COMMON VICTUALER**

**License to Expose, Keep for Sale, and to Sell**

**All Kinds of Alcoholic Beverages**

***To Be Drunk On the Premises***

To STOSTEF, Inc., dba Terra Luna Restaurant

Anthony J. Pasquale, Manager

on the following described premises

One story building with dining rooms and kitchen.

Located at 104 Route 6A (Shore Road), Truro.

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires January 15th 2021., unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 24th day of March 2020.

The Hours during which Alcoholic Beverages may be sold are

From

Monday-Saturday

10:00am-10:00pm

Sunday 12:00pm-10:00pm

ABCC LIC [REDACTED]

*[Handwritten signatures]*

LICENSING BOARD

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**LICENSE  
ALCOHOLIC BEVERAGES**

THE LICENSING BOARD OF

The TOWN of TRURO

MASSACHUSETTS

HEREBY GRANTS A

**COMMON VICTUALER**

**License to Expose, Keep for Sale, and to Sell**

**All Kinds of Alcoholic Beverages**

***To Be Drunk On the Premises***

To TOP MAST RESORT, Inc., dba Top Mast Cafe'

Albert R. Silva, Manager

on the following described premises

Two-story building, upper level is manager's quarters.

Lower story is restaurant, kitchen, restrooms & garage.

Located at 209 Shore Rd., Truro.

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires January 15th 20.21., unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 24th day of March 20.20.

The Hours during which Alcoholic Beverages may be sold are

From

Monday-Saturday

8:00am-11:00pm

Sunday 10:00am-11:00pm

ABCC LIC. [REDACTED]

*[Handwritten signatures]*

LICENSING BOARD

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# LICENSE ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF

The TOWN.....of TRURO.....

MASSACHUSETTS

HEREBY GRANTS A

## COMMON VICTUALER

License to Expose, Keep for Sale, and to Sell

All Kinds of Alcoholic Beverages

*To Be Drunk On the Premises*

To ROBERT L. RICE, Inc., dba Whitman House Restaurant

Robert L. Rice, Manager

on the following described premises

First Floor: 4 dining rooms & cocktail lounge, cellar & storage.

Second floor: restroom & storage.

Located off Route 6 at 7 Great Hollow Rd., Truro.

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires January 15th 20.21., unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 24th.....day of March.....20 20.....

The Hours during which Alcoholic Beverages may be sold are

From

Monday-Saturday

11:00am-11:00pm

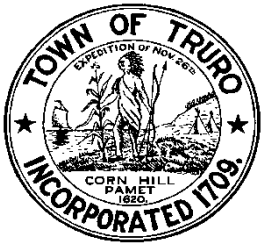
Sunday 12:00pm-11:00pm....

ABCC LIC. [REDACTED]

LICENSING BOARD

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# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Licensing Department

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** March 23, 2021

**ITEM:** Review and Approve the 2021 Seasonal Renewal Certification for the Alcohol Beverages Control Commission

**EXPLANATION:** In addition to the Alcohol Beverages Control Commission Seasonal license renewal applications, the renewal certification must also be signed by the local licensing authority. The ABCC is requesting this form be approved and signed, as proof of any seasonal licenses that failed to renew or were disapproved for renewal. Truro had no 2021 seasonal licenses that did not renew nor did the Select Board disapprove the renewal of any seasonal alcohol licenses for 2021.

**IMPACT IF NOT APPROVED:** The renewal certification will not be approved for submission to the Alcohol Beverages Control Commission (ABCC).

**SUGGESTED ACTION:** *MOTION TO approve the 2021 Alcohol Beverages Control Commission renewal certification.*

**ATTACHMENTS:**

1. ABCC 2021 Seasonal Renewal Certification

## SEASONAL RETAIL LIQUOR LICENSE RENEWAL APPLICATION GUIDELINES

Without exception, all seasonal alcoholic beverages **licensees** are required to renew their alcoholic beverages license by **March 31st** of each year.

All retail license renewal applications must be signed by an authorized corporate officer, individual or partner and filed with the Local Licensing Authority by March 31st. Licensees who are in the process of transferring their licenses are required to file the renewal application until the transfer has occurred and they are no longer the licensee of record.

Licensees are responsible for correcting any differences between their files and the ABCC license file on the renewal application in red ink. A Licensing Authority Certification Form verifying these changes which have been ABCC approved must be attached to the license renewal application in order to change the official ABCC license file (zip codes and spelling errors do not require a Form 43).

All on-premises M.G.L. c. 138, §12 licensees must provide proof of the required liquor liability insurance to the Local Licensing Authorities.

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

---

Please complete this form and mail it to the ABCC along with the signed licensee certificates along with any corrections no later than May 15th, 2020. If possible, please refrain from sending stapled documents.

Alcoholic Beverages Control Commission  
c/o Licensing Department  
95 Fourth Street, Suite 3  
Chelsea, MA 02150

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**Any seasonal renewal application not signed and filed by March 31<sup>st</sup> will be treated as a New License.**

If seasonal renewal application becomes a new license for failure to meet the March 31<sup>st</sup> signing deadline, it will be subject to all the procedures set forth under Chapter 138, §15A.

ANY QUESTIONS REGARDING THE ABOVE GUIDELINES SHOULD BE DIRECTED TO HURSHEL LANGHAM AT HLANGHAM@TRE.STATE.MA.US or  
SABRINA LUC AT SLUC@TRE.STATE.MA.US.

*Ralph Sacramone, Executive Director*

## SEASONAL RENEWAL CERTIFICATION 2021

CITY/TOWN: Truro

### **A. SEASONAL LICENSEES WHO FAILED TO RENEW FOR 2021/22:**

**LICENSE #:**

**LICENSEE CORPORATE NAME AND ADDRESS:**

N/A

### **B. SEASONAL LICENSEES DISAPPROVED BY THE CITY/TOWN FOR 2021/22:**

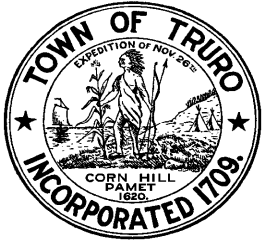
**LICENSE #:**

**LICENSEE CORPORATE NAME AND ADDRESS:**

N/A

We hereby certify that the premises described in the 2021/22 seasonal renewal applications for the above mentioned municipality are now occupied, used or controlled by the licensee and will be on April 1, 2021. The 2021 Renewal Applications have been approved by the Local Licensing Authorities and forwarded to the ABCC.

The Local Licensing Authorities



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** March 23, 2021

**ITEM:** Application to Serve

**EXPLANATION:** Christopher Clark has been an Alternate member of the Shellfish Advisory Committee. There is an unexpired full member vacancy and Mr. Clark would like to move from an Alternate to a Full Member.

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

**IMPACT IF NOT APPROVED:** Mr. Clark will remain an Alternate and the Full member position will remain vacant until filled.

**SUGGESTED ACTION:** *Motion to Appoint Christopher Clark to an unexpired full member position which expires June 30, 2021.*

**ATTACHMENTS:**

1. Application to Serve



# 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

ADMINISTRATIVE OFFICE  
TOWN OF TRURO

NAME: Christopher Clark HOME TELEPHONE: [REDACTED]  
 ADDRESS: 1 Higgins Hollow Rd WORK PHONE: [REDACTED]  
 MAILING ADDRESS: PO BOX 1165 E-MAIL: [REDACTED]  
 FAX: — MULTI-MEMBER BODY ON WHICH I WISH TO SERVE:

SHELLFISH COMMITTEE

SPECIAL QUALIFICATIONS OR INTEREST: HAVE BEEN COMMITTEE ALTERNATE  
AND WANT TO CONTINUE AS A FULL MEMBER. AS A TRURO  
RESIDENT I AM KEEN TO CONTRIBUTE TO THE FUTURE HEALTH  
AND PRODUCTIVITY OF OUR SHELLFISH RESOURCES. AS A SCIENTIST

COMMENTS: I AM ALSO KEEN TO CONTRIBUTE TO OUR  
COLLECTIVE KNOWLEDGE AS A MEANS TO ACHIEVE THIS  
PRODUCTIVITY

SIGNATURE: Christopher Clark DATE: 18 March 2021

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

I would welcome and support changing his status  
from Alternate to Full Member.

SIGNATURE: [Signature] DATE: 03/18/21

INTERVIEW DATE: \_\_\_\_\_ APPOINTMENT DATE (IF APPLICABLE): \_\_\_\_\_

Select Board Meeting Minutes  
February 9, 2021 at 5:00pm  
Via GoToMeeting Platform

**Select Board Present:** Chair-Robert Weinstein, Vice Chair-Kristen Reed, Clerk-Susan Areson, Janet Worthington, Stephanie Rein

**Others Present:** Town Manager-Darrin Tangeman, Assistant Town Manager-Kelly Clark, Health/Conservation Agent-Emily Beebe, John Donahue, Robert White, Jane Lucas, Franklin Haskell, Steve Corcoran, Ann Taggart, Candida Monteith

Chair Weinstein called the meeting to order at 5:00pm and read off instructions regarding how to join the meeting.

**Public Comment-**None

**Board/Committee/Commission Appointments**

**Interview and Appointment of Board of Health Vacancy (Alternate)-Candida Monteith**

Ms. Monteith introduced herself. Member Reed asked Ms. Monteith what she felt were the most important issues facing Truro and the Board of Health. Ms. Monteith feels it is important that Truro maintains its identity and that we retain our sense of community. The Board of Health is a basic part of the Town and she will be learning what they do as she goes along. Member Areson pointed out that this is an Alternate position and it will be a great opportunity to learn. She encouraged Ms. Monteith to read the Board of Health Regulations and watch any of the recorded meetings online as Ms. Monteith stated that she had not. Chair Weinstein noted that to be a part of any regulatory body, an applicant needs to be a full-time resident and a registered voter in Town. He assumed she “checked off both of those boxes”. Ms. Candida affirmed.

**Member Areson made a motion to appoint Candida Monteith to the Board of Health as an Alternate member, filling an unexpired one-year term which expires June 30, 2021.**

**Member Worthington seconded.**

**Roll Call Vote:**

**Member Rein-Aye**

**Member Worthington-Aye**

**Member Areson-Aye**

**Member Reed-Aye**

**Chair Weinstein-Aye**

**So voted; 5-0-0, motion carries.**

**Interview and Appointment of Cultural Council Vacancy-Ann Taggart**

Ms. Taggart introduced herself. Member Areson asked if Ms. Taggart spoke to the Chair of the Cultural Council and familiarized herself with what the Committee is doing and how she can participate. Ms. Taggart has spoken with the Co-Chair and has looked at the website and understands what the job entails.

**Member Worthington made a motion to appoint Ann Taggart to the Truro Cultural Council for a three-year term expiring June 30, 2024.**

**Member Rein seconded.**

**Roll Call Vote:**

**Member Rein-Aye**

**Member Worthington-Aye**

**Member Areson-Aye**

**Member Reed-Aye**

**Chair Weinstein-Aye**

**So voted; 5-0-0, motion carries.**

**Interview and Appointment of Cable and Internet Advisory Committee Vacancies-Steve Corcoran;  
Franklin Haskell**

Steve Corcoran introduced himself. Member Reed asked if Mr. Corcoran had ever heard of municipal internet or of communities in Massachusetts that provide that service. Mr. Corcoran has read about it but is not very familiar with it. Chair Weinstein hopes Mr. Corcoran is aware that in prior years the Town had entered into a ten-year contract with Comcast, and the Town has just finished ratifying a new contract. He also mentioned the issue of the last mile with Open Cape.

**Member Reed made a motion to appoint Steve Corcoran to the Cable and Internet Advisory Committee for a three-year term expiring June 30, 2024.**

**Member Rein seconded.**

**Roll Call Vote:**

**Member Rein-Aye**

**Member Worthington-Aye**

**Member Areson-Aye**

**Member Reed-Aye**

**Chair Weinstein-Aye**

**So voted; 5-0-0, motion carries.**

Franklin Haskell introduced himself. There were no questions for Mr. Haskell.

**Member Reed made a motion to appoint Franklin Haskell to the Cable and Internet Advisory Committee, filling an unexpired three-year term expiring on June 30, 2021.**

**Member Areson seconded.**

**Roll Call Vote:**

**Member Rein-Aye**

**Member Areson-Aye**

**Member Worthington-Aye**

**Member Reed-Aye**

**Chair Weinstein-Aye**

**So voted; 5-0-0, motion carries.**

**Interview and Appointment of Commission on Disabilities Vacancy-Jane Lucas**

Jane Lucas introduced herself. Member Worthington asked if Ms. Lucas was in Truro full or part time. Ms. Lucas is not a full-time resident of Truro. The Chair of the Commission on Disabilities, Susan Howe, wished to inform the Board that her committee is the only committee in the town that is allowed to have virtual participation year-round because it's a commission on disabilities and some people who are disabled aren't able to go in person to meetings. Regardless of whether Ms. Lucas is in Boston or Truro, she can still participate. Chair Howe hopes that further down the road the Select Board will talk about,

and decide, that they can keep going with their virtual meetings. Doing so will make it easier to keep people who are involved and make it easier to be part of a commission or board.

**Member Areson made a motion to appoint Jane Lucas to the Commission on Disabilities for a three-year term expiring June 30, 2024.**

**Member Worthington seconded.**

**Roll Call Vote:**

**Member Rein-Aye**

**Member Worthington-Aye**

**Member Areson-Aye**

**Member Reed-Aye**

**Chair Weinstein-Aye**

**So voted; 5-0-0, motion carries.**

#### **Interview and Appointment of Pamet Harbor Commission Vacancy-Robert White; John Donahue**

John Donahue introduced himself. Member Worthington asked if he had a boat in the harbor, or if he had used the harbor. Mr. Donahue stated that he has had a boat in the harbor, and he is a member of the Pamet Harbor Yacht Club. Member Worthington then asked if he was aware that part of the harbor is run by the State and part is run by the Town? Mr. Donahue is aware of that. Member Rein asked what his short and long-term goals are for the Pamet Harbor Commission. Mr. Donahue's first item would be to learn and understand the Harbor and the Committee's work. He read through the minutes. His short-term plan would be to ensure we have adequate objectives and goals for the Committee and a clear path to work collaboratively with the stakeholders. Long-term, he thinks they need to get serious about setting up objectives. Member Reed asked him to share any ways he would improve services at Pamet Harbor by applying innovation and new technologies. Mr. Donahue gave some thoughts on improving the ramp structurally and feels some improvements could be made to the dockage. Importing internet to the Harbor and community involvement were two other suggestions.

Robert White introduced himself. Member Rein asked what interests him the most about joining the Pamet Harbor Commission. Mr. White believes people should give back to their community. He's watched the River be dredged many times and feels we're at a maximum use scenario. It's getting difficult for boaters to be able to launch in a convenient fashion and parking is a serious issue. Member Areson asked if he'd attended any of the meetings, watched them, or read the charge. Mr. White has read the charge, and also reached out to speak to a few of the Commission members. Member Reed asked if he could share some ways to improve services at the Harbor by applying innovation and new technologies. The biggest issue Mr. White sees is the one of parking and offered the suggestion of instituting an online reservation system and remote parking. In terms of moorings, it's over capacity. We are limited by the size of our facility. Another issue Mr. White feels we need to be concerned with is the water quality. There are a lot of homes abutting the Pamet estuary.

**Member Reed made a motion to appoint John Donahue to the Pamet Harbor Commission to fill an unexpired three-year term which expires on June 30, 2021.**

**Member Rein seconded.**

Member Areson stated that this was a term which would run for another four months and whoever they choose will have to reapply.

**Roll Call Vote:**

**Member Rein-Aye**



**Member Worthington-Abstained**

**Member Areson-Aye**

**Member Reed-Aye**

**Chair Weinstein-Aye**

**So voted; 4-0-1 (Member Worthington Abstained), motion carries.**

**Staff Update-Health & Conservation Agent Beebe-Vaccine Update**

Health/Conservation Agent Beebe shared a brief vaccine update. There are not a lot of doses, but health agents have been working regionally, and sub-regionally, to bring a vaccination clinic to the Outer Cape. The first Outer Cape clinic will be held on Friday in Eastham at Little Creek. Registration for that opened on Tuesday morning at 9am and closed 30 minutes later. As soon as vaccines are allocated, a site will be opened up at Pilgrim Spring in Truro. She is encouraging people to be patient. Addressing the online registration difficulties is a priority. The State has a software program which is not user friendly. There is talk about abandoning that system and going forward with a different system.

Member Worthington is unclear and frustrated as to why the Cape (especially the Lower Cape) is not up to speed. She asked if there was more the Select Board, or the Town, could do to put pressure somewhere to get more vaccines. She also expressed frustration with the difficulty of trying to reserve a time for a vaccine. Health/Conservation Agent Beebe stated that her office is working with Wellfleet and Provincetown and also Barnstable County Health. County Health understands how unsatisfactory the rollout of the first regional clinic was. Julian Cyr was on the Health Agent Coalition call today asking exactly the same questions. A subcommittee is being formed to put together an alternative plan.

Assistant Town Manager Clark wished to give an update. She stated that the Lieutenant Governor gave a briefing at 1pm today. The State emphasized that when they are considering where to allocate doses to, regionalized clinics are prioritized. She feels Truro is ahead of the game as we already are working with Provincetown, Wellfleet, Eastham, and the County.

Member Reed asked if Health/Conservation Agent Beebe was able to give a general update on Covid (for everyone, but specifically for people who are not yet qualifying for the vaccine phases).

Health/Conservation Agent Beebe said that Truro has 8 active cases and has not picked up new cases for two days. The towns around Truro are still picking up new cases. Although the rate of infection is slowing down in the State, she has not seen that locally. She stated that we have to keep ourselves educated of what's coming as far as: understanding new variants, looking for better sources of information, keeping oneself protected and sticking to the guidelines. Member Reed asked for Health/Conservation Agent Beebe to speak to mask usage after the vaccine for clarity.

Health/Conservation Agent Beebe explained that when you are vaccinated, the vaccine protects against disease. It doesn't necessarily protect against infection. What changes is that your immune system will be prepared for it. When you get your first shot, that gives you 55-60% protection. It's likely that people will still get Covid, but it's not going to be as severe. That is the protection the vaccine will give you. Until the questions about transmission are answered, we have to continue to proceed with mask wearing to protect one another. We will not know who is and is not vaccinated.

Member Areson asked, in terms of registration, have we looked at a system where people can preregister (particularly older people) and then have people call them with time slots?

Health/Conservation Agent Beebe thought that was a fine suggestion and added that it's something the Health Agents are talking about.

Chair Weinstein expressed his displeasure with the phone call that he participated in last week, which was attended by Senator Cyr. He feels there are a few things to think about: the registration system; the transparency about the availability of vaccine doses for the Commonwealth of Massachusetts; Barnstable County's demographics and the fact that we have the oldest, per capita, community in

Massachusetts; and the need for transparency from public officials about where we are with vaccinations.

Health/Conservation Agent Beebe learned today was that the State is getting 100,000 doses per week. Barnstable County is getting 975 doses per week. She added that Senator Cyr is trying to bring awareness to the State about how the homebound and fragile folk are not up for going anywhere. The Department of Public Health sent a memo to Sean O'Brien at the County stating that an estimated 8.9% of people residing in Barnstable County have been vaccinated, which is almost the highest in the State.

### **Select Board Action**

#### **Discuss, Review and Approve Support for the MA Building E-Z Stretch Code**

Town Manager Tangeman informed the Board that Carol Harris, Chair of the Climate Action Committee, has asked to postpone this item due to Governor Baker's Climate Action Roadmap being delayed. That delays the implementation of the stretch code.

#### **Further Discussion of Multi-Member Bodies Recruitment**

Member Reed stated that she and Member Areson recently had a meeting with their Committee and they are going to push the handbook to the next meeting.

- Constituents have shared their thoughts about remote access to meetings moving forward after Covid-19. She hopes we get guidance from the State in the future on this possibility.
- Exit Interviews-There was an article in the paper and she's heard constituent comments about the exit interview process and it came up at their last Committee meeting. She suggested an exit interview questionnaire. Member Reed proceeded to give some sample questions. She'd like to structure an exit interview process so it's valuable and constructive. She emailed the questions to the sub-committee for their feedback and once received she'll share with staff and the Board.

Member Areson stated that it was at their sub-committee meeting that Susan Howe brought up the topic of exit interviews and she's not sure how other members of the Board feel about it. If the sub-committee comes up with a proposed format for exit interviews, then the Select Board could review it. Member Rein loves the idea of exit interview questionnaire. It would give the Select Board, and potentially the community, some insight into the workings of the Committees. She suggested that perhaps the person exiting could fill out the form on their own and submit it. Member Worthington needs to think about it before saying anything. She's not sure she's in favor of it but she would like to look at the questions. Chair Weinstein needs to digest the information. He is not for further complicating the process. He understands there is value in ascertaining why someone leaves, but on the other hand, it is important to be careful about the burden that is presented to somebody. He doesn't want to do anything that would discourage candidates. Member Reed stated the questionnaire wouldn't be mandatory. Member Worthington asked if exit interviews were even conducted for staff. Assistant Town Manager Clark stated that if employees have requested exit interviews, then they have been held, but it's not been a tried and true process. Town Manager Tangeman agrees with exit interviews but pointed out that not everyone will agree to one. Member Areson noted that the topic has generated some discussion. She would like to refine, with the sub-committee, the questionnaire. Member Areson then moved on to the topic of remote meetings. There is a benefit to doing remote meetings (not necessarily for everyone or every meeting) but it would require action by the State Legislature to do a blanket permission. Failing that, the Board could ask Town Meeting to approve an article to petition the Legislature to have a Special Act of the Legislature for Truro that would allow Truro Boards and Committees to have remote participation.

The second item Member Areson discussed was the revised application to serve. It's very similar to what we have now but has more questions on it and is developed with the intention of having it on paper and online. Member Rein supports the application. Member Worthington questioned the

portion which asks applicants if they have read minutes, reviewed the Charge for the committee they are applying to, and attended meetings. She wanted to know if it was required, and why it was on the application. Member Areson stated that she routinely asks applicants those questions and she wouldn't need to if it was answered on the questionnaire. Member Reed stated that there was unanimous support by the sub-committee for having that information as part of the consideration. Chair Weinstein thinks the information is valuable. He noted that the questions on the questionnaire regarding whether an applicant is a full-time resident and registered to vote in the Town of Truro need to be put in context. He feels it's important to state that any applicant for a regulatory Board, Committee or Commission must be a registered voter. He would like to see that information added. Further discussion was held regarding the questions on the questionnaire.

**Member Areson made a motion to approve and adopt the revised Application to Serve, amending the section to add information about members of regulatory Boards and Commissions being required to be full-time registered voters in Truro and any Truro taxpayer being welcome to serve on other Boards and Commissions, and alerting applicants that the questions on attendance and charge and meeting with the Chair of the Committee are optional.**

**Member Reed seconded.**

**Roll Call Vote:**

**Member Rein-Aye**

**Member Worthington-Aye**

**Member Areson-Aye**

**Member Reed-Aye**

**Chair Weinstein-Aye**

**So voted; 5-0-0, motion carries.**

Member Reed asked if the Board was okay with her going back to the sub-committee for feedback which could then be brought to the Select Board. Members agreed.

Member Worthington asked if any thought had been given to provide something similar for people interested in running for Select Board. It might be a way to encourage people to run. Member Areson thinks the handbook is something that will be very useful to people thinking of running for Select Board, Planning Board, and other Boards, Commissions, and Committees. Member Worthington asked if a section could be added into the handbook specifically about running for Select Board. Member Areson stated that it's already in there but if Member Worthington doesn't think there is enough, the sub-committee can certainly add more.

### **Annual Town Report-In Memoriam and Retirees**

Town Manager Tangeman presented the list of retirees and deaths for the year and stated that staff is asking for approval to include this in the Annual Town Report. Discussion was held regarding listing what each person's contribution to the Town was (if they served the Town), and how that information would be gathered. Another discussion was held regarding a citizen who died who was left off the list. Member Worthington noted that the person did not die in Truro and the list was for recorded deaths in Truro. Member Areson stated that the person could be included on the "In Memoriam" page.

### **Review and Approve Amended Walsh Property Plan Final Draft Process Design**

Town Manager Tangeman stated that the changes were up on the screen and he welcomed the Board's feedback. Member Areson thought the language looked fine and felt it reflected what the Board had decided to do at their last meeting. Member Reed agreed.

**Member Rein made a motion to adopt the proposed amendments to the Community Process for the Walsh Property Plan Final Draft Process Design.**

**Member Reed seconded.**

**Roll Call Vote:**

**Member Reed-Aye**

**Member Areson-Aye**

**Member Worthington-Aye**

**Member Rein-Aye**

**Chair Weinstein-Aye**

**So voted; 5-0-0, motion carries.**

#### **Discussion and Possible Approval of Filming of Walsh Property Community Planning Committee**

Town Manager Tangeman explained that he sought approval from the Board to film and livestream the Walsh Property Community Planning Committee meetings for the public. He added that staff reviewed the budget and this fits within the existing budget. Member Worthington thinks it's very important that the meetings be filmed. Member Rein is in favor of livestreaming the meetings. She asked if there would be a time period at the beginning of the meetings for public comment. Assistant Town Manager Clark stated that she had spoken with CBI and they would like the public comment portion of the meetings to be at the end. Chair Weinstein underscored the importance of having the meetings live-streamed.

**Member Areson made a motion to approve live streaming and recording of the Walsh Property Community Planning Committee meetings.**

**Member Reed seconded.**

**Roll Call Vote:**

**Member Rein-Aye**

**Member Worthington-Aye**

**Member Areson-Aye**

**Member Reed-Aye**

**Chair Weinstein-Aye**

**So voted; 5-0-0, motion carries.**

#### **Discussion and Approval of Rental Registration Fee for 2021**

Town Manager Tangeman explained that this is the annual approval of the Rental Registration fee. The current fee is \$200. At the last Town Meeting, the Town decided to move forward with including condominiums in the properties required to register. Town staff recommends that the fee stay at \$200. Chair Weinstein referred to the chart included in their packet and asked for an explanation on the decline in the number of houses registered. Member Reed remembered this coming up at a previous meeting and there was an effort to try to figure out if there were people that were renting without registering. She recalled staff looking on Airbnb and Vrbo to see if there were houses rented that were not part of our registry. Town Manager Tangeman stated that was a potential option. There are compliance software organizations that deal in this area of collection and registration. Staff will perform a cost-benefit analysis to see if the cost of the platform have a positive return on investment. Assistant Town Manager Clark believes that when this was looked at previously (in 2017 or 2018), the findings at that time were that the extra homes found by the platform would not cover the cost to enlist the company. Since the numbers have declined, it would make sense to revisit. Member Reed noted that some rentals in Truro are small, little cottages trying to fetch as much as they can and then there are bigger properties where they could be bringing in \$70,000 in a season, and asked if different sized

properties should pay different fees. Is it fair to have a blanket \$200 fee for every home in Truro when some are fetching much higher rents than others? Town Manager Tangeman thinks it would be good to have the Town's legal team review this. It's generally not a good policy to have variable fees because there are some legal issues. Member Areson thinks the fee should be kept at \$200. She'd also appreciate staff pursuing how much it would cost to sign up with a compliance software organization. In response to Member Reed's comments, the fee is supposed to be for processing beach stickers and for Town time and she doesn't think the services rendered differ regardless of how much a tenant is paying. Assistant Town Manager Clark noted that because there is now a short-term rental tax, the State has made it very clear that the Town can charge an administrative fee and which is how we classify our rental registration fee. Member Reed explained that her question comes from a constituent who came to her and stated that a flat fee wasn't fair. Member Rein asked, if a cottage colony had 14 cottages would the fee be the flat \$200, or would they have to pay \$200 per unit? Town Manager Tangeman stated it would be per unit.

**Member Reed made a motion to approve the 2021 Rental Registration fee of \$200.**

**Member Rein seconded.**

**Roll Call Vote:**

**Member Rein-Aye**

**Member Worthington-Aye**

**Member Areson-Aye**

**Member Reed-Aye**

**Chair Weinstein-Aye**

**So voted; 5-0-0, motion carries.**

#### **Consent Agenda**

Member Areson had a question regarding the minutes of 8.21.2020 work session. Staff will review and amend. She also wanted to make a point with the January 11, 2021 minutes. She thinks we need to be very clear with statements made by Steven Roderick, as he wears three hats. He is on the Finance Committee, is head of the Chamber of Commerce, and is also the head of Lower Cape Ambulance. In the Budget Task Force minutes, it should be clarified when Steve Roderick speaks to something regarding the Chamber or Lower Cape Ambulance that he's speaking on behalf of those groups. Member Reed did not have anything substantive but would like to submit some rephrasing on the minutes.

Member Rein had one small item in the minutes from 8.21.2020 which will be amended.

**Member Areson made a motion to approve the consent agenda with the noted amendments.**

**Member Reed seconded.**

**Roll Call Vote:**

**Member Reed-Aye**

**Member Rein-Aye**

**Member Areson-Aye**

**Member Worthington-Aye**

**Chair Weinstein-Aye**

**So voted; 5-0-0, motion carries.**

### **Select Board Reports/Comments**

Member Rein continues to meet with the Climate Action Committee and wished to give them kudos to their dedication and the amount of time they spend doing research.

Member Worthington reported that the Council on Aging Board had a meeting this morning. Most of the meeting was about Covid and their frustrations. They are beginning a program called COAST which is the COAs regionally sharing programming.

Member Reed noted that we had passed the one-month anniversary of Town Manager Tangeman joining the Town and she wished to say thank you.

Member Areson stated that the Board of Health continues to go through their Regulations and are specifically working on triggers for upgrading septic systems. She added that the Cloverleaf Oversight Committee met last week, and she asked Chair Weinstein if he wished to speak about it.

Chair Weinstein stated that it was a great meeting and we are at a point where the waivers that had been granted by the ZBA have been registered with the Town Clerk's Office as of this past Friday. That's important because it sets the meter running for the 20-day appeal period.

Member Areson added that the Cloverleaf Oversight Committee is a working group that gets together about once per month. She then listed the members. Two important things came out of the meeting:

1. There will be a community forum to talk about the Cloverleaf project. People can attend and ask questions of the Developer, the Housing Authority, and Select Board members.
2. The Developer is seeking all sorts of grants for various things in hopes of reducing the Town's commitment. However, there will be a Town Commitment and that detailed request will go to the Housing Authority and then to the Select Board for approval as the Trustees of the Affordable Housing Trust. The Developer is committed to coming in with a complete list so people can see how much taxpayers will be contributing.

She added that the Developer has been negotiating with Cape Light Compact and MassSave. Cape Light Compact will pay for the mini splits in exchange for the Developer putting on solar.

Chair Weinstein said that another thing that will come before the Board will be a breakdown of what the units are (meaning how many units at Market Rate, how many are at 60%, 80% or 120% of the Area Median Income) and that will have to be finalized by the Select Board.

### **Town Manager Report**

Town Manager Tangeman put out a reminder that article submission deadline for the Warrant is February 26<sup>th</sup>, 2021. He then went over the next meeting agendas for a Work Session to be held on February 16<sup>th</sup>, 2021 and a regular Select Board meeting to be held on February 23, 2021.

**Member Worthington made a motion to adjourn at 7:55pm.**

**Member Rein seconded.**

**Roll Call Vote:**

**Member Rein-Aye**

**Member Worthington-Aye**

**Member Areson-Aye**

**Member Reed-Aye**

**Chair Weinstein-Aye**

**So voted; 5-0-0, motion carries.**

Respectfully submitted,

Noelle Scoullar, Executive Assistant

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Darrin Tangeman, Town Manager  
Under the Authority of the Truro Select Board

**Public Records material of 02/09/2021**

- 1. Application to Serve-Board of Health**
- 2. Application to Serve-Cultural Council**
- 3. Applications to Serve-Cable and Internet Advisory Committee**
- 4. Application to Serve-Commission on Disabilities**
- 5. Applications to Serve-Pamet Harbor Commission**
- 6. Letter from Climate Action Committee regarding Select Board support for MA Stretch Code update.**
- 7. Draft support letter for MA Stretch Code update from Select Board.**
- 8. Endorsement letter of support of proposed E-Z Stretch Code by Building Commissioner**
- 9. Draft Application to Serve**
- 10. 2019 Annual Town Report in Memoriam Page**
- 11. 2020 Deaths**
- 12. 2020 Retirements**
- 13. Community Process for the Walsh Property Plan Final Draft Process**
- 14. Chapter II Section 1 of Truro General Bylaws**
- 15. List of Licensed Condominiums in Truro**
- 16. Application to Serve-Tracey Rose**
- 17. Application to Serve-Tim Silva**
- 18. 2020 and 2021 Seasonal Population Increase Estimation Forms**
- 19. Select Board 8.21.2020; Select Board 1.11.2021; Select Board 1.12.2021 minutes**