



# Truro Select Board

Tuesday, August 10, 2021

Executive Session-4:00 pm

Regular Meeting-5:00pm

## EXECUTIVE SESSION

<https://global.gotomeeting.com/join/278712605>

1 866 899 4679, Access Code: 278-712-605

This will be a remote meeting. The meeting will begin in open session solely for the purpose of moving, as set forth below, to enter into executive session. The meeting will be locked and closed to the public once the Board votes to enter into Executive Session.

*Move that the Select Board enter into Executive Session in accordance with the provisions of Massachusetts General Law, Chapter 30A, §21 (a) 2 to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel (and the Chair so declares it); and not to reconvene in open session.*

## REGULAR MEETING

<https://global.gotomeeting.com/join/462746365>

1 866 899 4679, Access Code: 462-746-365

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 1 866 899 4679 and enter the following access code when prompted: 462-746-365 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/462746365>. 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: Susan Kurtzman-Commission on Disabilities
- B. Interview and Appoint: Alan Garelick-Council on Aging Board

### 4. STAFF/ COMMITTEE UPDATES

- A. COVID-19 Staff Report: Emily Beebe, Health & Conservation Agent
- B. Board/Committee Report: Human Services Committee

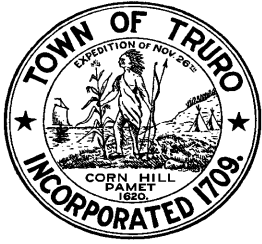
### 5. TABLED ITEMS NONE

### 6. SELECT BOARD ACTION

- A. Approve FY2022 Cost of Living Increase for Non- Union Employees and Associated Classification & Compensation Scale  
Presenter: Darrin Tangeman, Town Manager
- B. Present, Review and Approve Town Manager Critical Information Requirements  
Presenter: Darrin Tangeman, Town Manager
- C. Review and Approve Revised Policy 10: Access to Town Counsel  
Presenter: Darrin Tangeman, Town Manager
- D. Review and Approve Committee Policy  
Presenter: Kristen Reed, Vice-Chair, and Susan Areson, Clerk

**7. CONSENT AGENDA**

- A. Review/Approve and Authorize Signature:
    - 1. Water Service Application for New Water Service: 9 Highland Road
    - 2. Vinegrass Sunday Entertainment
    - 3. Truro Vineyard's Entertainment
    - 4. Truro Historical Society-One Day Pouring License
  - B. Review and Approve Renewal of Tidal Shellfish Grant License – Dana Pazolt
  - C. Review and Approve Select Board Minutes: June 8, 2021
- 8.** Select Board Reports/Comments
- 9.** Town Manager Report
- 10.** Next Meeting Agenda: August 24, 2021- Regular Meeting, Work Session Date- TBD



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** August 10, 2021

**ITEM:** Application to Serve

**EXPLANATION:** Susan Kurtzman has applied to serve on the Commission on Disabilities. The Chair has recommended the application.

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

**IMPACT IF NOT APPROVED:** The applicant will not be able to participate on the Commission as a voting member.

**SUGGESTED ACTION:** *Motion to appoint Susan Kurtzman to a three-year term with the Commission on Disabilities expiring June 30, 2024.*

**ATTACHMENTS:**

1. Application to Serve
2. Chair's comments

**Truro**

*Application to Serve on a Board or Committee*

**Last Name**

*Kurtzman*

**First Name**

*Susan*

**Middle Initial**

*G*

**Email Address**

[REDACTED]

**Phone Number**

[REDACTED]

**Address (Street)**

*3 Depot Road*

**Address (City)**

*Truro*

**Address (State)**

*MA*

**Address (Zip Code)**

*02666*

**Mailing Address (Please indicate box number and zip code)**

*PO Box 231 Truro 02666*

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.

RCVD 2021 JUL 14 AM 7:55  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO



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

Yes

No

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

Yes

No

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

*Commission for Disabilities*

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

*I am interested in helping to achieve accessibility for all Truro residents and visitors who are disabled or differently abled.*

**Have you attended a meeting of the committee listed above?**

Yes

No

**Have you read the charge of the committee?**

Yes

No

**Have you met with the chair of the committee?**

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:**

**Briefly list your experience working on a committee or team. This can be professional,**

town, volunteer, charity, etc.

I am currently on the Board of the Truro Historical Society and on the Event Committee of the Highland House Museum which plans fund-raising and social events. I am a former member of the boards of the Friends of Cape Cod National Seashore and Provincetown Soup Kitchen. I have professionally lead and supervised many committees and creative teams during my 22 career in corporate advertising. As Curator of the Highland House Museum, in Truro, my experience included working with a team of up to 50 volunteers annually.

**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.**

I have a Masters Degree in Orientation and Mobility Training for the Blind and a Teaching credential K-12 in Special Education. My direct experience was working on orienting and training blind and visually impaired youth and adults on dealing with mobility and access issues in school and work environments. I was on the handicapped access committee for the County of Los Angeles. We studied the feasibility of adding auditory cues (beeps) to the traffic signals in busy LA intersections to aide blind and visually impaired pedestrians. This became a city-wide initiative and ultimately a state-wide mandate.

**Signature**

Susan G. Kurtzman

**Date**

Jul 13, 2021

## Noelle Scoullar

---

**From:** Truromom [REDACTED]  
**Sent:** Thursday, July 15, 2021 9:20 AM  
**To:** Noelle Scoullar  
**Cc:** Nicole Tudor; Kaci Fullerton; [REDACTED]  
**Subject:** Re: Application to Serve-Susan Kurtzman-COD

Hi, Noelle,

I enthusiastically support the appointment of Susan Kurtzman to the Truro Commission on Disabilities. She worked with disabled people early in her career and continues to understand the importance of access issues, including those related to employment. I look forward to having Susan as a member of our group.

--Susan

-----Original Message-----

**From:** Noelle Scoullar <nscoullar@truro-ma.gov>  
**To:** Truromom <[REDACTED]>  
**Cc:** Nicole Tudor <ntudor@truro-ma.gov>; Kaci Fullerton <kfullerton@truro-ma.gov>  
**Sent:** Wed, Jul 14, 2021 12:44 pm  
**Subject:** Application to Serve-Susan Kurtzman-COD

Good Afternoon Susan,

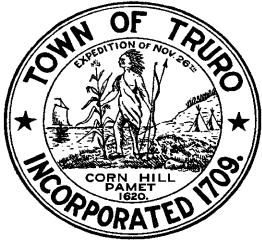
Susan K. has applied to serve on the COD. Please respond to this email with your comments for the Select Board packet.

Thank you!  
Noelle

**From:** scans@smtp.truro-ma.gov <scans@smtp.truro-ma.gov>  
**Sent:** Wednesday, July 14, 2021 12:21 PM  
**To:** Noelle Scoullar <nscoullar@truro-ma.gov>  
**Subject:** Message from Mail Room KM\_C458

This communication may contain privileged or other confidential information. If you are not the intended recipient, or believe that you have received this communication in error, please do not print, copy, retransmit, disseminate, or otherwise use the information. Also, please indicate that to the sender and delete the copy you received. When writing or responding, please remember that the Secretary of State's Office has determined that email is a public record. Please take notice: All e-mail communications sent or received by persons using the Town of Truro network may be subject to disclosure under the Massachusetts Public Records Law (M.G.L. Chapter 66, Section 10) and the Federal Freedom of Information Act

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# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** August 10, 2021

**ITEM:** Application to Serve

**EXPLANATION:** Alan Garelick has applied to serve on the Council on Aging Board.

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

**IMPACT IF NOT APPROVED:** The applicant will not be able to participate on the Board as a voting member.

**SUGGESTED ACTION:** *Motion to appoint Alan Garelick to a three-year term with the Council on Aging Board expiring June 30, 2024.*

**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

NAME: ALAN A. GARELICK HOME TELEPHONE: [REDACTED]

ADDRESS: 3 Snow Road UNIT #1 WORK PHONE : \_\_\_\_\_

MAILING ADDRESS: P.O. Box 1021, Truro, MA 02666 E-MAIL: [REDACTED]

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

Council on Aging

SPECIAL QUALIFICATIONS OR INTEREST: I'm 88 years of age. Previously worked with groups (lived in 55+ center) responsible for trips to Museums, Theaters, etc. For groups of people that did not drive, I was the tour conductor (not the driver) Also, an artist, and worked with an art group.

COMMENTS: Now that I'm a senior citizen, I look for events, ideas etc to help older people!

SIGNATURE: [Signature] DATE: 5/19/21

\*\*\*\*\*

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

\_\_\_\_\_

\_\_\_\_\_

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

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



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Health and Conservation

**REQUESTOR:** Emily Beebe, Health and Conservation Agent

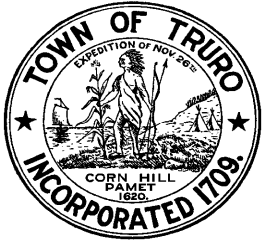
**REQUESTED MEETING DATE:** August 10, 2021

**ITEM:** COVID-19 Staff Report

**EXPLANATION:** Health & Conservation Agent Emily Beebe will update the Board on the current COVID-19 situation in Truro. She will provide information on the Board of Health's Revised Rule & Order, the most recent case counts in Truro, Truro Health Department initiatives related to local businesses, and other pertinent information.

**SUGGESTED ACTION:** Discussion only.

**ATTACHMENTS:** None



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

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

**REQUESTED MEETING DATE:** August 10, 2021

**ITEM:** Committee Updates-Human Services Committee

**EXPLANATION:** The Human Services Committee Chair, Martin Thomas, 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:** August 10, 2021

**ITEM:** Vote to Approve FY22 Non-Union Classification and Compensation Sale

**EXPLANATION:** The proposed FY2022 Classification & Compensation scale will be provided at the meeting and will include recommendations for a cost-of-living adjustment and realignment of certain positions, including positions that would be below the State minimum wage when it is increased to \$14.25 on January 1, 2022. Funding for the adjustment was approved at the September 26, 2021 Annual Town Meeting. One-year contracts with cost-of-living adjustments were recently approved for the LIUNA and AFSCME unions.

Typically, the non-union cost of living increase is voted in May or June each year, following April Town Meeting budget approval, so that the increase can be applied on July 1<sup>st</sup>. As Town Meeting was held in June this year, the motion may include language to make the increase retroactive to July 1, 2021 for current non-union employees.

Some employees (non-school) have individual contracts which specify that they receive the same cost-of-living adjustment granted to non-union employees. The proposed motion includes language noting the cost-of-living adjustment for those individuals.

**FINANCIAL SOURCE (IF APPLICABLE):** FY2022 COLA Increases Budget Line 01015457-578000

**IMPACT IF NOT APPROVED:** A cost-of-living adjustment and realignments will not be granted to non-union employees.

**SUGGESTED ACTION:** *Move to approve a {insert value}% cost of living adjustment and {insert any other terms here}, as defined in the FY22 Classification and Compensation Scale, for Non-Union employees, including those permanent non-school employees with individual employment contracts that were effective prior to July 1, 2021, and for said adjustment to be applied retroactively for all current employees to the beginning of the fiscal year beginning July 1, 2021, and to approve the realignments as proposed in the FY22 Classification & Compensation Scale.*

**ATTACHMENTS:**

1. Proposed FY22 Classification & Compensation Scale—to be provided at meeting





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** August 10, 2021

**ITEM:** Presentation of Town Manager Critical Information Requirements

**EXPLANATION:** Further revisions were made to the draft Town Manager Critical Information Requirements based on the Board's discussions at their July 27, 2021 meeting. The revised draft is attached for the Board's review. This document will assist in setting expectations for critical communications between staff and the elected body. It provides specific events that trigger communications, specific timelines for notification, specific individuals to be notified, reporting format, and a distribution list. This document will be helpful in setting clear expectations for communications across our municipality and serves as a reference for staff when considering whether to report an event or not. Department Heads have provided feedback.

It is requested that the Board provide feedback on this document or ask questions as needed.

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

**IMPACT IF NOT APPROVED:** Clear expectations for critical communications between staff and the elected body will not be provided.

**SUGGESTED ACTION:** *MOTION TO approve the Town Manager Critical Information Requirements as presented.*

**ATTACHMENTS:**

1. Town Manager Critical Information Requirements

# Agenda Item: 6B1

Town Manager's Critical Information Requirements (TMCIR)												
Precedence: Immediate (Wake up or Break Meeting Criteria) The Following CIR's require immediate notification to TM		Step 1:	Step 2:	Step 3: Notifications						Step 4:	Step 5:	
		Telephonic Notification of TM	5 Ws Emailed to the TM	TM	ATM	SB	TC	PI	HR	TI	Dept's SIR submitted to TM	TM submits SIR to Distro
1	Global, national, local emergency that affects the Town	IMMEDIATELY UPON ANY DEPARTMENT'S DISCOVERY OF THE INCIDENT	WITHIN 1 HOUR ANY DEPARTMENTS DISCOVERY OF THE INCIDENT dtangeman@truro-ma.gov	I	P	P	N/A	N	N	N/A	Within 4 Hours of incident	Within 8 Hours of incident
2	Death or major injury of Town Employee, Town Select Board Member, or immediate family member of employee, or death of person involving Town Employee			I	P	P	N	N	P	N	Within 4 Hours of incident	Within 8 Hours of incident
3	Destruction, fire, etc. of Town facility (911 Call)			I	P	P	N	N	N	N	Within 4 Hours of incident	Within 8 Hours of incident
4	Breach of Security: example Information Technology			I	P	P	N	N	N	N	Within 4 Hours of incident	Within 8 Hours of incident
5	Major crime committed on Town property i.e. Stolen Town property, vandalized property			I	P	P	N	N	N	N	Within 4 Hours of incident	Within 8 Hours of incident
6	Loss of eye, limb, or injury of employee, or caused by employee of the Town			I	P	P	N	N	P	N	Within 4 Hours of incident	Within 8 Hours of incident
7	Active shooter at any facility within the Town limits or any actual emergency related event requiring First Responders at any Town facility. Does not include false alarms.			I	P	P	N	N	N	N	Within 4 Hours of incident	Within 8 Hours of incident
8	Significant loss of Town services that affect Town residents: i.e. Loss of water main, environmental, sewer main, or power that can not be resolved in 4 hours or less.			I	P	P	N/A	N	N/A	N/A	Within 4 Hours of incident	Within 8 Hours of incident
9	Death or major injury resulting in an injury requiring trauma care and hospitalization on Town of Truro Property.			I	P	P	N	N	N	N	Within 4 Hours of incident	Within 8 Hours of incident
10	Shark Attack or drowning resulting in an injury requiring trauma care and hospitalization at a Beach within the boundaries of Truro.			I	P	P	N	N	N	N	Within 4 Hours of incident	Within 8 Hours of incident
11	Police Officer Involved Shooting or Death. Capital offenses or serious crimes resulting in injury/death, MV crashes resulting in serious injury/death, arrests or investigations involving a town worker/public official/notable person that would generate media interest, uses of force resulting in injury/death (detainee, arrestee, or bystander), and serious MV accidents involving a police or other town vehicle. Notification of serial criminal activity requiring greater notification of Town residents and Select Board.			I	P	P	N	N	N	N	Within 4 Hours of incident	Within 8 Hours of incident
Legend												
Immediate ("I"): Telephonic Notification. See POC Notification Matrix		PRIORITY ("P"): Email Notification. If no response is received within 30 Minutes, follow up with telephonic notification. See Notification Matrix										
Note: TM will notify SB and TC		NOTIFY ("N"): Email Notification. If no response is received within 2 Hours, follow up with telephonic notification. See Notification Matrix										

TM: Town Manager

ATM: Assistant Town Manager

SB: Select Board

TC: Town Counsel

PI: Public Information Team

HR: Human Resources

TI: Town Insurer

## Town Manager's CIRs

Precedence: Priority (Within 1 Hour of incident) The Following CIR's require priority notification to TM		Step 1:	Step 2:	Step 3: Notifications							Step 4:	Step 5:
		Telephonic Notification of TM	5 Ws Emailed to the TM	TM	TC	ATM	PI	HR	SB	TI	Dep's S R submitted to TM	TM submits SIR to Distro
1	All issues where law enforcement is called regarding a Town facility or service.	PRIORITY 1 HOUR UPON ANY DEPARTMENTS DISCOVERY OF THE INCIDENT	WITHIN 2 HOUR ANY DEPARTMENTS DISCOVERY OF THE INCIDENT dtangeman@truro-ma.gov	P	P	N	N	N/A	N/A	N	Within 4 Hours of incident	Within 8 Hours of incident
2	Mutual aid response of a non-routine basis: mutual aid was sought for events/crimes of a more serious nature, ones that would generate media interest (i.e., protest requiring outside officers), or those out of the ordinary (beyond routine events like detail coverage, BOLO's, etc.).			P	N	N	N	N/A	N	N/A	Within 4 Hours of incident	Within 8 Hours of incident
3	Power Outage/Storm of limited duration of that is resolved in less than 4 hours. Resolution estimates will be given by Eversource Emergency contact to determine expected duration.			P	N/A	N	N	N/A	N/A	N/A	Within 4 Hours of incident	Within 8 Hours of incident
4	Notification when Town Employee has been arrested, discharged or status update of their condition			P	P	N	N/A	P	N/A	N	Within 4 Hours of incident	Within 8 Hours of incident
5	Department Head contacted by Select Board or other elected or regulatory board member regarding any emergency service issue related to Town business.			P	N/A	N/A	N/A	N/A	N/A	N/A	Within 4 Hours of incident	Within 8 Hours of incident
6	Staff violations of Town Policy, MGL, other State/ federal laws			P	P	N	N/A	N	N/A	N/A	Within 4 Hours of incident	Within 8 Hours of incident
7	Complaints Filed Against Employee or Special Municipal Employee			P	P	N	N/A	N	N/A	N	Within 4 Hours of incident	Within 8 Hours of incident
8	Litigation Against the Town: Summons, Notice of Filing, Notice of Appeal, etc. The Select Board is not involved or notified in pre-settlement or grievances related to personnel issues per Charter, except when it is related to the Town Manager.			P	P	N	N/A	N/A	N	N	Within 4 Hours of incident	Within 8 Hours of incident
9	Injury of public/ participant on Town Property or in a Town Program			P	P	N	N	N	N/A	N	Within 4 Hours of incident	Within 8 Hours of incident
10	Union Grievance/ Formal Employee Complaint			P	P	N	N/A	N	N/A	N	Within 4 Hours of incident	Within 8 Hours of incident
		<b>Legend</b>										
		<p><b>PRIORITY ("P")</b> Telephonic Notification. See POC Notification Matrix</p> <p><b>NOTIFY ("N")</b> Email Notification. If no response is received within 2 Hours, follow up with telephonic notification. See Notification Matrix</p>										

## Town Manager's CIRs

Precedence: Notify (Within 4 Hour of incident)The Following CIR's require priority notification to TM		Step 1:	Step 2:	Step 3: Notifications				Step 4:	Step 5:
		Telephonic Notification of TM	5 Ws Emailed to the TM	TM	ATM	HR	SB	Dep's SIR submitted to TM	TM submits SIR to Distro
1	Employee resignation	<b>PRIORITY 4 HOUR UPON ANY DEPARTMENTS DISCOVERY OF THE INCIDENT</b>	<b>WITHIN 8 HOUR ANY DEPARTMENTS DISCOVERY OF THE INCIDENT</b> dtangeman@truro-ma.gov	P	P	P	N/A	Within 8 Hours of incident	Within 24 Hours of incident
2	Criminal Record found on current/ prospective employee, volunteer or licensee that is being further considered for a position.			P	P	P	N/A	Within 8 Hours of incident	Within 24 Hours of incident
3	Hostile work environment			P	P	P	N/A	Within 8 Hours of incident	Within 24 Hours of incident
4	Termination or resignation of employee (FTE/PTE/TEMP&Volunteers). Select Board specifically notified of only Department Head hiring, termination or resignation.			P	P	P	P	Within 8 Hours of incident	Within 24 Hours of incident
5	Department Head contacted by Select Board Member or other elected/regulatory board member on any non-emergency service issue related to Town business.			P	P	N/A	N/A	Within 8 Hours of incident	Within 24 Hours of incident
6	Request for staff support from a board or committee that does not come through the Town Manager's Office			P	P	N/A	N/A	Within 8 Hours of incident	Within 24 Hours of incident
7	Staff discipline administered up to and including termination			P	P	P	N/A	Within 8 Hours of incident	Within 24 Hours of incident
8	Town Manager out of office: Extended Vacation/Conference/Business			N/A	P	P	P	Notify 48 hours prior to departure	

**Legend**

**PRIORITY ("P"):** Telephonic Notification. See POC Notification Matrix

# POC Notification Roster

Title	Name	Office	Cell	Email
Town Manager	Darrin Tangeman	508-349-7004	[REDACTED]	<a href="mailto:dtangeman@truro-ma.gov">dtangeman@truro-ma.gov</a>
Town Counsel	John Georgio	[REDACTED]	[REDACTED]	[REDACTED]
Assistant Town Manager/Human Resources	Kelly Clark		[REDACTED]	<a href="mailto:ksclark@truro-ma.gov">ksclark@truro-ma.gov</a>
Police Chief	Jamie Calise	508-487-8730	[REDACTED]	<a href="mailto:icalise@truro-ma.gov">icalise@truro-ma.gov</a>
Fire Chief	Tim Collins	508-487-6589	[REDACTED]	<a href="mailto:tcollins@truro-ma.gov">tcollins@truro-ma.gov</a>
<b>Select Board</b>				
Select Board Chair	Bob Weinstein		[REDACTED]	<a href="mailto:rweinstein@truro-ma.gov">rweinstein@truro-ma.gov</a>
Select Board Vice Chair	Kristen Reed		[REDACTED]	<a href="mailto:kreed@truro-ma.gov">kreed@truro-ma.gov</a>
Select Board Clerk	Sue Areson		[REDACTED]	<a href="mailto:sareson@truro-ma.gov">sareson@truro-ma.gov</a>
Select Board Member	John Dundas		[REDACTED]	<a href="mailto:jdundas@truro-ma.gov">jdundas@truro-ma.gov</a>
Select Board Member	Stephanie Rein		[REDACTED]	<a href="mailto:srein@truro-ma.gov">srein@truro-ma.gov</a>
<b>Other Staff</b>				
Public Works Director	Jarrold Cabral	508-349-2140	[REDACTED]	<a href="mailto:icabral@truro-ma.gov">icabral@truro-ma.gov</a>
Health and Conservation Agent	Emily Beebe	508-214-0919	[REDACTED]	<a href="mailto:ebeebe@truro-ma.gov">ebeebe@truro-ma.gov</a>
Public Information Team	Kaci Fullerton and Nicole Tudor	[REDACTED]	508-214-0925 (Kaci) (Nicole)	<a href="mailto:ntudor@truro-ma.gov">ntudor@truro-ma.gov</a> ; <a href="mailto:kfullerton@truro-ma.gov">kfullerton@truro-ma.gov</a>
Information Technology Director	David Wennerberg	508-214-0918		<a href="mailto:dwennerberg@truro-ma.gov">dwennerberg@truro-ma.gov</a>
Recreation and Beach Director	Damion Clements	508-413-9512		<a href="mailto:dclements@truro-ma.gov">dclements@truro-ma.gov</a>
Building Commissioner	Rich Stevens	[REDACTED]		<a href="mailto:rstevens@truro-ma.gov">rstevens@truro-ma.gov</a>
Harbor Master	Tony Jackett	508-349-2555	[REDACTED]	<a href="mailto:tjackett@truro-ma.gov">tjackett@truro-ma.gov</a>

In ASB ordinance with Title 5, U.S.C. § 552a (Privacy Act of 1974) as implemented by the Federal Register, Town of Truro, 32 CFR Part 505; Final Rule, protected personal information (Home and business telephone numbers) will not be disclosed from this roster to anyone outside the Town of Truro. This phone roster will be kept in a secure place at all times. When updated, obsolete copies will be destroyed as required.

## Serious Incident Report

5Ws (use format for every report)  
Copy and Paste into email

Who was involved?

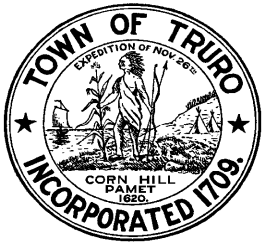
What happened?

When did it take place?

Where did it take place?

Why did that happen?

If applicable (How did it happen?):



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administrative Office

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** August 10, 2021

**ITEM:** Review and Approve Revised Policy 10: Access to Town Counsel

**EXPLANATION:** Policy 10: Access to Town Counsel was last revised by the Board in December 2015. A revised policy is prepared for the Board's review and approval. The revisions include title changes to bring the policy up to date with Charter changes that have occurred since the last revision of the policy. Additionally, clarity was added to the process for Select Board members to access Town Counsel and the new language aligns the policy with the Town Charter. Town Counsel reviewed the policy and Counsel's recommendations are included in the draft. The Board may choose to discuss the policy and determine if any other clarifying language should be added.

This policy is critical in monitoring legal requests and managing costs associated with requests to outside Counsel.

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

**IMPACT IF NOT APPROVED:** Policy 10 will not be updated.

**SUGGESTED ACTION:** *MOTION TO adopt the attached revised Policy #10-Access to Town Counsel.*

**ATTACHMENTS:**

1. Policy Memorandum #10-Access to Town Counsel
2. Revised Policy



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## POLICY MEMORANDUM #10

Date: May 5, 1993, Revised: March 18, 1996, December 2, 2008, July 14, 2015, and December 1, 2015

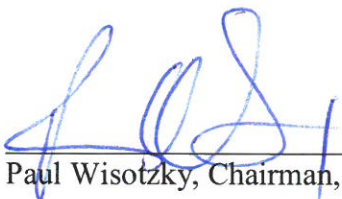
Subject: **ACCESS TO TOWN COUNSEL**

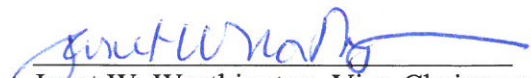
In an effort to control the Town's legal counsel costs and avoid making duplicate requests for legal services, the Board of Selectmen has established this policy.

Requests for the services of Town Counsel by all town officials, department heads, committees, boards, commissions must be made in writing and submitted to the Town Administrator for approval and submission to Town's Legal Counsel. Requests made by individual members of committees, boards and commissions must be made through the Chair of the requesting body in a motion approved by a majority of the membership of the committee, board or commission. Existing opinions from Town Counsel relevant to the request may be on file, and should be reviewed before requesting access. All inquiries must pertain to municipal issues currently before the town.


Denial of a request for the services of Town Counsel by Town committee, board or an elected or appointed official by the Town Administrator may be appealed to the Board of Selectmen and overturned by a majority vote of the Select Board.


A request for the services of Town Counsel on an issue that involves the Town Administrator should be submitted to the Chair of the Board of Selectmen for approval and referral. Denial of said request may be appealed to the Board of Selectmen and overturned by a majority vote of the Select Board.

  
Paul Wisotzky, Chairman,

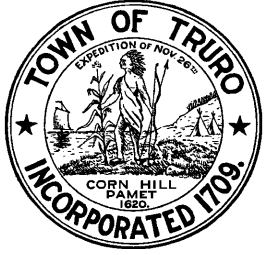
  
Janet W. Worthington, Vice-Chairman

  
Maureen Burgess, Clerk,

  
Jay Coburn

  
Robert Weinstein  
Board of Selectmen  
Town of Truro





# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## POLICY MEMORANDUM #10

Date: May 5, 1993;~~;~~ Revised: March 18, 1996;~~;~~ December 2, 2008;~~;~~ July 14, 2015;~~;~~ ~~and—~~  
December 1, 2015; August 10, 2021

Subject: ACCESS TO TOWN COUNSEL

In an effort to control the Town's legal counsel costs and avoid making duplicate requests for legal services, the ~~Board of Selectmen~~Select Board has established ~~this~~the following policy.

Requests for the services of Town Counsel by all town officials, department heads, committees, boards, and commissions must be made in writing and submitted to the Town ~~Administrator-Manager~~ for approval and submission to Town's Legal Counsel. Requests made by individual members of committees, boards and commissions must be made through the Chair of the requesting body in a motion approved by a majority of the membership of the committee, board or commission. Existing opinions from Town Counsel relevant to the request may be on file; and should be reviewed before requesting access. All inquiries must pertain to municipal issues currently before the town.

Denial of a request for the services of Town Counsel by Town committee, board or an elected or appointed official by the Town ~~Administrator-Manager~~ may be appealed to the ~~Board of Selectmen~~Select Board and overturned by a majority vote of the Select Board.

A request for the services of Town Counsel on an issue that involves the Town ~~Administrator-Manager~~ shall ~~not~~ be submitted to the Chair of the ~~Board of Selectmen~~Select Board ~~for and requires~~ approval by a majority vote of the Select Board and referral. ~~Denial of said request may be appealed to the Board of Selectmen~~Select Board ~~and overturned by a majority vote of the Select Board.~~

A request by the Select Board for the services of Town Counsel requires a majority vote of the Select Board and must be submitted in writing to the Town Manager for referral to Town Counsel, except that a member of the Select Board may contact Town Counsel directly on a confidential basis to seek advice on a conflict of interest matter that is personal to that member.

If a Town official or employee seeks a formal conflict of interest question pursuant to G.L. c. 268, §22 from Town Counsel, such official or employee shall first seek permission on a confidential basis from the Town Manager to engage Town Counsel to prepare the opinion. Because officials and employees have the right under the Conflict of Interest Law to seek a formal opinion from Town Counsel, such a request to the Town Manager shall not be unreasonably denied by the Town Manager. The opinion of Town Counsel shall be filed with the Town Clerk and a copy furnished to the State Ethics Commission pursuant to G.L. c., 268, §22.

~~Paul Wisotzky~~Robert Weinstein, Chairman,  
Reed, Vice-Chairman

~~Janet W. Worthington~~Kristen

~~Maureen Burgess~~Susan Areson, Clerk;

~~Jay Coburn~~Stephanie Rein

~~Robert Weinstein~~John Dundas  
~~Board of Selectmen~~Select Board  
Town of Truro



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

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

**REQUESTED MEETING DATE:** August 10, 2021

**ITEM:** Review and Approve Proposed Committee Policy (#65)

**EXPLANATION:** Select Board Vice-Chair Reed and Clerk Areson drafted a Select Board policy to provide clarity on the formation, function, membership, appointment process, and operating protocols of Town boards and committees. The draft policy is before the Board for review, discussion, and possible adoption.

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

**IMPACT IF NOT APPROVED:** Clarity on committees and boards will not be memorialized in a policy.

**SUGGESTED ACTION:** MOTION TO *adopt and electronically sign the Policy 65: Committee Policy.*

**ATTACHMENTS:**

1. Draft Policy on Committees



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

## POLICY MEMORANDUM #65

Date: Adopted August 10, 2021  
 Subject: **TRURO COMMITTEE POLICY**

The Truro Charter gives the Select Board the power to appoint citizen volunteers to serve on boards, committees, commissions, or councils (referred to as boards or committees throughout this policy). All appointed board members must follow the general policies set by the Select Board and implemented by the Town Manager.

### Statutory

State laws outline the powers and duties of statutory boards, often known as regulatory boards. Truro's bylaws and the Select Board may further define the work of these boards. Members may serve on only one regulatory board unless the Select Board makes an exception. However, members of regulatory boards may be appointed to concurrently serve on advisory or other boards at the discretion of the Select Board.

### Advisory and Ad Hoc

Advisory and ad hoc boards aid the Select Board in serving the public. The Select Board interviews and appoints members to these boards, which provide reports and non-binding recommendations to the Select Board. Advisory and ad hoc committees typically do research and seek community input that can assist the Select Board and staff in making decisions. An ad hoc committee typically has a time-limited assignment, not to exceed two years with the possibility of a one-year extension.

The Select Board may create new boards or committees if it determines that the proposed mission is more efficiently accomplished by an advisory board. In establishing new boards, the Select Board will consider the scope of the work necessary and resources: budget or staffing implications, use of town property, meeting space, and time.

### Charge / Membership Terms

The Select Board's charge for each advisory board will include a specific mission, providing deadlines for milestones wherever possible. The Select Board will work with the town administration to determine the expected support from town staff.

Committee charges will be reviewed and updated, as necessary, at least once every three years.

The charge will include the number of members and specify staggered terms, typically three years, for each full member. If alternate members are included in the makeup, their terms are for one year. Alternate members may participate in all discussions but may vote only in the event of a lack of quorum, due to absence or conflict of a full board member.



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

In the case of an ad hoc committee, the charge will specify a date when the committee will be dissolved. The Select Board may consider a time-limited extension of the dissolution date for ad hoc committees.

## **Liaisons**

The Select Board will appoint a liaison to each board or committee. They are ex-officio members, who are responsible for keeping up to date on the board's activities and providing support as requested. They answer questions on procedure and policy. The liaison also reports to the entire Select Board on the committee's activities and, when necessary, alerts the Select Board to committee issues that need attention.

Some boards will require assistance from town staff, which must be arranged in advance through the town manager's office. The town manager may choose to assign a staff liaison to certain committees. This liaison will provide information and support as approved by the town manager.

## **Budget, Expenses and Legal advice**

In general, individual committees do not have an operating budget. Prior to incurring any expense, a committee may request funding through the town manager's office through the Select Board. Such requests will be evaluated based on need, availability of money, and approval by the Select Board.

Committee members must go through the town manager's office if they want to seek legal advice from Town Counsel.

## **FOR APPLICANTS**

### **Qualifications for Appointment**

All residents registered to vote in Truro are qualified to apply for membership on any committee. Truro taxpayers who are part-time residents are eligible for appointment to advisory committees, at the discretion of the Select Board. They are ineligible for appointment to regulatory or statutory boards.

### **Appointment**

All appointments require a majority vote of the Select Board convened in open public session. The nominating motion will specify the name of the proposed appointee and designate the dates on which the term of service will expire. If an appointee leaves a committee before the completion of a term, the replacement's term of service will expire on the date assigned to the vacating member. The Select Board typically gives alternate members preference if they apply to fill the vacancy for a full member.

Once appointed, new members must be sworn in by the town clerk, who will provide information on the state's Open Meeting Law and state ethics training that is required every two years.



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

## Reappointments

Appointed board members whose terms are due to expire must reapply to continue serving. The Select Board must vote on all reappointments. **Reappointed members must be sworn in by the town clerk.**

## Resignations / Attendance / Conduct

If a board member can no longer serve, 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 it shall serve to vacate the office, unless such absence is approved by a vote of the multi-member body. The chair will alert the appointing authority and that member will be replaced with a new appointee to complete the remainder of the unexpired term.

Members of appointed boards may be removed by the appointing authority if they are found to violate professional codes of conduct.

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Robert Weinstein, Chair

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Kristen Reed, Vice-Chair

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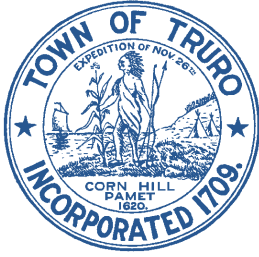
Susan Areson, Clerk

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Stephanie Rein

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John Dundas  
Select Board  
Town of Truro



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

## 7. **CONSENT AGENDA**

A. Review/Approve and Authorize Signature:

1. Water Service Application for New Water Service: 9 Highland Road
2. Vinegrass Sunday Entertainment
3. Truro Vineyard's Entertainment
4. Truro Historical Society-One Day Pouring License

B. Review and Approve Renewal of Tidal Shellfish Grant License – Dana Pazolt

C. Review and Approve Select Board Minutes: June 8, 2021

8. Select Board Reports/Comments

9. Town Manager Report

10. Next Meeting Agenda: August 24th



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** August 10, 2021

**ITEM:** Water Service Application for 9 Highland Rd

**EXPLANATION:** Attached for your review and approval for signature is an application for new water service at 9 Highland Rd to tie in the watermain stub off from the recently installed watermain in the Highland Road area. The application was approved June 15, 2021 by the Board of Health.

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

**IMPACT IF NOT APPROVED:** Applicant will not have approval to connect to municipal waterline.

**SUGGESTED ACTION:** *MOTION TO Authorize the Chair of the Select Board to sign the water service application for 9 Highland Road.*

**ATTACHMENTS:**

1. Water service application for new or expansion of existing service





# TOWN OF TRURO BOARD OF HEALTH

P.O. Box 2030, Truro MA 02666  
Tel: 508-349-7004 Fax: 508-349-5508

## TRURO WATER SERVICE APPLICATION FOR NEW OR EXPANSION OF EXISTING WATER SERVICE

### APPLICANT INFORMATION

Date: 5-8-2021 Name: David + Elizabeth Strazmitkas  
Water Service Address: 9 Highland Rd Map/Parcel/Lot \_\_\_\_\_  
Mailing Address: PO Box 990 City/State/Zipcode: North Truro MA 02652  
Phone Number: [REDACTED] Email Address: [REDACTED]

### EMERGENCY TELEPHONE NUMBERS

Plumber Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Property Manager: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Other Name & Phone Number: \_\_\_\_\_

### TYPE OF SERVICE REQUESTED:

- New Water Service: Proposed Title 5 Design Flow: \_\_\_\_\_
- Expansion of Water Service:  
Existing Title 5 Design Flow: \_\_\_\_\_ Proposed Title 5 Design Flow: \_\_\_\_\_
- Water Service for Condominium Conversion (separate meters, tap etc.) # of Units \_\_\_\_\_

#### Type of Facility:

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Single Family | <input type="checkbox"/> Condo           | <input type="checkbox"/> Multifamily Dwelling |
| <input type="checkbox"/> Restaurant               | <input type="checkbox"/> Motel           | <input type="checkbox"/> Other: _____         |
| <input type="checkbox"/> Retail                   | <input type="checkbox"/> Office Building | <input type="checkbox"/> Industrial: _____    |

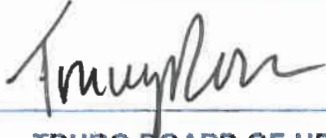
Meter installations fifty (50) feet or greater from the curb stop must be in a meter pit adjacent to the curb top. Concrete meter pits are required in roads or driveways.

I hereby agree to abide by all the rules and regulations of the Provincetown Water Department now in force or to be established by the Water and Sewer Board and declare that there is no other means of supplying potable water on-site (e.g. private well).

Applicant Signature: 

ONCE TRURO & PROVINCETOWN OFFICIALS HAVE APPROVED THE APPLICATION, PLEASE SUBMIT A COPY TO THE TRURO HEALTH DEPARTMENT

**SIGNATURES OF APPROVAL \*\*\*\*\* OFFICIAL USE ONLY\*\*\*\*\***



TRURO BOARD OF HEALTH

June 15, 2021

DATE OF APPROVAL

TRURO BOARD OF SELECTMEN

DATE OF APPROVAL

PROVINCETOWN WATER &  
SEWER BOARD

DATE OF APPROVAL



TOWN OF PROVINCETOWN  
DEPARTMENT OF PUBLIC WORKS

WATER DEPARTMENT – REQUEST FOR PLAN REVIEW

APPLICANT INFORMATION

Name: David + Elizabeth Straznitskas  
Address: 9 Highland Road<sup>RD</sup> No. Town, MA 02652-0990  
Telephone Number: [REDACTED]  
Property Location: 9 Highland Rd No. Town, MA 02652  
Project Description: Tie in to Water Main Stub off from Cloverleaf Project

FOR DPW USE ONLY

Date/Time Received: \_\_\_\_\_  
Review Deadline (7 days): \_\_\_\_\_  
Approval Requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved By: \_\_\_\_\_

Approval Date: \_\_\_\_\_ Date Mailed Back to Owner \_\_\_\_\_

All installations require an inspection. At least a 24 Hour Notice for Inspection is required.



Town of Provincetown  
**Water Department**  
 260 Commercial Street  
 Provincetown, MA 02657  
 Ph: 508-487-7060  
 Fax: 508-487-4675

[www.provincetown-ma.gov](http://www.provincetown-ma.gov)

<b>OFFICE USE ONLY:</b>		Approved:	<input type="checkbox"/>
Date Rec'd:		Meter Size:	
Amt Rec'd:		Extra Fee Amt.:	\$
Check No:		Tie Drawing:	<input type="checkbox"/>
Acct. No:		Tie Scanned:	<input type="checkbox"/>
Plans Rec'd:	<input type="checkbox"/> N/A <input type="checkbox"/>		
Trench Permit:	<input type="checkbox"/> N/A <input type="checkbox"/>		

**SERVICE APPLICATION & PERMIT FORM**

Date: 5-8-21  
 Street Address: 9 Highland Rd  
 Owner Name: David + Elizabeth Stramblkas  
 Billing Address: P.O. Box 990  
 City/State/Zip: No Truro, MA 02652

Map/Parcel/Lot: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Mobile: Same  
 Email: dstramblkas@gmail.com

**WATER SERVICE**

NEW SERVICE TAP \$1,800.00  
 FEES TO BE PAID BY:  
 OWNER  
 CONTRACTOR \_\_\_\_\_  
*Name of Contractor/Installer and Phone*

RENEWAL of Existing Service  
 FEES TO BE PAID BY:  
 OWNER  
 CONTRACTOR \_\_\_\_\_  
*Name of Contractor/Installer and Phone*

**FIRE SERVICE - TAP FEE ONLY**

2" SPRINKLER TAP \$1,800.00  
Backflow device installer must notify our Department within 72 hours of installation.  
 \_\_\_\_\_  
*Name of Contractor/Installer and Phone*

> 2" SPRINKLER TAP = PRIVATE CONTRACTOR  
Backflow device installer must submit Design Data Sheet to this Department.  
 \_\_\_\_\_  
*Name of Contractor/Installer and Phone*

Please note PWD Rules & Regulations: Section 5.10 - **One Service to Each Premises**. Only one (1) service connection shall be made to each dwelling unit located in a building or to each commercial or industrial building.

Check all that apply - **ACCOUNT TYPE:**

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> Residential | <input type="checkbox"/> Condo          | <input type="checkbox"/> Medical Facility | <input type="checkbox"/> Town Account                        |
| <input type="checkbox"/> Seasonal               | <input type="checkbox"/> Fire Sprinkler | <input type="checkbox"/> Motel            | <input type="checkbox"/> School                              |
| <input checked="" type="checkbox"/> Year-Round  | <input type="checkbox"/> Restaurant     | <input type="checkbox"/> Nursing Home     | <input checked="" type="checkbox"/> Private Well on Premises |
| <input type="checkbox"/> Commercial             | <input type="checkbox"/> Industrial     | <input type="checkbox"/> Recreational     | <input type="checkbox"/> _____                               |
| <input type="checkbox"/> Agricultural           | <input type="checkbox"/> Institution    | <input type="checkbox"/> Retail           |  |

**AGREEMENT:** I hereby apply for a water service connection at the above-noted location. As soon as I connect to the water system and become a taker, I agree that I will pay for same and abide by all the rules and regulations now in force or to be established by the Water and Sewer Board. Please note that if you are a Contractor you are signing as representative of the home owner.

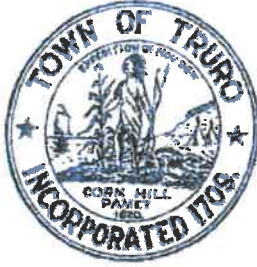
Owner Signature: \_\_\_\_\_ Contractor Address: 5 Highland Rd No. Truro  
 Contractor: Ethan Paulson Contractor Phone: \_\_\_\_\_

**APPLICATION MUST BE COMPLETED IN FULL PRIOR TO APPROVAL**

Departmental Approval: \_\_\_\_\_ Date: \_\_\_\_\_

SEE BACK OF FORM FOR FURTHER INFORMATION AND INSTRUCTION





## TOWN OF TRURO BOARD OF HEALTH

24 Town Hall Road  
P.O. Box 2030, Truro MA 02666  
Tel: 508-349-7004, Ext. 32 Fax: 508-349-5508

### TRURO WATER SERVICE APPLICATION PROCESS

Instructions for new water service, expansion of current water service or separate water service, meters etc. for condominium conversions.

1. Complete the following applications; Provincetown DPW Request for Plan Review, Provincetown DPW Water Service Application and the Truro Water Service Application.
2. Contact the Provincetown Water Superintendent to discuss the project prior to submitting the application to the Truro Board of Health and Truro Board of Selectmen. The Provincetown Water Department is located in the Veteran's Memorial Community Center, 2 Mayflower Street, Provincetown, phone number 508-487-7060.
3. Submit completed application package to the Truro Health Department. The completed application package should also include:
  - a plot plan that includes an approved septic plan, location of proposed or existing water service line, location of any underground utilities, location of any existing water wells and
  - copies of any water analysis for existing wells indicating non-potable water

The Health Agent will schedule the matter at the next scheduled meeting of the Truro Board of Health. Applicants are required to attend the Truro Board of Health meeting.

3. After the Truro Board of Health, the original Truro Water Service application signed by the Truro Board of Health and plan(s) are submitted to the Administration Office located on the first floor of Truro Town Hall where it will be scheduled at a Truro Board of Selectmen meeting. Applicants are required to attend the Truro Board of Selectmen meeting.
4. After the application is approved and signed by Truro, submit the original completed application package and plan(s) to the Provincetown Water Department. You will be notified by the Provincetown Water Superintendent of the next regularly scheduled meeting of the Provincetown Water and Sewer Board.
5. Please refer to the Provincetown Water and Sewer Board Regulations for Hook-Ups In Truro to the Provincetown Water System, adopted 4/29/99.

PROVINCETOWN WATER AND SEWER BOARD  
REGULATIONS FOR HOOK-UPS IN TRURO  
TO THE PROVINCETOWN WATER SYSTEM  
ADOPTED ON APRIL 29, 1999

Water hook up regulations

1. I. 1. Legal Authority/Statement of Purpose

The Provincetown Water and Sewer Board, pursuant to its authority under Chapter 483 of the Acts of 1907 and Chapter 439 of the Acts of 1952, and in consultation with the Boards of Selectmen of Town of Provincetown and Truro, Hereby establishes the following regulations for new and expanded water service from the Provincetown Water System, in order to better manage the water resources of that System within the level permitted by the Massachusetts Department of Environmental Protection, and to help achieve a reduction in unaccounted for water to the industry standard of 15%.

2. 2. 2. Definitions

"New Service" shall refer to a property which is not hooked into the Provincetown Water system for water services as of the effective date of these regulations.

"Expanded Service" shall refer to a property hooked into the Provincetown Water system as of the effective date of these regulations which is subdivided and/or is proposed to increase in its use as measured by Title V of the State Sanitary Code.

"The Towns" shall refer to the Towns of Provincetown and Truro.

"The Provincetown Water System" shall include all pipes within Provincetown serviced by the Provincetown Water Department and the Truro water main running southerly from the Provincetown - Truro border along Route 6A (Shore Road) to the Route 6-6A junction and from the southerly along Route 6 ending at the hydrant in front of the Truro Central School.

3. 3. 3. Policy and Procedure

1. 3.1 3.1 Applicability of Regulations. All new and expanded services from the Provincetown Water System shall be subject to the prior approval of the Provincetown Water and Sewer Board pursuant to these regulations.

3.3 Restrictions of Hook-ups

3.3.1 Statement of Purpose. Whereas, the supply of water to the Provincetown Water System is limited, it is a public necessity to permit connections only where there are no alternative sources of potable water supply. The Truro Board of Selectmen has previously recognized this in its adoption of Policy Memorandum #24 on September 23, 1997, which it established "in order to control an increasing reliance upon the Provincetown Water Line, reduce the potential impact of increased density and increased nitrogen loading along the water line corridor, and to reduce these impacts upon abutters." Accordingly, the Provincetown Water and Sewer Board hereby establishes the following criteria.

3.3.2 Criteria for Hook-ups. Any property owner desiring to obtain new water service or to expand existing service, must be able to meet one to the below requirements before an application will be accepted and approved by the Provincetown Water and Sewer Board.

- (1) (1) (1) Existing Dwelling With a Well: In the event the existing well fails, the property owner(s) must be unable to obtain potable water via a private well, in compliance with existing Title V regulations. Notwithstanding, a flushing well may also be required, if feasible, for non-potable uses such as flushing toilets, washing cars, and/or irrigation.
- (2) (2) (2) New Construction: The property owner(s) must be unable to obtain potable water via a private well, in compliance with existing Title V Regulations.

- (3) (3) (3) Non-Conforming Building Lots: The property owner(s) cannot establish a wellhead in compliance with existing Title V regulations because of non-conforming lot size. In no case in which the building lot has been configured to preclude the installation of a well on the property shall the Water and Sewer Board be required to provide water to said lot.
- (4) (4) (4) Configuration of Land: When topographical characteristics do not lend themselves to establishing a wellhead in compliance with existing Title V regulations. Notwithstanding, in no case where the building lot has been intentionally configured to preclude the installation of a well on the property, shall the Water and Sewer Board be required to provide water to said lot.
- (5) (5) (5) Contamination: When tests substantiate the presence of contaminants not meeting public health standards for portable water, and the property owner(s) is unable to obtain potable water via a private well, in compliance with existing Title V regulations.

3.3.3 Application Procedures. Any property owner(s) seeking either to obtain new water service or to expand existing service must follow procedures established by the Provincetown Water and Sewer Board.

3.3.3.1 In accordance with Policy Memorandum #24 adopted by the Truro Board of Selectmen on September 23, 1997, applications for new or expanded service for properties in Truro shall be subject to prior approval of the Town of Truro Board of Selectmen, before being forwarded to the Provincetown Water and Sewer Board for its consideration.

3.3.4 Applicability of Water Use Restrictions. Where water restrictions are imposed upon users residing in Provincetown, those same restrictions shall apply, on the same basis, to water users in the Town of Truro. The Provincetown Water System shall assess and bill all users for all surcharges, fines, or other fees attributable to violations of such restrictions. The Provincetown Water Department shall bill such water users at a rate established from time to time by the Provincetown Water and Sewer Board.

#### 3.4 Responsibility and Ownership

3.4.1 The Town of Provincetown shall be responsible for the repairs, maintenance, construction, and reconstruction of the existing capital facilities. For the purposes of this regulation, "capital facilities" shall mean water storage tanks, pump stations and appurtenances, water mains, gates, hydrants and appurtenances in public ways.

3.4.2 The water service lines from the public street water main to the individual buildings and the individual water meters are the responsibility of the property owners for installation, repairs and maintenance. Meter installations, repairs and maintenance must be approved by the Provincetown Water Department to ensure meter accuracy.

3.4.3 All water mains that are in private streets are the responsibility of the owners of those private streets. The Town of Truro will assist the Town of Provincetown Water Department in providing access to public/private ways and properties as part of their leak detection surveys and efforts.

#### 4. 4. 4. Expansion of the System

1. 4.1 4.1 The Provincetown Water System as defined above may not be expanded in Truro from its present configuration (also defined above) without the express consent of the Boards of Selectmen of the Towns of Provincetown and Truro.

Posted: Town Hall, <http://www.provincetowngov.org> 05/06/99

Published: Advocate/Provincetown Banner: 5/6/99 and 5/18/99



**WATER SERVICE AVAILABILITY:**

**PWD Rules and Regulations: Section 2.5 - Availability of Municipal Water.** Application will be accepted for review subject to there being an existing municipal water main in a Town-owned street or right-of-way abutting the premises to be served, but approval of an application shall in no way obligate the Department to extend its mains to provide water to a premises.

**APPLICATION SUBMITTAL REQUIREMENTS:**

1. File a Request for Plan Review with this application. Your application must:
  - ⇒ Clearly indicate location of septic system components, buildings and structures;
  - ⇒ Clearly indicate proposed location of water line from street to building with appropriate setbacks from septic system components;
  - ⇒ Be approved by the Water Superintendent, and Board of Health (if septic).
2. No water service work is authorized until you receive a plan approved by the Water Department.
3. All water service work must be inspected by the Water Department before backfilling. Call the Water Department twenty-four (24) hours in advance to schedule an appointment.
4. Meter installations fifty (50) feet or greater from the curb stop must be in a meter pit adjacent to the curb stop. Concrete meter pits are required in roads or driveways.
5. You may be required, at your expense, to hire a police detail officer to supervise road safety at the installation site. **THIS CHARGE WILL BE INVOICED AFTER THE TAP IS PERFORMED.**
6. The service tap installation site must be clear, unobstructed and free of debris.
7. Installations or expansions in Truro require approval of the Truro Board of Selectmen and the Provincetown Water and Sewer Board. Such approvals are considered only for sites that have no other means of supplying potable water on site (e.g., private well).
8. New service lines require metal tracer wire on non-metallic service lines.
9. All applicable fees must be paid in advance.

*I hereby agree to the Submittal Requirements:*

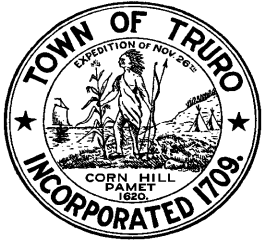
Signed:



Print Name:

D. Straznitskas





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** August 10, 2021

**ITEM:** Approval of Entertainment Licenses for Vinegrass Corporation

**EXPLANATION:** MGL Chapter 140 § 181 provides local authority to license performance events. Entertainment Applications for review and approval are below:

- Sunday, October 3, 2021, 12pm-6pm, Vinegrass at Truro Vineyards, 11 Shore Rd

The Entertainment Application has been reviewed by the Chief of Police and approved.

Vinegrass Corporation is a non-profit entity and proof of non-profit status is attached. There currently is a reduced non-profit rate of 50% of the license fee.

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

**IMPACT IF NOT APPROVED:** Entertainment will not be held for this non-profit event.

**SUGGESTED ACTION:** *MOTION TO approve Entertainment Licenses for*

- Sunday, October 3, 2021, 12pm-6pm, Vinegrass at Truro Vineyards, 11 Shore Rd  
*And authorize the Chair to sign the application.*

**ATTACHMENTS:**

1. One Day Entertainment Application and Sunday Commonwealth of Massachusetts License

RCVD 2021 JUL 30 PM 4:11  
ADMINISTRATIVE OFFICE

TOWN OF TRURO



# TOWN OF TRURO

## Licensing Department

PO Box 2030, Truro, MA 02666

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

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

### Application for an Entertainment License

Weekday  Saturday  \*Sunday

\*Please complete the Commonwealth's  
Public Entertainment on Sunday  
Application

The undersigned hereby applies for a license in accordance with the provisions of  
Mass. General Laws, c.140 §183A amended, Ch. 140§181 & Ch.136§4

#### BUSINESS/ORGANIZATION INFORMATION

Pete Fasano

Vinegrass Corporation

Name of Applicant

Business/Organization Name

12 Cove Road Orleans, MA 02653

Mailing Address of Business/Organization

Is this a Non-profit or For-profit Entity (Check the appropriate box)

Yes

No

If yes, proof of Non-profit status **must** accompany this application

Pete Fasano

[Redacted]

[Redacted]

Contact Person

Phone Number

Email

#### INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

#### EVENT INFORMATION

Sunday October 3rd, 2021

Fundraiser

Day (s)/Date (s) of Event for License to be issued

Purpose of Event (example: fundraiser)

Hours of Event (from - to) 12-6

Truro Vineyards 11 Shore Rd North Truro, MA

Event is:  Indoor  Outdoor Event

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

(Please check applicable box)

Truro Vineyards

Property Owner Name and Address

Phone number

Seating Capacity: \_\_\_\_\_

Occupancy Number: 1000+

Approximate number of people attending 550

Name of Caterer (if applicable)

\*\*\*\*Normally  
600-750 in  
past events

Truro Application for Entertainment License

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

Will an admission fee be collected?  Yes  No

Will there be a One Day Alcohol License  Yes  No If yes; you must also apply for a One Day Alcohol License

Will there be Police Traffic Control?  Yes  No

**ENTERTAINMENT INFORMATION**

Type of Entertainment: Please check the appropriate boxes.

Dancing:  By Patron  By Entertainers  No Dancing

Music:  Recorded  Juke Box  Live  No Music  
Number of Musicians & Instruments (Type) 2-5 person bands Fiddle, Guitar, Mandolin,

Amplified System:  Yes  No

Shows:  Theater  Movies  Floor Show  Light Show  
 No Show

Other:  Video Games  Pool/Billiard Tables (Please indicate quantity) \_\_\_\_\_

**Applicant's Signature**

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable regulations of the Town of Truro.

DocuSigned by:  
Pete Fasano  
Signature

7/30/2021

Date

- A valid entertainment license must be on the premises before the entertainment is commenced.
- No entertainment shall be offered, conducted, or otherwise provided by any establishment licensed under MGL Chapter 140 without first obtaining an entertainment license from the Select Board.
- Sunday entertainment must be specifically requested and addressed in the permitting process, under MGL 136.
- These regulations are intended to allow the Select Board to determine the appropriate parameters to limit impacts to the neighbors of the establishment and to the community by the establishment and the entertainment provided therein.
- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

**Office Use Only**

Fee \$50.00

**APPROVAL**

License No 2021-16ENT

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

Police Department [Signature] Date 8/21/2021

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

State Fee, \$ \$5.00  
Municipal Fee, \$ \$25.00

THE COMMONWEALTH OF MASSACHUSETTS  
Town Truro OF Truro



LICENSE

For  
PUBLIC ENTERTAINMENT ON SUNDAY

The Name of the Establishment is Truro Vineyards in or on the property at No. 11 Shore Road North Truro, MA (address)

The Licensee or Authorized representative, Vinegrass Corporation c/o Peter Fasano in

accordance with chapter 136 of the General Laws, as amended, hereby request a license for the following program or entertainment:

DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion
10/3/21	12-6pm	Fundraiser music festival

Hon. \_\_\_\_\_ Mayor/ Chairman of Board of Selectman, \_\_\_\_\_ (City or Town)

Fees per occurrence (Individual Sunday(s)): Regular Hours (Sunday 1:00pm – Midnight): \$2.00 Special Hours (Sunday 12:00 am- Midnight): \$5.00 Annual Fee (For Operating on every Sunday in calendar year): Regular Hours (Sunday 1:00pm – Midnight): \$50.00 Special Hours (Sunday 12:00 am- Midnight): \$100.00

This license is granted and accepted, and the entertainment approved, upon the understanding that such entertainment that the licensee shall comply with the laws of the Commonwealth applicable to licensed entertainments, and also to the following terms and conditions: The licensee shall at all times allow any person designated in writing by the Mayor, Board of Selectmen, or Commissioner of Public Safety, to enter and inspect his place of amusement and view the exhibitions and performances therein; shall permit regular police officers, detailed by the Commissioner of Public Safety or Chief of the local Police Department to enter and be about this place of amusement during performances therein; may employ to preserve order in his place of amusement only regular or special police officers designated therefore by the Chief of Police, and shall pay to said Chief of Police for the services of the regular police officers such amount as shall be fixed by him; shall permit at all times to enter and be about his place of amusement such members of the Fire Department as shall be detailed by the Chief of the Fire Department to guard against fire; shall keep in good condition, go as to be easily accessible, such standpipes, hose, axes, chemical extinguishers and other apparatus as the fire department may require; shall allow such members of the fire department in case of any fire in such place, to exercise exclusive control and direction of his employees and of the means and apparatus provided for extinguishing fire therein; shall permit no obstruction of any nature in any aisle, passageway or stairway of the licensed premises, nor allow any person therein to remain in any aisle passageway or stairway during an entertainment; and shall conform to any other rules and regulations at any time made by the Mayor or Board of Selectmen. This license shall be kept on the premise where the entertainment is to be held, and shall be surrendered to any regular police officer or authorized representative of the Department of Public Safety. This license is issued under the provisions of Chapter 136 of the General Laws, as amended, and is subject to revocation at any time by the Mayor, Board of Selectmen, or Commissioner of Public Safety.

**Do not write in this box**

This application and program must be signed by the licensee or authorized representative of entertainment to be held. No Change to be made in the program without permission of the authorities granting and approving the license.

**THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES**

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JAN 05 2015

VINEGRASS CORPORATION  
352 WEIR ROAD  
YARMOUTH PORT, MA 02675-0000

Employer Identification Number:  
46-3469364  
DLN:  
26053756002374  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a)(2)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
October 16, 2013  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

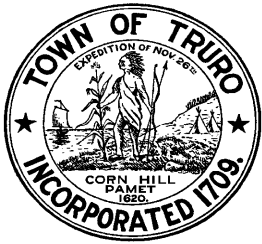
Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** August 10, 2021

**ITEM:** Approval of Entertainment Licenses for Truro Vineyards of Cape Cod

**EXPLANATION:** MGL Chapter 140 § 181 provides local authority to license performance events. Entertainment Applications for review and approval are below:

- Saturday, September 11, 2021, Truro Vineyards of Cape Cod, private wedding, 6pm-10:30pm
- Saturday, September 25, 2021, Truro Vineyards of Cape Cod, private wedding, 6pm-10:00pm

The Entertainment Applications have been reviewed by the Chief of Police and approved.

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

**IMPACT IF NOT APPROVED:** Entertainment will not be held for these events.

**SUGGESTED ACTION:** *MOTION TO approve Entertainment Licenses for*

- Saturday, September 11, 2021, Truro Vineyards of Cape Cod, private wedding, 6pm-10:30pm
- Saturday, September 25, 2021, Truro Vineyards of Cape Cod, private wedding, 6pm-10:00pm

*And authorize the Chair to sign the applications.*

**ATTACHMENTS:**

1. One Day Entertainment Application





# TOWN OF TRURO

## Licensing Department

PO Box 2030, Truro, MA 02666

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

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

RCVD 2021 JUL 23 PM 4:35

ADMINISTRATIVE OFFICE

TOWN OF TRURO

### Application for an Entertainment License

Weekday  Saturday  \*Sunday

\*Please complete the Commonwealth's Public Entertainment on Sunday Application

The undersigned hereby applies for a license in accordance with the provisions of Mass. General Laws, c.140 §183A amended, Ch. 140§181 & Ch.136§4

#### BUSINESS/ORGANIZATION INFORMATION

Kristen Roberts

Name of Applicant

Two Vineyards of Cape Cod

Business/Organization Name

PO Box 834 N. Truro, MA 02652

Mailing Address of Business/Organization

Is this a Non-profit or For-profit Entity (Check the appropriate box)

Yes

No

If yes, proof of Non-profit status **must** accompany this application

Kristen Roberts

Contact Person

508-487-6200

Phone Number

Email

cod.com

#### INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

#### EVENT INFORMATION

9.11.2021

Day (s)/Date (s) of Event for License to be issued

Wedding

Purpose of Event (example: fundraiser)

Hours of Event (from - to) 6pm-10:30pm

Two Vineyards

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

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

Kristen Roberts

Property Owner Name and Address

508 487 6200

Phone number

Seating Capacity: 30 65

Occupancy Number: \_\_\_\_\_

Name of Caterer (if applicable)

Approximate number of people attending 30

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

Will an admission fee be collected?  Yes  No

Will there be a One Day Alcohol License  Yes  No If yes; you must also apply for a One Day Alcohol License

Will there be Police Traffic Control?  Yes  No

**ENTERTAINMENT INFORMATION**

Type of Entertainment: Please check the appropriate boxes.

Dancing:  By Patron  By Entertainers  No Dancing

Music:  Recorded  Juke Box  Live  No Music

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

Amplified System:  Yes  No

Shows:  Theater  Movies  Floor Show  Light Show  
 No Show

Other:  Video Games  Pool/Billiard Tables (Please indicate quantity) \_\_\_\_\_

Applicant's Signature

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable regulations of the Town of Truro.

Signature

Date

- A valid entertainment license must be on the premises before the entertainment is commenced.
- No entertainment shall be offered, conducted, or otherwise provided by any establishment licensed under MGL Chapter 140 without first obtaining an entertainment license from the Select Board.
- Sunday entertainment must be specifically requested and addressed in the permitting process, under MGL 136.
- These regulations are intended to allow the Select Board to determine the appropriate parameters to limit impacts to the neighbors of the establishment and to the community by the establishment and the entertainment provided therein.
- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

Office Use Only

Fee \$50.00

APPROVAL

License No. 2021-17ENT

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

Police Department \_\_\_\_\_ Date 1/21/2021

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





# TOWN OF TRURO

## Licensing Department

PO Box 2030, Truro, MA 02666

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

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

RCVD 2021 JUL 23 PM 4:35

ADMINISTRATIVE OFFICE

TOWN OF TRURO

### Application for an Entertainment License

Weekday  Saturday  \*Sunday

\*Please complete the Commonwealth's Public Entertainment on Sunday Application

The undersigned hereby applies for a license in accordance with the provisions of Mass. General Laws, c.140 §183A amended, Ch. 140§181 & Ch.136§4

#### BUSINESS/ORGANIZATION INFORMATION

Kristen Roberts

Truro Vineyards

Name of Applicant

Business/Organization Name

PO Box 834 N. Truro, MA 02652

Mailing Address of Business/Organization

Is this a Non-profit or For-profit Entity (Check the appropriate box)

Yes

No

If yes, proof of Non-profit status **must** accompany this application

Kristen Roberts

508 487 6200

Contact Person

Phone Number

J Email

1 Corn

#### INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

#### EVENT INFORMATION

9.25.21

Day (s)/Date (s) of Event for License to be issued

Wedding

Purpose of Event (example: fundraiser)

Hours of Event (from - to) 6pm - 10pm

Truro Vineyards

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

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

Kristen Roberts

Property Owner Name and Address

508 487 6200

Phone number

Seating Capacity: ~~100~~ 85

Occupancy Number: \_\_\_\_\_

Name of Caterer (if applicable)

Approximate number of people attending 75

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

Will an admission fee be collected?  Yes  No

Will there be a One Day Alcohol License  Yes  No

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

Will there be Police Traffic Control?  Yes  No

ENTERTAINMENT INFORMATION

Type of Entertainment: Please check the appropriate boxes.

Dancing:  By Patron  By Entertainers  No Dancing

Music:  Recorded  Juke Box  Live  No Music

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

Amplified System:  Yes  No

Shows:  Theater  Movies  Floor Show  Light Show  
 No Show

Other:  Video Games  Pool/Billiard Tables (Please indicate quantity) \_\_\_\_\_

Applicant's Signature

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable regulations of the Town of Truro.

Signature

Date

- A valid entertainment license must be on the premises before the entertainment is commenced.
- No entertainment shall be offered, conducted, or otherwise provided by any establishment licensed under MGL Chapter 140 without first obtaining an entertainment license from the Select Board.
- Sunday entertainment must be specifically requested and addressed in the permitting process, under MGL 136.
- These regulations are intended to allow the Select Board to determine the appropriate parameters to limit impacts to the neighbors of the establishment and to the community by the establishment and the entertainment provided therein.
- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

Office Use Only

Fee \$50.00

APPROVAL

License No 2021-18ENT

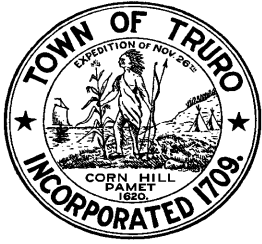
Select Board

Meeting Date

Police Department

Date

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



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** August 10, 2021

**ITEM:** Approval of Special One Day Pouring License for Truro Historical Society

**EXPLANATION:** MGL Chapter 138 § 14 provides Local Licensing Authority to license Special One-Day alcohol licenses.

One Day Alcohol License Applications for review and approval are below:

- Truro Center Historical Society for Highland House Museum, 6 Highland Light Road, August 13, 2021 4:30-7:00pm, Wine and Malt beverages.

The One-Day Alcohol License Applications have been reviewed and approved by the Chief of Police. eTips certification has been completed.

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

**IMPACT IF NOT APPROVED:** Alcohol will not be served for this non-profit event.

**SUGGESTED ACTION:** *MOTION TO approve Special One Day Alcohol License and the Charity Wine License for Truro Historical Society and authorize the Chair to sign the applications.*

**ATTACHMENTS:**

1. One Day Alcohol License Application
2. Charity Wine License Application



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

## Licensing Department

PH: 508-349-7004, Ext. 10 or 24 Fax: 508-349-5505  
Email: [ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov) or [nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)

### Application for a One Day Pouring License

MGL Chapter 138, Section 14 Special Licenses

The Local Licensing Authorities of TRURO pursuant to the provisions of Chapter 138 § 14 issuance of a **special one-day pouring license** as described herein.

#### BUSINESS/ORGANIZATION INFORMATION

**Susan Howe** **Truro Historical Society**

Name of Applicant Business/Organization Name

**PO Box 486, Truro MA 02666**

Mailing Address of Business/Organization

Non-profit or For-profit Entity  Yes  No  
If yes, proof of Non-Profit Status **must** accompany this application

**Susan Howe** [Redacted] [Redacted]  
Contact Person Phone Number Email

#### INDIVIDUAL APPLICANT INFORMATION

Individual's Name Mailing Address

Phone Number Email Address

#### EVENT INFORMATION

**August 13, 2021** **Open House-Wampanoag Exhibition**

Date of Event for License to be issued Purpose of Event (example: fundraiser, etc.)

Hours of Alcoholic Beverages sales, service and/or Consumption (from - to)

**4:30-7 PM**

Event Location (Must provide facility name, if any, street number and name)

**Highland House Museum**

Property Owner Name and Address Phone number

**Dept of Interior/CCNS** **50 over the course of the 21/2 hours**

Name of Caterer (if applicable) Approximate number of people attending

Is the event open to the general public  Yes  No

Will there be Entertainment  Yes  No If Yes, Type of Entertainment \_\_\_\_\_  
 Will there be Police Detail  Yes  No

**Purchase & Service**

License is for the Sale of:

- All Alcohol Beverages (\$50.00)
- Wines & Malt beverages Only (\$25.00)
- Wines Only (\$25.00)
- Malt Beverages Only (\$25.00)

What is the source of the alcohol for the event (where is it being purchased?) Gifted in 2019

Who will be serving the Alcohol? Susan Howe

*TIPS CERTIFIED REQUIRED-SUBMIT COPY OF CERTIFICATION WITH APPLICATION  
 Massachusetts Alcohol Beverage Control Commission (ABCC) has a 3-page list of "authorized sources" for the purchase of Alcohol used in conjunction with a temporary pouring license. The list includes alcohol wholesalers, farm brewers, manufacturers and direct shippers only. At this time, package stores and liquor stores are not considered "authorized sources" for use with a temporary pouring license.*

**Applicant's Signature**

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable Alcohol Control Laws of the State of Massachusetts and policies and regulations of the Town of Truro.

Susan Howe \_\_\_\_\_  
 Signature Date 7-21-21

- Licenses are issued to persons who are at least 21 years of age.
- All Massachusetts Municipalities are required to send copies of temporary pouring licenses issued by the town to the ABCC in Boston.
- Liquor Liability Insurance Certificate may be required and must list the Town of Truro as the "certificate holder" in the lower left corner of the certificate form.
- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

**Office Use Only**

**APPROVAL**

Board of Selectmen \_\_\_\_\_ Meeting Date \_\_\_\_\_

Police Department [Signature] \_\_\_\_\_ Date 8/2/2021

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



The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission

For Reconsideration

LICENSING AUTHORITY CERTIFICATION

Truro

City /Town

ABCC License Number

TRANSACTION TYPE (Please check all relevant transactions):

The license applicant petitions the Licensing Authorities to approve the following transactions:

- New License
- Change of Location
- Change of Class (i.e. Annual / Seasonal)
- Change Corporate Structure (i.e. Corp / LLC)
- Transfer of License
- Alteration of Licensed Premises
- Change of License Type (i.e. club / restaurant)
- Pledge of Collateral (i.e. License/Stock)
- Change of Manager
- Change Corporate Name
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Management/Operating Agreement
- Change of Officers/  
Directors/LLC Managers
- Change of Ownership Interest  
(LLC Members/ LLP Partners,  
Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Change of Hours
- Other
- Change of DBA

APPLICANT INFORMATION

Name of Licensee  DBA

Street Address  Zip Code

Manager

Charity Wine Permit   Wines and Malt Beverages

Type (i.e. restaurant, package store) Class (Annual or Seasonal) Category (i.e. Wines and Malts / All Alcohol)

Granted under Special Legislation? Yes  No

If Yes, Chapter  of the Acts of (year)

DESCRIPTION OF PREMISES Complete description of the licensed premises

LOCAL LICENSING AUTHORITY INFORMATION

Application filed with the LLA: Date  Time

Advertised Yes  No  Date Published  Publication

Abutters Notified: Yes  No  Date of Notice

Date APPROVED by LLA  Decision of the LLA

Additional remarks or conditions (E.g. Days and hours)

For Transfers ONLY:  
Seller License Number:  Seller Name:

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission  
Ralph Sacramone  
Executive Director

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

The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

Print Form

RCVD 2021 JUN 28 AM 11:32  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM**

**APPLICATION SHOULD BE APPROVED BY THE LOCAL LICENSING AUTHORITY BEFORE IT IS SENT  
TO THE ABCC.**

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA:

NO FEE

IF USED EPAY, CONFIRMATION NUMBER:

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

CHARITY NAME:

Truro Historical Society

ADDRESS:

PO BOX 486

CITY/TOWN:

Truro

STATE

MA

ZIP CODE

02666

**TRANSACTION TYPE (Please check all relevant transactions):**

- Change of Hours  
 Change of DBA  
 Charity Wine License

**THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL  
FORM ALONG WITH THE COMPLETED APPLICATION, AND SUPPORTING  
DOCUMENTS TO:**

**ALCOHOLIC BEVERAGES CONTROL COMMISSION  
95 Fourth Street, Suite 3  
Chelsea, MA 02150**

The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

### Charity Wine License Application

#### 1. Qualified Charity Applicant Information:

Name of Applicant:	Truro Historical Society				
Contact Person	Susan Howe				
Address of Applicant:	PO Box 486	City/Town:	Truro	State	MA Zip Code 02666
Phone Number:	[REDACTED]	Fax Number:			

**NOTE: 1. Attach Certificate of Good Standing from the Secretary of the Commonwealth**  
**2. Attach a copy of the Certificate of Solicitation from the Public Charities Division of the MA Attorney General's Office (Certificate must be current to the date of the event)**

#### 2. Type of License Requested:

<input checked="" type="checkbox"/> Charity Wine Pouring License	<input type="checkbox"/> Charity Wine Auction License	<input type="checkbox"/> Charity Wine Partnership License
*Donated Wine Only		

#### 3. Event Information:

Date(s) of Event:	Opening Reception Wampanoag Exhibition	
These events are only permitted at one of the locations specified below. Please check the one that applies.		
<input type="checkbox"/> Address of Applicant's Corporate Headquarters:		
<input checked="" type="checkbox"/> Address of Applicant's Usual Place of Business:	Highland House Museum, 6 Highland Light Rd, N Truro MA 02652	
<input type="checkbox"/> Address of Licensee:		
Name of Licensee:	Truro Historical Society	ABCC License #
<b>*Attach letter of consent from Licensee</b>		
Describe Area to be Licensed:		

*\*If additional space is needed, please use the last page\**



**4. Who Donated Wine:**

Name	Donated
Pamet Valley Liquor Store	June 2019

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate; I hereby acknowledge I have read and understand the attached conditions.

Signature:

*Susan S Howe*

Date

July 28, 2021

# Certificate of Completion

This Certificate of Completion of  
**eTIPS On Premise 3.1**  
For coursework completed on July 21, 2021  
provided by Health Communications, Inc.  
is hereby granted to:

**Susan Howe**

Certification to be sent to:

**PO Box 973  
Truro MA, 02666-0973 USA**



HEALTH COMMUNICATIONS, INC.



This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.



Department of Revenue  
Christopher C. Harding, Commissioner

mass.gov/dor

170000 Date: September 7, 2018  
MA Taxpayer ID: 10276657

## CERTIFICATE OF EXEMPTION



TRURO HISTORICAL SOCIETY INC  
PO BOX 486  
TRURO MA 02666-0486

000459

Attached below is your Certificate of Exemption (Form ST-2). Cut along the dotted line and display at your place of business. You must report any change of name or address to us so that a revised ST-2 can be issued.

DETACH HERE



MASSACHUSETTS DEPARTMENT OF REVENUE

Form ST-2

Certificate of Exemption

TRURO HISTORICAL SOCIETY INC  
PO BOX 486  
NORTH TRURO MA 02652-0486

MA Taxpayer ID: [REDACTED]  
Certificate Number: [REDACTED]

This certifies that the organization named above is an exempt purchaser under Chapter 64H, section 6(d) or (e) of the Massachusetts General Laws. All purchases of tangible personal property by this organization are exempt from taxation to the extent that such property is used in the conduct of the business of the purchaser. Misuse of this certificate by any tax-exempt organization or unauthorized use of this certificate by any individual will lead to revocation. Willful misuse of this certificate is subject to criminal sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines. This certificate is non-transferable and may be suspended or revoked for failure to comply with state laws and regulations.

Effective Date: October 17, 2018

Expiration Date: October 16, 2028



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/23/2021

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).

PRODUCER Benson Young & Downs Ins 56 Howland Street PO Box 559 Provincetown MA 02657-0559	CONTACT NAME: Carl Goveia
	PHONE (A/C, No., Ext): (508) 487-0500 FAX (A/C, No.): (508) 487-4135
	E-MAIL ADDRESS: [REDACTED]
	INSURER(S) AFFORDING COVERAGE
INSURED Truro Historical Society Inc PO Box 486 Truro MA 02666-	INSURER A: Hartford Underwriters Insurance Company NAIC # 30104
	INSURER B: Mount Vernon Fire Insurance Company 26522
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

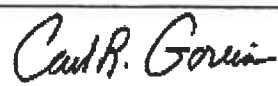
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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 CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

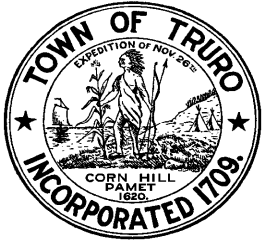
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		[REDACTED]	08/11/2020	08/11/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ INCLUDED \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	06/26/2021	06/26/2022	PER STATUTE 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)

LOCAL NON-PROFIT HISTORICAL SOCIETY;  
GENERAL LIABILITY INCLUDES HOST LIQUOR LIABILITY COVERAGE;

CERTIFICATE HOLDER	CANCELLATION	AI 105004
TOWN OF TRURO LICENSING DEPT 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 	

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# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Shellfish Department

**REQUESTOR:** Tony Jackett, Harbormaster/ Shellfish Constable

**REQUESTED MEETING DATE:** August 10, 2021

**ITEM:** Aquaculture Shellfish License Renewal

**EXPLANATION:** Dana Pazolt, owner of an Inshore Tidal Aquaculture license (Grant #1, offshore from 654 Shore Road), needs the Select Board approval to continue to work his shellfish grant which now qualifies for a five (5) year lease. The Truro Regulations for Aquaculture Licenses (p. 3, #10) allow renewals subsequent to the first-time two- year period license to be made for five (5) year periods. Mr. Pazolt renewed his license previously for a five-year period, is current with permits and fees, and is in compliance with all rules and regulations.

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

**IMPACT IF NOT APPROVED:** The applicant will not be authorized to conduct aquaculture operations at the site and may discourage future applicants.

**SUGGESTED ACTION:** *Motion to issue an Inshore Tidal Aquaculture license to Dana Pazolt offshore from 654 Shore Road for a term of five (5) years beginning August 10, 2021 and ending August 9, 2026.*

**ATTACHMENTS:**

1. Shellfish License Renewal Application
2. Aquaculture Regulations
3. 2021 Annual Report
4. Current Pazolt 5 Year Aquaculture License
5. 2021 Propagation Permit



# TOWN OF TRURO

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

## AQUACULTURE LICENSE RENEWAL APPLICATION

NAME OF APPLICANT: DANA PAROIT

MAILING ADDRESS: Box 124 North Truro, MA 02652

TELEPHONE: [REDACTED] EMAIL: [REDACTED]

GRANT NUMBER/ SITE LOCATION: Truro 2

**SITE DEVELOPMENT: ATTACH TO THIS APPLICATION YOUR PLANS FOR DEVELOPMENT OF THE SITE OVER THE NEXT ONE, TWO AND THREE-YEAR TERMS. INCLUDE THE NUMBER OF RAFTS/RACKS/FLOATS, SIZE, CONSTRUCTION MATERIAL AND WORKING AREA IN SQUARE FEET OF THE AQUACULTURE SITE. YOUR PLAN SHALL INCLUDE SHELLFISH BY SPECIES, AMOUNT AND SIZES INTENDED TO INTRODUCE TO THE WATER AND/OR SUBSTRATUM.**

Dana Paroit  
SIGNATURE OF APPLICANT

2/17/2021  
DATE





# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

## REGULATIONS FOR AQUACULTURE LICENSES

Adopted by the Board of Selectmen March 20, 2012

with amendments through May 22, 2013; April 8, 2014; July 14, 2015

### GENERAL

The following regulations are promulgated in compliance with MGL Ch 130 ss 57-68 for the establishment of Aquaculture License Sites within the boundaries of the Town of Truro. These regulations are in addition to other shellfish regulations approved by the Board of Selectmen (Board). Compliance with relevant statutes and regulations will ensure the orderly and successful implementation of the polices established by the Board in conjunction with the Massachusetts Division of Marine Fisheries (Division).

1. Shellfish licenses may be awarded to Truro residents who can show to the satisfaction of the licensing authority that they are bona fide domiciled residents of the Town of Truro.
2. Applications desiring a license shall be required to complete and submit all information required on the Town's approved application form.
3. License applications shall be considered on a first-come, first-served basis within the limitations of acceptable and available areas. The Harbor Master Shellfish Constable shall make recommendations to the Shellfish Advisory Committee on those areas. The Board of Selectmen may issue a moratorium on license approvals at any time this action is deemed appropriate and in the best interest of the town.
4. Licenses approved shall be subject to certification by the Division of Marine Fisheries in compliance with Chapter 130 of MGL and 322 CMR 7.01 (4) and be licensed by the Army Corps of Engineers in compliance with Section 404 of the Army Corp of Engineers.
5. When the ADA Grants are all allocated to license holders, a Waiting List will be established. The order of the list shall be determined by the date of acceptance of complete applications submitted to the Harbor Master/Shellfish Constable.

Interested parties must complete the Aquaculture License Application and pay the \$10.00 application fee in order to be considered and placed on the ADA Waiting List. As grant space becomes available, the Harbor Master/Shellfish Constable will notify the individual(s) on the Waiting List in sequential order. If an individual elects to not accept the opportunity to obtain a

Licensed Grant in the ADA, for whatever reason, they may elect to retain their order on the Waiting List and give the next individual on the Waiting List the current License.

All individuals who wish to remain on the Waiting List must pay the required annual fee of \$10.00 no later than January 1<sup>st</sup> of each calendar year in order remain on the Waiting List for the next year. (IE: Pay \$10.00 on Dec 28<sup>th</sup> 2015 for the 2016 calendar year Waiting List)

### **APPLICATION**

Applications for aquaculture licenses shall be submitted on the Town's Application for Shellfish License form. Each application shall include, but not be limited to, the following items, as promulgated by the Division of Marine Fisheries:

1. Detailed site plan including latitude and longitude of corners (meters & bounds)
2. Geophysical site characteristics
3. Benthic habitat conditions
4. Proposed species, quantities and densities
5. Proposed physical structures
6. Proposed method and details of access to the site
7. Evidence of Municipal Wetlands permit or determination of non-applicability
8. Evidence of application for Corps of Engineers, section 404 Permit or Programatic General Permit

6. For the license application within the designated Aquaculture Development Area (ADA) designated by the Board of Selectmen the application shall provide the exact location of the individual one acre site or sites and acreage which is requested.

After consultation with the Shellfish Advisory Committee, the Harbor Master Shellfish Constable may recommend a different size grant than that for which an applicant has applied depending on the Harbor Master Shellfish Constable's assessment of the applicant's experience, resources, available time to farm and his/her best estimate of the overall demand for the sites. License sites will require approval from the Board of Selectmen.

7. Following receipt of the acceptable and complete license application, the Board of Selectmen shall establish a public hearing date. At least fourteen (14) days prior to the hearing the Board shall take necessary action to publish a legal notice before the hearing in a newspaper with local distribution. In addition, a hearing notice shall be posted at the Town Hall and two other places in Truro.

8. The license permit application may be subject to review by the Harbor Master Shellfish Constable, the Shellfish Advisory Committee and by the Truro Conservation Commission,

9. The Board of Selectmen shall hold a public hearing and either tentatively approve or deny the license.



A. If the license site has been inactive for a period of more than two years the Harbor Master Shellfish Constable shall make an inspection of the license area together with the Division of Marine Fisheries which shall prepare a written report on the standing shellfish within the license area in order to determine productivity of the site

B. If the license is approved, the Selectmen shall issue a license permit and license number in accordance with established regulations. Final location of the license is subject to decision by the Board.

10. In the event that an applicant is approved for a license, the initial period will be for two (2) growing seasons and expire on the 31<sup>st</sup> of December following the second growing season. The license holder shall comply will all Federal, State and Town regulations while holding the license. The license holder shall provide information related to activity on the license site at least annually. License renewals following the initial period may be applied for at anytime during year two. Established license holders with a five year period may apply for renewal at anytime during years four or five of the license period. License renewals following the initial two year period may be made for a period of five year period. In order to be reviewed and considered for renewal, the license holder must have complied with all of the following four items:

- a) All Town fees paid in full
- b) Compliance Bond must be current and in full force
- c) Evidence of Propagation Permit from DMF
- d) Compliance with Annual Activity Report Submission

If the license holder fails to comply with any or all of the items listed above, the license renewal will not be recommended by the Shellfish Advisory Committee or Harbor Master Shellfish Constable. All renewals shall be subject to approval by the Board of Selectmen with recommendations by the Harbor Master Shellfish Constable.

11. Annual reporting shall be completed on forms provided by the Harbor Master Shellfish Constable to each license holder on or before December 31 of each year for the previous year's effort. Within a reasonable amount of time, the Harbor Master Shellfish Constable shall review the license report submitted by the license holders and submit a copy of said report to the Board of Selectmen. The license holder shall produce documents at the request of the Harbor Master Shellfish Constable Harbor Master Shellfish Constable showing shellfish purchase and sales slips.

12. Each license shall be reviewed annually by the Board of Selectmen and the Harbor Master Shellfish Constable involving a review of the license holder's yearly production report. If it cannot be shown by the license holder that a reasonable amount of shellfish has been produced on the license area during the preceding year the license may be deemed forfeited by the Board of Selectmen. As a minimum for the purposes stated a reasonable amount shall not be less than the statutory requirements as set forth by Section 65 of MGL Chapter 130. Applicant shall be responsible for state reports.

## **REQUIREMENTS**

13. Licenses shall not be transferred or sublet; the license is to be worked by the license holder and immediate family; exceptions may be permitted for reasons of hardship. Employees of the license holder may be permitted to conduct aquaculture operations with the permission of the Harbor Master Shellfish Constable .
14. It is the responsibility of the license holder to comply with all relevant sections of the General laws; Division of Marine Fisheries regulations and the Department of Public Health regulations regarding handling transport and sale of shellfish grown on the license site including permits for possession of seed and sale and processing as described in 105 CMR 533 and 322 CMR 15.
15. It shall be unlawful for the license holder to take seed shellfish from any waterway in the Town of Truro without written permission from the Board of Selectmen. {Amended 05-22-13}
16. It shall be unlawful for any license holder to transfer to or from the licensed site any contaminated shellfish. Any Shellfish transferred to a licensed site must come from the hatcheries certified by the Division as disease- free.
17. The Town Harbor Master Shellfish Constable shall be notified prior to any transfer of shellfish, stating that the location and name of the company from which the shellfish are purchased, the date of the transfer and proof of certification.
18. The Town of Truro reserves the right to obtain samples of any shellfish from the license area for the purpose of certified testing for disease.
19. The Harbor Master Shellfish Constable shall have authority to inspect the license area including the contents of all boxes or other containers at any time.
20. The license holder shall assume liability for all boxes, racks, etc. used in shellfish farming. If any boxes, rack, etc. are moved by a storm or other event to a location off the licensed site, it shall be the responsibility of the license holder to remove it. If within three weeks the license holder has not complied with this requirement, the Town, through the Harbor Master Shellfish Constable may cause such boxes, racks, etc. to be removed and may bill the license holder. For purposes of identification, each box, rack, etc. used by the individual license holder shall bear the Truro Aquaculture license site number. When a license is discontinued or terminated for any reason, the license holder shall be required to remove all boxes, racks, pens, boundary markers, etc. from the waters and substratum within thirty (30) days of the license expiration date. Any and all equipment not removed within thirty (30) days may be recovered by the Town through the Harbor Master Shellfish Constable at the license holder's expense.
21. License holders shall be responsible for affixing permanent markers to the four corners of their licensed site after the license is issued. Each marker shall display the number of the license site, as prescribed by the Board in compliance with the statutory requirements.

22. Inasmuch as this ADA lies within a Critical Habitat area for marine mammals all floating gear which is affixed to the bottom shall be in compliance with the provisions and requirements of the Massachusetts Division of Marine Fisheries. This shall include marker buoys, and their attachment lines. There shall be compliance with any Department of Marine Fisheries or NOAA Regulations promulgated in the future to further the goals of the Federal Marine Mammal Protection Act.

23. A five foot long sleeved enclosure shall be installed immediately below the buoy on any permanent mooring line and marker buoy lines (not gangions) to prevent entanglement with sea turtles between May 15<sup>th</sup> and December 31<sup>st</sup>.

24. For retrieving fixed gear on bottom one line per acre with a 600 lbs. breakaway link or ROABS (ropes of appropriate breaking strength per ALWTRP) to shellfish bags, cages, or containers at the shallowest depth of the lease for the purposes of retrieving marketable product.

25. An area of twenty five (25) feet inside the perimeter of the license site abutting another site shall remain unobstructed for passage of others.

26. Should license boundary disputes arise among license holders, they shall first take their dispute to the Harbor Master Shellfish Constable for resolution. Should this prove unresolved, the Board of Selectmen may require an engineered survey of the licenses in question. Such survey would be performed at the license holder's expense.

27. No persons may moor a vessel within twenty-five (25) feet, at rest, of a licensed site area.

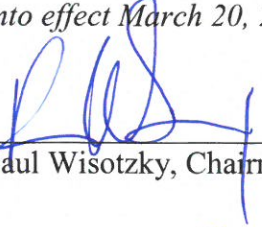
### **FEES**

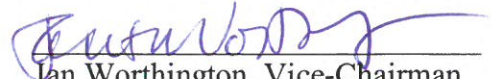
28. A \$25 application fee for the public hearing shall be payable at the time of submission of the application to the Board.

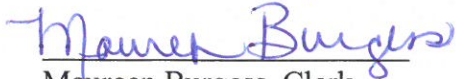
29. A fee of \$25 per acre or part thereof shall be payable at the time of license approval. An annual license fee of \$25.00 per acre shall be paid by the license holder, payable on or before January 1<sup>st</sup> of each year thereafter. If the fee is not paid within 6 months after it is due, the license shall be deemed forfeited.


30. The license holder shall post a Compliance Bond for the licensed area or part thereof to ensure compliance with Section 20 regulations. The bond amount shall be \$10,000.00 for licensed areas ranging from one to five acres. In the event a license holder has a licensed area in excess of five acres; the bond amount shall be increased to \$20,000.00. The license holder shall provide the Town of Truro a fully executed Surety Rider naming the Town as the Obligee. {Amended July 14, 2015}

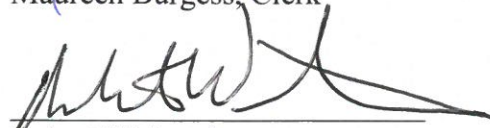
*Submitted for consideration by Truro Shellfish Advisory Committee, February 21, 2012. Went into effect March 20, 2012; amended May 22, 2013; amended April 8<sup>th</sup>, 2014; July 14, 2015*

  
Paul Wisotzky, Chairman

  
Jan Worthington, Vice-Chairman

  
Maureen Burgess, Clerk

  
Jay Coburn

  
Robert Weinstein

Town of Truro Board of Selectmen



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## ANNUAL AQUACULTURE LICENSE REPORT

GRANT HOLDER NAME: DANA PAROIT

ADA GRANT LOCATION: 4-5

Amount and kind planted: 260 K Mook

100 K Wards Sea Farm

Amount and kind harvested: None All undersized

Amount and kind currently on site: 0

All seed moved to inside grant

# 1

Signature of Grant Holder Dana Paroit

Date: 12/14/2020

**\$ PAID**  
#548 \$175.00  
1/11/2021



# TOWN OF TRURO

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

## AQUACULTURE LICENSE


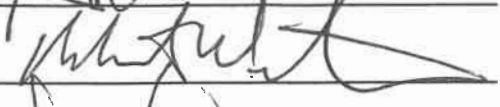
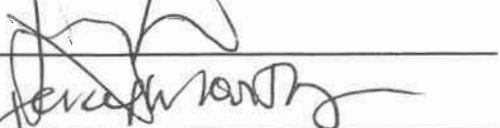
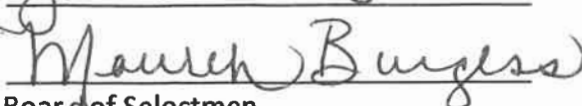
Number: 2016-01

We, the Truro Board of Selectmen, in accordance with the provisions of Chapter 130 of the General Laws, and all other powers thereto enabling, do grant to Dana Pazolt of Truro, Massachusetts, for the term of & John Burns five years, beginning August 09, 2016 a license to plant, grow, cultivate and harvest shellfish at all times during the term of this license in and upon the flats and waters situated in Cape Cod Bay, on a certain parcel of land bounded and described as follows:

*Located offshore from 654 Shore Rd, an acre of Intertidal land within the Intertidal land owned by the Sea Gull Trust at 42° 03.455' + 070° 08.757' at the South East Corner, 42° 03.461' + 070° 08.783' at the Southwest Corner, 42° 03.512' + 070° 08.739' at the North West Corner, 42° 03.503' + 070° 08.716' at the North East Corner and running parallel to the shore East from the Provincetown / Truro town line.*

The above described parcel contains an area of 1 acre(s), more or less, and is shown on a plan entitled/dated Sketch plan of Land in Truro, Massachusetts prepared for the Seagull Trust, dated November 15, 1991.

This license is granted under the provisions of MGL Chapter 130 and in accordance with the Aquaculture Regulations of the Town of Truro, which are made a part hereof by reference.

  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
Maureen Burgess  
Board of Selectmen  
Town of Truro

August 9, 2016  
Date





CHARLES D. BAKER  
Governor

# The Commonwealth of Massachusetts

## Division of Marine Fisheries

251 Causeway Street, Suite 400, Boston, MA 02114

p: (617) 626-1520 | f: (617) 626-1509

[www.mass.gov/marinefisheries](http://www.mass.gov/marinefisheries)



KARYN E. POLITO  
Lt. Governor

KATHLEEN A. THEOHARIDES  
Secretary

RONALD S. AMIDON  
Commissioner

DANIEL J. MCKIERNAN  
Director

DANA PAZOLT  
EAST HARBOR OYSTER CO.  
P.O. BOX 126  
NORTH TRURO, MA 02652

165432

### SHELLFISH AQUACULTURE/PROPAGATION PERMIT CONDITIONS

Effective January 1, 2021 - December 31, 2021

#### General Conditions

- All activities conducted under authority of this permit shall be completed in accordance with the provisions of **322 CMR** (Code of Massachusetts Regulations): **6.00: Regulation of Catches; 12.00: Protected Species; 15.00: Management of Marine Aquaculture; 16.00: Shellfish Sanitation, Harvest, Handling and Management**; all pertinent sections of **Chapter 130, Massachusetts General Laws (MGL)**, and all other Division of Marine Fisheries (**DMF**) regulations and statutes pertaining to shellfish and shellfisheries, unless exempted by this permit. **No seed or adult shellfish may be introduced, transplanted or planted into coastal waters unless listed on this permit.**
- Any violations of the conditions of this permit may result in fines, suspensions, revocation, or prosecution under pertinent sections of Chapter 130, MGL and 322 CMR.
- All activities conducted under authority of this permit are subject to inspection at any reasonable time by **DMF** employees, **Office of Law Enforcement** environmental police officers and local Shellfish Constables (Chapter 130, section 98, MGL).
- An annual report must be filed with **DMF** and your municipal shellfish authority (city council or select board) indicating the type, amount and source of shellfish planted, produced and/or marketed during the preceding year, including a list of all seed sales, not later than February 28, 2022 (Chapter 130, section 65, MGL).
- All shellfish obtained for transport and propagation must be of a species and from a source approved by **DMF** and listed on this permit. **No naturally occurring shellfish from public beds may be stored on an aquaculture license site.**
- The sale of shellfish for consumption must comply with the provisions of Chapter 130, sections 2, 80, 81, 82, and 83, MGL; 322 CMR, 6.00, 7.00 and 16.00, and 105 CMR 500.000 (**Good Manufacturing Practices for Food-Department of Public Health**) and provisions of this aquaculture permit.
- This permit is valid until midnight December 31, 2021 for the possession of seed shellfish on the licensed aquaculture Site, and other locations authorized on this permit, unless sooner revoked for cause.
- In the event of shellfish closures to protect public health under authority of Chapter 130, section 74A, MGL, such as those resulting from unusual rainfall, red tide or oil spills, no activity other than emergency maintenance of gear and shellfish shall be conducted unless prior permission is obtained from **DMF** or the local shellfish constable who must notify **DMF**.
- All permit holders are required to maintain a list of individuals authorized to work on the permit holder's licensed aquaculture site. Permit holders are required to update the list regularly and to provide a copy of the most recent list of authorized individuals to their local Shellfish Constable. Non-permitted individuals authorized by the permit holder to work on an aquaculture site are not allowed to transport seed or market-size shellfish for culling and/or overwintering unless they are named on this permit and possess a copy of this permit. **Employees or other authorized individuals may sell shellfish to a wholesale dealer on behalf of the aquaculture license holder if they possess an Employee Transaction Card linked to at least one of the permit holder's DMF-issued Commercial Fisherman Permits with a shellfish endorsement.**



#### 10. Bulk Tagging for Culling and Overwintering

If a permit is endorsed for **off-site culling** or **off-site overwintering**, the permit holder may bulk tag individual lots of shellfish during transport to and from the aquaculture license site and the off-site location.

**A single green waterproof tag may be used indicating the permit holders name, Shellfish Aquaculture Permit number, date of removal, and location of the licensed site (town and water body), number of containers in the lot with the following statement: *All shellfish containers in this lot have the same removal date and are from the same licensed site.***

**Additionally, one of the following statements must be on the tag:**

- 1. *Aquaculturally Reared* :To be culled or overwintered.**
- 2. *Aquaculturally Reared* : Culled or overwintered, for return License Site.**

The permit holder shall have a **bound logbook** with the same information on the green tag recorded in ink and the book shall be kept with the shellfish in the cargo area and not in the driving compartment of the motor vehicle.

#### **BULK TAGGING OF SHELLFISH IN TRANSPORT FOR COMMERCIAL PURPOSES IS PROHIBITED EXCEPT IN THE CASE OF GROWER-DEALERS IN POSSESSION OF A BULK TAGGING LETTER OF AUTHORIZATION ISSUED BY DMF.**

Grower-Dealer means the vertically integrated entity that holds a Commercial Fisherman Permit, Aquaculture Propagation Permit, and Wholesale Dealer Permit with DMF, and as a wholesale dealer purchases from themselves the shellfish grown under their Aquaculture Propagation Permit and harvested under their Commercial Fisherman Permit.

**It is unlawful for any person to possess or transport shellfish (shellstock) for commercial purposes that is not tagged, as required in 322 CMR 16.05**

#### **Endorsement Conditions**

##### ***A. Grow-out***

The permit holder is authorized to grow the shellfish as endorsed at **A.** from sources approved by **DMF**.

##### ***B. Intermediate Grow-out***

This permit may authorize the intermediate grow-out of seed in an upweller, downweller, FLUPSY or other device as endorsed at **B.** ***If these devices are in coastal waters they must be located on a licensed aquaculture site and authorized by this permit at B.*** Land-based upwellers and downwellers may be authorized without a site license if endorsed on this permit at **B.**

- Prior to transport and transplant of any seed from an intermediate grow-out site to a licensed aquaculture site, or other location, permission must be obtained from **DMF** through an amendment to this permit.

**DMF may also require shellfish disease testing before such permission is granted.**

##### ***C. Off-Site Culling***

Permitted shellfish seed ***and/or market sized shellfish*** may be transported to an off-site location **away** from the permit holder's private shellfish aquaculture site as endorsed at **C.** for the purpose of culling subject to the following conditions. **Permit holders culling market-sized oysters during the *Vibrio parahaemolyticus (Vp)* control period must also adhere to *Vibrio* Management regulations in 322 CMR 16.07 (4).**

1. The permit holder informs the local Shellfish Constable that their permit is endorsed for off-site culling.
2. All shellfish in transport to and from the off-site culling location shall adhere to the **Bulk Tagging** provisions at **General Conditions no.10** of this permit **or each container may be individually tagged using the same record keeping requirements at the permit holder's discretion.**
3. This permit endorsement does not authorize the possession or transport of seed shellfish of any kind other than those listed on this permit.
4. All shellstock off-site culled must be returned to the aquaculture license site prior to final harvest and sale to a wholesale dealer.

##### ***D. Seed Sales***

This permit may authorize the sale of seed shellfish as endorsed at **D.** subject to the following conditions:

1. Sale of seed shellfish shall be made only to persons holding a valid aquaculture or propagation permit from **DMF** or to persons holding a similar permit from other states or provinces.

2. Prior to the sale or transplant of any species of seed or adult shellfish from a licensed aquaculture site, upweller or other location, permission must be obtained from **DMF** through an amendment to this permit.

**DMF may also require shellfish disease testing before such permission is granted.**

#### ***E. Overwintering***

This permit may authorize the overwintering of seed and/or market-sized shellstock at locations other than the aquaculture site as endorsed at **E.** subject to the following conditions:

1. Overwintering shellstock off a licensed culture site is only authorized for the purpose of re-planting on the permit holder's aquaculture site(s) for additional grow-out.
2. Oysters, both seed and market-size, may be stored or overwintered out of water in pits, or cold storage units as endorsed at **E.**
3. In-water, off-site overwintering of oysters shall only be conducted at another licensed site as authorized at **E.**
4. **No direct marketing of shellfish is allowed from any type of land-based overwintering location.** All market-sized oysters overwintered out of water must be re-submerged (**re-conditioned**) for a **minimum of 14 days** prior to harvest for human consumption.
5. All shellfish in transport to and from the overwintering location shall adhere to the **Bulk Tagging** provisions at **General Conditions no. 10** of this permit or each container may be individually tagged using the same record keeping requirements, at the permit holder's discretion.

#### ***F. Spat Collection***

The permit holder may be authorized to conduct shellfish spat collection as endorsed at **F.** subject to the following conditions:

1. Off-site spat collection, if endorsed, shall commence on June 15<sup>th</sup> or later and cease on or before September 15<sup>th</sup>. No gear shall be placed in the water, prior to or remain in the water after the inclusive dates. This does not release the permit holder from obtaining local permission.
2. Off-site spat collection may only be conducted in the same body of water where the permit holder's license site is located or as determined by **DMF** and endorsed at **F.**
3. On-site spat collection shall be in accordance with the provisions of the *Aquaculture Guidelines of the Department of the Army, General Permit for the Commonwealth of Massachusetts*.

#### ***G. Sale of Undersized (Seed) Shellfish for Market Consumption***

**DMF** allows the sale of non-conforming sizes of "**aquaculture reared**" or "**farm raised**" quahogs, oysters and surf clams for market consumption subject to **DMF** regulations at 322 CMR: 6.08, 6.20 and 14.03, and the conditions of this permit:

1. Only **aquaculturally reared** oysters, quahogs and surf clams grown on and harvested from the permit holders licensed private aquaculture site may be sold under this size exemption authorization. **No naturally occurring shellfish from public beds below the wild minimum size defined at 322 CMR 6.08 and 6.20 shall be harvested and sold as aquaculture reared.**
2. All containers that hold aquaculture raised oysters, quahogs and surf clams that are smaller than the wild minimum size must have the words "AQUACULTURE REARED" or "FARM RAISED" on the shellfish tag.
3. Aquaculture reared quahogs that do not conform to the wild caught minimum size shall only be sold outside of the Commonwealth. Propagation permit holders shall only sell undersized quahogs to authorized wholesale dealers who are approved primary buyers by the Director pursuant to **322 CMR: 7.07: Dealers Acting as Primary Buyers**, and **14.03: Regulation of Aquaculture Products** and certified by the Department of Public Health for transport and sale of shellfish outside the Commonwealth.
4. All records concerning this activity shall be open to inspection by **DMF** at any time, and areas utilized for storage and packing of same shall be open to inspection by any officer authorized to enforce the shellfish rules and regulations of the Commonwealth.

**Growers: Please note that DMF is no longer issuing wallet-size cardstock permits.**

**The following document is your DMF Aquaculture/Propagation permit and renewal receipt. The permit must be kept with you while engaged in the activities the permit authorizes.**

**Please be sure to read the above permit conditions carefully and to sign the Signature line at the bottom of your permit.**



# The Commonwealth of Massachusetts Division of Marine Fisheries

251 Causeway Street, Suite 400, Boston, MA 02114  
p: (617) 626-1520 | f: (617) 626-1509  
[www.mass.gov/marinefisheries](http://www.mass.gov/marinefisheries)



CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lt. Governor

KATHLEEN A. THEOHARIDES  
Secretary

RONALD S. AMIDON  
Commissioner

DANIEL J. MCKIERNAN  
Director

## Private Aquaculture/Propagation Permit No. 165432

**Class 3      Type 1**

ISSUED: 1/11/2021      EXPIRES: 12/31/2021

FEE: \$10.00  
FTN: 260991  
CHECK #: 5137

TO WHOM IT MAY CONCERN:

Pursuant to Sections 17, 17A, 17B, 69, 75, 80 and 83 of Chapter 130 of the Massachusetts General Laws and 322 CMR 6.08; 6.10; 6.20; 7.01(4)(c) and 15:00, permission is hereby given, subject to the attached Shellfish Aquaculture Permit Conditions to:

**DANA PAZOLT  
EAST HARBOR OYSTER CO.  
P.O. BOX 126  
NORTH TRURO, MA 02652**

To possess naturally occurring seed shellfish, seed shellfish transplanted under previously issued permits and to transplant seed and/or adult shellfish from Division of Marine Fisheries approved sources at and to the permit holder's private shellfish aquaculture site, licensed under authority of Chapter 130, Section 57 of the Massachusetts General Laws; or at other locations authorized by endorsements made part of this permit. You must carry this permit while engaged in the activities this permit authorizes.

### LOCATION OF AQUACULTURE SITE(S): TOWN: TRURO

**DSGA: CCB4      SITE(S) NUMBER: ADA 1-5  
WATERBODY: PROVINCETOWN HARBOR  
DSGA: CCB4      SITE(S) NUMBER: 01  
WATERBODY: PROVINCETOWN HARBOR**

**LOCATION: TRURO ADA**

**LOCATION: 654 SHORE RD**

**A. GROW-OUT AND SEED PURCHASES**  
SOURCE                      SPECIES  
WARD AQUAFARMS              OYSTER  
  
SEE SPECIAL CONDITIONS

**B. INTERMEDIATE GROW-OUT**  
ON-SITE: NO    OFF-SITE: NO  
  
TYPE:  
  
SPECIES:  
  
LOCATION:

**C. OFF-SITE CULLING**  
  
OFF-SITE CULLING ALLOWED: YES  
  
LOCATION: 654 SHORE RD. TRURO,  
MACMILLIAN PIER  
  
(Pursuant to 322 CMR 15.08(5), off-site culling locations  
are subject to inspection.)

**D. SEED SALES**  
SEED SALES ALLOWED: NO  
  
SPECIES:

**E. OFF-SITE OVERWINTERING**

OVERWINTERING ALLOWED: YES

METHOD: LAND BASED

LOCATION: 643 SHORE RD, NORTH TRURO

**F. SPAT COLLECTION**

SPAT COLLECTION ALLOWED: NO

LOCATION:

METHOD:

**G. INDIVIDUALS AUTHORIZED TO MOVE PRODUCT OFF LICENSE SITE FOR CULLING,  
OVERWINTERING & TRANSPORT TO WHOLESALE DEALER:**

- |                     |    |
|---------------------|----|
| 1. JOHN BURNS       | 4. |
| 2. MARVIN CHIVECHON | 5. |
| 3. DAN SMITH        | 6. |

**H. SPECIAL CONDITIONS:**

ALL SEED SOURCES LISTED ON THIS PERMIT MUST BE ADDED TO THE 2021 DIVISION OF MARINE FISHERIES APPROVED SOURCE LIST PRIOR TO YOU TAKING POSSESSION OF THE SEED. IF YOU WISH TO PURCHASE SEED FROM SOURCES NOT LISTED ON THIS PERMIT YOU MUST FIRST OBTAIN AUTHORIZATION FROM MARINE FISHERIES.

Signature: \_\_\_\_\_

Approved by:   
Daniel J. McKiernan  
Director

This document is your Division of Marine Fisheries permit and receipt. Your Permit is not valid until you sign the Signature line above. You must carry this permit while engaged in the activities this permit authorizes.

CC:  
SHELLFISH CONSTABLE(S): TRURO  
DMF: J. KENNEDY, C. PETITPAS, T. SHIELDS

## Consent Agenda Item: 7C

Select Board Meeting Minutes  
June 8, 2021 at 5:00pm  
Via GoToMeeting platform

**Select Board Members Present:** Chair-Robert Weinstein, Vice Chair-Kristen Reed, Clerk-Susan Areson, Member-Janet Worthington, Member-Stephanie Rein

**Others Present:** Town Manager-Darrin Tangeman, Assistant Town Manager-Kelly Clark, DPW Director-Jarrold Cabral, Health and Conservation Agent-Emily Beebe, Recreation and Beach Director-Damion Clements, Francie Randolph, Brian Cowing, Matthew McCue, Chair of Conservation Commission-Jack McMahon, Alice Boyd of Bailey Boyd Associates, Leedara Zola-Housing Consultant to the Truro Housing Authority, Chair of the Housing Authority-Kevin Grunwald

Chair Weinstein read instructions for the public to view or provide comment during the meeting.

### **Public Comment**

Francie Randolph wanted to thank the Select Board for all they do in supporting the Farmers' Market each year. Sustainable Cape has held a number of meetings with the Town Manager and Department Heads to discuss resuming the Market. They have a new emergency plan and a parking plan.

### **Board/Committee/Commission Appointments**

Brian Cowing has been performing Constable work for the Town of Provincetown for six years. He also presently works under various attorneys. He was raised and educated in Provincetown.

**Member Reed made a motion to appoint Brian Cowing as Truro's Constable for a term not to exceed three years, expiring June 7, 2024.**

**Member Rein seconded.**

**Roll call vote:**

**Member Worthington-Aye**

**Member Rein-Aye**

**Member Areson-Aye**

**Member Reed-Aye**

**Chair Weinstein-Aye**

**So voted; 5-0-0, motion carries.**

Matthew McCue is an attorney who lives full-time in the Natick area. He purchased a home in Truro three years ago and is interested in getting involved in the Town. He has been involved with Natick politics. He has gone clamming since he was a child and is interested in learning about the aquaculture industry. Member Areson noted that this was an unexpired term which would end in three weeks, upon which time Mr. McCue would have to reapply for a full one-year term. Mr. McCue was aware.

**Member Areson made a motion to appoint Matthew McCue to fill the unexpired one-year alternate member term to the Shellfish Advisory Committee expiring June 30, 2021.**

**Member Reed seconded.**

**Roll call vote:**

**Member Worthington-Aye**

**Member Rein-Aye**

**Member Areson-Aye**

**Member Reed-Aye**

**Chair Weinstein-Aye**

**So voted; 5-0-0, motion carries.**

### **Staff/Committee Updates**

#### **Staff Update on Threatened Species and Associated Pet Closures**

Recreation/Beach Director Clements stated that per Truro's Beach Rules and Regulations, all animals are prohibited on Truro beaches between the hours of 9am and 6pm from the third Saturday in June through Labor Day. In addition, beach restrictions for pets (including dogs) may be increased due to the presence of shore birds. His department is notified of nests by the Audubon's Wellfleet Bay Sanctuary, which is contracted by the Town to monitor the nesting birds. The department is also notified by the National Park Service. He is notified weekly indicating the need for full or limited pet closures. Once notified, these are the actions taken:

- Update department website.
- Coordinate with the DPW to install signs. Signage includes QR codes which direct people to the department webpage that gives more detail about the closure.
- Notifications are relayed to beach attendants, and the attendants in turn notify beachgoers of the pet closures.

Recreation/Beach Director Clements then gave a quick rundown of the beach pet closures currently in place. Chair Weinstein added that the ponds in Truro fall under the National Seashore jurisdiction and dogs are prohibited from May 15 through October 15.

Health/Conservation Agent Beebe wanted to inform people about respecting these birds, which can only nest in certain places. The Town is required to do this under the Massachusetts Endangered Species Act. The Massachusetts Audubon is contracted to keep the Town in compliance with those rules. The plover and the least tern are endangered species and are at risk for their continued existence. Once the Town is notified of the hatching, there is a very specific amount of time for fledging and the Town will be able to provide the public with a good estimate as to when things should open up.

#### **Staff Update on Truro Center Traffic Safety**

DPW Director Cabral said that on January 19<sup>th</sup> of this year the Town contracted with GHD Inc. (an engineering company specializing in pavement management). The scope of work or the Truro Center Traffic Study will include field investigation and research of all public roadways. This will include a condition assessment, visual survey and base map which will include highlighted problem areas of concern, including Truro Center Road. A final report will be produced by GHD, including recommendations for a long-term paving plan, drainage upgrades, operation and maintenance recommendations and traffic safety concerns. Truro Center Road is considered a safety priority for a number of reasons which DPW Director Cabral listed. He then noted some recommendations along with funding sources. Member Areson asked if the Town's Complete Streets program encompasses the entire Town or just the Truro Center Road area. DPW Director Cabral stated that once we have an approved local policy we can submit to DOT, wait for their approval, and then we're deemed a Complete Streets Community.

#### **Board/Committee Report: Conservation Commission**

Chair of the Conservation Commission McMahon introduced himself. There are seven members, and they have one vacancy. He explained the dynamics between the Commission and the Conservation Agent. He wished to thank Deborah McCutcheon for her years of service. He went on to list some accomplishments from the past twelve months.



- They have maintained a busy year of permitting despite a brief slowdown in their meeting schedule. The number matches the number of permits from 2019.
- The Commission made the remote platform work for all members and found that interactions with consultants, engineers and property owners worked very well.

Goals for the next six months:

- Working with the Conservation Trust to implement the High Head Management Plan.
- Continuing to increase public awareness about good stewardship of the environment.
- They look forward to having a new member filling Deborah McCutcheon’s vacancy.
- They wish to work with the Climate Action Committee to develop climate- related conditions for projects to support sustainable building practices.
- They need to address carbon sequestration and continue to emphasize mitigation projects with drought resistant plantings.

Member Areson asked if anyone has expressed interest in joining the Conservation Commission. Conservation Commission Chair McMahan stated that they have had a couple of people who are interested.

**Review and Approve Revised Policy 64: Masks and Social Distancing**

Town Manager Tangeman stated that before the Board is the revision of Policy 64. He and Health Agent Beebe believe this is a temporary measure to ensure they maximize participation at the Annual Town Meeting and Annual Town Election. Member Rein asked if the protocol for entering and exiting beaches was included in this policy. The Board of Health will be looking at this at their next meeting for a sunset date. Member Areson is onboard with people wearing masks in Town buildings and for the election, but she believes any local policy concerning masking should take into consideration the many people who are fully vaccinated. She thinks fifty feet outside of Town buildings is a little excessive, and she thinks six feet separation is excessive as well, seeing that the CDC is suggesting three feet. Member Reed asked Health Agent Beebe to speak to the importance of masking for populations that are not fully vaccinated and for protections for the people who can’t get vaccinated but are still vulnerable. Health Agent Beebe stated there are people who are vaccinated but won’t have the same protection and are vulnerable. Masking in close quarters is effective in minimizing transmission. The three-foot vs six-foot distancing is relative to schools and not the general population and that is why they are more comfortable holding onto the six-foot distance. Chair Weinstein says he’s been asked by various Town employees, both at the Transfer Station and the Harbor, about masking there. Town Manager Tangeman believes both were addressed in the Board of Health Order. A meeting was held with staff where these pending changes were discussed.

**Member Reed made a motion to approve revised Policy 64: Masks and Social Distancing for the Town of Truro.**

**Member Rein seconded.**

**Roll call vote:**

**Member Rein-Aye**

**Member Worthington-Abstained**

**Member Areson-Abstained**

**Member Reed-Aye**

**Chair Weinstein-Aye**

**So voted; 3-0-2, motion carries.**

**Authorize the Town Manager to Approve and Sign Housing Rehab Subordination Loan Requests**

Town Manager Tangeman stated this is a requirement of the local banks under Covid. Authorizing the Town Manager to sign is a way to get these requests approved more efficiently. Alice Boyd, of Bailey Boyd Associates, stated that they've come to the Town so many times and this method will eliminate the requirement to schedule a meeting, and have the Select Board sign. Instead, the Town Manager would be allowed to sign subordinations which would save time for the homeowners and facilitate the issue. Assistant Town Manager Clark added that as part of this agenda request, they've included DHCD refinance consent letters. Leedara Zola is present at the meeting and can speak to that if there are questions.

Housing Authority Chair Grunwald explained that when they have deed restricted properties (restricted by affordability) the Town has a monitoring role to make sure these properties stay within program guidelines. They have a family in a home that has requested refinancing of the property.

**Member Areson made a motion that the Select Board execute a limited power of attorney to authorize Town Manager Tangeman to sign Community Development Block Grant loan subordinations on behalf of the Select Board until such time that the CDP Executive Director can resume signatory responsibilities.**

**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 Areson made a motion that the Select Board execute a limited power of attorney to authorize Town Manager Tangeman to sign DHCD Refinance Consent letters.**

**Member Reed seconded.**

**Roll call vote:**

**Member Worthington-Aye**

**Member Rein-Aye**

**Member Areson-Aye**

**Member Reed-Aye**

**Chair Weinstein-Aye**

**So voted; 5-0-0, motion carries.**

**Review and Approve Eagle Neck Creek Construction Engineering Services and Extension with the USDA/NRCS**

DPW Director Cabral explained that the Town has partnered with the USDA on the Eagle Neck Creek culvert replacement project. USDA will cover seventy-five percent of the construction cost. To date, the Division of Ecological Restoration has funded all of the preliminary engineering fees. Since restarting this project in 2017, they've reevaluated the area and there has been an increase in overall construction costs. The Fuss & O'Neil proposal is part of the estimate for construction. Seventy-five percent of their proposal would be reimbursed.

DPW Director Cabral then went over some slides to explain the project. Chair Weinstein would like all the mapping information to be available to the public. DPW Director Cabral stated that all the information is on the DPW webpage.

**Member Reed made a motion to approve the amendment with the USDA/NRCS to the application for Federal Assistance SF-424 and to authorize the Town Manager to sign.**

**Member Areson seconded.**

Member Rein is an abutter to abutters and has recused herself from this vote.

**Roll call vote:**

**Member Worthington-Aye**

**Member Areson-Aye**

**Member Reed-Aye**

**Chair Weinstein-Aye**

**So voted; 4-0-1 (Member Rein abstained), motion carries.**

**Member Reed made a motion to accept the proposal from Fuss & O'Neill for final design, bidding services, and construction administration services for the Eagle Neck Creek culvert replacement and to authorize the Town Manager to sign.**

**Member Areson seconded.**

Member Rein is an abutter to abutters and has recused herself from this vote.

**Roll call vote:**

**Member Worthington-Aye**

**Member Areson-Aye**

**Member Reed-Aye**

**Chair Weinstein-Aye**

**So voted; 4-0-1 (Member Rein abstained), motion carries.**

#### **Discussion of Article 21: Charter Amendment to Section 2-2-4-Petitioned Article**

Chair Weinstein will recuse himself and will turn the meeting over to Vice-Chair Reed. He reserves his right to comment although he will not be voting.

Member Areson's point in bringing up this agenda item is that at the last regular Select Board meeting the Board voted against recommending this article because they had questions about the article as it was written and about the proposed language that had been emailed to them multiple times. She'd like to work with Town Counsel to determine what language might be appropriate so that they may advise the petitioners.

Member Worthington would like to see if they could do that.

Chair Weinstein (now speaking as a resident of Truro) stated that Town Counsel has reviewed this and the language he's looking at in their packet is exactly the language which Town Counsel objected to. An individual cannot behave as a board or committee. He's also disturbed that no one has stepped forward as the lead petitioner, nor that this was first brought to the Charter Review Committee. Member Areson stated that this language was originally submitted over a year ago. The reason the language Chair Weinstein referenced is underlined is because that's the language identified as problematic. The Board was emailed several times with language that did not include what's underlined, and the Board had issues with that as well. She continued that while she agrees it's important that people go to the Charter Review Committee to seek changes, or to come to the Select Board if they have problems, every voter and resident in this Town has a right to submit a petition. Member Areson is looking for something that might help the petitioners with an amendment that they could make on the floor.

Member Reed agreed with Chair Weinstein in that the process for a Charter change should include Charter Review Committee's process. As for the other petitioned articles, there was a lead petitioner that spoke to it which helped when amending the language. Member Reed cannot support a petitioned article of a Charter change without it going through the Charter Review process. Member Areson stated

that it did not have to go through the Charter Review Committee. The Board needs amended language on this which they can then pass by Town Counsel. Member Rein stated that the Board did receive an email in which the entire sentence questioned was stricken, however that email was not included in their packet. Member Areson read the language from the email.

Town Manager Tangeman stated that there is a need for some multi-member body to be a part of this because it doesn't apply to a single member such as the Moderator. If this language goes to Town Counsel, Town Manager Tangeman believes Counsel would recommend that whatever process was proposed would include the Finance Committee and/or the Select Board.

After polling the Board, three members were in favor of having Town Counsel review the language, one member against, and one member abstained. Town Manager Tangeman received his directive to bring this petition to Town Counsel for review.

### **Meeting Length Policy**

Member Areson submitted this policy a long time ago and hopes people have had a chance to review and make comments. Her impetus is that the Board starts their meetings at 5:00pm and there are many times that the meetings continue past 9:00pm or 9:30pm. She does not think that's a good way to conduct business. People lose brain power and it's not fair to the people who are coming before the Board to do business. She wants to propose a time limit for their meetings that could be waived per a vote by the Board. It's important to allot fifteen minutes for reports from the Select Board and Town Manager. Member Areson went through her proposal. Member Worthington would like to keep in mind that they often have executive sessions before a regular meeting and asked if that changed the numbers for Member Areson. Member Areson didn't factor those executive sessions into the policy. Perhaps if they are having an executive session the Town Manager and Assistant Town Manager could trim the topics on the regular session just a bit. While Member Reed appreciates the work put into this policy, she has some concerns she'd like to raise:

- It's difficult for her to be in support of a permanent solution for a temporary issue. She thinks a lot of their meetings were impacted by the pandemic.
- Member Areson had made a comment about the public sitting through a long meeting, however if someone waits for a particular agenda item and it's decided to end the meeting early, then the person will have to come back for a future meeting. Some may not be able to come back.
- Delaying items, even if they are not time sensitive, causes delays and could still have implications.

Member Reed went over a few more concerns.

Member Rein appreciates and understands where this policy is coming from, but she concurs with Member Reed in that she doesn't necessarily believe the long meetings will continue. She's comfortable with four of Member Areson's bullet points. Looking over the agenda with an eye for time and thinking about items which may be hot topics or require a lengthy discussion should help. She's uncomfortable setting a time and cutting off a meeting when they have items on their agenda. She enjoys the committee/board reports but suggested perhaps not holding those when the Select Board is in the thick of budget or Town Meeting preparations. Member Rein cannot support Policy Memorandum #65 as it stands.

One item Chair Weinstein agrees on is that people's attention and ability to think clearly wanes after a while. He'd like to focus on the following:

- The Board has been meeting for the past year in a virtual environment which puts certain pressures on the members and changes the nature of the meetings when not held in person. The length of the meetings never deterred him from running for another term.

- Postponing items to a future agenda just snowballs into longer future agendas. Citing the Town Meeting Warrant, the Board put things onto this Warrant that were put off from last year and now are burdened with a 40+ item Warrant for Town Meeting.
- It's hard to anticipate how much time someone from the public, or someone representing a Board or Committee, will spend on an issue.

Chair Weinstein is not comfortable supporting this. He thinks that as they move forward, the meetings may be shortened. He appreciates Member Areson wrestling with this. Member Areson withdrew the proposed policy. Town Manager Tangeman stated that he'll work hard to prepare an agenda that only includes what is necessary.

#### **Proclamation for Juneteenth**

Member Reed read the proclamation.

**Member Reed made a motion to approve and sign the proclamation declaring June 19, 2021 as Juneteenth in the Town of Truro.**

**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.**

#### **Proclamation for Pride Month**

Member Reed read the proclamation.

**Member Rein made a motion to approve and sign the proclamation declaring June 2021 as Pride Month in the Town of Truro.**

**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.**

#### **Consent Agenda**

Member Worthington would like to have more details about the plan for the Farmers' Market, so the public knows what went into the planning for how it'll work for everyone this summer. She also believes it's a policy and stated it should be treated as such so the Select Board weighs in on what happens at the proposed location. She would like it pulled for discussion. Chair Weinstein stated they could pull the item and place on an upcoming agenda. Member Worthington stated that the plan and decisions that have been made could be posted on the website. Town Manager Tangeman can send the Use of Town Owned Property Application to the Select Board. He also summarized the discussions between the Health Agent, DPW and Police Department.

Member Areson thinks they need to have a discussion about the Walsh Property Community Planning Committee appointment. She is concerned because she thinks there is a process by which they interview applicants when they go on new committees. She has communicated her concerns with Town Manager Tangeman about this. Member Reed pointed out that the process was different for this specific Committee. Town Manager Tangeman gave a summary of the timeline of the receipt of a resignation from one WPCPC member and the receipt of an application to serve by Betty Gallo. Member Worthington asked if other people were aware of the vacancy and had an equal opportunity to apply. Member Reed suggested moving this appointment to the 22<sup>nd</sup> of the month to allow members of the community to come forward. All members of the Board were agreeable to that suggestion.

Member Rein wished to recuse herself from the Entertainment License approval for the Farmers' Market.

**Member Rein made a motion to approve the consent agenda as written, minus the appointment of Betty Gallo.**

**Member Worthington seconded.**

**Roll call vote:**

**Member Worthington-Aye**

**Member Areson-Aye**

**Member Reed-Aye**

**Member Rein-Aye (except for the Entertainment License, which she recused herself)**

**Member Weinstein-Aye**

**So voted; 5-0-0 (the vote for item 7A1 would be 4-0-1, Member Rein recused), motion carries.**

### **Select Board Reports/Comments**

Member Rein asked if porta-potties would be installed for the summer at Ballston Beach. She also informed the public that the Board of Health has been collecting data on box turtles for several years. She gave direction on how to move a turtle crossing a road, and how to photograph turtles that are seen. Photographs can be sent, with date, location, and time that they were spotted to Emily Beebe at the Health & Conservation Department; [ebeebe@truro-ma.gov](mailto:ebeebe@truro-ma.gov). She also cautioned drivers to be on the lookout for otters in downtown Truro, along Castle Road, and other roadways along fresh and saltwater. Member Worthington announced that Officer Roda would be coming home tomorrow. A meal train will be happening for the family. People interested in helping can get in touch with Michelle Thomas at the Truro Police Department.

Member Areson is eager to schedule the executive session on the topic they didn't finish more than a month ago.

Member Reed stated it was an honor to be present for the swearing in of Truro homeowner Lucas Miller, who was sworn in as Salem's Chief of Police.

Chair Weinstein said he's been asked to participate in a conversation that will include the Wellfleet Select Board and a representative from the division of Conservation and Recreation having to do with the extension and terminus point of the Rail Trail. He believes it will be very interesting to hear how this is unfolds.

### **Town Manager Report**

Town Manager Tangeman wished to clarify the intent for virtual meetings moving forward. He previously believed that the Governor issued an Executive Order to extend virtual meetings however that was not the case. A bill, which needs legislative approval, to extend virtual meetings into September, is presently under consideration. He reached out to our Representative and Senator to seek

some clarification. They believe the bill will be approved. He will review any meetings scheduled for around the June 15<sup>th</sup> timeframe and if needed, will move those meetings to a few days out so they are not impacted by the decision on the bill. Town Manager Tangeman said they are looking at ways to hold hybrid meetings in the future.

**Next Meeting Agenda: June 15, 2021 Work Session; June 22, 2021 Executive Session & Regular Meeting**

Town Manager Tangeman received results from a Doodle poll and the two timeframes they have right now with the greatest level of participation for a June 15 work session would be 10-11:30am or 3-4:30pm. After discussion, the work session was scheduled for June 15 at 10am. They will invite members of the Beach Commission and will publicize it so anyone who's interested can tune in and comment on the proposal to combine the Beach Commission and the Recreation Committee. Discussion at the work session will also include how to structure the one committee, should they be combined.

Further discussion was held regarding a date for upcoming executive sessions.

Topics for the June 22<sup>nd</sup> regular session meeting were reviewed.

**Member Reed made a motion to adjourn at 7:53pm.**

**Member Worthington seconded.**

**Roll call vote:**

**Member Rein-Aye**

**Member Reed-Aye**

**Member Worthington-Aye**

**Member Areson-Aye**

**Chair Weinstein-Aye**

**So voted; 5-0-0, motion carries.**

**Respectfully submitted,**

**Noelle L. Scoullar**

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**Darrin K. Tangeman-Town Manager  
Under the Authority of the Truro Select Board**

**Public Records material of 06.08.2021**

1. Resignation letter-John Thomas; Application to Serve-Brian Cowing; MGL Chapter 41, §91A; MGL Chapter 41, §91B
2. Application to Serve-Matthew McCue
3. Draft Policy Memorandum #64
4. Limited Power of Attorney; Letter to Mara Glatzel and Laura Hebert
5. Contract amendment from USDA/NRCS
6. Contract Proposal for Fuss & O'Neill



7. Article 21: Charter Amendment to Section 2-2-4-Petitioned Article
8. Draft Policy Memorandum #65
9. Town of Truro Proclamation on the Occasion of Juneteenth
10. Town of Truro Proclamation on the Occasion of LGBTQ Pride Month 2021
11. One Day Entertainment Application-Sustainable Cape
12. Business Application for 2021: American Youth Hostels Inc.
13. Application to Serve-Arthur Hultin-ZBA
14. Application to Serve-R. Bruce Boleyn-BOA
15. Application to Serve-Jill Mays-Truro Cultural Council
16. Application to Serve-Fred Gaechter-Climate Action Committee
17. Application to Serve-Janice Parky-Open Space Committee
18. Application to Serve-Helen Grimm-Board of Health
19. Application to Serve-Steve Wisbauer-Shellfish Advisory Committee
20. Application to Serve-Christopher Clark-Shellfish Advisory Committee
21. Application to Serve-Jim Summers-Truro Historical Commission
22. Application to Serve-Brian Koll-Board of Health
23. Application to Serve-Barbara Wood-Tax Assistance Committee
24. Application to Serve-Robert Panessiti-Charter Review Committee
25. Application to Serve-Matthew Kiefer-Historical Commission
26. Application to Serve-Hannah King-Commission on Disabilities