



Truro Select Board

Tuesday, December 14, 2021

Regular Meeting-5:00pm

REGULAR MEETING

<https://global.gotomeeting.com/join/300695021>

1-866-899-4679 Access Code: 300-695-021

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: 300-695-021 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/300695021> . 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

3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

A. Interview and Appoint: None

4. STAFF/ COMMITTEE UPDATES

A. Charter Review Committee: Discussion of votes regarding 11.22.2021 deliberation on Planning Board elected vs. appointed and deliberation on term limits of 3 vs 5 years.

Presenter: Robert Weinstein, Chair

B. Update on storm water management projects and water quality

Presenters: Emily Beebe-Health/Conservation Agent; Jarrod Cabral-DPW Director

C. Select Board in support of Truro Delegate Sally Tighe voting in favor of moving forward with the next session of the Cape Cod Police Academy.

Presenters: Darrin Tangeman, Town Manager; Jamie Calise-Police Chief

5. TABLED ITEMS -None

6. SELECT BOARD ACTION

A. Review and Approve 2022 Rental Registration Fee

Presenter: Kaci Fullerton, Town Clerk

B. Review and Discussion of Policy 66: Town of Truro Public Communications

Presenter: Robert Weinstein, Chair

C. Letter to the Barnstable County Requesting ARPA Fund Prioritization for Truro and Outer Cape

Presenter: John Dundas, Select Board Member

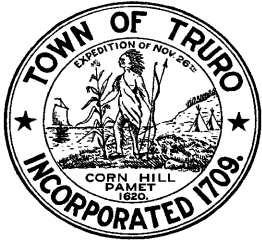
D. Implementation of Hybrid Meetings for Multi-Member Body Meeting and Review and Discuss Policy 65: Hybrid Meeting Policy

Presenter: Susan Areson, Clerk

7. CONSENT AGENDA

A. Review/Approve and Authorize Signature: None

- B. Review and Approve Appointment Renewals: None
 - C. Review and Approve 2022 Annual Licenses: Gingerbread House-Lodging License, Montano's Restaurant-Common Victular License
 - D. Review and Amend Shellfish Grant Licenses for Dan Smith to allow Kelp Farming for Research
 - E. Review and Approve Select Board Minutes: Regular Meeting-11.16.2021
8. Select Board Reports/Comments
 9. Town Manager Report
 10. Next Meeting Agenda: Regular Meeting- January 11, 2022



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: December 14, 2021

ITEM: Discussion of votes taken at the November 22, 2021, Charter Review Committee meeting regarding deliberation on Planning Board elected vs appointed, and deliberation on term limits of 3 vs 5 years.

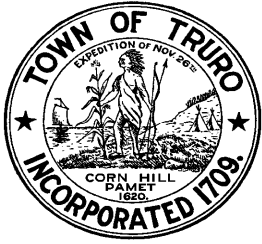
EXPLANATION: The Select Board has invited the Charter Review Committee to attend their meeting to provide an explanation, and to discuss, their deliberation on Planning Board positions.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: There will be no effective communication regarding this topic between the Select Board and the Charter Review Committee.

SUGGESTED ACTION: Discussion only.

ATTACHMENTS: None



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Department of Public Works and Health/Conservation Department

REQUESTOR: DPW Director-Jarrold J. Cabral and Health/Conservation Agent- Emily Beebe

REQUESTED MEETING DATE: December 14, 2021

ITEM: Staff update

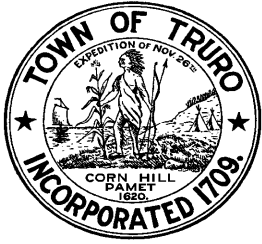
EXPLANATION: Update on environmental projects.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: None-discussion only

ATTACHMENTS: None



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: December 14, 2021

ITEM: Support for Cape Cod Police Academy

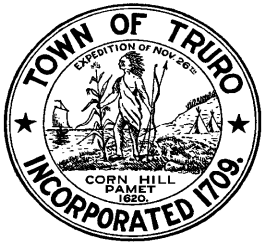
EXPLANATION: Select Board to offer support to Truro Delegate Sally Tighe to vote in favor of moving forward with the next session of the Cape Cod Police Academy

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: *None.*

ATTACHMENTS: None



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: December 14, 2021

ITEM: Discussion and Approval of Rental Registration Fee for 2022

EXPLANATION: Each year, prior to the Summer Season, the Select Board reviews the Rental Registration program fee for property owners that are renting their homes for the summer season (Less than 120 Days - per the General Bylaw).

Once a fee is decided on, the Administration Office can then move forward with notifying property owners for the 2022 Season. The Rental Registration fee for 2021 was \$200.00 per household with collections totaling \$68,800.00.

At the September 26, 2020 Town Meeting, a Bylaw change to include condominium units in General Bylaws Chapter 2, Section 2-1-1 was approved by voters. As a result of this Bylaw change, the 2022 Rental Registration Application is applicable to condominium units that will be renting for less than 120 days*. The Condominium Association renewal of the Condo license (\$50.00) remains in effect.

*2020 ATM Article 16

Article 16: Amend General Bylaws Chapter 2, Section 2-1-1, Renting or Leasing Buildings

To see if the Town will vote to amend Chapter 2, Section 2-1-1 of the General Bylaws, as follows (new language shown **bold underline**, deleted language shown in strike out):

2-1-1 Unless a building is otherwise licensed, it may not **No building may** be leased or rented residentially for any period of one hundred twenty (120) or fewer days until the building or appropriate portion of it has been registered with the Licensing Agent. (Separate rental or lease periods totaling more than one hundred twenty (120) days in any calendar year will not excuse compliance with this Bylaw if any single rental or lease period is one hundred twenty or fewer days in length.) The rental or lease of summer homes is the principal, but not exclusive, subject of this Bylaw.

or to take any other action relative thereto.

Requested by the Select Board

Explanation: Currently, condominiums and cottage colonies are not required to complete the rental registration process because they are entities that require licensing from the Board of Health, however, this bylaw change would make the rental registration process mandatory for all buildings that are rented residentially, regardless of their

classification.

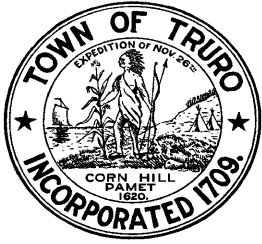
The following table provides information on the number of registrations for the last sixteen years.

YEAR	COLLECTIONS	FEE	# of Houses
2006	\$66,820.00	\$ 165.00	405
2007	\$72,105.00	\$ 165.00	437
2008	\$77,715.00	\$ 165.00	471
2009	\$71,425.00	\$ 165.00	433
2010	\$89,740.00	\$ 190.00	473
2011	\$89,680.00	\$ 190.00	472
2012	\$79,770.00	\$ 150.00	531
2013	\$71,400.00	\$ 150.00	477
2014	\$63,600.00	\$ 150.00	424
2015	\$78,400.00	\$ 200.00	392
2016	\$85,000.00	\$ 200.00	425
2017	\$88,800.00	\$ 200.00	444
2018	\$78,400.00	\$ 200.00	392
2019	\$70,000.00	\$ 200.00	350
2020	\$55,200.00	\$ 200.00	276
2021	\$68,800.00	\$ 200.00	344

IMPACT IF NOT APPROVED: There will be a revenue loss.

SUGGESTED ACTION: *MOTION TO approve, change, or eliminate the 2022 Rental Registration fee of \$200.00.*

ATTACHMENTS: None



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: December 14, 2021

ITEM: Discussion of and Possible Approval of Town of Truro Public Communications Policy

EXPLANATION: In an effort to provide accurate and timely information from the Town of Truro to the public, staff drafted a Public Communication Policy for the Board's review, discussion and potential approval. With various departments and committees striving to distribute information to the public, it is essential that clarification is provided so that information can be distributed in accordance with Truro's goals and in such a manner that is clear to the public. The policy outlines who has the authority to speak on behalf of the Town and its entities and how such communication should occur. The document is based on a similar policy adopted by the Town of Arlington, Massachusetts.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: *Motion to adopt Policy 66: Town of Truro Public Communications Policy and to electronically sign.*

ATTACHMENTS:

1. Communication Policy-from Chair Weinstein
2. Draft Policy 66: Town of Truro Public Communications Policy

COMMUNICATION POLICY

I. PURPOSE

The intent of the communication policy is to ensure that accurate and timely information about the Town of Truro is provided to the public. As the channels of communication proliferate, it is important that those who engage in communications on behalf of the Town of Truro work in concert to promote the interests and goals of the Town.

II. POLICY

The Town's website, www.truro-ma.gov is the Town's primary and predominant vehicle for the dissemination of information. All communications from any Town of Truro department, board, committee or commission shall be submitted to the Town Manager for inclusion in the Town Newsletter or elsewhere on the Town's website, or via any other channel of communication, including emails, social media, or other similar delivery mechanisms.

In the event that a multi-member board, committee or commission wishes to distribute information via other channels, the decision to do so must be:

- 1) made by a majority vote of the members of said body;
- 2) must be typed on Town of Truro letterhead; and
- 3) is subject to all Massachusetts public records and record retention laws, rules, regulations and policies, and shall adhere to all applicable federal, state and local laws, rules, regulations, and policies.

If any member of a board, committee, commission or department wishes to make a statement or communicate any information, opinion, or point of view, **as an individual**, it is imperative that the individual make clear that the statement or communication is **personal** and is not related to any board, committee, commission or department of the Town of Truro.

III. GUIDELINES AND CONSIDERATIONS

A. Consider Third Party Rights

1) Intellectual Third Party Rights. When any department, board, committee, or commission posts media in any form, it must ensure that it has the right to post the content. In the case of copyrighted works (e.g. literary expression, photos, videos, etc.), it needs to ensure that either (a) it has the copyright; (b) permission to use the work; or (c) the use of the work is permissible under statute. For example, in the case of third party works, such as photos, before posting, the department, board, committee, or commission should receive written authorization from the third party copyright holder.

2) Privacy. Under some circumstances, videos and images of individual(s) may only be used when a written release has been obtained from the individual or from the parent or guardian when the individual is a minor. Copies of these releases should be kept on file by the department, board, committee or commission. Agencies may alternatively alter the videos or images to effectively hide the identity of individuals where no permission has been granted.

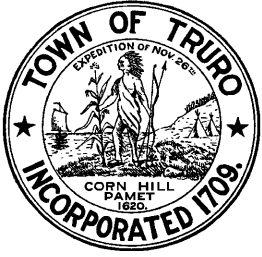
B. Advertising, Endorsement Limitations

Procurement and ethics laws largely prohibit Town employees or agencies from endorsing products, businesses, or vendors. In addition, Town resources, such as Town-sponsored Social Media entities should not be used for political purposes. Furthermore, when requesting permission to publish information, the applicability of the Conflict of Interest Law, G.L. c. 268A, must be taken into consideration.

1) Who Is Subject to the Conflict of Interest Law? The Conflict of Interest Law applies to all public employees, and the definition of public employee—in this case, municipal employee—is broad:

“Municipal Employee: a person performing services for or holding an office, position, employment or membership in a municipal agency, whether by election, appointment, contract of hire or engagement, whether serving with or without compensation, on a full, regular, part-time, intermittent, or consultant basis, but excluding (1) elected members of a town meeting and (2) members of a charter commission....” G.L. 268A s. 1. Unless expressly designated by the Select Board as a “special municipal employee”, anyone performing services for the Town, paid or unpaid (volunteer), is a “municipal employee” subject to the law.

2) What Activities Are Prohibited? Municipal employees are barred from using their positions to engage in political activity, and are barred from using any public resources in connection with such activity. ‘Political activity’ includes both election-related and non-election related political activity, which is an activity directed at influencing governmental decision-makers, such as supporting or opposing a town meeting warrant article. (While elected officials and some policy-making employees may have some leeway to engage in political activity, non-elected and non-policy-making employees do not.) Municipal employees may engage in political activity **personally**, as **private individuals**, without violating the Conflict of Interest Law. Where an impression might be given that an individual is acting in an official capacity, he or she should state that such activity (e.g., speaking at a public meeting) is in an **individual, not official capacity**. In addition, as a best practice, an individual board or committee member should not to purport to represent the opinion of that board/committee, **except when specifically authorized by a recorded vote** to do so.



Agenda Item: 6B2

TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #66

Date: Adopted November 9, 2021

Subject: **TOWN OF TRURO PUBLIC COMMUNICATION POLICY**

Effective on the above date, the Town of Truro Select Board hereby adopts the following policy and procedures to be adhered to by all Town of Truro entities, departments, employees, volunteers, special municipal employees and members of multi-member bodies.

I. PURPOSE

The Town of Truro strives to provide accurate and timely information to the citizens, visitors, and stakeholders of Truro. The Town actively utilizes several Communication Channels to inform and engage its residents, businesses, elected officials, local media, and visitors. As the proliferation of these Channels improve and demand for information increases, it is vital that Town staff and members of boards and committees who engage in communications on behalf of the Town work in concert to promote the interests and goals of the Town and within relevant legal obligations. The Town of Truro Public Communication Policy establishes guidelines for the creation and use by the Town, its departments, divisions, and/or employees of available communication channels, including print (Town mailings), online (website and email lists), and other channels as they develop (social media). Traditional media outlets (print, broadcast, and online) and other independently managed channels that communicate to the public and public records laws necessitate that the Town coordinate its communication efforts. As a public Entity, the Town and its Users should abide by certain standards in the way they communicate to each other that serves all its constituents in a civil and unbiased manner.

The intended purpose behind establishing and maintaining the Town of Truro Public Communication Policy is to disseminate information from the Town to its residents to:

- Provide accurate, helpful, and timely information about the Town of Truro for the general public;
- Promote the interests of the Town in concert with Truro's goals;
- Encourage participation in Town government; and
- Provide ongoing education aimed at increasing understanding about how the Town operates.

II. DEFINITIONS

Users- Any person who communicates on behalf of the Town in a professional capacity, including staff and designated members of boards, committees, and commissions.

Entity- Any Town of Truro department, board, committee, or commission.

Communications Channel or Channel- an Entity's information channel in which to delivery content to the public such as a website, email list, social media presence, or similar delivery mechanism.

III. POLICY

The Town has an overriding interest and expectation in deciding what is "spoken" on behalf of the Town. The Town Manager will serve as the Town's primary Public Information Officer (PIO). The Town Manager may designate this role or functions of this role as the Town Manager deems appropriate. Requests from multi-member bodies to publish information through the Town website, social media pages, official Town newsletter, local newspapers, press release or any other Channel should be sent to the Town Manager's Office for official approval. Prior to sending the information to the Town Manager's Office, the multi-member body shall vote on the submission, unless the request is a routine notice or announcement, such as notice of a public hearing or the like.

The Town's website, www.truro-ma.gov, will remain the Town's primary and predominant public communication presence. Any official communications from any multi-member body shall be submitted to the PIO first for posting on the Town of Truro website. Information from Town entities shall always be distributed first through an official Town of Truro Channel. This provides a central location for the public to ensure that they are receiving accurate information directly from the Town of Truro. The multi-member body may also request to have the information shared via other specific Channels. The determination to distribute the information, when the information is distributed and the appropriate Channels to distribute the information is at the discretion of the PIO. Information shall not be published through non-Town Communication Channels until it has first been posted through an official Town Channel.

Whenever possible, Entities should make clear that they are maintained by the Town of Truro, MA, or Board/Commission/Committee of the Town of Truro, MA and that they follow the Truro Communication Policy. All Town Communication Channels shall adhere to applicable federal, state, and local laws, rules, regulations, and policies. All Town Communication Channels are subject to Massachusetts public records and record retention laws, rules, regulations, and policies. Any content maintained in an online format (Social Media/Website) that is related to Town business, including posted communication and communication submitted for posting, may be subject to public disclosure. The department/division administrator will maintain records in accordance with Massachusetts public records and record retention laws, rules, regulations, and policies.

The Town reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable laws, rules, regulations, or policies and any content/comments on topics or issues not related to Town business. Any content removed based on this policy must be

retained by the site administrator who removed it in adherence to public records retention laws. Included with this record should be the date, time, and identity of the poster, when available.

The Truro Communication Policy may be updated and amended from time-to-time at the discretion of the Select Board.

IV. COMMUNICATION GUIDELINES & CONSIDERATIONS

Consider Third Party Rights

(1) Intellectual Property Rights. When the Entity posts media in any form to the public, the Entity must ensure that it has the right to post the content. In the case of copyrighted works (e.g. literary expression, photos, videos, etc.), the Entity needs to ensure that either (1) it has the copyright in the work; (2) it has permission to use to work; or (3) the use of the Entity's work is permissible under statute. For example, in the case of third party works, such as photos, before posting, the Entity should receive written authorization from the third party copyright holder.

(2) Privacy. Under some circumstances, videos and images of individual(s) may only be used when a written release has been obtained by the individual or by the parent or guardian when the individual is a minor. Copies of these releases should be kept on file by the posting Entity. Agencies may alternatively alter the videos or images to effectively hide the identity of individuals where no permission has been granted.

Advertising, Endorsement Limitations

Procurement and ethics laws largely prohibit Town employees or agencies from endorsing products, businesses, or vendors. In addition, Town resources, such as Town-sponsored Social Media entities should not be used for political purposes. Furthermore, please consider the applicability of the Conflict of Interest Law, G.L. c. 268A when requesting to publish information.

Who is subject to the Conflict of Interest Law?

The Conflict of Interest Law applies to all public employees, and the definition of public employee – in this case, municipal employee - is broad:

“Municipal employee: a person performing services for or holding an office, position, employment or membership in a municipal agency, whether by election, appointment, contract of hire or engagement, whether serving with or without compensation, on a full, regular, part-time, intermittent, or consultant basis, but excluding (1) elected members of a town meeting and (2) members of a charter commission. . . .”

G.L. c. 268A, s. 1. Unless expressly designated by the Select Board as a “special municipal employee,” *anyone performing services for the Town*, paid or unpaid (volunteer), is a “municipal employee” subject to the law.

What activities are prohibited?

Municipal employees may not “knowingly (or with reason to know) . . . use or attempt to use their official positions to secure for themselves or others unwarranted privileges or exemptions of

substantial value that are not properly available to similarly situated individuals.” G.L. c. 268A, s. 23(b)(2)(ii).¹ This prohibition bars use of the municipal employee’s position to engage in political activity, and bars any use of public resources in connection with such activity. “Political activity” includes both *election-related* and *non-election-related* political activity, which is an activity directed at influencing governmental decision-makers, such as supporting or opposing a town meeting warrant article.² Municipal employees may engage in *private* political activity without violating the Conflict of Interest Law. Where an impression might be given that an individual is acting in an official capacity, he or she should state that such activity (e.g., speaking at a public meeting) is in an individual, not official capacity. In addition, as a best practice, an individual board or committee member should not purport to represent the opinion of that board/committee, except when specifically authorized by a recorded vote to do so.

Resources available:

The State Ethics Commission, which enforces the Conflict of Interest Law, is available to provide confidential advice through its Attorney of the Day, who may be reached at (617) 371-9500, or through an online request form: <https://www.mass.gov/how-to/request-advice-about-how-the-conflict-of-interest-law-applies-to-you> Note that the Commission cannot provide advice regarding conduct that has already occurred, or another individual’s conduct, unless his or her permission is provided.

Documents used to compile this policy include: Town of Arlington Public Communication Policy, State of Massachusetts Social Media Legal Guidance Toolkit, and the National League of Cities (NLC) Building Local Government Social Media Policies.

Robert Weinstein, Chair

Kristen Reed, Vice-Chair

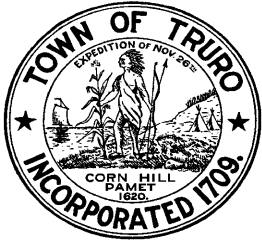
Susan Areson, Clerk

Stephanie Rein

John Dundas
Select Board
Town of Truro

¹ The activities of a municipal employee may also be subject to laws governing political campaigns and finance. G.L. c. 55 (and its interpretations by the Office of Campaign and Political Finance) prohibits the expenditure of public funds, or use of public other resources, to influence elections or ballot questions.

² While elected officials and some policy-making employees may have some leeway to engage in political activity, non-elected and non-policy-making employees *do not*.



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: John Dundas, Select Board

REQUESTED MEETING DATE: December 14, 2021

ITEM: Letter to the Barnstable County Requesting ARPA Fund Prioritization for Truro and Outer Cape

EXPLANATION: The Truro Select Board would like the County Commissioners to consider project funding for Truro's ARPA related funding priorities. These projects include Broadband, Wastewater, and Affordable Housing. The Select Board would like to express the desire to collaborate and utilize ARPA funds for initiatives involving local Cape towns that can have a positive impact on multiple critical infrastructure projects eligible for ARPA Funding. Examples include Broadband for public safety, education, medical response, economic development, and disaster management.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: County Commissioners will make funding decisions without an understanding of the funding priorities for the Town of Truro.

SUGGESTED ACTION: *Motion to approve and send the letter to the Barnstable County Commissioner.*

ATTACHMENTS: Letter to Barnstable County Commissioner ARPA Funds December 2021

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Office of the Select Board

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



December 14, 2021

Barnstable County Commissioners
3195 Main Street, P.O. Box 427
Barnstable, MA 02630

RE: Truro American Rescue Plan – Fiscal Recovery Fund Request

Dear County Commissioners,

The Truro Select Board thanks you for advocating for the needs of Truro and other Outer Cape Towns in your recent deliberations on APRA fund allocations. To better understand our local ARPA funding needs, we have completed a list of project related funding priorities for your consideration.

As you know, the housing crisis continues to be our most pressing challenge in Truro. Identifying any potential funding for the purposes of affordable housing is always a priority in our community, and while we recognize that this challenge may not be one that can be addressed by ARPA funds, the Town of Truro wants to share this priority with you in the event that there are ways that funding can be allocated for this purpose.

The priorities outlined in the table below represent Truro's immediate needs for broadband and wastewater projects. ARPA funds can address these needs, either in their entirety or in phases and we would be extremely grateful for consideration of these initiatives in determining ARPA funding allocations.

First, Truro is extremely underserved by both broadband and cellular service, which has severe impacts on public safety including emergency medical responses to our beaches, rural education, and economic development. The proposed project will allow for fiber to be extended to the majority of Truro so that it would be accessible for first responders, students, residents and businesses.

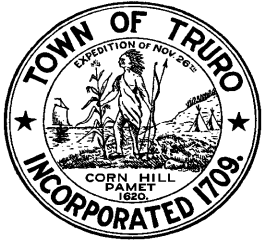
Second, the completion of Truro's Comprehensive Wastewater Management Plan (CWMP) is critical to planning for wastewater infrastructure and to be eligible for most state and federal funding sources and low interest loans. A Comprehensive Wastewater Management Plan (CWMP) will elevate Truro to a higher priority for future infrastructure funding sources and will establish a clear plan for future wastewater projects.

Thank you for your consideration of Truro's local ARPA funding needs. We value the emphasis you place on collaboration between our local Cape towns and we hope that the areas we have prioritized will provide opportunities for larger infrastructure projects and collaboration to address the critical needs for our public safety and local environment. Please contact us if we can provide any further information on our local needs.

Respectfully,

The Truro Select Board

Town of Truro Priority	Project Name	Summary of Project	Estimated Cost								
1	Broadband infrastructure for underserved rural areas in Truro	<p>Truro is extremely underserved by both broadband and cellular service, which has severe impacts on public safety including emergency medical responses to our beaches and economic development. The project will allow for fiber to be extended to most parts of Truro so that it would be accessible for residents and businesses to be able to pay to connect to the service.</p> <p>Presently, there are parts of town, including the beaches where residents and visitors frequent, as do the resident shark population, where there is no fiber, no cellular and limited public safety radio coverage, which makes the ability to report and respond to emergencies difficult. Expanding broadband to these areas would provide opportunities to increase coverage/ reception in these areas as well.</p> <p>Many factors directly impact the cost of connecting homes to fiber-based internet connectivity. The most accurate projector of cost is the number of households passed per square mile. The more homes (in terms of density) per square mile, the lower the average cost. On the Cape, we anticipate seeing a wide variety of cost structures that range from @\$1,313 up to \$3,456 per home to connect. To provide an accurate average number of \$2,500 per home seems to be a reasonable estimate for building out to each home and small business in the community</p> <table border="1" data-bbox="472 919 1349 1058"> <tr> <td>• 3,500 housing units x \$2,500 per home =</td> <td>\$8,750,000</td> </tr> <tr> <td>• Assume another 225 small business x \$2,500 =</td> <td>\$562,500</td> </tr> <tr> <td>• Any Special Permitting for National Seashore, etc =</td> <td>\$300,000</td> </tr> <tr> <td>• Studies and Engineering/Design:</td> <td>\$200,000</td> </tr> </table> <p>A safe estimate would be to plan on seeking between \$9,812,500 - \$12,000,000</p>	• 3,500 housing units x \$2,500 per home =	\$8,750,000	• Assume another 225 small business x \$2,500 =	\$562,500	• Any Special Permitting for National Seashore, etc =	\$300,000	• Studies and Engineering/Design:	\$200,000	\$10,000,000- \$12,000,000
• 3,500 housing units x \$2,500 per home =	\$8,750,000										
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• Any Special Permitting for National Seashore, etc =	\$300,000										
• Studies and Engineering/Design:	\$200,000										
2	Comprehensive Wastewater Management Plan (CWMP)	<p>The completion of Truro’s Comprehensive Wastewater Management Plan (CWMP) is a critical planning requirement for most wastewater infrastructure funding sources and low interest loans. A CWMP would elevate Truro to a higher priority if you complete one and work off that plan for future projects.</p> <p>The CWMP has an initial effort called a “Plan of Study” where the scope of the project is settled and sent to the State for review. Then the project includes three main phases – Needs Assessment, Alternatives Evaluation and Recommended Plan. There are a few ways to go with this and I outlined them below along with approximate costs based on other similar project.</p> <ol style="list-style-type: none"> 1. Plan of Study - \$25,000 2. Plan of Study PLUS Needs Assessment (focused on the whole town) - \$100,000 3. Plan of Study PLUS Needs Assessment (focused on the whole town) PLUS Alternatives Evaluation and Recommended Plan (the latter two focused on Beach Point only) - \$200,000 4. Plan of Study PLUS Needs Assessment PLUS Alternatives Evaluation and Recommended Plan (all focused on the Town of Truro) - \$300,000 <p>Regardless of which options, the first step is always the Plan of Study which is used to determine the full scope of a project for wastewater infrastructure.</p>	\$300,000								



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Susan Areson, Clerk

REQUESTED MEETING DATE: December 14, 2021

ITEM: Implementation of Hybrid Meetings for Multi-Member Body Meeting and Review and Adopt Policy 65: Hybrid Meeting Policy

EXPLANATION: At the November 9, 2021 meeting, the Select Board reviewed a draft policy for the implementation of hybrid meetings. The Board discussed their concerns with the first draft and Sue Areson, Clerk, offered to revise the policy. At the December 7, 2021 Select Board meeting Clerk Areson presented the revised policy for comment by the Board. Based on the Board's feedback, Clerk Areson revised the policy again and prepared it for review, comment, and potential approval at this evening's meeting.

The goal of the hybrid meeting policy is to create parameters for boards/committees interested in holding hybrid meetings. Due to the resources and personnel required to hold a hybrid meeting, the policy addresses bodies eligible to hold hybrid meetings and provides uniformity in the decision-making process for holding hybrid meetings. Technical equipment required for offering a hybrid meeting option for multi-member bodies is installed and tested.

Staff reviewed the costs (monetary costs and the cost of staff resources) of offering hybrid meetings, the availability of meeting space and trained personnel, and concerns related to adherence to Open Meeting Law requirements and proposed a draft policy that served as a starting point for the revised policy drafts presented by Clerk Areson.

NOTE: This is intended as a permanent policy – subject to future changes – for hybrid meetings, assuming that the state approves hybrid/remote participation beyond the current emergency order. If it does not, this policy is unnecessary. The policy is not specific to the current pandemic.

OPERATIONAL PROTOCOLS / HEALTH REQUIREMENTS

The Truro Community Center will serve as the primary location and the Select Board chambers as the secondary location for hybrid public meetings. Masking and physical distancing requirements will be enforced to ensure the health and safety of all meeting participants. Cloth face masks, covering the nose and mouth, are required inside all public buildings. Up to three staff members, including IT support, will be necessary to include for a hybrid meeting, in addition to any board members attending in person. Any additional capacity is available for members of the public to attend in person. **Admittance will be on a first-come, first served basis, except when the board needs to accommodate a person or group that is attending for a specific case or agenda item.**

Where there is greater demand than occupancy capacity, the town will set up a waiting area for the public. The waiting area will be arranged to conform to physical distancing requirements.

When there is an overflow, the capacity inside the meeting room will be reduced by one to allow members of the public to come in, one at a time, to speak to the board. Speakers would be asked to leave the meeting room after their public comment to allow space for the next person.

As remote participation will still be allowed, there may be less demand for in-person public participation than there was pre-COVID.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: There will be no guidance allowing hybrid meetings for Town of Truro multi-member bodies.

SUGGESTED ACTION: *MOTION to accept Policy 65: Hybrid Meeting Policy and to allow hybrid meetings to begin as soon as January 1, 2022.*

ATTACHMENTS:

1. Draft Policy 65: Hybrid Meeting Policy



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004

Fax: 508-349-5505

POLICY MEMORANDUM #65

Date: Adopted December 7, 2021

Amended December 14, 2021

Subject: Hybrid Meeting Policy

This policy applies to all Truro boards/committees/commissions and their members. It aims to guide town resources in a deliberate manner and ensure public health is at the forefront of compliance with the state Open Meeting Law.

I. BACKGROUND

Meetings prior to Covid-19 were held with the quorum guidance of both the Truro Charter and the state Open Meeting Law, which required that the majority of the body be physically present at the meeting location. Since the March 12, 2020 executive order from Governor Baker, meetings have been facilitated remotely or in a hybrid model.

Remote regulatory board/committee/commission meetings are held using an audio- and video-conferencing tool to both live-stream and record. Remote non-regulatory boards/committees/commissions are held using the same audio- and video-conferencing tool and the video recordings are later posted on TruroTV.

With Town Manager authorization, some non-regulatory boards/committees/commissions have had in-person meetings open to the public without live-streaming/recording. These meetings are held in ADA-compliant locations and minutes are taken for subsequent approval.

Support for hybrid meetings requires substantial economic commitment due to the need for a videographer with technical expertise necessary to live-stream and record the meetings and to troubleshoot problems. Videographer availability is limited. Other town staffers who help facilitate remote meetings have limited ability to be redirected toward supporting hybrid meetings.

II. POLICY

For the purposes of this policy, the following definitions apply:

In-person meeting: All members of the public body and the public participate in person.

Remote meeting: All members of the public body and the public participate remotely, using

Web-based video/audio-conferencing software. These meetings are posted on TruroTV. Regulatory board meetings are also live-streamed.

Hybrid Meeting: A combination of in-person and remote participation by members of the board and the public. These meetings, held in properly equipped town meeting rooms, are recorded and, if possible, are live-streamed.

The town manager has the discretion to approve a hybrid meeting or to determine that a specific meeting should be remote or in-person. The Town Manager will consider public health and safety protocols, available staffing and the financial cost in making this determination.

III. CONDITIONS

1. Priority for hybrid meetings will be given to regulatory/high-engagement multi-member bodies. (Listed in Section VI)
2. The Town Manager may approve a hybrid meeting for non-regulatory and advisory boards and committees that request it for special circumstances. Staffing and available time slots will be considered in making this decision.
3. Public bodies that request a hybrid meeting must do so at least two weeks in advance to allow for staff and video scheduling.
4. Boards/committees/commissions may request which meetings will be hybrid, in-person or remote. A minimum of the board/committee/commission quorum must attend in person for any hybrid meeting. If a quorum does not commit to in-person attendance, the meeting shall be remote.
5. The inability to achieve an in-person quorum for a scheduled hybrid meeting for three consecutive meetings will require town manager approval to schedule future hybrid meetings.
6. All boards/committees/commissions shall create and maintain accurate minutes of all meetings, including executive sessions, setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, and the decisions made and the actions taken at each meeting, including the record of all votes. Minutes must include a list of documents and other exhibits used at the meeting. Audio and video recordings of meetings are not acceptable as meeting minutes.
7. Minutes of all open and executive sessions shall be created and approved in a timely manner, typically within the next three public body meetings or within 30 days, whichever is later, unless the public body can show good cause for further delay.
8. All boards/committees/commissions not up to date with minutes and approvals shall be required to hold remote meetings that are recorded and accessible to the public.

IV. MEETING NOTICE

1. All public meeting agendas must be posted at least 48 hours prior to the meeting, excluding Saturdays, Sundays and legal holidays.

2. Remote meetings must be scheduled at least three days prior to the meeting, **EXCLUDING WEEKENDS AND HOLIDAYS**, using the town's virtual ID to host and record/stream the meeting.
3. Hybrid meetings must be scheduled at least two weeks in advance and will be assigned a meeting ID/link at least 48 hours in advance for those who participate remotely.

V. REGULATORY/HIGH ENGAGEMENT MULTI-MEMBER BODIES

1. Select Board
2. Planning Board
3. Zoning Board of Appeals
4. Conservation Commission
5. Board of Health
6. Local Comprehensive Planning Committee
7. Walsh Property Community Planning Committee
8. Finance Committee
9. Budget Task Force

Robert Weinstein, Chair

Kristen Reed, Vice-Chair

Susan Areson, Clerk

Stephanie Rein

John Dundas

Select Board
Town of Truro



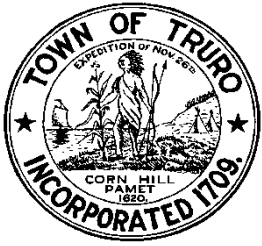
Truro Select Board

Tuesday, December 14, 2021

Regular Meeting-5:00pm

7. CONSENT AGENDA

- A. Review/Approve and Authorize Signature: None
 - B. Review and Approve Appointment Renewals: None
 - C. Review and Approve 2022 Annual Licenses: Gingerbread House-Lodging License, Montano's Restaurant-Common Victular License
 - D. Review and Amend Shellfish Grant Licenses for Dan Smith to allow Kelp Farming for Research
 - E. Review and Approve Select Board Minutes: Regular Meeting-11.16.2021
8. Select Board Reports/Comments
 9. Town Manager Report
 10. Next Meeting Agenda: Regular Meeting- January 11, 2022



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: December 14, 2021

ITEM: Approval of Renewal of Business License:
Lodging License-Gingerbread House-42 Depot Road
Common Victualler License- Montano's Restaurant-481 Route 6

EXPLANATION: The Gingerbread House Lodging License and Montano's Restaurant Common Victualler License is under the authority of the Select Board as the Local Licensing Authority.

If you approve these licenses for renewal, the licenses will be issued only upon compliance with all regulations, receipt of the necessary fees, proof of taxes paid in full for the fiscal year. There are no Board of Health Licenses issued to the Gingerbread House. The Food Service Licenses for Montano's were issued by the Health Agent. There were no reported issues with these establishments in 2021.

Mass General Law	Licenses & Permits Issued by Select Board	Names of Businesses
Chapter 140 § 23	Lodging House License	Gingerbread House
Chapter 140 § 2	Common Victualler (Cooking, Preparing and Serving food)	Montano's Restaurant

IMPACT IF NOT APPROVED: The applicants will not be issued their Licenses to operate.

SUGGESTED ACTION: *MOTION TO approve the 2022 annual Lodging House License for the Gingerbread House and the annual Common Victualler License for Montano's Restaurant upon compliance with all regulations and receipt of the necessary fees.*

ATTACHMENTS:

1. Renewal Application for 2022: Gingerbread House
2. Renewal Application for 2022: Montano's Restaurant



TOWN OF TRURO
ADMINISTRATIVE OFFICE
FORM 2021DEC08 a 4/24

TOWN OF TRURO

PO Box 2030, Truro MA 02666
Tel: 508-349-7004, Extension: 131 or 124 Fax: 508-349-5508

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

Section 1 – License Type & Hours of Operation

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

New Renewal

FACILITY: # UNITS

HOURS OF OPERATION:

Motel-\$50 _____

Annual Seasonal

Cottage Colony-\$50 _____

Opening Date: _____

Condominium-\$50 _____

Closing Date: _____

Campground-\$50 _____

Days of the Week Open: 7 days

Lodging-\$50 4

Transient Vendor-\$75

Gas Station-\$25 (Please submit your Service Station Compliance Form & Third Part Underground Storage Tank Inspection Report (FP 289))

Section 2 – Business Information

Federal Employers Identification Number (FEIN/SS) _____

Jane T. Ray
Print Name of Applicant

The Gingerbread House
Business Name

Jane T. Ray
Owner Name

412 Depot Rd Truro MA 02666
Street Address of Business

PO Box 266 Truro MA 02666
Mailing Address of Business

508 349 2596
Business Phone Number

Business E-Mail Address

PAID
12/3/2021
OK# 2876 \$50.00 @

Section 3 – MANAGER INFORMATION

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

Name of Onsite Manager:

Name: Jane Ray Unit Number: _____

Mailing Address: same

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

Jane Ray

Manager's Signature (REQUIRED)

Name of Offsite Manager:

Name: Jane Ray Business Name: The binger bread house

Business Address: same 42 Depot Rd Truro, MA 02666

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

Jane Ray

Manager's Signature (REQUIRED)

Name of Co- Manager:

Name: _____ Business Name: _____

Business Address: _____

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

Co-Manager's Signature (REQUIRED)

Section 4 – ATTESTATION

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

Jane Ray
Signature of Applicant

Jane T. Ray
Print Name

11/16/21
Date

Additional Applications & Documentation

REQUIRED FOR ALL MOTELS, COTTAGE COLONIES, CONDOMINIUMS & CAMPGROUNDS

- Smoke detector/CO detector/fire protection certification
- IF YOU HAVE EMPLOYEES- Workers Compensation Affidavit & Certificate of Insurance
- IF YOU DO NOT HAVE EMPLOYEES- Workers Compensation Affidavit

ADDITIONAL (SEPARATE) APPLICATIONS THAT MAY PERTAIN TO YOUR OPERATION

- Application for Pool or Hot Tub Permit
- Application to Name a Manager
- Entertainment License
- Application to sell Tobacco
- Application for Food Service Permit
- Business certificate with the clerk's office on-site Town of Truro
- Septic System Inspection Report (submitted every 3 years-Campgrounds exempt)





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

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

Applicant Information

Please Print Legibly

Business/Organization Name: Jane Ray aka The Gingerbread House

Address: 42 Depot Rd Box 266

City/State/Zip: Truro MA 02666 Phone #: 508 349 2596

Are you an employer? Check the appropriate box:

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

Business Type (required):

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

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

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

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

Insurance Company Name: Liberty Mutual Ins

Insurer's Address: PO Box 1449

City/State/Zip: New York, NY 10116-1449

Policy # or Self-ins. Lic. # [REDACTED] Expiration Date: 12/19/22

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

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

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

Signature: Jane T. Ray Date: 11/19/21

Phone #: 508 349 2596

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

- 1. Board of Health
- 2. Building Department
- 3. City/Town Clerk
- 4. Licensing Board
- 5. Selectmen's Office
- 6. Other _____

Contact Person: _____ Phone #: _____



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

**FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT**

BUSINESS NAME: The Gingerbread House

OWNER/MANAGER: Jane Ray

ADDRESS: 42 Depot Rd Box 266 Truro, MA 02666

PHONE #: 508 349 2596 NUMBER OF UNITS: 4

CONTACT PERSON: Jane Ray

ADDRESS: 42 Depot Rd NO Box 266 Truro, MA 02666

TESTING COMPANY: Carter Kane Electrician

TESTING ELECTRICIAN/TECHNICIAN: Carter Kane

COMPANY PHONE #: 508 349 HOME PHONE #: 508 349 0451

LICENSE #: 360 74 E

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

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

DATE OF CERTIFICATION: 12/1/21 BY: Carter Kane
Signature of Licensed Electrician

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

Number: 2022-025

Fee \$75.00

Town of Truro Board of Health
24 Town Hall Road, Truro, MA 02666
Permit To Operate A Food Establishment

In accordance with Regulations promulgated under authority of Chapter 111, Section 127A of the General Laws a Permit is hereby granted to:

Robert Montano, mgr., d/b/a Montano's Restaurant

Whose place of business is **481 Route 6**

Type of business and any restrictions **Restaurant**

To operate a food establishment in **Truro**
(City or Town)

Permit Expires: **December 31, 2022**

Date Issued: *December 9, 2021*


Seating: 188



Emily Beebe, RS
Truro Board of Health Agent

DEC 09 2021

RECEIVED BY:

 R.I. ANALYTICAL Specialists in Environmental Services			Grab or Composite	# of Containers & Type ^c	Preservation Code ^f	Matrix Code ^h	BOD	TSS	pH	NO ₃ ⁻	NO ₂ ⁻	TKN
Date Collected	Time Collected	Field Sample Identification										
8-18-21	1:00	Montano's	G	1P	NP	WW	X	X	X	X	X	
			G	1P	Sub	WW						X

Client Information				Project Information			
Company Name:	Effluent Technologies			Project Name:	Montano's Restaurant		
Address:	436 Fish Road			P.O. Number:	Project Number:		
City / State / Zip:	Tiverton, RI 02878			Report To:	Phone:		Fax:
Telephone:	401-293-0946	Fax:		Sampled by:	Chris		Email report to these addresses:
Contact Person:	Lori Hart			Quote No:	lhart@atlanticsolutions1d.com		

Retrieved By Signatures		Date	Time	Received By Signatures		Date	Time	Turn Around Time	
<i>Chris Hardy</i>		8/19/21	9:10	<i>MLH</i>		8/19/21	9:10	Normal	EMAIL Report
<i>Maria</i>		8/19/21	1:15	<i>Kep</i>		8/19/21	1:15	5-7 Business days	
								Rush - Date Due:	/ /

Project Comments			
Circle if applicable:	GW-1, GW-2, GW-3, S-1, S-2, S-3	MCP Data Enhancement QC Package?	Yes No
			Temp. Upon Receipt <i>4.5</i> °C

Lab Use Only	
<input checked="" type="checkbox"/>	Sample Pick Up Only
<input checked="" type="checkbox"/>	RIAL sampled; attach field hours
<input checked="" type="checkbox"/>	Shipped on ice
	Workorder No: <i>2106-11208</i>

Containers: P=Poly, G=Glass, AG=Amber Glass, V=Val. Sterile Preservatives: A=Ascorbic Acid, NH4=NH4Cl, H=HCl, M=MeOH, N=HNO3, NP=None, S=H2SO4, SB=NaHSO3, SH=NaOH, T=Na2S2O3, Z=ZnCl2

R.I. Analytical Laboratories, Inc.

Laboratory Report

Effluent Technologies

Work Order #: 2108-14228

Project Name: MONTANO'S RESTAURANT

Sample Number: 001
 Sample Description: MONTANO'S
 Sample Type: GRAB
 Sample Date / Time: 8/18/2021 @ 13:00

PARAMETER	SAMPLE RESULTS	DET. LIMIT	UNITS	METHOD	DATE/TIME ANALYZED	ANALYST
BOD 5	50	30	mg/l	SM4510B 21ed	8/20/2021 06:45	KAW
Total Suspended Solids	50	20	mg/l	SM2540D 2011	8/20/2021 11:45	AMO
pH	6.6		SU	SM4500H+B	8/19/2021 20:59	JEP
Nitrite (as N)	0.21	0.050	mg/l	EPA 306.0	8/30/2021 13:34	KPG
Nitrate (as N)	<0.050	0.050	mg/l	EPA 306.0	8/30/2021 13:34	KPG
TKN (as N)	21	0.50	mg/l	SM4500N Org-D 18-21ed	8/23/2021 10:10	RPK

The pH analysis ideally should be performed in the field. The pH analysis was performed by the laboratory as soon as possible after receipt.

BOD 5 - Greater than 30% difference in dilution results, highest sample volume reported.

Nitrite/Nitrate (EPA 300.0) - Sample analyzed outside of recommended hold time due to instrument configuration.

LABORATORY REPORT

Effluent Technologies
Attn: Bob Johnson / Lori Hart
436 Fish Rd.
Tiverton, RI 02878

Date Received: 8/19/2021
Date Reported: 8/31/2021
P.O. Number

Work Order #: 2108-14228

Project Name: MONTANO'S RESTAURANT

Enclosed are the analytical results and Chain of Custody for your project referenced above. The sample(s) were analyzed by our Warwick, RI laboratory unless noted otherwise. When applicable, indication of sample analysis at our Hudson, MA laboratory and/or subcontracted results are noted and subcontracted reports are enclosed in their entirety.

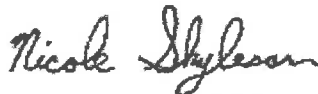
All samples were analyzed within the established guidelines of US EPA approved methods with all requirements met, unless otherwise noted at the end of a given sample's analytical results or in a case narrative.

The Detection Limit is defined as the lowest level that can be reliably achieved during routine laboratory conditions.

These results only pertain to the samples submitted for this Work Order # and this report shall not be reproduced except in its entirety.

We certify that the following results are true and accurate to the best of our knowledge. If you have questions or need further assistance, please contact our Customer Service Department.

Approved by:



Nicole Skyleson
Data Reporting Manager

Laboratory Certification Numbers (as applicable to sample's origin state):

Warwick RI * RI LA100035, MA M-RI015, CT PH-0508



436 Fish Road · Tiverton, RI 02878
 Office (401) 293-0946 · Fax (401) 293-0178

AdvanTex® Field Maintenance Report

Montano's Restaurant
 PO Box 718
 North Truro, Massachusetts 02652

Operator: Chris Kennedy
 Date of Inspection: 18-Aug-2021
 Site Address: 481 Route 6

ET Site ID# AX Site ID # Pod # RTU # Permit #

AX 105266

Retrieve O&M Info

Daily Flow: Na gpd
 Timers Changed Yes No
 Timer settings: Na

Perform Field Sampling/Observations

NTU (15 ± NTU)	pH (6-9)	DO (2-4)
49.4	7.4	2

Measure Sludge/Scum

Compartment	Sludge	Scum
1 st	10/2/10/2	0/10/1/0
2 nd	2/8/12/8	0/2/1/0

Check Control Panel

Recirc. Amps	Discharge Amps
7.92/7.83	6.34/6.32

Inspect/Clean AdvanTex Filter

Biomat: Minor Laterals/Orifice Clean
 Bridging/Ponding: Minor Pod Bottom
 Intake Vent

Audible/visual alarms OK Inoperable
 Dial tone (telemetry only) Active

Inspect/Clean Discharge Pump System

Clean
 Riser/Lid
 Pump
 Floats

Recirculation Pumping System Clean

Riser/Lid
 Floats
 Pumps
 Biotube® Filter
 Biotube® Pump Vault
 Recirculating Splitter Valve

Final/Safety Inspection

RSV reinstalled
 Manifold reconnected; flush valves closed
 Lids bolted on
 Control panel reactivated

Parts Used

QTY Item

Summary: Other?
Comments: recirc distribution valve needs rebuilt lot at this time. 6k 4bottom 3out. pod fan has failed and requires replacement. tanks do not require pumping at this time. samples collected.

DEC 08 2021

RECEIVED BY



2020

**CPR & ECC
GUIDELINES**

Certificate

Bob Montano

has successfully completed
Heartsaver® CPR AED
Online Portion

Congratulations on learning lifesaving skills with the American Heart Association. Hands-on skills practice and testing, conducted by an authorized AHA BLS or Heartsaver Instructor, is required to receive a Heartsaver CPR AED course completion card.

For greater success, it is recommended the hands-on skills session be conducted shortly after completing the online portion. Please take this certificate with you to your hands-on skills session.

This certificate does not constitute successful completion of the full Heartsaver CPR AED Course.

Path Taken: CPR AED

Topics Included

Survivor Story (Superintendent)
Hands-Only CPR
Adult CPR, AED, and Choking Relief

Drug Overdose
Water Safety

IMP21VR1WHGW

Certificate Number

12/08/2021 20:49:37

Date Completed

FS# 2022-025

HEALTH DEPARTMENT
TOWN OF TRURO

DEC 07 2021

RECEIVED BY:



**Town of Truro
Board of Health**

24 Town Hall Road, P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004, Extension: 131 Fax: 508-349-5508
Email: cbcehe@truro-ma.gov or adavis@truro-ma.gov

APPLICATION FOR FOOD SERVICE – COMMON VICTUALER

New Renewal

Section 1 – License Type

Type of License: Food Service Common Victualer

Type of Food Service Establishment:

- Food Service (restaurant or take out)
- Retail Food (commercially prepared foods)
- Residential Kitchen
- Bed & Breakfast w/Continental Breakfast
- Catering
- Manufacturer of Ice Cream/Frozen Dessert
- Bakery

Section 2 – Business/Owner/Manager Information

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

Business Name: BADDOCS INC. D/B/A MONTANO'S REST

Owner Name: Bob MONTANO Email Address: [REDACTED]

Mailing Address: P.O. Box 718 02652

Phone No: [REDACTED]

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

Name: Bob MONTANO Email Address: [REDACTED]

Mailing Address: 718 02652

Phone No: [REDACTED] 24 Hour Emergency: 2211

Section 3 – Business Operation Details

Number of Seats: Inside: 188 Outside: _____ Number of Employees: _____

Length of Permit: Annual Seasonal Operation

Hours of Operation: 4:00 To 9:30/10:00

Days Closed Excluding Holidays: _____

If Seasonal: Approximate Dates of Operation: _____ To _____

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

See copies

Allergen Awareness Certification (attach copy):

See copy

Has your menu changed from last year? Yes No

If yes please attach copy of menu or provide description of food to be prepared and sold:

Section 4 - Attestation

Attestation

I, the undersigned, attest to the accuracy of the information provided in this application and further agree to allow the regulatory authority access to the food service establishment as specified under § 8-402.11. I affirm that the food establishment operation will comply with 105 CMR 590.000, Truro Board of Health Regulation Section X, Food Service Regulations and all other applicable laws. Pursuant to MGL Ch. 62C § 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid state and local taxes required by law.

Signature of Applicant:

[Handwritten Signature]

Date:

12/3/21

Application Checklist:

- Food Service Permit Application
- Smoke Detector/Fire Protection Certification 12/15/21 @ 8:00 A.M
- Workers Compensation Affidavit/Certificate of Insurance
- Copy of Inspection of Kitchen Equipment: Commercial Hood and Ventilation System Report
- Copy of Service report of mechanical washing equipment (Dishwasher)
- Copy of ServSafe Certification and Allergy Awareness
- Copy of Choke Saver (for food service establishment w/seating capacity of 25 or more)

FOR HEALTH DEPARTMENT USE ONLY

Comments:

Review by

Date

ServSafe
National Restaurant Association

ServSafe® CERTIFICATION

ROBERT MONTANO

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

20229370

CERTIFICATE NUMBER

10749

EXAM FORM NUMBER

2/10/2021

DATE OF EXAMINATION

2/10/2026

DATE OF EXPIRATION

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



#0655

Sherman Brown
Executive Vice President, National Restaurant Association Solutions



In accordance with Minnesota Labor Commission 2009, Regulation ADM N 066-2017, Regulation 3.2, Standard AL 2,

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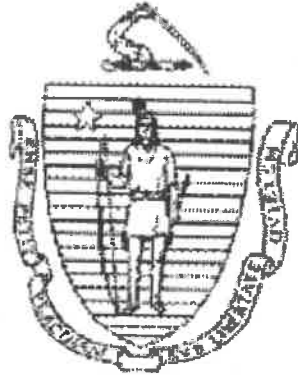
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Contact us with questions at 233 S. Wacker Drive, Suite 3600, Chicago, IL 60604-6383 or ServSafe@restaurant.org.

**NOTICE
TO
EMPLOYEES**



**NOTICE
TO
EMPLOYEES**

The Commonwealth of Massachusetts

DEPARTMENT OF INDUSTRIAL ACCIDENTS

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

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

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

MASSACHUSETTS BAY INSURANCE COMPANY

NAME OF INSURANCE COMPANY

440 Lincoln Street, Worcester MA, 01653

ADDRESS OF INSURANCE COMPANY

**WDE-A901414-05
POLICY NUMBER**

**05/22/2021
EFFECTIVE
DATES**

**OCEANPOINT INS AGENCY, INC
NAME OF INSURANCE AGENT**

**500 W MAIN RD
ADDRESS**

**401-847-5200
PHONE**

**BADDOCS INC
EMPLOYER**

**PO BOX 718
ADDRESS**

EMPLOYER'S WORKERS' COMPENSATION OFFICER (IF ANY)

DATE

MEDICAL TREATMENT

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

NAME OF HOSPITAL

ADDRESS

TO BE POSTED BY EMPLOYER



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

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

Applicant Information

Please Print Legibly

Business/Organization Name: Montano's Restaurant

Address: 481 Route 6

City/State/Zip: No. TRURO, MA 02652 Phone #: [REDACTED]

Are you an employer? Check the appropriate box:

- 1. I am an employer with 20 employees (full and/or part-time).*
- 2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
- 4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

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

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

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

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

Insurance Company Name: MASSACHUSETTS BAY INSURANCE COMPANY

Insurer's Address: 440 Lincoln Street, Worcester MA, 01653

City/State/Zip: Worcester, MA. 01653

Policy # or Self-ins. Lic. # [REDACTED]

Expiration Date: 5/22/22

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

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

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

Signature: [Signature]

Date: 12/3/21

Phone #: [REDACTED]

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

- 1. Board of Health
- 2. Building Department
- 3. City/Town Clerk
- 4. Licensing Board
- 5. Selectmen's Office
- 6. Other _____

Contact Person: _____

Phone #: _____

Frank A Vitale

5 Lynch Ln Harwich, MA 02645

508-430-2959 LIC # 000365

12/1/21

Montano's Restaurant

481 US-6

N Truro, MA 02652

508-487-2026

Services conducted: Cleaned + Inspected

OK
FV

HOOD CLEANING STICKER IS AFFIXED YES NO

DATE OF LAST HOOD CLEANING DATE 12/1/2021

GREASE ACCUMULATION HEAVY MODERATE LIGHT

FILTERS ARE INTACT YES NO

FAN IS IN OPERATING ORDER YES NO UNK

LIGHTING IN HOOD IS PROPERLY PROTECTED FROM DAMAGE YES NO N/A UNK

Check here if Notice of Non-Compliance was issued to local Fire Department.

Date sent to Fire Department _____

Attach copy of Notice of Non-Compliance

Note: A copy of this report shall be kept by both the Service Company and the customer for a period of 3 years. Such records shall be open for the inspection of the Local Fire Department during regular business hours of operation.

ServSafe
National Restaurant Association

ServSafe® CERTIFICATION

EDYTHE RODERICK

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

20229372
CERTIFICATE NUMBER

10749
EXAM FORM NUMBER

2/10/2021
DATE OF EXAMINATION

2/10/2026
DATE OF EXPIRATION

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



#0655

Sherman Brown
Sherman Brown
Executive Vice President, National Restaurant Association Solutions



In accordance with ANSI Accredited Program 2006, Evaluation ACQ 14-008-2013 Regulation 3.2, Standard A3.2

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ANSI Accredited Program 2006, Evaluation ACQ 14-008-2013 Regulation 3.2, Standard A3.2

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Contact us with questions at 7335 Wacker Drive, Suite 3600, Chicago, IL 60604-6383 or ServSafe@restaurant.org

ServSafe® CERTIFICATION

ZANA WEBER

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

20229371
CERTIFICATE NUMBER

10749
EXAM FORM NUMBER

2/10/2021
DATE OF EXAMINATION

2/10/2026
DATE OF EXPIRATION

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



#0655

Sherman Brown
Sherman Brown
Executive Vice President, National Restaurant Association Solutions



CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: ROBERT MONTANO

Certificate Number: 5383693

Date of Completion: 12/7/2021

Date of Expiration: 12/7/2026

RECEIVED BY:



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

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

Issued By:



Massachusetts Restaurant Association
333 Turnpike Road, Suite 102
Southborough, MA 01772
508-303-9905
www.marestaurantassoc.org



800.765.2122
www.restaurant.org



The Commonwealth of Massachusetts

Town of Truro



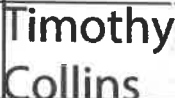

E-MAILED
11/10/21

New and Renewal Certificate of Inspection

In accordance with 780 CMR, Chapter 1 (*The Ninth Edition of the Massachusetts State Building Code*) and Chapter 304 of the Acts of 2004 (*an Act to further enhance fire and life safety*), this certificate of inspection is issued to the premise or structure or part thereof as herein identified.

Issued to	Identify Name of Establishment					Certificate No.
	Montano's					22-002
Located at	Identify property address including street number, name, city or town and county					Certificate Expiration
	481 Route 6 Map 32 Parcel 31					11/3/2022
Use Group Classification	Basement	First Floor	Second Floor	Third Floor	Fourth Floor	Other
	S	A-3	R-4			
Allowable Occupant Load		188	4			

This *certificate of inspection* is hereby issued by the undersigned to certify that the premise, structure or portion thereof as herein specified has been inspected for general fire and life safety features. This certificate shall be framed behind clear glass and/or laminated and posted in a conspicuous place within the space as directed by the undersigned. *Failure to post or tampering with the contents of the certificate is strictly prohibited.*

Name of Municipal Fire Chief	TIMOTHY COLLINS	Name of Municipal Building Inspector	RICHARD STEVENS	Date of Inspection	11/3/2021
Signature of Municipal Fire Chief	 <small>Digitally signed by Timothy Collins DN: cn=Timothy Collins, o=Town of Truro, ou=Truro Fire Department, email=tcollins@truro-ma.gov, c=US Date: 2021.11.03 16:04:23 -0400</small>	Signature of Municipal Building Inspector		Date of Issuance	11/3/2021



HEALTH DEPARTMENT
 NORTH TRURO
 DEC 08 2021
 RECEIVED BY:

WORKERS COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE POLICY
WORKERS COMPENSATION RENEWAL INFORMATION PAGE
 RENEWAL OF WBE-A901414-04

06

CARRIER CODE NO. 10006

Policy Number	From	Policy Period To	Coverage is Provided in the	Agency Code
[REDACTED]	05/22/2021	05/22/2022	MASSACHUSETTS BAY INSURANCE COMPANY	1500973

ITEM 1. Named Insured and Address

BADDOCS INC
 PO BOX 718
 NORTH TRURO MA 02652

Agent Telephone: 401-847-5200
 OCEANPOINT INS AGENCY, INC
 500 W MAIN RD
 MIDDLETOWN, RI 02842

Federal ID No.

Bureau File No. 000020933

SEE ATTACHED SCHEDULE OF ADDITIONAL LOCATIONS FOR OTHER WORKPLACES NOT SHOWN ABOVE.
 IF APPLICABLE SEE CONTINUATION OF NAMED INSURED SCHEDULE.
 ENTITY OF INSURED - CORPORATION

ITEM 2. POLICY PERIOD- 05/22/21 TO 05/22/22 12:01 AM STANDARD TIME AT THE ADDRESS OF THE INSURED AS STATED HEREIN.

ITEM 3A. PART ONE OF THIS POLICY APPLIES TO THE WORKERS' COMPENSATION LAW AND ANY OCCUPATIONAL DISEASE LAW OF EACH OF THE FOLLOWING STATES- MA.

B. PART TWO OF THIS POLICY APPLIES TO EMPLOYERS' LIABILITY INSURANCE FOR WORK IN EACH STATE LISTED IN ITEM 3A:
 BODILY INJURY BY ACCIDENT \$100,000 EACH ACCIDENT
 BODILY INJURY BY DISEASE \$100,000 EACH EMPLOYEE
 BODILY INJURY BY DISEASE \$500,000 POLICY LIMIT

C. PART THREE OF THIS POLICY APPLIES TO OTHER STATES INSURANCE FOR THE FOLLOWING STATES- ALL STATES EXCEPT ND, OH, WA, WY, AND THOSE STATES SPECIFICALLY NAMED IN ITEM 3A.

D. SEE ATTACHED SCHEDULE FOR LIST OF ENDORSEMENTS AND SCHEDULES FORMING PART OF THIS POLICY.

ITEM 4. THE PREMIUM FOR THIS POLICY WILL BE DETERMINED BY OUR MANUALS OF RULES, CLASSIFICATIONS, RATES, AND RATING PLANS. ALL INFORMATION REQUIRED BELOW IS SUBJECT TO VERIFICATION AND CHANGE BY AUDIT. ADJUSTMENT OF PREMIUM SHALL BE MADE ANNUALLY.

CLASSIFICATION OF OPERATIONS

SEE ATTACHED SCHEDULE OF OPERATIONS

CLASSIFICATION OF OPERATIONS			EST ANNUAL PREMIUM
SEE ATTACHED SCHEDULE OF OPERATIONS			6,794
MINIMUM PREMIUM	\$211	EXPENSE CONSTANT	338
		PREMIUM FOR TERRORISM	\$243
		TOTAL ESTIMATED ANNUAL PREMIUM	\$7,375
		DEPOSIT PREMIUM	\$7,375
		TOTAL STATE TAXES AND ASSESSMENTS	\$246
TOTAL EST ANNUAL PREMIUM INCLUDING ALL TAXES AND ASSESSMENTS			\$7,621

COUNTERSIGNED THIS DAY OF

BRANCH OFFICE: 95 GLASTONBURY BLVD SUITE 400
 IF THE BILL FOR YOUR POLICY IS NOT ENCLOSED, IT WILL BE SENT TO YOU SEPARATELY.

AUTHORIZED REPRESENTATIVE
 GLASTONBURY CT 06033



06

**WORKERS COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE POLICY
EXTENSION OF INFORMATION PAGE
RENEWAL OF WBE-A901414-04**

CARRIER CODE NO. 10006

Policy Number	Policy Period From To	Coverage is Provided in the	Agency Code
[REDACTED]	05/22/2021 05/22/2022	MASSACHUSETTS BAY INSURANCE COMPANY	1500973

ITEM 1. Named Insured and Address

BADDOCS INC
PO BOX 718
NORTH TRURO MA 02652

Agent Telephone: 401-847-5200
OCEANPOINT INS AGENCY, INC
500 W MAIN RD
MIDDLETOWN, RI 02842

Federal ID No.

POLICY
PAGE 2

**** A D D I T I O N A L L O C A T I O N S ****

Bureau File No. 000020933

SCHEDULE
PAGE 1

LOCATION
NUMBER

ADDRESS

001	RTE 6 NORTH TRURO, MA 02652
-----	-----------------------------------

HEALTH DEPARTMENT
TOWN OF TRURO

DEC 08 2021

RECEIVED BY



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

TAX STATUS REQUEST FOR LICENSING

Date 12/8/2021

Request is coming from the Selectmen's Office _____ Health Office X

Owner's Name:

Business Name Montano's Restaurant

Residential Address: 481 Route 6

Map and Parcel: 32-31

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

Umelly Stevens
Tax Collector's Signature

All Set

12/8/2021
Date

Lynne Budnick

From: Lynne Budnick
Sent: Tuesday, December 7, 2021 1:15 PM
To: Bob Montano
Subject: RE: Montano's
Attachments: 2022 Email for Snail Mail Recipients.doc

Bob,

*✓ rec'd for Bob M,
12/8/21*

The Allergen Awareness certificate for Zana Weber is expired. In addition the Board of Health, as of July 1, 2021 requires all businesses, including restaurants to have a septic inspection every 3 years. If you haven't had one recently, then this will be required for the licensing. I have attached the letter that went out to all Motels, Condominiums, Cottage Colonies.

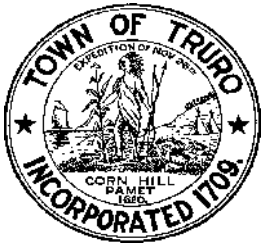
The email for restaurants is still being drafted by my supervisor. This is why you have not received the usual email with the application attached in October.

Best regards,

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

From: Bob Montano [REDACTED]
Sent: Monday, December 6, 2021 3:08 PM
To: Lynne Budnick <LBudnick@truro-ma.gov>
Subject: Montano's

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



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: December 14, 2021

ITEM: Review and approval of amending Aquaculture Grant Licenses to include Kelp Farming

EXPLANATION: Dan Smith, of 32 Tom's Hill Road, Truro, is requesting an amendment to his aquaculture licenses. Currently, Dan Smith is licensed for aquaculture for 2 acres located at Beach Point Landing and he has 5 acres in the Aquaculture area. Dan Smith is one of two co-operators working with Scott Lindell and his team a WHOI on research grant that he has obtained approval for. The research grant is for the development of a "Novel Bottom Culture of Sugar Kelp aimed at Diversifying Marine Farms". It is funded by a National Fisheries Services - Saltonstall-Kennedy Grant.

At present time, he has been told by ACOE & NOAA that they do not see any reason not to amend his permit(s) to include bottom cultured kelp. Dan Smith is awaiting the officially amended permits.

The next set of steps will be the following:

- 1) He has two Town of Truro Aquaculture Licenses amended to include growing Kelp by the Select Board
- 2) Apply for a new Aquaculture Permit from DMF which will include growing Kelp.

Two drawings of the proposed array of equipment that will be set-up on both grant sites. All of the equipment will be located within the bounds of my existing grants. The only "disruption" to the ocean floor will be the setting of helix anchors as shown in the drawings, which are permitted to use on both sites.

The kelp will be seeded onto various types of "lines" in the WHOI lab and then attached to the "Test Kelp Lines" as shown on the drawings. The array of lines will be 2' off of the bottom which NOAA says will *"not be likely to interact with endangered species"* which is why they are approving this research project in Cape Cod Bay. The origin of the actual kelp seed is Cape Cod Bay so this project would not include the introduction of any new species into the waters of the Bay.

Kelp is seeded and grown in the winter months (seeding in Nov/Dec and harvesting in Apr/May). Like oysters, kelp has a number of beneficial attributes that will aid in improving water quality.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Dan Smith will not receive an amended license allowing kelp farming.

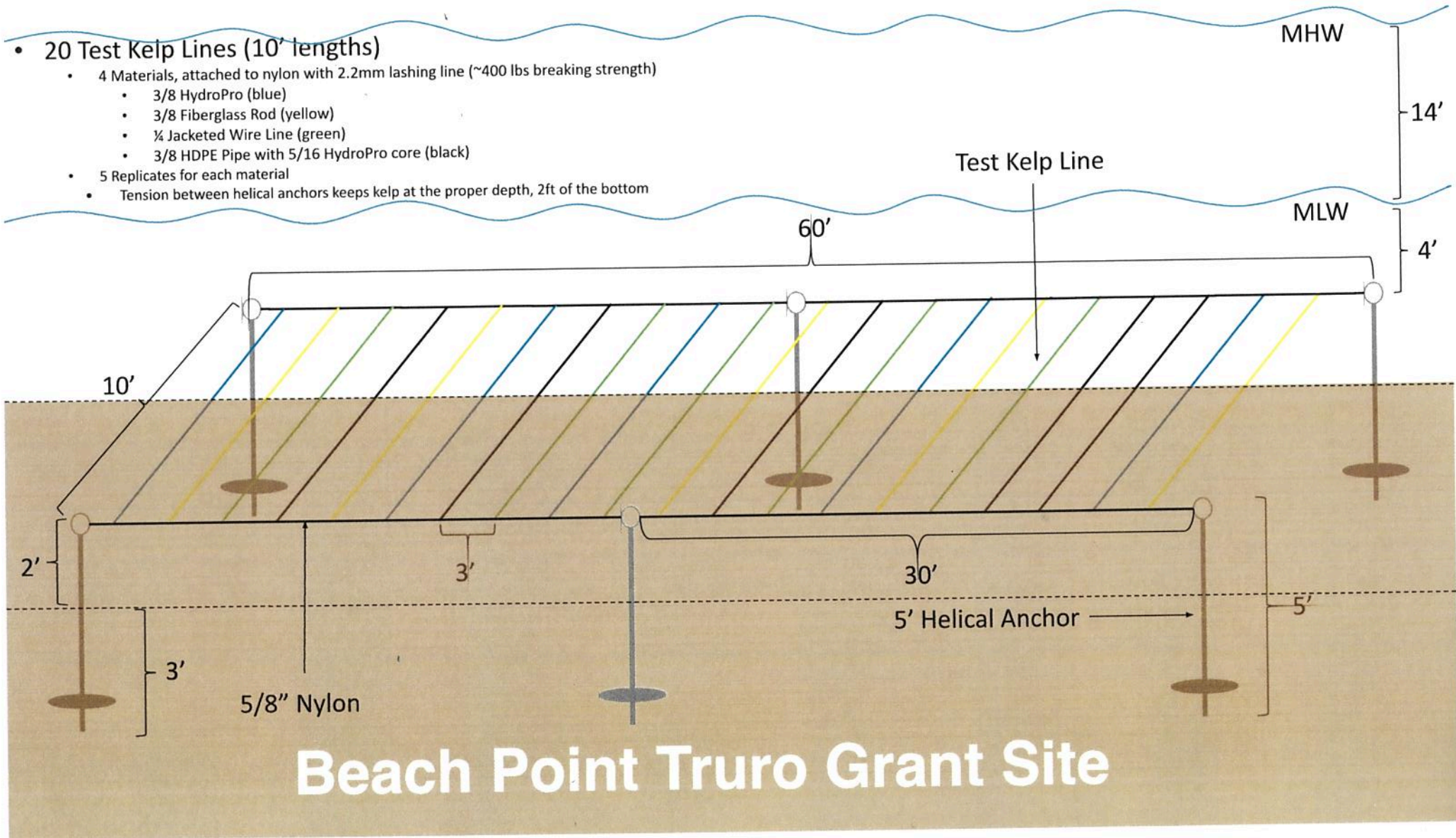
SUGGESTED ACTION: *MOTION TO approve/disapprove the amendment to Dan Smith's aquaculture license to include kelp farming.*

ATTACHMENTS:

1. Kelp Array-Beach Point Grant Site
2. Kelp Array-Truro ADA Grant Site

• 20 Test Kelp Lines (10' lengths)

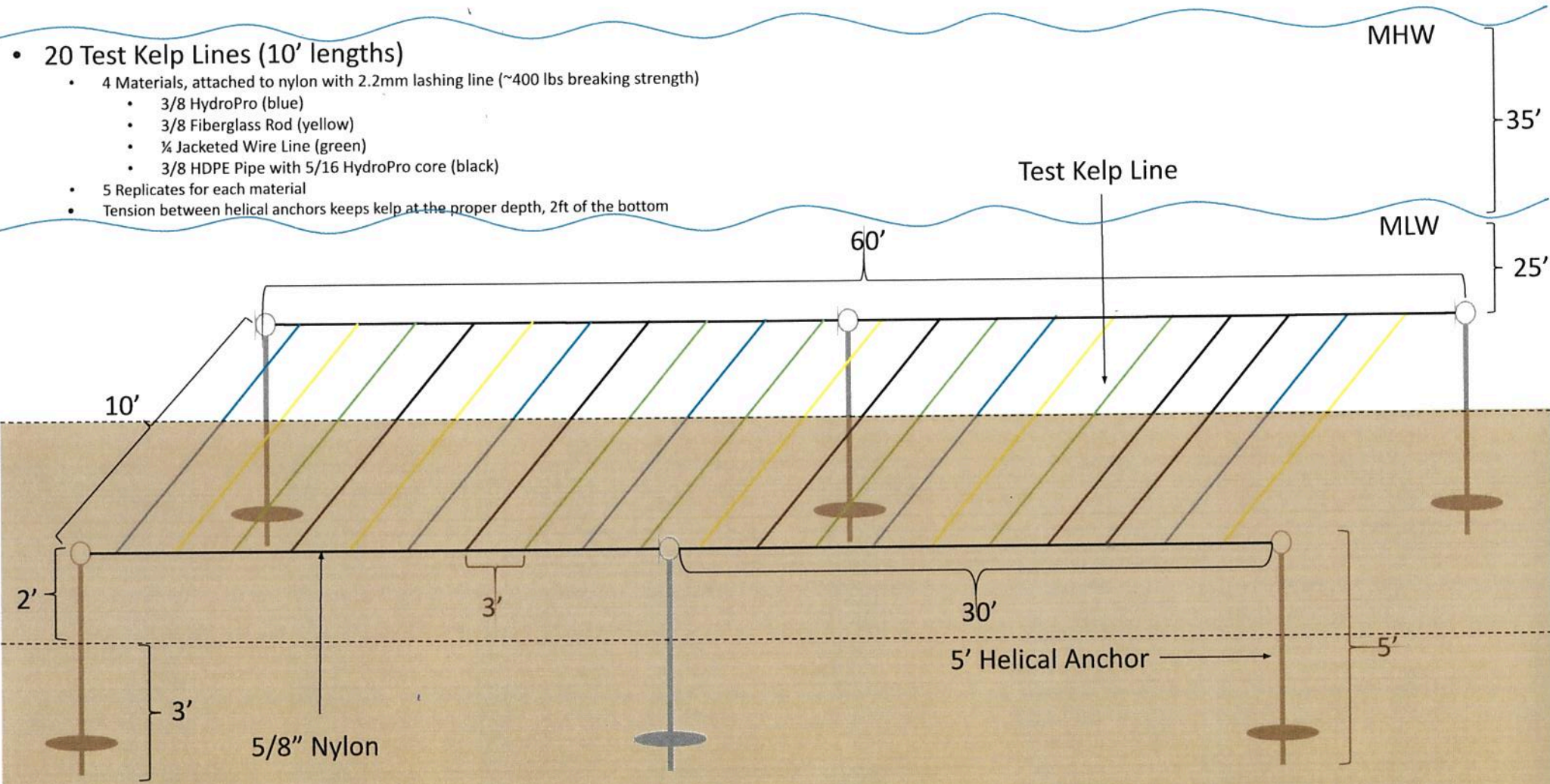
- 4 Materials, attached to nylon with 2.2mm lashing line (~400 lbs breaking strength)
 - 3/8 HydroPro (blue)
 - 3/8 Fiberglass Rod (yellow)
 - 1/4 Jacketed Wire Line (green)
 - 3/8 HDPE Pipe with 5/16 HydroPro core (black)
- 5 Replicates for each material
- Tension between helical anchors keeps kelp at the proper depth, 2ft of the bottom



Beach Point Truro Grant Site

• 20 Test Kelp Lines (10' lengths)

- 4 Materials, attached to nylon with 2.2mm lashing line (~400 lbs breaking strength)
 - 3/8 HydroPro (blue)
 - 3/8 Fiberglass Rod (yellow)
 - 1/4 Jacketed Wire Line (green)
 - 3/8 HDPE Pipe with 5/16 HydroPro core (black)
- 5 Replicates for each material
- Tension between helical anchors keeps kelp at the proper depth, 2ft of the bottom



Town of Truro ADA Site

Select Board Meeting Minutes
November 16, 2021
Via GoToMeeting platform

Consent Agenda Item: 7E

Select Board Present: Chair-Robert Weinstein, Vice Chair-Kristen Reed, Clerk-Susan Areson, Member-John Dundas, Member-Stephanie Rein

Others Present: Town Manager-Darrin Tangeman, Assistant Town Manager-Kelly Clark, DPW Director-Jarrold Cabral, Town Planner-Barbara Carboni, Health/Conservation Agent- Emily Beebe, Joan Holt, Planning Board Chair-Anne Greenbaum, Board of Health Chair-Tracey Rose, Finance Committee Chair-Robert Panessiti, Commission on Disability Chair-Susan Howe, Chris Lucy, Claudia Boespflug, Jack Riemer, Maggie Downey with Cape Light Compact, Fred Gaechter, Conservation Commission Chair-Carol Girard-Irwin

Chair Weinstein called the meeting to order at 5:00 pm.

Public Comment

Joan Holt read a letter regarding filling Town committee vacancies and issues which occurred with one applicant recently. She urged the Select Board to reconsider the applicant's application.

Anne Greenbaum expressed concerns about how the Select Board conducted the interview and voted on Mr. Crocker's application to serve as an alternate on the Zoning Board of Appeals. Ms. Greenbaum suggested placing the following on a future Select Board agenda; the topic of improving the interview process for appointed Boards, Committees, and Commissions.

Robert Panessiti wished to remind people that appointment to the Zoning Board of Appeals is protected by statute to be an appointment process by the Select Board. It is important that the Select Board appoint certain regulatory bodies that follow and adhere to their governance and philosophy of running the Town. If they feel a candidate is not philosophically aligned with the Select Board, that's why the statute exists.

Susan Howe stated that although she understands what Mr. Panessiti said, she believes Mrs. Holt and Ms. Greenbaum were correct. She feels what's most important about this process is to be civil and inclusive rather than exclusive.

Member Areson read a letter as a private citizen. She stated the interview process was seriously flawed, and she wants the Select Board to do a better job in its interview and appointment process. (Her letter will be included with the minutes of this meeting).

Chris Lucy mentioned that he'd applied for a position on the Zoning Board of Appeals years ago, and a particular person had applied simply to oppose him. The other applicant then convinced the Select Board not to appoint Mr. Lucy based upon his opinion on what the Town would look like. He feels it's interesting that a person's opinion doesn't matter now, but it did then. He also added that the person who took the time to apply to the position to oppose him and took the time to explain why he shouldn't be appointed as one of the previous speakers.

Public Hearings

Public Hearing for Babe's Bakery, Inc., 65 Shore Road, Truro, MA

Chair Weinstein read the legal advertisement.

Ms. Boespflug spoke about her application for a Common Victualler license. Chair Weinstein asked that she speak to her intent with the continuation of this license. Ms. Boespflug explained that she has always kept her license current in case the right person came along to run the restaurant. A discussion

was held regarding the last time Babe's Bakery operated a traditional season (Memorial Day to Labor Day). It was determined that the last time Babe's Bakery operated in that manner was about 15 years ago.

Member Areson asked if Ms. Boespflug had any prospects or was actively seeking prospects for the restaurant. She stated that she did not have any prospects. Member Areson hopes Ms. Boespflug would actively recruit somebody to run the restaurant who might be able to get started earlier in the year with the license application process.

Member Dundas asked if the impact over the past two years with Covid hampered her ability to do some of the things she wished to do with the restaurant and whether she could assess the future given the current conditions in the industry. Ms. Boespflug stated that it's very difficult, and people worldwide have changed their professions.

A short discussion was held regarding the upgrade dates of the septic system.

Ms. Boespflug stated that she was unaware of the effective date to upgrade her septic system. BOH Chair Rose said that the Board of Health, pre-Covid, had the applicant attend several meetings due to their concerns about the cesspool on the property. The Board of Health is frustrated by not seeing a plan of action by the applicant that has already been talked about for a few years in the past.

Member Rein asked what had transpired between 15 years ago, when the restaurant operated for a full season and now. Has Ms. Boespflug made a best faith effort to have people in the restaurant operate a full season. Ms. Boespflug stated that there was no summer the restaurant was not open. However, it was not open for a full season.

Chair Weinstein opened the discussion up to the general public.

As a member of the Truro Historical Society, Susan Howe finds the discussion interesting. Babe's Bakery has historical relevance. Ms. Howe addressed Ms. Boespflug, stating that there must be ways to talk to organizations that will help small businesses. She mentioned the Community Development Partnership for grants, the Chamber of Commerce, and she also stated there are loans to help improve the septic system.

Anne Greenbaum asked, ideally, what would Ms. Boespflug like to have happened? Ms. Boespflug responded that she'd like to find the right pastry chef to open a bakery.

Jack Riemer feels the applicant is at a disadvantage because she represents herself. He thinks any action should be tabled until she has the opportunity to discuss what has happened tonight with a legal representative. Member Reed stated that the item on the agenda had already been delayed, and the applicant had ample time to get legal counsel.

Land Use Counsel/Planner Carboni addressed the Board on their options.

- Although the season has passed, the Board can renew the license, regardless of evidence of the restaurant not being open in previous years.
- The Board can renew the license and impose conditions.
- The Board can deny the license. If the Board denies the license, she would want them to make some findings in the record to support the denial.

She recommends that the Board renew the license with reasonable conditions about future operations. Reasonable conditions can be dates and hours to be open. Member Reed would like to know who would monitor to ensure the conditions were being met. Health and Building Departments were mentioned, as they can conduct inspections. A discussion was held regarding the placement of conditions, inspection frequency, and the ability to inspect through the Health Agent.

Member Reed made a motion to close the public hearing.

Member Areson seconded.

Roll Call Vote:

Member Rein-Aye

Member Dundas-Aye

Member Areson-Aye

Member Reed-Aye

Chair Weinstein-Aye

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

Member Areson stated that the applicant has a long road ahead. She suggested renewing the license with conditions. The Board is trying to promote economic development. She has no problem renewing the license for 2021 and giving the applicant the time to pull together something early in 2022 so that the restaurant can remain open. If that doesn't happen, they have the option of not renewing the license come 2022.

Member Dundas echoes Member Areson's conditional approval.

Member Rein feels that there's a lack of clarity. The only way she'd support a renewal would be with very strict guidelines, including an 8-week minimum of being open for business.

Having listened to the owner, Chair Weinstein in good faith cannot vote to renew the license. Placing conditions upon the renewal places unnecessary policing burdens on various aspects of Town staff. He would enter the testimony of the owner as the primary evidence for denial. The owner has admitted her efforts to try and secure a professional to run the business and to staff the business and has been unsuccessful.

Member Reed made a motion to approve the Babe's Bakery Inc. Common Victualler license for 2021.

Member Areson seconded.

Roll Call Vote:

Member Areson-Aye

Member Dundas-Aye

Member Reed-Nay

Member Rein-Nay

Chair Weinstein-Nay

So voted; 2-3-0, motion does not carry.

Board/Committee/Commission Appointments-None

Staff/Committee Updates-None

Tabled Items-None

Select Board Action

Cape Light Compact Update on Programs

Maggie Downey is the administrator of the Cape Light Compact. She is here to give the Board an update on Cape Light Compact services, and also on a climate act which was recently signed into law and how that relates to the Cape Light Compact. She proceeded to give a high-level overview.

Truro Conservation Trust Walking Trail System Proposal for the High Head Conservation Area

Mr. Gaechter gave an overview of the Truro Conservation Trust's plan for this property. Management of trash was also discussed. Conservation Commission Chair, Girard-Irwin, confirmed the Commission's approval of the plan at their November 1, 2021, meeting.

Consent Agenda

- A. Review/Approve and Authorize Signature:
 - 1. Entertainment Application – Truro Vineyards of Cape Cod
- B. Review and Approve Appointment Renewals:
- C. Review and Approve Annual Alcohol License Renewals: Montano’s Restaurant, Truro Vineyards of Cape Cod, Chequessett Chocolate, and Pamet Valley Liquors
- D. Review and Approve the 2022 ABCC Renewal Certification Form
- E. Review and Approve Select Board Minutes: Select Board Work Session-9/23/21, Select Board Regular Meeting-10/12/2021, Select Board Regular Meeting-10/26/2021

Member Areson wished to point out that when voting on the Consent Agenda, she would not be voting on the minutes of 10.12.2021. She also had some minor edits to minutes.

Member Reed wished to recuse herself from the voting on the license for Chequessett Chocolate.

Member Reed made a motion to approve the Consent Agenda with Member Areson’s changes and Member Reed’s recusal.

Member Rein seconded.

Roll Call Vote:

Member Rein-Aye

Member Reed-Aye

Member Areson-Aye

Member Dundas-Aye

Chair Weinstein-Aye

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

Select Board Reports/Comments

Member Dundas has a concern of inflation and what that means as the Town heads into the budget cycle. He will submit a draft letter to memorialize thoughts the Board might have. He also addressed how he evaluates people applying to serve on a committee, Board, or commission.

Member Reed pointed out two items posted on the Town of Truro website:

- She urged people to take the Talk to us Truro survey.
- Covid PCR testing post, where people can get information on testing sites, days, and times.

Member Areson has submitted to Town Manager Tangeman and Assistant Town Manager Clark the edited version of the Hybrid Meeting Policy. She’d be happy to work with them on it further, or place on an upcoming agenda. The Community Preservation Committee met and she’s happy to report that they received 9 full grants and 4 in the mini-grant program they’re offering. They will hold a public hearing in December for all applicants and a public hearing for the public in January.

Member Rein thanked Town staff for handling the storm efficiently. She thanked Chief Collins for driving around with a line crew to help with downed lines.

Chair Weinstein brought to everyone’s attention the presentation by Cape Light Compact and the availability of their programs as people fall within the median State income. He hopes that people who may have been hesitant will now explore the offerings to take advantage of the programs.

Town Manager Report

Town Manager Tangeman stated the Town currently has 516 submissions for the Town survey on the Local Comprehensive Plan and the Walsh Property Planning Committee. He also wished to congratulate Assistant Town Manager Clark and Town Planner Carboni on being awarded a Rural and Small-Town grant in the amount of \$75,000. That grant money will go to expand the local comprehensive planning

process. Another grant was received in the amount of \$305,000 from the Housing Choice Communities which will go towards the new I/A system for the Cloverleaf. He also noted that a number of job opportunities are closing tomorrow.

Next Meeting Agenda: Regular Meeting-December 7, 2021

Town Manager Tangeman reviewed the agenda for 12.7.2021.

Member Reed made a motion to adjourn at 7:56pm.

Member Dundas seconded.

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

Respectfully submitted,

Noelle L. Scoullar

Darrin Tangeman, Town Manager
Under the Authority of the Truro Select Board

Public Records material of 11.16.2021

1. Renewal Application-Babe's Bakery Inc.
2. Property Record Card-65 Shore Road
3. Copy of Public Hearing Ad-Babe's Bakery Inc.
4. Cape Light Compact Presentation
5. High Head Trail Proposal, 2021, Truro Conservation Trust
6. High Head Trails overlay map
7. One Day Entertainment Application-Truro Vineyards
8. 2021 Annual Alcohol ABCC Applications (Pamet Valley Package; Montano's Restaurant; Truro Vineyards; FarmMaid Foods
9. Chief of Police Approval Memo
10. Annual Alcohol Beverages Control Commission Renewal Certification 2022
11. Select Board Work Session Minutes of 9.23.2021
12. Select Board Regular Meeting Minutes of 10.12.2021
13. Select Board Regular Meeting Minutes of 10.26.2021