



# Amended Truro Select Board Agenda

Tuesday, January 11, 2022

Regular Meeting-5:00pm

## REGULAR MEETING

<https://global.gotomeeting.com/join/584155269>

1-877-309-2073 Access Code: 584-155-269

This will be a remote meeting. Citizens can view the meeting on Channel 18 in Truro and on the web on the "Truro TV Channel 18" button under "Helpful Links" on the homepage of the Town of Truro website. Click on the green "Watch" button in the upper right of the page. **To provide comment during the meeting please call in toll free at 1-877-309-2073 and enter the following access code when prompted: 584-155-269 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/584155269> . Please note that there may be a slight delay (15-30 seconds) between the meeting and the live-stream (and television broadcast). If you are watching the meeting and calling in, please lower the volume on your computer or television during public comment so that you may be heard clearly. We ask that you identify yourself when calling in to help us manage multiple callers effectively.

### 1. PUBLIC COMMENT

### 2. PUBLIC HEARINGS NONE

### 3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Interview and Appoint: Apryl Shenk-Truro Council on Aging
- B. Interview and Appoint: Nancy Braun-Truro Concert Committee
- C. Interview and Appoint: Betty Gallo-Barnstable County HOME Consortium Advisory Council

### 4. STAFF/ COMMITTEE UPDATES

- A. Staff Report: COVID Update – Health & Conservation Agent Emily Beebe
- B. Board/ Committee Report: Disability Commission – Chair Susan Howe

### 5. TABLED ITEMS NONE

### 6. SELECT BOARD ACTION

- A. Disability Commission Proposal for Property Tax Work Off Program Town Meeting Article  
Presenter: Susan Howe, Disability Commission Chair
- B. Discuss and Approve Cooperative Acquisition of Easements for Herring River Restoration Project  
Presenter: Jarrod Cabral, DPW Director; Barbara Carboni, Town Planner & Land Use Counsel; and Katie Klein, Town Counsel

### 7. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
  - 1. None
- B. Review and Approve Appointment Renewals: Emily Beebe-Truro's Representative to the Barnstable County Coastal Resources Subcommittee
- C. Review and Approve 2022 Annual Licenses: Truro Vineyards-Common Victualer License and Lodging License; Chequessett Chocolate and Salty Market-Common Victualer Licenses
- D. Review and Approve 2021 Annual ABCC Alcohol License Report
- E. Request to Declare Surplus: Truro Fire Department

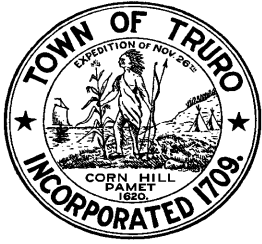
F. Request to Declare Surplus: 2014 Dodge Durango from Truro Police Department

G. Review and Approve Select Board Minutes: Select Board minutes of 12.07.2021; Budget Task Force minutes of 12.13.2021

**8.** Select Board Reports/Comments

**9.** Town Manager Report

**10.** Next Meeting Agenda: Regular Meeting-January 25, 2022



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** January 11, 2022

**ITEM:** Application to Serve

**EXPLANATION:** Apryl Shenk submitted an application to serve on the Council on Aging Board. Presently, there are three full vacancies and one alternate vacancy that are unfilled.

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

**IMPACT IF NOT APPROVED:** The Council on Aging Board will continue to search for more members to reach its quorum.

**SUGGESTED ACTION:** *Motion to appoint Apryl Shenk to the Truro Council on Aging Board to an unexpired three-year term that will expire on June 30, 2023.*

**ATTACHMENTS:**

1. Application to Serve-Interim Chair's Comments/Approval



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Apryl Shenk HOME TELEPHONE: [REDACTED]

ADDRESS: 28 Old County Rd, Truro, MA 02666 WORK PHONE: \_\_\_\_\_

MAILING ADDRESS: P.O. Box 1030 N.Truro, MA 02652 E-MAIL: [REDACTED]

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

Truro COA

SPECIAL QUALIFICATIONS OR INTEREST: \_\_\_\_\_

\_\_\_\_\_

RCVD 202107016 am 11:24  
ADMINISTRATIVE OFFICE

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

TOWN OF TRURO

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE: Apryl Shenk DATE: 12/14/21  
\*\*\*\*\*

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

\_\_\_\_\_

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

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



## Noelle Scoullar

---

**From:** Daniel Schreiner <[REDACTED]>  
**Sent:** Thursday, December 16, 2021 1:54 PM  
**To:** Noelle Scoullar  
**Cc:** [REDACTED]  
**Subject:** Fwd: Application to Serve COA  
**Attachments:** SMail Room 21121612090.pdf

Hi Noelle,

Apryl is my Administrative Assistant at ComForCare Home Care Cape & South Coast. She and her husband have lived in the area for a number of years, know many of the residents, and the history and needs of the community. I asked her to submit her application for the COA and approve her moving on to the next level.

Let me know if you need anything further from me. Happy Holidays, Dan

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

**From:** Katherine Black <[REDACTED]>  
**To:** Dan Schreiner <[REDACTED]>  
**Sent:** Thu, Dec 16, 2021 1:18 pm  
**Subject:** Fwd: Application to Serve COA

Hi Dan

I will let know Noelle know that you are vice-chair, therefore acting chair of our group. She sends me stuff cause I've been the one to contact her about scheduling and agendas. And of course, you know Apryl and I do not. Please respond regarding Apryl's application and send back to Noelle.

Thanks,  
Kat

Begin forwarded message:

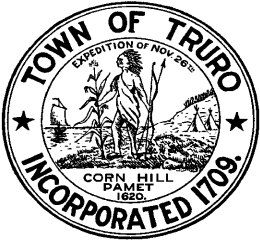
**From:** Noelle Scoullar <[nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)>  
**Subject:** Application to Serve COA  
**Date:** December 16, 2021 at 11:56:51 AM EST  
**To:** Katherine Black <[REDACTED]>  
**Cc:** Nicole Tudor <[ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov)>, Kaci Fullerton <[kfullerton@truro-ma.gov](mailto:kfullerton@truro-ma.gov)>

Hi Kat!

I have attached an application to serve which I received today, for the COA. Please review and respond to this email with your comments/approval.

Thank you,  
Noelle

**From:** [scans@smtp.truro-ma.gov](mailto:scans@smtp.truro-ma.gov) <[scans@smtp.truro-ma.gov](mailto:scans@smtp.truro-ma.gov)>  
**Sent:** Thursday, December 16, 2021 11:09 AM  
**To:** Noelle Scoullar <[nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)>  
**Subject:** Message from Mail Room KM\_C458



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** January 11, 2022

**ITEM:** Application to Serve

**EXPLANATION:** Nancy Braun submitted an application to serve on the Truro Concert Committee. There are presently four full vacant seats on the Committee.

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

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

**SUGGESTED ACTION:** *Motion to appoint Nancy Braun for a three-year term that will expire on June 30, 2025.*

**ATTACHMENTS:**

1. Application to Serve- Chair's Comments/Approval

**Truro**

*Application to Serve on a Board or Committee*

**Last Name**

*Braun*

REC'D 202105016 pm8452

ADMINISTRATIVE OFFICE

TOWN OF TRURO

**First Name**

*Nancy*

**Middle Initial**

*W*

**Email Address**

[REDACTED]

**Phone Number**

[REDACTED]

**Address (Street)**

*510c shore rd.*

**Address (City)**

*N. Truro*

**Address (State)**

*Ma.*

**Address (Zip Code)**

*02652*

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

*Pob 272 02652*

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

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

Yes

No

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

Yes

No

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

*Music*

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

*I enjoy music and the outdoor concerts*

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

Yes

No

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

Yes

No

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

Yes

No

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

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

I worked at the truro coa for many years.

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

I worked as a swimming and phys ed instructor for children and adults of all ages nancy for 30 years prior to working at the coa.

**Signature**

*Nancy w. Braun*

**Date**

*Dec 16, 2021*

## Noelle Scoullar

---

**From:** PATRICIA WHEELER [REDACTED]  
**Sent:** Friday, December 17, 2021 10:15 AM  
**To:** Noelle Scoullar  
**Subject:** Re: Application to Serve-Concert Committee

Dear Noelle,

I am very pleased to have this opportunity to highly recommend Nancy Braun for the Truro Concert Committee. Nancy has long been a dedicated and energetic volunteer in our community. Her personality is particularly well suited for this committee. She is a people person, very upbeat and friendly. Her enthusiasm is contagious. She has long been a regular in our concert audience expressing her enjoyment of music and dance. The Truro Concert Committee will be well served through the approval of her application to serve.

Sincerely,

Patricia A. Wheeler, Chair  
Truro Concert Committee

On 12/16/2021 8:55 AM Noelle Scoullar <nscoullar@truro-ma.gov> wrote:

Good Morning Pat!

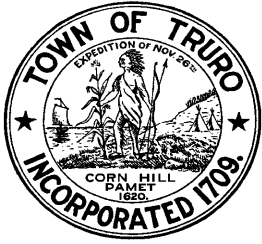
Nancy Braun has submitted an application to serve on the Concert Committee (attached). Please comment/approve via this email.

Thank you!

Noelle

**From:** scans@smtp.truro-ma.gov <scans@smtp.truro-ma.gov>  
**Sent:** Thursday, December 16, 2021 8:35 AM  
**To:** Noelle Scoullar <nscoullar@truro-ma.gov>  
**Subject:** Message from Mail Room KM\_C458

This communication may contain privileged or other confidential information. If you are not the intended recipient, or believe that you have received this communication in error, please do not print, copy, retransmit, disseminate, or otherwise use the information. Also, please indicate that to the sender and delete the copy you received. When writing or responding, please remember that the Secretary of



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** January 11, 2022

**ITEM:** Vacancy on the Barnstable County HOME Consortium Advisory Council, Truro's Representative.

**EXPLANATION:** Kevin Grunwald has resigned as Truro's Representative to the Barnstable County HOME Consortium Advisory Council. It has come to the Council's attention that Betty Gallo, Vice Chair of the Truro Housing Authority, is interested in serving. In the past, this position has typically been filled by staff (Town Planner) or by a Housing Authority member. The appointments are for a three-year term.

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

**IMPACT IF NOT APPROVED:** Truro will not have a representative at the Barnstable County HOME Consortium Advisory Council.

**SUGGESTED ACTION:** *Motion to appoint Betty Gallo as Truro's representative on the Barnstable County HOME Consortium Advisory Council for a term which will expire on January 31, 2024.*

**ATTACHMENTS:**

1. Barnstable County HOME Consortium Advisory Council vacancy letter
2. Barnstable County HOME Consortium Advisory Council information letter
3. Application to Serve-Betty Gallo



## Barnstable County

Regional Government of Cape Cod  
3195 Main Street | Barnstable, Massachusetts 02630

---

### Department of Human Services

Joseph R. Pacheco  
Director

Mandi Speakman  
Deputy Director

**December 20, 2021**

*Via email only: [dtangeman@truro-ma.gov](mailto:dtangeman@truro-ma.gov)*

Select Board, Town of Truro  
c/o Darrin Tangeman, Town Manager  
24 Town Hall Road  
Truro, MA 02666

**RE: Barnstable County HOME Consortium Advisory Council**

Dear Select Board

As you know, since Kevin Grunwald's resignation back in May, there has been a vacancy of Truro's member representative on the Barnstable County HOME Consortium Advisory Council. It has come to our attention that Betty Gallo, Vice Chair of the Truro Housing Authority is interested in serving. We would be excited to have Betty join our council.

The Barnstable County HOME Consortium's Advisory Council is a regional, pro-active group that reviews and discusses various affordable housing projects and issues. We highly value your town's participation in this regional affordable housing group and we respectfully request that you consider appointing Betty Gallo to fill this vacant position. The appointment would be to fill a vacant seat that expires on January 31, 2024. Once appointed by the Select Board, please forward the appointment to my attention and I will have it placed on a County Commissioner's consent agenda.

If there are any questions on this appointment or any questions regarding the Barnstable County HOME Program in general, please do hesitate to contact me.

Sincerely

A handwritten signature in blue ink that reads "Renie Hamman".

Renie Hamman, HOME Program Manager  
508-375-6622  
[Renie.hamman@barnstablecounty.org](mailto:Renie.hamman@barnstablecounty.org)

*cc: Kelly Clark, Assistant Town Manager via email only: [kclark@truro-ma.gov](mailto:kclark@truro-ma.gov)*





**BARNSTABLE COUNTY  
DEPARTMENT OF HUMAN SERVICES**

3195 Main Street, Post Office Box 427  
Barnstable, Massachusetts 02630  
Office: 508-375-6628 | Fax: 508-362-0290  
www.bchumanservices.net

## Barnstable County HOME Consortium Advisory Council

The HOME Consortium Advisory Council consists of seventeen members: one representative from each town and two at-large members. Additionally, the Affordable Housing Specialist of the Cape Cod Commission is an ex officio member.

The primary tasks of the Advisory Council include the following:

1. Determines the allocation of federal HOME funds received by the County (currently about \$450,000 annually) and reviews and approves project applications for funding for the development of affordable rental housing units located in Barnstable County. This past year, the HOME Consortium has also committed \$100,000 for a county-wide emergency and short-term tenant-based rental assistance program which is administered by Housing Assistance Corporation.

*Additionally, HUD has announced that Barnstable County HOME Consortium will be awarded \$1,556,508 under the American Rescue Plan for housing and service needs that will be available for expenditure until September 2030.*

2. Establishes local HOME program policies as allowed by regulations.
3. Remains current on local, state, and federal housing issues and advocates for policies that will promote the creation and preservation of affordable housing in the region.
4. Acts as a liaison with their respective towns and local housing partnerships/committees and reports relevant regional, state, or federal housing policy information
5. Participates in topical round-table discussions to share local affordable housing successes and/or concerns with the Advisory Council.

Advisory Council town members are nominated by the governing bodies in all fifteen towns and are appointed by the County Commissioners. At large members are recommended by HOME Consortium staff and are appointed by the County Commissioners. The term of each member is three years with no limit established on the number of terms any member can serve.

The Advisory Council has a standard meeting schedule of once a month on the second Thursday at 9:30 a.m. currently being held virtually with all members and staff participating remotely, pursuant to *Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain Covid-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021*. The 2022 schedule is attached.

---

**Creating a Healthy Connected Cape Cod**

*The Mission of the Department of Human Services is to plan, develop, and implement programs which enhance the overall delivery of human services in Barnstable County and promote the health and social well-being of County residents through regional efforts that improve coordination of services.*

**BARNSTABLE COUNTY HOME CONSORTIUM  
Advisory Council**

**Meeting Schedule for 2022**

*Second Thursday of the Month @ 9:30 a.m.*

*Meetings held virtually at least through March*

*The meeting schedule will be reevaluated at that time*

<b>Calendar Year 2022</b>
January 13 <sup>th</sup>
February 10 <sup>th</sup>
March 10 <sup>th</sup>
*April 14 <sup>th</sup>
*May 12 <sup>th</sup>
*June 9 <sup>th</sup>
*July 14 <sup>th</sup>
*August 11 <sup>th</sup>
*September 8 <sup>th</sup>
*October 13 <sup>th</sup>
*November 10 <sup>th</sup>
*December 8 <sup>th</sup>

*\* Virtual, in-person, or hybrid meeting to be determined based on further guidance from the Governor or the State Legislature. Time of meeting TBD based on meeting type.*

Truro

Application to Serve on a Board or Committee

Last Name

Gallo

First Name

Betty

Middle Initial

M.

Email Address

[REDACTED]

Phone Number

[REDACTED]

Address (Street)

2 Pond Rd. Unit 2

Address (City)

Truro

Address (State)

MA

Address (Zip Code)

02652

Mailing Address (Please indicate box number and zip code)

Box 1164 Truro MA 02666

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

TRURO REGISTRAR (601)  
ADMINISTRATIVE CENTER  
TOWN OF TRURO

Are you a full-time resident of Truro?

Yes

No

Are you registered to vote in Truro?

Yes

No

What Board/ Committee Are You Applying For?

Barnstable County HOME Consortium

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

Have you attended a meeting of the committee listed above?

Yes

No

Have you read the charge of the committee?

Yes

No

Have you met with the chair of the committee?

Yes

No

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

I serve on the Truro Housing Authority and the Walsh Committee  
Except for the Barnstable County HOME Consortium I do  
NOT wish to serve on any other town boards or Committees

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

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

  
Signature

1/6/22  
Date

Briefly describe why you wish to serve on the board or committee.

I was asked by Hadley Luddy, Chief Executive Officer of the Homeless Prevention Council if I would serve as the Truro's Representative to this committee. I called around to see if anyone else with housing experience wanted to serve. Everyone I called was supportive of me taking the position. I understand this committee is an advisory committee to the Barnstable County Board of Delegates around issues of housing including the distribution of federal housing funds. We are in a period when there is a great deal of new federal dollars for housing. I thought it was important for someone from Truro to be there to ensure Truro receives its fair share of that funding. I think my professional experience makes me very well qualified to represent Truro on this Board.

Briefly list your experience working on a committee or a team.

I have served on numerous committees during my career. I ran a lobbying firm in CT for 43 years. We represented over 40 non-profit and civil rights clients. In order to pass legislation, we had to work with people on all sides of the issue. I was often able to reach a compromise with the opposition. When we could not reach a compromise, I had to work with legislators, our client, other advocacy groups as well as other lobbyists in the firm to get enough votes to pass the legislation.

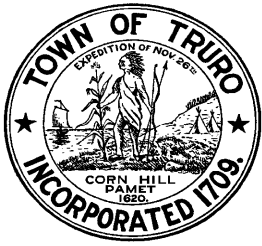
## **Betty Gallo**

In 1981, Betty Gallo started her own Connecticut government relations and lobbying firm. Betty established the firm hoping to be able to represent non-profits who could not afford a full-time lobbyist and incorporate civil rights issues into her work. Her goal for the firm was to only represent clients whose issues she supported while making enough money to support her two children. When Betty retired in 2018, the firm represented 43 clients, all non-profits and civil rights organizations whose issues she supported.

Those clients included Voices for Children, Connecticut Women's Education and Legal Fund, Connecticut Against Gun Violence, CT Legal Services programs, SEIU Healthcare 1199NE, and the Connecticut Chapter of the American Civil Liberties Union. For over 30 years, she represented numerous housing organizations. She helped her clients and the State of CT achieve recognition from HUD for ending chronic homelessness for veterans and single adults.

With her client organizations, as well as the hundreds of dedicated people who with worked with them, Betty played a major role in the successful passage of landmark legislation. Some of those victories were the gay rights law, codification of the Roe v. Wade decision into Connecticut law, the Sandy Hook anti-gun violence bill, criminal justice reform, transgender civil rights, marriage for same sex couples and abolishment of the death penalty.

Betty fell in love with Truro when she first walked onto Ballston Beach in 1985. She, her children and, eventually, grandchildren spent every summer and many holidays in Truro. She walked out of her retirement party almost three years ago and drove to the Cape. She currently serves as the Vice Chair of the Truro Housing Authority. Betty lives in a year-round rental catty corner to Salty Market.



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Health and Conservation

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

**REQUESTED MEETING DATE:** January 11, 2022

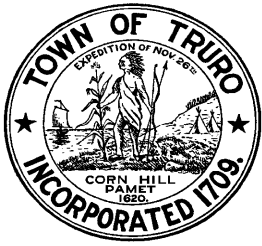
**ITEM:** COVID-19 Staff Report

**EXPLANATION:** Health & Conservation Agent Emily Beebe will update the Board on the current COVID-19 situation in Truro. She will provide information on the test kits the town is expected to receive and the updated isolation and quarantine requirements announced by the CDC.

**SUGGESTED ACTION:** Discussion only.

**ATTACHMENTS:** None





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

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

**REQUESTED MEETING DATE:** January 11, 2022

**ITEM:** Committee Updates- Commission on Disabilities

**EXPLANATION:** The Truro Commission on Disabilities Chair will provide an update on their current work to the Select Board.

Number of Members:

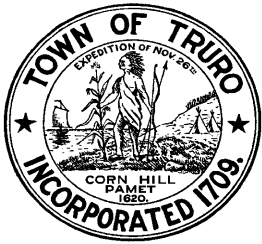
Number of Vacancies:

Accomplishments in the past 12 months:

Our Goals for next 6 months include:

Support required from the Select Board/Town Manager:

**SUGGESTED ACTION:** Discussion only



# TOWN OF TRURO

## Select Board Agenda Item

**BOARD/COMMITTEE/COMMISSION:** Commission on Disabilities

**REQUESTOR:** Susan Howe, Commission on Disabilities Chair

**REQUESTED MEETING DATE:** January 11, 2022

**ITEM:** Disability Commission Proposal for Property Tax Work Off Program Town Meeting Article

**EXPLANATION:** The Commission on Disabilities is requesting that the Select Board consider including a 2022 Annual Town Meeting article that would seek Town Meeting approval for a home rule petition that would extend the present Senior Municipal Service Program to residents with a family member who has a disability. The process to enact special legislation is summarized in the attached KP Law document.

The Chair of the Commission on Disabilities will present the proposed program to the Board. If the Board agrees that the article should be placed on the Town Meeting warrant, staff will work with the Commission on Disabilities and Town Counsel to prepare an article.

Principal Assessor Nahas, explained that program would be funded via abatements granted off the Real Estate Tax bills. These abatements use Overlay funds-an amount of money we build into the tax rate during the tax rate setting process, which allows us to fund our exposure needed for abatements and exemptions for the upcoming fiscal year. Currently we set aside approximately \$100,000 in the Overlay account each fiscal year. Should the proposed program use similar parameters as the Senior Work off program (which has a maximum of 15 Full Time equivalent positions at an amount of \$1000.00 each) the impact would be an additional \$15,000 annually to the Overlay. The Assessors would recommend we increase the Overlay account an additional \$15,000 annually to support this new program and to establish an Overlay account of approximately \$115,000 each fiscal year. This program would not seem to have a large impact on the tax rate annually; most likely increasing the tax rate no more than \$0.01 per \$1000 of value.

**FINANCIAL SOURCE (IF APPLICABLE):** As with the Senior Tax Program, a maximum amount of \$15,000 would be available annually to allow reductions in tax bills for the participants. The \$15,000 would be included in the FY2023 Overlay Budget.

**IMPACT IF NOT APPROVED:** Staff will not assist in preparing the article and legal counsel will not be engaged for assistance and review.

**SUGGESTED ACTION:** *MOTION TO direct staff to work with the Commission on Disabilities and Town Counsel to prepare a Home Rule Petition Article that would establish a work off program for individuals with disabilities to reduce their property tax bill should they participate in the program.*

**ATTACHMENTS:**

1. Commission on Disabilities proposal
2. KP Law Summary: Authorizing a Home Rule Petition
3. Senior Municipal Service Program Guidelines FY20.
4. General Law-Part 1, Title IX, Chapter 59, Section 5K
5. Signed Parchment
6. Expanding RESEX ATM-2019 atm warrant



Truro Commission on Disabilities

Proposal to Extend Senior Municipal Service Program to Residents with a Disabled Family Member  
1-11-2022

The members of the Truro Commission on Disabilities request that the Select Board consider extending the present Senior Municipal Service Program to residents with a disabled family member. Given the added expenses associated with living with a disability, this program would enable disabled taxpayers, or a family member living in the same residence, to provide services to the town with compensation in the form of reduced real estate taxes.

Extending this program has many potential benefits including:

- Providing financial relief to families with a disabled member
- Providing work experience for disabled people
- Demonstrating Truro's commitment to helping citizens with special needs participate in all aspects of community life

The disabled person's municipal service program would be based on the already existing Senior Municipal Service Program guidelines. With appropriate legal counsel, the process for designing this program would include the creation of an article for the 2022 Town Warrant by the Truro Select Board, followed by approval by the Massachusetts State House and Senate, culminating in approval by the Governor.

**The members of the Truro Commission on Disabilities respectfully request that the Select Board consider this proposal and move the process forward so that it can be voted on at the All-Town Meeting in April 2022.**

## Authorizing A Home Rule Petition

### Prepared for the Massachusetts Municipal Association Meeting, January 2020

With Annual Town Meeting season nearly upon us and a busy budget season for mayors and municipal councilors, many municipalities will undoubtedly be presented with warrant articles or measures seeking to petition the Massachusetts General Court under the Home Rule Act for special legislation affecting their community. These special acts may be proposed by municipal entities, or, in some cases, pursuant to petitions initiated by voters. The level of specificity required for such petitions and the degree to which the State Legislature could become involved in altering proposed legislation can vary significantly, and care in drafting is important in order to obtain the special act the municipality seeks.

**Local Approval Required:** In order to request a special act affecting a single city or town, the first step is to gain local approval. Section 8(1) of the Home Rule Amendment requires a “petition filed or approved by the voters of a city or town, or the mayor and city council, or other legislative body, of a city, or the town meeting of a town.” A municipality must also verify whether any other approval process is established by charter or previous special act, including applicable quantum of vote requirements. Note that under the Home Rule Amendment in cities, the petition must be filed with the approval of the mayor, and therefore, local veto override procedures are not available in this context.

**Form of Proposed Legislation:** While many votes approving the filing of special legislation will set forth the specific language for a special act, neither the Constitution nor state law require that the local legislative body approve, or attach to its vote, a draft bill. If the vote of the legislative body does not include particular language for a bill, such legislation may be drafted by the entity specified in the vote, or by the mayor, city or town manager, town administrator or select board, the state legislator who files the bill, or by any of their respective counsel.

**Form of Local Approval:** The legislative body has several options with respect to the form in which it approves the filing of special legislation.

*Unrestricted:* The first option is to take a general vote allowing the General Court to adopt legislative amendments within the scope of the general public objectives of the petition, and without the permission of the municipality. Thus, if a municipality so chooses, it can leave the final form of the bill to the complete discretion of the General Court. One of the benefits of this approach is that the General Court can correct any issues that it identifies. One of the detriments to this approach can be that the General Court may enact the bill with significant changes from what was voted.

Example: Moved that the [City Council/Town] vote to authorize the [Mayor/Board of Selectmen] to petition the General Court for a special act in the providing that [summary of act], and authorize the General Court to make any revisions that are necessary or appropriate to the form of such bill.

*Restrictive:* The other option is to take a restrictive vote precluding any amendment by the Legislature. While ensuring that the proposed legislation would be in the exact form specified by the municipality, this approach can also be problematic. Since the restrictive vote poses the risk that the Legislature will not pass the special legislation due to an objection to one or more portions of the draft legislation, the lack of flexibility may limit the ability of the General Court and the municipality to agree on even small corrections.

Example: Moved that the [City Council/Town] vote to authorize the [Mayor/Board of Selectmen] to petition the General Court for a special act in the exact form set forth below.

*Hybrid:* Due to the limitations of the above forms of local approval addressed above, a third, hybrid option, has been used consistently over the past two decades at the joint recommendation of House and Senate Counsel. For the hybrid approach, the legislative body approves the particular language of the proposed special legislation, and also appends language allowing the executive branch to approve amendments to the proposed special act within the scope of the public purpose of the petition, and authorizing the General Court to make such changes.

Example: Moved that the [City Council/Town] vote to authorize the [Mayor/Board of Selectmen] to petition the General Court for a special act in the form set forth below [OR on a document entitled, “ \_\_\_\_\_ ”], providing that [insert concise summary of act]; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the [Mayor/Board of Selectmen] approve amendments to the bill before enactment by the General Court; and provided further that the [Mayor/Board of Selectmen] is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition;

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:*

*[INSERT full text of proposed special act].*

Voter Acceptance: There is nothing in the Home Rule Amendment to the Constitution or in the General Laws that requires that a municipality “accept” the provisions of a particular special act at an election. Thus, as a policy matter, the municipality may wish to consider whether there is value in presenting the proposed legislation to the voters of the municipality at an election, or whether there is some other goal that takes priority. For example, if the matter involves something particularly controversial, the drafters of the special act may want to include a voter acceptance provision. If the matter is relatively routine, or ratifying prior action taken, there may be no need for, or interest in, seeking any additional local approval. Note that the General Court will sometimes act more quickly, in our experience, if a controversial matter includes a so-called “voter acceptance” provision, as the

General Court is, essentially, only agreeing that the question of whether to adopt such a special act should be presented to the voters at an election.

Submission to the General Court: Once approved at the local level, a certified copy of the vote authorizing the filing of the same, and the proposed special legislation, if any, should be forwarded to the municipality's local legislative delegation with a request that the same be filed on its behalf. Typically, a short explanation of the reasons for the bill would accompany the same, including, perhaps, minutes of meetings at which the matter was discussed, local news coverage of the matter, etc. Of course, the trajectory of such a bill is dependent on many factors, including the complexity of the bill, whether there is any urgency with respect to the proposed legislation, whether similar actions have been taken by other municipalities, whether the subject matter is regulated by a particular statutory scheme, and, of course, politics. There is no guaranteed time frame for approval, however, and a municipality is well-served by contacting its local legislative delegation well in advance of local action on the proposed special legislation to let them know that the Home Rule Petition may be forthcoming, to explain why such legislation is needed, and to discuss potential approval timelines.

Summary: Special acts can cover a broad spectrum of subjects and allow cities and towns to address problems and issues unique to their particular community. Home Rule petitions, therefore, are an important mechanism providing flexibility to local governments. The drafters of such legislation, whether or not a municipality, should consider the necessity for such an act, the timing for approval of such act at the local level, and whether the matter should be submitted for acceptance to the voters of the municipality at an election.

Please contact Attorney Lauren F. Goldberg ([lgoldberg@k-plaw.com](mailto:lgoldberg@k-plaw.com)), Brian W. Riley ([briley@k-plaw.com](mailto:briley@k-plaw.com)) or any other attorney at the firm at 617-556-0007, with any questions concerning Home Rule Petitions.

Disclaimer: This information is provided as a service by KP Law, P.C. This information is general in nature and does not, and is not intended to, constitute legal advice. Neither the provision nor receipt of this information creates an attorney-client relationship with KP Law, P.C. Whether to take any action based upon the information contained herein should be determined only after consultation with legal counsel.

Senior Municipal Service Program Guidelines  
Truro Council on Aging  
PO Box 500  
Truro, MA 02666  
Tel: 508.487.2462 Fax: 508.487.0854

**Participation Requirements**

- Applicant must be 60 years of age or older by July 1, 2019.
  - Applicant must be a full-time resident of Truro as of July 1 of the previous year.
  - Applicant must be the homeowner and must be the current occupant of property for which real estate tax is assessed.
  - Applicant must file a WA Form at the time of placement. (To be provided)
  - Other appropriate forms including a CORI form. (To be provided)
  - Applicant must provide a copy of their most recent real estate tax bill.
- 
- Applications will be accepted beginning on June 1.
  - All applicants must reapply to the program annually. (This includes returning participants as well.)
- 
- Participants will receive credit for their services at an hourly rate of \$12.00 prior to December 31, 2019 or \$12.75 after Jan 1, 2020, the maximum allowable by state guidelines.
  - The maximum real estate tax reduction tax payers may earn is \$1000.00 (78 hours) per fiscal year per household; the minimum real estate tax reduction is \$500.00 (39 hours) which must be completed before June 30, 2020.
  - Partial completion of hours will not be applied to the property owner's tax bill and will not result in wages due and/or payable to the participant.
  - The program runs for a Fiscal Year: from July 1 to June 30 of the following year. Even if the hours are completed before June 30, no tax credit is given for these hours until the next Fiscal Year. **For example, an applicant works in July 1, 2019 to June 30, 2020. The tax credit will be applied to the tax bill received for the FY 2021 tax bill i.e. the tax bill issued around November 2020.**

**Program Regulations**

- Current full time Town of Truro employees are ineligible for participation in this program.
- Town of Truro Commission, Board or Committee members are not eligible to receive real estate tax reduction for the time they spend serving in that capacity.
- The program will be evaluated semi-annually by the participants.
- Opportunities for placement will be made available throughout all town offices and departments.
- A maximum of \$1,000 will be allowed per household.
- Property owners may only receive abatement for one property in Truro.



(OVER)

**Selection Process**

- After a Department Head has had someone in the same position for two successive years, the Department Head will be required to review the total list of applicants and is encouraged to provide opportunities for others to participate in the program. This is not mandatory and Department Heads may choose the most appropriate person for the job.
- First consideration will be given to those applicants who qualify for Clause 41 C (for more information please contact the Assessor's Office). Again, this is not mandatory.
- A review committee will be created to review the applications and available positions to determine suitable matches.
- Applicant will meet with the Program Coordinator and the Department Head to determine their skill level and experience to meet the criteria set forth in the available positions.
- After the meeting, the applicant will be notified by the Program Coordinator as to the outcome of the meeting.
- If accepted by the Department Head, the applicant will be sent a letter of confirmation and a start date.
- If not approved, the applicant will be told the reason why and the Program Coordinator will try to match the applicant with an appropriate position.
- Applicants will have the right to refuse a placement. **When possible**, each applicant will be granted up to two (2) meetings for two (2) different positions, based on their qualifications. If either of the two (2) positions is not acceptable to the applicant, there is no guarantee of another position being made available for that year.

**Part I** ADMINISTRATION OF THE GOVERNMENT**Title IX** TAXATION**Chapter 59** ASSESSMENT OF LOCAL TAXES**Section 5K** PROPERTY TAX LIABILITY REDUCED IN EXCHANGE FOR VOLUNTEER SERVICES; PERSONS OVER AGE 60

---

Section 5K. In any city or town which accepts the provisions of this section, the board of selectmen of a town or in a municipality having a town council form of government, the town council or the mayor with the approval of the city council in a city may establish a program to allow persons over the age of 60 to volunteer to provide services to such city or town. In exchange for such volunteer services, the city or town shall reduce the real property tax obligations of such person over the age of 60 on his tax bills and any reduction so provided shall be in addition to any exemption or abatement to which any such person is otherwise entitled and no such person shall receive a rate of, or be credited with, more than the current minimum wage of the commonwealth per hour for services provided pursuant to such reduction nor shall the reduction of the real property tax bill exceed \$1,500 in a given tax year. It shall be the responsibility of the city or town to maintain a record for each taxpayer including, but not limited to, the number of hours of service and the total amount by which the real property tax has been reduced and to provide a copy of such record to the assessor in order that the actual tax bill reflect

the reduced rate. A copy of such record shall also be provided to the taxpayer prior to the issuance of the actual tax bill. Such cities and towns shall have the power to create local rules and procedures for implementing this section in any way consistent with the intent of this section.

In no instance shall the amount by which a person's property tax liability is reduced in exchange for the provision of services be considered income, wages, or employment for purposes of taxation as provided in chapter 62, for the purposes of withholding taxes as provided in chapter 62B, for the purposes of workers' compensation as provided in chapter 152 or any other applicable provisions of the General Laws, but such person while providing such services shall be considered a public employee for the purposes of chapter 258, but such services shall be deemed employment for the purposes of unemployment insurance as provided in chapter 151A.

A city or town, by vote of its legislative body, subject to its charter, may adjust the exemption in this clause by: (1) allowing an approved representative, for persons physically unable, to provide such services to the city or town; or (2) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given tax year, rather than \$1,500.

Chapter <sup>283</sup>  
of the Acts of 2020

## T H E C O M M O N W E A L T H O F M A S S A C H U S E T T S

*In the One Hundred and Ninety-First General Court*

AN ACT EXPANDING THE EXEMPTION FOR RESIDENTIAL PROPERTY IN THE TOWN OF TRURO.

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

SECTION 1. Notwithstanding section 5C of chapter 59 of the General Laws or any other general or special law to the contrary, with respect to each parcel of real property classified as class one residential in the town of Truro as certified by the commissioner of revenue to be assessing all local property at its full and fair cash valuation, and with the approval of the board of selectmen, there shall be an exemption equal to not more than 35 per cent of the average assessed value of all class one, residential parcels within the town of Truro or such other maximum percentage as may be established from time to time by the general court; provided, however, that the exemption shall be applied only to: (i) the principal residence of the taxpayer as used by the taxpayer for income tax purposes; or (ii) a residential parcel occupied by a resident of the town of Truro, other than the taxpayer, occupied on a year-round basis and used as the resident's principal residence for income tax purposes. The town of Truro may adopt and amend criteria to determine who qualifies as a resident under this act. This exemption shall be in addition to any exemptions allowable under section 5 of said chapter 59; provided, however, that the taxable valuation of the property, after all applicable exemptions, shall not be reduced to less than 10 per cent of its full and fair cash valuation, except through the applicability of clause eighteenth of said section 5 of said chapter 59. Where, under the provisions of said section 5 of said chapter 59, the exemption is based upon an amount of tax rather than on valuation, the reduction of taxable valuation for the purposes of the preceding sentence shall be computed by dividing the amount of tax by the residential class tax rate of the town of Truro and multiplying the result by \$1,000. For the purposes of this paragraph, "parcel" shall mean a unit of real property as

defined by the board of assessors of the town of Truro in accordance with the deed for the property and shall include a condominium unit.

SECTION 2. A taxpayer aggrieved by the failure to receive the residential exemption authorized under this act may apply for the residential exemption to the board of assessors of the town of Truro in writing on a form approved by the board of assessors on or before the deadline for an application for exemption under section 59 of chapter 59 of the General Laws. For the purposes of this act, a timely application filed under this section shall be treated as a timely filed application pursuant to said section 59 of said chapter 59.

SECTION 3. This act shall take effect on the first day of the fiscal year following passage of this act and shall apply to taxes levied for that fiscal year and subsequent fiscal years.

House of Representatives, January 4, 2021.

Passed to be enacted,

*Paul W. Roberts*, Speaker.

In Senate, January 4, 2021.

Passed to be enacted,

*Bill U. Brown*, President.

*Jerry L. 7* <sup>(DG)</sup>, 2021.

Approved,

*Charles D. Baker*

Governor.

<b>Annual Town Meeting – Tuesday, April 30, 2019</b>	<b>ARTICLE 14</b>
--	-----------------------

### HOME RULE PETITION ARTICLES

#### **Article 14: Expanding Residential Property Exemption: Home Rule Petition**

To see if the Town will vote to petition the General Court to enact a special act of the Town of Truro, the text of which is set forth below, and that the General Court be authorized with the approval of the Board of Selectmen to make constructive changes in the text thereof as may be necessary or advisable in order to accomplish the intent of this legislation to secure its passage, as follows:

#### **AN ACT EXPANDING THE EXEMPTION FOR RESIDENTIAL PROPERTY IN THE TOWN OF TRURO**

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:*

SECTION 1. Notwithstanding section 5C of chapter 59 of the General Laws or any other general or special law to the contrary, with respect to each parcel of real property classified as class one, residential in the town of Truro as certified by the commissioner of revenue to be assessing all local property at its full and fair cash valuation, and with the approval of the board of selectmen, there shall be an exemption equal to not more than 35 per cent of the average assessed value of all class one, residential parcels within the town of Truro, or such other maximum percentage as may be established from time to time by the general court; provided, however, that the exemption shall be applied only to: (i) the principal residence of the taxpayer as used by the taxpayer for income tax purposes; or (ii) a residential parcel occupied by a resident of the town of Truro, other than the taxpayer, occupied on a year-round basis and used as the resident's principal residence for income tax purposes. The town of Truro may adopt and amend criteria to determine who qualifies as a resident under this act. This exemption shall be in addition to any exemptions allowable under section 5 of said chapter 59; provided, however, that the taxable valuation of the property, after all applicable exemptions, shall not be reduced to below 10% of its full and fair cash valuation, except through the applicability of clause Eighteenth of said section 5 of said chapter 59. Where, under the provisions of said section 5 of said chapter 59, the exemption is based upon an amount of tax rather than on valuation, the reduction of taxable valuation for the purposes of the preceding sentence shall be computed by dividing the amount of tax by the residential class tax rate of the town of Truro and multiplying the result by \$1,000. For the purposes of this paragraph, "parcel" shall mean a unit of real property as defined by the board of assessors of the town of Truro in accordance with the deed for the property and shall include a condominium unit.

SECTION 2. A taxpayer aggrieved by the failure to receive the residential exemption authorized under this act may apply for the residential exemption to the board of assessors of the town of Truro in writing on a form approved by the board of assessors, on or before the

deadline for an application for exemption under section 59 of said chapter 59. For the purposes of this act, a timely application filed under this section shall be treated as a timely filed application pursuant to section 59 of chapter 59 of the General Laws.

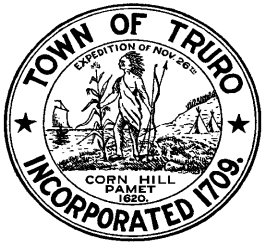
SECTION 3. This act shall take effect on the first day of the fiscal year following passage of this act and shall apply to taxes levied for fiscal years beginning that fiscal year and thereafter.

or to take any other action relative thereto.

Requested by the Board of Selectmen

*Explanation: In the interest of creating more year-round rental housing for residents of Truro and incentives for its creation, this article would allow the Board of Selectmen to petition the General Court to enact special legislation that would allow the Town to expand the residential tax exemption (RTE) to nonresident property owners who rent their property on a year-round basis. In order to qualify, the property would need to be rented to a registered voter of the Town of Truro who declares the property as their principal residence for income tax purpose. Voting for this article will not create the expansion of the RTE but only allow the Board of Selectmen to ask the General Court for legislation that, if passed in the future, would allow the Town to do so.*

Finance Committee Recommendation	4	0	0
Board of Selectmen Recommendation	5	0	0



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** January 11, 2022

**ITEM:** Discuss and Approve Cooperative Acquisition of Easements for Herring River Restoration Project.

**EXPLANATION:** The Town Administration was contacted by KP Law on behalf of Wellfleet and conducted a discussion regarding the Herring River Restoration project, being undertaken jointly by the Town of Wellfleet and the Cape Cod National Seashore. Wellfleet requested the Town assist in the acquisition of easements from the Town and a private citizen and formalize our agreement to maintain the constructed culverts in an Intermunicipal Agreement (IMA). The IMA dictates that the Town of Wellfleet will pay all costs, including attorney's fees, related to acquiring the easements, drafting the IMA, and the permits and plans associated with this project. As planned, the Town of Truro agrees to maintain the culverts at these two properties.

Before considering and entering into the Intermunicipal Agreement with Wellfleet, both Towns must assent to simultaneous representation by KP Law with respect to the matter. This is achieved through a standard disclosure letter from KP Law which identifies the potential conflict of interest; states that the firm believes they can represent both Towns diligently; but notes that it is up to the Town to determine whether it wants to proceed with KP representing both Towns, or to obtain outside counsel.

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

**IMPACT IF NOT APPROVED:** The construction of culverts related to this portion of the Herring River Restoration Project will not be completed.



## **SUGGESTED ACTION:**

### *MOTION 1:*

#### *MOVE*

*that the Truro Select Board consent to KP Law, P.C. representing the Town of Truro with regard to the pending Intermunicipal Agreement with the Town of Wellfleet relating to the Herring River Restoration Project as disclosed in a letter to the Town dated January 7, 2022, notwithstanding that KP Law, P.C. also serves as Town Counsel for the Town of Wellfleet, and electronically sign the determination.*

### *MOTION 2:*

*MOVE to agree that Truro will enter into an Intermunicipal Agreement with Wellfleet concerning the Herring River Restoration project, the terms of such Intermunicipal Agreement to be finalized by the parties.*

## **ATTACHMENTS:**

1. Culvert Operations and Maintenance Memo
2. Herring River Impact on Town Property
3. KP Law Determination and Consent
4. Draft Intermunicipal Agreement



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## Memo

---

**To:** Darrin K. Tangeman, Town Manager  
**From:** Jarrod J. Cabral, Department of Public Works Director  
**Date:** January 4, 2022  
**Subject:** Culvert Operations and Maintenance

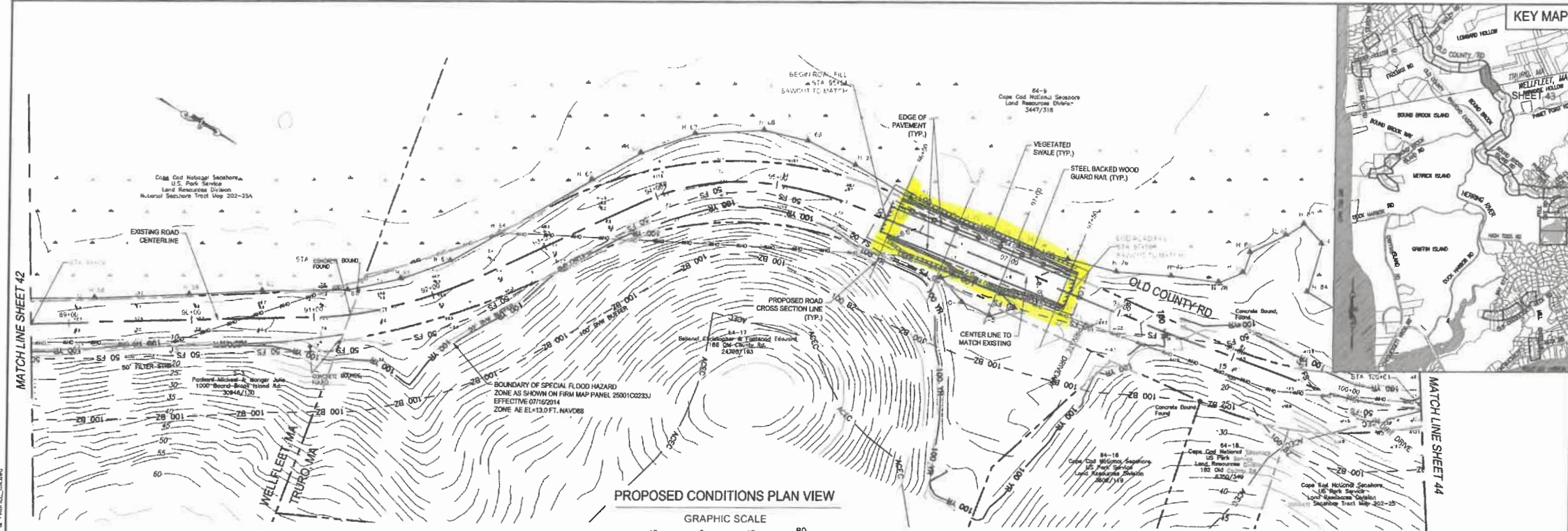
---

The DPW is responsible for the inspection and maintenance for culverts throughout Town at various locations. Culverts are inspected in the Spring following any snow melt, and in the Fall following leaf drop to ensure that the culverts are not clogged by debris such as eroded soil, sediment, sticks and leaves. In addition, culverts are inspected following any significant storm event within a 24-hour period to verify that culverts are not clogged with debris. Any debris observed blocking flow of water through the culvert will be removed. The cleaning and flushing of culverts are accomplished as needed. In some cases, an internal inspection can be accomplished to investigate possible blockages or damage to the culvert.

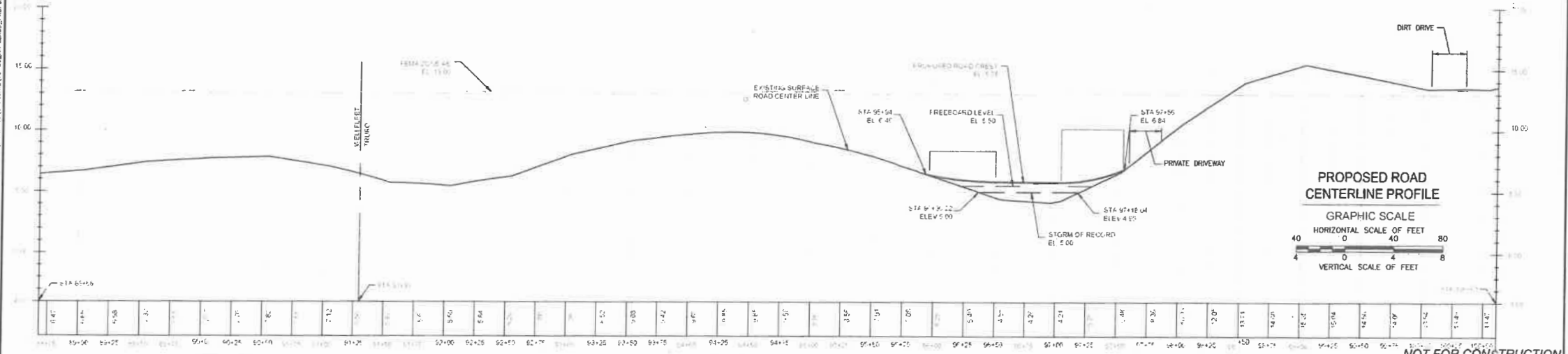
Monitoring of the culverts will include but not limited to:

- Inspection of erosion around headwalls.
- Structural stability of headwall.
- Inspect for accumulation of debris or other physical barriers nearest the headwall locations.
- Ensure stream continuity is maintained regarding water level on either side of culvert.
- Inspect for scouring of streambed or added aggradation of sediment upstream.
- Roadway settlement, and roadway approach over culverts.
- Steel corrosion, and distortion of guardrails at locations of culverts.
- Settling of headwalls.
- Excessive Vegetation growth in channel and around headwall.
- Displacement of structural elements.

Sincerely,  
Jarrod J. Cabral  
Director  
Department of Public Works  
Truro MA 02666



PROPOSED CONDITIONS PLAN VIEW  
 GRAPHIC SCALE  
 40 0 40 80  
 HORIZONTAL SCALE OF FEET



PROPOSED ROAD CENTERLINE PROFILE  
 GRAPHIC SCALE  
 40 0 40 80  
 HORIZONTAL SCALE OF FEET  
 4 8  
 VERTICAL SCALE OF FEET

5/17/2019 8:03:37 AM E:\2019\PROJECTS\2004341 Herring River Low Lying Roads\Drawings\CAD\CAD\10-30-18\LRD\_Proposed Plan & Profile.dwg

MARK	REVISION DESCRIPTION	BY	APP.	DATE

**Louis Berger**  
 166 Valley Street, Building 5  
 Providence | RI | 02909  
 phone 401.521.5980 | louisberger.com

**Friends of Herring River**  
 Wellfleet and Truro, Massachusetts  
 P.O. Box 456  
 Wellfleet, Massachusetts 02567  
 www.friendsofheringriver.org

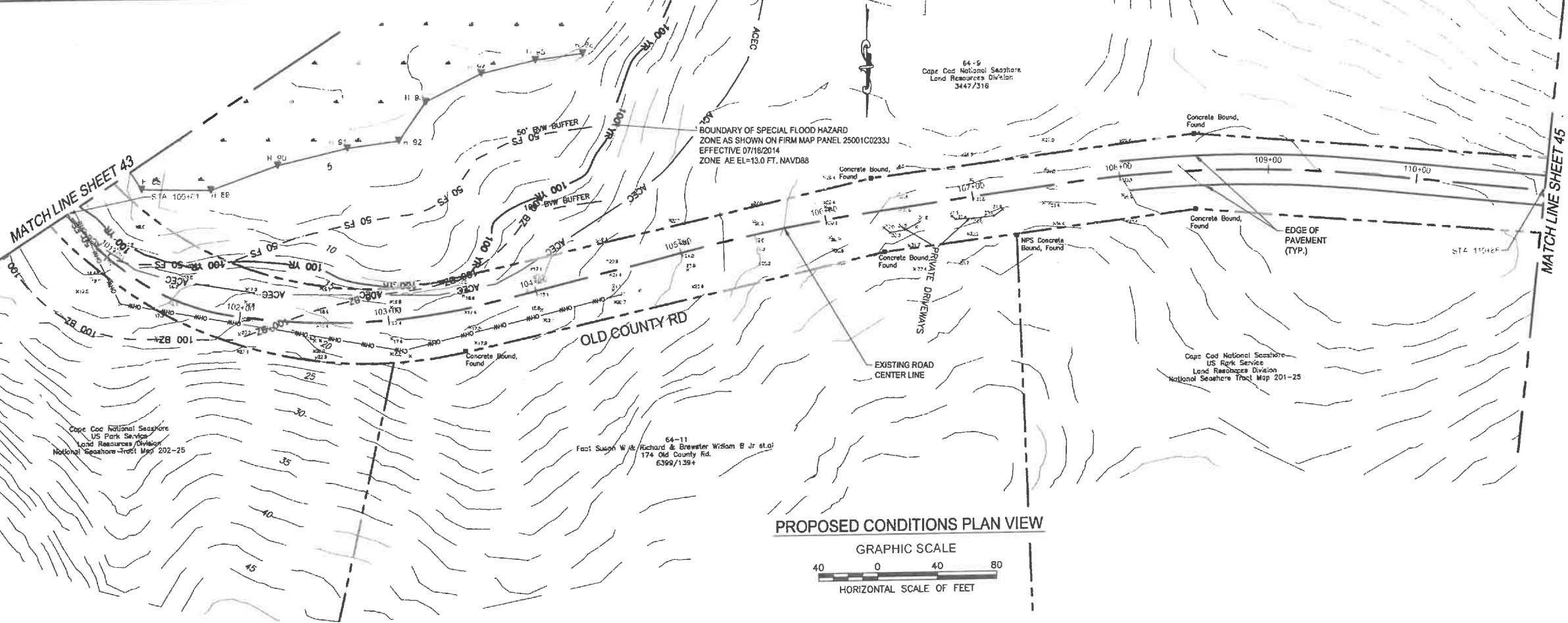
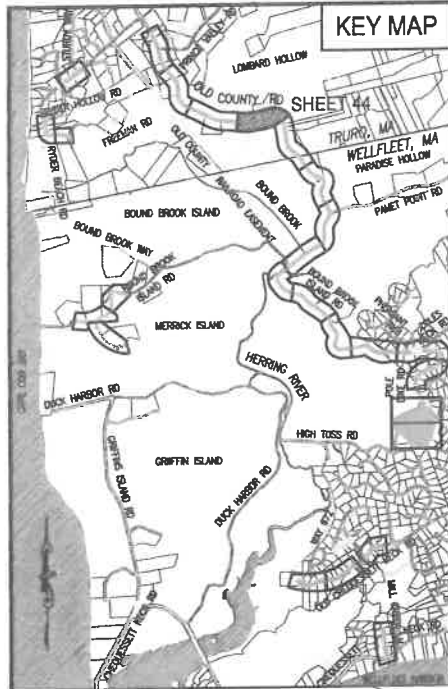


DRAWN BY AG  
 DESIGN BY MK  
 CHECK BY CC  
 PROJ MGR CC

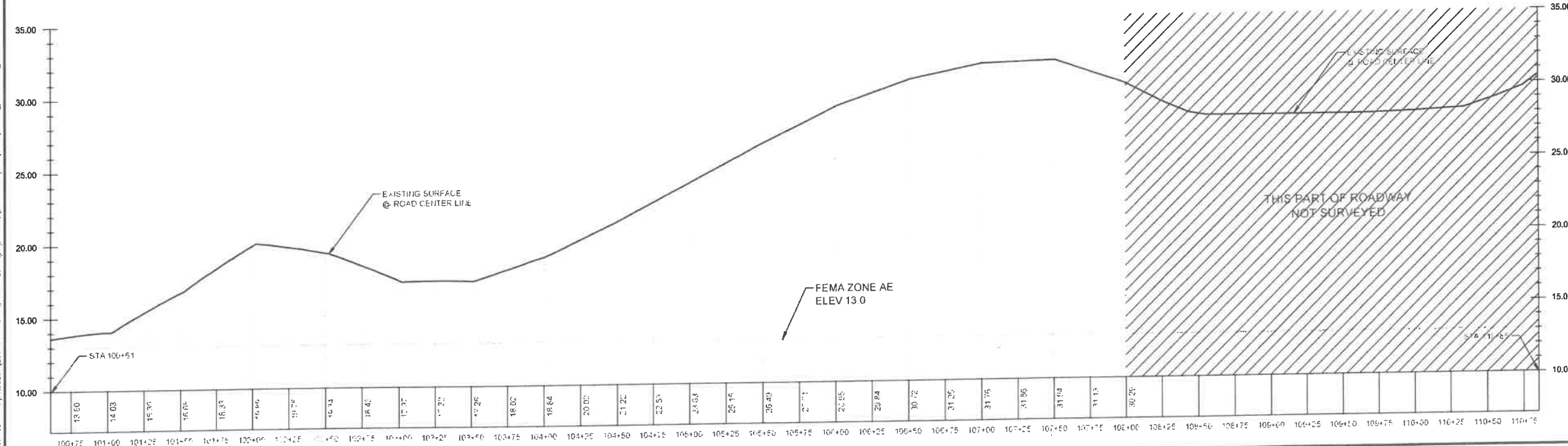
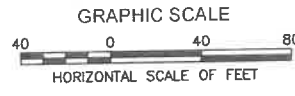
HERRING RIVER RESTORATION PROJECT  
 ENGINEERING DESIGN TO ELEVATE LOW-LYING ROADWAYS AND REPLACE ASSOCIATED CULVERTS  
 TRURO AND WELFLEET, MASSACHUSETTS  
**PROPOSED CONDITIONS PLAN AND PROFILE**  
 STA 88+68 - STA 100+61

DRAWING NO. C37  
 PROJECT NO. 2004341  
 FED AID NO.  
 DATE: MAY 2019  
 SHEET NO. 43 OF 91

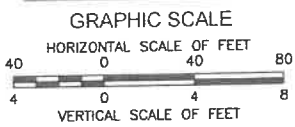
NOT FOR CONSTRUCTION



PROPOSED CONDITIONS PLAN VIEW



PROPOSED ROAD CENTERLINE PROFILE



NOT FOR CONSTRUCTION

5/2/2019 8:09:36 AM - RRACOV, MICHAEL - F:\PROJECT\2004341 Herring River Low Lying Roadways\DRAWINGS\CAD\CIVIL\10-30\_HR\_LLIDS\_PROPOSED PLAN & PROFILE.mxd

MARK	REVISION DESCRIPTION	BY	APP.	DATE

**Louis Berger**  
 166 Valley Street Building 5  
 Providence | RI | 02909  
 phone 401 521 5980 | louisberger.com

**Friends of Herring River**  
 Wellfleet and Truro, Massachusetts  
 P.O. Box 496  
 Wellfleet Massachusetts 02667  
 www.friendsofheringriver.org



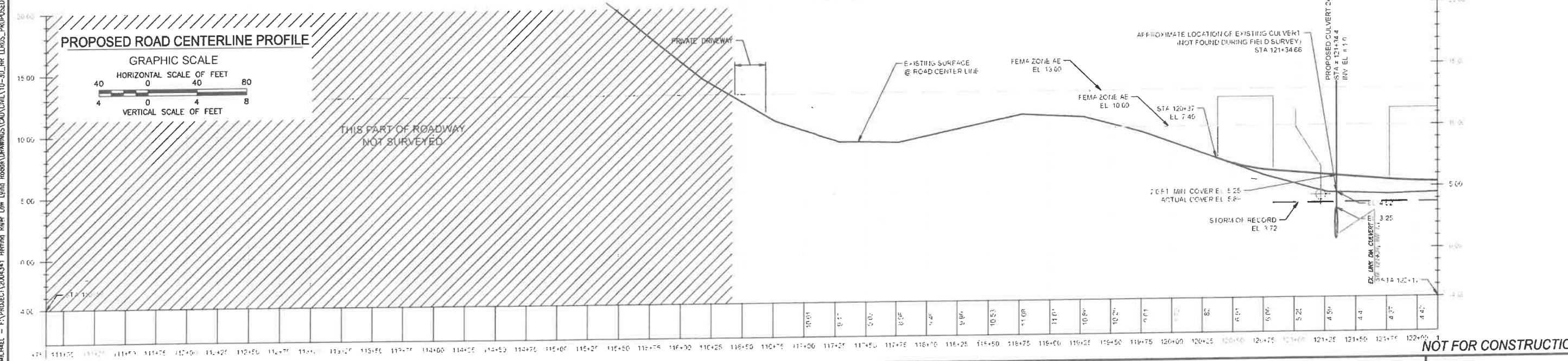
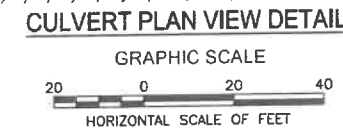
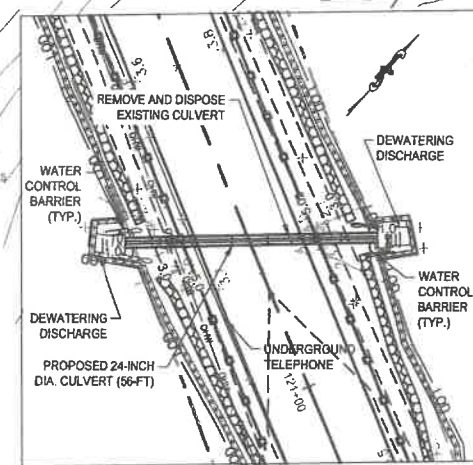
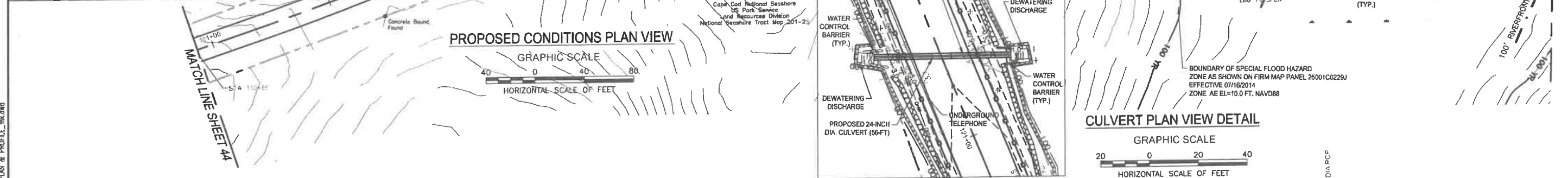
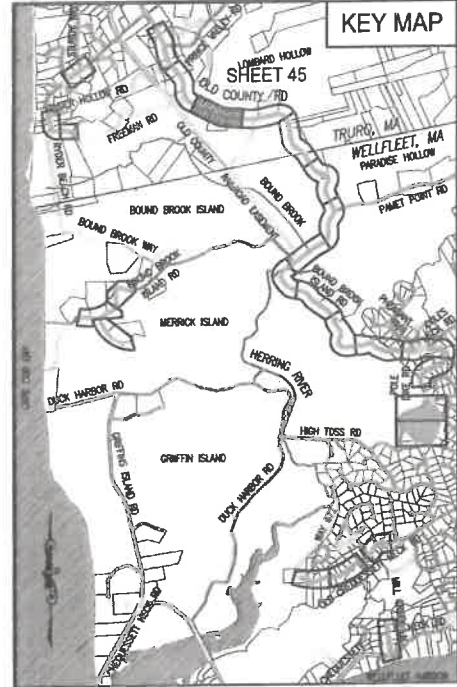
DRAWN BY	AG
DESIGN BY	MK
CHECK BY	CC
PROJ MGR	CC

HERRING RIVER RESTORATION PROJECT  
 ENGINEERING DESIGN TO ELEVATE LOW-LYING ROADWAYS AND REPLACE ASSOCIATED CULVERTS  
 TRURO AND WELFLEET, MASSACHUSETTS

**PROPOSED CONDITIONS PLAN AND PROFILE**  
 STA 100+61 - STA 110+85

DRAWING NO.	C38
PROJECT NO.	2004341
FED AID NO.	
DATE:	MAY 2019
SHEET NO.	44 OF 91





MARK	REVISION DESCRIPTION	BY	APP.	DATE

**Louis Berger**  
 166 Valley Street Building 5  
 Providence | RI | 02909  
 phone 401 521 5980 | louisberger.com

**Friends of Herring River**  
 Wellfleet and Truro, Massachusetts  
 P O Box 496  
 Wellfleet Massachusetts 02667  
 www.friendsofherringriver.org



DRAWN BY AG  
 DESIGN BY MK  
 CHECK BY CC  
 PROJ MGR CC

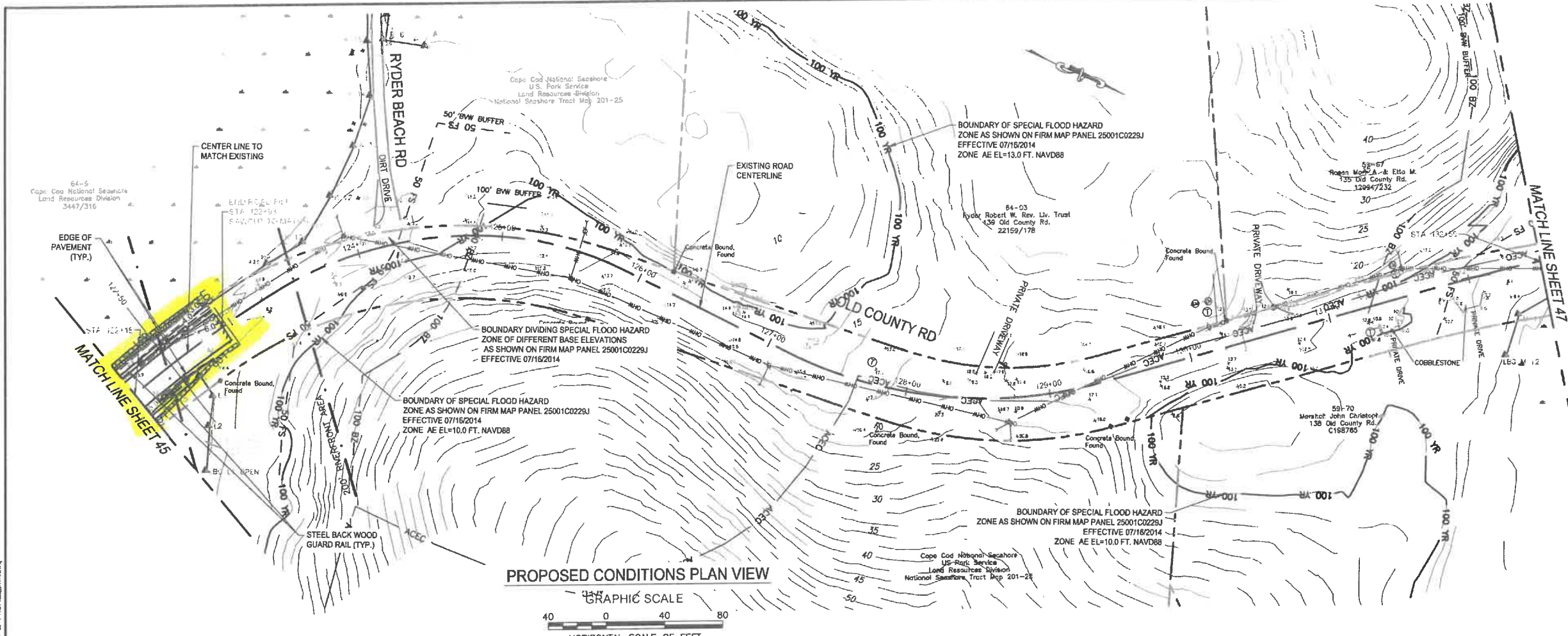
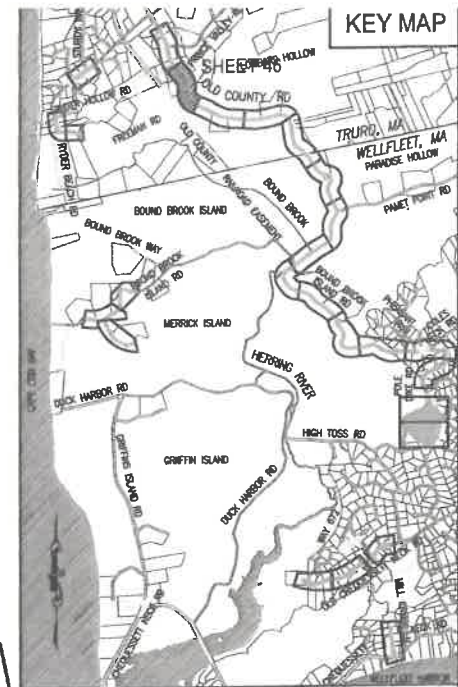
HERRING RIVER RESTORATION PROJECT  
 ENGINEERING DESIGN TO ELEVATE LOW-LYING ROADWAYS AND REPLACE ASSOCIATED CULVERTS  
 TRURO AND WELFLEET, MASSACHUSETTS  
**PROPOSED CONDITIONS PLAN AND PROFILE**  
 STA 110+85 - STA 122+17

DRAWING NO. C39  
 PROJECT NO. 2004341  
 FED AID NO.  
 DATE: MAY 2019  
 SHEET NO. 45 OF 91

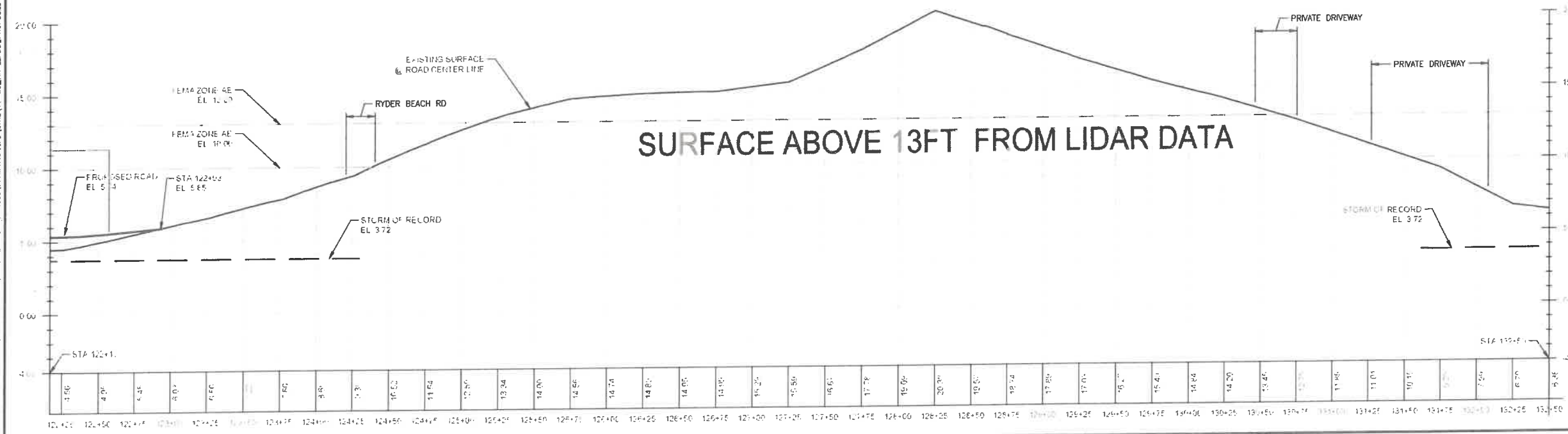
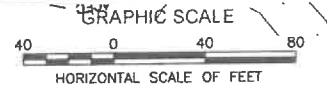
5/8/2019 8:11:27 AM - KRAVCOY, MICHAEL - EX PROJECT\2004341 Herring River Low Lying Roadways\DRAWINGS\CAD\CIVIL\10-30\_HR\_LLRODS\_PROPOSED PLAN & PROFILE.mxd

NOT FOR CONSTRUCTION



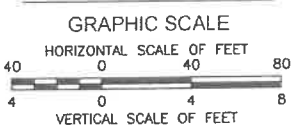


PROPOSED CONDITIONS PLAN VIEW



SURFACE ABOVE 13FT FROM LIDAR DATA

PROPOSED ROAD CENTERLINE PROFILE



NOT FOR CONSTRUCTION

5/6/2019 10:53:14 AM - KRACKOW, MICHAEL - F:\PROJECT\2004341 Herring River Low Lying Roads\DRAWINGS\CAD\CAD\10-30-HR\_LDRS\_PROPOSED PLAN & PROFILE.mxd

MARK	REVISION DESCRIPTION	BY	APP.	DATE

**Louis Berger**  
 166 Valley Street Building 5  
 Providence, RI 02909  
 phone 401 521 5980 | louisberger.com

**Friends of Herring River**  
 Wellfleet and Truro, Massachusetts  
 P O Box 496  
 Wellfleet, Massachusetts 02667  
 www.friendsoftheherringriver.org



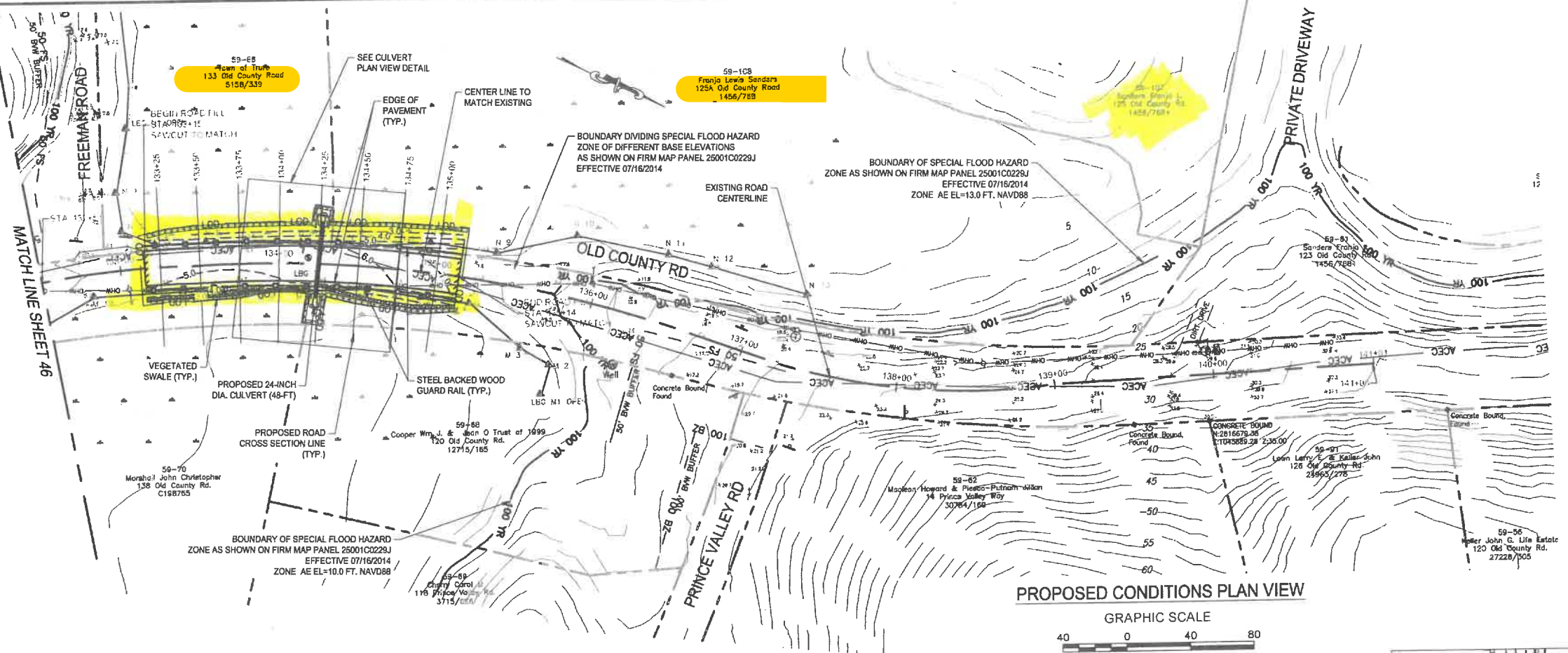
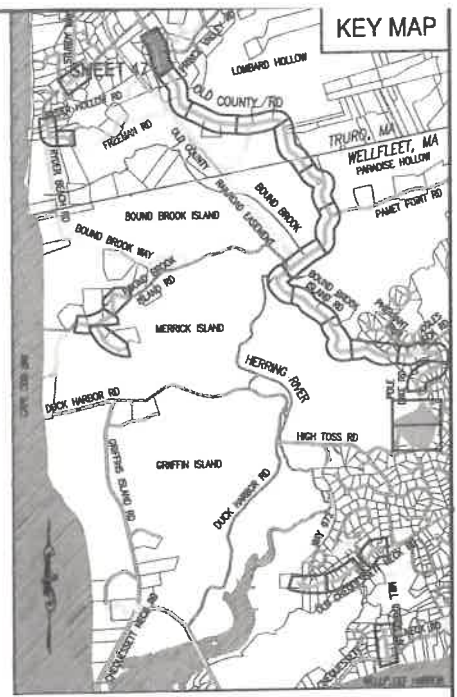
DRAWN BY	AG
DESIGN BY	MK
CHECK BY	CC
PROJ MGR	CC

HERRING RIVER RESTORATION PROJECT  
 ENGINEERING DESIGN TO ELEVATE LOW-LYING ROADWAYS AND REPLACE ASSOCIATED CULVERTS  
 TRURO AND WELFLEET, MASSACHUSETTS

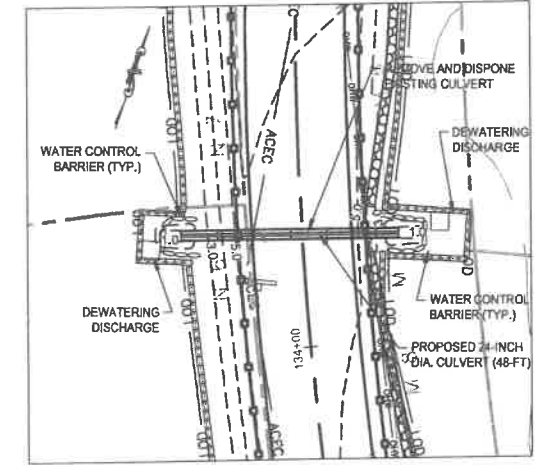
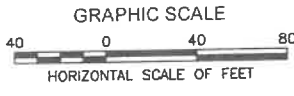
**PROPOSED CONDITIONS PLAN AND PROFILE**  
 STA 122+17 - STA 132+50

DRAWING NO.	C40
PROJECT NO.	2004341
FED AID NO.	
DATE:	MAY 2019
SHEET NO.	46 OF 91

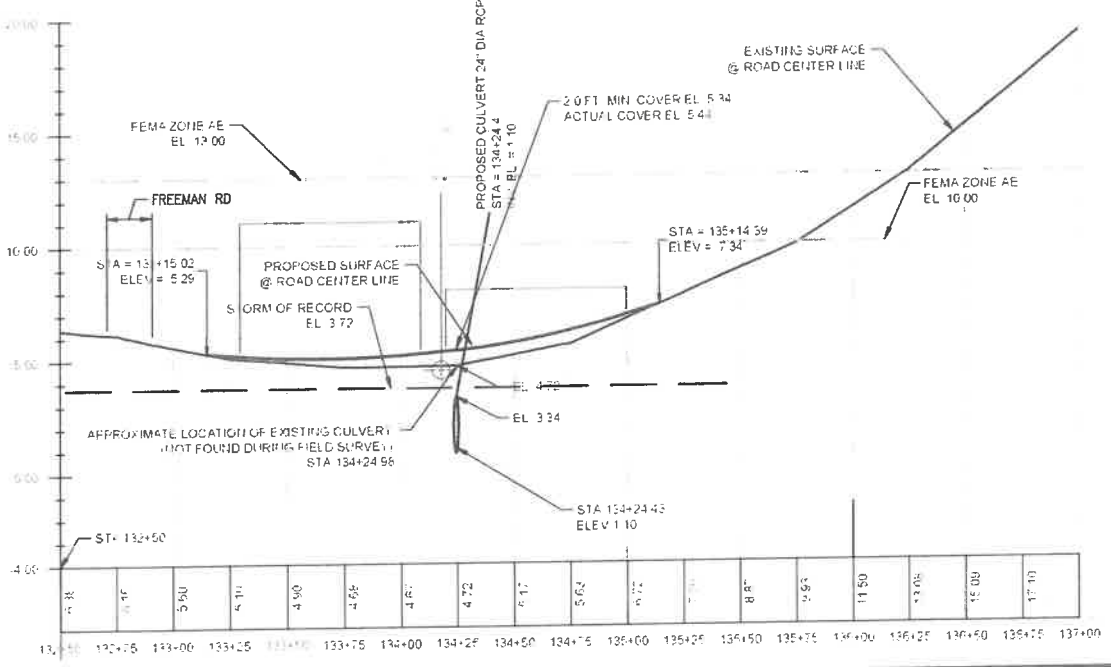
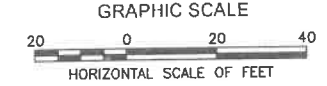




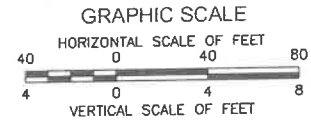
PROPOSED CONDITIONS PLAN VIEW



CULVERT PLAN VIEW DETAIL



PROPOSED ROAD CENTERLINE PROFILE



5/8/2019 8:42:26 AM - KRAKOV, MICHAEL - F:\PROJECT\2004341 Herring River Low Lying Roadway Drawings\CAD\CIVIL\10-30\_HR\_LIRDS\_PROPOSED PLAN & PROFILE.mxd

MARK	REVISION DESCRIPTION	BY	APP.	DATE

**Louis Berger**  
 166 Valley Street Building 5  
 Providence RI 02909  
 phone 401 521 5980 | louisberger.com

**Friends of Herring River**  
 Wellfleet and Truro, Massachusetts  
 P O Box 496  
 Wellfleet Massachusetts 02667  
 www.friendsofherringriver.org



DRAWN BY AG  
 DESIGN BY MK  
 CHECK BY CC  
 PROJ MGR CC

HERRING RIVER RESTORATION PROJECT  
 ENGINEERING DESIGN TO ELEVATE LOW-LYING ROADWAYS AND REPLACE ASSOCIATED CULVERTS  
 TRURO AND WELFLEET, MASSACHUSETTS

**PROPOSED CONDITIONS PLAN AND PROFILE**  
 STA 132+50 - STA 141+00

NOT FOR CONSTRUCTION

DRAWING NO. C41  
 PROJECT NO. 2004341  
 FED AID NO.  
 DATE: MAY 2019  
 SHEET NO. 47 OF 91



101 Arch Street, Boston, MA 02110  
Tel: 617.556.0007 | Fax: 617.654.1735  
[www.k-plaw.com](http://www.k-plaw.com)

January 7, 2022

**John W. Giorgio**  
[jgiorgio@k-plaw.com](mailto:jgiorgio@k-plaw.com)

**BY ELECTRONIC MAIL ONLY**

Hon. Robert Weinstein and  
Members of the Select Board  
Truro Town Hall  
24 Town Hall Rd.  
P.O. Box 2030  
Truro, MA 02666

Re: Determination and Consent Pursuant to Massachusetts Rules of Professional Conduct,  
Rule 1.7 - Representation of the Towns of Wellfleet and Truro for the  
Herring River Restoration Project

Dear Members of the Select Board:

The Towns of Wellfleet and Truro have jointly requested KP Law, P.C., which acts as Town Counsel to both Towns, to review and advise each municipality regarding certain aspects of the Herring River Restoration Project. Specifically, these relate to the acquisition by the Town of Truro of easements on private property, located at 125A Old County Road, and the dedication by the Town of Truro of easements on land owned by the Town of Truro, located at 133 Old County Road. This firm would also advise relative to an Intermunicipal Agreement addressing the operation and maintenance of culverts on these two properties (the "Project"). The legal expenses for work on the Project would be paid by the Town of Wellfleet.

Our relationship with Wellfleet and Truro creates interests that require disclosure pursuant to the Rules of Professional Conduct of the Massachusetts Bar that require us to obtain the "informed consent" of each municipality, after disclosure of adequate information and explanation about the risks of, and alternatives to, the proposed simultaneous representation, before we can undertake such representation. In addition, while the State Ethics Commission has determined that KP Law, P.C. and its individual attorneys are not "municipal employees" pursuant to the Conflict of Interest Law, we provide this letter to dispel any appearance of a conflict on the firm's behalf in this matter.

**MULTIPLE REPRESENTATION DISCLOSURE**

The representation of multiple clients is regulated under the Massachusetts Rules of Professional Conduct. The relevant provision, Rule 1.7, states that an attorney may not represent multiple clients if the interests of one client are directly adverse to those of another client, or if his representation of one client may be materially limited by his responsibilities to another client or his own interests. If, however, the attorney reasonably believes that the representation of either client will not be adversely affected and each of the clients consents after consultation, the attorney may represent the client in such a situation.



Hon. Robert Weinstein and  
Members of the Select Board  
January 7, 2022  
Page 2

DETERMINATION

It is our belief that our position as counsel for Wellfleet, for the purposes and under the conditions described in this letter, does not create a concurrent conflict of interest and will not affect the exercise of our independent professional judgment on behalf of Truro with regard to the Project or any other matter related thereto. It is our further belief that even if a conflict exists, our ability to provide competent and diligent representation to Truro will not be negatively impacted by our role as counsel for Wellfleet in this matter. The only risk I would note would be in the event that negotiations over the Project or any matter related to the Project breaks down between the parties, to the point where one municipality seeks legal redress from the other(s). Under these circumstances, KP Law, P.C. would likely have to cease representing all parties with regard to the Project. It is, however, for you to determine, as the Appointing Authority, whether the representation described herein will not impair the integrity of this firm's services to Truro.

Accordingly, I request that the Select Board, as Appointing Authority, consent to our representation of the Town of Truro notwithstanding the firm also serving as counsel to the City of Wellfleet with regard to the review of proposed amendments to the Project. Should you so consent, I ask that you sign the enclosed determination as required by the Rules of Professional Conduct. Please sign the two originals provided, return one copy to this office, and retain one copy for your records.

Thank you for your consideration. Please do not hesitate contact me with any questions you have in this regard.

Very truly yours,



John W. Giorgio

JWG/caa  
Enc.  
cc: Town Manager



DETERMINATION

It is determined, pursuant to Rule 1.7 of the Massachusetts Rules of Professional Conduct, that the Truro Select Board consents to KP Law, P.C. representing the Town of Truro with regard to the Herring River Restoration Project with the Town of Wellfleet as disclosed in a letter to the Town dated January 7, 2022, notwithstanding that KP Law, P.C. also serves as Town Counsel for the Town of Wellfleet.

TOWN OF TRURO  
By its Select Board

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

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

## INTERMUNICIPAL AGREEMENT

## TOWN OF WELLFLEET – TOWN OF TRURO

HERRING RIVER RESTORATION PROJECT  
EASEMENTS – OLD COUNTY ROAD

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

Whereas, the Project proposes to elevate a segment of low-lying roadway and install two associated culverts in the Town of Truro (the “proposed work”), as shown on plans entitled *Herring River Restoration Project, Engineering Design to Elevate Low-Lying Roadways and Replace Associated Culverts, Wellfleet and Truro, Massachusetts, Notice of Intent Plans-Not for Construction, November 17, 2021, Prepared for Friends of Herring River by WSP (91 sheets), scale 1” = 40” or as noted, stamped by Clayton Carlisle (#45839)* in order to facilitate tidal restoration and protect Town of Truro infrastructure.

Whereas, the work is proposed to occur in part on a parcel of land consisting of approximately 0.73 acres, more or less, located at 133 Old County Road in Truro, Massachusetts, as shown on Truro Assessors Map 59, Parcel 66, that is owned by the Town of Truro.

Whereas, the work is proposed to occur in part on a parcel of land consisting of approximately 2.63 acres, more or less, located at 125A Old County Road in Truro, Massachusetts, as shown on Truro Assessors Map 59, Parcel 108, that is privately owned.

Whereas, the Project Proponents have discussed the Project and the work proposed with Town of Truro representatives. The Truro Select Board previously provided consent to allow the Project Proponents to describe the proposed work in permit applications to federal, state and/or local authorities.

Whereas, temporary and permanent access to the town-owned and privately-owned parcels in Truro will be needed to undertake and complete the proposed work and fully

achieve the benefits of tidal restoration and protect Town of Truro infrastructure.

AGREEMENT

NOW THEREFORE, in consideration of the foregoing, The Town of Wellfleet and Town of Truro (collectively, the "Parties") agree as follows:

1. The Project Proponents will fully fund the cost of the proposed work through grants and other funds obtained for the purposes of constructing the Herring River Restoration Project. The Town of Truro shall not be responsible for any direct or indirect costs of the Project. The Town of Wellfleet shall be responsible for all costs relating to the preparation of this Agreement, including all attorneys fees; acquiring easements or other permissions; any necessary permits; and preparation of the referenced plans.
2. The Project Proponents are authorized to direct a qualified contractor to undertake the proposed work on property in Truro. Project Proponents and their contractor will coordinate construction-related activities with the Town of Truro's Public Works Department, Police Department and Fire Department.
3. The Town of Truro agrees to grant all temporary access needed for the purposes of completing the proposed work in compliance with permit requirements, and will execute an appropriate instrument granting such access prior to the proposed work.
4. The Town of Truro authorizes the permanent alterations to Town property resulting from the proposed work, as depicted on the abovereferenced plans., and will execute an appropriate instrument granting such permissions.
5. Upon completion of the proposed work, certain permits will be recorded with the Town of Truro's deed for the Property as required by permit granting authorities.
6. Following completion of the proposed work, the Town of Truro will be responsible for ongoing maintenance and monitoring of the road and structure as modified by the proposed work in accordance with the applicable environmental permits, and will have all necessary authorizations to undertake maintenance activities.
7. The Town of Truro will, in coordination with the Project Proponents, endeavor to obtain all temporary and permanent easements from the owner(s) of 125A Old County Road in Truro necessary for the proposed work to be completed.

8. Where necessary, the Town of Truro agrees to provide signatures on permit applications or documents to indicate its assent, as owners of property.

Signed:

Truro Select Board

Wellfleet Select Board

Date, 2021 \_\_\_\_\_

SEP

DRAFT



# Truro Select Board

Tuesday, January 11, 2022

Regular Meeting-5:00pm

## 7. CONSENT AGENDA

A. Review/Approve and Authorize Signature:

1. None

B. Review and Approve Appointment Renewals: Emily Beebe-Truro's Representative to the Barnstable County Coastal Resources Subcommittee

C. Review and Approve 2022 Annual Licenses: Truro Vineyards-Common Victualer License and Lodging License; Chequessett Chocolate and Salty Market-Common Victualer Licenses

D. Review and Approve 2021 Annual ABCC Alcohol License Report

E. Request to Declare Surplus: Truro Fire Department

F. Request to Declare Surplus: 2014 Dodge Durango from Truro Police Department

G. Review and Approve Select Board Minutes: Select Board minutes of 12.07.2021; Budget Task Force minutes of 12.13.2021

8. Select Board Reports/Comments

9. Town Manager Report

10. Next Meeting Agenda: Regular Meeting-January 25, 2022



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** January 11, 2022

**ITEM:** Reappointment as Truro's representative to the Barnstable County Coastal Resources Subcommittee

**EXPLANATION:** The BCCRS is a subcommittee of the Barnstable County Coastal Management Committee, established by a vote of the BCCMC on May 13, 2019, and appointed by the Barnstable County Commissioners in July 2019. The purpose of the BCCRS is to provide local perspective to the BCCMC on coastal resource management issues that Cape Cod communities face. The Health/Conservation Agent's reappointment was approved by the Barnstable County Board of Regional Commissioners on December 22, 2021. Once the Select Board approves the reappointment, Health/Conservation Agent Beebe can take the Oath of Office and be officially sworn in by the County Commissioners Office in Barnstable.

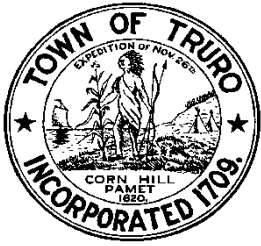
**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** Truro will not have a representative at these subcommittee meetings.

**SUGGESTED ACTION:** *Motion to Appoint Emily Beebe as Truro's Representative to the Barnstable County Coastal Management Committee for a three-year term which expires January 11, 2025.*

**ATTACHMENTS:**

1. None



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Licensing Department

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** January 11, 2022

**ITEM:** Approval of Renewal of 2022 Annual Business License:

- **Truro Vineyards of Cape Cod** – Lodging License
- **Chequessett Chocolate** -Common Victualler License
- **Salty Market**-Common Victualler License
- **Box Lunch**-Common Victualler

**EXPLANATION:** The Truro Vineyards Lodging License and Chequessett Chocolate, Salty Market and Box Lunch's Common Victualler Licenses are 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. The Food Service Licenses for Chequessett Chocolate and Truro Vineyards of Cape Cod 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	<b>Lodging House License</b>	<b>Truro Vineyards of Cape Cod</b>
Chapter 140 § 2	<b>Common Victualler</b> (Cooking, Preparing and Serving food)	<b>Chequessett Chocolate</b> <b>Salty Market</b> <b>Box Lunch</b>

**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 Truro Vineyards and the annual Common Victualler License for Chequessett Chocolate, Salty Market, and Box Lunch upon compliance with all regulations and receipt of the necessary fees.*

**ATTACHMENTS:**

1. Renewal Application for 2022: Truro Vineyards of Cape Cod
2. Renewal Application for 2022: Box Lunch
3. Renewal Application for 2022: Chequessett Chocolate
4. Renewal Application for 2022: Salty Market





Town of Truro Board of Health

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

APPLICATION FOR FOOD SERVICE - COMMON VICTUALER

[ ] New [X] Renewal

Section 1 - License Type

Type of License: [X] Food Service [ ] Common Victualer

Type of Food Service Establishment:

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

Section 2 - Business/Owner/Manger Information

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

Business Name: Truro Vineyards of Cape Cod

Owner Name: Kristen Roberts Email Address: kristen@trurovineyardsofcapecod.com

Mailing Address: P.O. Box 834 North Truro, MA 02652

Phone No: [REDACTED]

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

Name: Kristen Roberts Email Address: kristen@trurovineyardsofcapecod.com

Mailing Address: P.O. Box 834 North Truro, MA 02652

Phone No: [REDACTED] 24 Hour Emergency: [REDACTED]

Section 3 - Business Operation Details

Number of Seats: Inside: \_\_\_\_\_ Outside: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Length of Permit: [X] Annual [ ] Seasonal Operation

Hours of Operation: 11 To 5

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)

**Allergen Awareness Certification (attach copy):**

**Has your menu changed from last year?**  Yes  No

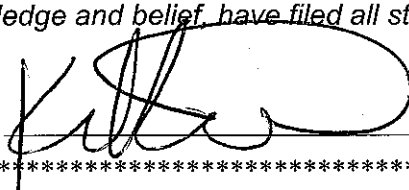
*If yes please attach copy of menu or provide description of food to be prepared and sold:*

**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:**



**Date:**

12/9/2021

\*\*\*\*\*

**Application Checklist:**

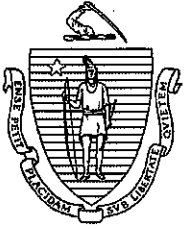
- Food Service Permit Application
- Smoke Detector/Fire Protection Certification
- Workers Compensation Affidavit/Certificate of Insurance
- Copy of Inspection of Kitchen Equipment: Commercial Hood and Ventilation System Report
- Copy of Service report of mechanical washing equipment (Dishwasher)
- Copy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

**FOR HEALTH DEPARTMENT USE ONLY**

Comments: \_\_\_\_\_

Review by \_\_\_\_\_

Date \_\_\_\_\_



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

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

**Applicant Information**

Please Print Legibly

Business/Organization Name: Truro Vineyards of Cape Cod  
 Address: 11 Shore Road  
 City/State/Zip: North Truro, MA 02652 Phone #: [REDACTED]

<p><b>Are you an employer? Check the appropriate box:</b></p> <p>1. <input checked="" type="checkbox"/> I am an employer with <u>30</u> employees (full and/or part-time).*</p> <p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]</p> <p>3. <input type="checkbox"/> 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]**</p> <p>4. <input type="checkbox"/> We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]</p>	<p><b>Business Type (required):</b></p> <p>5. <input type="checkbox"/> Retail</p> <p>6. <input type="checkbox"/> Restaurant/Bar/Eating Establishment</p> <p>7. <input type="checkbox"/> Office and/or Sales (incl. real estate, auto, etc.)</p> <p>8. <input type="checkbox"/> Non-profit</p> <p>9. <input type="checkbox"/> Entertainment</p> <p>10. <input type="checkbox"/> Manufacturing</p> <p>11. <input type="checkbox"/> Health Care</p> <p>12. <input checked="" type="checkbox"/> Other <u>winery/distillery</u></p>
--	--

\*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: Mark Sylvia Insurance Agency  
 Insurer's Address: 404 main st.  
 City/State/Zip: Centerville, MA 02632  
 Policy # or Self-ins. Lic. #: [REDACTED] Expiration Date: 6/5/2022

**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.**

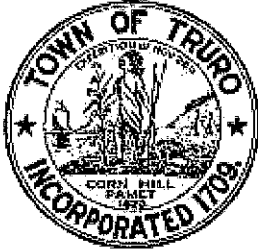
Signature: [Signature] Date: 12/9/2021  
 Phone #: 508-487-6200

**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 #: \_\_\_\_\_



# 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: JAN 1

Condominium-\$50 \_\_\_\_\_

Closing Date: DEC. 31

Campground-\$50 \_\_\_\_\_

Days of the Week Open: Thru-MON NOV-APRIL  
7 days MAY-OCT.

Lodging-\$50      2

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) \_\_\_\_\_

Kristen Roberts  
Print Name of Applicant

Truro vineyards of Cape Cod  
Business Name

Kristen Roberts  
Owner Name

11 Shore Road North Truro, MA 02662  
Street Address of Business

P.O. BOX 834 North Truro, MA 02662  
Mailing Address of Business

508-487-6200  
Business Phone Number

kristen@trurovineyardsofcapecod.com  
Business E-Mail Address

**Section 3 –MANAGER INFORMATION**

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

**Name of Onsite Manager:**

Name: Kristen Roberts Unit Number: \_\_\_\_\_

Mailing Address: P.O. Box 834

Phone: (24 Hour Contact): [REDACTED] Email Address: trurovineyards@gmail.com

**Manager's Signature (REQUIRED)**

**Name of Offsite Manager:**

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone: (24 Hour Contact): \_\_\_\_\_ Email Address: \_\_\_\_\_

**Manager's Signature (REQUIRED)**

**Name of Co- Manager:**

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

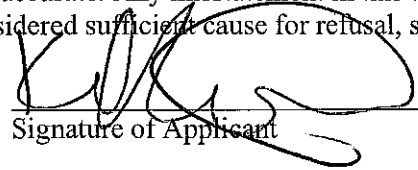
Business Address: \_\_\_\_\_

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.

  
Signature of Applicant

Kristen Roberts  
Print Name

12/2/2021  
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
- Septic System Inspection Report (submitted every 3 years)

Smoke exp: 3/4/22

42-186

Consent Agenda Item: 7C2



Town of Truro Board of Health

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

PAID 1084 \$135.00

APPLICATION FOR FOOD SERVICE - COMMON VICTUALER

New Renewal

FS# 2022-086

Section 1 - License Type

Type of License: Food Service Common Victualer \$50

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 810

BAK# 2022-086A

Section 2 - Business/Owner/Manger Information

Federal Employers Identification Number (FEIN/SS)
Business Name: JCG, LLC Box Lunch Truro
Owner Name: Julie Grande Email Address:
Mailing Address: Commercial St Pt
Phone No: 508.487.4545
Person Directly Responsible for Daily Operations: (Owner, Person In Charge, Supervisor, Manager)
Name: Julie Grande Email Address:
Mailing Address: same as above
Phone No: 24 Hour Emergency: Julie Grande Frank Grande

Section 3 - Business Operation Details

Number of Seats: Inside: 0 Outside: Number of Employees: 5-6

Length of Permit: Annual Seasonal Operation

Hours of Operation: 7 To 5 winter (Summer 7 to 6)

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)

Monica Banas

**Allergen Awareness Certification (attach copy):**

Julie Grande

Frank Grande

Monica Banas

**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:**

J Grande

**Date:**

12/29/2021

\*\*\*\*\*

**Application Checklist:**

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

**FOR HEALTH DEPARTMENT USE ONLY**

Comments: \_\_\_\_\_

Review by \_\_\_\_\_

Date \_\_\_\_\_



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

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

**Applicant Information**

Please Print Legibly

Business/Organization Name: JCG, LLC Box Lunch Inuro  
 Address: 300 Rt. 6  
 City/State/Zip: Inuro, Mass. Phone #: 508-487-4545

**Are you an employer? Check the appropriate box:**

1.  I am an employer with 5-6 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: Guard Insurance  
 Insurer's Address: P.O. Box A-14 16 S. River St.  
 City/State/Zip: Wilkes-Barre, PA. 18703-0020  
 Policy # or Self-ins. Lic. #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

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

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

Signature: J Grande Date: 12/29/2021  
 Phone #: 508-487-4545 Cell: [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 #: \_\_\_\_\_



HEALTH DEPARTMENT  
TOWN OF TRURO

HEALTH DEPARTMENT  
TOWN OF TRURO

HEALTH DEPARTMENT  
TOWN OF TRURO

DEC 29 2021

DEC 14 2020

DEC 09 2019

# CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: FRANK GRANDE

Certificate Number: 2785471

Date of Completion: 2/20/2017

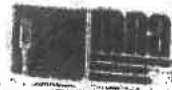
Date of Expiration: 2/20/2022



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

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

Issued By:



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

NATIONAL RESTAURANT ASSOCIATION  
800.765.2122  
www.restaurant.org



# 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 1/3/2022

Request is coming from the Selectmen's Office \_\_\_\_\_ Health Office X

Owner's Name:

Business Name Box Lunch

Residential Address: 300 Route 6

Map and Parcel: 42 - 186

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

Molly Stevens  
Tax Collector's Signature

All set

1/4/2022  
Date

FS# 2022-070 A  
CATH# 2022-070 B

HEALTH DEPARTMENT  
TOWN OF TRURO

DEC 15 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: ebeebe@truro-ma.gov or adavis@truro-ma.gov

PAID  
5043

**APPLICATION FOR FOOD SERVICE – COMMON VICTUALER**

New  Renewal

**Section 1 – License Type**

Type of License:  Food Service  Common Victualer \$50

Type of Food Service Establishment:

75

- Food Service (restaurant or take out)
- Retail Food (commercially prepared foods)
- Residential Kitchen
- Bed & Breakfast w/Continental Breakfast

- Catering \$50
- Manufacturer of Ice Cream/Frozen Dessert
- Bakery

PAID  
5043

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

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

Business Name: FarmMaid Foods, Inc. dba Chequessett Chocolate

Owner Name: Katherine Reed Email Address: [REDACTED]

Mailing Address: P.O. Box 250 N. Truro, MA 02652

Phone No: [REDACTED]

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

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ 24 Hour Emergency: \_\_\_\_\_

**Section 3 – Business Operation Details**

Number of Seats: Inside: 14 Outside: \_\_\_\_\_ Number of Employees: 5

Length of Permit:  Annual  Seasonal Operation

Hours of Operation: 8:00 To 8:00

Days Closed Excluding Holidays: N/A

If Seasonal: Approximate Dates of Operation: \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

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

Attached

Allergen Awareness Certification (attach copy):

Attached

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: Katherine Reed Date: 12/15/21

\*\*\*\*\*

**Application Checklist:**

- Food Service Permit Application
- Smoke Detector/Fire Protection Certification
- Workers Compensation Affidavit/Certificate of Insurance
- Copy of Inspection of Kitchen Equipment: Commercial Hood and Ventilation System Report

N/A  Copy of Service report of mechanical washing equipment (Dishwasher)

Copy of ServSafe Certification and Allergy Awareness

N/A  Copy of Choke Saver (for food service establishment w/seating capacity of 25 or more)

<b>FOR HEALTH DEPARTMENT USE ONLY</b>	
Comments: _____	
Review by _____	Date _____



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

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

**Applicant Information**

Please Print Legibly

Business/Organization Name: FarmMaid Foods Inc.  
 Address: 8 Highland Road  
 City/State/Zip: North Truro, MA 02622 Phone #: 774-538-6249

**Are you an employer? Check the appropriate box:**

- 1.  I am an employer with 5 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: Hartford Insurance Co. of The Midwest  
 Insurer's Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_

Policy # or Self-ins. Lic. # 0BWECCT0922 Expiration Date: 6/4/22

**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: Katherine Reed Date: 12/15/21  
 Phone #: \_\_\_\_\_

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

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

Issuing Authority (circle one):

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

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Number: 2022-070A

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:

**Katherine Reed, mgr., d/b/a Farm Maid Foods Inc./Chequesett Chocolate**

Whose place of business is **8 Highland Rd**

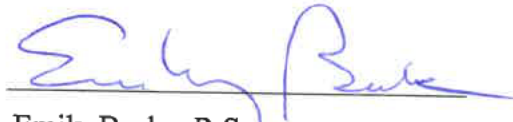
Type of business and any restrictions **Chocolate Manufacturing/Retail Sales**

To operate a food establishment in **Truro**

Permit Expires: **December 31, 2022**

Date Issued: *Dec 29, 2021*

**Seating: 12**



Emily Beebe, R.S.,

Agent for the Truro Board of Health

Number: 2022-070B

Fee \$50.00

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

In accordance with provisions of Chapter 111, Section 127A of the Massachusetts General Laws, Regulations established by the Massachusetts Department of Public Health (105 CMR 590.00) and the provisions of Chapter 111, Section 31 of the Massachusetts General Laws, Regulations established by the Truro Board of Health (Section X) a permit is hereby issued to:

**Katherine Reed, mgr., d/b/a Farm Maid Foods, Inc./Chequesett Chocolate**

Whose place of business is: **8 Highland Rd**

Type of business and any restrictions **Food Caterer**

To operate a food establishment in **Truro**

Permit Expires: **December 31, 2022**

Date Issued:

12/29/2021



Emily Beebe, R.S.,

Agent for the Truro Board of Health

# ServSafe® CERTIFICATION

## KATHERINE REED

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).

20554096

CERTIFICATE NUMBER

10752

EXAM FORM NUMBER

5/12/2021

DATE OF EXAMINATION

5/12/2026

DATE OF EXPIRATION

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



#0655

A handwritten signature in black ink that reads "Sherman L. Brown".

Sherman Brown  
Executive Vice President, National Restaurant Association Solutions







# CERTIFICATE OF ALLERGEN AWARENESS TRAINING

**Name of Recipient: Katherine Reed**

**Date of Completion: October 31, 2019**

**Date of Expiration: October 30, 2024**

---

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

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

Issued By:



**Berkshire  
AHEC**

Area Health Education Center  
Pittsfield, Massachusetts

[www.mafoodallergytraining.org](http://www.mafoodallergytraining.org)

(Policy Provisions: WC000000C)

**INFORMATION PAGE**

**WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY**

**INSURER:** Hartford Fire Insurance Company  
ONE HARTFORD PLAZA HARTFORD CT 06155



**NCCI Company Number:**  
**Company Code:** 1

13269

HEALTH DEPARTMENT  
TOWN OF TRURO

DEC 21 2021

RECEIVED BY:

**POLICY NUMBER:**  
**Previous Policy Number:**



Suffix	
LARS	RENEWAL
	6

**1. Named Insured and Mailing Address:** CHEQUESSETT CHOCOLATE  
(No., Street, Town, State, Zip Code) PO BOX 250  
NORTH TRURO MA 02652

**FEIN Number:** [Redacted]  
**State Identification Number(s):**

**The Named Insured is:** Corporation  
**Business of Named Insured:** Nonchocolate Confectionery Manufacturing  
**Other workplaces not shown above:** See Endorsement - WC990366

**2. Policy Period:** From 06/04/21 To 06/04/22 ANNUAL  
12:01 a.m., Standard time at the insured's mailing address.

**Producer's Name:** BENSON YOUNG & DOWNS INS AGENCY LLC  
PO BOX 559  
PROVINCETOWN MA 02657

**Producer's Code:** 08082722  
**Issuing Office:** THE HARTFORD BUSINESS SERVICE CENTER  
3600 WISEMAN BLVD  
SAN ANTONIO TX 78251  
(877) 853-2582

**Total Estimated Annual Premium:** [Redacted]  
**Deposit Premium:** [Redacted]  
**Policy Minimum Premium:** [Redacted] (Includes Increased Limit Min. Prem.)

**Audit Period:** ANNUAL **Installment Term:** Four Pay (30%Down+2@25%+1@20%)  
The policy is not binding unless countersigned by our authorized representative.

Countersigned by Susan S. Castaneda  
Authorized Representative

04/25/21  
Date

**INFORMATION PAGE (Continued)**

**Policy Number: 08 WEC CT0922**

**3. A. Workers Compensation Insurance:** Part one of the policy applies to the Workers Compensation Law of the states listed here: MA

**B. Employers Liability Insurance:** Part Two of the policy applies to work in each state listed in Item 3.A.

The limits of our liability under Part Two are:

<b>Bodily injury by Accident</b>		<b>each accident</b>
<b>Bodily injury by Disease</b>		<b>policy limit</b>
<b>Bodily injury by Disease</b>		<b>each employee</b>

**C. Other States Insurance:** Part Three of the policy applies to the states, if any , listed here:

ALL STATES EXCEPT NORTH DAKOTA, OHIO, WASHINGTON, WYOMING, U.S.TERRITORIES AND STATES DESIGNATED IN ITEM 3.A. OF THE INFORMATION PAGE.

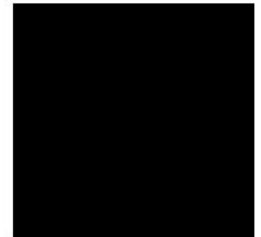
**D. This policy includes these endorsements and schedule:**

SEE ENDORSEMENT-WC 99 03 68

**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.**

<b>Classifications Code Number and Description</b>	<b>Premium Basis Total Estimated Annual Remuneration</b>	<b>Rates Per \$100 of Remuneration</b>	<b>Estimated Annual Premium</b>
--	--	--	---

Total Standard Premium  
Expense Constant  
Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement  
Estimated Annual Premium (before Surcharges)  
Total Estimated Surcharges



\*See the attached Schedule(s) of Operations for Location and State Level Premium Information

<b>Total Estimated Annual Premium:</b>	
<b>Deposit Premium:</b>	
<b>Policy Minimum Premium:</b>	 (Includes Increased Limit Min. Prem.)

**Interstate/Intrastate Identification Number:** Refer to Schedule of Operations

**Labor Contractors Policy Number:**

NAICS: 311340  
SIC: 2064

DO NOT REMOVE PER ORDER OF THE STATE FIRE MARSHAL

DATE OF LAST SERVICE

JAN  
 FEB  
 MAR

APR  
 MAY  
 JUN

JUL  
 AUG  
 SEP

OCT  
 NOV  
 DEC

# INTEGRITY

## Total Service, LLC

NEXT SERVICE DUE IN

30 DAYS   
 60 DAYS   
 90 DAYS   
 120 DAYS   
 180 DAYS   
 365 DAYS   
 \_\_\_\_\_ DAYS

HEALTH DEPARTMENT  
 TOWN OF TRURO  
 DEC 21 2021  
 RECEIVED BY \_\_\_\_\_

219 Cotuit Road  
 Sandwich, MA 02563  
 (508) 309-9180

This system has been  Inspected  Cleaned to comply with NFPA Code #96 and local fire codes. For additional information refer to applicable system service report.

SERVICED BY

**J. Varo**  
**37**

BFD or C OF C # \_\_\_\_\_



2021   
 2022   
 2023   
 2024   
 2025   
 2026

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	31
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	



# 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 12/15/2021

Request is coming from the Selectmen's Office \_\_\_\_\_ Health Office X

Owner's Name:

Business Name Farm Maid Foods/dba Chequesett Chocolate

Residential Address: 8 & 8E Highland Rd

Map and Parcel: 36-89 & 36-89. E

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

Wally Stevens  
Tax Collector's Signature

All Set

12/17/2021  
Date





# The Commonwealth of Massachusetts

## Town of Truro



### 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	<i>Identify Name of Establishment</i>					<i>Certificate No.</i>
	Farm Maid Foods/Chequessett Chocolates					22-004
Located at	<i>Identify property address including street number, name, city or town and county</i>					<i>Certificate Expiration</i>
	8 Highland Rd, Unit E Map 36 Parcel 89					12/20/2022
Use Group Classification	<i>Basement</i>	<i>First Floor</i>	<i>Second Floor</i>	<i>Third Floor</i>	<i>Fourth Floor</i>	<i>Other</i>
		A-3/B (occ. <50)				
Allowable Occupant Load (for egress calculation)		Table Service: 22 Kitchen: 4 Acc. Storage: 3 Counter Area: 2				
		Total = 31				

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	12/21/2021
Signature of Municipal Fire Chief	Timothy Collins <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: 2021.12.28 11:36:20 -0500</small>	Signature of Municipal Building Inspector		Date of Issuance	12/27/2021

Number 2022-071

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:

**Katherine Reed, mgr., d/b/a High Tide Kitchen**

Whose base of operations is **8 Highland Rd, Truro MA**

Type of business and any restrictions **Mobile Food Truck**

To operate a food establishment in **Truro**

Permit Expires: **December 31, 2022**

Date Issued:

*Dec 29, 2024*



Emily Beebe, R.S.,

Agent for the Truro Board of Health

# FS Mobile Food Truck  
2022-071

HEALTH DEPARTMENT  
TOWN OF TRURO

DEC 15 2021

RECEIVED BY:



**TOWN OF TRURO  
BOARD OF HEALTH**

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

Tel: 508-349-7004 x131 Fax: 508-349-5508

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

**PAID**  
5045

**APPLICATION FOR MOBILE FOOD SERVICE PERMIT**

New  Renewal

**Section 1 – Type of Mobile Food Service**

- Mobile Food Truck (potentially hazardous foods)
- Ice Cream Truck *75.00*
- Pushcart (limited to non-potentially hazardous foods)

**Section 2 – Business/Owner/Manager Information**

Business Name: FarmMaid Foods, Inc. FEIN: [REDACTED]  
 Owner Name: Katherine Reed Email Address: [REDACTED]  
 Mailing Address: P.O. Box 250, North Truro, MA 02652 *com*  
 Phone No: [REDACTED] 24 Hour Emergency: [REDACTED]

Certified Food Manager(s) (attach copy):

Attached

Allergen Awareness Certification (attach copy):

Attached

List fixed or stationary location(s) where food will be sold:

Stationary - High Tide Kitchen @ 8 Highland Road

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 3 – Base of Operations**

(All Mobile Food Vendors must operate out of a fixed Licensed Establishment)

Name: Chequessett Chocolate Telephone: [REDACTED]  
 Address: 8 Highland Rd, N. Truro Owner/Manager: Katherine Reed  
 Type of Establishment: Restaurant



## Section 4 – Waste

### **WATER SYSTEM/WASTE RETENTION:**

- Site has potable water hookup
- Potable water supply tank on unit. Capacity 30 gal.

Capacity of waste retention tank 50 gal (should be greater than supply)

How and where will the liquid waste water be disposed of?

Through grease trap / septic system

## Section 5 - Attestation

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

Signature of Applicant: Katherine Reed Date: 12/15/21

### Application Checklist:

- Smoke detector/fire protection certification.
- Copy of inspection of commercial hood/ventilation system report (if applicable)
- IF YOU HAVE EMPLOYEES- Workers Compensation Affidavit & Certificate of Insurance
- IF YOU DO NOT HAVE EMPLOYEES- Workers Compensation Affidavit
- N/A  Copy of valid food service permit for base of operations (if located outside Truro)
- N/A  Copy of most recent food service inspection report for base of operations (if located outside of Truro)
- Copy of the commissary agreement (base of operations).
- ICE CREAM TRUCKS ONLY: complete CORI form and permit to engage in ice cream vending mgl 270 §25
- Copy of state Hawker Peddler License



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

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

**Applicant Information**

Please Print Legibly

Business/Organization Name: FarmMaid Foods Inc.

Address: 8 Highland Road

City/State/Zip: North Thuro, MA 02452 Phone #: [REDACTED]

**Are you an employer? Check the appropriate box:**

- 1.  I am a employer with 5 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: Hartford Insurance Co. of The Midwest

Insurer's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Policy # or Self-ins. Lic. # [REDACTED] Expiration Date: 6/14/22

**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: Katherine Reed Date: 12/15/21

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 #: \_\_\_\_\_

# ServSafe® CERTIFICATION

## KATHERINE REED

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).

20554096

CERTIFICATE NUMBER

10752

EXAM FORM NUMBER

5/12/2021

DATE OF EXAMINATION

5/12/2026

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



# CERTIFICATE OF ALLERGEN AWARENESS TRAINING

**Name of Recipient: Katherine Reed**

**Date of Completion: October 31, 2019**

**Date of Expiration: October 30, 2024**

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

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

Issued By:



**Berkshire  
AHEC**

Area Health Education Center  
Pittsfield, Massachusetts

[www.mafoodallergytraining.org](http://www.mafoodallergytraining.org)

(Policy Provisions: WC000000C)

**INFORMATION PAGE  
WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY**

**INSURER:** Hartford Fire Insurance Company  
ONE HARTFORD PLAZA HARTFORD CT 06155



**NCCI Company Number:** [REDACTED]  
**Company Code:** 1

HEALTH DEPARTMENT  
TOWN OF TRURO

DEC 21 2021

RECEIVED BY:

**POLICY NUMBER:** [REDACTED]  
**Previous Policy Number:** [REDACTED]

Suffix	
LARS	RENEWAL
	6

1. **Named Insured and Mailing Address:** CHEQUESSETT CHOCOLATE  
(No., Street, Town, State, Zip Code) PO BOX 250  
NORTH TRURO MA 02652

**FEIN Number:** [REDACTED]  
**State Identification Number(s):**

**The Named Insured is:** Corporation  
**Business of Named Insured:** Nonchocolate Confectionery Manufacturing  
**Other workplaces not shown above:** See Endorsement - WC990366

2. **Policy Period:** From 06/04/21 To 06/04/22 ANNUAL  
12:01 a.m., Standard time at the insured's mailing address.

**Producer's Name:** BENSON YOUNG & DOWNS INS AGENCY LLC  
PO BOX 559  
PROVINCETOWN MA 02657

**Producer's Code:** 08082722  
**Issuing Office:** THE HARTFORD BUSINESS SERVICE CENTER  
3600 WISEMAN BLVD  
SAN ANTONIO TX 78251  
(877) 853-2582

**Total Estimated Annual Premium:** [REDACTED]  
**Deposit Premium:** [REDACTED]  
**Policy Minimum Premium:** [REDACTED] (includes Increased Limit Min. Prem.)

**Audit Period:** ANNUAL **Installment Term:** Four Pay (30%Down+2@25%+1@20%)  
The policy is not binding unless countersigned by our authorized representative.

Countersigned by Susan S. Castaneda  
Authorized Representative

04/25/21  
Date

**INFORMATION PAGE (Continued)**

**Policy Number:** 08 WEC CT0922

**3. A. Workers Compensation Insurance:** Part one of the policy applies to the Workers Compensation Law of the states listed here: MA

**B. Employers Liability Insurance:** Part Two of the policy applies to work in each state listed in Item 3.A.

The limits of our liability under Part Two are:

**Bodily injury by Accident**

**Bodily injury by Disease**

**Bodily injury by Disease**

**each accident**

**policy limit**

**each employee**

**C. Other States Insurance:** Part Three of the policy applies to the states, if any, listed here:

ALL STATES EXCEPT NORTH DAKOTA, OHIO, WASHINGTON, WYOMING, U.S.TERRITORIES AND STATES DESIGNATED IN ITEM 3.A. OF THE INFORMATION PAGE.

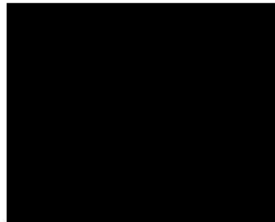
**D. This policy includes these endorsements and schedule:**

SEE ENDORSEMENT-WC 99 03 68

**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.**

<b>Classifications Code Number and Description</b>	<b>Premium Basis Total Estimated Annual Remuneration</b>	<b>Rates Per \$100 of Remuneration</b>	<b>Estimated Annual Premium</b>
--	--	--	---

Total Standard Premium  
Expense Constant  
Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement  
Estimated Annual Premium (before Surcharges)  
Total Estimated Surcharges



\*See the attached Schedule(s) of Operations for Location and State Level Premium Information

<b>Total Estimated Annual Premium:</b>	
<b>Deposit Premium:</b>	
<b>Policy Minimum Premium:</b>	(Includes Increased Limit Min. Prem.)

**Interstate/Intrastate Identification Number:** Refer to Schedule of Operations

**Labor Contractors Policy Number:**

**NAICS:** 311340  
**SIC:** 2064



DO NOT REMOVE PER ORDER OF THE STATE FIRE MARSHAL

DATE OF  
LAST SERVICE

JAN  
 FEB  
 MAR

APR  
 MAY  
 JUN

JUL  
 AUG  
 SEP

OCT  
 NOV  
 DEC

# INTEGRITY

## Total Service, LLC

219 Cotuit Road  
Sandwich, MA 02563  
**(508) 309-9180**

HEALTH DEPARTMENT  
TOWN OF TRURO

DEC 21 2021  
RECEIVED BY

NEXT SERVICE  
DUE IN

30 DAYS   
60 DAYS   
90 DAYS   
120 DAYS   
180 DAYS   
365 DAYS   
\_\_\_ DAYS

This system has been  Inspected  Cleaned to comply with NFPA Code #96 and local fire codes. For additional information refer to applicable system service report.

SERVICED BY

J. Naro  
37

BFD or C OF C # \_\_\_\_\_



2021   
2022   
2023   
2024   
2025   
2026

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	31
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	

FSH  
2022-087



**Town of Truro  
Board of Health**

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

HEALTH DEPARTMENT  
TOWN OF TRURO

JAN 03 2022

RECEIVED BY:

36190

**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 # 2022-087A
- Manufacturer of Ice Cream/Frozen Dessert
- Bakery # 2022-087B

**Section 2 - Business/Owner/Manger Information**

Federal Employers Identification Number (FEIN/SS)

Business Name: Salty Market LLC (2 Highland Rd.)

Owner Name: Ellen Athaus Email Address: [REDACTED]

Mailing Address: P.O. Box 992, N. Truro

Phone No: [REDACTED]

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

Name: Ellen Athaus Email Address: [REDACTED]

Mailing Address: PO. Box 992, N. Truro

Phone No: [REDACTED] 24 Hour Emergency: [REDACTED]

**Section 3 - Business Operation Details**

Number of Seats: Inside:  Outside:  Number of Employees: 10

Length of Permit:  Annual  Seasonal Operation

Hours of Operation: 8am To 6pm

Days Closed Excluding Holidays: most of Dec. - April

If Seasonal: Approximate Dates of Operation: 04/01/22 To 12/01/22



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

Ellery Athanas

**Allergen Awareness Certification (attach copy):**

Ellery Athanas

**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:**

Ellery Athanas

**Date:**

12/27/21

\*\*\*\*\*

**Application Checklist:**

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

**FOR HEALTH DEPARTMENT USE ONLY**

Comments: \_\_\_\_\_

Review by \_\_\_\_\_

Date \_\_\_\_\_



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

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

**Applicant Information**

**Please Print Legibly**

Business/Organization Name: Salty Market  
 Address: 2 Highland Rd  
 City/State/Zip: N. Taro MA 02652 Phone #: 508 487 0711

**Are you an employer? Check the appropriate box:**

- 1.  I am an employer with 10 employees (full and/or part-time).\*
- 2.  I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3.  We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
- 4.  We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

**Business Type (required):**

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

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

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

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

Insurance Company Name: The Hartford  
 Insurer's Address: 3600 Wiseman Blvd  
 City/State/Zip: N. Taro MA 02652

Policy # or Self-ins. Lic. # [REDACTED] Expiration Date: \_\_\_\_\_

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

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

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

Signature: [Signature] Date: 1/2/21

Phone #: \_\_\_\_\_

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

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

Issuing Authority (circle one):

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

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

# CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: ELLERY ALTHAUS

Certificate Number: 4171692

Date of Completion: 11/25/2018

Date of Expiration: 11/25/2024



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

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

Issued By:



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

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

**ServSafe**  
National Restaurant Association

# ServSafe® CERTIFICATION

## ELLERY ALTHAUS

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).

17361363

CERTIFICATE NUMBER

5405

EXAM FORM NUMBER

1/15/2019

DATE OF EXAMINATION

1/15/2024

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



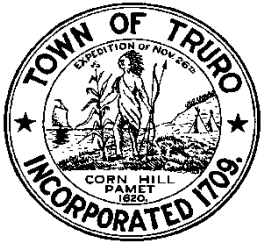
In accordance with Maritime Labour Convention, 2006, Resolution ADM N (188/2013) (Regulation 3.2, Standard A3.2).

©2017 National Restaurant Association Educational Foundation (NRAEF). All rights reserved. ServSafe® and the ServSafe logo are trademarks of the NRAEF, National Restaurant Association® and the arc design are trademarks of the National Restaurant Association.

This document cannot be reproduced or altered.  
171106TT

v.1711

Contact us with questions at 233 S. Wacker Drive, Suite 3600, Chicago, IL 60606-6383 or ServSafe@restaurant.org.



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration/Licensing

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** January 11, 2022

**ITEM:** Review and Approval of the 2021 ABCC (Alcoholic Beverages Control Commission) Annual Report

**EXPLANATION:** In accordance with Chapter 138 § 10A of the Massachusetts General Laws, every city and town in the Commonwealth that issues retail alcohol licenses must submit an Annual Report for Alcoholic Beverage Licenses issued from their respective towns including the total numbers of licenses, fees, revenue generated and notice of any violations.

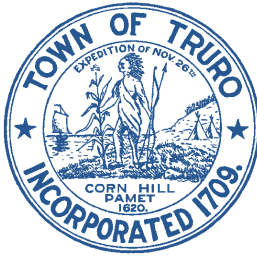
**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** There will be no report submitted from Truro. In accordance with MGL, the report must be submitted to the State prior to the February 15, 2022.

**SUGGESTED ACTION:** *MOTION TO approve the 2021 Annual Alcoholic Beverages Control Commission report for submission to the State.*

**ATTACHMENTS:**

1. 2021 Annual ABCC Report from Truro



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

## Licensing Department

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

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

January 12, 2022

The Alcoholic Beverages Control Commission  
ATT: Patricia Hathaway  
95 Fourth Street, Suite 3  
Chelsea, MA 02150

In accordance with Chapter 138 § 10A of the Massachusetts General Laws, we submit our 2021 Annual Report for Alcoholic Beverage Licenses issued in the Town of Truro:

### Annual Report for 2021

<u>Class of Licenses</u>	<u>Number Issued</u>	<u>Fee set</u>	<u>Revenue Collected</u>
<b>All Alcoholic Beverages - Restaurants</b>			
Annual - <i>Montano's Restaurant</i>	1	\$1,650.00	<b>\$1,650.00</b>
Seasonal - <i>Blackfish, Highland Light Café, Terra Luna, Top Mast Café, Whitman House, Captain's Choice</i>	6	\$1,650.00	<b>\$9,900.00</b>
			<b>\$11,550.00</b>
<b>All Alcoholic Beverages - Package Stores</b>			
Annual - <i>Pamet Valley</i>	1	\$1,650.00	<b>\$1,650.00</b>
Seasonal - <i>Salty Market, Fullers', Days Market</i>	3	\$1,650.00	<b>\$3,300.00</b>
			<b>\$4,950.00</b>
<b>All Alcoholic Beverages – General on Premises</b>			
Annual - <i>None</i>	0	\$1,650.00	\$0.00
Seasonal - <i>Beach Point Health and Swim Club</i>	1	\$1,650.00	<b>\$1650.00</b>
			<b>\$1650.00</b>
<b>Wine &amp; Malt – General on Premises</b>			
Annual - <i>None</i>	0	\$1,350.00	\$0.00
Seasonal - <i>Payomet</i>	1	\$1,350.00	<b>\$1,350.00</b>
			<b>\$1,350.00</b>
<b>Wine &amp; Malt - Restaurants</b>			
Annual - <i>Chequessett Chocolate</i>	1	\$1,350.00	<b>\$1,350.00</b>
Seasonal - <i>Avenue D</i>	1	\$1,350.00	<b>\$1,350.00</b>
			<b>\$2,700.00</b>
<b>Wine &amp; Malt - Package Stores</b>			
Annual - <i>None</i>	0	\$1,350.00	\$0.00
Seasonal - <i>Jams</i>	1	\$1,350.00	<b>\$1,350.00</b>
			<b>\$1,350.00</b>

<b>Class of Licenses</b>	<b>Number Issued</b>	<b>Fee set</b>	<b>Revenue Collected</b>
<b>Club - None</b>	0	\$200.00	\$0.00
<b>Farm Winery Pouring License</b>	1	\$200.00	<b>\$200.00</b>
<b>Farm Distillery Pouring License</b>	1	\$400.00	<b>\$400.00</b>
<i>(Truro Vineyards of Cape Cod)</i>			<b>\$600.00</b>
<b>Special (One Day) All Alcoholic Beverages:</b>	2	\$75.00	<b>\$150.00</b>
*The Local Authorities waive a portion of the fee for non-profit organizations that benefit its citizens, either educationally or culturally.			
<b>Special (One Day) Wine and Malt:</b>	3	\$50.00	<b>\$150.00</b>
*The Local Authorities waive a portion of the fee for non-profit organizations that benefit its citizens, either educationally or culturally.			
<b>Special (One Day) Wine Only:</b>	0	\$50.00	<b>\$0.00</b>
*The Local Authorities waive a portion of the fee for non-profit organizations that benefit its citizens, either educationally or culturally.			
<b>Farmers' Market License</b>	0	\$25.00	<b>\$0.00</b>
<b>Total Revenue</b>			<b><u>\$24,450.00</u></b>

There were no violations in 2021.

---

Robert Weinstein, Chair

---

Kristen Reed, Vice-Chair

---

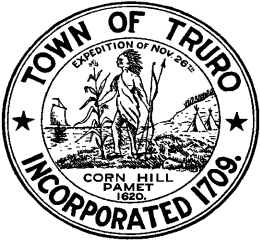
Susan Areson, Clerk

---

Stephanie Rein

---

John Dundas  
 Select Board/Local Licensing Authorities  
 Town of Truro



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Fire Department

**REQUESTOR:** Tim Collins Fire Chief

**REQUESTED MEETING DATE:** January 11, 2022

**ITEM:** Air Compressor and fill station

**EXPLANATION:** Request to declare surplus

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

**IMPACT IF NOT APPROVED:** Compressor will remain in station and out of service

**SUGGESTED ACTION:** *Motion to declare the air compressor and fill station as surplus.*

**Donate to a fire department that may need an air compressor or to a County asset that could find a use for it such as the Dive Team or Tech Rescue team. This compressor is 24 years old and has exceeded its service life as a front- line unit and due to the size of the new compressor there is no room in the station for it**

**ATTACHMENTS:**

1. New Air Compressor Picture
2. Old Air Compressor and Fill Station Picture
3. Old Air Compressor and Fill Station Picture





CASCADE STORAGE

**UNICUS4**  
THE TOTAL SYSTEM

BAUER COMPRESSORS

1 2 3 4

COMPRESSOR CONTROLS

CONTAINMENT FILL STATION

1 2 3

**CFS5.5** BAUER COMPRESSORS



1 2 3

CONTAINMENT FILL STATION OPERATING INSTRUCTIONS

**WARNING**

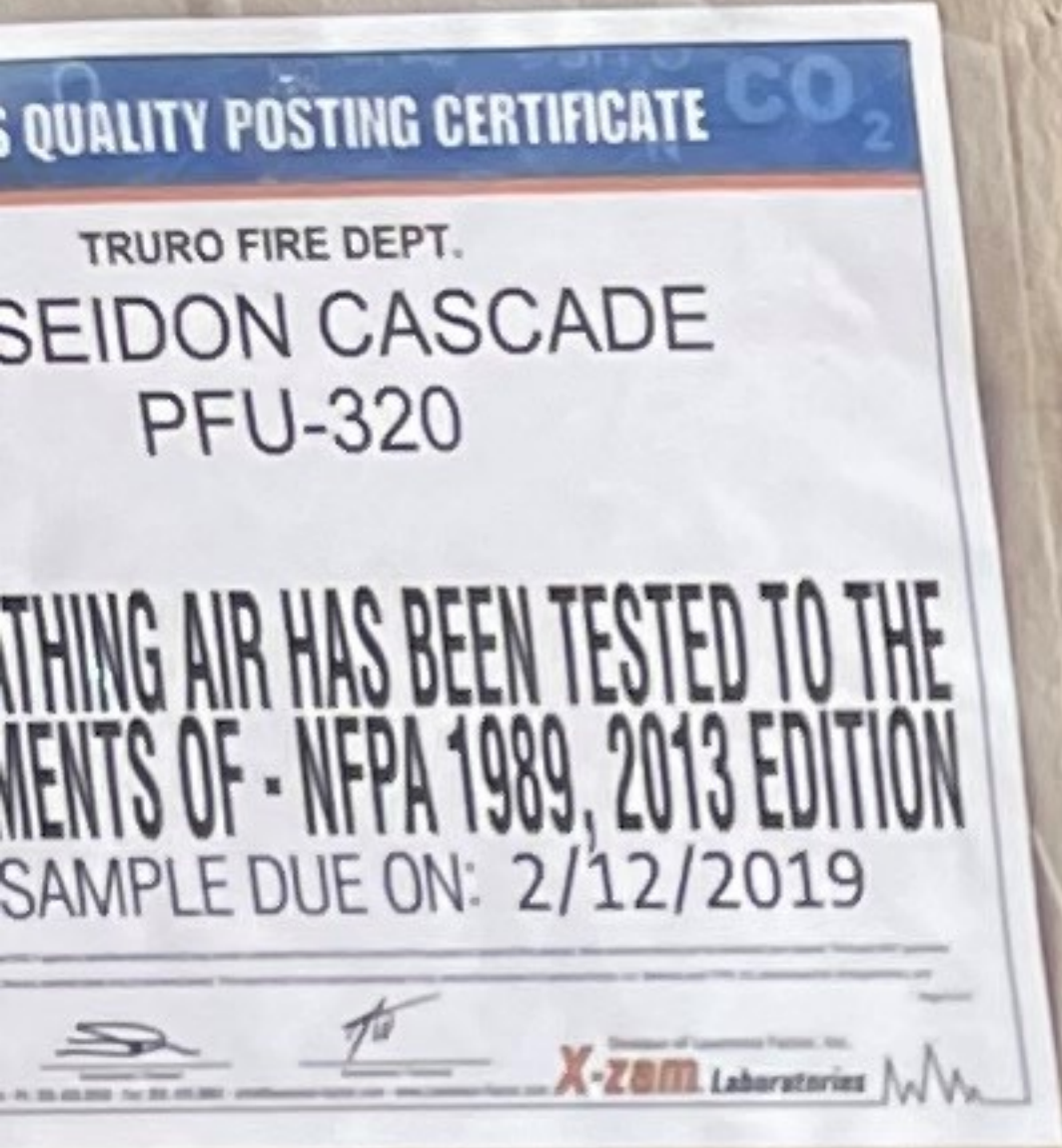






**POSEIDON**  
AIR SYSTEMS  
COLCHESTER, VT 05446 Phone 800-848-4829





**TANK PRESSURE**      **INPUT PRESSURE**      **OUTPUT PRESSURE**      **TANK PRESSURE**

**TANK #1**      psi from cascade or compressor      **TANK #2**

When finished, leave 1000-2000 psi in fill station

**H.P. REGULATOR**

RETURN TO 2216 PSI  
DO NOT SET THIS PRESSURE HIGHER THAN 4500 PSI  
SET TO 2216 PSI BEFORE USING BOOSTER

**COMPRESSOR VALVE**      **CASCADE VALVE**      **DUMP VALVE**

**TANK #1**      **TANK #2**

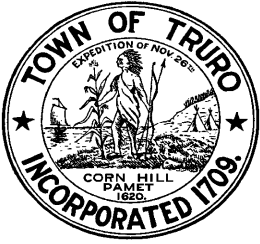
**POSEIDON AIR SYSTEMS**  
COLCHESTER, VT 05446      Phone 800-848-4829

**TANK #1**      **TANK #2**

**POSEIDON AIR SYSTEMS**  
VT 05446      Phone 800-848-4829







# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Police Department

**REQUESTOR:** Jamie Calise, Police Chief

**REQUESTED MEETING DATE:** January 11, 2022

**ITEM:** 2014 Dodge Durango

**EXPLANATION:** Request to declare surplus

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

**IMPACT IF NOT APPROVED:** Vehicle will remain in station and out of service

**SUGGESTED ACTION:** *Motion to declare the Police Department's 2014 Dodge Durango as surplus.*

**ATTACHMENTS:** None

Select Board Minutes  
December 7, 2021, Meeting  
Via GoToMeeting Platform

## Consent Agenda Item: 7G1

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

**Others Present:** Darrin Tangeman-Town Manager, Kelly Clark-Assistant Town Manager, Jack Riemer, DPW Director-Jarrold Cabral, Priscilla Cornell, Violet Rein Bosworth, Clinton Kershaw, Lindsey Wilson, Carol Harris-Climate Action Committee Chair, Christopher Clark-Chair of the Local Comprehensive Planning Committee, Barbara Carboni-Town Planner, Joan Holt

Chair Weinstein called the meeting to order at 5:30 pm.

### Public Comment

Mr. Riemer asked if the Board would be accepting public comment on all agenda items in tonight's meeting. Chair Weinstein stated yes. Mr. Riemer stated he would wait until a particular agenda item to speak.

DPW Director Cabral wished to remind the public that a road closure is scheduled for this Friday in support of the Eagle Neck Creek Culvert Replacement Project. The closure will take place on Old County Road between Phats Valley Road and Abby Lane. For any updates on the construction project or road closure, people can visit the DPW website and look under "News and Announcements". By clicking on the uploaded calendar, people will see a two-week lookout schedule. That schedule calendar will be updated every two weeks.

**Public Hearings-**None

### Board/Committee/Commission Appointments

#### Interview and Appoint: Priscilla Cornell-Cable and Internet Advisory Committee

Mrs. Cornell introduced herself. She became interested in the Committee since purchasing a home on Ryder Beach Road. She does not have access to Comcast, nor does she have cell service or a landline. She became concerned during the pandemic that the lack of access for cable/internet for children in school was not okay.

Select Board members spoke with Mrs. Cornell about various topics within the realm of cable and internet access.

**Member Rein made a motion to appoint Priscilla Cornell to the Cable and Internet Advisory Committee for a three-year term expiring June 30, 2024.**

**Member Reed 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.**

**Interview and Appoint: Violet Rein Bosworth-Walsh Property Community Planning Committee**

Member Rein recused herself from the discussion as the applicant is her daughter.

Ms. Rein Bosworth introduced herself. She is 15-years old and has lived in Truro her entire life. She'd like to serve on the Committee because she's in touch with her generation and with kids younger than her. She feels she can help by giving her opinions, and she's looking forward to the future. Board members spoke up to state they were in support of her application. Member Areson noted for the public that Member Rein is Ms. Rein Bosworth's mother and is the liaison to the Walsh Property Community Planning Committee. Member Rein was the one who came to the Board with the suggestion of appointing a student member as a non-voting liaison. No one else applied for the position other than Ms. Rein Bosworth. Member Areson wanted the public to know that this was not some sort of move to get a Select Board's family member to this Committee.

**Member Reed made a motion to appoint Violet Rein Bosworth to the Walsh Property Community Planning Committee as a student liaison for a one-year term expiring October 13, 2022.**

**Member Dundas seconded.**

**Roll call vote:**

**Member Dundas-Aye**

**Member Areson-Aye**

**Member Reed-Aye**

**Chair Weinstein-Aye**

**Member Rein-Recused**

**So voted; 4-0-1, motion carries.**

**Interview and Appoint: Clinton Kershaw-Climate Action Committee**

Mr. Kershaw introduced himself. He attended one of the Climate Action Committee outreach sessions held and was impressed with how it was run. He has attended some of their meetings and notes that they are a positive group with positive actions.

Member Reed asked what projects the Climate Action Committee were working on that interests him the most. Mr. Kershaw has lots of great ideas and realizes that he needs to step back and follow the Committee's process.

Member Areson has one concern; the comment from the Chair of the Committee. It's important to have the Chair's support in appointing a member.

Member Dundas asked Mr. Kershaw about the amount of gray water that goes into a septic tank. Has Mr. Kershaw ever seen a configuration where the water can be captured prior to going into the tank, be cleaned, and then returned to an aquifer? Mr. Kershaw discussed the issue and gave his opinion.

Chair Weinstein asked to hear from the Chair of the Climate Action Committee.

Chair Harris confirmed that Mr. Kershaw attended one of the information sessions the Committee held. She had a good discussion with him and other members of the Committee. Mr. Kershaw has met with two other members of the Committee as well. Her concern is related to his expressed objections regarding the Health/Conservation Agent, which is a liaison to the Climate Action Committee. The Committee is concerned that his bias against this particular liaison will be disruptive to the work they are trying to accomplish.

Mr. Kershaw withdrew his application.

**Interview and Appoint: Lindsey Wilson-Energy Committee**

Ms. Wilson introduced herself. She is a senior project manager in the energy efficiency industry, and she designs programs and manages projects that participate in those programs.

Member Reed asked if there were any projects that she's really excited about. Ms. Wilson is very interested in electrification and decarbonization. She'd like to advance that as much as possible in the municipal buildings throughout Truro. She also thinks it's important to educate the community on what they can do.

Member Areson hopes Ms. Wilson will be amenable to paying attention to what the Climate Action Committee is doing as well.

Member Dundas asked if she had any experience, or comments, about storage and energy production. Ms. Wilson stated that it's something she would be interested in looking into.

Chair Weinstein brought up the topic of bringing buildings up to current energy standards, which Ms. Wilson spoke about.

**Member Reed made a motion to appoint Lindsey Wilson to the Energy Committee for an unexpired three-year term ending June 30, 2023.**

**Member Rein 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.**

### **Staff/Committee Updates**

#### **Board/Committee Report: Local Comprehensive Planning Committee**

Chair Clark went through the list of bullet items the Select Board wished to hear about, including; Name of the committee, number of members, accomplishments of the Committee for the past 12 months, goals for the next 12 months, status of goals, challenges, and support required from the Town Manager and Select Board.

Chair Weinstein asked if various professionals at the Cape Cod Commission have stepped forward to aid the LCPC. Planner Carboni answered, stating she has been in dialogue with the people at the Cape Cod Commission since she started with the Town. They have helped her with many tasks.

Member Areson stated that one of the key goals of the LCPC is to work with many of the other committees in this community that have great expertise and are doing great work.

### **Tabled Items**

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

Member Areson noted that many of the committees are hoping that the State will approve remote meetings on a permanent basis. Right now, the ability to do remote meetings expires April 1, 2022. This policy focuses on hybrid meetings, which many committees are interested in doing as well. Member Areson went over portions of the policy. She thinks the Health Requirements section more appropriately belongs as a separate issue, as they specifically pertain to Covid. She hopes the Board will approve the Hybrid Meeting Policy which would live, for a time, after Covid. She also suggested making a reference in the Hybrid Meeting Policy that states any hybrid meeting would be subject to any health regulations that are required by the Health/Conservation Agent, or the Board of Health. Other conditions, specific to Covid, would not be a part of this policy, but would be a separate policy specific to Covid.



Member Reed wished for Town Manager Tangeman to pull up the fiscal analysis to see if the numbers work from a fiscal perspective and a staff/time perspective. She also is concerned about managing people outside of a meeting, who are waiting to participate. Some back-and-forth discussion around this topic was held.

Member Rein agrees with Member Areson that the hybrid policy should not include the health parameters.

One of Member Dundas' concerns is efficiency. Does it make sense? That is what he will be returning to when they make a decision.

Discussion was held regarding where health requirements would live, and also about the Town Manager having the discretion to approve a hybrid meeting for a committee/board/commission seeking approval to do so.

**Member Reed made a motion to table this item until their December 14, 2021, meeting.**

**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.**

#### **Select Board Action**

##### **Review and Approve Signature for Participation Agreement Opioid Litigation**

Town Manager Tangeman stated that this ties into some action the Select Board took back on February 27, 2019. This issue has culminated in a request by the leading firm in this to seek as many municipalities as possible to sign the participation agreements.

**Member Reed made a motion to authorize the Town Manager to sign the two Participation Agreements on behalf of the Town and submit to lawyer consortium.**

**Member Areson seconded.**

**Roll call vote:**

**Member Rein-Aye**

**Member Dundas-Aye**

**Member Reed-Aye**

**Member Areson-Aye**

**Chair Weinstein-Aye**

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

##### **Review and Approve Denial letter, Babe's Bakery, Inc. Common Victualer's license.**

Member Areson is ambivalent as to whether this letter should be sent or not. She voted against denying the license and does not want her name attached to any letter that is sent. Member Dundas does not want his name on any letter as well. Town Manager Tangeman stated that he could also be the signer of the letter.

Mr. Riemer brought up what he believes is an issue in disclosing an appearance of a conflict with Select Board member Reed. He is requesting that this item be tabled pending further review, to include an opinion by the State Ethics Commission, as well as a reconsideration and vote. Chair Weinstein said that the issues raised are not comprehensive. A lawyer (Town Planner Carboni) was present, and it is up to

an individual to make a decision whether to participate in a vote or not. Mr. Riemer's comments will be part of the record. Member Reed makes a practice of calling the State Ethics Commission regularly. Per the Commission, there is no ethics violation. Mr. Riemer respectfully disagreed and stated that he has filed a complaint.

**Member Reed made a motion to approve the denial letter and authorize the Chair to sign, with the amendments suggested.**

**Member Rein seconded.**

**Roll call vote:**

**Member Rein-Aye**

**Member Dundas-Nay**

**Member Areson-Nay**

**Member Reed-Aye**

**Chair Weinstein-Aye**

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

### **Consent Agenda**

Member Areson had a correction for the minutes of 11.9.2021.

Member Dundas brought up a point that he has never witnessed an applicant's denial to be on one of the Town boards. He asked if the entire transcript of the questioning and responses from all members of the Board to the applicant should be included, not just a summary. Member Reed stated that full transcripts are not required. Member Dundas asked to hold a vote on the matter. Chair Weinstein does not feel it's appropriate to request what Member Dundas is asking for at this point.

Ms. Holt wished to correct a statement Mr. Chris Lucy had made regarding when the both of them had applied to serve on the Zoning Board of Appeals. Furthermore, she went on to say that she felt the Board was making a mistake regarding not reconsidering the vote on Babe's Bakery. Member Reed called a Point of Order as the Board was reviewing the Consent Agenda.

Member Rein also had one correction on the minutes of 11.9.2021.

**Member Rein made a motion to accept the Consent Agenda as written, except for the two amendments to the minutes of 11.9.2021.**

**Member Reed 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.**

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

Member Dundas met with Town Manager Tangeman regarding a community-wide Truro fiber project related to ARPA (American Rescue Plan Act). Also attending the meeting was DPW Director Cabral, Town Clerk Fullerton, and IT Director Wennerberg. They are going to write a letter which will be shared with the Board shortly. In addition, he stated that any Chair of a committee will be going through cyber security training at some point.

Member Rein wished to thank Town staff for documenting which Committees were negligent in their minutes. A lot of Chair and Committee members have stepped up to generate these minutes, and she appreciates that.

Member Areson has had a few citizens ask about the holiday lights that go up across from the Cobb archive. She learned today from DPW Director Cabral that the lights will be put up there, and at the Public Safety Facility, next week. She also reminded viewers that Budget Task Force meetings begin on Monday at 10:00am. It's a good way for the public to get involved early in the process if they have comments. Members of the public will be able to participate after the budgets have been presented. The Budget Task Force meeting schedule is located on the Select Board web page at:

[https://www.truro-ma.gov/sites/g/files/vyhlif3936/f/uploads/budget\\_task\\_force\\_meeting\\_dates\\_fy\\_2022\\_budget\\_development\\_with\\_times.pdf](https://www.truro-ma.gov/sites/g/files/vyhlif3936/f/uploads/budget_task_force_meeting_dates_fy_2022_budget_development_with_times.pdf)

Chair Weinstein hopes that in the virtual environment there will be people interested in participating in the Budget Task Force meetings. He stated that comments and concerns would be entertained at any of the budget meetings.

Member Reed wishes to discuss the Charter Review meeting of November 2<sup>nd</sup> at 4pm. An item missing on their agenda, which had been requested by the Select Board, was a review of the Planning Board having three versus five-year terms. She hopes to see that on an upcoming agenda. She added that there was no discussion regarding building a bridge between the school and the Town's budget process. She'd like to see those on an agenda in the future. She referenced a vote regarding updating a survey the Charter Review Committee sent to four committees and next steps. Next steps turned into a vote to terminate doing any further research regarding if the Planning Board should be appointed or elected. The vote seems to contradict the Charter Review Committee Charge and the name of the committee itself. She'd like to help get the Select Board further understanding by inviting the Charter Review Committee members to the Select Board's next meeting to explain their votes.

Chair Weinstein agreed with Member Reed. He stated he was also approached by a citizen regarding the collapsing retaining walls adjacent to the Post Office where the Pamet River goes under Truro Center Road. He directed the questions to DPW Director Cabral. He also had a brief conversation with Police Chief Calise regarding what he called, bumper stickers that say, "Keep Truro Rural" that are appearing around Town. The Police have been put on notice and the affixing of these stickers is considered defacement of public property. DPW Director Cabral is in the process of reviewing the security camera footage from the entrance to the Transfer Station (where these stickers have been found). The appropriate place for those stickers would be on public information boards. It is not appropriate to post these on State, Town, or private property without the permission of the private property owners.

### **Town Manager Report**

Town Manager Tangeman did not have any items for a report.

### **Next Meeting Agenda**

Town Manager Tangeman brought up the draft agenda for the December 14, 2021, meeting. He went over the topics currently listed. The Charter Review Committee item which Member Reed discussed earlier will be added to this agenda.

Member Rein asked if Town Manager Tangeman had been contacted by Susan Howe regarding the Senior Work-off program. Assistant Town Manager Clark stated that the proposal would be a Home Rule petition, and we'd need special legislation to allow for that program. Town Manager Tangeman recommended that Ms. Howe make a presentation to the Select Board to better understand what her request is.

**Member Dundas made a motion to adjourn at 7:50pm.  
Member Reed 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 12.07.2021**

1. Application to serve-Priscilla Cornell/Chair's approval
2. Application to serve-Violet Rein Bosworth
3. Application to serve-Clinton Kershaw/Chair's comments
4. Application to serve-Lindsey Wilson/Chair's comments
5. Draft Policy 65: Hybrid Meeting Policy
6. Distributor Participation Agreement
7. Janssen Participation Agreement
8. Draft denial letter to Ms. Claudia Boespflug/Babe's Bakery, Inc.
9. One Day Entertainment Application-Truro Vineyards
10. Truro Water Service Application-405 Shore Road
11. Draft 11.9.2021 Select Board minutes

Budget Task Force Meeting Minutes  
December 13, 2021, at 10:00am  
Via GoToMeeting Platform

## Consent Agenda Item: 7G2

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

**Finance Committee Members Present:** Chair-Robert Panessiti, Vice Chair-Richard Wood

**Others Present:** Town Manager-Darrin Tangeman, DPW Director-Jarrold Cabral, Town Accountant-Trudi Brazil, Harbor Master-Tony Jackett, Finance Director-Alex Marini Lessin, Kevin Kuechler, Regan McCarthy

Chair Weinstein called the meeting to order at 10:00am.

### **Discuss/Review FY2023 Budget for the following Departments:**

#### **CIP/DPW**

#### **Harbor/Shellfish**

#### **Other Departments as Necessary**

Discussion began with the CIP. Town Manager Tangeman stated that the Town is facing significant challenges with hiring right now. Concerns being addressed right now are over labor and the hiring process, along with current impacts being seen with inflation. The Town has seen an increase in services over the summer due to Covid.

DPW Director Cabral began with vehicle replacements. There is a grant opportunity for two electric vehicles which he's proposing for replacements. The downside is the Town was awarded a grant of \$10,000 which he had to decline because we could not take possession of the new vehicles within six months. The timing for the grant has to be just right. He hopes this grant will be available next summer. Next up was the annual IT hardware replacement and also the firewall replacement. The mini split in the IT equipment room needs to be replaced as well.

Head of the Meadow and Corn Hill parking lots will need pavement preservation and striping. DPW Director Cabral has asked vendors to project out what construction support would cost, along with bid support. Both beaches are degrading in areas and grants are available for construction and engineering to be done through Coastal Zone Management and possible USDA funds to help lower the cost. Finance Committee Vice-Chair Wood asked what the daily number of vehicles was, versus the capacity at those beaches. He'd also like to get the data for the Cape Cod National Seashore-Head of the Meadow Beach as well.

The Police Department CIP was reviewed next. The dispatch consoles are now obsolete. They have been in service for thirty years. He also mentioned the annual swap out of two vehicles. Town Manager Tangeman stated that these will be hybrid vehicles and he asked DPW Director Cabral to elaborate on that. He did so, and also explained that the Fire Chief has looked into a hybrid, or plug in, ambulance but the chassis he's required to have has nothing currently available.

DPW Director Cabral moved forward to discuss a truck for the DPW, lawnmowers, trailer repair (sheet metal and fender), Public Safety Facility siding, trim and windows, ducted dehumidification in the air handlers at the Community Center and generator replacement, a utility tractor for the Transfer Station, HVAC upgrade for Truro Central School and an engineering assessment of the roof, a consultant to guide

the Library through where they see the building (in terms of redesign) through the next 20-30 years, and environmental projects which will be coming in the future along with a feasibility study for the DPW facility.

Discussion was held regarding the Pond Village engineering for a water line.

Mr. Kuechler noticed a mention of "DPW relocation" and wondered if that were premature in light of the questions raised back in 2020. DPW Director Cabral stated that part of the feasibility study outcome was the recommendation of doing a survey. This is the next task for the Town.

Salaries and wages were reviewed next, along with Purchase of Services and Supplies. DPW Director Cabral touched upon some items that increased.

The Transfer Station budget was discussed next. General questions were asked and answered.

Public Building Maintenance was reviewed.

Harbor Master Jackett gave an overview of the harbor's annual operations. He has three Assistant Harbormasters that also serve as Deputy Shellfish Constables. He went over all duties covered by his position. The State will be replacing the Town docks and it has been recommended to replace the two dinghy docks which the Town is responsible for. Member Areson asked how much of the money that's collected at the Harbor goes back to the State. Town Accountant Brazil stated that nothing goes back to the State.

Harbor Master Jackett then reviewed the wages section of his budget. His employees are seasonal and have come back year after year. They are quite knowledgeable, and he feels he has the right group. He went over his supplies and services line items. Chair Weinstein asked if there was money in the Repair/Maintenance line for shrink-wrapping the boat since it's exposed to the elements in the winter. Harbor Master Jackett stated he does not do that because he might need to use the boat.

**Member Rein made a motion to adjourn the meeting at 11:19am.**

**Member Areson seconded.**

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

Finance Committee did not have a quorum, and therefore did not call their meeting to order nor need to have a vote to adjourn.

Respectfully submitted,

Noelle L. Scoullar

---

Darrin Tangeman  
Under the Authority of the Truro Select Board

**Public Records material of 12.13.2021**

1. DPW Memorandum
2. DPW 2023 Budget Request/Snow Removal/Street Lighting/Transfer Station 2023 Budget Request/Public Building Maintenance 2023 Budget Request
3. Harbor/Shellfish Memorandum
4. Harbor/Shellfish Operations 2023 Budget Request