



Truro Select Board

Tuesday, May 24, 2022

Regular Meeting-5:00pm

REGULAR MEETING

<https://meet.goto.com/811195421>

1-877-309-2073 ACCESS CODE: 811-195-421

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: 811-195-421 or you may join the meeting from a computer, tablet or smartphone by entering the follow URL into your web browser:** <https://meet.goto.com/811195421> 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** – Aquaculture Development Grant License Renewals – Dana Pazolt and Dan Smith

3. **INTRODUCTION TO NEW EMPLOYEES** – New Police Officer, Angela Vongsavath

4. **BOARD/COMMITTEE/COMMISSION APPOINTMENTS**

A. Interview and Appoint: Ken Field; Concert Committee

5. **STAFF/ COMMITTEE UPDATES**-None

6. **TABLED ITEMS** – NONE

7. **SELECT BOARD ACTION**

A. Walsh Property Community Planning Committee's Update and Recommendations to Select Board
Presenter: Stephanie Rein, Select Board; Fred Gaechter and Paul Wisotzky, Walsh Property
Community Planning Committee Co-Chairs

B. Walsh Property Community Planning Committee Master Planner RFP Proposal
Presenter: Stephanie Rein, Select Board; and Darrin Tangeman, Town Manager/Chief Procurement
Officer

C. Proposal for Increasing ZBA and Planning Board Fees
Presenter: Darrin Tangeman, Town Manager; and Barbara Carboni, Town Planner and Land Use
Counsel

8. **CONSENT AGENDA**

A. Review/Approve and Authorize Signature: FY21 CDBG Grant Administration Agreement with Bailey
Boyd Associates

B. Review and Approve Appointment Renewals: NONE

C. Review and Approve 2022 Seasonal Business Licenses: NONE

D. Review and Approve Application for a One Day Pouring License for Truro Historical Society

E. Review and Approve Application for a Curb Cut Permit; 113 Castle Road

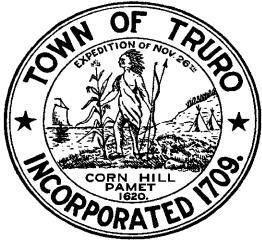
F. Review and Approve Entertainment License for Lower Cape Community Access Television

G. Review and Approve Select Board Minutes: NONE

9. Select Board Reports/Comments

10. Town Manager Report

11. Next Meeting Agenda: Regular Meeting-June 14, 2022; Work Session-June 21, 2022 (Town-owned Property, FY2023 Goals and Objectives)



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Shellfish Department

REQUESTOR: Tony Jackett, Harbormaster/Shellfish Constable

REQUESTED MEETING DATE: May 24, 2022

ITEM: Approve the following aquaculture license renewals for five (5) years per Town regulations and MGL C. 130 §57-60

EXPLANATION: Dana Pazolt (Grants # 1-5) and Dan Smith (Grants # 11-15) need the Select Board approval to continue to work on their shellfish grant which now qualifies for a five (5) year lease. Both are current with permits and fees and are in compliance with all rules and regulations. Mr. Smith's license will be issued upon receipt of a copy of his bond.

Dana Pazolt and Dan Smith need the Select Board's approval to continue to work their shellfish grants which qualify for another five (5) year lease. The Truro Regulations for Aquaculture license allow renewals to be made for five (5) year periods.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The applicants will not be authorized to conduct aquaculture operations at the indicated sites. Future applicants may be discouraged from applying if not approved.

SUGGESTED ACTION: (TWO MOTIONS)

(1) MOTION TO issue an Aquaculture Development Area license to Dana Pazolt for a term of five (5) years beginning May 11, 2022 and ending May 11, 2027.

(2) MOTION TO issue an Aquaculture Development Area license to Dan Smith for a term of five (5) years beginning June 28, 2022 and ending June 28, 2027.

ATTACHMENTS:

1. Hearing Notice
2. Pazolt Shellfish License Renewal Application
3. Smith Shellfish License Renewal Application

4. ADA Regulations Renewal Section



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

TOWN OF TRURO PUBLIC HEARING RENEWAL OF AQUACULTURE LICENSE

In accordance MGL Chapter 130 § 60 with an application filed on April 14, 2022 by Dana Pazolt, 643 Shore Rd, North Truro, for Shellfish Aquaculture Grant, pursuant to the Regulations for Aquaculture Licenses, the Select Board will conduct a public hearing on Tuesday, May 24, 2022 at 5:00pm. The renewal application is for ADA grants #1-#5 with the following coordinates: NW $42^{\circ} 2' 56.3''$ N/ $70^{\circ} 8' 51.6''$ W; SW $42^{\circ} 2' 52.7''$ N/ $70^{\circ} 8' 51.6''$ W; NE $42^{\circ} 2' 54.54''$ N/ $70^{\circ} 8' 43.74''$ W; SE $42^{\circ} 2' 51''$ N/ $70^{\circ} 8' 44.08''$ W located in the Aquaculture Development Area.

In accordance MGL Chapter 130 § 60 with an application filed on April 28, 2022 by Dan Smith, 32 Tom's Hill Rd, Truro, for Shellfish Aquaculture Grant, pursuant to the Regulations for Aquaculture Licenses, the Select Board will conduct a public hearing on Tuesday, May 24, 2022 at 5:00pm. The renewal application is for ADA grants #11-#15 with the following coordinates: NW $42^{\circ} 2' 52.78''$ N/ $70^{\circ} 8' 35.88''$ W; SW $42^{\circ} 2' 49.30''$ N/ $70^{\circ} 8' 36.56''$ W; NE $42^{\circ} 2' 51.02''$ N/ $70^{\circ} 8' 28.02''$ W; SE $42^{\circ} 2' 47.60''$ N/ $70^{\circ} 8' 29.04''$ W; located in the Aquaculture Development Area.

Please join the meeting from your computer, tablet or smartphone.

<https://meet.goto.com/811195421>

You can also dial in using your phone.

United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(646\) 749-3129](tel:+16467493129)

Access Code: 811-195-421

Robert Weinstein, Chair
Select Board
Town of Truro

TOWN OF TRURO
3:50pm
MAY 09 2022

RECEIVED
TOWN CLERK

112



TOWN OF TRURO

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

RCMD 2022 APR 14 10:09 AM
ADMINISTRATIVE OFFICE
TOWN OF TRURO

AQUACULTURE LICENSE RENEWAL APPLICATION

NAME OF APPLICANT: DAVA PAROIT

MAILING ADDRESS: Box 126 North Truro Ma 02652

TELEPHONE: [REDACTED]

EMAIL: [REDACTED]

GRANT NUMBER/ SITE LOCATION: ADA 1-5

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

Dava Paroit
SIGNATURE OF APPLICANT

4/4/2022
DATE

I have no plans for 2022 as there is no seed available from the hatcheries at this time



TOWN OF TRURO
P.O. Box 2030, Truro MA 02666
Tel: (508) 349-7004 Fax: (508) 349-5505

AQUACULTURE LICENSE


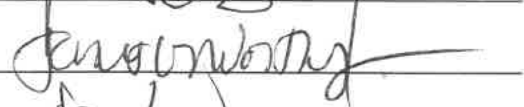
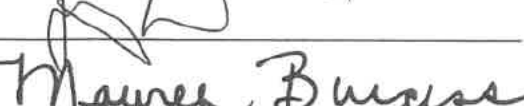
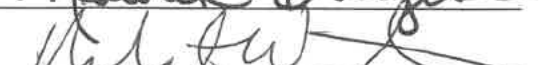
ADA Grant Number 2017 1-5

We, the Truro Board of Selectmen, in accordance with the provisions of Chapter 130 of the General Laws, and all other powers thereto enabling, do grant to Dana Pazolt of Truro, Massachusetts, for the term of 5 years, beginning May 1, 2017 a license to plant, grow, cultivate and harvest shellfish at all times during the term of this license in and upon the flats and waters situated in Cape Cod Bay, on a certain parcel of land bounded and described as follows:

Grant #1 - #5 (5 Acres) Coordinates:
NW 42° 2' 56.3" N / 70° 8' 51.6" W;
SW 42° 2' 52.7" N / 70° 8' 51.6" W;
NE 42° 2' 54.54 "N/ 70 °8' 43.74 " W;
SE 42° 2' 51" N / 70° 8' 44.08 " W

The above described parcel contains an area of 5 acres, more or less, and is shown on a plan entitled/dated October 15, 2012.

This license is granted under the provisions of MGL Chapter 130 and in accordance with the Aquaculture Regulations of the Town of Truro, which are made in part hereof by reference and will be in compliance with any gear requirements that are promulgated by the Division of Marine Fisheries.

Board of Selectmen
Town of Truro

April 18, 2017
Date



RCUR 2021 NR 80 44240
ADMINISTRATIVE OFFICE

TOWN OF TRURO

TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

ANNUAL AQUACULTURE LICENSE REPORT

GRANT HOLDER NAME: DANA PAROIT

ADA GRANT LOCATION: 1-5

Amount and kind planted: 0

Amount and kind harvested: 0

Amount and kind currently on site: 0

Signature of Grant Holder

Dana Paroit

Date:

Nov. 29. 2021

PAID
11/30/21
#119 8150 -

BOND DEPARTMENT

AGENCY: 20-0051 Kaplansky Insurance Agency Inc

CONTINUATION CERTIFICATE	BOND	S-824468
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Principal:
 Dana Pazolt
 643 Shore Rd.
 North truro, MA 02652

Obligee:
 Town of Truro
 Town Offices
 24 Town Hall Rd
 Truro MA 02666

Bond Term in Months: 36 **Effective Date:** 5/24/2020 **Expiration Date:** 5/24/2023
Penalty Amount: \$10,000.00 **Type of Bond:** License/Permit
Classification: Compliance

Remarks:
 Aquaculture Grant for operation of the Yellow Dog Oyster Farm in Truro, Ma.

It is hereby agreed that the captioned numbered Bond is continued in force in the above amount for the period of the continued term stated above and is subject to all the covenants and conditions of said Bond.

This continuation shall be deemed a part of the original Bond, and not a new obligation, no matter how long the Bond has been in force or how many premiums are paid for the Bond, unless otherwise provided for by statute or ordinance applicable.

In witness whereof, the company has caused this instrument to be duly signed, sealed and dated as of the above "continuation effective date".

NGM INSURANCE COMPANY

By: *Nancy Ann de Rain*
 Attorney-in-fact



This Continuation Certificate needs to be filed with the obligee. No other proof of renewal has been sent to any other party.

Direct Bill



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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



AQUACULTURE LICENSE APPLICATION

NAME OF APPLICANT: DANA PAROLL
MAILING ADDRESS: Box 126, North Truro, Ma 02652
TELEPHONE: [REDACTED] E-MAIL ADDRESS: [REDACTED]

PROPOSED LOCATION OF THE LICENSE SITE: Describe below the specific measurements in feet of the desired area using land boundaries, when possible. Attach a sketch of a locus map indicating said boundaries and total square feet.

Description: ADA site Grant 1 - 5
5 Acres in total

PREVIOUS AQUACULTURE EXPERIENCE: 1 year immediately
inshore of the ADA on Truro Grant #1

PROPOSED DEVELOPMENT PLAN: Describe in detail, your plans for development of Aquaculture and/or licensed site over a one, two and three-year term. Include the number of rafts/racks/floats, size, construction material, and square feet working area needed in the aquaculture area. Plans shall include shellfish by species, amount and sizes intended to be introduced to the waters and/or substratum. This plan is to be submitted as part of your application.

TYPES OF SHELLFISH TO BE RAISED: Oysters

METHOD OF PROPAGATION: Oyster-go floating farm

MEANS OF ACCESS: Boat

EQUIPMENT TO BE USED: Floating Oyster gear cages
and on Bottom Rack + Bag

Drew Payroll
Signature of Applicant

10/15/2012
Date

Anthony R. Jackett
Signature of Shellfish Warden

October 14, 2012
Date

The following information must be included in this application in accordance with the Aquaculture Regulations:

1. Detailed site plan including latitude and longitude of corners (metes and bounds)
2. Geophysical characteristics
3. Benthic habitat conditions
4. Proposed species, quantities and densities
5. Proposed physical structures
6. Proposed method and details of access to the site

The following documents must be submitted with this application in accordance with the Aquaculture Regulations:

1. Copy of Notice of Intent submitted to the Conservation Commission, or Municipal Wetlands Permit or determination of non-applicability
2. Copy of application to the Corps of Engineers, Section 404 permit or Programmatic General Permit

NW 42 2' 56.3 W. / 70 8' 51.6 W
SW 42 2' 52.7 N / 70 8' 51.6 W
NE 42 2' 54.54 N / 70 8' 43.74 W
SE 42 2' 51 N / 70 8' 44.08 W



Oct ,15,2012

To the Truro Board of Selectmen and Truro Shellfish Committee:

I would like to present my detailed plan on what I wish to accomplish in the ADA .My goal is to annually grow 350,000 adult oysters in 225 oystergro cages that are strung on 15 parallel lines . Each line would have 15 cages attached to it ; equally spaced between 2 yellow marker buoys . Rows would be spaced 50 feet apart so access from my boat would not be an issue and it will ensure that there will be no tangles with changing winds and tides. My plan is to grow out 500,000 plus juvenile oysters on my one acre inshore grant and then move them offshore to the ADA when they reach an inch in size . This allows for a crop rotation and quite frankly ,the baby oysters take up a lot more hands on time .The tidal grant is key to dealing with this in an efficient manner. Offshore cages will be stocked with 1500 1 inch oysters each and will remain there until they mature to harvestable size . In the advent of an ice year ,the entire farm can be sunk in one day ,so this is not an issue . I will keep my small 18 foot Kencraft at McMillan Pier during the winter months to avoid this potential disaster. This little boat is being rigged out with a gas powered capstan and davit so it will be able to lift aboard easily 500 lbs at a time ,so as to re-float the farm. I have learned many valuable lessons this year about rigging these cages, and I do believe that any less than 50 feet between rows creates a potential tangle. Furthermore , the main line needs to be a sinking line of minimal stretch so as to keep the rows tight . Sinking rope also allows the cages to spin with the tide and wind and not tangle with the mainline during wind shifts.

Cost analysis for plant and equipment for ADA project

225 oystergro cages@ 150 \$ each = 33750

1350 vexar bag inserts @ 6 \$ each = 8100

36 yellow Go-Deep marker buoys @ 20 \$ each=800

36 2000lbs mooring blocks @ 100\$ each = 3600

15 mainlines @ 175\$ = 2625

36 up and down 1 inch mooring lines at 50 \$ each=1800

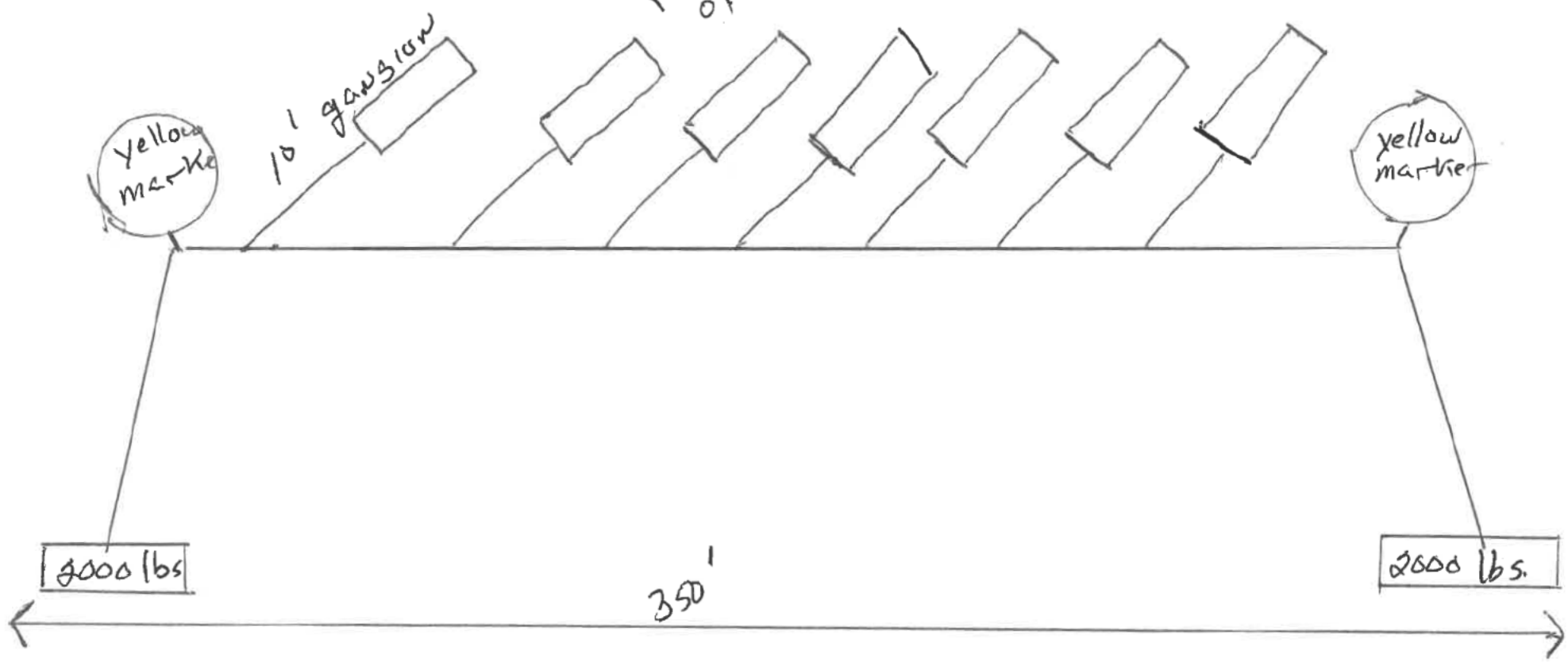
Total investment over the next 2 years = 50675.00

This figure does not include seed or the investment already made in the 1 acre nursery grant

Sincerely,
Dana Pazolt

RECEIVED
SELECTIONS OFFICE
OCT 15 2012
TOWN OF TSURO
MASSACHUSETTS

Free SWIMSuits
oysters & cases





CHARLES D. BAKER
Governor

The Commonwealth of Massachusetts Division of Marine Fisheries

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



KARYN E. POLITO
Lt. Governor

KATHLEEN A. THEOHARIDES
Secretary

RONALD S. AMIDON
Commissioner

DANIEL J. MCKIERNAN
Director

Private Aquaculture/Propagation Permit No. 165432

Class 3 Type 1

ISSUED: 2/9/2022

EXPIRES: 12/31/2022

FEE: \$10.00
FTN: 275441
CHECK #: 5428

TO WHOM IT MAY CONCERN:

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

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

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

LOCATION OF AQUACULTURE SITE(S): TOWN: TRURO

SITE NUMBER(S): ADA 1-5 DSGA: CCB4-PROVINCETOWN HARBOR LOCATION: TRURO ADA

SITE NUMBER(S): 01 DSGA: CCB4-PROVINCETOWN HARBOR LOCATION: 654 SHORE RD

A. AUTHORIZED SPECIES FOR SEED PURCHASES, GROW-OUT AND POSSESSION

OYSTER

B. INTERMEDIATE GROW-OUT

ON-SITE: NO OFF-SITE: NO

TYPE:

SPECIES:

LOCATION:

C. OFF-SITE CULLING

OFF-SITE CULLING ALLOWED: YES

LOCATION: 654 SHORE RD. TRURO, MACMILLIAN PIER

(Pursuant to 322 CMR 15.08(5), off-site culling locations are subject to inspection.)

D. SEED SALES

SEED SALES ALLOWED: NO

SPECIES:

E. OFF-SITE OVERWINTERING

OVERWINTERING ALLOWED: NO

METHOD:

LOCATION:

F. SPAT COLLECTION

SPAT COLLECTION ALLOWED: NO

LOCATION:

METHOD:

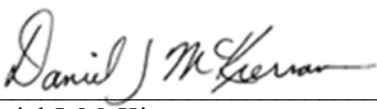
**G. INDIVIDUALS AUTHORIZED TO MOVE PRODUCT OFF LICENSE SITE FOR CULLING,
OVERWINTERING & TRANSPORT TO WHOLESALE DEALER:**

- | | |
|---------------------|----------------|
| 1. JOHN BURNS | 4. LISA PAZOLT |
| 2. MARVIN CUSINETTE | 5. |
| 3. DAN SMITH | 6. |

H. SPECIAL CONDITIONS:

ALL SEED SOURCES FOR SHELLFISH LISTED ON THIS PERMIT MUST BE ADDED TO THE 2022 APPROVED SEED SOURCE LIST ON THE DIVISION OF MARINE FISHERIES WEBSITE PRIOR TO YOU TAKING POSSESSION OF THE SEED. IF YOU WISH TO PURCHASE SEED FROM SOURCES NOT LISTED ON DMF'S WEBSITE YOU MUST FIRST OBTAIN AUTHORIZATION FROM DMF.

Signature: _____

Approved by: 
 Daniel J. McKiernan
 Director

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

CC:
SHELLFISH CONSTABLE(S): TRURO
DMF: J. KENNEDY, C. PETITPAS, G. LUNDGREN



TOWN OF TRURO

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

AQUACULTURE LICENSE RENEWAL APPLICATION

NAME OF APPLICANT: DAN SMITH

MAILING ADDRESS: PO Box 907 TRURO, MA 02666

TELEPHONE: [REDACTED]

EMAIL: [REDACTED]

GRANT NUMBER/ SITE LOCATION: ADA Grants # 11-15

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

Dan Smith

SIGNATURE OF APPLICANT

04/26/22

DATE

I plan to continue using this ADA grant site as I have been in previous years. Floating gear held in place by anchors.

If additional details are needed, please let me know.

Thanks
Dan



TOWN OF TRURO
P.O. Box 2030, Truro MA 02666
Tel: (508) 349-7004 Fax: (508) 349-5505

AQUACULTURE LICENSE
Amended

ADA Grant Number: 2017 #11- #15

We, the Truro Board of Selectmen, in accordance with the provisions of Chapter 130 of the General Laws, and all other powers thereto enabling, do grant to Dan and Jill Smith of Truro, Massachusetts, for the term of 5 years, beginning June 27, 2017 a license to plant, grow, cultivate and harvest shellfish and authorize the gear and other practices involved in co-production of kelp* farming alongside the shellfish at all times during the term of this license in and upon the flats and waters situated in Cape Cod Bay, on a certain parcel of land bounded and described as follows:

Grant #11- #12 (2 Acres) Coordinates:

NW 42° 2' 52.78" N / 70° 8' 35.88" W;
NE 42° 2' 52.428 "N/ 70° 8' 34.308 " W;
NW 42° 2' 52.428" N/ 70° 8' 34.308 " W;
NE 42° 2' 52.076" N/ 70° 8' 32.736" W

Grant # 13 & #14 (2 Acres) Coordinates:

NW 42° 2' 52.076" N / 70° 8' 32.736" W;
NE 42° 2' 51.724 "N/ 70° 8' 31.163 " W;
NW 42° 2' 52.076" N/ 70° 8' 32.736 " W;
NE 42° 2' 51.724" N/ 70° 8' 31.163" W

Grant #15

NW 42° 2' 51.372" N / 70° 8' 29.592" W;
SW 42° 2' 47.94"N/ 70° 8' 30.544 " W;
NE 42° 2' 51.02" N/ 70° 8' 28.02 " W;
SE 42° 2' 47.6" N/ 70° 8' 29.04" W

The above described parcel contains an area of 5 acres, more or less, and is shown on a plan dated November 10, 2014.

This license is granted under the provisions of MGL Chapter 130 and in accordance with the Aquaculture Regulations of the Town of Truro, which are made a part hereof by reference and will be in compliance with any gear requirements that are promulgated by the Division of Marine Fisheries.

Kevin Reed

Select Board

*Amended 12/14/2021

June 27, 2017

Date of Approval



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

ANNUAL AQUACULTURE LICENSE REPORT

GRANT HOLDER NAME: Daniel W. Smith

ADA GRANT LOCATION: ADA #11-15 & Beach Point Landing - 2018 Tidal 01

Amount and kind planted: No seed planted in 2020 but I did catch spat on Chinese Hats - 30,000

Amount and kind harvested: Farm Raised Oysters - 29,600

Amount and kind currently on site: 487,980

Signature of Grant Holder

Date: 12/22/21

\$ PAID
MC 12/22/2021
\$175.00



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

RECEIVED
SELECTMENS OFFICE

APR 25 2017

TOWN OF TRURO
MASSACHUSETTS

AQUACULTURE LICENSE APPLICATION

NAME OF APPLICANT: David & Jill Smith

STREET ADDRESS: PO Box 907 32 Tom's Hill Rd

TELEPHONE: [REDACTED] E-MAIL ADDRESS: [REDACTED]

PROPOSED LOCATION OF THE LICENSE SITE: Describe below the specific measurements in feet of the desired area using land boundaries, when possible. Attach a sketch of a locus map indicating said boundaries and total square feet.

Description: We would like to increase the amount of acreage in the Truro ADA from 2 (ADA #21 & 22) to five (5) acres so that we can continue to increase production of my current operations

PREVIOUS AQUACULTURE EXPERIENCE: _____

Current license holder of four acres (2 in the ADA & 2 off of Beach Point landing)

PROPOSED DEVELOPMENT PLAN: Describe in detail, your plans for development of Aquaculture and/or licensed site over a one, two and three-year term. Include the number of rafts/racks/floats, size, construction material, and square feet working area needed in the aquaculture area. Plans shall include shellfish by species, amount and sizes intended to be introduced to the waters and/or substratum. This plan is to be submitted as part of your application.

TYPES OF SHELLFISH TO BE RAISED: Oysters

METHOD OF PROPAGATION: Seed / Floating & Bottom Cages

MEANS OF ACCESS: Boat

Town of Truro
Aquaculture license application
Page 2

EQUIPMENT TO BE USED: Oyster Gaze Floating Cages
and/or Bottom Cages

[Signature]
Signature of Applicant

04/24/17
Date

[Signature]
Signature of Shellfish Constable

April 27, 2017
Date

The following information must be included in this application in accordance with the Aquaculture Regulations:

1. Detailed site plan including latitude and longitude of corners (metes and bounds)
2. Geophysical characteristics
3. Benthic habitat conditions
4. Proposed species, quantities and densities
5. Proposed physical structures
6. Proposed method and details of access to the site

The following documents must be submitted with this application in accordance with the Aquaculture Regulations:

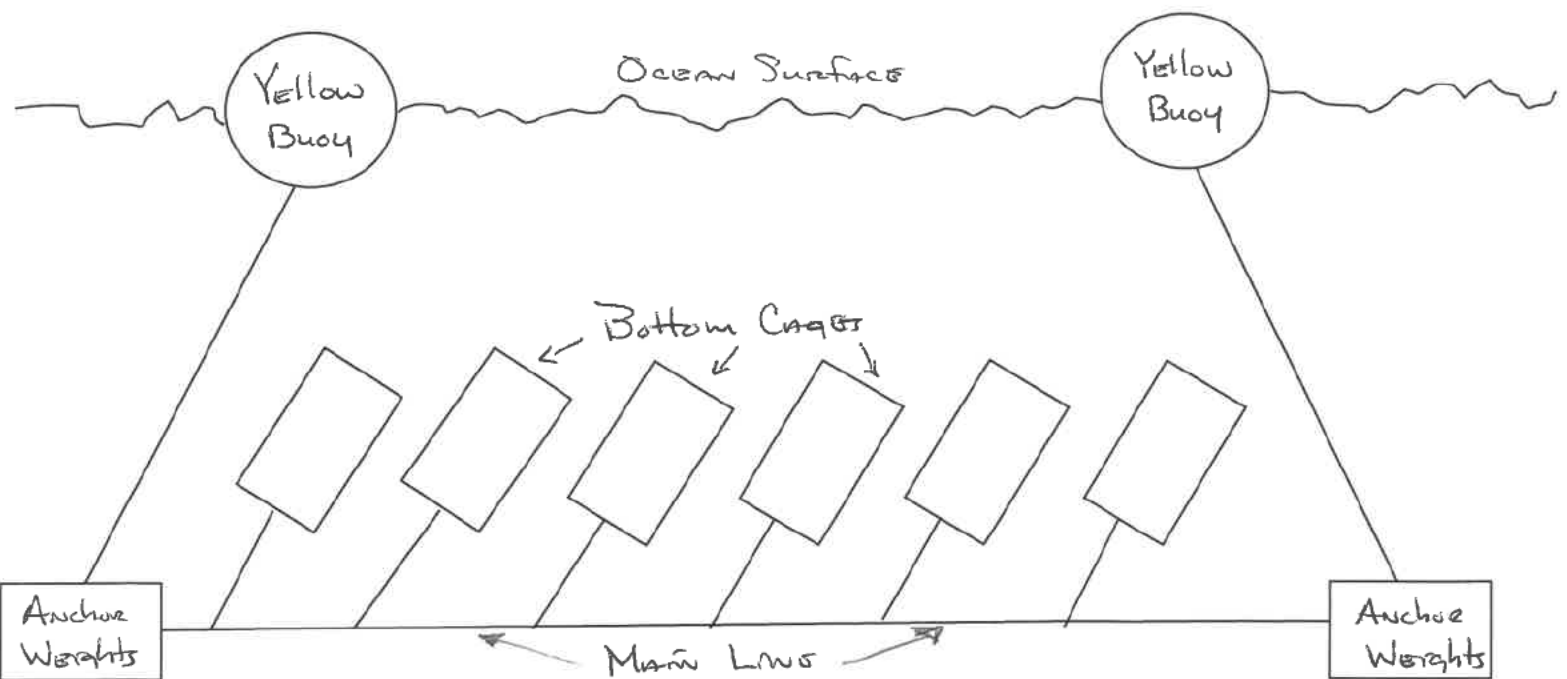
1. Copy of Notice of Intent submitted to the Conservation Commission, or Municipal Wetlands Permit or determination of non-applicability
2. Copy of application to the Corps of Engineers, Section 404 permit or Programmatic General Permit

Proposed Site Development Plan

For

Dan & Jill Smith ADA Grants

(Basic Line Configuration Drawing)



Notes:

- (A) Not to scale
- (B) Cages are Bottom Cages not Floating Cages



CHARLES D. BAKER
Governor

The Commonwealth of Massachusetts Division of Marine Fisheries

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



KARYN E. POLITO
Lt. Governor

KATHLEEN A. THEOHARIDES
Secretary

RONALD S. AMIDON
Commissioner

DANIEL J. MCKIERNAN
Director

Private Aquaculture/Propagation Permit No. 171261

Class 3 Type 1

ISSUED: 1/31/2022

EXPIRES: 12/31/2022

FEE: \$10.00
FTN: 274536
CHECK #: 1511

TO WHOM IT MAY CONCERN:

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

**DANIEL W. SMITH
TRURO OYSTER WORKS
P.O. BOX 907
TRURO, MA 02666**

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

LOCATION OF AQUACULTURE SITE(S): TOWN: TRURO

SITE NUMBER(S): #s 11-15 DSGA: CCB4-PROVINCETOWN HARBOR LOCATION: TRURO ADA

SITE NUMBER(S): 2018-TIDAL01 DSGA: CCB4-PROVINCETOWN HARBOR
LOCATION: BEACH POINT LANDING

A. AUTHORIZED SPECIES FOR SEED PURCHASES, GROW-OUT AND POSSESSION

OYSTER
BAY SCALLOP

B. INTERMEDIATE GROW-OUT

ON-SITE: NO OFF-SITE: NO

TYPE:

SPECIES:

LOCATION:

C. OFF-SITE CULLING

OFF-SITE CULLING ALLOWED: YES

LOCATION: 32 TOM'S HILL RD., 654 NORTH SHORE RD. TRURO

(Pursuant to 322 CMR 15.08(5), off-site culling locations are subject to inspection.)

D. SEED SALES

SEED SALES ALLOWED: NO

SPECIES:

E. OFF-SITE OVERWINTERING

OVERWINTERING ALLOWED: YES

METHOD: IN WATER

LOCATION: 654 NORTH SHORE RD. NORTH TRURO

F. SPAT COLLECTION

SPAT COLLECTION ALLOWED: YES

LOCATION: 2018-TIDAL01

METHOD: HATS

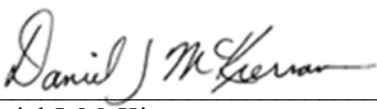
G. INDIVIDUALS AUTHORIZED TO MOVE PRODUCT OFF LICENSE SITE FOR CULLING, OVERWINTERING & TRANSPORT TO WHOLESALE DEALER:

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

H. SPECIAL CONDITIONS:

ALL SEED SOURCES FOR SHELLFISH LISTED ON THIS PERMIT MUST BE ADDED TO THE 2022 APPROVED SEED SOURCE LIST ON THE DIVISION OF MARINE FISHERIES WEBSITE PRIOR TO YOU TAKING POSSESSION OF THE SEED. IF YOU WISH TO PURCHASE SEED FROM SOURCES NOT LISTED ON DMF'S WEBSITE YOU MUST FIRST OBTAIN AUTHORIZATION FROM DMF.

Signature: _____

Approved by: 
 Daniel J. McKiernan
 Director

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

CC:
SHELLFISH CONSTABLE(S): TRURO
DMF: J. KENNEDY, C. PETITPAS, G. LUNDGREN

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

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

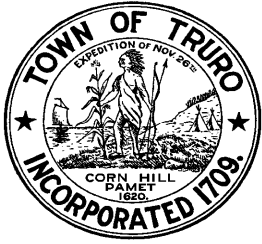
10. In the event that an applicant is approved for a license, the initial period will be for two (2) growing seasons and expire on the 31st of December following the second growing season. The license holder shall comply will all Federal, State and Town regulations while holding the license. The license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

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

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

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

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



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: May 24, 2022

ITEM: Introduction to New Employee

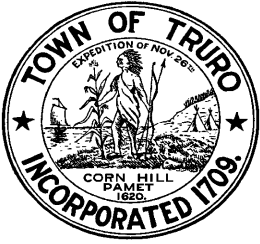
EXPLANATION: Police Chief Jamie Calise will introduce Police Officer Angela Vongsavath, the newest employee on the roster for the Truro Police Department, to the Board. Officer Vongsavath graduated from the Academy on May 16, 2022, where she was one of 37 student officers who successfully completed the rigorous six-month police training course.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: None

SUGGESTED ACTION: None-Introduction Only

ATTACHMENTS: None



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: May 24, 2022

ITEM: Application to Serve

EXPLANATION: Mr. Ken Field submitted an application to serve on the Concert Committee. The Chair of the Concert Committee endorses the candidate's appointment.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Mr. Field will not be able to participate on the Concert Committee as a voting member.

SUGGESTED ACTION: *Motion to appoint Ken Field to the Concert Committee for a three-year term which expires June 30, 2025.*

ATTACHMENTS:

1. Application to Serve/Chair's comments

Truro

Application to Serve on a Board or Committee

Last Name

Field

First Name

Ken

Middle Initial

Email Address

[REDACTED]

Phone Number

[REDACTED]

Address (Street)

15 Meetinghouse Road

Address (City)

Truro

Address (State)

MA

Address (Zip Code)

02666

Mailing Address (Please indicate box number and zip code)

PO Box 1246, 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.

RCVD 2022MAY16 PM 03:57
ADMINISTRATIVE OFFICE
TOWN OF TRURO

Are you a full-time resident of Truro?

Yes

No

Are you registered to vote in Truro?

Yes

No

What Board/ Committee Are You Applying For?

Truro Concert Committee

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

As a professional musician, a radio host, and a relatively new Truro homeowner (3 years), I would like to contribute my time to help my Truro community in efforts to enhance the local cultural landscape.

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.

Member, President, and Vice-President of the Board of Tutoring Plus of Cambridge: Member and President of the Board of JazzBoston: Member of the HONK! Festival Organizing Committee: Former Member & Chair of the Cambridge Bicycle Committee.

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'm a full-time musician, a part-time radio host, and I hold a diploma from Berklee College of Music.

Signature

Kenneth D. Field

Date

May 16, 2022

Noelle Scoullar

From: Patricia Wheeler [REDACTED]
Sent: Tuesday, May 17, 2022 10:48 AM
To: Noelle Scoullar
Subject: Re: Application to Serve-Concert Committee
Attachments: SMail Room 22051615440.pdf

Dear Noelle,

Yes I am very excited that Ken has taken the first step to join the Truro Concert Committee and I am pleased to recommend him. He will bring a world of added expertise and input as a practicing musician. We are lucky to have him volunteer to help shepherd our Committee into an even more successful future.

Sincerely,

Patricia Wheeler,
Chair, Truro Concert Committee

Sent from my iPhone

On May 16, 2022, at 3:59 PM, Noelle Scoullar <nscoullar@truro-ma.gov> wrote:

Good Afternoon Pat!

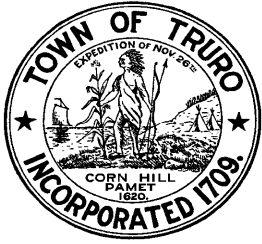
A Mr. Ken Field has applied to serve on the Concert Committee. I have attached his application. Please look it over and then reply via this email with your comments, concerns, approval.

Thank you!
Noelle

From: scans@smtp.truro-ma.gov <scans@smtp.truro-ma.gov>
Sent: Monday, May 16, 2022 3:44 PM
To: Noelle Scoullar <nscoullar@truro-ma.gov>
Subject: Message from Mail Room KM_C458

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



TOWN OF TRURO

Select Board Agenda Item

COMMITTEE: Walsh Property Community Planning Committee

REQUESTOR: Stephanie Rein, Select Board; Fred Gaechter and Paul Wisotzky, Walsh Property

REQUESTED MEETING DATE: May 24, 2022

ITEM: Walsh Property Community Planning Committee's Update and Recommendations to Select Board

EXPLANATION: Fred Gaechter and Paul Wisotzky, Walsh Property Community Planning Committee (WPCPC) Co-Chairs and Stephanie Rein, Select Board liaison to the Walsh Property Community Planning Committee will provide an update to the Board on the efforts of the WPCPC. Recently, the WPCPC agreed to provide a recommendation to the Select Board regarding the existing cottages on the property. The recommendation is attached.

The Co-Chairs and Select Board Liaison Rein will also provide an update on the recent happenings of the WPCPC and recommendations for the Committee's operation, goals and efforts toward its goals.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: *Presentation/ Discussion only. The Board may wish to discuss next steps or offer direction to the WPCPC.*

ATTACHMENTS:

Memorandum from the WPCPC on Recommendations for the Walsh Cottages

MEMORANDUM

RCVD 2022MAY12 AM10:31

ADMINISTRATIVE OFFICE

TOWN OF TRURO

May 11, 2021

To: Truro Select Board

From: Walsh Property Community Planning Committee (WPCPC)

Re: Recommendation on Walsh Cottages

Dear Truro Select Board,

The Truro Walsh Property Community Planning Committee (WPCPC) received a report and presentation of a Weston & Sampson study – Walsh Way Property Assessment Report, March 2022. The report analyzed the condition and potential uses of the eight existing wood-frame dwellings on the Walsh property “for additional housing for Town employees, seasonal staff, and others” based on direction provided by Town staff. The report was presented to the WPCPC jointly by Town Staff and a representative from Weston & Sampson at our March 30, 2022 meeting.

The report concluded by offering three possible scenarios (Options 1, 2, and 3) for providing year-round housing on the Walsh property with all or some of these dwellings. All options included a cost estimate, a sanitary system analysis also with options, and the pros and cons of each, but no conclusive recommendation.

Option #1 describes the renovation and repair of all eight existing cottages.

Option #2 describes the demolition of the existing cottages and construction of eight new “in-kind” houses.

Option #3 describes a combination of the demolition of six cottages, phased reconstruction of six new houses, and the rehabilitation of two existing cottages.

The WPCPC members had an opportunity to review the entire report individually prior to the presentation, listened to the presentation, offered questions of clarification, discussed the report and presentation during a virtual meeting on March 30 and then again at the following WPCPC meeting on April 13. At that meeting the committee reached an uncontested consensus on a recommendation for the Select Board. It is clear from the deliberation that the members understand the urgent need for this type of housing. There is no disagreement there. However, in the context of the Committee’s charge to develop a master plan, the WPCPC does not feel it could endorse any of the three options in the report.

The WPCPC recommendation is to not implement any of the three described Options, at this time.

The principle rationale for this recommendation is that, absent a Master Plan for the Walsh property, the permanent construction of any of the three Options would restrict the WPCPC’s study of and public input to the potential uses for the entire Walsh property which is the Committee’s charge by removing

the involved portion of the property from further consideration in the context of a Master Plan and the work of the Master Planner. This may inhibit the best possible long-term plan for the property.

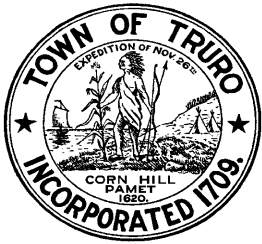
The WPCPC thanks the Select Board for the opportunity to present our recommendation on the content of the Weston & Sampson report.

Respectfully Submitted,

Fred Gaechter, Co-Chair

Paul Wisotzky, Co-Chair

On the behalf of the Walsh Property Community Planning Committee



TOWN OF TRURO

Select Board Agenda Item

COMMITTEE: Walsh Property Community Planning Committee and Town Administration

REQUESTOR: Stephanie Rein, Select Board; Fred Gaechter and Paul Wisotzky, Walsh Property; Darrin Tangeman, Town Manager/ Chief Procurement Officer

REQUESTED MEETING DATE: May 24, 2022

ITEM: Walsh Property Community Planning Committee Master Planner RFP Proposal

EXPLANATION: Fred Gaechter and Paul Wisotzky, Walsh Property Community Planning Committee (WPCPC) Co-Chairs; Stephanie Rein, Select Board liaison to the Walsh Property Community Planning Committee; and Darrin Tangeman, Town Manager/Chief Procurement Officer have prepared a draft Request for Proposals seeking a Master Planner for the WPCPC's planning efforts. After deliberation, the Committee reached consensus that a Master Planner is the most effective way to achieve a comprehensive plan for the property that reflects the needs of the community.

The Scope of the RFP is critical to defining the level of detail expected in the plan. Striking a balance between a clear, robust plan, and a level of detail that would make it difficult to obtain consensus, secure developers or complete the plan in a reasonable amount of time, is essential to ensuring the success of the WPCPC. While procurement processes are typically managed by the Chief Procurement Officer (Town Manager), this process will make long-term recommendations for Town-owned property (for which the Select Board is the custodian of) and as such, concurrence from the Select Board as the goal-setting body for the Town is critical.

The proposed RFP is included for the Board's consideration, feedback and approval. The WPCPC Co-Chairs, Select Board Liaison, Town Manager and Town Planner and Land Use Counsel also recommend that the RFP Selection Committee comprise all five Select Board members, the two WPCPC Co-Chairs and the Town Planner and Land Use Counsel and the Heath/Conservation Agent. The Selection Committee will provide its recommendation to the Town Manager/ Chief Procurement Officer for approval and award of contract.

FINANCIAL SOURCE (IF APPLICABLE): Reserve Fund Request

IMPACT IF NOT APPROVED: The procurement process for securing a Master Planner for the WPCPC will be stalled, halting the WPCPC's progress in developing a plan for the Walsh Property.

SUGGESTED ACTION: *Discussion and, if desired:*

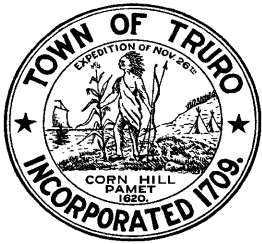
Motion to approve the RFP for Master Planner for the Walsh Property and direct the Town Manager to pursue the procurement process.

And

Motion to appoint a selection committee for the RFP for Master Planner for the Walsh Property to comprise the Select Board, the two WPCPC Co-Chairs and the Town Planner and Land Use Counsel and the Health/ Conservation Agent to select a proposal to recommend to the Chief Procurement Officer for final approval.

ATTACHMENTS:

RFP for Master Planner for Walsh Property



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Barbara Carboni, Town Planner and Land Use Counsel

REQUESTED MEETING DATE: May 24, 2022

ITEM: Planning Department Recommendations for Increasing Certain ZBA and Planning Board Fees

EXPLANATION: Fees for ZBA and Planning Board applications have been unchanged since 2007. The fees for certain applications do not even cover the cost of advertising public hearings. For context, the application fees in neighboring towns were researched by Planning Administrator Liz Sturdy.

The Planning Department recommends increasing certain application fees. This is to reflect the cost of staff time required to process an application and follow it through to resolution, as well as the cost of advertising. The attached memorandum compares Truro's current fees to those of Provincetown, Wellfleet and Eastham for applications under the Zoning Bylaw and Subdivision Control Law, and offers recommendations for increases to certain fees. Many fees are proposed to remain at the current amount. As amended, Truro's fees would still be equal to, or lower than those of other Towns in almost every category.

Town Planner & Land Use Counsel and Town Manager will be present to answer questions from the Board related to this request.

FINANCIAL SOURCE (IF APPLICABLE): All receipts are deposited into the General Fund in their respective revenue accounts.

IMPACT IF NOT APPROVED: Current fees will continue to be in effect.

SUGGESTED ACTION: *Motion to approve proposed increased fees for Zoning Board of Appeals and Planning Board as recommended.*

ATTACHMENTS:

1. Memorandum from Town Planner/Land Use Counsel

MEMORANDUM

To: Truro Select Board
Finance Committee
Budget Task Force

From: Barbara Carboni, Town Planner and Land Use Counsel
Liz Sturdy, Planning Administrator

Date: May 20, 2022

Re: Planning Department Recommendations for increasing certain Zoning Board of Appeals and Planning Board fees

Fees for Zoning Board of Appeals and Planning Board applications have been unchanged since 2007. The fees for certain applications (e.g., ZBA variance; Planning Board special permit) do not even cover cost of advertising public hearings. For context, the fees for applications in Provincetown, Wellfleet and Eastham were researched. Although the categories of applications do not always line up exactly across the four Towns, a general sense of where Truro's fees fall can be obtained. See attached Comparative Table of Fees. The Planning Department recommends increasing certain application fees to reflect the cost of advertising and staff time involved.

1. What should fees cover?

Currently, the average cost for running an advertisement for a ZBA or Planning Board hearing in the Provincetown Independent is \$32.00; as most hearings must be advertised twice, the total cost is \$64.00 per application.¹ Where the application fee for ZBA appeals, special permits and variances is \$50.00, the fee falls \$14.00 short of advertising costs. No other Town has an application fee below the cost of advertising. It is reasonable to ensure that application fees cover the cost of advertising public hearings.

It is also reasonable (although not required) to view application fees as partially offsetting the staff time and other resources required to process the application and follow it through to resolution. Of course, the amount of staff time spent on applications varies widely, and the true cost cannot be determined exactly. Nevertheless, the higher fees imposed by Provincetown and Eastham (and, to a lesser extent, Wellfleet) appear to acknowledge that the staff time involved is not insignificant.

2. Applications under Zoning Bylaw.

As the Table indicates, \$250 is typical for most ZBA and Planning Board applications under the towns' respective zoning bylaws (appeals from Building Commissioner, special permits, variances, and site plan review), although Wellfleet's fee for ZBA appeals from Building Commissioner is \$95.00 and its

¹ The cost to advertise in the Cape Cod Times is considerably higher (\$100-150 estimate). This is done only where necessary due to deadlines for board hearings and action.

Planning Board special permit is \$200.² Wellfleet and Eastham have a separate category and fee of \$90 for amendments to a site plan or special permit. Provincetown has separate categories and fees of \$1500 for Telecom special permit and Telecom site plan review (each).³ Truro's site plan review is consistent at \$250, but all other applications under the Zoning Bylaw are \$50.00.

It would be reasonable for Truro to set a uniform fee of \$200.00 for all applications under the Zoning Bylaw, reflecting a compromise between the Provincetown/Eastham fees and Wellfleet's lower fees. The creation of a separate category for amendments to previous decisions (\$100), and a higher fee for Telecom applications (\$350 suggested) should also be considered.

3. Applications under Subdivision Control Law.

As the Table indicates, some of Truro's fees for applications under Subdivision Control are consistent with or exceed neighboring Towns (see, e.g., ANR: Truro and Wellfleet at \$275; Eastham at \$200; Provincetown at \$150). Truro, like Wellfleet and Eastham, has a flat fee for a Preliminary Plan (\$275, \$275 and \$200 respectively), while Provincetown has a \$200 per lot fee, meaning that at minimum an application would be \$400. Wellfleet has a flat fee of \$300 for Definitive Subdivision Plans; Truro, Provincetown and Eastham have "per lot" fees:

Truro:	\$125 per lot, \$275 minimum (example: 5-lot subdivision: \$625)
Provincetown:	\$200 per lot (example: 5-lot subdivision: \$1000)
Eastham:	\$500 plus \$100 per lot (example: 5-lot subdivision: \$1000)
Wellfleet:	\$300 flat fee (example: 5-lot subdivision: \$300)

Other comparisons were less complete due to lack of uniformity in categories or lack of available information (e.g., Truro's fees for modification of a Definitive Plan are the same as for the Definitive Plan; Wellfleet charges a flat rate of \$125; Provincetown and Eastham do not indicate fees for modification).

It would be reasonable to increase Truro's fees for Definitive Subdivision Plans to achieve some compromise between Provincetown/Eastham and Wellfleet. This could be accomplished by setting a higher per-lot fee (\$150.00 suggested). It could also be accomplished by setting a flat-fee plus (for example \$200 plus \$100 per lot).

4. Abutters List/Labels

Abutter notification is required for ZBA and Planning Board hearings; the Assessor generates and certifies an abutter list. As indicated by the Table, Truro and Wellfleet charge \$15; Provincetown and Eastham charge \$25, with Eastham adding \$8 per abutter for certified mailing.

Assessor Jon Nahas has expressed the opinion that the current fee is fair. He has also suggested that the Assessor list fee could simply be rolled into the application fee. This would be more convenient for the applicant, and also to Town staff.

² Wellfleet's fees for special permits and variances are tied to construction costs.

³ It is not clear whether this substantial fee is based on complexity or perhaps perceived ability to pay.

Comparative Table of Application Fees

*New amount in ***bold/italic***

	Truro existing	Truro proposed	Provincetown	Wellfleet	Eastham
under Zoning Bylaw					
ZBA Appeal from Bldg. Comm.	\$50	<i>\$200</i>	\$300	\$95	\$250
ZBA Special Permit	\$50	<i>\$200</i>	\$200	tied to construction costs	\$250
ZBA Variance	\$50	<i>\$200</i>	\$250	tied to construction cost	\$250
ZBA Colony conversions Per unit	\$50	\$50			
PB Residential Site Plan	\$250	\$250	\$250	[N/A?]	\$250
Waiver	\$125	\$125			
PB Commercial Site Plan	\$250	\$250	\$250	\$250	\$250 major \$25 minor
Waiver	\$125	\$125			
		<i>\$350 Telecom Site Plan Rev.</i>	\$1500 Telecom Site Plan Rev.		
		<i>\$100 amendment to Site Plan/Special Permit</i>		\$90 amendment to Special Permit	\$90 amendment to Site Plan/Special Permit
PB Special Permit	\$50	<i>\$200</i>	\$450 Site Plan Review by Special Permit	\$200	\$250 Site Plan Approval Special Permit
			\$1500 Telecom Special Permit		
under Subdivision Control Law					
PB Approval Not Required (ANR)	\$275	\$275	\$150	\$275	\$200
PB Preliminary Subdivision Plan	\$275	\$275	\$200 per lot	\$275	\$200
PB Definitive Subdivision Plan					
Per lot	\$125	<i>\$150</i>	\$200 per lot	\$300	\$500 plus \$100 per lot
Minimum	\$275	<i>\$300</i>			
PB Subdivision Covenant	\$100	\$100			
PB Modification, Amendment or Recission of Subdivision Plan				\$125	
Per lot	\$125	\$125			
Minimum	\$275	\$275			
PB Certification of Completion/Release of Municipal Interest	\$100	\$100		\$100	\$50
Other					
Assessor – Certified Abutter List (ZBA and PB)	\$15	\$15	\$25	\$15	\$25 plus \$8.00 per abutter for certified mailing



Truro Select Board

Tuesday, May 24, 2022

Regular Meeting-5:00pm

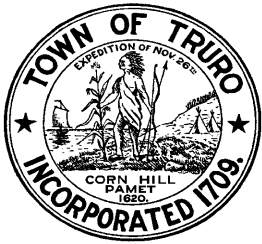
8. **CONSENT AGENDA**

- A. Review/Approve and Authorize Signature: FY21 CDBG Grant Administration Agreement with Bailey Boyd Associates
- B. Review and Approve Appointment Renewals: NONE
- C. Review and Approve 2022 Seasonal Business Licenses: NONE
- D. Review and Approve Application for a One Day Pouring License for Truro Historical Society
- E. Review and Approve Application for a Curb Cut Permit; 113 Castle Road
- F. Review and Approve Entertainment License for Lower Cape Community Access Television
- G. Review and Approve Select Board Minutes: NONE

9. Select Board Reports/Comments

10. Town Manager Report

11. Next Meeting Agenda: Regular Meeting-June 14, 2022; Work Session-June 21, 2022 (Town-owned Property, FY2023 Goals and Objectives



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: May 24, 2022

ITEM: Approval of the **FY21** Community Development Block Grant (CDBG) Administration Agreement with Bailey Boyd Associates

EXPLANATION: A Request for Proposals (RFP) for the FY 21 CDBG Grant Administration was duly advertised and opened on May 6, 2022. Bailey Boyd Associates was the only respondent. Bailey Boyd Associates has provided this service for many years and does an excellent job resulting in no issues with the State on the management of this grant.

FINANCIAL SOURCE (IF APPLICABLE): Administrative Expenses allowed under the CDBG Grant that was recently awarded to the Town.

IMPACT IF NOT APPROVED: The Town will not have a grant manager.

SUGGESTED ACTION: *Motion to approve the FY2021 CDBG Grant Administration Agreement with Bailey Boyd Associates and to authorize the Chair to sign.*

ATTACHMENTS:

1. Grant Administration Contract and Notice of Award

**AGREEMENT
BY AND BETWEEN
TOWN OF TRURO, MASSACHUSETTS
AND
BAILEY BOYD ASSOCIATES, INC.**

THIS AGREEMENT, was made as of the 18th day of May, 2022 by and between the Town/City of Truro, Massachusetts (hereinafter referred as the MUNICIPALITY) and Bailey Boyd Associates, Inc. hereinafter referred to as the CONSULTANT).

WITNESSETH THAT:

WHEREAS, the MUNICIPALITY of Truro has entered into an agreement with the Commonwealth of Massachusetts' (hereinafter "Commonwealth") Department of Housing and Community Development (hereinafter "DHCD"), Massachusetts Community Development Block Grant Program (hereinafter "Mass. CDBG") to undertake a community development program of housing rehabilitation and childcare subsidies (hereinafter "Program") pursuant to the Housing and Community Development Act of 1974 (hereinafter "Act"), as amended, and regulations thereunder, and

WHEREAS, professional services relating to the implementation and administration of the Program are sought to assist the MUNICIPALITY in the timely achievement of its Mass. CDBG Grant Program objectives.

NOW, THEREFORE, THE PARTIES HERETO DO AGREE AS FOLLOWS:

1. **ENGAGEMENT OF CONSULTANT:** The MUNICIPALITY hereby engages the CONSULTANT to perform the services set forth herein and the CONSULTANT hereby accepts the engagement.

2. **SCOPE OF SERVICES:** The CONSULTANT shall perform the necessary services as described in the approved proposal to the MUNICIPALITY of Truro, which is attached hereto and incorporated by reference herein as Attachment A as may be amended from time to time.

3. **RESPONSIBILITY OF THE MUNICIPALITY:** The MUNICIPALITY shall assume responsibility for assisting the CONSULTANT insofar as possible for the purpose of efficiency and furnishing the CONSULTANT with information needed to satisfactorily complete the services.

3.1 The MUNICIPALITY shall designate a project representative authorized to work with the CONSULTANT with respect to the project. The MUNICIPALITY'S representative is Darrin Tangeman, Town Manager, 508-349-7004 x111.

4.1 **REPORTING:** The CONSULTANT will submit written reports to the MUNICIPALITY on the status of the professional services, according to the schedule and dates specified below, or at other times as required by an information request or reporting requirement of Mass. CDBG

REPORT: QUARTERLY REPORT

DATE DUE: FIFTEEN DAYS FOLLOWING THE END OF EACH QUARTER

5. **SUBCONTRACTS:** No subcontracts may be awarded by the CONSULTANT, the purpose of which is to fulfill in whole or in part the services required of the CONSULTANT, without prior written approval of the MUNICIPALITY and DHCD.

The CONSULTANT shall use its best efforts to ensure that it will not knowingly use funds under this contract to purchase, or enter into contracts to purchase, any equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of a system that is subject to 2 CFR § 200.216. In the event the CONSULTANT identifies covered telecommunications equipment or services used as a substantial

or essential component of any system, or as critical technology as part of any system that is subject to 2 CFR § 200.216, during Contract performance, the CONSULTANT shall alert the MUNICIPALITY as soon as possible and shall provide information on any measures taken to prevent recurrence.

6. TIME OF PERFORMANCE: The services of the CONSULTANT are to commence on or about May 24, 2022, and shall be undertaken and completed in sequence as to assure their expeditious completion.

6.1 All services required hereunder shall be completed by June 30, 2023.

6.2 If the contract is extended, no additional compensation shall be provided.

7. PAYMENTS AND COMPENSATION: The MUNICIPALITY will pay the CONSULTANT a total fee in amount not to exceed One Hundred Sixty Five Thousand Five Hundred Dollars (\$165,500.00), with no reimbursements for out-of-pocket expenses, based on invoices submitted in a form approved by the MUNICIPALITY and according to the "Method and Schedule of Compensation," found as Attachment B.

8. GENERAL PROVISIONS:

8.1 RETENTION OF RECORDS: The CONSULTANT shall maintain in accordance with 2 CFR Part 200.333, and any Mass. CDBG regulations, procedures or guidelines, those books, records, and other documents, including but not limited to payroll records, and purchase orders that are sufficient to document that activities carried out were in accordance with this Agreement, and the primary objectives of the Act, and any other applicable laws and regulations. Such records shall contain all information pertaining to grant awards, authorizations, obligations, unobligated balances, assets, liabilities, outlays and income. The CONSULTANT shall maintain such records for a period of seven (7) years from the date of expiration of this Agreement, or if such records become the subject of audit findings, they shall be retained until such findings have been resolved, whichever is later.

8.1.1 PROGRAM INCOME: If the CONSULTANT's services under this Agreement includes the tracking, reporting, or utilizing of funds considered to be program income, CONSULTANT will track, report and utilize any and all such program income generated through CDBG funded activities as required by Mass. CDBG.

8.1.1. PHOTOGRAPHIC DOCUMENTATION (for construction projects only): CONSULTANT shall submit photographs to the MUNICIPALITY of all construction projects assisted with CDBG funds, illustrating conditions prior to, during, and at completion of the project. Photographs are to be kept on file electronically and submitted at any time as determined by DHCD.

8.2 ACCESS TO RECORDS: The CONSULTANT shall make all books, accounts, records, reports, files, and other papers, things or property, that relate to its activities under this Agreement, available at all reasonable times for inspection, review, and audit by DHCD, their authorized representatives, authorized representatives of the U.S. Department of Housing and Urban Development (hereinafter "HUD"), the Inspector General of the United States, or of the Commonwealth, the Auditor of the Commonwealth, and the Attorney General of the United States, or of the Commonwealth reserves the right of the Governor or his designee, the Secretary of Administration and Finance, and the State Auditor and his designee, at reasonable times and upon reasonable notice, to examine the books, records, and other compilative data of the CONSULTANT which pertain to the performance of the provisions and requirements of this Agreement, as provided by Executive Order 195.

8.3. TERMINATION: The MUNICIPALITY may terminate the contract, for cause, upon fifteen (15) days written notice to the CONSULTANT. In case of termination, all finished and unfinished documents and records of the CONSULTANT relating to the Program shall become the property of the MUNICIPALITY. This Section 8.3 of this Agreement shall be superseded by federal HUD regulations and directives which outline provisions for termination for convenience and for termination in whole or in part pursuant to 2 CFR § 200.340.

8.3.1 In the event of termination, the CONSULTANT will be compensated for services provided to the date of termination, according to the "Method and Schedule of Compensation," Attachment B.

8.4 AMENDMENTS: This Agreement may be amended provided such amendment is in writing and executed by the parties to this Agreement, and receives approval from DHCD prior to its effective date.

8.5 NON-DISCRIMINATION: The CONSULTANT shall adhere to the requirements set forth in Title VI of the Civil Rights Act of 1964 (Public Law 88-352), and the regulations issued pursuant thereto by HUD; Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), as amended; section 109 of the Housing and Community Development Act of 1974, and the HUD regulations issued pursuant thereto (24 CFR 570.601); Federal Executive Order 11063, as amended by Executive Order 12259 and the HUD regulations issued pursuant thereto (24 CFR 107); The Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); Section 402 of the Veterans of the Vietnam Era Act (for projects of \$10,000 or more); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); Massachusetts General Laws Chapter 151B Section 1 et seq.; State Executive Order 478; Mass. CDBG regulations, procedures or guidelines; and all other applicable federal and state laws, regulations, guidelines and executive orders.

The CONSULTANT shall not discriminate against any employee or applicant for employment because of race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, status as a veteran or any other basis prohibited by law. The CONSULTANT shall take affirmative action to ensure that qualified applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, status as a veteran or any other basis prohibited by law. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONSULTANT shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. The CONSULTANT shall state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, status as a veteran or any other basis prohibited by law.

8.6 PROCUREMENT STANDARDS: The CONSULTANT shall adhere to the requirements set forth in and Mass. CDBG regulations or the Massachusetts CDBG Program Operations Manual, as applicable, as well as procedures and guidelines with respect to standards governing procurement, and any applicable provisions of Commonwealth laws and regulations relative thereto, including Chapter 30, section 39M; Chapter 149, section 44A through 44J; Chapter 484 of the Acts of 1984; and Chapter 30B. All procurement transactions without regard to dollar value shall be conducted in a manner that provides maximum free and open competition. It is national and state policy that the recipient take affirmative steps to award a fair share of contracts taken to assure that small and minority owned businesses are utilized when possible as sources of supplies, equipment, construction and services. The CONSULTANT shall maintain records sufficient to detail the process for procurement.

8.7 EQUAL EMPLOYMENT OPPORTUNITY. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11478, “Further Amendments to Executive Order 11478, Equal Employment Opportunity in the Federal Government, and Executive Order 11246 Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

8.8 EMPLOYMENT OPPORTUNITIES: Where applicable, the CONSULTANT shall comply with provisions of Section 3 of the Housing and Community Development Act of 1968 (12 U.S.C. 1701u) and the HUD regulations issued pursuant thereto (24 U.S.C. 135), which shall serve as guidance for the implementation of said section.

8.9 FAIR HOUSING: In addition to the laws and regulations set forth herein with respect to ensuring fair housing opportunities, the CONSULTANT shall adhere to the provisions of State Executive Orders 215 and 526.

8.10 LABOR STANDARDS: Where applicable, the CONSULTANT shall adhere to the provisions of Section 110 of the Act, and the Massachusetts General Laws Chapter 149 sections 26 to 27D inclusive (as amended by Chapter 484 of the Acts of 1984). In the case of the rehabilitation of commercial property, or rehabilitation of residential property designed for residential use of eight or more families, the CONSULTANT shall adhere to the Federal Labor Standards Provisions (HUD Handbook 1344.1), the requirements of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et. seq.) and the Copeland Anti-Kickback Act.

8.11 CONFLICT OF INTEREST: The CONSULTANT shall adhere to the mandates of the Massachusetts Conflict of Interest Statute, M.G.L. c.268A, the federal Conflict of Interest Provisions at 24 CFR 570.489 and the federal Hatch Act, 5 U.S.C. ss 1501 et seq.

8.12 DOMESTIC PREFERENCES FOR PROCUREMENTS: Pursuant to 2 CFR § 200.322, the CONSULTANT should, to the greatest extent practicable under this Agreement and as appropriate and to the extent consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. The CONSULTANT shall include this requirement in agreements with subgrantees, including all contracts and purchase orders for work or products under this Agreement.

8.13 COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS, AND CDBG REGULATIONS, PROCEDURES, AND GUIDELINES: All activities authorized by this Agreement shall be subject to and performed in accordance with the provisions of the MUNICIPALITY's Grant Agreement with DHCD and all its attachments (including, where relevant, Section 4.14, Flood Disaster Protection, 4.15, Historic Preservation, 4.16, Additional Environmental Requirements, 4.17, Lead Paint Hazards, and 4.18 Relocation Assistance), all applicable federal, state, and local laws and regulations, including but not limited to any applicable regulations issued by HUD published in 24 CFR Part 570, as may be amended from time to time. The CONSULTANT shall comply with the provisions of 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards," and all applicable State and local laws and regulations, including but not limited to those specifically stated herein, any additional regulations, procedures or guidelines as may be established or amended by DHCD.

9. AVAILABILITY OF FUNDS: The compensation provided by this Agreement is subject to the continued availability of federal funds for Mass. CDBG, and to the continued eligibility of the Commonwealth and the MUNICIPALITY to receive such funds.

10. INDEMNIFICATION: The CONSULTANT shall indemnify, defend, and hold the MUNICIPALITY harmless from and against any and all claims, demand, liabilities, actions, causes of actions, cost and expenses caused by or arising out of the CONSULTANT's breach of this Agreement or the negligence or misconduct of the CONSULTANT, or the agents or employees.

11. LICENSES: The CONSULTANT shall procure and keep current any licenses, certifications, or permits required for any activity to be undertaken as part of the Scope of Services, Attachment A, as required by federal, state or local laws or regulations, and shall comply with the provisions of 2 CFR Part 200.325 with respect to any bonding or other insurance requirements.

12. CONFIDENTIALITY: The CONSULTANT will protect the privacy of, and respect the confidentiality of information provided by, program participants, the MUNICIPALITY, and DHCD, consistent with applicable federal and Commonwealth laws and regulations, including M.G.L., C. 66A, regarding access to public records, M.G.L. c. 93H; M.G.L. c. 66 sec. 17A and any applicable regulations, including without limitation, 801 CMR 3.00: Privacy and Confidentiality and 201 CMR 17.00: Standards for the Protection of Personal Information of Residents of the Commonwealth.

The CONSULTANT certifies that the CONSULTANT has reviewed and shall comply with all information security programs, plans, guidelines, standards and policies that apply to the work to be performed under this Agreement, that the CONSULTANT shall communicate these provisions to and enforce them against its subcontractors, and that the CONSULTANT shall implement and maintain any other reasonable and appropriate

security procedures and practices necessary to protect personal information to which the CONSULTANT is given access as part of this Agreement, from unauthorized access, destruction use, modification, disclosure, or loss.

The CONSULTANT understands and agrees that only those individuals who must access personal data for the performance of their job duties under CDBG are authorized to access such personal data. These authorized individuals shall not use or disclose this data for purposes other than those required to fulfill their job duties under CDBG. Pursuant to the above, the CONSULTANT acts as a holder of personal data and the CONSULTANT certifies that it and its authorized employees shall comply with all Federal and State laws and regulations applicable to the data, including but not limited to M.G.L. c. 66A, M.G.L. c. 93H, and M.G.L. c. 66 sec. 17A. The MUNICIPALITY and the CONSULTANT shall not use any of the foregoing data for any purpose described in Section 603(d)(1) of the federal Fair Credit Reporting Act (15 U.S.C. § 1681a(d)(1)) or in any manner that would cause DHCD, the MUNICIPALITY, or the CONSULTANT to be considered a "consumer reporting agency" under Section 603(f) of the federal Fair Credit Reporting Act (15 U.S.C. § 1681a(f)).

The CONSULTANT and its employees shall generally not conduct Massachusetts CDBG program business through or send confidential Massachusetts CDBG program business information to the employee's personal email account. In addition, the CONSULTANT will promptly notify DHCD in the event of any security breach including the unauthorized access, disbursement, use or disposal of the Massachusetts CDBG program business records and information. In the event of a security breach, the CONSULTANT will cooperate with the MUNICIPALITY, DHCD, and their authorized representatives and will provide access to any information necessary to respond to the security breach.

13. COPYRIGHT: No material prepared in whole or in part under this Agreement shall be subject to copyright in the United States of America or in any other country except with the prior written approval of Mass. CDBG.

14. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT: If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the MUNICIPALITY or the CONSULTANT wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the CONSULTANT will comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

15. CLEAN AIR ACT (42 U.S.C. 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. 1251-1387), AS AMENDED: If the amount of the contract or subgrant exceeds \$150,000, the CONSULTANT agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency.

16. ENERGY POLICY AND CONSERVATION ACT (42 U.S.C. 6201): Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan must be issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

17. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689): A contract (see 2 CFR 180.220) must not be made with parties listed on the government-wide Excluded Parties List System in the System for Award Management (hereinafter "SAM"), in accordance with the United States Office of Management and Budget guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The MUNICIPALITY is not currently debarred or suspended by the federal or state government under any law or

regulation. The CONSULTANT certifies that neither it nor any of its subcontractors are currently debarred or suspended by the federal or state government under any law or regulation.

18. BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352): Contractors, including both the MUNICIPALITY and the CONSULTANT, that request or receive an award of \$100,000 or more must file the required certification set out in Appendix A to 45 CFR Part 93. Each tier must certify to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. The CONSULTANT shall herewith provide the MUNICIPALITY the certification set out in Appendix A to 45 CFR Part 93.

19. CLOSEOUT: The CONSULTANT shall follow such policies and procedures with respect to close-out of any associated grant as may be required by Mass. CDBG.

20. CERTIFICATE OF TAX COMPLIANCE: The following Certificate of Tax Compliance must be completed and submitted as part of this Agreement:

Certificate of Tax Compliance	
Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under the penalties of perjury that to the best of his/her knowledge and belief I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.	
Contractor: By: _____	_____
(signature of authorized representative & title)	(date)

21. SEVERABILITY: If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby, and all other parts of this Agreement shall nevertheless be in full force and effect.

IN WITNESS THEREOF, the MUNICIPALITY and the CONSULTANT have executed this AGREEMENT under seal in triplicate as of the date above written.

Approvals and Signatures

By: TOWN/CITY OF TRURO:	By: CONSULTANT Bailey Boyd Associates, Inc.
Authorized Signatory _____ Date _____	name _____ Date _____
<u>Certification as to Availability of Funds:</u>	<u>Approval of Contract as to Form:</u>
Town/City Accountant _____ Date _____	Town Counsel/City Solicitor _____ Date _____
<u>Approval of Contract as to Appropriate Procurement Method</u>	
Town/City Procurement Officer _____ Date _____	

ATTACHMENT A: SCOPE OF SERVICES

GRANT ADMINISTRATOR

The Grant Administrator shall perform the necessary administrative services as presented in the Town's FY 21 CDBG Application activity and RFP for grant administration. These services will include:

- grant start-up which includes preparation of grant administration contracts, submission for funding source approval, assistance with procurement of housing rehab subgrantee, completion of special conditions, environmental review, publication of legal notices, meetings with town staff including office manager, town accountant and treasurer, training of sub-grantee staff, review of all program regulations, marketing materials and documentation including applications, closing documents, deed restrictions, etc., review of grant bank accounts, request for release of funds, project start-up including initial procurement and initial set up of OCDGMS system
- kick off meeting then daily phone call(s) with sub-grantee to resolve program issues, client problems and construction questions. Monthly consultation with sub-grantee to include review of client matrix, oversight of all program activities, review and approval of all case files previous to closings and during construction, review of work write-ups, marketing, income qualification, beneficiary coordination, contractor selection, work inspection, and all other program implementation and follow-up issues
- daily or weekly input to OCDGMS system
- formal quarterly monitoring of sub-grantee to include review of all written materials and program files
- coordination and submission of quarterly reports
- review and submission of any single case waivers or program amendments and extensions
- set up, advertise, and coordinate interim public hearing
- monthly audit of program bank accounts
- monthly drawdown, tracking of funds and preparation of warrant request for program funds
- assistance with subordination agreements
- coordination and representation in all funding source monitorings
- participation in town audit of grant programs
- completion of bid documentation, program procurement, hiring, and all other documentation required by the funding source or the Town
- coordination with other housing agencies
- coordination with other participating funding sources
- oversight and implementation of grievance procedure
- report to Select Board at least twice during the grant period
- meetings with local housing committees and housing authorities regarding program
- completion and/or oversight of all other administrative and program issues
- final close-out of program including all funding source requirements and final monitoring of program

CHILDCARE SUBSIDY PROGRAM

- Program start-up
- Marketing of childcare subsidy program through the media, childcare providers, schools and the community
- Development and distribution of childcare flyers, applications, income documentation guidance
- Development of childcare provider rules and paperwork for acceptance and payment
- Regular meetings with childcare providers
- Income documentation of all applicants
- Assist families in completing applications and securing childcare
- Final approval of all applicants
- Training sessions for providers
- Regular monitoring of participant attendance
- Regular monitoring of childcare providers for licenses, adherence to program rules
- Emergency assistance to families in crisis regarding childcare needs
- Quarterly meeting with all providers
- Report to the Assistant Town Administrator, Town Administrator & Select Board
- Quarterly Reports
- Participation in childcare meetings throughout the community, as appropriate

ATTACHMENT B: SCHEDULE OF COMPENSATION

TRURO FY21 CDBG Grant Administration			
Personnel:	Grant Administration	Childcare Subsidy	Total
Grant Administrator	\$50,000	\$0	\$50,000
Fiscal Administrator	\$40,000	\$0	\$40,000
Clerk/Bookkeeper	\$6,500	\$4,000	\$10,500
Childcare Subsidy Program Manager	\$0	\$14,500	\$14,500
Taxes & Fringe:			
Grant Administrator	\$17,000	\$0	\$17,000
Fiscal Administrator	\$13,600	\$0	\$13,600
Clerk/Bookkeeper	\$455	\$280	\$735
Childcare Subsidy Program Manager	\$0	\$4,930	\$4,930
Total Personnel	\$127,555	\$23,710	\$151,265
Program Delivery:			
Memberships/Publications	\$300	\$50	\$350
Training & Education	\$450	\$25	\$475
Travel	\$2,300	\$350	\$2,650
Accounting/disbursements	\$0	\$0	\$0
Legal Services	\$200	\$0	\$200
Advertising	\$175	\$195	\$370
Printing	\$200	\$200	\$400
Communications	\$1,620	\$250	\$1,870
Supplies & Materials	\$650	\$350	\$1,000
Maintenance & Repairs	\$400	\$0	\$400
Audit	\$0	\$0	\$0
Computer & related expenses	\$750	\$150	\$900
Equipment	\$0	\$0	\$0
Professional Services	\$0	\$220	\$220
Other- Insurance, Utilities	\$2,400	\$0	\$2,400
Application Preparation (FY21)	\$3,000	\$0	\$3,000
Total Program Delivery	\$12,445	\$1,790	\$14,235
TOTAL PRICE PROPOSAL	\$140,000	\$25,500	\$165,500

FY21 Application Preparation: \$3,000

Project start-up: approximately \$10,105 based upon salaries and reimbursable costs

- grant start-up which includes procurement of sub-grantee, sub-grantee and administration contracts, completion of special conditions, preparation and advertisement of environmental review, preparation and payment for publication of legal notices, meetings with town staff including town manager, accountant and treasurer, training of sub-grantee staff, review of all program regulations, marketing materials and documentation including applications, self-declarations, etc., review of program content and schedule, request for release of funds, project start-up including initial procurement and initial set up of OCDGMS system

Staff responsible: Grant Administrator, Fiscal Administrator, Childcare Subsidy Coordinator, Clerk/Bookkeeper

Monthly grant administration: \$9,486 per month for 15 months (approximation, based upon salaries and monthly reimbursable costs)

- daily phone call(s) with sub-grantee to resolve program issues, marketing and client questions. Weekly meetings with sub-grantee to include review of client matrix, oversight of all program activities, review and approval of all case files previous to closings, review of marketing, income qualification, beneficiary coordination, consultant procurement, and all other program implementation and follow-up issues
- daily or weekly input to OCDGMS system
- formal quarterly monitoring of sub-grantee to include review of all written materials and program files
- coordination of quarterly reports
- review and submission of any program amendments or extensions
- set up, advertise, and coordinate interim public hearing
- monthly audit of bank account
- monthly drawdown, tracking of funds and preparation of warrant request for program funds
- coordination and representation in all funding source monitoring
- participation in town audit of grant programs
- completion of bid documentation, program procurement, hiring, and all other

documentation required by the funding source or the Town

- oversight and implementation of grievance procedure
- report to all participating Boards of Selectmen at least twice during the grant period meeting with Town Administrator monthly regarding program issues
- meetings with local housing committees regarding program
- day-to-day operation of childcare subsidy program
- completion and/or oversight of all other administrative and program issues.

Staff responsible: Grant Administrator, Fiscal Administrator, Childcare Subsidy Coordinator, Clerk/Bookkeeper

Project close-out: \$10,105 (approximate, based upon salaries and final reimbursable costs)

- Final close-out of program including all funding source requirements and final monitoring of program
- Participation in town audit for two fiscal years

Staff responsible: Grant Administrator, Fiscal Administrator, Childcare Subsidy Coordinator, Clerk/Bookkeeper

- ***Estimate is based upon grant administration salaries and reimbursement for line item expenses associated with the administration of this grant which will vary monthly based upon actual line item costs***



TOWN OF TRURO

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

May 18, 2022

Alice Boyd, President
Bailey Boyd Associates Inc.
9 Hillside Road
Scituate, MA 02066

Re: Notice of Award for FY22 CDBG Grant Administration

Dear Ms. Boyd,

I am happy to inform you that the Town of Truro has accepted your request for proposal for Grant Management Services for FY22 CDBG Grant Administration. This item will be placed on the May 24, 2022 meeting Agenda of the Select Board.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the owner within 5 days.
Dated this May 18, 2022.

If you should have any questions regarding this, please feel free to contact me at extension #111.

Thank you for your interest in the Town of Truro.

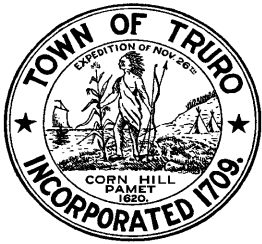
Sincerely,


Darrin Tangeman
Town Manager

ACCEPTANCE OF NOTICE OF AWARD

Receipt of the above NOTICE OF AWARD is hereby acknowledged by Bailey Boyd Associates, Inc.
this the 18th day of May, 2022.

By Alice Boyd
Title President, Bailey Boyd Associates, Inc.
Employer Identification Number 26-4419902



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: May 24, 2022

ITEM: Application for a One Day Pouring License

EXPLANATION: The Truro Historical Society has submitted an Application for a One Day Pouring License to cover the following dates: June 10, June 24, August 12, August 26. Times for all events will be 4:00pm-6:00pm. Wine will be donated by Pamet Valley Liquors and will be offered in small quantities along with non-alcoholic beverages and snack foods. An ABCC Retail Alcoholic Beverages License Application, Charity Wine License Application, Certificate of Completion of eTIPS, Certificate of Exemption, Certificate of Good Standing and their Certificate of Liability Insurance have all been submitted. Chief Calise has approved the application.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Truro Historical Society will not be permitted to serve donated wine during their four requested event dates.

SUGGESTED ACTION: *Motion to approve the Application for a One Day Pouring License for the following dates: June 10, June 24, August 12, and August 26, and Authorize the Chair to sign electronically.*

ATTACHMENTS:

1. Application and all accompanying certificates



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Licensing Department

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

Email: ntudor@truro-ma.gov or nscoullar@truro-ma.gov

Application for a One Day Pouring License

MGL Chapter 138, Section 14 Special Licenses

RCVD 2022MAY4 PM2 15
ADMINISTRATIVE OFFICE
TOWN OF TRURO

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

BUSINESS/ORGANIZATION INFORMATION

Susan Howe
Name of Applicant

Truro Historical Society
Business/Organization Name

PO Box 486 Truro MA 02666
Mailing Address of Business/Organization

Non-profit or For-profit Entity

Yes No
If yes, proof of Non-Profit Status must accompany this application

Susan Howe
Contact Person

[Redacted]
Phone Number

[Redacted]
Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

EVENT INFORMATION

5/10/22, 6/24/22, 8/12/22, 8/26/22
Date(s) of Event for License to be issued

Celebrate Accomplishments
Purpose of Event (example: fundraiser, etc.)

Hours of Alcoholic Beverages sales, service and/or Consumption (from - to) 4-6 PM

Highland House Museum, 6 [Redacted] Highland Light Rd, N. Truro
Event Location (Must provide facility name, if any, street number and name)

Dept of Interior/CCNS rep: Sue Moynihan
Property Owner Name and Address

[Redacted]
Phone number

N/A
Name of Caterer (if applicable)

50 at each event
Approximate number of people attending

Is the event open to the general public Yes No

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

Purchase & Service

License is for the sale of: Wine will not be sold, It will be offered in small quantities along with non-alcoholic beverages and snack foods,
 All Alcohol Beverages (\$75.00) Wines & Malt beverages Only (\$50.00)
 Wines Only (\$50.00) Malt Beverages Only (\$50.00)

What is the source of the alcohol for the event (where is it being purchased*?) John Gaine, Ramet Valle Pkg
*If Wine is being donated see ABCC - Charity Wine Fundraising Application at <http://www.abcc.org>

Who will be serving the Alcohol? Lisa Howe
TIPS CERTIFIED REQUIRED-SUBMIT COPY OF CERTIFICATION WITH APPLICATION

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

Applicant's Signature

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

Signature _____ Date 5-1-22

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

Office Use Only

APPROVAL

Select Board Meeting Date _____
Police Department Date 5/3/2022

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

THE COMMONWEALTH OF MASSACHUSETTS
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150
www.mass.gov/abcc

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

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

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA:

NO FEE

IF USED EPAY, CONFIRMATION NUMBER:

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

CHARITY NAME:

ADDRESS:

CITY/TOWN:

STATE

ZIP CODE

TRANSACTION TYPE (Please check all relevant transactions):

- Change of Hours
 Change of DBA
 Charity Wine License

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

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

Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150
www.mass.gov/abcc

Charity Wine License Application

1. Qualified Charity Applicant Information:

Name of Applicant:	Truro Historical Society - Highland House Museum						
Contact Person	Susan Howe						
Address of Applicant:	PO Box 973	City/Town:	Truro	State	MA	Zip Code	02666-0973
Phone Number:	[REDACTED]	Fax Number:	N/A				

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

2. Type of License Requested:

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

3. Event Information:

Date(s) of Event:	6/10/22, 6/24/22, 8/12/22, 8/26/22	
These events are only permitted at one of the locations specified below. Please check the one that applies.		
<input type="checkbox"/> Address of Applicant's Corporate Headquarters:	[REDACTED]	
<input checked="" type="checkbox"/> Address of Applicant's Usual Place of Business:	6 Highland Light Road North Truro, MA 02652	
<input type="checkbox"/> Address of Licensee:	PO Box 486, Truro, MA 02666	
Name of Licensee:	Truro Historical Society	ABCC License # [REDACTED]
*Attach letter of consent from Licensee		
Describe Area to be Licensed: All events will take place at the Highland House Museum, 6 Highland Light Rd, N. Truro, MA, which is managed by the Truro Historical Society. It is a 504(c)3 tax exempt non-profit organization.		
if additional space is needed, please use the last page		

Name	Donated
John Gainey, Pamet Valley Package Store	One mixed case of white and red wine

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

Signature:

Stewart Howe

Date

5/1/22

Certificate of Completion

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

Susan Howe

• Certification to be sent to:

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



HEALTH COMMUNICATIONS, INC.



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

BACK

PARTICIPANT CARD



eTIPS On Premise 3.1

CERTIFIED

Issued: 07/21/2021

Expires: 07/21/2024

ID#: 5516414

Susan Howe

PO Box 973
Truro, MA 02666-0973 USA



Commonwealth of Massachusetts
 Department of Revenue
 Christopher C. Harding, Commissioner
 mass.gov/dor

Letter ID: L0582435456
 Notice Date: September 4, 2018
 MA Taxpayer ID: 10276657



CERTIFICATE OF EXEMPTION



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



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

DETACH HERE



MASSACHUSETTS DEPARTMENT OF REVENUE

Form ST-2

Certificate of Exemption

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

MA Taxpayer ID: XXXXXXXXXX
 Certificate Number: 979544064

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

Effective Date: October 17, 2018

Expiration Date: October 16, 2028



The Commonwealth of Massachusetts
Secretary of the Commonwealth
State House, Boston, Massachusetts 02133

William Francis Galvin
Secretary of the
Commonwealth

Date: May 02, 2022

To Whom It May Concern :

I hereby certify that according to the records of this office,
TRURO HISTORICAL SOCIETY, INC.

is a domestic corporation organized on **February 28, 1967**

I further certify that there are no proceedings presently pending under the Massachusetts General Laws Chapter 180 section 26 A, for revocation of the charter of said corporation; that the State Secretary has not received notice of dissolution of the corporation pursuant to Massachusetts General Laws, Chapter 180, Section 11, 11A, or 11B; that said corporation has filed all annual reports, and paid all fees with respect to such reports, and so far as appears of record said corporation has legal existence and is in good standing with this office.



In testimony of which,
I have hereunto affixed the
Great Seal of the Commonwealth
on the date first above written.

William Francis Galvin

Secretary of the Commonwealth

Certificate Number: 22040813350

Verify this Certificate at: <http://corp.sec.state.ma.us/CorpWeb/Certificates/Verify.aspx>

Processed by: smc



CERTIFICATE OF LIABILITY INSURANCE

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

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Benson Young & Downs Ins 56 Howland Street PO Box 559 Provincetown MA 02657-0559	CONTACT NAME: Carl Goveia PHONE (A/C, No, Ext): (508) 487-0500 E-MAIL ADDRESS: carlgoveia@BYandD.com FAX (A/C, No): (508) 487-4135													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Hartford Underwriters Insurance Company</td> <td>30104</td> </tr> <tr> <td>INSURER B: Mount Vernon Fire Insurance Company</td> <td>26522</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Hartford Underwriters Insurance Company	30104	INSURER B: Mount Vernon Fire Insurance Company	26522	INSURER C:		INSURER D:		INSURER E:		INSURER F:
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INSURER C:														
INSURER D:														
INSURER E:														
INSURER F:														
INSURED Truro Historical Society Inc PO Box 486 Truro MA 02666-														

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			[REDACTED]	08/11/2020	08/11/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ INCLUDED \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			[REDACTED]	06/26/2021	06/26/2022	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-FR E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000


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

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

CERTIFICATE HOLDER

CANCELLATION

AI 105004

TOWN OF TRURO LICENSING DEPT PO BOX 2030 TRURO MA 02666-	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: May 24, 2022

ITEM: Curb Cut Application

EXPLANATION: An application for curb cut has been submitted for Paul and Amy Holt of 113 Castle Road. Driveway will be pitched away from property line and a 10’ asphalt apron with catch basin will be installed at driveway entrance to contain all stormwater runoff, sand and debris. First 15’ of driveway entrance will be the asphalt apron and beyond the apron will be a compacted dirt driveway.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Curb cut will not be permitted.

SUGGESTED ACTION: *Motion to approve the curb cut application for 113 Castle Road and authorize the Chair to sign electronically.*

ATTACHMENTS:

1. Application for Curb Cut
2. Curb Cub Plan
3. Site and Septic Plan
4. Plan of Land
5. Photograph of curb cut/driveway
6. Email correspondence with DPW Director

EXHIBIT 1

**TOWN OF TRURO
APPLICATION FOR A CURB CUT PERMIT**

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

Date: 4/7/22

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

RCVD 2022MAY12 AM9:29
ADMINISTRATIVE OFFICE
TOWN OF TRURO

Re: **APPLICATION FOR A CURB CUT**

Dear Board Members:

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

Owners Name(s) (Please Print): Paul & Amy Holt

Address: 75 Andrew St. Newton, MA 02461

Phone Number: [REDACTED]

Email Address: [REDACTED]

Curb Cut Street Location: 113 Castle Rd. Truro

Affected Town or State road: Castle Rd

Truro Assessor's Map Number: 46 Parcel Number: 398


Name of contractor: Pine Knoll Dev.

Contractor Phone Number: 508-255-8292

Contractor Email: pineknoll123@gmail.com

Reason/explanation: New Construction

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

Applicant's Signature:  4/7/22

Owner's Signature (if different): _____ Date: _____

Owner's Address (if different): _____

Application for a Curb Cut Permit
Page 2

Director, Department of Public Works Preliminary Approval:

Approved Disapproved Not Applicable



Director, Department of Public Works

May 12, 2022
Date

Chief of Police Approval:

Approved Disapproved Not applicable

Chief of Police

Date

Health and Conservation Agent:

Approved Disapproved



Health & Conservation Agent

Date

5/16/2022

Board of Selectmen Approval:

Approved Disapproved

Chairman, Board of Selectmen

Date

Planning Board Approval (if required):

Approved Disapproved Not Applicable

Chairman, Planning Board

Date

Building Commissioner Approval:

Approved Disapproved

Building Permit Number

Building Commissioner

Date

Mass Highway Referral (if required):

Date Forwarded _____

Signature

Director, Department of Public Works Declaration of Compliance:

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

Director, Department of Public Works Date

Building Commissioner Final Approval:

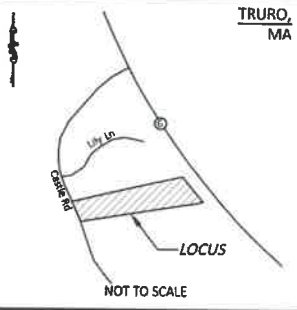
Approved Disapproved

Certificate of Occupancy

Building Commissioner

Date

TRURO, MA

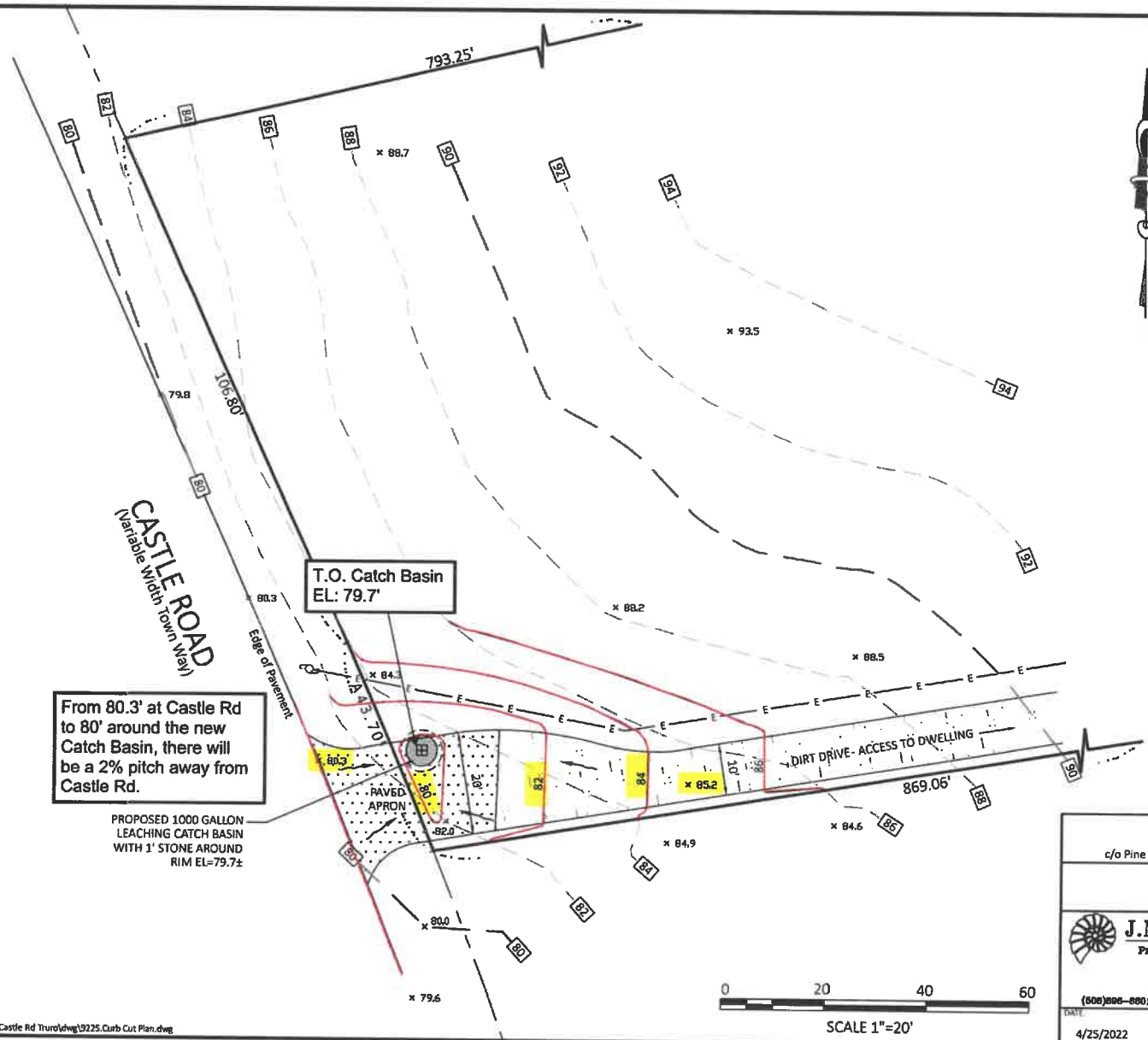


LAND COURT PLAN 17658-1
CERTIFICATE 229034
ASSESSORS' MAP 46 PARCEL 398

LEGEND

- EXISTING CONTOUR
- PROPOSED CONTOUR
- EXISTING SPOT GRADE
- PROPOSED SPOT GRADE
- UNDERGROUND UTILITY SERVICE
- UTILITY POLE
- PROPOSED CATCH BASIN
- STORMWATER FLOW ARROW

L.C. PLAN 17658-1



From 80.3' at Castle Rd to 80' around the new Catch Basin, there will be a 2% pitch away from Castle Rd.

PROPOSED 1000 GALLON LEACHING CATCH BASIN WITH 1' STONE AROUND RIM EL=79.7±

T.O. Catch Basin
EL: 79.7'



SCALE 1"=20'

Amy Holt

c/o Pine Knoll Builders, P.O. Box 1347, N. Eastham, MA 02651

Curb Cut Plan
113 Castle Road, Truro, MA



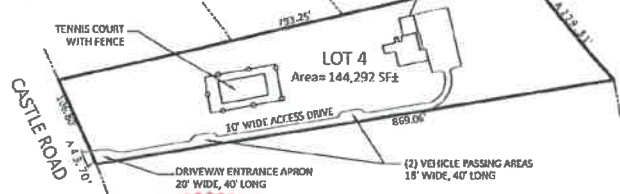
J.M. O'REILLY & ASSOCIATES, INC.
Professional Engineering & Land Surveying Services

1678 Main Street - Route 6A
P.O. Box 1779
(508)896-6801 Office Newbury, MA 02891 (508)896-6802 Fax

DATE	SCALE	BY	CHECK	JOB NUMBER
4/25/2022	As Noted	RFR	JMO	JMO-9171

KEY MAP

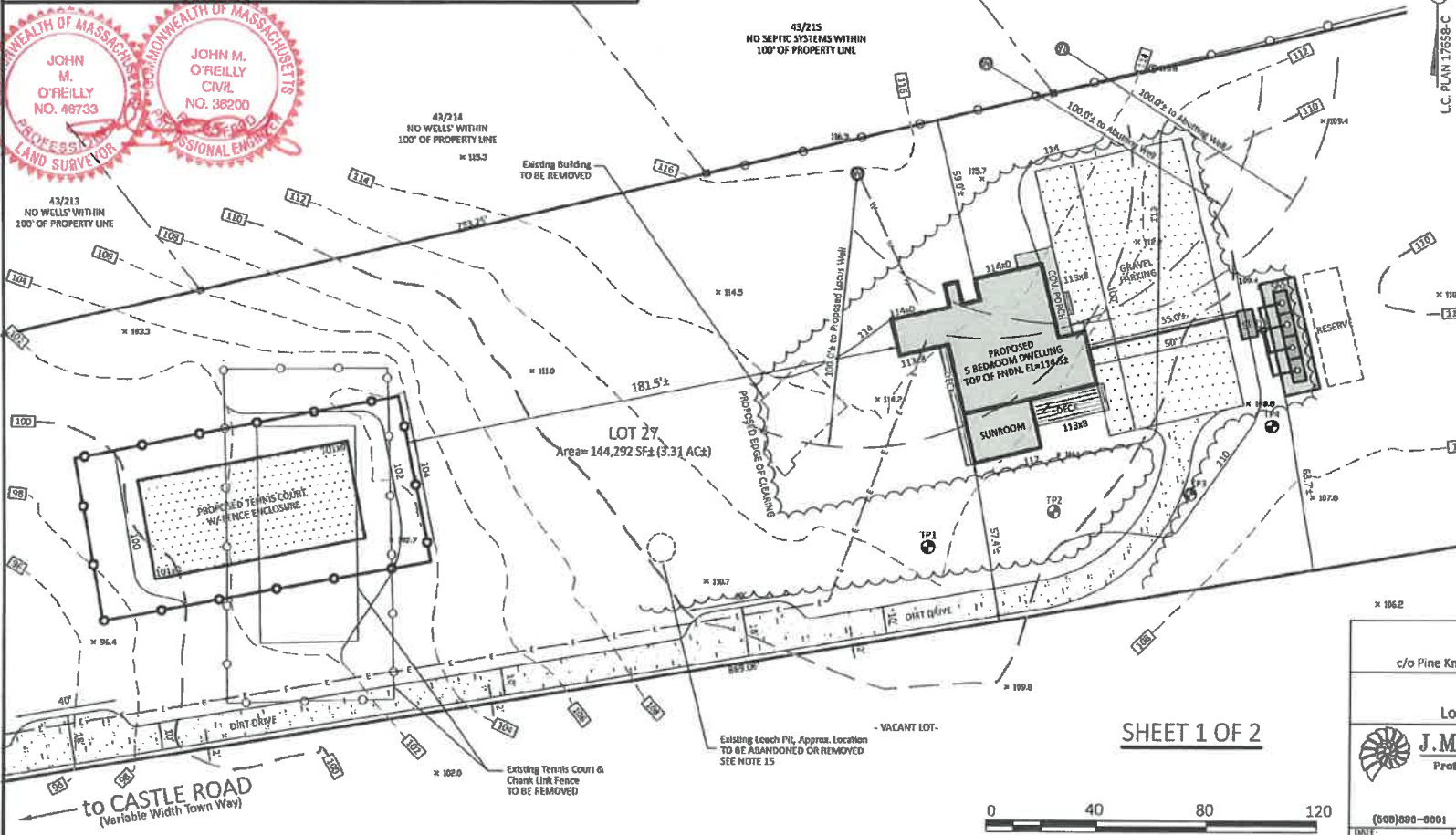
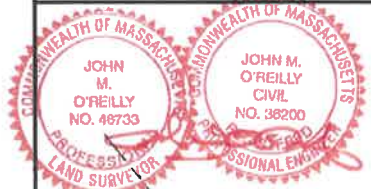
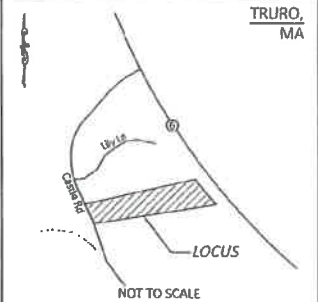
SCALE: 1" = 200'



ZONING TABLE

RESIDENTIAL DISTRICT		PROPOSED BUILDING HEIGHT CALCULATIONS:	
FRONT YARD (STREET) SETBACK	25 FEET	MEAN GROUND LEVEL = (114.0+113.8+112.0+113.8)/4	
SIDE AND REAR YARD SETBACKS	25 FEET	MEAN GROUND LEVEL = 113.4	
BUILDING HEIGHT	30 FEET	MAXIMUM ALLOWABLE BUILDING ELEVATION: 113.4 + 30 = 143.4	
		PROPOSED BUILDING ELEVATION:	
		114.5 (FOF) + 28.0' (BUILDING HEIGHT) = 142.5 < 143.4, OK	

TRURO, MA



*LAND COURT PLAN PENDING
 *CERTIFICATE PENDING
 ASSESSORS' MAP 46 PARCEL 1

*NOTE: A PLAN TITLED 'PLAN OF LAND #105 CASTLE ROAD TRURO, MA' BY OUTERMOST LAND SURVEY, INC. WHICH SHOWED THE SUBDIVISION OF THIS LOT WAS SUBMITTED TO THE TRURO PLANNING BOARD AS AN APPROVAL NOT REQUIRED PLAN ON 11/03/2021, AND WAS SIGNED BY THE TRURO PLANNING BOARD ON 11/17/2021. THE LAND COURT PLAN AND CERTIFICATE HAVE NOT YET BEEN RECORDED AT THE BARNSTABLE COUNTY REGISTRY OF DEEDS.

LEGEND

- - - 32 EXISTING CONTOUR
- - - 32 PROPOSED CONTOUR
- - - 32 EXISTING SPOT GRADE
- - - 24x5 PROPOSED SPOT GRADE
- W- WATER SERVICE LINE
- E- UNDERGROUND UTILITY SERVICE
- ⊕ TEST HOLE / BORING LOCATION
- ST SEPTIC TANK
- DB DISTRIBUTION BOX
- SAS SOIL ABSORPTION SYSTEM
- Reservev RESERVED FOR FUTURE
- ⊕ UTILITY POLE
- BH BULKHEAD
- S STEP
- ⊕ WELL
- CONCRETE BOUND, FOUND
- - - CHAIN LINK FENCE
- - - EDGE OF CLEARING

Amy Holt
 c/o Pine Knoll Builders, P.O. Box 1347, N. Eastham, MA 02651

SITE & SEPTIC PLAN
 Lot 4, 105 Castle Road, Truro, MA

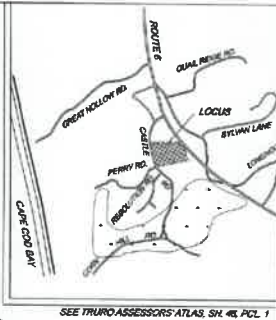
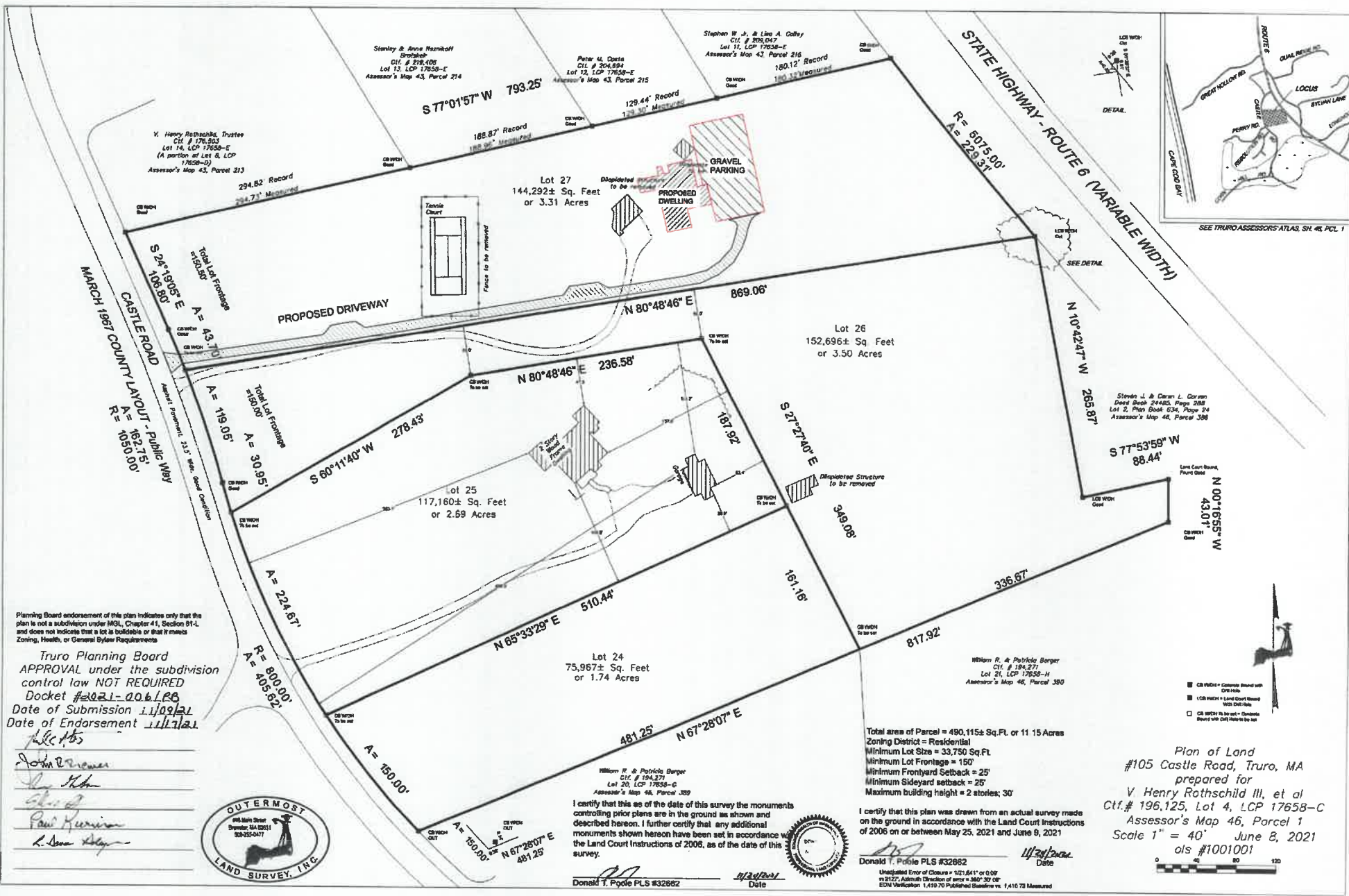
J.M. O'REILLY & ASSOCIATES, INC.
 Professional Engineering & Land Surveying Services

1878 Main Street - Route 6A
 P.O. Box 3770
 Brewster, MA 02601 (508)890-0808 Fax

DATE:	SCALE:	BY:	CHECK:	JOB NUMBER:
01/25/2022	As Noted	RFH	JMO	JMO-9171

SHEET 1 OF 2





Planning Board endorsement of this plan indicates only that the plan is not a subdivision under MGL, Chapter 41, Section 81-L and does not indicate that a lot is buildable or that it meets Zoning, Health, or General Bylaw Requirements

Truro Planning Board
APPROVAL under the subdivision control law **NOT REQUIRED**
 Docket #2021-0061PB
 Date of Submission 11/09/21
 Date of Endorsement 11/17/21

John P. ...
John P. ...
Paul ...
R. ...



William R. & Patricia Berger
 Ctl. # 194-271
 Lot 20, LCP 17658-G
 Assessor's Map 46, Parcel 389

I certify that as of the date of this survey the monuments controlling prior plans are in the ground as shown and described hereon. I further certify that any additional monuments shown hereon have been set in accordance with the Land Court Instructions of 2006, as of the date of this survey.

Donald T. Poole PLS #32662



Total area of Parcel = 480,115± Sq. Ft. or 11.15 Acres
 Zoning District = Residential
 Minimum Lot Size = 33,750 Sq. Ft.
 Minimum Lot Frontage = 150'
 Minimum Frontyard Setback = 25'
 Minimum Sideyard setback = 25'
 Maximum building height = 2 stories; 30'

I certify that this plan was drawn from an actual survey made on the ground in accordance with the Land Court Instructions of 2006 on or between May 25, 2021 and June 8, 2021

Donald T. Poole PLS #32662

Unadjusted Error of Closure = 1/21,641" or 0.09"
 at 2127', Azimuth Direction of error = 160° 30' 00"
 EDM Verification: 1,410.70' Published Baseline vs. 1,410.73' Measured

Plan of Land
 #105 Castle Road, Truro, MA
 prepared for
 V Henry Rothschild III, et al
 Ctl. # 196,125, Lot 4, LCP 17658-C
 Assessor's Map 46, Parcel 1
 Scale 1" = 40' June 8, 2021
 ols #1001001





Noelle Scoullar

From: John Ferro <pineknoll123@gmail.com>
Sent: Wednesday, April 27, 2022 11:54 AM
To: Jarrod Cabral
Subject: Re: FW: FW: 113 Castle Rd Curb Cut

Jarrold,

Thanks for double checking on this. The first 15' of the driveway entrance will be the asphalt apron with the catch basin as shown on the site plan. Beyond the apron, I have confirmed with the owners all they want is a compacted dirt driveway.

If this changes down the road, I understand I will have to apply for another curb cut permit.

Thanks,
John Ferro
Pine Knoll

On Wed, Apr 27, 2022 at 7:29 AM Jarrod Cabral <jcabral@truro-ma.gov> wrote:

Thanks, I'll pass this off to the other Department heads for review and approval. Are you sure there is no material for the driveway and that it is just dirt, because once you add a surface of any kind it will trigger another curb cut application.

Thanks – Jarrod

From: John Ferro <pineknoll123@gmail.com>
Sent: Tuesday, April 26, 2022 2:07 PM
To: Jarrod Cabral <jcabral@truro-ma.gov>
Subject: Re: FW: FW: 113 Castle Rd Curb Cut

Jarrold,

See attached

Thanks,

John Ferro

Pine Knoll

On Tue, Apr 26, 2022 at 1:24 PM Jarrod Cabral <jcabral@truro-ma.gov> wrote:

Thanks, can you call out on the plans a negative pitch from Castle to the driveway apron, and show that with the topography.

Thanks – Jarrod

From: John Ferro <pineknoll123@gmail.com>

Sent: Tuesday, April 26, 2022 12:27 PM

To: Jarrod Cabral <jcabral@truro-ma.gov>

Subject: Re: FW: 113 Castle Rd Curb Cut

Jarrold,

Please see attached picture of straw wattle placed last Thursday along the property line.

Also, please see attached drawing for designed driveway entrance.

Let me know if you need anything else on this.

Thanks,

John Ferro

Pine Knoll

On Wed, Apr 20, 2022 at 2:30 PM Jarrod Cabral <jcabral@truro-ma.gov> wrote:

Hello, please do not issue a building permit for 113 Castle Road. I recommend holding off on any additional permits until the curb cut can be reviewed/approved.

Thanks – Jarrod

From: Jarrod Cabral
Sent: Wednesday, April 20, 2022 2:15 PM
To: pineknoll123@gmail.com
Cc: Barbara Carboni <bcarboni@truro-ma.gov>
Subject: FW: 113 Castle Rd Curb Cut

Good afternoon, the curb cut to 113 needs to contain all storm water run-off during construction. I recommend installing straw waddle as soon as possible to contain runoff sand and debris.

Thanks – Jarrod

From: John Ferro <pineknoll123@gmail.com>
Sent: Thursday, April 14, 2022 12:26 PM
To: Jarrod Cabral <jcabral@truro-ma.gov>
Subject: Re: 113 Castle Rd Curb Cut

Understood. I will get back to you with that information.

Thanks,

John Ferro

Pine Knoll

On Thu, Apr 14, 2022 at 12:02 PM Jarrod Cabral <jcabral@truro-ma.gov> wrote:

Hello, just to be clear...

The catch basin will be place on the homeowners property, will be maintained, and cleaned annually by the owner or as directed by the DPW.

You will need to show the location of the catch basin on the plans.

You will also need to show on the plans the negative pitch from Castle Road to the proposed driveway.

Thanks – Jarrod

From: John Ferro <pineknoll123@gmail.com>
Sent: Thursday, April 14, 2022 11:10 AM
To: Jarrod Cabral <jcabral@truro-ma.gov>; John Ferro <pineknoll123@gmail.com>
Subject: Re: 113 Castle Rd Curb Cut

Jarrood,

In order to contain all stormwater runoff, sand, debris, on the owners property, the driveway will be pitched away from the property line and a 10' asphalt apron with a catch basin will be installed at the driveway entrance.

The finished driveway will remain dirt. No material added.

With the added asphalt apron and catch basin, the access will contain all stormwater runoff, sand, debris etc....

Please let me know if you need any further information on this.

Thanks,

John Ferro

Pine Knoll

On Wed, Apr 13, 2022 at 8:56 AM Jarrod Cabral <jcabral@truro-ma.gov> wrote:

Good morning,

Please send over a written narrative describing how the driveway will be designed to contain all storm water runoff, sand, debris, on the owners property.

Send over a detailed list of materials for the driveway.

During construction, please describe how the access will contain all storm water runoff, sand, debris etc....

Thanks – Jarrod

From: John Ferro <pineknoll123@gmail.com>

Sent: Friday, April 8, 2022 11:04 AM

To: Jarrod Cabral <jcabral@truro-ma.gov>

Subject: Re: 113 Castle Rd Curb Cut

Jarrold,

Please see attached for plot plan showing driveway for curb cut approval.

Thanks,

John Ferro

Pine Knoll

On Thu, Apr 7, 2022 at 2:26 PM Jarrod Cabral <jcabral@truro-ma.gov> wrote:

Good afternoon, your curb cut application is incomplete please read exhibit 2 the last page of the attachment and resubmit. Feel free to email all required documents to me for review by designated Department Heads. Once approved by staff your application will be submitted to the Select Board for final approval. No building permits will be issued until the curb cut application is approved by the Select Board.

Thanks - Jarrod

Jarrold J. Cabral
Director
Department of Public Works
Truro MA 02666
Office (508) 214-0400

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

From: Lynne Budnick <LBudnick@truro-ma.gov>

Sent: Thursday, April 7, 2022 1:47 PM

To: pineknoll123@gmail.com

Cc: Jarrod Cabral <jcabral@truro-ma.gov>; Noelle Scoullar <nscoullar@truro-ma.gov>; Nicole Tudor <ntudor@truro-ma.gov>

Subject: RE: [Truro MA] 113 Castle Rd Curb Cut Application (Sent by John Ferro, pineknoll123@gmail.com)

John,

Curb cut applications are submitted to the DPW department or the Board of Selectmen's office. I have cc'd them here.

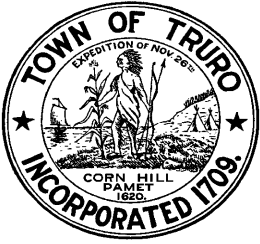
Jarrold Cabral - DPW Director, 508-214-0400.

Best regards,

Lynne G. Budnick

Lynne G Budnick

Principal Office Assistant/Building/Conservation/Health
Town of Truro
P.O. Box 2030
24 Town Hall Road
Truro, MA 02666
Phone: (508) 349-7004, ext. 131
Direct Line: (508) 214-0920
Fax: (508) 349-5508



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: May 24, 2022

ITEM: Application for an Entertainment License

EXPLANATION: Susan Bloom, from Lower Cape Community Access Television, Inc. has submitted an application for an entertainment license. She is holding a fundraiser/documentary screening at Truro Vineyards on Wednesday, June 15, 2022 (rain date of June 16) from 7:00-9:30pm. This will be an outdoor event; no admission fee will be collected. There will be 1 keyboardist (amplified) and a movie.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: LCCAT will need to seek an alternate location to hold their fundraising event.

SUGGESTED ACTION: *Motion to approve a one-day entertainment license to Lower Cape Community Access Television, Inc. for Wednesday, June 15, 2022, from 7:00-9:30pm with a rain date of Thursday, June 16, 2022.*

ATTACHMENTS:

1. Application for an Entertainment License



Commonwealth of Massachusetts
Department of Revenue
Geoffrey E. Snyder, Commissioner

mass.gov/dor

Letter ID: L2064319296
Notice Date: March 19, 2021
MA Taxpayer ID [REDACTED]



CERTIFICATE OF EXEMPTION



LOWER CAPE COMMUNITY ACCESS TELE
PO BOX 1661
NORTH EASTHAM MA 02651-1661

000092

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

DETACH HERE



MASSACHUSETTS DEPARTMENT OF REVENUE

Form ST-2

Certificate of Exemption

LOWER CAPE COMMUNITY ACCESS TELE
VISION INC
PO BOX 1661
NORTH EASTHAM MA 02651-1661

MA Taxpayer ID: [REDACTED]
Certificate Number: 2047002624

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

Effective Date: February 28, 2021

Expiration Date: February 27, 2031