



Truro Select Board Remote Meeting

Tuesday, February 14, 2023

Executive Session-4:00 pm

Regular Meeting-5:00pm

Via GoToMeeting

EXECUTIVE SESSION

<https://meet.goto.com/772024189>

1-877-309-2073 Access Code: 772-024-189

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

Move that the Select Board enter into Executive Session for the following purposes:

(1) in accordance with the provisions of Massachusetts General Law, Chapter 30A, §21 (a) 2, to conduct strategy sessions in preparation for negotiations with nonunion personnel (Deputy Chief); and not to reconvene in open session.

REGULAR MEETING

<https://meet.goto.com/153114285>

1-866-899-4679 Access Code: 153-114-285

This will be a remote meeting. Citizens can view the meeting on Channel 18 in Truro and on the web on the "Truro TV Channel 18" button under "Helpful Links" on the homepage of the Town of Truro website. Click on the green "Watch" button in the upper right of the page. **To provide comment during the meeting please call-in toll free at 1-866-899-4679 and enter the following access code when prompted: 153-114-285 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/153114285> Please note that there may be a slight delay (15-30 seconds) between the meeting and the live-stream (and television broadcast). If you are watching the meeting and calling in, please lower the volume on your computer or television during public comment so that you may be heard clearly. We ask that you identify yourself when calling in to help us manage multiple callers effectively.

1. PUBLIC COMMENT

2. PUBLIC HEARINGS-NONE

3. INTRODUCTION TO NEW EMPLOYEES

A. Michelle Peterson, Deputy Director of Community Services: Council on Aging

4. BOARD/COMMITTEE/COMMISSION APPOINTMENTS-NONE

5. STAFF/ COMMITTEE UPDATES

A. Announcement of Mill Pond Public Meeting Dates and Answers to Frequently Asked Questions
Presenter: Jarrod Cabral, Director of Public Works

Office of Town Clerk

FEB 10 2023

Received TOWN OF TRURO
By: _____

6. TABLED ITEMS

- A. Continued Discussion and Potential Adoption of Community Service Award Program
Presenter: John Dundas, Select Board Clerk
- B. Town Report Dedication Discussion
Presenter: Kristen Reed, Chair

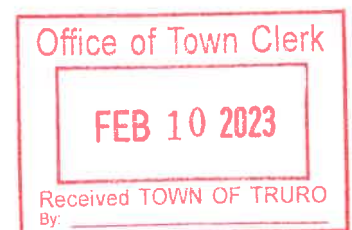
7. SELECT BOARD ACTION

- A. Town Manager's FY2024 Draft Budget Presentation
Presenter: Darrin Tangeman, Town Manager, and Alex Lessin, Finance Director: Treasurer/Collector
- B. Building Department Proposed Fees
Presenter: Richard Stevens, Building Commissioner
- C. Reappropriation of Bond Proceeds
Presenter: Alex Lessin, Finance Director: Treasurer/Collector
- D. Review and Approve Seasonal Rental Registration Certificate Fee
Presenter: Darrin Tangeman, Town Manager
- E. Review and Possible Approval of Committee Budget Policy
Presenter: Sue Areson, Select Board, and Darrin Tangeman, Town Manager
- F. Review and Approve Unit 13 of Harbor View Village Condominium to Convert from Seasonal to Year-round
Presenter: Emily Beebe, Health/Conservation Agent
- G. Discussion on In-person Meeting Status
Presenter: Sue Areson, Select Board

8. CONSENT AGENDA

- A. Review/Approve and Authorize Signature: Letter of Support for CDBG Housing Rehabilitation Application to DHCD
- B. Review and Approve Appointment Renewals: None
- C. Review and Approve Removal of Myles MacKay from Council on Aging Board
- D. Review and Approve ABCC Seasonal Population Estimate
- E. Review and Approve 2023 Business Licenses: Jobi Pottery-Transient Vendor, Whitmanville Restaurant-Common Victualer
- F. Review and Approve Select Board Minutes: Select Board Regular Minutes of 12.20.2022; Budget Task Force Minutes of 1.3.2023

- 9. Select Board Reports/Comments
- 10. Town Manager Report
- 11. Next Meeting Agenda: February 28, 2023





TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Damion Clements, Director of Community Services

REQUESTED MEETING DATE: February 14, 2023

ITEM: Introduction of new employee – Michelle Peterson, Deputy Director of Community Services: Council on Aging.

EXPLANATION: Michelle Peterson, Truro's new Deputy Director of Community Services: Council on Aging, will be introduced to the Select Board and citizens of Truro.

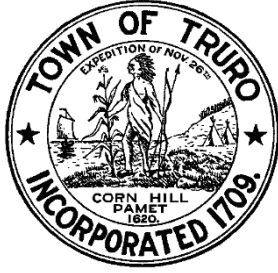
FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: NONE

SUGGESTED ACTION: None

ATTACHMENTS:

1. January 23, 2023 Press Release



TOWN OF TRURO

24 Town Hall Road
P.O. Box 2030, Truro, MA 02666
Tel: (508) 349-7030 Ext. 140 or 124
Fax: (508) 349-5505

PRESS RELEASE --

January 23, 2023 (Truro, MA) - The Town of Truro is pleased to announce the recent hire of Michelle Peterson as Council on Aging (COA) Deputy Director. She started on Monday, January 23, 2023.

As COA Deputy Director, Ms. Peterson will be responsible for the administrative and supervisory work related to the COA including but not limited to its programming, services, communications, and transportation. She will also be responsible for connecting our seniors with critical resources, as well as working closely with the COA Advisory Board and the Friends of the Truro COA to conduct outreach and enhance the health and well-being of our seniors.

With over twenty-two years of experience, Ms. Peterson comes to Truro with an extensive background. She has worked in both long-term and sub-acute medical care facilities in Central Massachusetts and Cape Cod; has over a decade of experience working as a social worker in both medical and community-based capacities; and has led business initiatives that focused on providing care management, education, and life care planning services for elders, caregivers, and their families.

Ms. Peterson is a licensed social worker specializing in gerontology. She received her Master of Arts in Mental Health Counseling from the University of Saint Joseph in West Hartford, Conn., and is currently working toward her License of Mental Health Counseling (LMHC) from the Department of Gerontology at UMass Boston.

Ms. Peterson is knowledgeable at navigating the health care system and has significant expertise in care management applications including Medicare/Medicaid, current state health regulations, and more.

“I have worked with seniors in healthcare and community settings as a social worker and mental health counselor and have a passion for empowering and advocating for the seniors, families, and their caregivers to allow our residents to age with dignity,” said Peterson. “Having reviewed the job description and learning more about the town’s needs and goals for its senior programs, I believe I can contribute positively and make a difference for the Truro community.”

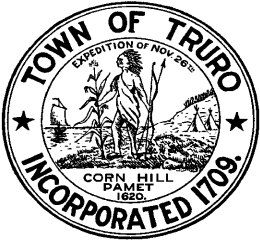


Michelle Peterson

Phone: (508) 413-9513

Email: mpeterson@truro-ma.gov

CONTACT INFORMATION:
TOWN MANAGER, DARRIN TANGEMAN
(508) 214-0201 / DTANGEMAN@TRURO-MA.GOV



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Department of Public Works

REQUESTOR: Jarrod Cabral, DPW Director

REQUESTED MEETING DATE: February 14, 2023

ITEM: Announcement of Mill Pond Public Meeting Dates and Answers to Frequently Asked Questions

EXPLANATION: Public Works Director Cabral will note the upcoming Mill Pond Public Meeting dates:

Climate Action Committee - 10:30 a.m. Thursday, February 16, 2023 (Virtual)

Harbor Commission - 3 p.m. Thursday, February 16, 2023 (In-Person)

Public Informational Session - 5 p.m. Wednesday, March 8, 2023 at the Community Center. Event will be held in-person, virtual, and live streamed.

He will also provide answers to some of the frequently asked questions from some of the recent public meetings.

Learn More About Mill Pond Salt Marsh Restoration Project:

Do you want to learn more about Mill Pond Road? Do you want to become more informed about the proposed initiative and the options available to the Select Board? To learn more, attend one of the upcoming public forums. Everyone's perspective is welcome.

The forum will serve to hear citizen viewpoints and share a presentation by engineering consultant Fuss & O'Neill, Inc. in collaboration with Woods Hole Group on potential alternatives to replace the damaged and undersized culvert at the Mill Pond Road dike with a larger structure or alternative breach design that would be responsive and responsible to environmental, climate change-related, transportation, public health and safety, and fiscal concerns.

The Truro Select Board will carefully consider all scientific analysis, engineering options, long-term environmental and fiscal impacts, and citizen input before determining the best option for Truro now and in the future.

A series of public meetings will be held over the month of February, followed by a community outreach event. We encourage public participation and urge people to attend the Public Informational Session at 5 p.m. on Wednesday, March 8, 2023, at the Truro Community Center.

SUGGESTED ACTION: None. Information only.

ATTACHMENTS: None



TOWN OF TRURO

Select Board Agenda Item

BOARD/COMMITTEE/COMMISSION: Select Board

REQUESTOR: John Dundas, Select Board Clerk

REQUESTED MEETING DATE: February 14, 2023

ITEM: Continue Discussion and Potentially Adopt a Community Service Award Program

EXPLANATION: The Select Board discussed the creation of a community service award at the November 15, 2022 meeting. Select Board Clerk Dundas has prepared a revised community service evaluation form for the Board's consideration. The objective of this recognition is to remind and reinforce the spirit of community service best exemplified by Fred Todd.

On April 16, 2022, Frederick Wilson Todd, long time Truro resident, activist, board member, musician, husband, father, grandfather, and colleague passed away. He was active in many local activities and committees such as planning Puma Park and building local houses for Habitat for Humanity. As a member of the Truro Zoning Board of Appeals Fred was respected as a leader and was admired for his thoughtful contributions. Fred's love of music and community drew him to the Payomet Performing Arts Center, where he started as a volunteer setting up the tent and building the music stage and was elected President of the Board.

In acknowledgement of Fred's service, the Town recognizes a current/and former board or committee member annually for volunteer service to the Town of Truro that best reflects the service and dedication of Fred Todd.

Criteria for Nominations is attached.

FINANCIAL SOURCE (IF APPLICABLE): TBD

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: *Motion to adopt a yearly Community Service Award with the first award to be presented at Annual Town Meeting 2023.*

ATTACHMENTS:

1. Updated Draft of Community Service Evaluation Form
2. Draft Certificate of Recognition
3. Sample Plaque Photograph

Agenda Item: 6A1

Fred Todd Community Service Award: In tribute to this long-term Truro resident, activist, board member, and colleague, we wish to recognize a current or former board/committee member annually who exemplifies Fred Todd's selfless volunteer service and dedication to the Town of Truro.

Screening Criteria (must have):

-Is the nominee a full-time resident. Yes ___ No ___

-Has a nominee served/volunteered at least 5 years total on Truro project, board, committee? Number Of Years _____

-Is the nominee in good standing? Yes ___ No ___

-Nominations submitted not later than 28 February. Date Submitted: _____

Evaluation Criteria (overall assessment)

1. Leadership: displays a sense of unity and purpose in the community (ex: role model, professionalism, creativity, mission focused)

2. Social Responsibility: seeks to improve the community (ex: civic engagement, volunteerism, outreach)

3. Mentorship: demonstrates positive values, consideration, and behavior (ex: through deed and action).

4. Change Agent: influences others to effect positive changes (ex: through trust & credibility, represent stakeholders).



Certificate of Recognition

Fred Todd Community Service Award

In tribute to this long-term Truro resident, activist, board member and colleague,

Truro recognizes (Name of recipient) whose demonstrated actions exemplify selfless volunteer service and dedication to the Town of Truro

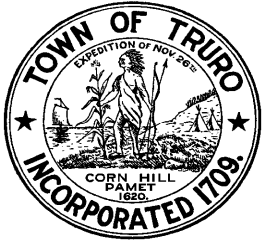
MASSACHUSETTS
SELECTMEN'S ASSOCIATION

1978
TOWN REPORT CONTEST

FIRST PRIZE - CATEGORY VI
(POPULATION 1000 - 2499)

PRESENTED TO THE
TOWN OF TRURO

OCTOBER 22, 1978



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Kristen Reed, Chair

REQUESTED MEETING DATE: February 14, 2023

ITEM: Continued 2022 Annual Town Report Dedication Discussion

EXPLANATION: Each year staff requests suggestions from the Board for a cover/theme for the Annual Town Report and for the report dedication. The cover/ theme was determined by the Board, but the dedication has not been determined. One previously suggested idea was a dedication to Truro's youth to celebrate our youngest Truro friends and neighbors and the very important role they play in our community. It would highlight the very reason that the Town is engaging in all of the long-term planning and visioning that were such a large focus of 2022—to cultivate a sustainable, healthy, and vibrant community for our youngest generation of Truro residents to cherish and call home for decades to come.

The Board also requested the staff to ask the community at large for any suggestions for the cover and dedication, and the request for submissions was posted on the Town website, social media, and in the January edition of Truro Talks newsletter. Suggestions received were reported at the January 24th meeting of the Select Board.

Potential new ideas for consideration include:

- Celebrating the community's collective strength and resiliency through difficult times. This is especially relevant as communities across the world are facing unprecedented challenges this year. Celebrating the town's accomplishments and progress, as well as its spirit of togetherness, it can also serve as a reminder of what can be achieved when a community works together, and how everyone can contribute to the greater good.
- Recognizing Local Businesses, particularly those which stay open year-round. In light of the challenges businesses faced due to COVID, highlighting the important work undertaken on by the Economic Development Committee, and recognizing the important role our business community plays in creating community could be addressed

in the dedication.

- Truro “Caregivers” could celebrate and recognize the people in the community who care for Truro’s most vulnerable—elders, children, persons with disabilities, persons in crisis, and the ways that our community members caregive for each other day in and day out. Examples of photos that could be included to represent the theme could be those of teachers, home health aid workers, Community Navigator, first responders, the Disabilities Commission, and the various community nonprofits and houses of worship who give care.

IMPACT IF NOT APPROVED: The Annual Town Report must be ready two weeks before Annual Town Meeting.

SUGGESTED ACTION: *MOTION TO approve _____ for the dedication in the 2022 Annual Town Report.*

ATTACHMENTS:

1. 2012-2021 ATR Dedications
2. DRAFT 2022 In Memoriam and In Recognition Page

Past Years Annual Town Report Dedications:

2012-Steve Perry

2013-Logan Dunne

2014-Paul Morris

2015-Brian Davis

2016-Ansel Chaplin

2017-Denis Mooney

2018-Lucy Perry

2019-Maureen Burgess and William C.
Worthington

2020-Cynthia A. Slade

2021- Truro Board, Committee, Commission
Members



IN MEMORIAM

We celebrate with gratitude the lives of those we lost this past year.
Ave Atque Vale.

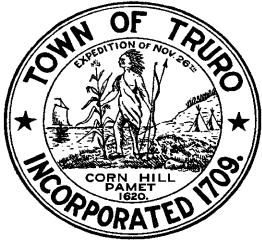
Charles Morton-*Pamet Harbor Commission*
Peter Romanelli-*Conservation Commission, and Conservation Commission*
Representative to the Water Resources Oversight Committee
Frederick Todd-*Historic Review Board and Zoning Board of Appeals*
Hannah Shrand-*Council on Aging Board, and Cable and Internet Advisory Committee*
Sebastian Davis-*Assistant Truro Harbormaster*
George Morris-*Planning Board, and Charter Commission**
Susan Howe-*Commission on Disabilities, Community Preservation Committee*
*Formerly known as Committee names

IN RECOGNITION

In recognition of the Town staffs many contributions to the Town of Truro, we wish to express our appreciation for their dedication to the Town and wish them a long and happy retirement.

Retired Town of Truro Employees Years of Service:

Martha J. Wheeler, Truro Police Department-(04/06/1998-08/14/2022)
Craig L. Danziger, Truro Police Department-(06/01/2009-10/31/2022)



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager, and Alex Lessin, Finance Director:
Treasurer/Collector

REQUESTED MEETING DATE: February 14, 2023

ITEM: Town Manager's FY2024 Draft Budget Presentation

EXPLANATION: The Budget Task Force has reviewed all of the departmental budgets and will be presented with the omnibus FY2024 on the morning of February 14, 2023. A similar presentation will be provided to the Select Board at the February 14, 2023 regular Board meeting. The budget presentation provides a basic overview of the current economic climate and impacts on the FY2024 budget. Town Manager Tangeman will then provide an initial draft of the simple budget and an initial draft of the simple recap. Finally, the Town Manager will provide a preview of preliminary projected overrides.

In the coming weeks, staff will fine tune the expenditure requests and projected revenue amounts and will seek guidance from the Budget Task Force and/or Select Board as needed to produce a comprehensive budget recommendation and related articles for the Select Board and Finance Committee to vote on prior to Annual Town Meeting.

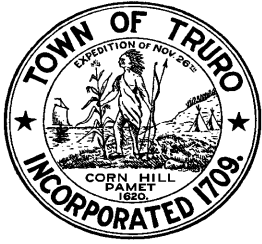
Staff encourages the Board to ask questions and provide policy guidance about the budget.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: None needed. Policy direction and questions are welcome.

ATTACHMENTS: A presentation that includes a simple budget and a simple recap will be provided in advance of the meeting and will be posted to the Town website.



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Building Department

REQUESTOR: Richard Stevens, Building Commissioner

REQUESTED MEETING DATE: February 14, 2023

ITEM: Proposed Building Department Fees Increase

EXPLANATION: Current Building Department fees have been in place since February 2011. Many of the existing fees are lower than surrounding towns or are non-existent in Truro. As requested as part of the FY2024 budget process, fees were examined. Recommendations for fee increases to appropriately address the costs of providing the services are offered. Items such as; Reinspection Fees, Certificates of Occupancy and lost/replacement of permit cards are not currently on the Building Department's Fee Schedule and equals lost revenue.

Sample fee schedules from Lower Cape communities are provided. A memo from Building Commission Rich Stevens outlines the proposed fee changes and a spreadsheet from the Building Department offers a comparative chart of current fees, proposed fees, and comparative fees in Provincetown, Wellfleet, Eastham and Chatham.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Fees will remain the same, and the department will continue to charge the existing fees.

SUGGESTED ACTION: *Motion to approve the proposed Building Department fee schedule.*

ATTACHMENTS:

1. Fee Schedule-Eastham
2. Fee Schedule-Provincetown
3. Fee Schedule-Wellfleet
4. Fee Schedule-Chatham
5. Truro Building Dept Proposed Fee Changes
6. Building Department Fees Spreadsheet

EASTHAM BUILDING DEPARTMENT FEE SCHEDULE		
	RESIDENTIAL	COMMERCIAL
BUILDING		
Application review fee	\$25.00	\$25.00
New construction and additions	\$.65 per sf per floor (includes foundation)	\$.75 per sf per floor or 1% of construction cost, whichever is greater
Existing structure alterations	\$.55 per sf per floor	\$.75 per sf per floor or 1% of construction cost, whichever is greater
Express	\$50.00 per item	\$50.00 per item or 1% of construction cost, whichever is greater
Trench	\$25.00	\$25.00
Sign	\$50.00	\$100.00
Sheet metal	1% of construction cost	1% of construction cost
Mechanical	1% of construction cost	1% of construction cost
Solar panel installation	1% of construction cost	1% of construction cost
Minimum permit fee is \$50.00 except where stated.		
ELECTRICAL		
Solar panel installation	\$100.00	\$100.00
Generator	\$100.00	\$100.00
Alarm system	\$100.00	\$100.00
Temporary service	\$60.00	\$70.00
Service	\$60.00	\$70.00
Addition/alteration/new construction (rough and final wiring)	\$120.00	\$140.00 or 1% of wiring cost, whichever is greater
Final wiring only (ie HVAC or fixture replacements)	\$60.00	\$70.00 or 1% of wiring cost, whichever is greater
PLUMBING AND GAS		
Base fee (NOT including first fixture)	\$80.00	\$120.00
Fee per fixture	\$10.00	\$15.00
EXACT fixture/appliance/tank replacement (SINGLE item only, ie HWH)	\$60.00	\$135.00
ALL DEPARTMENTS		
Reinspection fee	\$60.00	\$60.00
Emergency inspection	\$100.00	\$100.00
Fee of 1% of construction cost for any work not covered by above fee schedule		
Failure to obtain a permit prior to construction will double the permit fee.		
Construction must begin within six months of issuance of a building permit. One extension of six months may be granted upon written request. No refunds will be issued for any permit fees or inspection charges.		



Town of Provincetown Fees for Building Permits

Permits

Fees

Building Permits

Assessment of \$15.30
per \$1000 min. \$100

Tents			\$100.00
Roof Shingle, Installations		Commercial	\$100.00
		Residential	\$100.00
		Accessory	\$25.00
Siding Installation	Commercial Building		\$100.00
	Residential Building		\$100.00
	Accessory Building		\$25.00
Removal of Stop Work Sign	(Violation of permit)		\$200.00
Replacement Permit			\$100.00
Building Permit/Plan Amendments			Same as assessment
Occupancy Permit	Residential	First Unit	\$75.00
		each unit above 1	\$75.00
Occupancy Permit	Commercial	First Unit	\$75.00
		each unit above 1	\$75.00
Demolition Permit		Principal structure	\$250.00
		Accessory	\$100.00
Move building		Principal structure	\$100.00
		Accessory	\$100.00
Shed			\$50.00
Re-Inspection Fee for all types of permits			\$75.00
Construction without a permit			\$300.00 plus double the permit fee
Building Commissioner Opinion Letter			\$50.00
Covering-up work without inspection			\$100.00
Not calling for required inspection			\$50.00

Sign Permit

Sign	\$50.00
each additional	\$25.00

Outdoor Display License

\$150.00

Mechanical Permit Fees

Solid Fuel Stove	For installation	\$100.00
Exhaust hood		\$100.00
Duct work		\$100.00
Sprinkler		\$100.00
Miscellaneous		\$100.00

Gas Permit Fees

Residential and Commercial	first fixture	\$75.00
	each additional fixtu	\$20.00
Storage Tank Permit		\$50.00

Plumbing Permit Fees

Residential and Commercial	first fixture	\$75.00
	each additional fixtu	\$20.00

Electrical Permit Fees

Residential		\$100.00
	Alteration/addition	for each add'l unit
	New Building	for each add'l unit
		\$100.00
		\$100.00
Commercial		\$100.00
	Alteration/addition	for each add'l unit
	New Building	for each add'l unit
		\$100.00
		\$100.00
Temporary Service		\$75.00
New Service		\$100.00
	each add'l meter	\$25.00
Fire Alarm System		\$100.00
	each add'l unit	\$50.00
Burglar Alarm System		\$100.00
	each add'l unit	\$50.00
Smoke Detector System		\$100.00
	each add'l unit	\$50.00



WELLFLEET Massachusetts

Published on *Wellfleet MA* (<https://www.wellfleet-ma.gov>)

[Home](#) > [Departments](#) > [Building](#) > FEES

FEES

Fees for any work not listed below will be determined by the Building Commissioner. Fees are non refundable once permit is issued (All Departments). Please confirm up-to-date fees with

Building Department. Records request that will take more than 20 minutes will be charged at Department Assistant pay rate.

Fees tripled for all work started without a permit (All Departments).

RESIDENTIAL BUILDING CONSTRUCTION FEES	effective 7/1/16
New Construction (New Structures & Additions)	\$0.65 per sq. ft. or \$55 minimum
Existing Structures (Alterations & Repairs)	\$0.55 per sq. ft. or \$55 minimum
New & Existing Un-Conditioned Space, Porch	\$0.40 per sq. ft. or \$55 minimum
Decks	\$0.25 per sq. ft. or \$55 minimum
Garages, Barns, Accessory Structures/Sheds over 120 sf	\$0.25 per sq. ft. or \$55 minimum
Accessory Structures/Sheds 120 sf and under	\$55
Window / Door Replacement, Re-roofing, Re-siding	\$55 + 1% of construction value

**RESIDENTIAL BUILDING
CONSTRUCTION FEES**

effective 7/1/16

Chimneys, Wood Stoves, Fireplaces	\$55
Fire Sprinklers	\$55
Pools Above Ground	\$115
Pools In ground	\$115 plus \$0.25 per sq. ft.
Solar Panel	\$55 + 1% of construction value
Wind Generation	\$55 + 1% of construction value
Signs	\$50 + \$25 per sf over 24 sf
Mechanical / Duct Work/Exhaust Hood	\$55 + 1% of job value
Retaining Walls, Foundation Walls only, Trench	\$55
Awnings, Tents, Temporary Construction Trailers	\$55
Demolition - 300 sq. ft. & under	\$60
Demolition - 301 sq. ft. & over	\$115
Moving Structures	0.25 per sf or \$55 minimum
Dock, Floats, Piers	\$115 + \$1.25 per sf
Certificate of Occupancy - each unit	\$55
Re-inspection	\$55
Emergency, Off-hour, Week-end Inspections	\$115

**COMMERCIAL BUILDING
CONSTRUCTION FEES**

effective 7/1/16

New Construction (New Structures & Additions)	\$0.65 per sq. ft. or \$55 minimum
Existing Structures (Alterations & Repairs)	\$0.55 per sq. ft. or \$55 minimum

**COMMERCIAL BUILDING
CONSTRUCTION FEES**

effective 7/1/16

New & Existing Unconditioned Space, Porch	\$0.40 per sq. ft. or \$55 minimum
Decks	\$0.25 per sq. ft. or \$55 minimum
Garages, Barns, Accessory Structures / Sheds over 120 sf	\$0.25 per sq. ft. or \$55 minimum
Accessory Structures / Sheds 120 sf and under	\$75
Window / Door Replacement, Re-roofing, Re-siding	\$55 application fee + 1% of construction costs
Chimneys, Wood Stoves, Fireplaces	\$55
Fire Sprinklers	\$55
Pools Above Ground	\$125
Pools In ground	\$150 plus \$0.25 per sq. ft.
Solar Panel	\$55 application fee + 1% of construction costs
Wind Generation	\$55 application fee + 1% of construction costs
Cell Towers	\$250 plus \$0.25 per linear foot
Signs	\$125 plus \$0.25 per sf. over 24 sq ft.
Mechanical/Duct Work / Exhaust Hood	\$55
Retaining Walls, Foundation Walls only, Trench	\$55
Awnings, Tents, Temporary Construction Trailers	\$55
Demolition - 300 sq. ft. & under	\$60
Demolition - 301 sq. ft. & over	\$110
Moving Structures	\$0.25 per sq. ft. or \$55 minimum

<p>COMMERCIAL BUILDING CONSTRUCTION FEES</p> <p>Dock, Floats, Piers</p> <p>Certificate of Occupancy - each unit</p> <p>Certificate of Occupancy - Hotels & Motels</p> <p>Re-inspection</p> <p>Emergency, Off-hour, Week-end Inspections</p> <p>Commercial Annual Inspection</p>	<p>effective 7/1/16</p> <p>\$225 plus \$1.25 per sq. ft.</p> <p>\$55</p> <p>\$55 plus \$5 per room</p> <p>\$55</p> <p>\$125</p> <p>\$50</p>
<p>ELECTRICAL / WIRING PERMIT FEES</p> <p>Residential & Commercial (New, Addition, Alteration, Repair)</p> <p>New & Temporary Service</p> <p>Re-inspection</p> <p>Extra Inspection</p> <p>Emergency, Off-hour, Week-end Inspections</p> <p>All solar installations require 2 inspections</p>	<p>effective 7/1/16</p> <p>\$60 per inspection</p> <p>\$60</p> <p>\$50</p> <p>\$50</p> <p>\$100</p> <p>\$60 each</p>
<p>PLUMBING PERMIT FEES</p> <p>Residential & Commercial (New, Addition, Alteration, Repair)</p> <p>Re-inspection</p> <p>Emergency, Off-hour, Week-end Inspections</p>	<p>effective 7/1/16</p> <p>\$60 plus \$10 per fixture</p> <p>\$50</p> <p>\$100</p>
<p>GAS PERMIT FEES</p> <p>Residential & Commercial (New, Addition, Alteration, Repair)</p> <p>Re-inspection</p>	<p>effective 7/1/16</p> <p>\$60 plus \$10 per fixture</p> <p>\$50</p>

GAS PERMIT FEES	effective 7/1/16
Emergency, Off-hour, Week-end Inspections	\$100
ZONING BOARD OF APPEALS APPLICATION FEES	effective 7/1/16
Change in Use Only (No Construction):	\$85
Affordable Accessory Dwelling Unit	\$85
Residential Change in Use	\$85
Commercial / Business Change in Use	\$195
Construction of any sort: \$	
0 - \$ 1,000	\$90
\$ 1,001 - \$ 10,000	\$145
\$ 10,001 - \$ 50,000	\$195
\$ 50,001 - \$ 100,000	\$295
\$ 100,001 - \$ 250,000	\$395
\$ 250,001 - \$ 500,000	\$595
\$ 500,001 - \$1,000,000	\$1,045
\$1,000,001 - \$1,500,000	\$1,545
\$1,500,001 - and above	\$2,045
Amendment to Active Special Permit	\$90
Request for Extension to Special Permit	\$95
Appeal As Person Aggrieved	\$95
GENERAL CONDITIONS	effective 7/1/16
Building Permit Renewal	\$115
Replacement of Building Sign Off Card	\$35
Building Commissioner Opinion Letter	\$55

GENERAL CONDITIONS	effective 7/1/16
Building Permit Amended (All Departments)	\$55
Not Calling For Required Inspection (All Departments)	\$55
Covering Up work Without Inspection (All Departments)	\$115
Removal of Stop Work Order (All Departments)	\$210

Fees for any work not listed above will be determined by the Building Commissioner. Fees are non-refundable once a permit has been issued (All departments).

Please confirm up-to-date fees with the Building Department. Records requests that will take more than 20 minutes will be charged at Department Assistant pay rate.

Fees tripled for all work started without a permit. (All Departments)

Source URL: <https://www.wellfleet-ma.gov/building-department/pages/fees>

COMMUNITY DEVELOPMENT DEPARTMENT FEE SCHEDULES 6-9-2015	
BUILDING	
Plan Review Fees	0-10K=\$25, 10k-100k=\$50, 100k+=\$100
Residential Structures	\$.90 x sf *
Commercial Structures	\$.80 x sf *
Mixed Use - Tenant fit out	\$.40 x sf *
Garage - Outbuilding	\$.60 x sf *
Finished Basement	\$.60 x sf *
Unfinished Basement	\$.50 x sf *
Garage under	\$.60 x sf *
Porch/Deck	\$.60 x sf *
Docks/Piers/Ramps	\$1.20 x sf *
Solar Panels	\$200 flat fee
Fire Sprinklers	\$50 flat fee
Demo - Residential	\$200 min (\$10/sf floor area)
Demo - Commercial	\$400 min (\$20/sf floor area)
Relocated Buildings	\$200 min (\$10/\$1000 of estimated move cost)
Roofing - Residential	\$75
Roofing - Commercial	\$150
Pool/Tennis Courts	\$200 min
Wood Stove Permits	\$50
Temporary Tent Permits	\$150
Plan Review of Fire Devices	\$50
Re-inspection Fee	\$25
Replacement card/CO	\$25
Work w/out permit	Double fee/Residential - Triple fee/Commercial
* Alternate Fee Calculation = \$10/\$1000 construction cost	
SIGNS	
Signs	\$25
ELECTRIC	
Residential	\$50/inspection
Commercial	\$75/inspection
Fire Alarms - residential	\$50/unit
Fire Alarms - mixed use/comm	\$100 base + \$50/unit or suite
Burglar Alarms - residential	\$50/unit
Burglar Alarms - mixed use/comm	\$100 base + \$50/unit or suite
Advisory Inspection	\$50/inspection
Swimming Pools	\$50/inspection
Temporary Service	\$40/inspection
Reinspection fee	\$25
PLUMBING/GAS	
Residential (1 & 2 Fam Dwelling)	\$30/1st fix - \$10 each there after
Commercial Structures	\$35/1st fix - \$12 each there after



TOWN OF TRURO

Building Department

24 Town Hall Road

P.O. Box 2030, Truro MA 02666

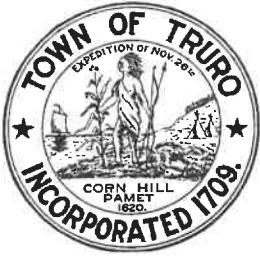
Tel: 508-349-7004, Ext. 31 Fax: 508-349-5508

February 7, 2023

PROPOSED CHANGES TO EXISTING (FEB. 23, 2011) BUILDING PERMIT FEES ADD/CHANGE:

- 1.) APPLICATION FEE ALL FULL BUILDING PERMITS: \$ 50.00
- 2.) CERTIFICATE OF OCCUPANCY: \$ 75.00
- 3.) REPLACEMENT OF LOST PERMIT CARD: \$ 75.00
- 4.) TENTS GREATER THAN 400 SQ. FT.: \$ 100.00
- 5.) POOLS, SOLAR, APPLICATION FEE (\$50.00 PLUS 1% OF CONSTRUCTION COSTS.)
- 6.) OTHER ACCESSORY STRUCTURES (OVER 200 sq. ft.) AND DECKS, \$ 50.00 APPLICATION FEE AND .40 CENTS PER SQ. FT.
- 7.) DEMOLITION: LESS THAN 300 SQ. FT.= \$ 50.00
301 SQ. FT. AND GREATER= \$ 150.00
- 8.) EMERGENCY INSPECTIONS/ AFTER HOURS AND WEEKENDS: \$ 150.00
- 9.) REINSPECTION / EXTRA INSPECTIONS: RESIDENTIAL= \$ 75.00
COMMERCIAL= \$ 100.00

RBS
2-7-22



TOWN OF TRURO

Building Department

24 Town Hall Road

P.O. Box 2030, Truro MA 02666

Tel: 508-349-7004, Ext. 131 Fax: 508-349-5508

February 7, 2023

SUGGESTED CHANGES TO PLUMBING / GAS FEES

Residential Change Basic fee to: Permit Including First Fixture or appliance from current
\$ 40.00 to **\$ 90.00**

Each additional fixture or Appliance = \$ 10.00

Commercial: Permit including first fixture or appliance from \$ 60.00 to **\$ 105.00**

Each additional fixture or Appliance = \$15.00

Replacement of single appliance or fixture:

Residential from \$ 40.00 to \$ 50.00

Commercial from \$ 60.00 to \$ 75.00

Re-inspection and/or extra Inspection Fees

Residential from \$40 to \$50

Commercial from \$60 to \$75

J. J. - [Signature]
FEB. 7, 2023



TOWN OF TRURO

Building Department

24 Town Hall Road

P.O. Box 2030, Truro MA 02666

Tel: 508-349-7004, Ext. 131 Fax: 508-349-5508

February 7, 2023

SUGGESTED CHANGES TO ELECTRICAL PERMIT FEES

Residential (1 & 2 Family):

Addition/ Alteration change from \$ 75.00 to \$ 100.00.

Temporary/ Change of Service change from \$ 50.00 to \$ 75.00

Commercial:

Temporary/ Change of service change from \$ 50.00 to \$ 75.00

Miscellaneous:

Swimming Pools change from \$ 75.00 to \$ 100.00.

Alarm Systems (Security/ Fire) change from \$ 50.00 to \$ 75.00.

Signs, oil Burners, A.C., Generators etc. change from \$ 50 to \$ 75.00.

Add: Solar Service=\$ 100.00

Add: Charging Station=\$100.00

Add: Power Walls=\$100.00

Reinspection Fees to remain the same as current.

DGS
2.7.23

BUILDING DEPARTMENT FEES 2023

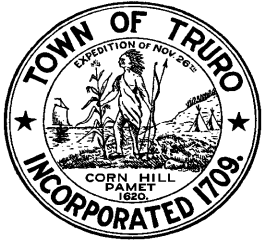
Permit Type	Current Fee	Proposed Fees	PROVINCETOWN	WELLFLEET	EASTHAM	CHATHAM
Residential (New Construction) Permit	\$0.65 per square foot	\$50 application fee (new) +\$0.65 per sq. ft.	\$15.30 per \$1000/minimum of \$100	\$0.65 per sq.ft. or \$55.00 min (New Construction/Additions)\$0.55	\$0.65 per sq.ft. per floor (New Construction/Additions); includes foundation	\$0.90 x sq. ft.*
Residential (Alteration) Permit	\$0.50 per square foot	\$50 application fee (new) +\$0.50 per sq. ft.	\$15.30 per \$1000/minimum of \$100	\$0.55 per sq ft. or \$55.00 min	\$0.55 per sq. ft. per floor (Existing Structure)	\$0.90 x sq. ft.*
Residential (Foundation Only) Permit	\$50 fee plus \$0.25 per linear foot	\$50 application fee (new) +\$0.25 per linear ft.	\$15.30 per \$1000/minimum of \$100	\$55	n/a	n/a
Residential (Sustaining/Retaining Wall) Permit	\$50 fee plus \$0.25 per linear foot	\$50 application fee (new) +\$0.25 per linear ft.	\$15.30 per \$1000/minimum of \$100	\$55	n/a	n/a
Express Permit	\$50 fee per item selected on form	Tents (> 400 sq. ft.) (new) \$100; All other Express Permit fees to remain as is.	\$100/\$50 Shed	\$55	\$50 per item	\$50 - \$150
Signs	\$50 fee	no change	\$50	\$50 + \$25 per sf over 24 sf	\$50 (residential); \$100	\$25
Beach Stairs	\$50 fee	no change	n/a	n/a	n/a	n/a
Mechanical/Sheet Metal	1% of the construction cost	no change	\$100	\$55 + 1% of job value	1% of the construction cost	n/a
Any work not covered by above fee schedule	1% of the construction cost	no change	n/a	n/a	1% of the construction cost	*Alternate Fee Calculation=\$10/\$1000 Double the Fee(Res.)/Triple the Fee(Comm)
Work without a permit	Triple the Fee	no change	\$300 + double the permit fee	n/a	Double the Fee	
Certificate of Occupancy	none	\$75 (new)	\$75	\$55 each unit	n/a	\$25
Replacement of Lost Building Permit Card	none	\$75 (new)	\$100	\$35	n/a	\$25
Application Review fee - All Full Building Permits	none	\$50 (new)***	n/a	n/a	\$25	0-10K=\$25; 10K-100K=\$50; 100K+=\$100
Swimming Pools, Solar Other Accessory Structures (over 200 sq.ft.); including Decks	none	\$50 application fee (new); + 1% of the construction cost	\$15.30 per \$1000/minimum of \$100	\$115 plus \$0.25 per sq. ft. (Pools In-ground); \$55 + 1% of construction value (Solar Panel)	1% of the construction cost (Solar Panel)	\$200 minimum
Demolition Permit	\$50 fee	\$50 application fee (new) +\$0.40 per sq. ft.; \$50 (new) < 300 sq. ft.; \$150 (new) 301 sq. ft. & over.	\$15.30 per \$1000/minimum of \$100	\$0.25 per sq.ft. or \$55 minium \$50 < 300 sq. ft.; \$150 301 sq. ft. & over.	\$0.65 per sq.ft. per floor (New Construction/Additions);includes foundation	\$0.60 x sq. ft.* \$200 min(Res.) / \$400 min (Comm.)
Emergency Inspections/After Hours and Weekends	none	\$150 (new)	\$75	\$115	\$100	n/a
Reinspection (Residential)	none	\$75 (new)	\$75	\$55	\$60	\$25
Commercial (anything other than 1-2 family, R4, R5)	Apply residential fees + 15 %	\$50 application fee (new) + Apply residential fees + 15%	\$15.30 per \$1000/minimum of \$100	\$0.65 per sq.ft. or \$55.00 min (New Construction/Additions)\$0.55 per sq. ft or \$55 min (Alt/Repairs)	\$0.75 per sq. ft. per floor or 1% of construction cost, whichever is greater	\$0.80 x sq.ft.*
Reinspection (Commercial)	none	\$100 (new)	\$75	\$55	\$60	\$25
	effective 11/15/2007		no effective date listed	effective 7/1/2016	effective date 3/10/2014	effective date 6/9/2015

PLUMBING AND GAS FEES 2023

Permit Type	Current Fee	Proposed Fee	PROVINCETOWN	WELLFLEET	EASTHAM	CHATHAM
Residential Single & Multiple Dwelling(per unit)	\$40 (basic fee) + \$10 per fixture/appliance	\$90 (new) includes first fixture/appliance; \$10 each additional fixture/appliance	\$75 first fixture; each additional fixture \$20	\$60 + \$10 per fixture	\$80 base fee(not including first fixture); \$10 fee per fixture	\$30/1st fixture-\$10 each there after
Replacement of single appliance /fixture	\$40	\$50	n/a	n/a	\$60	n/a
Re-inspection and/or Extra Inspection Fees	\$40	\$50	n/a	\$50	\$60	n/a
Commercial (anything other than 1 & 2 family, R-4, R-5)	\$60 (basic fee) + \$15 per fixture/appliance	\$105 (new) included first fixture/appliance; \$15 each additional fixture/appliance	\$75 first fixture; each additional fixture \$20	\$60 + \$10 per fixture	\$120 base fee(not including first fixture); \$15 fee per fixture	\$35/1st fixture-\$12 each there after
Replacement of single appliance /fixture	\$60	\$75	n/a	n/a	\$135	n/a
Re-inspection and/or Extra Inspection Fees	\$60	\$75	n/a	\$50	\$60	n/a
				effective 7/1/2016	effective 3/10/2014	effective 6/9/2015

ELECTRICAL FEES 2023

Permit Type	Current Fee	Proposed Fee	PROVINCETOWN	WELLFLEET	EASTHAM	CHATHAM
Residential (new construction)	\$150	same as previous	\$100 for each additional unit	\$60 per inspection	\$120	\$50/Inspection
Residential (Alteration/Addition)	\$75	\$100	\$100 for each additional unit	\$60 per inspection	\$120	\$50/Inspection
Temporary or Change of Service	\$50	\$75	\$75 (Temporary)/\$100 (New)	\$60 per inspection	\$60	\$40/Inspection
Swimming Pools	\$75	\$100	n/a	n/a	n/a	\$50/Inspection
Alarm Systems (Security/Fire)	\$50	\$75	\$100/\$50 each additional unit	n/a	\$100	\$50/unit
Signs, Oil Burners, A.C., Generators	\$50	\$75	n/a	n/a	\$100	n/a
Solar	\$50	\$100	n/a	\$60 x 2 inspections	\$100	n/a
Charging Stations	n/a	\$100	n/a	n/a	n/a	n/a
Powerwalls	n/a	\$100	n/a	n/a	n/a	n/a
Reinspection Fee	\$40	same as previous	\$75	\$50	\$60	\$25
Commercial (new construction)	\$200 + \$50 per unit	same as previous	\$100 for each additional unit	\$60 per inspection	\$140 or 1% of wiring cost, whichever is >	\$75/Inspection
Commercial (Alteration/Addition)	\$100	\$100	\$100 for each additional unit	\$60 per inspection	\$140 or 1% of wiring cost, whichever is >	\$75/Inspection
Temporary or Change of Service	\$50	\$75	\$75 (Temporary)/\$100 (New)	\$60 per inspection	\$70	\$40/Inspection
Reinspection Fee	\$60	same as previous	\$75	\$50	\$60	\$25
				effective 7/1/2016	effective date 3/10/2014	effective date 6/9/2015



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Finance

REQUESTOR: Alex Marini Lessin, Finance Director

REQUESTED MEETING DATE: February 14, 2023

ITEM: Approval of allocation of surplus proceeds

EXPLANATION: For the past several years the Town's Auditor has recommended the Town reduce surplus proceeds from previous debt-financed projects. Surplus proceeds occur when a project is completed under budget, leaving funds left over from the final borrowing.

Massachusetts General Law Ch. 44 Sec. 20 has specific restrictions pertaining to the use of the proceeds and so they have remained on the books. In general, the funds may be appropriated for any purpose for which the city, town or district may borrow for an equal or greater term than the term for which that loan was issued. Because the original landfill capping remediation project term was five years, and the applicable capital projects borrowed debt at terms equal or greater than five years, the Town is allowed to allocate proceeds to close the project account rather than using a general fund appropriation. As per MGL C.44 Sec. 20, the Select Board must approve the allocation in order to complete the reallocation. The total allocation amount is \$60,000.

FINANCIAL SOURCE (IF APPLICABLE): Surplus proceeds from capital projects (see attached detail).

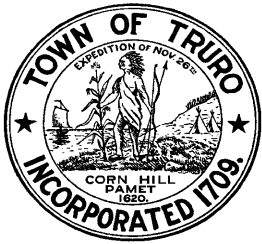
IMPACT IF NOT APPROVED: Free cash will be reduced; balances will remain on completed capital projects in contrast to Town Auditor recommendations.

SUGGESTED ACTION: *Motion to approve allocation of surplus borrowing proceeds as indicated in Attachment 7C1.*

ATTACHMENTS:

1. Detail of surplus proceeds of Capital Projects.

Borrowing Purpose	Balance at Completion of Project:	Request for Re-classification @ 06.30.2022	Remaining Balance:
3001 Chapter 90	2,168.28	2,168.28	0.00
3002 Library Basement Renovation	223.48	223.48	0.00
3003 Water Main Installation	20,067.03	20,067.03	0.00
3006 Library Construction Project	11,294.20	11,294.20	0.00
3010 TH Construction	174,582.28	21,212.62	153,369.66
3030 TCS School Zone Flashers	5,034.39	5,034.39	0.00
3500 Walsh Property Acquisition	65,655.71	0.00	65,655.71
	276,857.09	60,000.00	219,025.37



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: February 14, 2023

ITEM: Discussion and Approval of Rental Registration Fee for 2023

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

Once a fee is decided on, the Administration Office can then move forward with notifying property owners for the 2023 Season. The Rental Registration fee for 2022 was \$200.00 per household with collections totaling \$63,400.00.

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

Staff recommends maintaining or increasing this fee; an elimination or decrease of this fee would have revenue impacts and would not adequately reflect the staff time associated with processing rental registration applications.

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

YEAR	COLLECTIONS	FEE	# of Houses
2006	\$66,820.00	\$ 165.00	405
2007	\$72,105.00	\$ 165.00	437
2008	\$77,715.00	\$ 165.00	471
2009	\$71,425.00	\$ 165.00	433
2010	\$89,740.00	\$ 190.00	473
2011	\$89,680.00	\$ 190.00	472
2012	\$79,770.00	\$ 150.00	531
2013	\$71,400.00	\$ 150.00	477
2014	\$63,600.00	\$ 150.00	424
2015	\$78,400.00	\$ 200.00	392
2016	\$85,000.00	\$ 200.00	425
2017	\$88,800.00	\$ 200.00	444
2018	\$78,400.00	\$ 200.00	392
2019	\$70,000.00	\$ 200.00	350
2020	\$55,200.00	\$ 200.00	276
2021	\$68,800.00	\$ 200.00	344
2022	\$63,400.00	\$ 200.00	317

IMPACT IF NOT APPROVED: There will not be a fee set for the Rental Registration process. Revenue will not be collected.

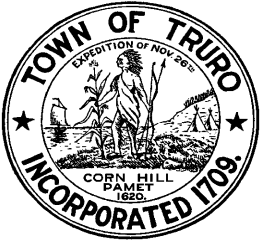
SUGGESTED ACTION: *MOTION TO approve the 2023 Rental Registration fee of \$(INSERT AMOUNT HERE).*

ATTACHMENTS:

1. Rental Registration Fee Analysis

Agenda Item: 7C1

Town	Rental Registration Fee	Room Occupancy Tax	Community Impact Fee	Number of Rental Registrations	Cape and Islands Water Protection Fund Tax Rate	Note on Fee or requirement
Provincetown	The fee for the new Short-Term Certificate will be \$750.00 for one year and the Long-Term Certificate fee is \$300 for three years.	6.00%	3.00%	550* *includes year-round	2.75%	Long-Term Certificate (rental period of greater than 31 days) Short-Term Certificate (rental period of 31 days or fewer).
Wellfleet	Does not have the program	6.00%	3.00%	N/A	2.75%	No Rental Program to Date
Eastham	\$75.00	6.00%	0%	1103	2.75%	Water test requires, Rental inspection-1st year, 3yr, and 5 yr.
Orleans	Does not have the program	6.00%	0%	N/A	2.75%	No Rental Program to Date
Chatham	Does not have the program	6.00%	0%	N/A	2.75%	No Rental Program to Date
Brewster	Does not have the program	6.00%	0%	N/A	2.75%	No Rental Program to Date
Truro	\$200.00	6.00%	0%	317	2.75%	Water Test, Tax Status check



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Susan Areson, Select Board Member and Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: February 14, 2023

ITEM: Committee Budget Policy

EXPLANATION: The budget guidance voted by the Select Board was sent to all department heads so that budget preparations may begin. Policy guidance is needed from the Select Board to determine which of the approximately thirty-five multi-member bodies for the Town should be receiving budget templates and how to plan for budget requests for the various multi-member bodies.

Currently, some multi-member bodies submit annual budget requests, other submit financial warrant articles for specific funding initiatives and others do not make requests during the budget process but make requests during the fiscal year. Policy guidance that provides clarity on the process and manages the needs of the multi-member bodies, within the confines of the omnibus budget, is critical.

The Board discussed notes provided by the staff that could assist in policy development on this topic. The Board determined that Member Areson would work with staff to develop a policy that would be presented for review and adoption by the Board. Member Areson worked with Finance Director Lessin, Town Manager Tangeman, and Assistant Town Manager Clark to prepare the draft policy before the Board this evening.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: There will continue to be uncertainty in the budget development process and fiscal planning related to multi-member bodies.

SUGGESTED ACTION: *Motion to adopt Policy 68: Budget Requests from Multi-member Bodies and sign electronically on behalf of the Board.*

ATTACHMENTS:

1. Draft Policy 68: Budget Requests from Multi-member Bodies



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004

Fax: 508-349-5505

POLICY MEMORANDUM #68

Subject: Budget Requests from Multi-Member Bodies

Date: Adopted February 14, 2023

Purpose:

The Truro Select Board and Town Manager aim to support the work of volunteer boards, committees and commissions. This policy establishes a clear and fair process for reviewing budgetary requests from those multi-member bodies. The Town Manager and staff must take into consideration the entire town budget for programs and services, staff availability required to meet the requests, competing demands for financing and whether the purpose meets the goals and objectives of the Select Board.

This policy is intended to encourage board and committee members to project any costs for their work so those costs may be considered in the annual budget review. It is also intended to provide guidance to multi-member bodies that are interested in grant financing for their work.

Procedures:

- The Town Manager will assign at least one staff “fiscal agent” to each multi-member body. That agent is solely a contact person for financial requests unless the Town Manager has directed otherwise.
- The multi-member body will vote on any requests for financing. The request must be reviewed first with the board’s Select Board liaison.
- A written request will be submitted to the fiscal agent. The request will detail the reason for the expense, how it contributes to town initiatives, and any staff support or outside expertise that may be required.
- Requests must be submitted to fiscal agent by the first Monday in November, when budget preparation begins for the July 1 start of the next fiscal year.
- The fiscal agent may request further detail or analysis from the multi-member body. The agent will consider whether the request adequately reflects the true costs, short-term and ongoing, and any procurement law and/or policies related to the request. The agent will

consider the Select Board’s goals and objectives, priorities for town services, impacts to town property, and any related town policy or charter requirements.

- The fiscal agent will approve, deny, or modify the request and notify the Town Manager and the multi-member body.
- The Town Manager will review all requests approved by the fiscal agent and will approve, deny, or modify the request. If approved, the Town Manager will determine the appropriate funding source. The item may be included as a budget line item, for consideration during the review process, or a separate warrant article. (Approval by the fiscal agent and Town Manager shall not be considered an endorsement of the program or that the budget item will be accommodated.)
- The Town Manager’s recommendation for the budget item will be presented to the Budget Task Force. A representative of the multi-member body must attend the designated Budget Task Force meeting to answer questions or provide justification of the expense. The request shall continue through the budget review process as required by Town Charter.
- If approved by Town Meeting, the multi-member body shall work with the staff fiscal agent to determine appropriate specifications of the item or the scope of services required.
- Fiscal agents will facilitate the purchasing process, in as timely a manner as their departmental duties allow. The fiscal agent will be responsible for paying invoices in accordance with town accounting procedures.
- Fiscal agents must be consulted in advance if a board, committee or commission seeks to apply for grant funding. This consultation will cover a range of areas, among them: whether the grant is applicable for the specific purpose; who is responsible for filing the application; how the grant fits into the goals and strategic plans of the town; whether matching town funds are required or if the grant is reimbursable or direct payment; and whether staff time will be required for the project or any grant administration or reporting function.

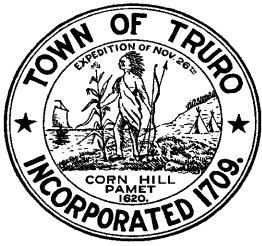
Kristen Reed, Chair

Robert Weinstein, Vice-Chair

John Dundas, Clerk

Susan Areson

Stephanie Rein
Truro Select Board



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Health Department

REQUESTOR: Emily Beebe, Health and Conservation Agent

REQUESTED MEETING DATE: February 14, 2023

ITEM: Condominium Conversion request for Unit 13 of Harbor View Village from seasonal to year-round.

EXPLANATION: Unit 13 of Harbor View Village Condominium located at 168 Shore Road is requesting conversion from seasonal to year-round per [§40.3 Conversion of Cottage or Cabin Colony, Motor Court, Motel or Hotel](#). The amended Zoning By-Law allows existing condominiums to convert to year-round use if the condominiums meet building, health and safety codes.

The year-round conversion inspection of unit 13 was completed October 20, 2020. This is the only unit moving forward as year-round, at this time. Unit 13, the managerial unit, is ready to proceed to year-round occupancy, however, and has brought all health, conservation, safety, and building corrections into compliance. A release of the seasonal covenant by the Select Board is required to allow for the year-round use for Unit 13.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Unit 13 of the Harbor View Village, owned by Peter D. DeAndrade, is the managerial condo unit that serves the association. If they do not gain year-round use of the unit, the managers will not be able to maintain their year-round occupancy on the grounds of the condominium association.

SUGGESTED ACTION: *Motion to approve the year-round use and removal of the seasonal covenant for Unit 13 of Harbor View Village, a Truro Condominium located at 168 Shore Road,*

and authorize the Select Board to sign electronically the Release of Covenant.

ATTACHMENTS:

1. Amended Master Deed
2. Provincetown Water Department Sign Off
3. Step 1 Application
4. Step 2 Application and Vote
5. Unit 13 Release of Covenant

Bk 25682 Pg 255 #45788
09-16-2011 @ 08:28a

SECOND AMENDMENT TO THE MASTER DEED
OF
THE HARBOR VIEW VILLAGE CONDOMINIUM

REFERENCE is made to the Master Deed whereby MICHAEL ROGOW and MARION MEBERG, with an address of PO Box 147, North Truro, MA 02652 as "Declarants" created THE HARBOR VIEW VILLAGE CONDOMINIUM which Master Deed is dated May 23, 2003, and recorded with Barnstable County Registry of Deeds in Book 16999, Page 236, and which Master Deed was amended by First Amendment To Master Deed dated November 8, 2010, and recorded with said Registry in Book 24992, Page 219.

The undersigned, MICHAEL ROGOW and MARION MEBERG are the owners of Unit 13, EVELYN KRATZ and PAMELA FRENCH are the owners of Unit 2, JOY A. MEYERS is the owner of Unit 3, YVONNE J. and ERIC EMMONS and ROBERT M. STUBBS are the owners of Unit 5, LISA A. MATTHEWS and JOHN L. MATTHEWS are the owners of Unit 6, JEAN M. SAGERIAN is the owner of Unit 7, JOHN P. PEAK is the owner of Unit 8, DEBRA A. HOGAN and TRACY STOPA are the owners of Unit 9, ELLEN A. CARROLL and EMILY LANIGAN are the owners of Unit 10, and CATHLEEN F. FITZGERALD is the owner of Unit 11 and ANTHONY AQUANNO and JESSIE DUNN are the owners of Unit 12 and are entitled to more than Seventy-Five (75%) percent of the

*Property Address: Shore Road
North Truro MA*

16

undivided interest in the common areas and facilities of the Condominium.

NOW THEREFORE, pursuant to Section 12 of the Master Deed, the Master Deed is hereby amended in the following manner:

1. Section 4. Designation of Condominium Units, is amended by deleting the descriptions of Units 12 and 13 therein and inserting in their place the following:

"Unit 12 in Building F contains and includes a living room/kitchen, two (2) bedrooms and two (2) bathrooms containing approximately 626 square feet and obtains access from a main entrance door to an exclusive use deck and stairs to common area ground. The Unit will be granted an exclusive use easement for the deck and stairs located on the northwesterly side of the Unit, the basement area located in Building F as well as the utility room and bathroom located on the easterly end of Building F, all as shown on the site and floor plans. The exclusive use easement grant for the basement is subject to the right of the owner of Unit 13 and their agents (repairmen and servicemen) to access the utility/furnace for the purpose of maintaining and repairing the furnace located therein which provides heat to Unit 13"

"Unit 13 in Building B contains and includes a living room, a dining room, an office area, a kitchen, one (1) bedroom and one (1) bathroom on the first floor and one (1) bedroom and one (1) bathroom on the second floor containing an area of approximately 2040 square feet and obtains access from a main entrance door to an exclusive use deck to common area ground. The Unit will be granted an exclusive use easement for the deck located on the northwesterly side of the second floor of the Unit as well as the deck located on the northwesterly side of the first floor of the Unit"

2. It is the purpose and intent of this Second Amendment to transfer from Unit 13 to Unit 12 the exclusive use

easement rights for the easement area, utility room and bathroom located in Building F.

3. Section 5. Boundaries of The Units, subsection f. of which was amended by the First Amendment To Master Deed is hereby further amended by deleting the language set forth in the First Amendment and inserting in its place the following:

"f. With respect to Building F, Unit 12 shall be responsible for One Hundred and no/100 (100.00%) percent of all such expenses, provided, however, that the costs for maintenance, repair and/or replacement of the furnace in the basement area of Building F shall be divided equally between Units 12 and 13, with each Unit responsible for Fifty and no/100 (50.00%) percent of such costs."

4. The undersigned certify as follows:
 - a. This Amendment does not alter the dimensions of any unit in the Condominium;
 - b. This Amendment does not alter the percentage of the undivided interest to which any Unit in the condominium is entitled in and to the common areas and facilities;
 - c. There is no mortgage of record on Units 12 and 13 which are the only Units affected by this Amendment; and
 - d. This Amendment does not alter the Master Deed in any manner which would be contrary to or inconsistent with any requirements or provisions of General Laws Chapter 183A of the General Laws of Massachusetts.

5. Except as amended by this Second Amendment to Master Deed as well as the prior First Amendment, all of the terms and conditions of the Master Deed are hereby ratified and confirmed.

WITNESS our hands and seals this 2nd day of August, 2011.

Michael Rogow
MICHAEL ROGOW, Owner of Unit 13

Marion Rogow
MARION (ROGOW f/k/a) MARION MEBERG,
Owner of Unit 13

COMMONWEALTH OF MASSACHUSETTS

County of Barnstable

On this 2nd day of August, 2011, before me, the undersigned notary public, personally appeared MICHAEL ROGOW and MARION ROGOW f/k/a MARION MEBERG, proved to me through satisfactory evidence of identification, which were personally known to me, to be the persons whose names are signed on the preceding or attached document, and acknowledged to me that they signed it voluntarily for its stated purpose.

Stacey A. White
, Notary Public

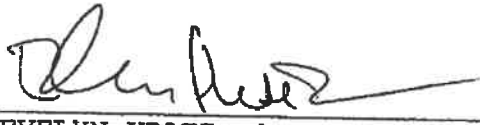
My commission expires:



STACEY A. WHITE
Notary Public
Commonwealth of Massachusetts
My Commission Expires March 19, 2015

5. Except as amended by this Second Amendment to Master Deed as well as the prior First Amendment, all of the terms and conditions of the Master Deed are hereby ratified and confirmed.

WITNESS our hands and seals this 7th day of *September*, 2011.



EVELYN KRATZ, Owner of Unit 2



PAMELA FRENCH, Owner of Unit 2

COMMONWEALTH/STATE OF

County of

On this _____ day of _____, 2011, before me, the undersigned notary public, personally appeared EVELYN KRATZ and PAMELA FRENCH, proved to me through satisfactory evidence of identification, which were

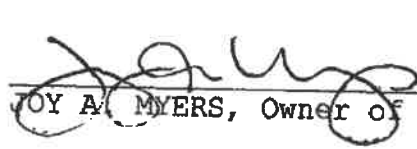
~~_____~~, to be the persons whose names are ~~signed on the preceding or attached document,~~ and acknowledged ~~to me that they signed it voluntarily for its stated purpose.~~

My commission expires:

_____, Notary Public

5. Except as amended by this Second Amendment to Master Deed as well as the prior First Amendment, all of the terms and conditions of the Master Deed are hereby ratified and confirmed.

WITNESS my hand and seal this 7 day of Sept, 2011.

 # 3
JOY A. MYERS, Owner of Unit 3

COMMONWEALTH/STATE OF

County of

On this _____ day of _____, 2011, before me, the undersigned notary public, personally appeared JOY A MYERS, proved to me through satisfactory evidence of identification, which were _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose.

My commission expires: _____

_____, Notary Public

5. Except as amended by this Second Amendment to Master Deed as well as the prior First Amendment, all of the terms and conditions of the Master Deed are hereby ratified and confirmed.

WITNESS our hands and seals this 7th day of September, 2011.

Yvonne J. Emons
YVONNE J. EMMONS, Owner of Unit 5

Eric Emons
ERIC EMMONS, Owner of Unit 5

COMMONWEALTH/STATE OF

County of

On this _____ day of _____, 2011, before me, the undersigned notary public, personally appeared YVONNE EMMONS and ERIC EMMONS, proved to me through satisfactory evidence of identification, which were


_____, to be the persons whose names are signed on the preceding or attached document, and acknowledged to me that they signed it voluntarily for its stated purpose.

My commission expires: _____

_____, Notary Public

3. Except as amended by this First Amendment to Master Deed, all of the terms and conditions of the Master Deed are hereby ratified and confirmed.

WITNESS my hand and seal this 7th day of *September*, 2010.


ROBERT M. STUBBS, Owner of Unit 5

COMMONWEALTH/STATE OF

County of

On this day of , 2010, before me, the undersigned notary public, personally appeared ROBERT M. STUBBS, proved to me through satisfactory evidence of identification, which were , to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.

My commission expires:

, Notary Public

5. Except as amended by this Second Amendment to Master Deed as well as the prior First Amendment, all of the terms and conditions of the Master Deed are hereby ratified and confirmed.

WITNESS our hands and seals this 7th day of September, 2011.

Lisa A. Matthews
LISA A. MATTHEWS, Owner of Unit 6

John L. Matthews
JOHN L. MATTHEWS, Owner of Unit 6

COMMONWEALTH/STATE OF

County of

On this _____ day of _____, 2011, before me, the undersigned notary public, personally appeared LISA A. MATTHEWS and JOHN L. MATTHEWS, proved to me through satisfactory evidence of identification, which were

_____, to be the persons whose names are signed on the preceding or attached document, and acknowledged to me that they signed it voluntarily for its stated purpose.

My commission expires:

_____, Notary Public

5. Except as amended by this Second Amendment to Master Deed as well as the prior First Amendment, all of the terms and conditions of the Master Deed are hereby ratified and confirmed.

WITNESS my hand and seal this 19th day of August, 2011.

Jean M. Sagerian
JEAN M. SAGERIAN, Owner of Unit 7

COMMONWEALTH/STATE OF

County of Barnstable

On this 19th day of August, 2011, before me, the undersigned notary public, personally appeared JEAN M. SAGERIAN, proved to me through satisfactory evidence of identification, which were *Mass Drivers Lic*, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose.

Christine Lavenets
, Notary Public

My commission expires:



CHRISTINE L. LAVENETS
Notary Public
Commonwealth of Massachusetts
My Commission Expires February 22, 2013

5. Except as amended by this Second Amendment to Master Deed as well as the prior First Amendment, all of the terms and conditions of the Master Deed are hereby ratified and confirmed.

WITNESS my hand and seal this day of 8/19/2011, 2011.

John P. Peak

JOHN P. PEAK, Owner of Unit 8

COMMONWEALTH/STATE OF Massachusetts

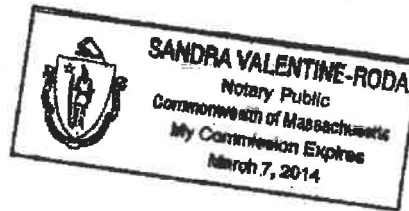
County of Barnstable

On this 19 day of August, 2011, before me, the undersigned notary public, personally appeared JOHN P. PEAK, proved to me through satisfactory evidence of identification, which were *CT Driver's License*, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.

Sandra Valentine-Roda

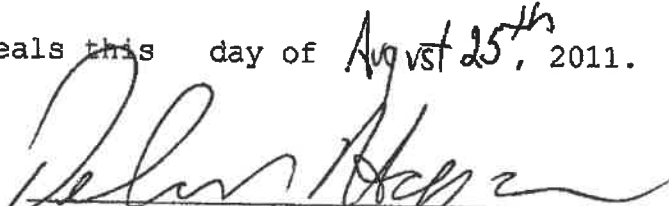
SANDRA VALENTINE-RODA, Notary Public


My commission expires:
March 7, 2014



5. Except as amended by this Second Amendment to Master Deed as well as the prior First Amendment, all of the terms and conditions of the Master Deed are hereby ratified and confirmed.

WITNESS our hands and seals this day of August 25th, 2011.


DEBRA A. HOGAN, Owner of Unit 9


TRACY STOPA, Owner of Unit 9

COMMONWEALTH/STATE OF

County of

On this day of , 2011, before me, the undersigned notary public, personally appeared DEBRA A. HOGAN and TRACY STOPA, proved to me through satisfactory evidence of identification, which were

, to be the persons whose names are signed on the preceding or attached document, and acknowledged to me that they signed it voluntarily for its stated purpose.

, Notary Public

My commission expires:

5. Except as amended by this Second Amendment to Master Deed as well as the prior First Amendment, all of the terms and conditions of the Master Deed are hereby ratified and confirmed.

WITNESS our hands and seals this 9th day of September, 2011.

Ellen A. Carroll
ELLEN A. CARROLL, Owner of Unit 10

Emily A. Lanigan
EMILY A. LANIGAN, Owner of Unit 10
M & C

NOTARY PUBLIC

COMMONWEALTH/STATE OF

County of

On this _____ day of _____, 2011, before me, the undersigned notary public, personally appeared ELLEN A. CARROLL and EMILY A. LANIGAN, who proved to me through satisfactory evidence of identification, which were _____, to be the persons whose names are signed on the preceding or attached document, and acknowledged to me that they signed it voluntarily for its stated purpose.

, Notary Public

My commission expires:

5. Except as amended by this Second Amendment to Master Deed as well as the prior First Amendment, all of the terms and conditions of the Master Deed are hereby ratified and confirmed.

WITNESS my hand and seal this 29th day of August, 2011.

A. S. Aguanno
ANTHONY AGUANNO, Owner of Unit 12

J. A. Dunn
JESSIE DUNN, Owner of Unit 12

COMMONWEALTH/STATE OF

County of

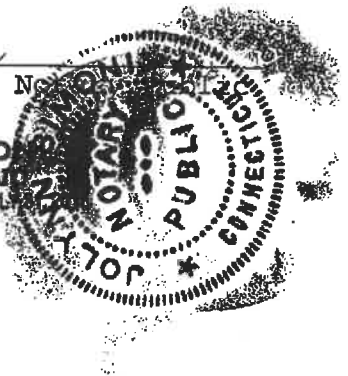
On this 29th day of August, 2011, before me, the undersigned notary public, personally appeared ANTHONY AGUANNO and JESSIE DUNN, proved to me through satisfactory evidence of identification, which were drivers' licenses

, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that they signed it voluntarily for its stated purpose.

Jolyann Simon

My commission expires:

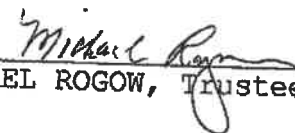
JOLYNN SIMON
NOTARY PUBLIC
MY COMMISSION EXPIRES JULY 2012

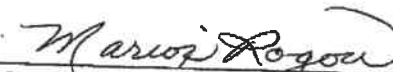


ASSENT OF TRUSTEES

The foregoing First Amendment to the Master Deed of **THE HARBOR VIEW VILLAGE CONDOMINIUM** is assented to by the undersigned, **MICHAEL ROGOW** and **MARION MEBERG**, Trustees of **THE HARBOR VIEW VILLAGE CONDOMINIUM TRUST** under a Declaration of Trust dated May 28, 2003 and recorded with the Barnstable County Registry of Deeds in Book 16999, Page 271.

WITNESS our hands and seals this 22nd day of August, 2011.


MICHAEL ROGOW, Trustee


MARION ROGOW f/k/a MARION MEBERG,
Trustee

COMMONWEALTH OF MASSACHUSETTS

COUNTY OF Barnstable

On this 22nd day of August, 2011, before me, the undersigned notary public, personally appeared MICHAEL ROGOW and MARION ROGOW f/k/a MARION MEBERG, Trustees, proved to me through satisfactory evidence of identification, which were Personally known to me, to be the persons whose names are signed on the preceding or attached document, and acknowledged to me that they signed it voluntarily for its stated purpose.

Stacey A. White

, Notary Public

My commission expires:



STACEY A. WHITE
Notary Public
Commonwealth of Massachusetts
My Commission Expires March 19, 2015

Ec:clients\rogow.Michael\2ND.amendment.master.deed

Agenda Item: 7F2
BUILDING DEPARTMENT
TOWN OF TRURO

DEC 16 2021

RECEIVED BY:

December 15, 2021

Lynne

Re: 12 Month Occupancy
Harbor View Village Condominium Unit #13

Attached is a letter from the Provincetown Water Department indicating #13 is
Sufficient for year round occupancy. Please enter this in our file.

Best,
Jack Peak



TOWN OF PROVINCETOWN

Department of Public Works
Buildings & Grounds Division
Engineering Division
Highway Division
Sanitation Division
Transfer Station/Recycling Center
Water & Sewer Division

Richard J. Waldo, P.E., Director
Steven H. Wlodkowski, Deputy Director
Sherry Prada, Operations Director
Cody J. Salisbury, Water Superintendent



Veterans Memorial Community Center
2 Mayflower St., Room 74
Mail: 260 Commercial Street
Provincetown MA 02657
Phone: 508.487.7060
FAX: 508.487.4675
<http://www.provincetown-ma.gov>

rwaldo@provincetown-ma.gov
swlodkowski@provincetown-ma.gov
sprada@provincetown-ma.gov
csalisbury@provincetown-ma.gov

November 10, 2020

BUILDING DEPARTMENT
TOWN OF TRURO

DEC 16 2021

RECEIVED BY:

Harbor View Village Condominium Trust
c/o Jack Peak, Trustee
PO Box 136
North Truro, MA 02652

Re: Harbor View Village 168 Shore Rd. (N. Truro), Water Service Inspection for Year Round Condo Feasibility

Dear Mr. Peak:

The Town of Provincetown Water Department has performed an inspection of the current water service and meter arrangement at the above-referenced property. The purpose of the inspection was to determine the feasibility of year-round occupancy of the condominium unit within the building(s) in accordance with the Town of Truro regulations. Attached is a copy of the inspection checklist for reference, with key findings listed below. Please note the Water Department is only inspecting aspects related to the water service and meter(s); a licensed plumber should be consulted in order to evaluate interior domestic plumbing.

1. Unit #13 is the only unit individually metered, which is sufficient for year round use
2. Building "A" Units 1-5 meter/service entrance is not protected from freezing
3. Each building has an isolation valve, but each unit cannot be isolated from one another (except unit #13 which is contained in one building)

Should you have any further questions please do not hesitate to contact me.

Very truly yours,

Cody J. Salisbury
Water Superintendent

M 21-5P

Agenda Item: 7F3

\$ PAID
2045
\$900.00

HEALTH DEPARTMENT
TOWN OF TRURO

TOWN OF TRURO



NOV 20 15
RECEIVED

24 Town Hall Road
PO Box 2030
Truro, MA 02666
508-349-7004

Tel (508)-349-7004
Fax (508)-349-5508

Step 1- Pre Application
Condominium Conversion Application

Date: 11/20/2019
Establishment Name: HARBOR VIEW VILLAGE
Property Address: 168 Shore Rd,
Mailing Address: PO Box 136

Designated representatives: Jack Peak, Joan Ford
Telephone:
Email: harborviewvillagecondominium@gmail.com

Unit #'s Going Year-Round: (B total)
2, 4, 6, 7, 8, 9, 11, 13, 12
L Jack
Unit #'s Staying Seasonal:
1, 3, 5, 10, 11

Property Compliance Checklist- preliminary file research

Health

- Current Title V inspection report 5/2017 ^{SPIT} DUR in 2020
- 105 CMR 410 - Minimum Standards for Human Habitation - general compliance

Conservation

- If any required site work is in a resource area or buffer-zone make proper filings with Truro Conservation Commission
- Are there any open Orders that need to be closed with application for Certificate of Compliance?

Site and Utilities

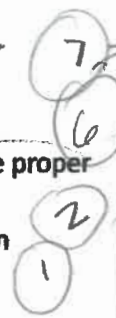
- Water - If on town water provide sign-off from Provincetown Water Department regarding suitability of on-site distribution system for year-round use. 3 meters for
- Gas - individually metered units if source is common tank
- Electric - units are individually metered

Building (based on 780 CMR - 9th edition)

- Egress, light and ventilation - compliant with R102.6.4
- Bedroom and basement emergency escape and rescue openings - compliant with R310
- Energy - compliant with Ch. 11 and 2015 IECC 505 w/ appendix AA (stretch code)

Notes

6 BLDGS 13 TOTAL
Septic Inspections: Units
May 9, 2017: 3 systems
Constructed in 2003 ^{2 BR}
BLDG A = 5. 3 studios ^(2 BR)
BLDG C = 3 = 2 BR units
BLDG B = 2 BR plus
1-BR studio attached
BLDG D = 2 BR unit
(large Deck added on unit, side)
BLDG E = 1-BR
BLDG F = 2 BR



✓ 16 BR per Condo Conv. doc. reduced from 21 designed in 1988

✓ 13 units
SEPTIC
✓ Inspected 2020
8/4/2021

cond

unit

- Fire protection – compliant with R313 and R314. For multifamily units (3 or more per building) compliance with 2015 IBC, Ch. 9, with MA amendments.
- Fire separation assemblies – for single and two unit dwellings compliant with R302 and for multiunit buildings compliant with Ch. 7
- Laundry connection per 248 CMR 10.10(o), properly connected to septic system
- Install 1.6 gallons/flush toilets
- For all gas-fired appliances install code-compliant vents
- Upgrade wall and above-counter electric outlets
- For new circuits install arc-fault circuit breakers
- All kitchen appliances on individual circuits

Other Staff Notes:

Applicant acknowledges and understand content of checklist. The checklist hereby becomes part of the Conversion Application

John Peak John Peak 3/3/20
Signature print name date

SAMPLE VOTE [STEP 1]

At a meeting of unit owners of the Harbor View Village Condominium, the Unit Owners voted to authorize the following individuals to act as representatives of the Condominium, and further, the Unit Owners have agreed to pursue the Step 1 application for the year-round condominium conversion process with the Town of Truro.

The following individual(s) are authorized to act on behalf of the HARBOR VIEW VILLAGE Condominium:

JACK PECK
JOAN FORD

Signed this 5 day of NOV, 2019 [to be signed by all or a majority of trustees]

Jack Peck
, Trustee

, Trustee

Michelle Hopper
Scott Green
Randall Hill
Jeanette Taylor
[Signature]

Tom Tabbi
Jennifer Seegell

HEALTH DEPARTMENT
TOWN OF TRURO

NOV 20 2019

RECEIVED BY

SAMPLE VOTE [STEP 1]

NOV 20 2019

RECEIVED BY

At a meeting of unit owners of the HARBOR VIEW ~~Village~~ Condominium, the ~~Unit Owners~~ voted to authorize the following individuals to act as representatives of the Condominium, and further, the Unit Owners have agreed to pursue the Step 1 application for the year-round condominium conversion process with the Town of Truro.

The following individual(s) are authorized to act on behalf of the HARBOR VIEW VILLAGE Condominium:

JACK PEAK
JOAN FORD

Signed this 20 day of NOV, 2019 [to be signed by all or a majority of trustees]

Jack Peak
, Trustee
Joan Ford
, Trustee

Dates" or "Season"). Seasonal Dates may be changed from time to time by a majority vote of the Unit Owners. ~~Occupancy outside of the Season may only occur if approved for 12 month conversion by the Town of Truro and permitted by law.~~ Any Unit Owner or Owners intending to occupy a Unit or Units beyond the Seasonal Dates of the condominium may apply to the Trustees, which consent not to be unreasonably withheld, for application to the Town of Truro for year round condominium use. Such Unit Owner shall be responsible for the associated expenses of the application and conversion, and such cost shall not be a common expense regardless of the fact that such conversion process may affect other Units. Any Unit which is occupied outside of the Season may be required by the Trustees of **THE HARBOR VIEW VILLAGE CONDOMINIUM TRUST** to have separate meters for water, propane and electric. Such Unit shall continue to be responsible for the Unit's beneficial interest in the cost of common utilities during the Season, unless all Units have separate meters for such utilities. Units permitted to be occupied outside of the Season shall be subject to such reasonable rules and regulations as may be promulgated by the Trustees.

e. No Unit shall be rented by the Owner thereof to the same party for an uninterrupted period of occupancy of more than thirty-five (35) days unless such rental is approved in writing by the Trustees.

f. No smoking of any product shall take place in any Unit in the Condominium. This prohibition applied to the Units Owners, their families, guests, tenants, invitees and any other persons occupying or visiting the Units.


g. No owner shall have the right to raise the roof or extend the exterior walls. In order to preserve the architectural integrity of the buildings, but to allow for reasonable modifications, any and all changes of any nature to the exterior of any building, including windows and doors, shall be done in a good and workmanlike manner pursuant to a building permit duly issued (if required by law) and pursuant to plans and specifications which have been submitted to and approved by the Trustees. provided however, that the provisions of this subparagraph (9) shall not restrict the right of any Unit Owner to decorate the interior of his Unit(s) as he may desire so long as such Unit Owner shall in no way whatsoever after, remove or otherwise modify any structure components of his Unit(s).

h. All use and maintenance of such Units shall be conducted in a manner consistent with the comfort and convenience of the occupants of other Units and in accordance with provisions with respect thereto from time to time promulgated by said Trustees.

PAID
2020

Step 2: Condominium Conversion Application

TOWN OF TRURO



24 Town Hall Rd.
PO Box 2030
Truro, MA 02666

Tel (508) 349-7004
Fax (508) 349-5508

Date: 3/30/20

Establishment Name: HARBOR view Village

Property Address: 168 Shore Rd.

Mailing Address: PO Box 136

Designated representatives: JACK PECK, Joan FERD

Telephone: _____

Email: _____

Please identify the type of conversion being sought:

- Existing Cottage Colony/Motel to seasonally restricted use (year-round manager's unit allowed)
- Existing Cottage Colony/Motel to year-round use (full property or individual units)
- Existing Condominium to year-round use (full property or individual units)

Current number of: 13 Units Bedrooms

Unit #'s Going Year-Round: 2, 4, 6, 7, 8, 9, 11, 13 +12 (11 BR) ^{AD per conversation w/ Jack Peck}

Unit #'s Staying Seasonal: 1, 3, 5, 10, 12

Proposed number of: _____ Units Bedrooms

[Signature]
Applicant Signature

3/30/20
Date

Submit the following documents in support of this application:

- Completed Declaration of Covenant (for newly created condominiums –seasonal or year-round use)
- Completed Modification/Removal of Covenant (existing condominiums)
- Parking plan (newly created condominiums) approved: _____
Building Commissioner date
- Septic Plan (if required by Health Dept.) approved: _____
Health Agent date

Current Septic System Inspection Report

_____ date

_____ year of installation

Property Compliance Checklist from Step 1 – Pre Application

Comments of the Health Agent

_____ Health Agent

_____ date

Comments of the Building Commissioner

New CO issued referencing the year-round units versus the seasonally restricted units.

_____ Building Commissioner

_____ date

The Town of Truro, as represented by its Select Board shall execute the attached Covenant subject to the successful completion of the required actions outline in the Condominium Conversion Process.

This application has been approved by the undersigned:

Select Board

_____ date

SAMPLE VOTE [STEP 2]

HOBAR VYON Village

The undersigned being all of the Trustees of the _____ Condominium Trust, under a Declaration of Trust dated 10/2017, and recorded with the Barnstable County Registry of Deeds [in Book _____, Page _____ or Document Number/Certificate of Title], hereby certify that the following vote was unanimously adopted in connection with the modification of the Declaration of Covenant to allow for the year-round occupancy of Units 1-13 ?

"The owners of Units 1-13 agree to be solely responsible for undertaking and completing all required upgrades and improvements to Units 1-13 and the common areas and to pay all costs associated therewith to convert to year-round occupancy. We further certify that the owners of Units 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, representing 82 % interest in the common areas and facilities, by vote dated 10/12/17, approved the Condominium Conversion filings for Units _____."

** all units approved as per documents - 12 months
units 2, 4, 6, 7, 8, 9, 11 and 13 are applying for*

Attached hereto are copies of the portions of the Master Deed and the Declaration of Trust regarding amendments confirming that the requisite percentage for amendments to those documents is 75%.

[ATTACH TRUSTEE SIGNATURE PAGES]

<i>Jean M. Azouzi</i>	<i>3/9/2020</i>
<i>Jim P. ...</i>	<i>3/20/2020</i>
<i>Joan M. Ford</i>	<i>3/30/2020</i>

HUD TRUST
(HARBOR VIEW
village)
75%
to amend

**Article VII
Amendments and Termination**

Section 1. The Trustees, with the consent in writing of Unit Owners entitled to not less than seventy-five (75%) percent of the beneficial interest hereunder, may at any time and from time to time amend, alter, add to, or change this Declaration of Trust in any manner or to any extent, the Trustees first, however, being duly indemnified to their reasonable satisfaction against outstanding obligations and liabilities; provided always, however, however, that no such amendment, alteration, addition or change (a) according to the purport of which the percentage of the beneficial interest hereunder of any Unit Owner would be altered or in any manner or to any extent whatsoever modified or affected, so as to be different from the percentage of the individual interest of such Unit Owner in the common areas and facilities as set forth in the Master Deed, or (b) which would render this trust contrary to or inconsistent with any requirements or provisions of said Chapter 183A, shall be valid or effective. Any amendment, alteration, addition or change pursuant to the foregoing provisions of this paragraph shall become effective upon the recording with said Registry of Deeds of an instrument of amendment, alternation, addition or change, as the case may be, signed, sealed and acknowledged in the manner required in Massachusetts for the acknowledgement of deeds, by any two (2) Trustees, if there be at least two (2) then in office, setting forth the full amendment, alteration, addition or change and reciting the consent of the Unit Owners herein required to consent thereto; Such instrument, so executed and recorded, shall be conclusive evidence of the existence of all facts and of compliance with all prerequisites to the validity of such amendment, alteration, addition or change, whether stated in such instrument or not, upon all questions as to title or affecting the rights of third persons and for all other purposes. Nothing in this paragraph contained shall be construed as making it obligatory upon the Trustees to amend, alter, add to or change the Declaration of Trust upon obtaining the necessary consent as hereinbefore provided.

Section 2. The Trust hereby created shall terminate only upon the removal of the Condominium from the provisions of said Chapter 183A in accordance with the procedure therefor set forth in Section 19 of said Chapter.

Section 3. Upon the termination of this Trust, the Trustees may, subject to and in accordance with provisions of said Chapter 183A, sell and convert into money the whole of the trust property or any parts thereof, and, after paying or retiring all known liabilities and obligations of the Trustees and providing for indemnity against any other outstanding liabilities and obligations, shall divide the proceeds thereof among, and distribute in kind, at valuations made by them which shall be conclusive, all other property then held by them

HARBOR VIEW Village
change to 12 month use.

Dates" or "Season"). Seasonal Dates may be changed from time to time by a majority vote of the Unit Owners. Occupancy outside of the Season may only occur if approved for 12 month conversion by the Town of Truro and permitted by law. Any Unit Owner or Owners intending to occupy a Unit or Units beyond the Seasonal Dates of the condominium may apply to the Trustees, which consent not to be unreasonably withheld, for application to the Town of Truro for year round condominium use. Such Unit Owner shall be responsible for the associated expenses of the application and conversion, and such cost shall not be a common expense regardless of the fact that such conversion process may affect other Units. Any Unit which is occupied outside of the Season may be required by the Trustees of **THE HARBOR VIEW VILLAGE CONDOMINIUM TRUST** to have separate meters for water, propane and electric. Such Unit shall continue to be responsible for the Unit's beneficial interest in the cost of common utilities during the Season, unless all Units have separate meters for such utilities. Units permitted to be occupied outside of the Season shall be subject to such reasonable rules and regulations as may be promulgated by the Trustees.

e. No Unit shall be rented by the Owner thereof to the same party for an uninterrupted period of occupancy of more than thirty-five (35) days unless such rental is approved in writing by the Trustees.

f. No smoking of any product shall take place in any Unit in the Condominium. This prohibition applied to the Units Owners, their families, guests, tenants, invitees and any other persons occupying or visiting the Units.

g. No owner shall have the right to raise the roof or extend the exterior walls. In order to preserve the architectural integrity of the buildings, but to allow for reasonable modifications, any and all changes of any nature to the exterior of any building, including windows and doors, shall be done in a good and workmanlike manner pursuant to a building permit duly issued (if required by law) and pursuant to plans and specifications which have been submitted to and approved by the Trustees. provided however, that the provisions of this subparagraph (9) shall not restrict the right of any Unit Owner to decorate the interior of his Unit(s) as he may desire so long as such Unit Owner shall in no way whatsoever after, remove or otherwise modify any structure components of his Unit(s).

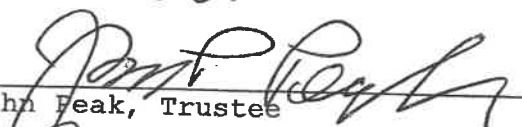
h. All use and maintenance of such Units shall be conducted in a manner consistent with the comfort and convenience of the occupants of other Units and in accordance with provisions with respect thereto from time to time promulgated by said Trustees.


In trust hereunder, to the Unit Owners according to their respective percentages of beneficial interest hereunder. And in making any sale under this provision the Trustees shall have power to sell by public auction or private contract and to buy in or rescind or vary any contract of sale and to resell without being answerable for loss and, for said purposes, to do all things, including the execution and delivery of instruments, as may be their performance thereof be shown to be in their judgment necessary or desirable in connection therewith. The powers of sale and all other powers herein given to the Trustees shall continue as to all property at any time remaining in their hands or ownership, even though all times herein fixed for distribution of trust property may have passed.


ARTICLE VIII
Construction and Interpretation

In the construction hereof, whether or not so expressed, words used in the singular or in the plural respectively include both the plural and singular, words denoting males include females, and words denoting persons include individuals, firms, associations, companies (joint stock or otherwise), trusts and corporations unless a contrary intention is to be inferred from or required by the subject matter or context. The cover, title, headings of different parts hereof, the table of contents and marginal notes, if any, are inserted only for convenience of reference and are not to be taken to be any part hereof or to control or affect the meaning, construction, interpretation or effect hereof. All the trusts, powers and provisions herein contained shall take effect and be construed according to the law of the Commonwealth of Massachusetts. Unless the context otherwise indicates, words defined in said Chapter 183A shall have the same meaning herein.

IN WITNESS WHEREOF, the below named Trustees and the Unit Owners representing more than seventy-five percent (75%) of the beneficial interest herein have hereunto set their hands and seal on this 12 day of Oct, 2019.


John Peak, Trustee


Joan Ford, Trustee


Jean Sagerian, Trustee

March 30, 2020

Michelle,

Here's the Step 2 paperwork for the 12 month conversion. Let me know if you need anything additional.

At this time we are scheduled for an inspection on April 21. If that is changed due to corona advisories please let us know. We understand.

Explanation/ Questions:

The percentage of ownership required to change our documents is 75%. In a vote last Fall, 83% approved of document changes, including a provision for 12 month conversion.

We are not sure the " unanimous" requirement in the Town app is necessary.

That being said, ALL of the units that requested to go 12 months approved the document changes. Hope that is sufficient.

In fact, our document changes allow all units to go 12 months if they meet town requirements. But only units #2,4,6,7,8,9,11 and 13 have requested conversion. Hope that is clear.

Let me know if you have questions or need anything else.

Stay safe and healthy.

Best,


Jack Peak

**RELEASE FROM
DECLARATION OF COVENANT**

RELEASE dated this ____ day of _____, 20____, by and between the **Harbor View Village Condominium** (the "Condominium"), established pursuant to G.L. c. 183A by a Master Deed dated May 29th, 2003 and recorded with the Barnstable Registry of Deeds in Book 16999, Page 236, as amended of record, and having a Declaration of Trust dated May 29th, 2003, recorded with said Registry in Book 16999, Page 271, as amended of record, and by a Restated Master Deed dated October 12th, 2019 and recorded with said Registry in Book 32459, Page 251, having an address of **168 Shore Road, North Truro, Massachusetts 02652; Peter D. De Andrade**, owner of **unit 13** by deed recorded with said Registry in Book 35251, Page 279, and the **Town of Truro**, acting by and through its Select Board, having an address of 24 Town Hall Road, Truro, Massachusetts 02666 (the "Town").

WHEREAS, the Condominium is subject to a Condominium Declaration of Covenant (the "Covenant"), dated June 27, 2002, recorded with the Barnstable Registry of Deeds in Book 16999, Page 228;

WHEREAS, pursuant to the Covenant, the Condominium is restricted to seasonal use, and the Condominium units may not be occupied between November 30 and April 1 of the succeeding year (the "Seasonal Restriction");

WHEREAS, Paragraph 6 of the Covenant states that no amendment, revision, termination or substitution of the Covenant is effective unless the same is assented to in writing by the Inhabitants of the Town of Truro, acting by and through its Select Board; and

WHEREAS, the Town and the **Harbor View Village Condominium** desire to terminate the Seasonal Restriction as to the Condominium.

NOW, THEREFORE, the Town and the **Harbor View Village Condominium**, for good and valuable consideration, and on the terms and conditions set forth herein, agree as follows:

1. The Seasonal Restriction affecting the Condominium, as set forth in the Covenant recorded with the Barnstable Registry of Deeds in Book 16999, Page 228, is hereby released and terminated as to **Unit 13**.

2. This Release is binding on the heirs, successors and assigns of the parties hereto.

[Signature Page Follows]

Executed as of the date and year above written.

Harbor View Village Condominium

Peter D. De Andrade
Peter D. De Andrade, Owner of Unit 13

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this 3rd day of February, 2023, before me, the undersigned notary public, personally appeared Peter D. De Andrade, Owner of Unit 13, proved to me through satisfactory evidence of identification, which was Drivers License Mass ID to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose as Owner of Unit 13 of the Harbor View Village Condominium.

[Signature]

Notary Public

My Commission Expires:



MAXIMILLIAN MCCABE
Notary Public
Commonwealth of Massachusetts
My Commission Expires
February 2, 2029

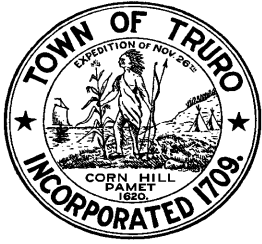
TOWN OF TRURO,
By Its Board of Selectmen

COMMONWEALTH OF MASSACHUSETTS

Barnstable. ss.

On this ____ day of _____, 2023, before me, the undersigned notary public, personally appeared _____, member of the Truro Board of Selectmen. proved to me through satisfactory evidence of identification, which was _____ to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose on behalf of the Town of Truro.

Notary Public
My Commission Expires:



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Susan Areson, Select Board Member

REQUESTED MEETING DATE: February 14, 2023

ITEM: Discussion on In-Person Meeting Status

EXPLANATION: Select Board Member Areson requested that the Board discuss a return to in-person Select Board meetings.

On July 16, 2022, Governor Baker signed into law An Act Relative to Extending Certain State of Emergency Accommodations, which, among other things, extends the expiration of the provisions pertaining to the Open Meeting Law to March 31, 2023. Specifically, this extension allows public bodies to continue holding meetings remotely without a quorum of the public body physically present at a meeting location, and to provide "adequate, alternative" access to remote meetings. The Act does not make any new changes to the Open Meeting Law other than extending the expiration date of the temporary provisions regarding remote meetings from July 15, 2022, to March 31, 2023.

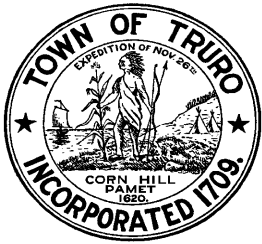
The Select Board has been meeting remotely almost exclusively under this provision with meetings held virtually. Hybrid meeting equipment is available should the Board wish to pursue hybrid meetings. Without a legislative change, the Board will be required to meet in person for any meetings held after March 31, 2023. It is unclear at this time if a legislative change will occur.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: Discussion only.

ATTACHMENTS: None



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: February 14, 2023

ITEM: Letter of Support for CDBG Housing Rehabilitation Application to DHCD

EXPLANATION: The Housing Rehabilitation Program provides funding for low-and moderate-income year-round homeowners for critical home repairs such as a new roof, new siding, new windows and doors, and new heating and septic systems. The Housing Rehab Program can provide up to \$50,000 to eligible homeowners per project.

This support letter urges DHCD to provide the funds requested so that Cape towns can continue their work with low-moderate income homeowners in need. The Resource Inc. is preparing grant package materials on behalf of Bailey Boyd Associates.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: No letter of support will be submitted on behalf of the Select Board

SUGGESTED ACTION: *Motion to approve the support letter and sign electronically on behalf of the Board.*

ATTACHMENTS:

1. Draft Support Letter



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Select Board
Tel: 508-349-7004

February 14, 2023

Jennifer Maddox, Undersecretary
Department of Housing and Community Development
Commonwealth of Massachusetts
100 Cambridge Street, Suite 300
Boston, MA 02114

Re: CDBG Housing Rehabilitation Application for FY22/23

Dear Ms. Maddox,

The Truro Select Board writes in support of The Resource Inc’s FY22/23 Community Development Block Grant (CDBG) applications to the MA Department of Housing and Community Development (DHCD). These grants, including the Truro regional grant, will continue meeting the housing rehabilitation and childcare voucher needs of LMI (low-moderate income) residents in seven Cape Cod towns.

The affordable housing and economic development challenges across the Commonwealth are historically well documented; our current economic and health crisis has only exacerbated those challenges. Now, more than ever, CDBG funding is a vital resource for stabilizing and preserving existing homes in our region and ensuring that working families have affordable childcare.

The Housing Rehab Program provides homeowners earning less than 80% of the area median income with an opportunity to address critical safety and energy upgrades to their homes. The childcare component of these grants provides financial assistance for LMI families who rely on local, licensed childcare providers to care for their children while they are at work. Given the extraordinary current economic situation in our region, these programs typically reach full capacity by the third quarter of the fiscal year. Together, the Housing Rehab Program and Childcare Voucher Program play a vital role in stabilizing the year-round families living in these towns.

For FY22/23, The Resource Inc. is expected to serve approximately 45 households on the Outer Cape through the following grant:

- The Truro Regional Grant, serving the towns of Truro, Eastham, Harwich and Provincetown, will provide approximately \$1.7 million to rehab about 27 homes and provide childcare vouchers for up to 18 families.

The Board urges you to provide the funds requested so that our local communities can continue their work with LMI homeowners in need of critical home repairs and with working families in need of safe and affordable childcare for their young children. Thank you for your consideration of these proposals.

Sincerely,

Kristen Reed, Chair

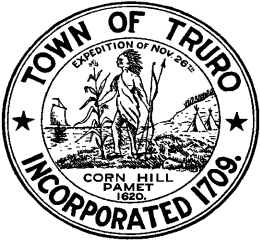
Robert Weinstein, Vice-Chair

John Dundas, Clerk

Susan Areson

Stephanie Rein

Truro Select Board



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: February 14, 2023

ITEM: Removal of Myles MacKay from the Council on Aging Board

EXPLANATION: Myles MacKay of the Council on Aging Board has not attended any of the Council on Aging Board meetings since before May 2022. Chair of the Council on Aging Board, Daniel Schreiner, and Executive Assistant, Noelle Scoullar, both attempted communication with Mr. MacKay via phone, mail and email to request a resignation letter, as the Chair has knowledge that Mr. MacKay has moved from town and stopped attending meetings. Mr. MacKay did not respond. To date, Mr. MacKay has now missed the following Council on Aging Board meetings:

May 10, 2022; June 14, 2022; July 11, 2022; August 9, 2022; September 13, 2022; October 4, 2022; November 8, 2022; December 13, 2022; January 10, 2023 and February 8, 2023.

Per the Town Charter, Section 4-Appointed Multi-member Bodies, 6-4-7;

6-4-7 The absence of a member or alternate member for four consecutive meetings of an appointed multi-member body shall serve to vacate the office, unless such absence is approved by a vote of the multi-member body. The Chairman of the body shall forthwith notify the appointing authority that such vacancy has occurred. The vacancy shall be filled in accordance with section 6-2-10 of this Charter and the appointee shall complete the vacant unexpired term. (119/2000)

Please consider this official notice by the Chair of the Council on Aging Board that a vacancy has occurred.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Council on Aging Board will have an unfillable seat, which

would render the Board unable to achieve a full membership and may impact the quorum.

SUGGESTED ACTION: *Motion to notify the Town Clerk that Myles MacKay is officially removed from the Council on Aging Board in accordance with Town Charter 6-4-7; and direct staff to advertise the vacancy of the seat and issue a thank you letter to Mr. MacKay for his service.*

ATTACHMENTS:

1. Email correspondence between Executive Assistant and Chair of COA Board.

Noelle Scoullar

From: Daniel Schreiner <daniel.schreiner@verizon.net>
Sent: Monday, October 31, 2022 12:50 PM
To: Noelle Scoullar; Nicole Tudor
Cc: Kaci Fullerton
Subject: Re: Myles

Hi Noelle,

I haven't heard from him. He has not attended the past 6 COA meetings.

It would be good to list it as "vacant".

Enjoy the day, Dan

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

From: Noelle Scoullar <nscoullar@truro-ma.gov>
To: Daniel Schreiner ; Nicole Tudor <ntudor@truro-ma.gov>
Cc: Kaci Fullerton <kfullerton@truro-ma.gov>
Sent: Mon, Oct 31, 2022 12:39 pm
Subject: RE: Myles

Hi Dan,

Checking in to verify if Mr. MacKay has attended any meetings? Can you give a total count on the number he has now missed?

At that point, I believe I can alert the Select Board and we can move forward with listing his membership as "vacant".

Thank you,
Noelle

From: Daniel Schreiner <daniel.schreiner@verizon.net>
Sent: Tuesday, July 12, 2022 10:04 AM
To: Noelle Scoullar <nscoullar@truro-ma.gov>; Nicole Tudor <ntudor@truro-ma.gov>
Cc: Kaci Fullerton <kfullerton@truro-ma.gov>
Subject: Re: Myles

Thank you for this! I knew there was a rule but couldn't easily find it...

Do you have a phone number for him? I'll give him a call.

Thanks :)

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

From: Noelle Scoullar <nscoullar@truro-ma.gov>
To: Daniel Schreiner ; Nicole Tudor <ntudor@truro-ma.gov>
Cc: Kaci Fullerton <kfullerton@truro-ma.gov>
Sent: Tue, Jul 12, 2022 9:58 am
Subject: RE: Myles

Hi Dan,

In your Truro Boards, Committees and Commissions Handbook (I'm including the link), page six addresses Vacancies/Resignations/Lack of Attendance.

https://www.truro-ma.gov/sites/g/files/vyhlif3936/f/pages/truro_boards_committees_and_commissions_handbook_1.0.pdf

The appointed member needs to be out for four consecutive meetings w/out approval by the rest of the board. As Chair, you can certainly reach out to him to check on his wellbeing!

Thank you,
Noelle

From: Daniel Schreiner <
Sent: Tuesday, July 12, 2022 9:48 AM
To: Noelle Scoullar <nscoullar@truro-ma.gov>; Nicole Tudor <ntudor@truro-ma.gov>
Subject: Myles

Hi Noelle and Nicole,

Myles has not attended the last 3 COA meetings. Can one of you reach out to him to see if he no longer wishes to be on the Board?

Enjoy the beautiful weather, Dan

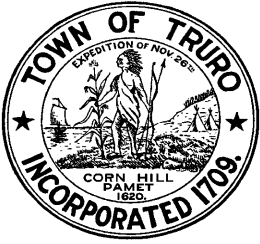
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TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: February 14, 2023

ITEM: Approval of the 2023 Temporary Population Estimate for the Alcoholic Beverages Control Commission (ABCC)

EXPLANATION: Each year, the ABCC requires (under M.G.L. Ch. 138 Section 17) Towns or Cities to provide an estimate of the temporary increased resident population. This population estimate is used to establish a quota for seasonal package goods stores licensed under M.G.L. c. 138 Section 15. The seasonal population estimate for 2023 comes to 16,572*. Seasonal Population estimate for 2022 was 16,550 and 2021 16,526.

The 2023 estimate was reached using the current formula, which is as follows:
2022 estimate (16,550) + (number of new single-family residence homes in 2022 (11 total) x 2 persons). This formula has been used since at least 1994.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The estimate can be tabled for further review, but a figure must be submitted to the State by March 1, 2023.

SUGGESTED ACTION: *MOTION TO approve the 2023 Estimate for Temporary Increased Population Estimate to be 16,572 for the Town of Truro.*

ATTACHMENTS:

1. ABCC Seasonal Population Form 2023

COMMONWEALTH OF MASSACHUSETTS **Consent Agenda Item: 8C1**
ALCOHOLIC BEVERAGES CONTROL
COMMISSION

95 Fourth Street, Suite 3, Chelsea, MA 02150

2023 Seasonal Population Increase Estimation Form

City / Town:

Date:

Alcoholic Beverages Control Commission
c/o Licensing Department
95 Fourth Street, Suite 3
Chelsea, MA 02150

To Whom It May Concern:

Acting under authority contained in M.G.L. Ch. 138, s17, as amended, our Board at a meeting held on

Date of Meeting

, estimated that the temporary increased resident population

of , as of July 10, 2023 will be .

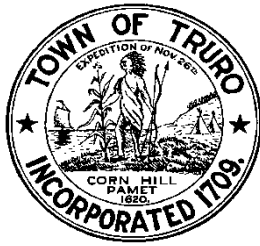
City / Town Name

Estimated Population

This estimate was made and voted upon by us at a meeting called for the purpose, after due notice to each of the members of the time, place and purpose of said meeting, and after investigation and ascertainment by us of all the facts and after cooperative discussion and deliberation. The estimate is true to the best of our knowledge and belief.

The above statements are made under the pains and penalties of perjury.

Very truly yours,
Local Licensing Authorities



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: February 14, 2023

ITEM: Approval of Renewal of 2023 Business Licenses: Transient Vendor-Jobi Pottery/Retro Truro and Common Victualer-Whitman House Restaurant

EXPLANATION: The Transient Vendor and Common Victualer Licenses are under the authority of the Select Board as Local Licensing Authorities.

If you approve these licenses for renewal, the licenses will be issued only upon compliance with all regulations, receipt of the necessary fees, proof of taxes paid in full for the current fiscal year, and prior approval of the Food Service Licenses by the Health Agent or Board of Health, if applicable. Jobi Pottery does not receive a license from the Health Department. The Health Department issued the Whitman House Food Service license February 3, 2023. There were no reported issues with these establishments in 2022.

Mass General Law	Licenses & Permits Issued by Select Board	Names of Businesses
Chapter 101 § 2	Transient Vendor (Seasonal Retail)	Jobi Pottery/Retro Truro
Chapter 140 § 2	Common Victualer (Cooking, Preparing and Serving Food facilities)	Whitman House Restaurant

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

SUGGESTED ACTION: *MOTION TO approve the 2023 seasonal Transient Vendor for Jobi Pottery and the 2023 Common Victualer for Whitman House Restaurant upon compliance with all regulations and receipt of the necessary fees.*

ATTACHMENTS:

1. Renewal Application for 2023: Jobi Pottery/Retro Truro
2. Renewal Application for 2023: Whitman House Restaurant



PAID \$75
2/1/2023 #0023/3

RCVD 2023 FEB 1 PM 1:54
ADMINISTRATIVE OFFICE
TOWN OF TRURO

TOWN OF TRURO

PO Box 2030, Truro MA 02666

Tel: 508-349-7004, Extension: 131 or 124 Fax: 508-349-5508

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

Section 1 – LICENSE TYPE

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

- New
- Renewal/No Changes (Skip to Section 3)

FACILITY:

- Motel-\$50
- Cottage Colony-\$50
- Condominium-\$50 # Units _____
- Lodging-\$50
- Transient Vendor-\$75 _____
- Campground-\$50 _____
- Gas Station*-\$25

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

Section 2 – BUSINESS INFORMATION

Federal Employers Identification Number (FEIN/SS) _____

Print Name of Applicant _____ Business Name _____

Owner Name _____

Street Address of Business _____ Mailing Address of Business _____

Business Phone Number _____ Business E-Mail Address _____

Section 3-HOURS OF OPERATION

Annual Seasonal Opening Date: 4/1/23 Closing Date: 12/26/23

Days of the Week Open: 7

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

Section 4-MANAGER INFORMATION

Name of Onsite Manager:

Name: Susan Kurtzman Unit Number: _____

Mailing Address: Po Box 2024 Truro MA 02666

Phone: (24 Hour Contact) [REDACTED] Email Address: [REDACTED]

Manager's Signature (REQUIRED)

Name of Offsite Manager:

Name: _____ Business Name: _____

Business Address: _____

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

Manager's Signature (REQUIRED)

Name of Co- Manager:

Name: _____ Business Name: _____

Business Address: _____

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

Co-Manager's Signature (REQUIRED)

Section 5 – ATTESTATION

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

Signature of Applicant: [Handwritten Signature] Print Name: Susan Kurtzman Date: 1/31/2023

Additional Applications & Documentation

REQUIRED FOR ALL MOTELS, COTTAGE COLONIES, CONDOMINIUMS & CAMPGROUNDS

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

ADDITIONAL (SEPARATE) APPLICATIONS THAT MAY PERTAIN TO YOUR OPERATION

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



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

Print Form

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: Retro Truro / Jobi Pottery LLC
 Address: PO Box 2024
 City/State/Zip: TRURO MA 02666 Phone #: 508 349-2303 (w)
ee)

Are you an employer? Check the appropriate box:

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

Business Type (required):

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

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

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

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

Insurance Company Name: The Norfolk & Dedham Group
 Insurer's Address: 222 Ames St. PO Box 9109
 City/State/Zip: Dedham MA 02027-9109
 Policy # or Self-ins. Lic. #: [REDACTED] Expiration Date: 7/6/23 (renewing in July)

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

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

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

Signature: [Signature] Date: 1/31/2023
 Cell Phone #: [REDACTED] Bus: 508 349-2303

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

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

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

Contact Person: _____ Phone #: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/01/23

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 Mycock Insurance Agency 20 School Street, PO Box 437 Cotuit, MA 02635	CONTACT NAME: Lisa E. Mycock PHONE (A/C, No, Ext): 508-428-3511 FAX (A/C, No): 508-420-5584 E-MAIL ADDRESS: lmycock@mycockagency.com INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : Norfolk & Dedham INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
INSURED Retro Truro/Jobi Potter LLC PO Box 2024 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		
A	COMMERCIAL GENERAL LIABILITY			[REDACTED]	12/06/22	12/06/23	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000	
	CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>						MED EXP (Any one person)	\$ 5,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY	\$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 2,000,000	
	OTHER:						PRODUCTS - COMPIOP AGG	\$ 2,000,000	
									\$
									\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$	
	ANY AUTO						BODILY INJURY (Per person)	\$	
	OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$	
	HIRE AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$	
	SCHEDULED AUTOS							\$	
	UMBRELLA LIAB						EACH OCCURRENCE	\$	
	EXCESS LIAB						AGGREGATE	\$	
	DED						RETENTION \$	\$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			[REDACTED]	07/06/22	07/06/23	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N	N / A				E.L. EACH ACCIDENT	\$ 100,000	
	If yes, describe under DESCRIPTION OF OPERATIONS below						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)

Pottery.

CERTIFICATE HOLDER Town of Truro Truro Town Hall 24 Town Hall Road Truro, MA 02666	CANCELLATION 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

P.O. Box 2030, Truro, MA 02666

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

TAX STATUS REQUEST FOR LICENSING

Date 2/2/2023

Request is coming from the Selectmen's Office

Owner's Name Susan Kurtzman

Business Name Retro Truro Jabi Pottery

Business Address 314 Route 6 - Unit # 3

Map and Parcel 42-150-3

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



Tax Collector's Signature

February 02, 2023

Date

Last Sept Insp: 3/19/20
Smoke exp: 12/5/23 FSH 2023-036

HEALTH DEPARTMENT
TOWN OF TRURO

DEC 07 2022

RECEIVED BY:
42-237



**Town of Truro
Board of Health**

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

APPLICATION FOR FOOD SERVICE - COMMON VICTUALER

Name of Business: _____

New **Renewal/No Changes (Skip to Section 3)**

Section 1 - License Type

Type of License: Food Service Common Victualer (\$50)

Type of Food Service Establishment:

- Food Service (restaurant or take out)/ \$75
- Retail Food (commercially prepared foods)/\$15
- Residential Kitchen \$25
- Bed & Breakfast w/Continental Breakfast
- Catering/ \$50
- Manufacturer of Ice Cream/Frozen Dessert / \$10
- Bakery \$10

Section 2 - Business/Owner/Manger Information

Federal Employers Identification Number (FEIN/SS) _____

Business Name: _____

Owner Name: _____ **Email Address:** _____

Mailing Address: _____

Phone No: _____

Section 3 - Business Operation Details

Number of Seats: Inside: 60 Outside: — **Number of Employees:** 7

Length of Permit: Annual **Seasonal Operation**

Hours of Operation: 5:00 To 8:00 PM.

Days Closed Excluding Holidays: TUES DAY / WEDNESDAY

If Seasonal: Approximate Dates of Operation: 6/1/23 To 10/15/23

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

Name: Robert Rie **Email Address:** _____

Mailing Address: P.O. Box 1066 Truro

Phone No: 508 457 1741 **24 Hour Emergency:** _____

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

Allergen Awareness Certification (attach copy):

Has your menu changed from last year? Yes No

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

Section 4 - Attestation

Attestation

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

Signature of Applicant: Robert S. Reo **Date:** 12/1/22

Application Checklist:

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

FOR HEALTH DEPARTMENT USE ONLY

Comments: _____

Review by _____ Date _____



The Commonwealth of Massachusetts
 Department of Industrial Accidents
 1 Congress Street, Suite 100
 Boston, MA 02114-2017

www.mass.gov/dia

HEALTH DEPARTMENT
 TOWN OF TRURO

DEC 07 2022

RECEIVED BY

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

Applicant Information

Please Print Legibly

Business/Organization Name: Whitman House Catering & Restaurant

Address: 5 Great Hill Rd

City/State/Zip: Truro

Phone #: 508 487 1740

Are you an employer? Check the appropriate box:

1. I am an employer with 7 employees (full and/or part-time).*
2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]*
4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

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

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

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

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

Insurance Company Name: FIRESTONE INSURANCE

Insurer's Address: 36 SHANK PAVEMENT Rd. #10 BOX 760

City/State/Zip: PROVINGTOWN, MA 02652

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

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

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

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

Signature: Robert P. Pae

Date: 12/7/2022

Phone #: 508 487 1740

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

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

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

Contact Person: _____

Phone #: _____



HEALTH DEPARTMENT
FIRE DEPARTMENT
TOWN OF TRURO

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

DEC 07 2022

RECEIVED BY: FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT

BUSINESS NAME: Whitman House Business Center & Restaurant

OWNER/MANAGER: Robert Rice

ADDRESS: 5 Great Hollow Rd Truro, MA

PHONE #: 508 487 1740 NUMBER OF UNITS: 4

CONTACT PERSON: Bob Rice

ADDRESS: 5 Great Hollow Road, Truro

TESTING COMPANY: Carter Kane Electrician

TESTING ELECTRICIAN/TECHNICIAN: Carter Kane

COMPANY PHONE #: ⁵⁰⁸ 349-0451 HOME PHONE #: 508-349-6283

LICENSE #: 36076 E

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

COMMENTS: Smokes OK.
All tested 01/5.

DATE OF CERTIFICATION: 12/5/22 BY: Carter Kane
Signature of Licensed Electrician

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



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004, Extension: 113 or 126 Fax: 508-349-5505

TAX STATUS REQUEST FOR LICENSING

Date 12/7/2022

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

Owner's Name: Robert and Sally Rice

Business Name Whitman House Restaurant & Business
Condominiums

Residential Address: 3 & 5 Great Hollow Rd

Map and Parcel: 42-237

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



Tax Collector's Signature

12/8/2022

Date

HEALTH DEPARTMENT
TOWN OF TRURO

DEC 07 2022

RECEIVED BY

 **A1985849**

Standard First Aid

Robert Rice

This card certifies that the above individual has successfully completed the requirements in accordance with American Health Care Academy's curriculum.

Issue Date: **01/25/2022** Renewal Date: **01/25/2024**

Instructor Signature: *[Signature]*

Holder's Signature: _____

Call 911 in case of a medical emergency
Call 1-800-222-1222 in a poison emergency
For CPR/AED or First Aid training information
call 1-888-277-7865 or visit cprcaedcourse.com

American Health Care Academy
Renewal Recommended every 2 years

HEALTH DEPARTMENT
TOWN OF TRURO

JAN 26 2022

RECEIVED BY

ServSafe
National Restaurant Association

HEALTH DEPARTMENT
TOWN OF TRURO

DEC 07 2022

RECEIVED BY.

ServSafe® CERTIFICATION

HOWARD CASE

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

21871491

CERTIFICATE NUMBER

10776

EXAM FORM NUMBER

3/19/2022

DATE OF EXAMINATION

3/19/2027

DATE OF EXPIRATION

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



#0655

Sherman Brown
Executive Vice President, National Restaurant Association Solutions



In accordance with Minnesota Culinary Convention 2008, Resolution ADM 14 088 2012 (Regulation 2.2, Standard A.2.2)

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This document cannot be reproduced or altered.
17-10873

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

Certificate of Completion

This certifies that the person named below has completed a
1 Hour Food Handler Class
and has passed a written knowledge assessment

COURSE FOR FOOD SAFETY
FOOD HANDLER CLASS

Sally Rice

Truro, MA

Date of Course Completion: 01/25/2022

Valid for 3 Years

Certificate Number: 639070



Mr. Robert A. Williams, Course Instructor
(888) 338-8855 | certificate@courseforfoodsafety.com



Verify the authenticity of this certificate by
visiting: NAlearning.org/Verify

HEALTH DEPARTMENT
TOWN OF TRURO
DEC 14 2022
RECEIVED BY

CERTIFICATE

of

COMPLETION

HEALTH DEPARTMENT
TOWN OF TWIN

JAN 25 2023

RECEIVED BY



#1203

robert rice

has successfully completed the required Allergen Awareness program for

Allergen Awareness Certification



Date Completed:	12/16/2022	Valid through:	12/16/2025
Certificate #:	1913503	Course Reference:	FH

The Always Food Safe Company
899 Montreal Circle, St. Paul, 55102
www.alwaysfoodsafecompany.com | 844.312.2011

Nick Eastwood
President
The Always Food Safe Company

Number: 2023-036

Fee \$75.00

Town of Truro Board of Health
24 Town Hall Road, Truro, MA 02666

Permit To Operate A Food Establishment

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

Robert Rice, mgr., d/b/a Whitman House Restaurant

Whose place of business is **5 Great Hollow Rd**

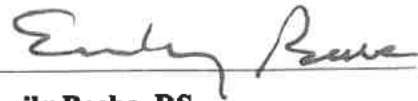
Type of business and any restrictions **Restaurant**

To operate a food establishment in **Truro**

Permit Expires: **December 31, 2023**

Date Issued:

February 3, 2023



Emily Beebe, RS

Truro Board of Health Agent

Select Board Meeting Minutes

Consent Agenda Item: 8F1

December 20, 2022, Special Meeting

Via GoToMeeting Platform

Select Board Members Present: Kristen Reed-Chair, John Dundas-Clerk, Susan Areson-Member

Select Board Members Absent: Robert Weinstein-Vice Chair, Stephanie Rein-Member

Others Present: Darrin Tangeman-Town Manager, Kelly Clark-Assistant Town Manager, Jarrod Cabral-DPW Director

Chair Reed called the meeting to order at 5:00 pm. Due to a conflict with the regularly scheduled Board of Health meeting, this meeting was not live streamed.

PUBLIC COMMENT

No public comments were made.

SELECT BOARD ACTION

A. Authorization to Enter Into a Grant Agreement with the Commonwealth of Massachusetts for the Pamet River Restoration Project Design and Permitting. Presenter: Jarrod Cabral, Public Works Director

Chair Reed recognized Town Manager Tangeman who turned over the presentation to DPW Director Cabral. DPW Director Cabral gave a brief overview of this match for the USDA grant that the Town received earlier.

Chair Reed opened the discussion among Members and DPW Director Cabral.

Chair Reed recognized Member Areson who asked DPW Director Cabral about the reimbursement process and payment. DPW Director Cabral explained the process and noted that he assumed the responsibility for the accounting and reimbursement process. Member Areson congratulated DPW Director Cabral and thanked him for his hard work to obtain this grant.

Chair Reed recognized Member Dundas who congratulated DPW Director Cabral and asked for more detail in tracking DPW Director Cabral's time and ensuring the reimbursement for his time. DPW Director Cabral replied that Finance Director Alex Lessin and Town Accountant Trudi Brazil will assist him in tracking his time and reimbursement. Member Dundas thanked DPW Director Cabral.

Member Dundas made a motion to authorize the Town Manager to enter into and sign the grant agreement with the Commonwealth of Massachusetts and the Division of Ecological Restoration for the Pamet River Restoration Project.

Member Areson seconded the motion.

Roll Call Vote:

Member Areson – Aye

Member Dundas – Aye
Chair Reed – Aye
So voted, 3-0-0, motion carries.

Member Areson made a motion to adjourn at 5:08 pm.
Member Dundas seconded the motion.

Roll Call Vote:

Member Dundas - Aye

Member Areson - Aye

Chair Reed - Aye

So voted, 3-0-0, motion carries.

Respectfully submitted,



Alexander O. Powers
Board/Committee/Commission Support Staff

Darrin K. Tangeman Under the Authority of the Truro Select Board

Public Records Material Attachments

Legal Notice
Contract Documents

January 3, 2023, Budget Task Force Meeting

Via GoToMeeting Platform

Select Board Members Present: Kristen Reed-Chair, John Dundas-Clerk, Sue Areson-Member

Select Board Members Absent: Robert Weinstein-Vice Chair, Stephanie Rein-Member

Others Present: Darrin Tangeman-Town Manager, Kelly Clark-Assistant Town Manager, Alex Lessin-Finance Director, Jarrod Cabral-DPW Director, Stephanie Costigan-Truro School Superintendent, Tony Jackett-Harbormaster, Trudi Brazil-Town Accountant, Robert Panessiti-Finance Committee (FinCom) Chair, Rich Wood-Finance Committee (FinCom) Vice Chair

Chair Reed called the meeting to order at 8:30 am and introduced Members and Town staff present. FinCom Chair Panessiti introduced himself and FinCom Vice Chair Wood.

Chair Reed led the discussion and review FY2024 Budget for the following departments: Harbor/Shellfish, Capital Improvement Project, and the Department of Public Works.

Harbor/Shellfish

Chair Reed recognized Harbormaster Jackett who presented a narrative summary for the Harbor/Shellfish 2024 fiscal year budget. Harbormaster Jackett covered the following topics: ramp repair, paving of parking lot, revenues, increase in mooring fees, decrease in daily launches despite good summer weather and abundant fish population, increase in seasonal launches, non-working credit card reader, no requested staffing changes, and attendance at a law enforcement class (mostly virtual except for the tactical portion which is in-person).

Member Areson inquired about dredging around the jetty and Assistant Town Manager Clark provided information about the Town contracting with BSC Group to help the Town to develop long-term plans to identify the best solution. Additionally, Assistant Town Manager Clark added that she had asked BSC Group to develop several short-term plans for an interim solution.

Harbormaster Jackett added that next year he would like to add a new roof, electric heat, and replacement shingles for the Harbormaster's office.

FinCom Vice Chair Wood noted the high usage of the Pamet Harbor ramp by charter fishing boats and asked Harbormaster Jackett if there was a legal requirement by the Commonwealth of Massachusetts to offer a seasonal ramp permit at Pamet Harbor. Harbormaster Jackett did not think so, but the process would require the Pamet Harbor Commission and the Select Board to approve a change. A brief discussion ensued regarding the potential creation of a recreational use seasonal ramp permit versus a business use seasonal ramp permit as a way to increase revenue from businesses which utilize the ramp frequently.

Chair Reed thanked Harbormaster Jackett.

Capital Improvement Plan (CIP)

Chair Reed recognized DPW Director Cabral who reviewed the Capital Improvement Plan (CIP). DPW Director Cabral noted that he had recommended funding mechanisms in his presentation. DPW Director Cabral highlighted the following: the **Town Hall** (design and reconfigure administrative office space), **COA** (van replacement), **IT** (annual hardware replacement program and portal digitization project), **Recreation & Beach** (transmission replacement in lieu of vehicle replacement and Head of the Meadow and Corn Hill pavement preservation and striping).

DPW Director Cabral continued with his presentation and highlighted the following: **Police Department** (2 SUVs), **Fire Department** (ambulance replacement and Explorer replacement for the chief), **DPW** (\$65,000 for road maintenance program), **Public Building Maintenance** (siding and trim replacement, insulation replacement, and 3-pane window installation at the Safety Facility) and Pamet Harbor office maintenance to be done by DPW staff), **Transfer Station** (no requests), **Truro Central School** (exterior door replacements to include door frames, hardware, and rewiring of key/fob systems and alarms), **Library** (website upgrade, installation of filming capability in the Community room) and **Environmental** (solar farm and jetty solution).

Chair Reed thanked DPW Director Cabral for his presentation. FinCom Chair Panesseti asked DPW Director Cabral whether the recommended funding mechanisms were premature, and Finance Director Lessin replied that his expectations were for department heads to plan early. Finance Director Lessin added that once free cash is certified by the Commonwealth of Massachusetts the budget plan will be updated. FinCom Chair Panesseti asked Town Accountant Brazil what the rolling number for CIP going forward to budget year-over-year. Town Accountant Brazil replied that it was approximately \$500,000. FinCom Chair Panesseti asked DPW Director Cabral about the Public Building Maintenance allocation of \$156,000 and inquired if the grant money was received for that item. DPW Director Cabral replied that once the project was completed, he would submit a final report and request reimbursement at that time. FinCom Chair Panesseti noted the increase in costs of projects following the completion of the design and permitting process for large capital projects as it usually took 18 months to 2 years to complete that process. FinCom Chair Panesseti thanked DPW Director Cabral.

Department of Public Works

Chair Reed invited DPW Director Cabral to present the DPW's FY2024 Budget. DPW Director Cabral highlighted the following: Town facilities, completion of projects, anticipated cost increases and decreases, Safety Facility costs, recommended efficiencies, and Transfer Station permitting fees.

DPW Director Cabral then reviewed staff salaries (to include eligible step increases but not COLA increases) to which Finance Director Lessin noted that these numbers are subject to change due to ongoing Collective Bargaining Agreement (CBA) negotiations. DPW Director Cabral also noted vehicle maintenance services, decrease in environmental monitoring, and gas and propane costs.

Member Areson asked DPW Director Cabral about the reduction in overtime costs and whether this was due to the Transfer Station's change in operating hours. DPW Director Cabral explained his rationale.

There were no additional questions from the Members or FinCom Members.

DPW Director Cabral reviewed the budget for the Transfer Station and highlighted the following: staff salaries (increase only in step increases), removal of yard waste increased costs, hazardous waste increased costs, no increase in data processing. There were no questions.

DPW Director Cabral reviewed the budget for Public Building Maintenance and highlighted the following: almost level-funded and step increases in wages only for eligible staff. There were no questions.

DPW Director Cabral noted there were no significant changes to snow removal or the street light budgets. Prior to concluding his presentation, DPW Director Cabral noted that once the pending CBA was signed the overtime costs throughout the DPW budget would change.

Member Areson asked about the decrease in the environmental monitoring and DPW Director Cabral replied that going through the permitting process the Army Corps of Engineers can require additional monitoring once a project is completed. DPW Director Cabral added that the projects at East Harbor and Eagle Neck Creek are funding the monitoring and the Army Corps of Engineers delayed monitoring for one year so that is reflected in the FY2024 budget. There were no additional questions.

Chair Reed announced that the next Budget Task Force meeting will be held on Tuesday, January 10, 2023, at 8:30 am where the budgets for Building & Inspections, Health & Conservation, Recreation & Beaches, and Council on Aging.

There were no additional questions and Chair Reed thanked Harbormaster Jackett and DPW Director Cabral for their work. Chair Reed also thanked Town staff for their assistance.

Member Dundas made a motion to adjourn at 9:34 am.

Member Areson seconded the motion.

Roll Call Vote:

Member Areson - Aye

Member Dundas - Aye

Chair Reed - Aye

So voted, 3-0-0, motion carries.

Respectfully submitted,



Alexander O. Powers

Board/Committee/Commission Support Staff

Darrin K. Tangeman Under the Authority of the Truro Select Board

Public Records Material Attachments

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