



Truro Select Board Remote Meeting

Tuesday, February 28, 2023

Regular Meeting-5:00pm

REGULAR MEETING

<https://meet.goto.com/420580061>

1-877-309-2073 Access Code: 420-580-061

This will be a remote meeting. Citizens can view the meeting on Channel 18 in Truro and on the web on the "Truro TV Channel 18" button under "Helpful Links" on the homepage of the Town of Truro website. Click on the green "Watch" button in the upper right of the page. **To provide comment during the meeting please call-in toll free at 1-877-309-2073 and enter the following access code when prompted: 420-580-061 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/420580061> 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

- A. Captain's Choice, 4 Highland Road, Application for a Seasonal Entertainment License
- B. Salty Market Farmstand Inc. Change of Classification Alcohol License, 2 Highland Road
- C. Eversource Energy Petition for 81 South Pamet Road

3. INTRODUCTION TO NEW EMPLOYEES—NONE

4. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Interview and Appoint Cape Cod National Seashore Advisory Commission Truro Representative Vacancy
Applicants: Susan Areson, Carol Santos, Robert Weinstein,

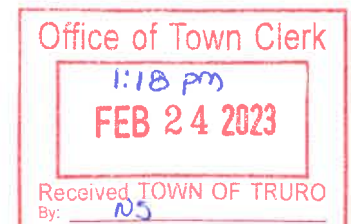
5. STAFF/ COMMITTEE UPDATES

- A. Cape Cod Commission Update
Presenter: Kristy Senatori, Cape Cod Commission Executive Director

6. TABLED ITEMS—NONE

7. SELECT BOARD ACTION

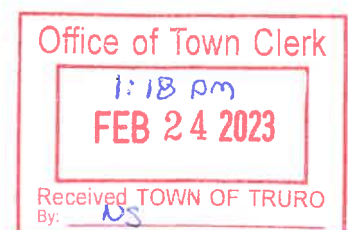
- A. Discussion and Appointment of a Select Board Representative to the Financial Policies Working Group
Presenter: Alex Lessin, Finance Director: Treasurer/ Collector
- B. Discussion and Possible Approval of Vote by Mail Opt Out
Presenter: Kaci Fullerton, Town Clerk
- C. Preliminary Review and Discussion of 2023 Annual Town Meeting Articles and Discussion on Fall 2023 Special Town Meeting
Presenter: Darrin Tangeman, Town Manager
- D. Review and Approve Herring River Intermunicipal Agreement
Presenter: Katie Klein, Town Counsel and Darrin Tangeman, Town Manager

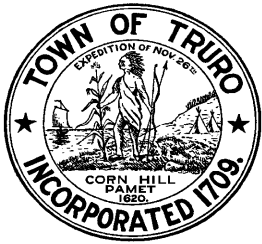


- E. Discussion and Possible Approval of Vote to Eliminate Chair Comments on Applications to Serve
Presenter: Barbara Carboni, Town Planner & Land Use Planner and Darrin Tangeman, Town Manager

8. **CONSENT AGENDA**

- A. Review/Approve and Authorize Signature:
 - 1. Route 6 Resurfacing Project Letter to MassDoT
 - B. Review and Approve: Savory & the Sweet Escape-Common Victualer; Top Mast Cafe-Common Victualer
 - C. Review and Approve Select Board Minutes: Select Board Regular Meeting Minutes of 1.10.2023; Budget Task Force Minutes of 1.10.2023; Select Board Regular Meeting Minutes of 12.13.2022; Select Board Regular Meeting Minutes of 11.15.2022
9. Select Board Reports/Comments
10. Town Manager Report
11. Next Meeting Agenda: March 7, 2023; March 14, 2023





TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: February 28, 2023

ITEM: Public Hearing-Review and possible approval of Captain's Choice Seasonal Entertainment License

EXPLANATION: Kristi Wageman, Manager of Captain's Choice, has submitted an application for a Seasonal Entertainment License. Applying for a Seasonal Entertainment License minimize the administrative burden on the applicant, the Board, and the staff, by eliminating the need to submit individual applications for each date. The Police Chief has reviewed and approved the application.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The manager of Captain's Choice will need to apply for single Entertainment Licenses for each event.

SUGGESTED ACTION: *Motion to approve the 2023 Seasonal Entertainment License for Captain's Choice, Sundays and Seasonal Weekday: (Subject to change)with a start time of 3:00pm and an end time of 5:00pm.*

ATTACHMENTS:

1. Memo from Manager Kristi Wageman and Application for Seasonal Entertainment License
2. Public Hearing Notice

To whom it may concern,

In years past I have applied and been approved for individual entertainment licenses however this year I am requesting a seasonal license for Captain's Choice. The reason for this change is that I am looking to try to cut back on the time and energy that needs to be put in with the individual paperwork on a band to band basis, the time constraints with getting the paperwork in for meetings, and the costs associated with the licensing fees. We anticipate no changes with our current procedures and plan to continue to offer live music free of charge on select Sundays from 3-5pm. We plan on having approximately 12 bands throughout our entire operating season (April-October) and the music will never be played at night. Our afternoon music has been well received by the community and we hope to be able to continue to offer and support our local musicians.

Thank you

Kristi Wageman

RCUD 2023 - 03/14/17
ADMINISTRATIVE OFFICE
TOWN OF TRURO



TOWN OF TRURO

Licensing Department

PO Box 2030, Truro, MA 02666

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

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

REVISED 2023 JAN 20 PM 1:05

ADMINISTRATIVE SERVICES

TOWN OF TRURO

Application for an Entertainment License

Weekday Saturday *Sunday

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

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

BUSINESS/ORGANIZATION INFORMATION

Kristi Wageman Captain's Choice
Name of Applicant Business/Organization Name

4 Highland Rd. N. Truro 02652
Mailing Address of Business/Organization

Is this a Non-profit or For-profit Entity (Check the appropriate box) Yes No

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

Kristi Wageman
Contact Person Phone Number Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name Mailing Address

Phone Number Email Address

EVENT INFORMATION

* Please See Attached

Day (s)/Date (s) of Event for License to be issued Summer music
Purpose of Event (example: fundraiser)

Hours of Event (from - to) 3-5 pm

Captain's Choice 4 Highland Rd
Location (Must provide facility name, if any, street number and name) Event is: Indoor Outdoor Event
(Please check applicable box)

Chris King
Property Owner Name and Address Phone number

Seating Capacity: 40 Occupancy Number: 84

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

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

Will an admission fee be collected? Yes No

Will there be a One Day Alcohol License Yes No

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

Will there be Police Traffic Control? Yes No

ENTERTAINMENT INFORMATION

Type of Entertainment: Please check the appropriate boxes.

Dancing: By Patron By Entertainers No Dancing

Music: Recorded Juke Box Live No Music

Number of Musicians & Instruments (Type) *2-5 / vocals, guitar, drums*

Amplified System: Yes No

Shows: Theater Movies Floor Show Light Show
 No Show

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

Applicant's Signature

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

Kristi A Wagner
Signature

1.20.23
Date

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

Office Use Only

Fee \$50.00

APPROVAL

License No

Select Board

Meeting Date

Police Department

Date

1/26/2023

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

**THE COMMONWEALTH OF MASSACHUSETTS
OF**



State Fee, \$ _____
Municipal Fee, \$ _____

LICENSE

For
PUBLIC ENTERTAINMENT ON SUNDAY

The Name of the Establishment is Captain's Choice in or on the property at No. 4 Highland Rd N. Truro 02652 (address)

The Licensee or Authorized representative, Kristi Wageman in

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

DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion
5/28	3-5	live band
6/4	3-5	live band
6/18	3-5	live band

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

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

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

Do not write in this box

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

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

**THE COMMONWEALTH OF MASSACHUSETTS
OF**



State Fee, \$ _____
Municipal Fee, \$ _____

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DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion
7/2	3-5	live band
7/9	3-5	live band
7/16	3-5	live band

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

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

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OF**



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DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion
7/23	3-5	live band
7/30	3-5	live band
8/6	3-5	live band

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

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

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State Fee, \$ _____
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LICENSE

For

PUBLIC ENTERTAINMENT ON SUNDAY

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The Licensee or Authorized representative, Kristi Wageman in

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

DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion
8/13	3-5	live band
8/20	3-5	live band
8/27	3-5	live band

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

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

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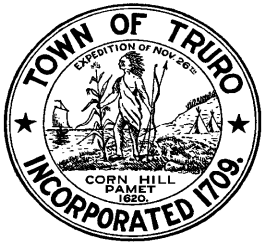


TOWN OF TRURO
REMOTE PUBLIC HEARING
ENTERTAINMENT LICENSE

The Truro Select Board will hold a remote public hearing in accordance with the provisions of MA General Laws, C. 140 §183A on Tuesday, February 28, 2023, at 5:00pm. on an application for a Seasonal Entertainment License received from Captain’s Choice, Kristi Wageman, Manager, 4 Highland Road. Comments from the public will be heard, and all interested parties are urged to attend. To join the meeting from your computer, tablet or smartphone use this link <https://meet.goto.com/420580061>
You can also dial in using your phone: 1-877-309-2073 Access Code: 420-580-061

Kristen Reed
Chair, Truro Select Board

Office of Town Clerk
2:17 PM
FEB 01 2023
Received TOWN OF TRURO
By: *NS*



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: February 28, 2023

ITEM: Public Hearing for application from Salty Market Farmstand Inc., Liam Rowland, Manager, and Owner, at 2 Highland Road for a change of their Retail Off-Premise All-Alcohol license from Seasonal to Annual Use.

EXPLANATION: Liam Rowland, Manager and Owner of Salty Market Farmstand Inc., located at 2 Highland Road, has submitted an application for an amendment-change of license classification- for their Retail Off-Premise All-Alcohol license to go from a Seasonal License to an Annual License. In accordance with the provisions of MGL Chapter 138 Section 15, the Truro Select Board will conduct a Public Hearing to review and approve this change. Prior to 2019 2 Highland Road had an annual retail alcohol license.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Mr. Rowland will not be approved to change from a Seasonal License to an Annual License.

SUGGESTED ACTION: *Motion to Approve the Application for Change of License Classification for Salty Market Farmstand Inc., from a Retail Off-Premise Seasonal License to a Retail Off-Premise Annual License and sign the ABCC LLA Review Record form.*

ATTACHMENTS:

1. Public Hearing Notice
2. Application for Classification Change
3. Memo from Police Chief



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

TOWN OF TRURO

Public Hearing for Salty Market Farmstand Inc
Change of Classification on an off-premises Alcohol License from
Seasonal to Annual Use

In accordance with the provisions of MGL Chapter 138 Section 15, the Truro Select Board will conduct a Public Hearing on Tuesday, February 28, 2023, at 5:00 p.m. to hear an application from Salty Market Farmstand Inc, 2 Highland Road, Liam Rowland, Manager, and Owner, for a change of classification to the retail off-premise all-alcohol license from a seasonal license to an annual license.

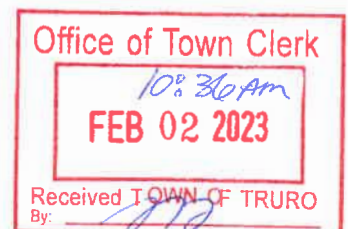
To provide comment during the public hearing, please call-in toll-free at 1-877-309-2073, access code: 420-580-061, or login at <https://meet.goto.com/420580061>.

Login:

<https://meet.goto.com/420580061>

1-877-309-2073 Access Code: 420-580-061

Kristen Reed, Chair
Select Board





The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
 www.mass.gov/abcc

Agenda Item: 2B2
 RCVD 2023JAN31 AM9:28
 ADMINISTRATIVE OFFICE

TOWN OF TRURO

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM

APPLICATION FOR AMENDMENT-Change of License Classification

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY) [REDACTED]

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN

STATE

ZIP CODE

For the following transactions (Check all that apply):

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

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL

Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3
 Chelsea, MA 02150-2358



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
 www.mass.gov/abcc

APPLICATION FOR AMENDMENT-Change of License Classification

Change of Category

(e.g. All Alcohol, Wines and Malt)

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Category Application
- Vote of the Entity
- Abutter's Notification*
- Advertisement*

Change of Class

(e.g. Seasonal /Annual)

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Classification Application
- Vote of the Entity
- Abutter's Notification*
- Advertisement*

Change of License Type

(§12 ONLY, e.g. general on premises, tavern, inn, restaurant)

- Payment Receipt
- Monetary Transmittal Form
- Change of License Type Application
- Vote of the Entity
- Advertisement*
- Payment Receipt

*If abutter notification and advertisement are required for transaction, please see the local licensing authority.

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Salty Market Farmstand Inc	Truro	[REDACTED]

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

See Attached

APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Liam Rowland	Owner	[REDACTED]	[REDACTED]

2. LICENSE CLASSIFICATION INFORMATION

2a. Change of License Category

All Alcohol, Wine and Malt,
Wine Malt and Cordials

Last-Approved License Category

All Alcoholic Beverages

Requested New License Category

All Alcoholic Beverages

2b. Change of License Class

Seasonal or Annual

Last-Approved License Class

Seasonal

Requested New License Class

Annual

2c. Change of License Type*

E.g. Restaurant to Club
 *Certain License Types
 CANNOT change once issued*

Last-Approved License Type

§15 Package Store

Requested New License Type

§15 Package Store

APPLICANT'S STATEMENT

I, the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory

of
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:

Date:

Title:

ENTITY VOTE

The Board of Directors or LLC Managers of
Entity Name

duly voted to apply to the Licensing Authority of and the
City/Town
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on
Date of Meeting

For the following transactions (Check all that apply):

- Change of Class (i.e. Annual / Seasonal)
- Change of License Type (i.e. club / restaurant)
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Other

"VOTED: To authorize
Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

A true copy attest,

For Corporations ONLY

A true copy attest,



Corporate Officer /LLC Manager Signature

Corporation Clerk's Signature

Liam Luttrell Rowland

(Print Name)

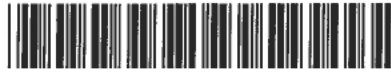
(Print Name)



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF UNEMPLOYMENT ASSISTANCE

Charles D. Baker
GOVERNOR

Karyn E. Polito
LT. GOVERNOR



407728089

Rosalin Acosta
SECRETARY

Connie C. Carter
INTERIM DIRECTOR

Salty Market Farmstand Inc
25 WAY 112
WELLFLEET, MA 02667-8830

EAN: [REDACTED]
November 21, 2022

Certificate Id: [REDACTED]

The Department of Unemployment Assistance certifies that as of 11/21/2022 ,Salty Market Farmstand Inc is current in all its obligations relating to contributions, payments in lieu of contributions, and the employer medical assistance contribution established in G.L.c.149,§189.

This certificate expires in 30 days from the date of issuance.

Connie C. Carter, Interim Director

Department of Unemployment Assistance



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

mass.gov/dor

Letter ID: L1126900768
Notice Date: November 22, 2022
Case ID: 0-001-766-562



CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



SALTY MARKET FARMSTAND INC
25 WAY 112
WELLFLEET MA 02667-8830



Why did I receive this notice?

The Commissioner of Revenue certifies that, as of the date of this certificate, SALTY MARKET FARMSTAND INC is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.

What if I have questions?

If you have questions, call us at (617) 887-6400 or toll-free in Massachusetts at (800) 392-6089, Monday through Friday, 9:00 a.m. to 4:00 p.m..

Visit us online!

Visit mass.gov/dor to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

Edward W. Coyle, Jr., Chief
Collections Bureau



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission

For Reconsideration

LICENSING AUTHORITY CERTIFICATION

Truro

City/Town

90258-PK-1292

ABCC License Number

TRANSACTION TYPE (Please check all relevant transactions):

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

- Checkboxes for various transaction types: New License, Change of Location, Change of Class, Change Corporate Structure, etc.

APPLICANT INFORMATION

Form fields for Applicant Information: Name of Licensee, DBA, Street Address, Zip Code, Manager, Package Store, Class, Category, and Special Legislation.

DESCRIPTION OF PREMISES

Complete description of the licensed premises

Located in a 2 1/2 story structure. 2 public rooms, plus deli prep space on one floor and basement storage. Front entry/exit, 2 rear doors.

LOCAL LICENSING AUTHORITY INFORMATION

Form fields for Local Licensing Authority Information: Application filed with the LLA, Date, Time, Advertised, Date Published, Publication, Abutters Notified, Date of Notice, Date APPROVED by LLA, Decision of the LLA, and Seller License Number.

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission
Ralph Sacramone
Executive Director



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Licensing Department

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

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

To: Chief Jamie Calise, Truro Police Department
From: Nicole Tudor, Executive Assistant
Date: February 8, 2023
Re: Salty Market Farmstand Inc., Liam Rowland, Manager/Owner-Request for Seasonal All Alcohol to Annual All Alcohol License

Liam Rowland, Salty Market Farmstand Inc, submitted an ABCC application for a change of classification—seasonal to annual alcohol license. Per the ABCC requirement, all required documents have been submitted. The current owner & manager on record Liam Rowland, 2 Highland Road, North Truro, MA 02652 is requesting to change the seasonal all-alcohol license to an annual all-alcohol license.

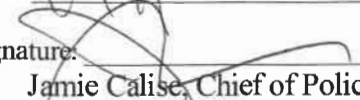
I have included the accompanying ABCC application as submitted by the applicant that will be provided to the Alcoholic Beverages Control Commission upon approval of the Select Board at a duly held meeting on Tuesday, February 28, 2023.

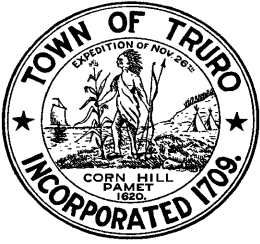
Please kindly review for purposes of approval with the Local Licensing Authority (Select Board) this request for a change from a seasonal all-alcohol license to an annual all-alcohol license.

Please provide any questions/comments or concerns below:

POLICE DEPARTMENT REVIEW:

Date: 2/7/2023

Signature: 
Jamie Calise, Chief of Police



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: February 28, 2023

ITEM: Public Hearing for Eversource Energy

EXPLANATION: Eversource Energy has submitted a petition covering the installation of 34' +/- of 3-4" conduit from proposed handhole 9/H42-A to the customer installed handhole 9/H42-B. The purpose of this construction is to provide electric service to the customer located at 81 South Pamet Road.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Customer at 81 South Pamet Road will not have electrical service.

SUGGESTED ACTION: *Motion to approve the petition from Eversource Energy to install 34' +/- of 3-4" conduit from proposed handhole 9/H42-A to the customer installed handhole 9/H42-B and to electronically sign the Form of Order.*

ATTACHMENTS:

1. Eversource Memo and Email
2. Petition for Underground Cable and Conduit Locations
3. Form of Order for Underground Cable and Conduit Locations
4. Certified Abutters List
5. Eversource Plan
6. Stamped Public Hearing Notice



484 Willow Street, West Yarmouth, MA 02673

February 6, 2023

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

RCVD 2023FEB06 04:05:52
ADMINISTRATIVE OFFICE
TOWN OF TRURO

Dear Select board,

Enclosed you will find one (1) petition covering the installation of 34' +/- of 3-4" conduit from proposed handhole 9/H42-A to the customer installed handhole 9/H42-B.

The purposed of this construction is to provide electric service to the customer located at 81 South Pamet Road.

For reference this is work request number 11615263.

The notice to abutters and hearing will be required.

Favorable action on the part of the selectmen will be greatly appreciated.

Very truly yours,

Marissa Jackson
Right of Way Agent
508-790-9001

enc.

Noelle Scoullar

From: Jackson, Marissa L <marissa.jackson@eversource.com>
Sent: Monday, February 6, 2023 3:17 PM
To: Nicole Tudor; Noelle Scoullar; Jon Nahas
Subject: Petition - 81 South Pamet Road - Truro
Attachments: Petition -81 South Pamet Road - WO 11615263.doc; Abutters List Request.pdf; TRU-S-PAMET Road-11615263 - Sketch.pdf; 11615263 Abutters List.doc

Good afternoon,

Please see the attached Petition Package for South Pamet Road, Truro.

I have included the Abutters List Request Form and will be sure to mail all three payments, today.

If you could please advise me as to when the next hearing will be scheduled, it would be so greatly appreciated.

If you have questions at all, please feel free to contact me via email or by telephone. I have included all my contact information below.

As always, we appreciate your time and consideration.

Warm regards,

[Marissa L. Jackson](#) | Agent, Rights and Permits
EVERSOURCE | 484 Willow Street, West Yarmouth, MA 02673
508-790-9001 | Marissa.Jackson@Eversource.com
Cape Cod and Martha's Vineyard

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**PETITION FOR
UNDERGROUND CABLE AND CONDUIT LOCATIONS**

Truro, Massachusetts, February 6, 2023
TO THE SELECT BOARD OF THE TOWN OF TRURO, MASSACHUSETTS

NSTAR ELECTRIC COMPANY (d/b/a Eversource Energy) and

W/O# 11615263

requests permission to locate underground cables, conduits, manholes, including the necessary sustaining and protecting fixtures, in, under, along and across the following public way or ways:

South Pamet Road

**Installation of 34 +/- of 3-4" conduit
from proposed handhole 9/H42-A to
customer installed handhole 9/H42-B**

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to install and maintain underground cables, conduits, and manholes, together with such sustaining and protecting fixtures as it may find necessary, said underground cables, conduits, and manholes to be installed substantially in accordance with the plan filed herewith marked **Plan No. 11615263, dated January 27, 2023.**

NSTAR ELECTRIC COMPANY (d/b/a Eversource Energy)

By Marissa Jackson

Marissa Jackson -Right of Way, Agent

FORM OF ORDER FOR UNDERGROUND CABLE AND CONDUIT LOCATIONS

IN SELECT BOARD FOR THE TOWN OF TRURO, MASSACHUSETTS

Notice having been given and a public hearing held, as provided by law,
IT IS HEREBY ORDERED THAT THE:

NSTAR ELECTRIC COMPANY (d/b/a Eversource Energy) and

W/O# 11615263

be and they are hereby granted a location for and permission to install and maintain underground cables, Conduits and manholes, together with such sustaining or protecting fixtures as said company may deem necessary, in, under, along and across the public way or ways hereinafter referred to, as requested in petition of said companies.

All construction under this order shall be in accordance with the following conditions:
Cables, conduits, and manholes shall be installed substantially at the point indicated upon the plan marked -- **Plan No. 11615263, dated January 27, 2023** filed with said petition. The following are the public ways or parts of ways under, along and across which the cables above referred to may be installed under this order.

South Pamet Road

**Installation of 34 +/- of 3-4" conduit
from proposed handhole 9/H42-A to
customer installed handhole 9/H42-B**

I hereby certify that the foregoing order was adopted at a meeting of the Board of Selectmen of the Town of Truro, Massachusetts held on the _____ day of _____ 2023.

Select Board Clerk

Massachusetts

2023.

Received and entered in the records of location orders of the Town of _____
Book _____ Page _____.

Attest:

Town Clerk

We hereby certify that on _____ 2023, at _____ o'clock, _____ M,

at _____ a public hearing was held on the petition of the

NSTAR ELECTRIC COMPANY (d/b/a Eversource Energy)

for permission to install and maintain the underground cables, conduits, manholes and fixtures described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Companies are permitted to install underground cables, conduits, manholes and fixtures under said order. And that thereupon said order was duly adopted.

Select Board Truro, Massachusetts.

CERTIFICATE

I hereby certify that the foregoing is a true copy of a location order and certificate of hearing with notice adopted by the Select Board of the Town of _____, Massachusetts, on the _____ day of _____ 2023, and recorded with the records of location orders of said Town, Book _____, Page _____. This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

Town Clerk

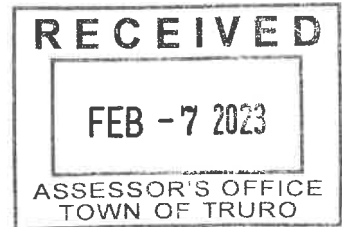


TOWN OF TRURO

Assessors Office

Certified Abutters List

Request Form



DATE: 2/6/2023

NAME OF APPLICANT: Eversource Energy

NAME OF AGENT (if any): Marissa Jackson

MAILING ADDRESS: 484 Willow Street, West Yarmouth, MA 02673

CONTACT: HOME/CELL 508-790-9001 EMAIL marissa.jackson@eversource.com

PROPERTY LOCATION: 81 South Pamet Road, Truro
(street address)

PROPERTY IDENTIFICATION NUMBER: MAP 51 PARCEL 59 EXT. _____
(if condominium)

ABUTTERS LIST NEEDED FOR: (please check all applicable) FEE: \$15.00 per checked item
(Fee must accompany the application unless other arrangements are made)

- | | | |
|---|---|--|
| <input type="checkbox"/> Board of Health ⁵ | <input type="checkbox"/> Planning Board (PB) | <input type="checkbox"/> Zoning Board of Appeals (ZBA) |
| <input type="checkbox"/> Cape Cod Commission | <input type="checkbox"/> Special Permit ¹ | <input type="checkbox"/> Special Permit ¹ |
| <input type="checkbox"/> Conservation Commission ⁴ | <input type="checkbox"/> Site Plan ² | <input type="checkbox"/> Variance ¹ |
| <input type="checkbox"/> Licensing | <input type="checkbox"/> Preliminary Subdivision ³ | |
| Type: _____ | <input type="checkbox"/> Definitive Subdivision ³ | |
| | <input type="checkbox"/> Accessory Dwelling Unit (ADU) ² | |

X Other 34' +/- of conduit under the road (Fee: Inquire with Assessors)
(Please Specify)

Note: Per M.G.L., processing may take up to 10 calendar days. Please plan accordingly.

THIS SECTION FOR ASSESSORS OFFICE USE ONLY

Date request received by Assessors: 2/6/2023 Date completed: 2/7/2023
List completed by: [Signature] Date paid: DUE Cash/Check _____

¹Abutters, owners of land directly opposite on any public or private street or way, and abutters to the abutters within 300 feet of the property line.

²Abutters to the subject property, abutters to the abutters, and owners of properties across the street from the subject property.

³Landowners immediately bordering the proposed subdivision, landowners immediately bordering the immediate abutters, and landowners located across the streets and ways bordering the proposed subdivision. **Note:** For Definitive Subdivision only, responsibility of applicant to notify abutters and produce evidence as required.

⁴All abutters within 300 feet of parcel, except Beach Point between Knowles Heights Road and Provincetown border, in which case it is all abutters within 100 feet. **Note:** Responsibility of applicant to notify abutters and produce evidence as required.

⁵Abutters sharing any boundary or corner in any direction – including land across a street, river or stream. **Note:** Responsibility of applicant to notify abutters and produce evidence as required.



TRURO ASSESSORS OFFICE

PO Box 2012 Truro, MA 02666

Telephone: (508) 214-0921

Fax: (508) 349-5506

Date: February 7, 2023

To: Marissa Jackson, Agent for Eversource Energy

From: Assessors Department

Certified Abutters List: 81 South Pamet Road (Map 51, Parcel 59)

Select Board/ Public Hearing

Attached is a combined list of abutters for the property located at 81 South Pamet Road.

The current owners are Richard D. Selesnick and Lauren C. Hamilton.

The names and addresses of the abutters are as of February 3, 2023 according to the most recent documents received from the Barnstable County Registry of Deeds.

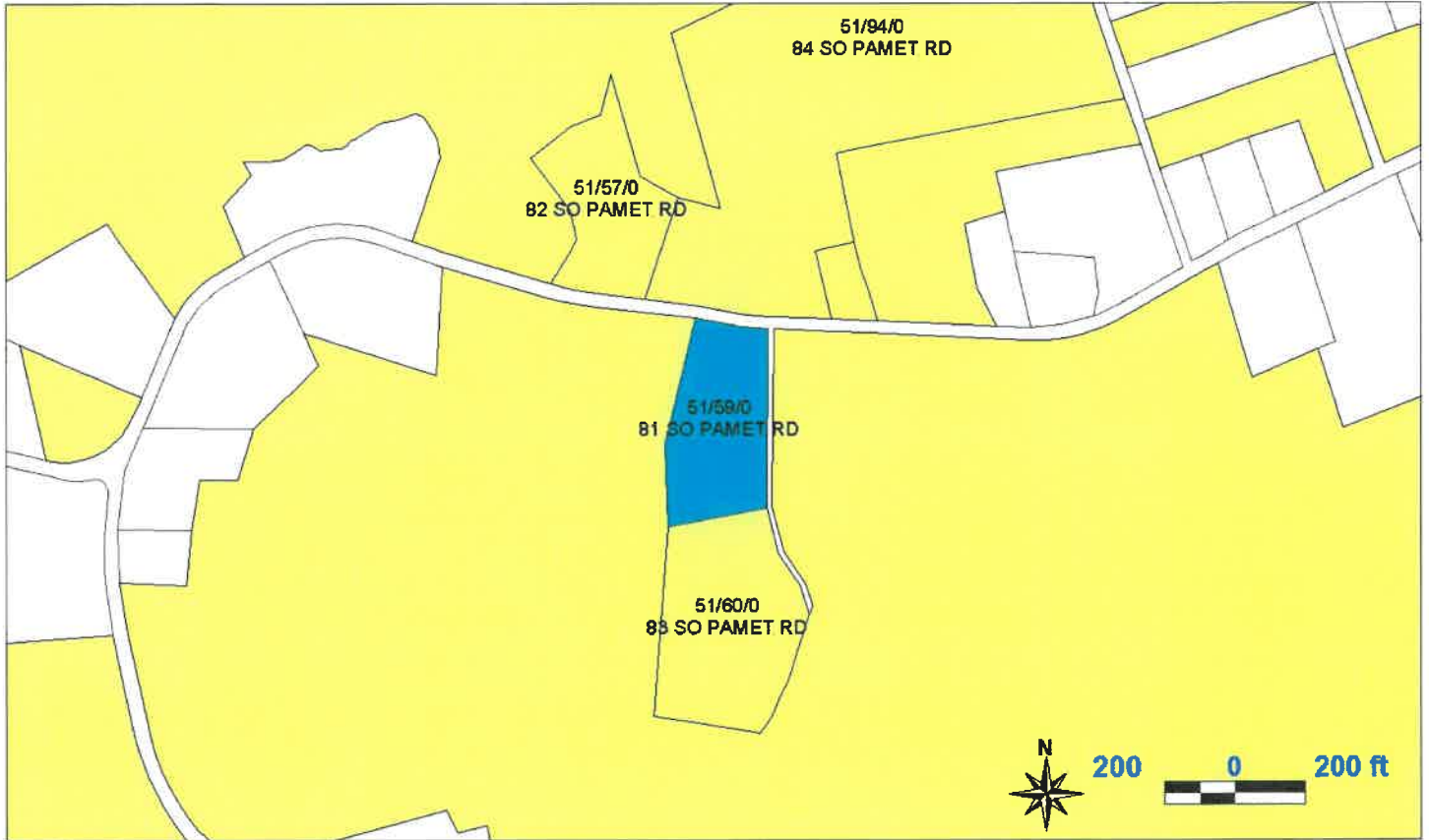
Certified by:

Olga Farrell
Assessing Clerk

81 South Pamet Road
 Map 59, Parcel 51
 Select Board/ Public Hearing

TOWN OF TRURO, MA
 BOARD OF ASSESSORS
 P.O. BOX 2012, TRURO MA 02666

Custom Abutters List



Key	Parcel ID	Owner	Location	Mailing Street	Mailing City	ST	ZipCd/Country
7292	40-999-0-E	USA-DEPT OF INTERIOR Cape Cod National Seashore	0 CAPE COD NATIONAL SEASHORE	99 Marconi Site Rd	Wellfleet	MA	02667
3103	51-57-0-R	RIVERA BERGAN FAMILY TRUST TRS: VICTOR M RIVERA ET AL	82 SO PAMET RD	15 LAKEVIEW ST	ARLINGTON	MA	02476
3104	51-58-0-R	DOWNEY KEVIN M & JOLIN MARY MICHELE	92 SO PAMET RD	3440 34TH PL NW	WASHINGTON	DC	20016-3136
3106	51-60-0-R	PAMET HILL HAVEN TRUST VINCENT & THERESE C JAMES TRS	83 SO PAMET RD	424 ROCKAWAY ST	BOONTON	NJ	07005
5804	51-94-0-E	U S A DEPT OF THE INTERIOR	84 SO PAMET RD	CAPE COD NATIONAL SESHORE 99 MARCONI SITE RD	WELLFLEET	MA	02667

John P. [Signature]
 2/7/2023

40-999-0-E

USA-DEPT OF INTERIOR
Cape Cod National Seashore
99 Marconi Site Rd
Wellfleet, MA 02667

51-57-0-R

RIVERA BERGAN FAMILY TRUST
TRS: VICTOR M RIVERA ET AL
15 LAKEVIEW ST
ARLINGTON, MA 02476

51-58-0-R

DOWNEY KEVIN M &
JOLIN MARY MICHELE
3440 34TH PL NW
WASHINGTON, DC 20016-3136

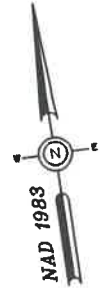
51-60-0-R

PAMET HILL HAVEN TRUST
VINCENT & THERESE C JAMES TRS
424 ROCKAWAY ST
BOONTON, NJ 07005

51-94-0-E

U S A
DEPT OF THE INTERIOR
CAPE COD NATIONAL SESHORE
99 MARCONI SITE RD
WELLFLEET, MA 02667

**Plan to accompany petition of EVERSOURCE ENERGY
To install 34'± of conduit from handhole 9/H42-A to 9/H42-B
to provide upgraded electric service for customer at
#81 South Pamet Rd**



84 SOUTH PAMET RD
N/F
USA, DEPT OF THE INTERIOR
CAPE COD NATIONAL SEASHORE

EVERSOURCE
TO INSTALL
HANDHOLE 9/H42-A

SOUTH PAMET RD

APPROX. LOC. OF PARCEL LINE

9/42 9/H42-A

APPROX. LOC. OF PARCEL LINE

9/43

EOP

EOP

3-4" PVC SCHED 80
IN CONCRETE
TL = 34'±

EDGE OF PAVEMENT (EOP)

EOP

APPROX. LOC. OF PARCEL LINE

9/H42-B

APPROX. LOC. OF PARCEL LINE

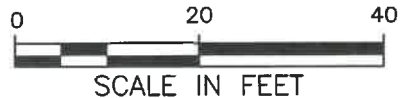
PAMET HILL RD
APPROX. LOC. OF PARCEL LINE

LEGEND

- ⊕ Proposed Hand Hole
- ⊕ Existing Hand Hole
- Proposed Conduit
- - - Existing Conduit
- Existing Pole

51-59-0
81 SOUTH PAMET RD
N/F
SELESNICK RICHARD D &
HAMILTON LAUREN C

CUSTOMER
TO INSTALL
HANDHOLE 9/H42-B



Plan#	11615263
Ward #	
Work Order #	11615263
Surveyed by:	N/A
Research by:	JC
Plotted by:	BP
Proposed Structures:	BP
Approved:	T THIBAUT
P#	

NSTAR EVERSOURCE <small>ELECTRIC d/b/a</small>	
<small>1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125</small>	
Plan of	SOUTH PAMET ROAD
	TRURO
Showing	PROPOSED CONDUIT LOCATION
Scale	1"=20'
Date	01/27/2023
SHEET	1 of 1

MASS. LAW

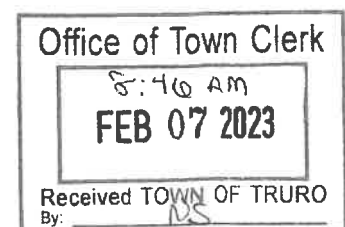
REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES
BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

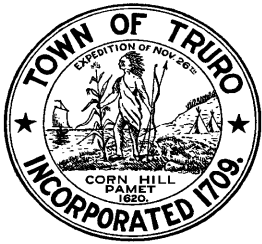


TOWN OF TRURO
REMOTE PUBLIC HEARING
EVERSOURCE HEARING

The Truro Select Board will conduct a remote public hearing on a petition from Eversource Energy to install 34' +/- of 3-4" conduit from proposed handhole 9/H42-A to the installed handhole 9/H42-B to provide electrical service to the customer located at 81 South Pamet Road map 51 parcel 59. Hearing will be held on Tuesday, February 28, 2023 at 5:00pm. To provide comment during the meeting please use this link <https://meet.goto.com/420580061> or call in toll-free at 1-877-309-2073 and enter the access code 420-580-061 when prompted.

Kristen Reed, Chair
Select Board





TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Select Board Chair Kristen Reed

REQUESTED MEETING DATE: February 28, 2023

ITEM: Cape Cod National Seashore Advisory Commission Appointments

EXPLANATION: The National Park Service has reached out to Chair Reed inviting the Board to nominate two individuals for consideration in appointing one voting member and one voting alternate member to the Cape Cod National Seashore Advisory Commission. Three individuals have submitted applications, and the resumes required by the Department of Interior. Both appointments are for two-year terms.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Truro will not have representatives on this Commission.

SUGGESTED ACTION: *Motion to nominate XXX to the Cape Cod National Seashore Advisory Commission as a voting member, with a term to last two years.*

Motion to nominate XXX to the Cape Cod National Seashore Advisory Commission as an alternate voting member, with a term to last two years.

ATTACHMENTS:

1. CCNS Rep Request Letter
2. Application to Serve- Susan Areson
3. Application to Serve- Carol Santos
4. Application to Serve- Robert Weinstein



IN REPLY REFER TO:

United States Department of the Interior

NATIONAL PARK SERVICE
 Cape Cod National Seashore
 99 Marconi Site Road
 Wellfleet, MA 02667

January 23, 2023

Kristen Reed, Chair
 Select Board of Truro
 24 Town Hall Road
 P.O. Box 2030
 Truro, MA 02666

Dear Ms. Reed,

The Cape Cod National Seashore Advisory Commission (Commission) was originally authorized in 1961 as a part of Public Law 87-126, Cape Cod National Seashore's enabling legislation, and began operation in 1966. The Commission was last authorized for a ten-year period by Public Law 111-11 in 2009 and expired on September 26, 2018. Recently, the Commission has been reestablished as part of the Consolidated Appropriations Act signed by President Biden on December 29, 2022, until September 26, 2029. Pursuant to the Cape Cod National Seashore enabling legislation, the Secretary of the Interior appoints one member from nominations submitted by the Board of Selectmen of Truro, MA.

Accordingly, I invite you to nominate, within 30 days of the date of this letter, two individuals for consideration in appointing one voting member and one voting alternate member to the Commission. All appointments are for two-year terms. For each nomination, please include a resume with home and business addresses, telephone numbers, and date of birth. Please indicate which individual you are nominating as the voting member and alternate member respectively.

Nominations should be submitted to Superintendent, Cape Cod National Seashore, 99 Marconi Site Road, Wellfleet, MA 02667. We will forward all nominations to the Department of the Interior once we have received a complete package with all requested information. The Secretary of the Interior will make the final decision on appointments to the Commission and will send the appointment letter directly to each appointee.

If you have any questions about the appointment process or other matters related to the park, please contact me at 508-957-0701 or email at Leslie_Reynolds@nps.gov

Sincerely,

Leslie Reynolds
 Acting Superintendent

Truro

Application to Serve on a Board or Committee

Last Name

Areson

First Name

Susan

Middle Initial

H

Email Address

Phone Number

Address (Street)

2 Eric's Road

Address (City)

2 Eric's Road

Address (State)

Truro MA

Address (Zip Code)

02666

Mailing Address (Please indicate box number and zip code)

PO Box 65

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

RCVD 2023FEB23 0410:22

ADMINISTRATIVE OFFICE

TOWN OF TRURO

Are you a full-time resident of Truro?

Yes

No

Are you registered to vote in Truro?

Yes

No

What Board/ Committee Are You Applying For?

Cape Cod National Seashore Advisory Commission

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

This board is resuming its works after a years-long hiatus. I am interested in working with the Seashore advisory group to strengthen the collaboration among this federal agency and our surrounding towns. I'd welcome the chance to participate in discussions about the environmental and development pressures facing our region. I covered this commission as a reporter in the late 1970s and early 1980s.

Have you attended a meeting of the committee listed above?

Yes

No

Have you read the charge of the committee?

Yes

No

Have you met with the chair of the committee?

Yes

No

Have you read the Select Board's current Goals and Objectives?

Yes

No

Do you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve?

Yes

No

If you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve, please elaborate.

N/A

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

N/A

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

Resume attached

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

Signature

Susan H. Areson

Date

Feb 23, 2023

Susan H. Areson

2 Eric's Road
Truro, Mass. 02666-0065

Skills

Writing, editing, communication, collaborative decision-making, managing people, managing projects, meeting deadline, administrative tasks

Experience

Town of Truro: Truro, MA: Spring 2016-present

Serving in second three-year term on town Select Board; previously served on Truro Zoning Board of Appeals and Truro Finance Committee

The Providence Journal, Providence, RI: Oct. 1986-Feb. 2016

Retired as deputy executive editor after serving in various editing and managerial roles, including acting executive editor, metropolitan managing editor, city editor, deputy managing editor and Sunday editor

USA Today, Alexandria, Virginia. Dec. 1988-Oct. 1992. Correspondent from Rhode Island for Statesline news page

The Haverhill Gazette, Haverhill, Mass.: Dec. 1982-Oct. 1986

Managing editor and a variety of other editing and reporting roles

The Advocate, Provincetown, Mass., March 1978-Dec. 1982

Managing editor and a variety of other editing and reporting/photography roles

Other experience

West End Racing and Community Children's Sailing: Provincetown, MA: January 2018-present: Serve as clerk on the board of this nonprofit organization, which offers sailing instruction at low cost to children ages 8-14

Friends of the Truro Library: Truro, MA: Summer 2016-Spring 2018: Served as treasurer for this nonprofit organization, which offers community programming and financial support for activities at the Truro Public Library

Story in the Public Square, 2012-2017: Board member of this initiative, a collaboration between The Providence Journal and Salve Regina University in Newport, to study and celebrate stories that inform the public discourse -- through journalism, documentary films, movies and music

Rhode Island Press Association, 2011-2016: Vice president from 2014-2016 and board member prior

Career notables

2015: Citizen Journalism Academy: Coordinated a four-session course for interested Rhode Island citizens on the journalism practices, ethics and business models for a news organization in the current media environment.

2014-2015: Executive Leadership Development Program: Was one of 15 participants chosen by A.H. Belo Corporation for a 10-month program to develop executives and propose solutions to a specific business challenge facing the company.

2011: The Pension Puzzle: Served as coordinating and content editor on year-long public-service project explaining Rhode Island's pension crisis. The series involved hundreds of stories, using database reporting and supplementing with online, interactive elements. The legislature approved a pension overhaul that brought national attention. Series won national and regional awards.

2009: The Price of Miracles. Served as coordinating and content editor on a year-long series exploring the costs and consequences of premature births. The Providence Journal and projo.com did groundbreaking work on this series in interactive and online elements. It won numerous national and regional awards.

2003: Station nightclub fire coverage. Served as a key assigning and content editor on hundreds of stories and several series in the aftermath of the second-deadliest nightclub fire in U.S. history. Journal coverage won numerous regional and national awards and was a finalist for the Pulitzer Prize in public service reporting.

1994: Pulitzer Prize for public service reporting: Was a member of the editing team on coverage of corruption in Rhode Island's judicial system

1992: George Polk Award for Regional Reporting: Project copy editor for a six-part series exposing abuses that caused the collapse of Rhode Island's credit unions

Education

Colby College, Waterville, Maine. Bachelor of Arts, English literature; cum laude; distinction in the major

Boston University School of Public Communication, Boston, Mass., on one-year leave-of-absence from Colby College, journalism concentration

References available on request

Truro

Application to Serve on a Board or Committee

Last Name

Santos

First Name

Carol

Middle Initial

D

Email Address

Phone Number

Address (Street)

18 Aldrich Road

Address (City)

North Truro

Address (State)

MA

Address (Zip Code)

02652

Mailing Address (Please indicate box number and zip code)

PO Box 1709 Provincetown, MA. 02657

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

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ADMINISTRATIVE OFFICE
TOWN OF TRURO

[*] No

If you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve, please elaborate.

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

Beach Advisory Committee

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

Throughout my professional career I have been appointed to committees and teams, such as the community effort includes membership on the Provincetown Licensing Board, United Way of Greater New Bedford BOD, Fairhaven Senior Recreation Center BOD, and the Fairhaven Animal Shelter Building Committee. My professional experience includes membership of the Chancellor's Cabinet, Strategic Planning Committee, and a member of a merger facilitation team for what is now known as Eversource. Additionally, I served as the lead management negotiator on several labor negotiations.

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

I am an experienced professional with thirty years of experience in labor negotiations and arbitration hearings. Additionally, I possess exceptional interpersonal communication skills as well as a record of sound judgment and creativity while solving problems.

Signature

Carol D. Santos

Date

Feb 21, 2023

Carol D. Santos
P.O. Box 1709
Provincetown, MA 02657

Summary
Experienced and accomplished professional with over 30 years of diverse managerial and human resources experience. I offer significant strategic leadership experience in both a union and a non-union environment highlighted by the following:

Qualified By

- Thirty years of labor negotiation experience
- Experienced lead negotiator of several management teams
- EEO/A responsibilities, Affirmative Action Plan developer and member of Diversity Council
- Investigated alleged violations of Human Resources policies
- Experienced in arbitration hearings, MCAD hearings and EEOC audits
- Managed safety, health and wellness, and security functions
- Profit driven author of several cost reduction initiatives
- Demonstrated interpersonal communications with internal and external customers
- Substantial record of sound judgment, creativity and initiative

Professional Experience

TRANSPORTATION SECURITY ADMINISTRATION

11/2017 - 9/2018

Transportation Security Officer

- Ensure freedom of movement for passengers and commerce in the nations transportation system.
- Screen passengers and baggage at the Provincetown Municipal Airport

UNIVERSITY OF MASSACHUSETTS DARTMOUTH

5/2006 - 11/2017

Associate Vice Chancellor of Human Resources, June 2007 to November 2017

- Served as the Chief Human Resources Officer for the campus, providing leadership, strategic planning, counsel and guidance to the Chancellor and her Executive team relative to campus human resources policies, functions, activities and initiatives.
- Oversaw the administration of five (5) collective bargaining agreements and non-unit staff policies and procedures.
- Oversaw campus wide compliance with the Commonwealth's Conflict of Interest Law.
- Oversaw the successful implementation of a new HRIS/ PeopleSoft, as well as an automated employment application system.
- Significantly redesigned and streamlined campus search and screen process.
- Architect of a centralized payroll operation resulting in \$80K annual savings.
- Member of the Chancellor's Cabinet.
- Member of the Campus Strategic Planning Committee.

Deputy Director of Human Resources and Employee Relations, May 2006 - June 2007

- Provided operational leadership for human resources including: employee relations; employee recruitment; staff development and training; benefits administration, classification, compensation and payroll.
- Served as key advisor to all employees and union representatives on employee and labor relations issues on a day to day basis and also served as grievance hearing officer.
- Supervised the classification appeals process and ensured statutory and contractual compliance.
- Managed daily operational Human Resources related customer service to the campus ensuring positive outcomes.
- Worked closely with the Office of Equal Opportunity, Diversity & Outreach with respect to complaints filed with MCAD, EEOC, OCR and MLRC.

LIGHTOLIER, a Division of Genlyte Group

2/2004 - 5/2006

Human Resources Manager, February 2004 to May 2006

- Overall responsibility for human resources functions for a 450 employee manufacturing facility and a 40 employee remote warehouse facility.
- Key negotiator of a successful three-year collective bargaining agreement with minimal wage increases and an 8.9% savings in the first year through health care plan re-designs. Per President of Lightolier, "the smoothest negotiations in the history of Lightolier".
- Settled a three year outstanding grievance regarding a back pay issue, realized a savings of 58% from amount due.

- Reduced recruiting expenses by 75% and lead-time by 30% for unskilled labor.
- Implemented a safety issue reporting and remedy procedure resulting in a 41% reduction in lost workdays.
- Recipient of 2004 Presidents Award for outstanding performance and contributions to Lightolier's success.

2/1980 - 11/2001

NSTAR ELECTRIC & GAS CORPORATION

Director, Field Services Human Resources, August 1999 to November 2001

- Was a key negotiator for three collective bargaining agreements, resulting in ratification without any adverse activity on the part of the Labor Unions.
- Developed, negotiated and implemented work practice changes, which improved customer service, increased productivity and saved \$3.9M annually. Such as the elimination of take home vehicles, saving in excess of \$100K annually; relocated dispatch locations, and streamlined operations, gleaning \$216K annually from the operating budget.
- Negotiated and implemented a two-tier wage structure resulting in a 21% wage reduction.
- Partnered with Human Resources to provide them with input from the Company's operations.
- Investigated alleged violations of Human Resources Policies, developed and administered necessary resolutions.
- Prepared operations, performance and financial data for regulatory filings.

District Regional Manager, October 1994 to August 1999

- Provided leadership and direction to 70 employees and effectively negotiated with two Labor Unions to affect positive changes and resolve differences.
- Oversaw three Automatic Meter Reading conversion projects with a combined budget of approximately \$9.5M, resulting in improved customer service, increased revenue stream and realized annual savings of nearly \$1M.
- Formulated, presented and affected a change in operations for the Customer Service Department from a district approach to a regional approach, saving \$220K annually.
- Member of merger facilitation team during transition of BEC Energy and Com/Energy Companies to NSTAR.
- Used statistical analysis, industry best practice data and sound business judgment to develop business objectives, policies and organization design for Customer Care at NSTAR.

Human Resources Generalist, June 1990 to October 1994

- Developed and maintained annual Affirmative Action Plan and was representative for two EEOC audits.
- Represented Company at MCAD hearings, maintaining a 100% success rate.
- Investigated alleged violations of HR Policies and made recommendations for resolutions when warranted.
- Conducted college recruitment, pre-screening of internal and external candidates and exit interviewing.
- Provided advice and support to operating managers regarding effective and fair human resources decisions.

Associations

Member of Town of Provincetown Licensing Board 2018 - Present
 Trustee MA State Health Care Professionals' Dental Fund 2011 - 2017
 CONNECT Human Resources Committee 2007-2011
 Southeastern Mass Manufacturing Consortium, 2004 - 2006
 United Way of Greater New Bedford Board of Directors, 2001 - 2004
 Fairhaven Senior/Recreation Center Board of Directors, 2000 - 2003
 Fairhaven Animal Shelter Building Committee, 1999 - 2002
 Downtown New Bedford Inc. Executive Board Member, 1996 - 1999
 Cambridge Chamber of Commerce, Government & Community Affairs Committee, 1994 - 1997

Education & Certifications

Roger Williams College, Bachelor of Science Degree in Business Administration
 Mediation Works Incorporated, Completed Mediation Training Program in 2007
 Society of Manufacturing Engineers, Certification in Lean Manufacturing Implementation in 2003

References

Provided upon request

Truro

Application to Serve on a Board or Committee

Last Name

weinstein

First Name

robert

Middle Initial

m

Email Address

Phone Number

Address (Street)

7 dyers hollow rd

Address (City)

truro

Address (State)

ma

Address (Zip Code)

02666

Mailing Address (Please indicate box number and zip code)

box 479 truro 02666

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ADMINISTRATIVE OFFICE

TOWN OF TRURO

Are you a full-time resident of Truro?

Yes

No

Are you registered to vote in Truro?

Yes

No

What Board/ Committee Are You Applying For?

cape cod national seashore advisory committee

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

property owner in the ccns. interested in current and future issues facing the seashore and its ongoing relationship with truro and the other five communities that make up the seashore district.

Have you attended a meeting of the committee listed above?

Yes

No

Have you read the charge of the committee?

Yes

No

Have you met with the chair of the committee?

Yes

No

Have you read the Select Board's current Goals and Objectives?

Yes

No

Do you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve?

Yes

No

If you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve, please elaborate.

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

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

currently serving my 4th term on the truro selectboard.

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

ab with honors university of chicago 1971

Signature

robert weinstein

Date

Feb 17, 2023

Application to Serve on the Cape Cod Seashore Advisory Committee

RESUME

Name:

Robert M. Weinstein

Street Address:

7 Dyers Hollow Road Truro, MA 02666

Mailing Address:

P.O. Box 479

Truro, MA 02666

Email Address:

[REDACTED]

Phone Number:

[REDACTED]

Education:

University of Chicago, 'AB with Honors, 1971

Writing Fellow, Fine Arts Work Center, Provincetown, MA 1972-1974

Work History:

CEO, Roberts Associates Builders, Inc. Truro, 1975-2002

Small (14 employees) Residential and Commercial Construction Company;
Projects published in Fine Home Building and Architectural Digest

Municipal Experience:

Truro Select Board, currently serving fourth term, serving as Chair for two terms, currently serving as Vice-Chair;

Region D (Eastham, Wellfleet, Truro and Provincetown) representative to the Metropolitan Planning Organization, in association with the Cape Cod Commission;

Truro Charter Commission, Vice-Chair, assisted in drafting Truro's first Charter;

Additional Municipal Service:

Truro Planning Board member

Truro Zoning Board of Appeals member

Truro Finance Committee member

Pamet Harbor Commission member

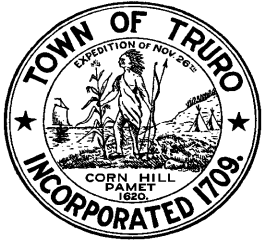
Truro Town Building Committee member

Additional Relevant Information:

Resident and property owner within the Cape Cod National Seashore for almost half a century and comprehensively familiar with the enabling legislation of 1961;

Interested in assuring the on-going and future viability and protection of the Cape Cod National Seashore;

Attended numerous meetings of the Cape Cod National Seashore Advisory Commission, prior to its dissolution.



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Kristy Senatori, Cape Cod Commission

REQUESTED MEETING DATE: February 28, 2023

ITEM: Cape Cod Commission Update

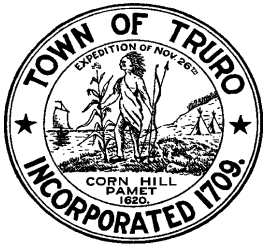
EXPLANATION: Kristy Senatori, Executive Director of the Cape Cod Commission, will update the Select Board on the Cape Cod Commission.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: Presentation Only.

ATTACHMENTS: NONE



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Finance

REQUESTOR: Alex Marini Lessin, Finance Director: Treasurer/Collector

REQUESTED MEETING DATE: February 28, 2023

ITEM: Discussion and Appointment of a Select Board Representative to the Financial Policies Working Group

EXPLANATION: Staff from the Edward J. Collins Center, including recently retired Town Administrator Mark Rees and Finance Director Robert Addelson, will guide the Town through the review and production of a Financial Policies and Procedures Manual. The manual will include guidance on budget formation, forecasting principals, investment policy statement language, accounting procedures, and borrowing guidelines, among other topics. The working group will determine what specific policies should be under consideration, provide feedback on draft policies, and help explain the impact of the manual to the Town. Other members of the working group will include a member of the Finance Committee, the Town Manager, Town Accountant, Town Assessor, Town Finance Director, and other Town staff.

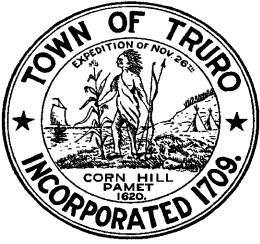
The working group will hold at least three meetings over the next six months. Staff requests that the Board appoint one of its members to serve on the Financial Policies Working Group. The Financial Policies and Procedures Manual will be brought back to the entire Board upon its completion for adoption.

FINANCIAL SOURCE (IF APPLICABLE): Project is grant funded through the Commonwealth's Community Compact Program.

IMPACT IF NOT APPROVED: The Select Board will not have a representative on the working group.

SUGGESTED ACTION: *MOTION TO appoint {INSERT NAME OF ONE SELECT BOARD MEMBER} to serve as a member of the working group.*

ATTACHMENTS: None



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Town Clerk

REQUESTOR: Kaci Fullerton, Town Clerk

REQUESTED MEETING DATE: February 28, 2023

ITEM: Discussion and Possible Approval of Vote by Mail Opt Out

EXPLANATION: Early voting by mail is required for all local elections and preliminaries unless the city or town opts out. In order to opt out of Vote by Mail for a local election, the Select Board must hold a public hearing and public roll call vote to NOT allow Vote by Mail no later than 45 days before the date of the election. Towns cannot opt out of Vote by Mail for a local election if the election is happening on the same day as a state election, state primary, or presidential primary. Should the Select Board vote to hold a public hearing and public roll call vote, it must be held no later than March 24, 2023. If the Select Board determines tonight that it may wish to opt out of vote by mail for local elections, it should vote favorably to hold a public hearing on the matter at the March 14th Select Board meeting. If the Board determines that it would not like to opt out of vote by mail for local elections, no action will be needed by the Board.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: There will be vote by mail for the local election.

SUGGESTED ACTION: *Motion to approve holding a public hearing on March 14, 2023 on Opt-out of vote by mail for the local election.*

ATTACHMENTS:

1. Planning for Town Elections document
2. Election Advisory 22-01; Election Law Changes
3. Opt Out Vote By Mail Poll



PLANNING FOR TOWN ELECTIONS

William Francis Galvin
Secretary of the Commonwealth
Elections Division
One Ashburton Place, Room 1705
Boston, MA 02108
617-727-2828
800-462-8683
www.sec.state.ma.us/elections
elections@sec.state.ma.us

Revised 2022

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I. INTRODUCTION

This booklet is intended for use in planning local elections and town meetings. In most towns, the dates and deadlines associated with local elections and town meetings are determined by the General Laws. An election official in any town operating under a charter or special act of the Legislature should consult the charter or act before planning an election.

II. CALLING ELECTIONS AND MEETINGS

Timing

Every year, towns must hold their town elections and town meetings. Annual town elections and town meetings must take place between February 1st and June 30th. The election and the town meeting are called by the selectmen, though towns may adopt bylaws to prescribe the dates that they will be held. G.L. c. 39, § 9.

Special elections and special town meetings may be called by the selectmen at any time, though certain provisions in the General Laws may restrict how soon the election or town meeting may be held.

Warrants

For every election and town meeting, a warrant must be issued under the hands of the selectmen. An election warrant must list the date of the election, all offices to be voted on in the form in which they will appear on the ballot, all ballot questions in their entirety, the polling hours, and the polling locations for each precinct. G.L. c. 54, §§ 63, 64.

Town meeting warrants must include the date, time, and place of the meeting, as well as any articles to be voted upon. Voters may petition for the inclusion of articles on the warrant. Though state law does not specify a period during which the warrant must be open for the addition of articles, the selectmen should have a policy in place for the opening and closing of the warrant.

Upon the written request of at least ten voters, the selectmen shall insert into the warrant of an annual town meeting the subject indicated on the petition. For special town meeting warrants, at least 100 voters or ten percent (10%) of all registered voters (whichever number is lesser) must petition for the insertion of the article. Such petitions are commonly referred to as “citizen petitions.” It is not required that a citizen petition be in a certain format, though some towns choose to provide templates to those who want them.

Voters petitioning for a warrant article must sign their names and addresses on a petition which specifies the subject matter of the desired article. Voters may design their own petitions, as long as they meet the legal requirements. It is recommended that each page of the petition include the warrant article subject and specify the town meeting at which it will be considered.

Special town meetings may be called by the selectmen or upon the request of 200 registered voters or twenty percent (20%) of all registered voters (whichever number is lesser). The General Laws do not require that petitions for special town meetings be on a specific form, though the

Elections Division does provide forms for convenience. Petitions for special town meetings must contain the subject matter of the desired meeting, as well as the names and addresses of the required number of registered voters.

Petitions for warrant articles and special town meetings must be submitted to the selectmen for their consideration. Upon receiving a petition, the selectmen shall submit it to the board of registrars, who must certify that the names and addresses on the petition are those of registered voters. Registrars are not required to certify more than the number of signatures required for each petition.

Once the selectmen have signed the warrant, they shall direct it to the constables or some other persons to post it in accordance with the town's bylaws. Town bylaws should specify the location or locations where the warrant must be posted.

Warrants for all elections and annual town meetings must be posted at least seven days before the election or meeting. Warrants for special town meetings must be posted at least 14 days before the meeting. If the town's bylaws specify an earlier time for posting, the bylaws should be adhered to. G.L. c. 39, § 10.

Nomination Papers

While the General Laws do not require that town nomination papers be released by a certain date, it is recommended that clerks allow ample time for candidates to gather signatures. It is further recommended that clerks remain consistent in the time of year that nomination papers are released. Prior to releasing nomination papers, town clerks should have a listing of all offices to appear and the terms, including any vacancies.

Town nomination papers are provided to town clerks by the Elections Division, upon request. Town clerks can only provide nomination papers to a candidate or a person authorized in writing by a candidate. G.L. c. 53, § 17. Clerks should not complete the candidate information on the papers and instead should provide direction to the candidate.

Except as otherwise provided by charter or special act, the number of certified signatures required to be nominated for town office will depend on the number of votes cast for governor and lieutenant governor at the previous state election which included those offices.

Before releasing nomination papers, clerks should calculate one percent (1%) of the total number of votes cast for all candidates for governor and lieutenant governor in the town (including write-ins, excluding blanks) at the last gubernatorial election. If that number is less than 20, the number of signatures required shall be 20; if it is greater than 50, the number of required signatures shall be 50. Any number between 20 and 50, inclusive, must be rounded to the nearest integer and shall be the number of signatures required until the next gubernatorial election. G.L. c. 53, § 6.

In towns which have accepted section 9A of chapter 53 of the General Laws, clerks must multiply the number of signatures required by five (5), in order to determine the maximum number of petitions each candidate may receive. No candidate in towns which have accepted this

section may receive more blank nomination papers than it would be necessary to submit five times as many signatures as are required in order to be nominated.

Clerks in towns which have accepted section 9A of chapter 53 of the General Laws must also require candidates to file a statement containing his or her name, address, and the office for which he or she intends to be a candidate. No nomination papers may be given to any candidate who has not filed such a statement. Clerks may wish to create a form or log for candidates to complete.

III. DEADLINES

Before nomination papers are released, clerks must calculate the calendar of deadlines associated with the election.

Rules to Remember

Unless otherwise noted, all deadlines will be at 5:00 p.m. on the day specified.

Unless specified otherwise, if the last day of a period falls on a Sunday or legal holiday, the deadline shall be moved to the previous day.

When calculating a deadline, the clerk should count all calendar days, unless the statute indicates that they are “working days,” “business days,” or “weekday hours.” Such language indicates that only Monday-Friday non-holidays should be included in calculating the dates. G.L. c. 50, § 4.

Using a Single Warrant

If the annual town meeting and town election are separated by no more than thirty-five days, both may be called on the same warrant. If only one warrant is used, then only one voter registration session is necessary. The last day to register to vote in both the town election and town meeting would fall on the tenth day prior to the election or the town meeting, whichever is scheduled first. G.L. c. 39, § 9A.

Checklist

Below is a checklist which may be helpful in calculating deadlines.

1. Determine whether the town has accepted G.L. c. 41, §110A. Towns which have accepted this statute treat Saturdays as holidays. A deadline which falls on a Saturday will not move to a different day unless this section has been accepted.
2. Determine whether the town has accepted G.L. c. 53, § 9A. If the town has accepted this statute, there will be a last day to obtain nomination papers. If the town has not accepted this statute, nomination papers may be obtained until the deadline to submit them.
3. Count 5 weeks back from the date of the election (35 days) – this is the last day to submit nomination papers to the clerk. If this date falls on a Sunday or holiday, the deadline will move back one day. If the date ends up on a Saturday, it will move back to Friday only if the town has accepted G.L. c. 41, §110A. G.L. c. 53, § 10; G.L. c. 50 § 2.

4. Count 2 weeks (14 days) back from the last day to submit nomination papers to the clerk – this is the last day to submit nomination papers to the board of registrars. If this deadline falls on a Sunday or holiday, the deadline will move back one day. If the date ends up on a Saturday, it will move back to Friday only if the town has accepted G.L. c. 41, §110A. G.L. c. 53, § 7.
5. Count 2 weekdays after the last day to submit nomination papers to the clerk – this is the deadline to object or withdraw. If the deadline to submit nomination papers to the clerk falls on a Tuesday, the deadline to object or withdraw will be on Thursday. Because these are weekday hours, if the deadline to submit nomination papers to the clerk falls on a Friday, the deadline to object or withdraw will fall on the following Tuesday. G.L. c. 53, § 11; G.L. c. 55B, § 7.
6. If the town has accepted G.L. c. 53, § 9A, count 2 weekdays back from the last day to submit nomination papers to the registrars – this is the last day to obtain nomination papers.
7. Count 15 days back from the last day to submit nomination papers to the registrars – this is the last day for the selectmen to notify the clerk of any vacancies to be placed on the ballot. G.L. c. 41, § 10.
8. Count one week (7 days) back from the date of the election – this is the last day to post the warrant. If the election and town meeting are being called on the same warrant and the town meeting is earlier than the election, count 7 days back from the town meeting instead. G.L. c. 39, § 9.
9. Count 10 days back from the date of the election – this is the last day to register to vote. If the election and the town meeting are being called on the same warrant and the town meeting is earlier than the election, count 10 days back from the town meeting instead. G.L. c. 51, §§ 26, 28.

Vacancies

No vacancy may appear on the annual town election ballot unless the selectmen have voted to place the office on the ballot and have notified the clerk by the fifteenth day before the last day to submit nomination papers to the registrars. Absent any deadlines falling on Sundays or legal holidays, this means that the selectmen must notify the clerk of any vacancies by the 64th day before the election. G.L. c. 41, § 10.

Ballot Questions

All ballot questions to be placed on the town election ballot must be submitted to the clerk no later than 35 days before the election. G.L. c. 54, § 42C. This includes the exact form of the question to appear on the ballot and any summary, if authorized by state law or charter.

Special Town Meetings

Warrants for special town meetings must be posted no later than 14 days before the meeting. G.L. c. 39, § 10.

The last day to register to vote in any special town meeting is 10 days before the meeting. G.L. c. 51, §§ 26, 28.

IV. ELECTION MATERIALS

Before Election Day, it is important to make sure that the town clerk's office is stocked with all of the necessary materials. Many materials are provided by the Elections Division, such as voter registration forms, nomination papers, and certain petitions. If materials are low, the Elections Division should be contacted for additional supplies as soon as possible.

Voter Registration Forms

The Elections Division provides each community with mail-in and in-office voter registration forms. Where necessary, forms are also provided in languages other than English. If forms are running low, additional forms may be ordered from the Elections Division.

Mail-in voter registration forms are available on the secretary's website and copies may be made, if necessary. Citizens who would like a large supply of registration forms should be directed to the Elections Division, which can provide larger quantities.

Ballots

All ballots for local elections are prepared and provided by the local election official. Once all candidates and ballot questions have been determined, the clerk must prepare to have ballots printed. Before authorizing printing of ballots, it is important to make sure that they have been reviewed for accuracy and proof-read. While the General Laws do not specify a deadline by which absentee ballots must be made available, it is recommended that they be printed and ready for voters at least 3-4 weeks before the elections. G.L. c. 54, § 40. Please see the "Ballot Preparation" booklet for additional information.

Envelopes

Absentee ballot envelopes and provisional ballot envelopes are provided by the Elections Division for state elections and primaries. While the state does not provide absentee materials for local elections, clerks often have large supplies of most of the envelopes, and supplies left over from previous biennial state elections may be used for local elections. The inner absentee ballot envelopes (AV-7s) are replaced after each biennial state election, when the political parties are changed. As town elections are non-partisan, these old envelopes may be used for local elections. G.L. c. 54, §§ 87, 88.

Accessible Voting Equipment

Every election must be accessible to voters with disabilities. The Elections Division has provided AutoMARK accessible marking devices to each community. The AutoMARK must be programmed prior to each election.

In communities where paper hand-counted ballots are used, the clerk will need to prepare a supply of ballots which may be used with the AutoMARK.

Tallying Materials

In towns where ballots are counted by hand, the clerk will need to have tally sheets and enough envelopes to hold the ballots in convenient blocks. Block tally envelopes and tally sheets may be obtained from the Elections Division. G.L. c. 54, § 105; 950 CMR § 52.04.

Ballot Tabulators

In towns where electronic tabulators are used to count the ballots, clerks will need to ensure that the tabulators are programmed for the election. No later than four days before the election, all tabulators to be used must be tested in accordance with 950 CMR § 54.02.

Ballot Containers and Seals

After polls have been closed and ballots have been counted, the ballots must be contained and placed under tamper-evident seal. Clerks must provide containers or envelopes for the ballots, as well as seals for the poll workers to use at the end of the night. Ballots must be kept in a secure location until they can legally be disposed of. G.L. c. 54, § 107.

Recounts

In the event of a close election, recount petitions may be needed for those seeking a recount of the election. Recount petitions cannot be sent electronically, so clerks should check that they have recount petitions before the election and order additional petitions from the Elections Division if needed. G.L. c. 54, § 135.

If a recount is scheduled, clerks should ensure that there are enough tally sheets and envelopes on hand for all the ballots being recounted.

V. ON & AFTER ELECTION DAY

Polling Hours

Polling hours are set by the selectmen when the warrant is issued. The General Laws require that polling locations be open for no fewer than four hours in any town election. Further, polling places may open no earlier than 5:45 a.m. and no later than 12:00 p.m. All polls must be closed no later than 8:00 p.m. G.L. c. 54, § 64.

Oaths

Officers elected at the town election, except for the town clerk, may be sworn-in on the day after the election by the town clerk or the moderator. The moderator may be sworn-in only by the town clerk.

The town clerk may take his or her oath of office no sooner than the seventh day after the election. The town clerk may be sworn-in by the moderator or by a justice of the peace. G.L. c. 41, § 107.

VI. APPENDIX

Sample Warrant

COMMONWEALTH OF MASSACHUSETTS

SS.

To either of the Constables of the Town of _____

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of the town who are qualified to vote in the election, to vote at:

[Insert precinct numbers]

[Insert polling locations]

on [day, e.g. "FIFTH"] [month] [year] from [opening time] to [closing time] for the following purpose:

To cast their votes in the [annual or special] election for the candidates for the following offices and on the following questions:

OFFICES

[List offices and districts as they will appear on the ballot]

BALLOT QUESTIONS (If any)

[List all ballot questions which will appear on the ballot, as they will appear]

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this _____ day of [month],[year].

Selectmen of: _____ [Town] _____

_____ [Indicate method of service of warrant] _____

_____ [Constable] _____ [Date] _____

Town Election Calendar Template

Citation	Event	Date
G.L. c. 41, § 10	Last day for selectmen to notify to clerk of any vacancies to be placed on the ballot	15 days before the last day to submit nomination papers to the registrars
G.L. c. 53, § 9A	Last day to obtain nomination papers*	48 weekday hours before the last day to file nomination papers with the registrars
G.L. c. 53, § 7	Last day to submit nomination papers to the board of registrars	14 days before the last day to file nomination papers with the clerk
G.L. c. 53, § 10	Last day to file nomination papers with the clerk	35 days before the election
G.L. c. 53, § 11; G.L. c. 55B, § 7	Last day to object to nomination papers or withdraw	Two working days after the last day to file nomination papers with the clerk
G.L. c. 51, §§ 26, 28	Last day to register to vote	10 days before the election**
G.L. c. 39, § 10	Last day to post the warrant	7 days before the election
G.L. c. 54, § 89; G.L. c. 54, § 25B	Last day to apply for a mail-in ballot (absentee or early)	5 th business day before the election
G.L. c. 54 § 89	Last day and hour to apply for in-person <i>absentee</i> ballot	Noon the day before the election. If the day before is Sunday or a Holiday then 5:00 P.M. on the last day the office is open

*If the town has accepted G.L. c. 53, § 9A.

**If town meeting & election are called on the same warrant and the meeting occurs first, 10 days before the town meeting.

NOTE: The above calendar is intended for internal use. For calendars released to the public, it may be best to remove certain events, in order to avoid confusion. For example, the last day to post the warrant is for the clerk and selectmen only; inclusion of this date may confuse candidates.

Further, most towns do not require candidates to physically collect their nomination papers from the registrars and submit them to the clerks. If this is not required of candidates, publishing the last day to submit the papers to the clerk may cause confusion for candidates. It is still important to calculate this date, as other deadlines are dependent upon it.



The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth
Elections Division

Election Advisory #22-01

Changes to State Election Laws

June 23, 2022

The purpose of this Advisory is to familiarize local election officials with changes to state election laws that will impact the 2022 State Primaries and State Election, as well as upcoming local elections.

This Advisory includes a first-glance summary of changes that will directly affect how you, as a local election official, will carry out your duties. Additional information and specifics will be provided in the coming weeks and months, as different aspects of the new law go into effect and as new regulations are promulgated.

The VOTES Act

On June 22, 2022, an election reform law titled “The VOTES Act” was signed into law. Among other things, the VOTES Act makes several of the temporary changes from the pandemic permanent, so many of these policies and procedures will be familiar to those of you administering elections in 2020. The new law also makes the absentee voting process and early voting by mail processes consistent.

Voter Registration Deadlines

Beginning July 22, 2022, the voter registration deadline for all elections and town meetings will be 10 calendar days before the date of the meeting or election.

Local election officials will still be required to hold in-person registration sessions on the last day to register to vote, which for any Tuesday election will now be a Saturday, but the registration session will end at 5 p.m. instead of 8 p.m.

For cities and towns with more than 1,500 voters, the registration session must be held from 9 a.m. until 5 p.m. For towns with fewer than 1,500 voters, the registration session must be held from 9 a.m. until 11 a.m. and from 3 p.m. until 5 p.m.

Poll Worker Appointments

Effectively immediately, there is additional flexibility for the appointment of poll workers.

If, six weeks before an election, it is determined that there are not enough election officers appointed, the appointing authority (board of selectmen, city council, board of election commissioners) may appoint poll workers without regard to political party affiliation, voter registration status, residence, or inclusion on a list from a local party committee.

If, three weeks before an election, there are still not enough poll workers appointed, the clerk will be able to fill vacancies by appointing any competent person, without regard to party, residence, or a list from a local party committee.

Further, you now have the option to eliminate the use of a check-out table if you choose to do so. If you do not use a check-out table, however, you must still have a poll worker stationed at the ballot box.

If poll workers are appointed without regard to party affiliation, the inspectors at the check-in table (and check-out, if used) cannot be of the same political party. If poll workers are appointed from lists from the parties, the inspectors must be of different political parties.

Police Officer Assignments

Effective immediately, the law regarding assignment of police officers at polling places is amended to require the board of selectmen, town council, or city council to assign police officers and constables to polling places. Previously, this was the responsibility of the chief of police.

Since this change is taking effect before the primaries, you will need to communicate with your selectmen or council to make sure they detail officers at a summer meeting before September.

Vote by Mail

Effective immediately, early voting by mail must be available for all state elections, state primaries, and presidential primaries.

Early voting by mail is also required for all local elections and preliminaries, unless the city or town opts out. In order to opt out of Vote by Mail for a local election, the selectmen, city council, or town council must hold a public hearing and public roll call vote to NOT allow Vote by Mail no later than 45 days before the date of the election. Cities and towns cannot opt out of Vote by Mail for a local election if the election is happening on the same day as a state election, state primary, or presidential primary.

Applications

As in 2020, the Elections Division will be mailing Vote by Mail applications at least 45 days before every regular state primary, state election, and presidential primary. The applications will be sent to everyone registered to vote by the 60th day before the election who has not

already applied for a ballot. The applications will be pre-addressed to the local election office and postage pre-paid.

Unlike previous years, family members are now allowed to request an early Vote by Mail ballot on a voter's behalf, as they currently can with absentee ballots. Similarly, family members are now permitted to return an early Vote by Mail ballot for the voter as well.

Applications to Vote by Mail must be posted every city and town website, as well as on the Secretary of the Commonwealth's website.

Any form of written communication requesting a ballot is sufficient. Applications may be signed electronically, as long as the signature is written in substantially the same manner as a hand-written signature.

Effective immediately, you are required to include Vote by Mail applications with all acknowledgement notices sent to any new voter or anyone who has changed their address. Note that unlike 2020, these applications must be sent all year round, and not only to voters who register or move after the statewide application mailing has been sent.

Online Portals

The Elections Division will also be required to establish an online ballot request portal for voters to use to request their ballots online. The law states that a wet signature cannot be required for this portal. Additional information on the portal will be provided after the Secretary's Information Technology Division is able to examine the requirements in the law.

A portal for UOCAVA voters to request their ballots and submit ballots electronically will also be required, though that part of the law does not go into effect this year. More information on that will be provided after the 2022 elections.

Application Deadlines

The deadline to receive a request for any ballot (early or absentee) to be mailed is now 5 business days before the election. A business day is any weekday that is not a legal holiday, so this will typically fall one week before Election Day.

For the September 6th State Primary, because Labor Day is not a business day, the deadline for you to receive vote by mail applications is 5 p.m. Monday, August 29th.

For the November 8th State Election, the deadline for you to receive vote by mail applications is 5 p.m. Tuesday, November 1st.

No ballots can be mailed to any voter whose application has not been received by 5 p.m. on the 5th business day before the election. Remember, however, that in-person early voting is still available until the Friday before the election for applicable elections and in-person absentee voting is still available until noon on the day before the election (if that day isn't a holiday).

Additionally, voters admitted to a health care facility after 12pm on the 7th day before the election can request a hand-delivered absentee ballot up until the close of polls.

Accessible Vote by Mail

Effective immediately, voters who have a disability which prevents them from being able to independently mark a paper ballot are allowed to request a reasonable accommodation. Additional information on accessible voting by mail will be forthcoming.

Ballot Envelopes

Return ballot envelopes (AV-8s) for state primaries, state elections, and presidential primaries are now pre-addressed and postage pre-paid.

This means that any AV-8 return ballot envelopes provided by this office need to be printed specifically for your community. It will be very important for you to be aware of your inventory and provide as much notice as possible to the Elections Division if you are running low.

Ballot Return

For most elections, all ballots will still have to be returned by close of polls on Election Day. Beginning with the 2022 State Election, ballots will be able to arrive up to 3 days after Election Day for biennial state elections only. This means that ballots mailed from inside the country can be counted if they are postmarked by Election Day and received by 5 p.m. on the Friday after Election Day. Again, this is only for biennial state elections, which are the November federal elections held in even-numbered years.

This year, because the Friday after the election is a holiday, the deadline for ballots to be received is 5 p.m. on Saturday, November 12th. We realize this deadline creates logistical issues and we are in the process of exploring our options. More information will be provided as soon as we have it.

Ballots returned by hand, to a drop box, or electronically still need to be received by your office by close of polls on Election Day for all elections.

Ballot Processing

Similar to 2020, you now have the option of advance removing ballots from their envelopes and advance depositing ballots into the tabulator or ballot box ahead of Election Day. All ballot removal and depositing before Election Day will still need to happen in public sessions. The Elections Division will be issuing regulations, likely similar to those used in 2020, on advance processing and more information will be provided when that happens.

Deceased Voters

Since ballots will begin to be processed before Election Day, the law prohibiting counting the ballot of anyone who dies before Election Day has been repealed. A voter's ballot can be counted as long as the voter was alive when it was cast, which means as of the postmark date or when it was hand-delivered or deposited into a drop box.

In-Person Early Voting

In-person early voting must now be offered for all regular state primaries, state elections, and presidential primaries. It must also be offered for special elections and primaries to fill vacancies for U.S. Senate or Congress. In-person early voting must also be held for any municipal elections being held on the same day as one of the above listed elections.

In-Person Early Voting Dates

In-person early voting for biennial state elections must be held from the 17th day through the 4th day before the election. In 2022, the early voting period for the November 8th State Election will begin on Saturday, October 22nd and end on Friday, November 4th.

Early voting for state and presidential primaries will begin on the 10th day before the primary and end on the 4th day before the primary. Early voting for the September 6th State Primary will begin on Saturday, August 27th (the same day as the voter registration deadline) and end on Friday, September 2nd.

In-Person Early Voting Hours

The requirements for early voting hours have changed to require weekend hours and set standards for weekday hours. Please note that these are minimum hours and you can always increase the in-person early voting hours.

On weekends, the number of hours you must be open depends on the number of registered voters in your community. The required minimum hours for weekends are:

Number of Voters	Required Weekend Early Voting Hours
0 - 4,999	At least 1 day per weekend At least 2 hours each day you are open At least 4 hours total each weekend
5,000 – 24,999	At least 1 day per weekend At least 3 hours per day you are open At least 6 hours total each weekend
25,000 – 39,999	At least 4 hours each weekend day
40,000 – 74,999	At least 6 hours each weekend day
75,000+	At least 8 hours each weekend day

For weekdays, the required minimum early voting hours will vary depending on the size of your community and at what point it is during the in-person early voting period. By default, the early voting hours are during your regular business hours; however, your city council, board of selectmen, or town council may have the option to limit early voting hours on certain days, if your community is small enough.

The required weekday early voting hours are:

Number of Voters	Required Weekday Early Voting Hours
0 - 4,999	At least 25% of regular business hours
5,000 – 39,999	Primary: Regular business hours State Election: Week 1: at least 50% of regular business hours Week 2: Regular business hours
40,000+	During your regular business hours

In order to limit your early voting hours, your board of selectmen, city council, or town council will need to vote to do so at a public meeting held no later than 20 days before early voting begins. For the November 8, 2022 State Election, the deadline to take that vote is Sunday, October 2, 2022.

Early Voting Locations

Minor changes have been made to the law regarding the designation of early voting sites. As has been the case previously, your local election office is the default early voting site in your community. If your office is determined to be unsuitable or inaccessible, the registrars must vote to hold early voting in a different location. You can also designate additional early voting locations, which must also be accessible.

When assigning early voting sites, your city or town must now consider, to the extent feasible, diverse geographic locations and whether the sites would have an impact on access to the polls on the basis of race, national origin, disability, income, or age. Unlike the assignment of polling places in 2020, no written report on the impact of the early voting locations is required.

Your early voting sites must be designated no later than 2 weeks before early voting begins.

Notice Requirements

You will also need to publish notice of the locations and schedule for early voting at least 5 business days before early voting begins and at least once during the early voting period.

Notice must be posted: in your office or on the city/town bulletin board; in any other public building considered necessary; on the city/town’s website; and on the Secretary’s website. Remember, you need to enter your hours and locations into VRIS (or notify the Elections Division by email, if that VRIS screen is locked) for them to be posted on our website.

The deadlines for early voting posting for 2022 are:

State Primary

Designate Early Voting sites & schedule: Saturday, August 13, 2022

Post 1st Notice: Monday, August 22, 2022

Post 2nd Notice: August 27 – September 2

State Election

Designate Early Voting sites & schedule: Saturday, October 8, 2022

Post 1st Notice: Monday, October 17, 2022

Post 2nd Notice: October 22 – November 4

Local Elections

For local elections, cities and towns may choose to have in-person early voting. To opt-in to early voting for local elections, at least two registrars need to recommend it, and the board of selectmen, town council, or city council must then vote to authorize in-person early voting.

The vote to opt-in to early voting must take place no later than 5 days before early voting would begin, and must include the early voting schedule. Early voting can begin no earlier than the 17th day before the election or preliminary and can end no later than 2 business days before the election. Early voting for local elections default to your usual business hours, unless the vote specifies otherwise.

Sites for early voting for local elections will be designated by the clerk. The location(s) and early voting schedule must be posted no less than 48 weekday hours before early voting begins.

150 Foot Rule

Beginning with early voting for the September 6th State Primary, the 150 foot rule prohibiting campaigning around polling places will be extended to early voting sites as well. This means that there shall be no campaigning for or against a candidate or question on the ballot for that election within 150 feet of the entrance to the early voting site during voting hours. Signature gathering of any kind will also be prohibited during the voting hours.

Jail-Based Voting

While voters who are incarcerated for a reason other than a felony conviction can already vote by absentee ballot, the new law contains provisions to make voting easier for those who are incarcerated, including adding requirements to correctional facilities to distribute information. Changes to jail-based voting take effect at the beginning of 2023 and more information will be provided after the 2022 elections.

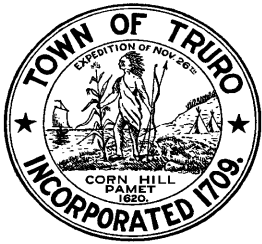
Automatic Voter Registration

Beginning on January 1, 2023, applicants at the RMV will no longer have the option to opt out of automatic voter registration. Instead, the RMV will be required to transmit the names and

addresses of all ***eligible citizen*** applicants to local election officials for voter registration purposes.

Applicants who are automatically registered to vote will now be allowed to decline registration only after receiving the acknowledgment notice you send to them.

Avon
Barre
Berkley
Bernardston
Boxborough
Braintree
Brimfield
Brookfield
Cummington
Danvers
Dighton
Foxborough
Georgetown
Groton
Hardwick
Lanesborough
Lee
Millbury
Milton
Nahant
Northbridge
Rockland
Saugus
Scituate
Shelburne
Stow
Sturbridge
Wales
Wareham
West Bridgewater
West Brookfield
Wrentham
Chelmsford
Dennis
Melrose
Paxton
Randolph
Sharon
Townsend



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: February 28, 2023

ITEM: Review and Discussion of Town Meeting Articles and Discussion on Fall Special Town Meeting

EXPLANATION: The Warrant for the Annual Town Meeting to be held on Tuesday, April 25, 2023, at Truro Central School, opened on Wednesday, January 25, 2023, and closed on Thursday, February 23, 2023. The deadline for Money Articles was Thursday, February 2, 2023. Staff has prepared a preliminary list of articles for the Board's review that include customary articles, articles that are being prepared by staff and articles from boards and committees. Additions of articles may be identified by staff over the next couple of weeks and/or the Select Board may identify additional articles that they wish to bring forward. Some articles may also be deferred.

The Board is asked to review the preliminary list of articles and notify staff of any additions that may be necessary. The FY2023 Select Board Goals & Objectives are included for the Board to review to determine if there are any objectives that will require the preparation of a Town Meeting article. Over the coming month, article language will be refined, reviewed by Town Counsel, and presented to the Board for consideration, changes, and ultimately votes to recommend.

The preliminary list of articles includes all petitioned articles that were submitted by the deadline. The petitioned articles are included in the packet for the Board's situational awareness. They will be reviewed by Town Counsel and presented to the Board for its vote to recommend at a subsequent meeting.

The Board may also wish to discuss the possibility of a fall 2023 Special Town Meeting. A future vote regarding the commitment to hold a special town meeting would be helpful for staff, boards and committees, and citizens in preparing articles that may be appropriate for

that time. To date, staff anticipates that articles related to plans for the Walsh Property, the Local Comprehensive Plan, as well as general bylaw amendments will be ready for the fall. Funding for Special Town Meeting/ Special Town Election (if necessary) is tentatively included in the FY2024 budget.

Finally, staff wishes to encourage the Select Board to consider holding more than the two regularly scheduled meetings in March to allow for ample time to discuss, change, and vote to recommend articles. This can be further discussed during the agenda setting portion of the meeting.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: None.

SUGGESTED ACTION: Discussion only. The Board may wish to direct staff to include an agenda item in an upcoming agenda to further discuss a Special Town Meeting.

ATTACHMENTS:

1. Citizen's Petition-Community Livability and Sustainability Article
2. Citizen's Petition-Comprehensive Out-of-School Program
3. Citizen's Petition-Dog Restraint Regulations
4. Citizen's Petition-Mill Pond Restoration Project
5. Citizen's Petition-Zoning Bylaw Amendment Sec 50-2-B-2
6. Citizen's Petition-Proposed Charter Change to amend Section 5-4-2
7. Draft Preliminary Articles for 2023 Town Meeting
8. FY2023 Select Board Goals and Objectives



Office of Town Clerk
3:40 pm
FEB 02 2023
Received TOWN OF TRURO
By: *NS*

Town of Truro
OFFICE OF THE TOWN CLERK
24 Town hall Rd, Truro, MA 02666 - Town Hall
Kaci Fullerton, Town Clerk
kfullerton@truro-ma.gov

RECEIPT – PETITIONS/NOMINATIONS

DATE 2.2.2023 TIME 3:40 pm Number of Sheets Received 1

PETITION/NOMINATION: Community Livability + Sustainability
Received by Nola Glatzel (Provide a brief description) Article
For Raphael Richter

Received from: _____
CIRCLE ONE: in person by standard mail by priority mail (e.g. FedEx/UPS)

Phone number: Raphael -

Email: _____

WILL BE READY BY (date) _____ (time) _____ AM PM

Received in the Office of the Town Clerk by Noelle Scoullar

To be returned by (Circle One) Mail Picking Up

Date and Time Picked up or Mailed: _____

Picked up or Mailed by: _____

PRINTED NAME _____	SIGNATURE _____
Return receipt: _____	
Yes	No
<u>1</u> PAGES OF PETITIONS	<u>11</u> TOTAL CERTIFIED SIGNATURES

Clayton Sturdy *Noelle Scoullar* *[Signature]*

TRURO 2023 ANNUAL TOWN MEETING ARTICLE REQUEST CITIZEN PETITION

Community Livability & Sustainability Article:

To see if the Town will vote to raise and appropriate, borrow, and/or transfer from available funds the sum of up to \$782,500 to pay for the costs of funding and establishing the following three Items to increase community sustainability, provided the appropriation of said funds may be contingent on a proposition 2.5 override:

Item #1 – Comprehensive Out of School Program (“COSP”)

The COSP shall provide up to \$400,000 for Out-of-School services before school, after school, on vacation days, and during summer vacation for students enrolled at Truro Central School starting with the 2023-2024 school year;

Item #2 – Childcare Voucher Program (“CVP”)

The CVP shall pay up to \$300,000 for the costs of funding a voucher system for eligible children, as outlined below, aged birth through 4 years old to attend a state-licensed child care and/or state-licensed PreK program, including any administrative fees associated with the CVP. Eligible children may receive a maximum of \$7,500 per year in direct-to-provider voucher support. Additionally, eligible children shall be those that cannot be accommodated in the Truro Central School PreK Program for any reason. Eligible children under the CVP shall be from any one of the following categories: 1) Children of Truro residents, 2) Children of Town of Truro employees, 3) Children of employees employed by a business for at least 20hrs per week with a physical location in the Town of Truro;

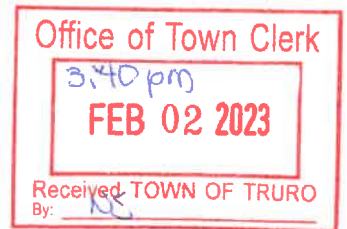
The administration of Items #1 & #2 and the associated funds shall be overseen by the Select Board or their designee. The Items identified above may be subcontracted for management individually or collectively via an RFP process to an outside organization(s) at the discretion of the Select Board or their designee;

Item #3 – Housing Coordinator Position

And further, to see if the Town will vote to fund a new Housing Coordinator position at a cost of up to \$82,500 annually; and to therefore amend the Personnel Bylaw by adding “Housing Coordinator” as a new full-time position effective July 1, 2023 and to amend Article XII – Classification/Compensation Schedules by adding “Housing Coordinator” to the “Grade 5” section;

or to take any other action(s) relative thereto.

Submitted by:



	Signature & Printed Name:	Address:
1.	✓ Raphael Richter	6 Snows Rd
2.	✓ Vida Richter	6 snows rd
3.	X Andrew Locke	27 Perry's Rd
4.	✓ Maura Glatzel	10 old firchouse
5.	✓ Cookie Hebert	10 old Prehouse
6.	✓ Krista Edwards	12 Sally's Way
7.	✓ Hanna Miegel	4 paines way
8.	✓ Kait Blehm	12 N. Union Field, N. Truro
9.	✓ Kolby Blehm	12 N. Union Field, N. Truro
10.	✓ Sarah Motta	12 whitmanville Rd Truro
11.	✓ Nola Glatzel	1 depot rd, truro
12.	✓ Tom Vire	6 Bridge R, Truro
13.		
14.		



Town of Truro
OFFICE OF THE TOWN CLERK
24 Town hall Rd, Truro, MA 02666 - Town Hall
Kaci Fullerton, Town Clerk
kfullerton@truro-ma.gov

RECEIPT – PETITIONS/NOMINATIONS

DATE 2.2.2023

TIME 3:40 pm

Number of Sheets Received 1

PETITION/NOMINATION: Comprehensive Out-of-school Program
Received by Nola Glatzel (Provide a brief description)

Received from: FOR Raphael Richter

CIRCLE ONE: in person by standard mail by priority mail (e.g. FedEx/UPS)

Phone number: Raphael

Em:

WILL BE READY BY (date) _____ (time) _____ AM PM

Received in the Office of the Town Clerk by Noelle Scoullar

To be returned by (Circle One) Mail Picking Up

Date and Time Picked up or Mailed: _____

Picked up or Mailed by: _____

PRINTED NAME _____	SIGNATURE _____
Return receipt: _____	
Yes	No
<u>1</u> PAGES OF PETITIONS	<u>14</u> TOTAL CERTIFIED SIGNATURES

Clifford Sturdy *Noelle Scoullar*

TRURO 2023 ANNUAL TOWN MEETING ARTICLE REQUEST CITIZEN PETITION

Comprehensive Out-Of-School Program:

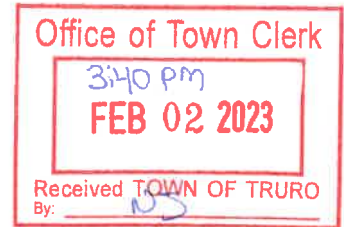
To see if the Town will vote to raise and appropriate, borrow, and/or transfer from available funds the sum of \$400,000 to pay the costs of funding and establishing a comprehensive Out-of-School Program, provided the appropriation of said funds shall be contingent on a proposition 2.5 override.

The Program shall provide services before school, after school, on vacation days, and during summer vacation for students enrolled at Truro Central School starting with the 2023-2024 school year;

The administration of this Program and the associated funds shall be overseen by the Select Board or their designee. The Program may be subcontracted via an RFP process to an outside organization at the discretion of the Select Board or their designee;

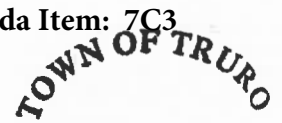
or to take any other action relative thereto.

Submitted by:



Signature & Printed Name:	Address:
1. ✓ Raphael Richter	6 Snows Rd
2. ✓ Vicky Richter	6 Snows Rd
3. ✗ Andrew Locke	27 Perry's Rd
4. ✓ Maria Glatzel	10 Old Firehouse Rd
5. ✓ Cookie Webster	10 Old Firehouse Rd
6. ✓ Krista Edwards	12 Jallies Way, North Truro
7. ✓ Hanna McGee	4 Paines Way
8. ✓ Kait Blehm	12 N. Union Field Rd, N. Truro
9. ✓ Kolby Blehm	12 N Union Field Rd, N. Truro
10. ✓ Sarah Motta	12 Whitmanville Rd Truro MA
11. ✓ Nola Glatzel	1 depot rd, truro, ma
12. ✓ Elizabeth Costa	2 Josephs Rd Truro
13. ✗ Eric Morea	2 Josephs Rd Truro
14. ✓ Tom	6 Bridge Rd Truro
15. ✓ Amy M Smith Costa	6 Bayside Hills Rd, Truro
16. ✓ William Costa	6 Bays

The Town of Truro CITIZEN PETITION



NOV 29 2022

RECEIVED
TOWN CLERK

10:58AM NS

April 25, 2023 Annual Town Meeting Article

In accordance with M.G.L. c. 39 § 10

Date and Time received by Town Clerk/Registrar

INSTRUCTION TO PETITIONER

1. The Petitioner will be the contact name listed in the Warrant and should be the first registered voter to sign this petition form.
2. Before gathering signatures, please consult the Select Board's office to confirm that the language of your article is actionable. It will be voted at Town Meeting exactly as worded in your typed submission.
3. Return this citizen petition to the Town Clerk's Office when complete. A minimum of 10 signatures is required for an Annual Town Meeting article. It is suggested you obtain more than that for verification.

DEADLINE: 4 PM, February 24, 2023

Name of Petitioner: Shaun Pfeiffer & Violeta Villamil

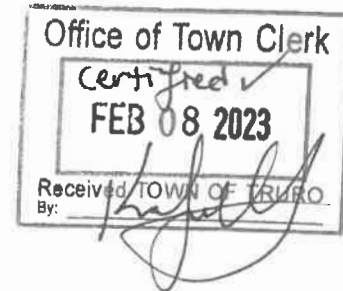
Address: 6 First Parish Lane/ PO Box 501 Truro MA 02666

Street & number apartment/unit Truro zip code

Phone: _____ Work/Cell: _____

Email: _____

Proposed Warrant Article:



DOG RESTRAINT REGULATIONS?

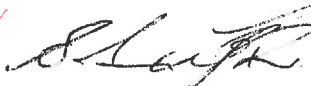


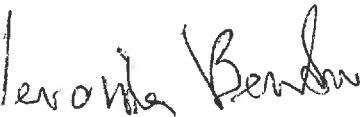

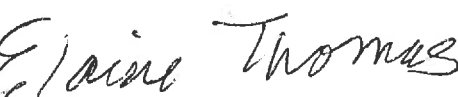

In the spirit of protecting pedestrians, bicyclists, and any other persons within the boundaries of the Town of Truro, Massachusetts, from unrestrained dogs, it is deemed necessary to articulate and define new regulations; existing regulations are vague and unclear, and offer no mention of **the rights of individuals to be protected from dogs**. Better and more articulate expression of regulations pertaining to the restraint of dogs may offer more protection to individuals being approached by dogs, and better immunity for the Town of Truro from lawsuits resulting from the activity of unrestrained dogs. Even dogs generally considered "not dangerous" may contact humans and thus transmit COVID, or other diseases. There is a real need for individuals to be protected from unrestrained dogs on beaches, along roadways, within business locations, in town-owned locations, and everywhere within the boundaries of the Town of Truro.

PROPOSED REGULATION:

A. Any person within the boundaries of the Town of Truro, Massachusetts, whether on a beach, walking, bicycling, in a business location, on town-owned property, or anywhere else within the Town of Truro, may demand that a dog be kept at 20 foot distance from that person. The dog must be attached to a leash, with the dog-owner or supervisor securely and effectively holding the other end of the leash so as to restrain the dog, unless the dog is in some other way effectively restrained, such as being inside a car, or on the dog-owner's property and behind a fence. If a dog approaches an individual who desires it to be kept at distance, the approached individual may demand that the dog be kept at 20 foot distance but, if that request fails, the approached individual may use any means necessary to stop the dog.

B. Individuals suffering the approach of any unrestrained dog may register a complaint at the Truro Safety Facility/Police Station and expect that the dog-owner will be contacted, if there is enough information to do so. The dog-owner will be subject to a schedule of warnings, fines, and other penalties as deemed appropriate by the Town of Truro.

We, the undersigned, all registered voters in the Town of Truro, do hereby request that the above- expressed and newly articulated regulations be enacted and established in the Town of Truro, Massachusetts.

SIGN	PRINT	DATE	ADDRESS
✓ 	Shawn Pfeiffer	8-6-22	6 First Parish La
✓ 	Violeta Villamil	8-6-22	6 First Parish La
✓ 	MIKE KAELBERGER	8-6-22	7 PINE RIDGE RD
✓ 	Veronika Bernstein	8/6/22	23 Noans Dr, Truro, MA 02666
✓ 	Charles Steinman		21 N TRURO, MA 02652
✓ 	Elaine Thomas	8/6/22	44 Shore Rd,
✓ 			

11-28-22

Proposed dog-restraint regulations:

submitted by Shaun Pfeiffer & Violeta Villamil,
registered voters in Truro

6 First Parish Lane

mailing → P.O. Box 501

Truro

02666

email →

phone →

Existing regulations

GENERAL BYLAWS of the TOWN OF TRURO

Amended through Annual Town Meeting, April 2018

Section 2 DOGS

(11/06) 4-2-1 All dogs shall be restrained by a leash unless under the command and visual control by their master or confined to property of their owners, except when used for hunting during the hunting season and while hunting under the control of its owner. Whoever violates the provisions of this Bylaw shall be subject to a penalty as described in Appendix A of this document.

TOWN OF TRURO P.O. Box 2030, Truro MA 02666 Tel: (508) 349-7004 Fax: (508) 349-5505
POLICY MEMORANDUM #40 Date: April 3, 2007 Subject: ANIMAL CONTROL

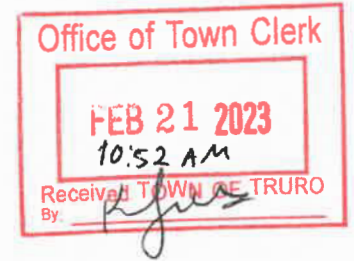
Policy Memorandum #40 Animal Control Page 4

VII. LEASHING, RESTRAINING AND WASTE REMOVAL A. Any person owning, keeping, or being responsible for a dog shall not allow nor permit said dog to run at large on any of the streets or public places in the Town of Truro or upon any private property, unless the owner or lawful occupant of such property grants permission therefore. B. No dog shall be allowed or permitted in any public place or street within the Town unless it is effectively restrained and controlled by a chain or other form of leash that is sufficient to hold the dog, or unless it is under the immediate and effective voice control of a handler, or unless it is within and confined to a motor vehicle. Animals are not allowed on Town Beaches from 9am to 6pm from June 15 to Labor Day.

The Town of Truro CITIZEN PETITION

April 25, 2023 Annual Town Meeting Article

In accordance with M.G.L. c. 39 § 10



INSTRUCTION TO PETITIONER

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3. Return this citizen petition to the Town Clerk's Office when complete. A minimum of 10 signatures is required for an Annual Town Meeting article. It is suggested you obtain more than that for verification.

Date and Time received by Town Clerk/Registrar

DEADLINE: 4 PM, **February 23, 2023**

Name of Petitioner: Cynthia M. Conroy

Address: 41 Depot Road Truro 02666
Street & number apartment/unit Truro zip code

Phone: _____ Work/Cell: _____

Email: _____

Proposed Warrant Article:

Petition re Mill Pond Salt Marsh Restoration Project

To see if the Town will vote to send a non-binding resolution to the Select Board that any repair or replacement of the Mill Pond Road culvert will not permanently close/abandon Mill Pond Road to vehicular traffic.

EXPLANATION: The engineering consultant Fuss & O'Neill, Inc. in collaboration with Woods Hole Group provided a report entitled "Mill Pond Salt Marsh Restoration Alternatives Assessment Technical Memorandum" dated June 2022 to the Town of Truro. Four alternatives were presented in the report, all designed to allow for an improved salt marsh. The February 2023 recommendation to the Select Board by Department of Public Works Director Jarrod Cabral is "[t]o permanently close Mill Pond Road and install a 95-foot breach with a 10-foot-wide [sic] inner channel...". This is the most impactful choice, and the town has given little or no consideration to the other alternatives. The recommendation to permanently close Mill Pond Road affects a large number of residents of the Town of Truro.

Petition re Mill Pond Tidal Restoration Project

To see if the Town will vote to send a non-binding resolution to the Select Board that any repair or replacement of the Mill Pond Road culvert will not permanently close/abandon Mill Pond Road to vehicular traffic.

EXPLANATION: The engineering consultant Fuss & O'Neill, Inc. in collaboration with Woods Hole Group provided a report entitled "Mill Pond Salt Marsh Restoration Alternatives Assessment Technical Memorandum" dated June 2022 to the Town of Truro. Four alternatives were presented in the report, all designed to allow for an improved salt marsh. The February 2023 recommendation to the Select Board by Department of Public Works Director Jarrod Cabral is "[t]o permanently close Mill Pond Road and install a 95-foot breach with a 10-foot-wide [sic] inner channel...". This is the most impactful choice and the town has given little or no consideration to the other alternatives. The recommendation to permanently close Mill Pond Road affects a large number of residents of the Town of Truro.

INSTRUCTIONS TO SIGNERS

- For your signature to be valid you must be a registered voter in the Town of Truro and your signature should be written substantially as registered. If you are prevented by physical disability from writing, you may authorize some person to write your name and residence in your presence.

SIGNERS' STATEMENT

We, the undersigned registered voters of Truro, do hereby petition the Select Board to include the Article printed on the reverse side of this form in the Warrant of the April 2023 Town Meeting.

	CHECK	SIGNATURE To be made in person with name as registered	PRINT NAME LEGIBLY	ADDRESS As registered to vote in Truro street, number, unit, and zip code	PRECINCT
1	✓	<i>Cynthia M. Conroy</i>	CYNTHIA M. CONROY	41 Depot Road 02666	
2	✓	<i>Tom A Wilson</i>	THOMAS AD WILSON	45 DEPOT ROAD 02666	
3	✓	<i>Jane T. Ray</i>	JANE T. RAY	42 Depot Road 02666	
4	✓	<i>Janet W. Northington</i>	JANET NORTHINGTON	21 WHITMAN VILLE RD 02652	
5	✓	<i>Russell Zawaduk</i>	RUSSELL ZAWADUK	78 Depot Road 02666	
6	✓	<i>Lisa A. Zawaduk</i>	LISA A. ZAWADUK	78 Depot Road, 02666	
7	✓	<i>Shelby Zawaduk</i>	Shelby Zawaduk	49 Highland Road, 02652	
8	✓	<i>Susan Goldstone</i>	Susan Goldstone	71 Depot Rd 02666	
9	✓	<i>Gregory Morris</i>	GREGORY MORRIS	11 ABBY LANE 02666	
10	✓	<i>Roberta A. Lema</i>	Roberta A. LEMA	#2 Truro Center Ct 02666	
11	✓	<i>Eric W. Bingham</i>	Eric W. Bingham	11 Old County Rd 02666	
12	✓	<i>Catherine Bingham</i>	Catherine Bingham	11 Old County Rd 02666	
13	✓	<i>P.F. Randolph</i>	P.F. Randolph	45 Depot Rd 02666	
14	✓	<i>Elizabeth Francis</i>	Elizabeth Francis	118 Old County Rd. 02666	
15	✓	<i>Joe Francis</i>	Joe Francis	" "	
16	✓	<i>Robert P. Babineau</i>	ROBERT P BABINEAU	38 Depot Rd 02666	
17		NOTHING TO FOLLOW			
18					
19					
20					

INSTRUCTIONS TO REGISTRARS

You must time stamp or write in date and time these papers are received. Check thus ✓ against the name of each qualified voter to be certified. For names not certified use the following code. Draw a line through any blank spaces not containing signatures. N – No such registered voter at that address or address is illegible; S – unable to identify signatures as that of voter because of form of signature, or signature is illegible; T – already signed same citizen petition article.

CERTIFICATION OF NAMES

At least three registrars names must be signed or stamped below:

February 21

Month and day

We certify that:

16 (Sixteen)

Number of names certified (use numbers and words)

[Handwritten signatures: Kim Jelle, Elizabeth Turley, Noelle L. Scoulton]

Above signatures checked ✓ are the names of qualified voters from Truro.

The Town of Truro CITIZEN PETITION

Agenda Item: 7C5

April 25, 2023 Annual Town Meeting Article

In accordance with M.G.L. c. 39 § 10



INSTRUCTION TO PETITIONER

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3. Return this citizen petition to the Town Clerk's Office when complete. A minimum of 10 signatures is required for an Annual Town Meeting article. It is suggested you obtain more than that for verification.

Date and Time received by Town Clerk/Registrar

DEADLINE: 4 PM, **February 23, 2023**

Name of
Petitioner:

DARRELL SHEDD

Address:

4 FRIENDSHIP WAY

Street & number

apartment/unit

NORTH TRURO

Tro

02652

zip code

Phone:

Work/Cell:

Email:

Proposed Warrant Article:

AMEND ZONING BYLAW SECTION 50.2.B.2 BUILDING GROSS FLOOR AREA FOR THE RESIDENTIAL DISTRICT

TO SEE IF THE TOWN WILL VOTE TO AMEND SECTION 50.2.B.2 BUILDING GROSS FLOOR AREA FOR THE RESIDENTIAL DISTRICT OF THE ZONING BYLAW BY DELETING THE LANGUAGE IN STRIKE THROUGH, REVISING THE BOLD UNDERLINED WORDING AND ENUMERATE THE BYLAW CORRECTLY ACCORDINGLY.

SECTION 50.2.B.2 BUILDING GROSS FLOOR AREA FOR THE RESIDENTIAL DISTRICT

- ~~2. SPECIAL PERMIT TO EXCEED THE TOTAL GROSS FLOOR AREA LIMIT: THE TOTAL GROSS FLOOR AREA LIMIT FOR A DWELLING AND ACCESSORY BUILDINGS ON A LOT ESTABLISHED IN SUBSECTION 50.2.B.1 MAY BE EXCEEDED, UP TO A MAXIMUM ESTABLISHED BY THIS SUBSECTION, BY SPECIAL PERMIT, AS PROVIDED IN 50.2.C AND 50.2.D NO SPECIAL PERMIT MAY BE ISSUED FOR ANY CONSTRUCTION IF THE CONSTRUCTION WOULD RESULT IN THE TOTAL GROSS FLOOR AREA EXCEEDING 4600 SQ. FT. FOR A RESIDENTIAL DISTRICT MINIMUM LOT SIZE OF 33,750 SQ. FT. (OR .775 ACRE) AND PRORATED TO 4,668 SQ. FT. FOR ONE ACRE OF LAND.~~

SPECIAL PERMIT TO EXCEED THE TOTAL GROSS FLOOR AREA LIMIT:

- a) PLUS 300 SQ. FT. FOR EACH ADDITIONAL CONTIGUOUS ACRE OF LAND OR FRACTION THEREOF PRORATED
- b) FOR LOT SIZE LESS THAN ONE ACRE, THE SQUARE FT. SHALL BE REDUCED BY 150 SQ. FT. FOR EACH HALF ACRE OR FRACTION THEREOF PRORATED
- c) PLUS A PLANNING BOARD APPROVED ACCESSORY DWELLING UNIT OF UP TO 6,000 SQ. FT.

INSTRUCTIONS TO SIGNERS

- For your signature to be valid you must be a registered voter in the Town of Truro and your signature should be written substantially as registered. If you are prevented by physical disability from writing, you may authorize some person to write your name and residence in your presence.

SIGNERS' STATEMENT

We, the undersigned registered voters of Truro, do hereby petition the Select Board to include the Article printed on the reverse side of this form in the Warrant of the 4/25/2023 Town Meeting.

	CHECK	SIGNATURE To be made in person with name as registered	PRINT NAME LEGIBLY	ADDRESS As registered to vote in Truro street, number, unit, and zip code	PRECINCT
1	✓	<i>Darrell Shedd</i>	DARRELL SHEDD	4 FRIENDSHIP WAY 02652	
2	✓	<i>Karen Shedd</i>	KAREN SHEDD	4 FRIENDSHIP WAY 02652	
3	✓	<i>Francis Johnson</i>	FRANCIS JOHNSON	14 MOSES Way	
4	✓	<i>Mark Wisotzky</i>	MARK WISOTZKY	21 TOMS HILL Rd	
5	✓	<i>Carl Brotman</i>	CARL BROTMAN	24 Toms Hill Rd	
6	✓	<i>Tanya DeLorme</i>	TANYA DE LORNE	5 Friendship Way	
7	✓	<i>Pete Burnett</i>	Pete Burnett	5 Friendship Way	
8	✓	<i>Lee Scott Deering</i>	Lee Scott Deering	20 Whitnaville rd	
9	✓	<i>Carolina Marseglia</i>	CAROLINA MARSEGLIA	11 Sally's Way	
10	✓	<i>Heather MacFarland</i>	HEATHER MACFARLAND	10 SHORE ROAD	
11	✓	<i>Mary Abt</i>	MARY ABT	8 Pine Ridge RD	
12	N	<i>Tony Hodgkin</i>	TONY HODGKIN	43 POND RD.	
13	✓	<i>Patty Walsh</i>	Patty Walsh	192 Shore Rd	
14	✓	<i>Claudia Colley</i>	Claudia Colley	30 South Highland Rd	
15	✓	<i>Annie Ditacchio</i>	Annie Ditacchio	412 Shore Rd. N. Truro	
16	✓	<i>David Ditacchio</i>	David Ditacchio	412 Shore Rd N. Truro	
17	✓	<i>Cynthia A. Schmidt</i>	Cynthia A. Schmidt	4 Scrub Oak Way N. Truro	
18	//	NOTHING TO FOLLOW		//	
19					
20					

INSTRUCTIONS TO REGISTRARS

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February 21
Month and day

We certify that:

16 (sixteen)

Number of names certified (use numbers and words)

Above signatures checked ✓ are the names of qualified voters from Truro.

Kufley
Noelle A. Scoullar
Elizabeth Sturges



Town of Truro
OFFICE OF THE TOWN CLERK

24 Town hall Rd, Truro, MA 02666 - Town Hall
Kaci Fullerton, Town Clerk
kfullerton@truro-ma.gov

RECEIPT – PETITIONS/NOMINATIONS

DATE 2/23/2023 TIME 2:15 pm Number of Sheets Received 4

PETITION/NOMINATION: MGL ch. 43 S 10 sec. 5-4-2 Town Charter
(Provide a brief description)

Received from: Martha Magane

CIRCLE ONE: in person by standard mail by priority mail (e.g. FedEx/UPS)

Phone number: - - ← call when assigned.

Email:

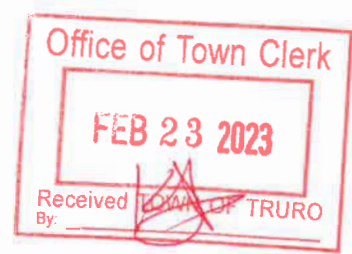
WILL BE READY BY (date) _____ (time) 4 AM PM

Received in the Office of the Town Clerk by [Signature]

To be returned by (Circle One) Mail Picking Up

Date and Time Picked up or Mailed: _____

Picked up or Mailed by: _____



PRINTED NAME _____ SIGNATURE _____

Return receipt: _____
Yes No

____ PAGES OF PETITIONS _____ TOTAL CERTIFIED SIGNATURES

The Town of Truro CITIZEN PETITION

2023 Annual Town Meeting Article

In accordance with M.G.L. c. 39 § 10



INSTRUCTION TO PETITIONER

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DEADLINE: 4 PM, February 23, 2023

Name of

Petitioner: Martha Magane _____

Date and Time received by Town Clerk/Registrar

Address: 3 Snows Field Rd

Street & number

apartment/unit

Truro

Truro

02666

zip code

Phone: _____ Work/Cell: _____

Email: _____

Proposed Warrant Article:

To see if the Town will vote pursuant to G.L. c.43B, §10 to amend Section 5-4-2 of the Town Charter as set forth below with **bold underlined** text to be inserted:

5-4-2. After consultation with the Select Board, the Town Manager shall appoint all Department Heads, which are those positions reporting directly to the Town Manager. **The Town Manager shall appoint the Library Director after consultation with the Board of Library Trustees.** All such appointments shall be subject to disapproval by a majority vote of the Select Board provided that such vote is taken prior to the date of the offer. This section does not apply to appointment authority granted to the Select Board in accordance with section 4-3-1 of this Charter."

Explanation: At the 2016 Annual Town Meeting, a change was made to Section 5-4-2 of the Town Charter deleting a list of Department Heads appointed by the Town Administrator (this language pre-dates the change to Town Manager) that did not

include the Library Director. Language was changed to put the Town Manager in a position to appoint ALL Department Heads except for those appointed by the Select Board, thus excluding the Board of Library Trustees from the process of selecting a Library Director. The Trustees provide a vital link from the community to the Library that has led to a responsive, much-respected Library Truro. The Town Manager and Trustees working in collaboration is the best of both worlds. We are asking that the Charter reflect the governance of the Library as has been the case for more than 100 years in Truro, with the Town handling the human resources end of the hiring, budget, and salaries, and the Trustees governing certain functions of the Library. The Library is a critical institution in our Town and we want to protect its independence for the future, keeping it responsive to the community.

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CHECK	SIGNATURE To be made in person with name as registered	PRINT NAME LEGIBLY	ADDRESS As registered to vote in Truro street, number, unit, and zip code	PRECINCT
1	<i>Hannah King</i>	Hannah King	270 Rt 6 Truro 02666	
2	<i>Jane Corbin</i>	Jane Corbin	12 Glacier Dr. Truro 02666	
3	<i>William Oxtoby</i>	William Oxtoby	12 Glacier Dr, Truro 02666	
4	<i>Racine Oxtoby</i>	Racine Oxtoby	1 Sally's Way, North Truro	
5	<i>Lisa Colley</i>	Lisa Colley	7 Lily Ln, Truro	
6	<i>Leah Colley</i>	Leah Colley	7 Lily Lane, Truro	
7	<i>Fred Gaechter</i>	FRED GAECHTER	12 CORCORANT RD	
8	_____			
9	_____			
10	_____			
11	_____			
12	_____			
13	_____			
14	_____			
15	_____			
16	_____			
17	_____			
18	_____			
19	_____			
20	_____			

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CERTIFICATION OF NAMES

At least three registrars names must be signed or stamped below:

_____ Month and day

We certify that: _____
Number of names certified (use numbers and words)

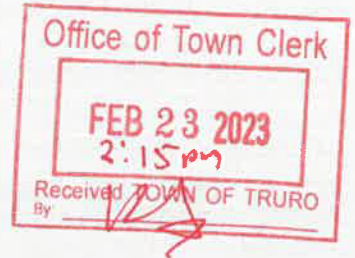
Above signatures checked are the names of qualified voters from Truro.

*Hannah K
Jane Corbin
Candela Rose
Deb Knefelz
Lisa Colley*

The Town of Truro CITIZEN PETITION

2023 Annual Town Meeting Article

In accordance with M.G.L. c. 39 § 10



INSTRUCTION TO PETITIONER

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DEADLINE: 4 PM, February 23, 2023

Name of

Petitioner: Martha Magane _____

Date and Time received by Town Clerk/Registrar

Address: 3 Snows Field Rd

Street & number

apartment/unit

Truro

Truro

02666

zip code

Phone: _____ Work/Cell: _____

Email: _____

Proposed Warrant Article:

To see if the Town will vote pursuant to G.L. c.43B, §10 to amend Section 5-4-2 of the Town Charter as set forth below with **bold underlined** text to be inserted:

5-4-2. After consultation with the Select Board, the Town Manager shall appoint all Department Heads, which are those positions reporting directly to the Town Manager. **The Town Manager shall appoint the Library Director after consultation with the Board of Library Trustees.** All such appointments shall be subject to disapproval by a majority vote of the Select Board provided that such vote is taken prior to the date of the offer. This section does not apply to appointment authority granted to the Select Board in accordance with section 4-3-1 of this Charter."

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include the Library Director. Language was changed to put the Town Manager in a position to appoint ALL Department Heads except for those appointed by the Select Board, thus excluding the Board of Library Trustees from the process of selecting a Library Director. The Trustees provide a vital link from the community to the Library that has led to a responsive, much-respected Library Truro. The Town Manager and Trustees working in collaboration is the best of both worlds. We are asking that the Charter reflect the governance of the Library as has been the case for more than 100 years in Truro, with the Town handling the human resources end of the hiring, budget, and salaries, and the Trustees governing certain functions of the Library. The Library is a critical institution in our Town and we want to protect its independence for the future, keeping it responsive to the community.

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CHECK	SIGNATURE To be made in person with name as registered	PRINT NAME LEGIBLY	ADDRESS As registered to vote in Truro street, number, unit, and zip code	PRECINCT
1	<i>Ave M. Gaffney</i>	Ave M Gaffney	8 Pine Ridge Rd N. Truro, MA 02652	
2	<i>Delys Staaterman</i>	D. Lys Staaterman	12 Longwood Rd Truro 02652	
3	<i>Peter Staaterman</i>	PETER STAATERMAN	12 LONGWOOD RD TRURO	
4	<i>Katharine Carr</i>	Katherine Carr	9 Pine Ridge Rd N Truro	
5	<i>Jennifer Carr</i>	Jennifer Carr	9 Pine Ridge Rd N Truro 02652	
6	<i>Susan B. Perel</i>	Susan B. Perel	1 Pine Ridge End North Truro, MA 02652	
7	<i>Nancy Gross</i>	Nancy Gross	2 Pine Ridge End N. Truro, MA 02652	
8	<i>Richard Gross</i>	Richard GROSS	2 Pine Ridge End N Truro MA 02652	
9	<i>David Beard</i>	DAVID BEARD	4 PINE RIDGE END N TRURO 02652	
10	<i>Emanuel Silvia</i>	EMANUEL SILVIA	92 SHORE RD	
11	<i>Melvin Kowaluk</i>	Melvin Kowaluk	8 Marsh Hawk	
12	<i>Steven Aratans</i>	STEVEN ARATANS	54 Highlam Rd	
13	<i>Jane Lee</i>	Jane Lee	1750. Hollow Rd N Truro	
14	<i>Kevin Brunwald</i>	Kevin Brunwald	1 Longwood Dr. Truro	
15	<i>Lisa Giuffre</i>	LISA GIUFFRE	2 Bay Village Rd Truro	
16	<i>Lisa Desruisseaux</i>	Lisa Desruisseaux	2 Bay Village Truro	
17	<i>Charlene Priolo</i>	Charlene Priolo	121 Shore Rd. #9	
18	<i>Brenda Silva</i>	BRENDA SILVA	121 Shore Rd #9	
19	<i>Gladys Silva</i>	GLADYS SILVA	121 Shore Rd #9	
20	<i>Custodio J Silva</i>	CUSTODIO J SILVA	121 Shore Rd #9	

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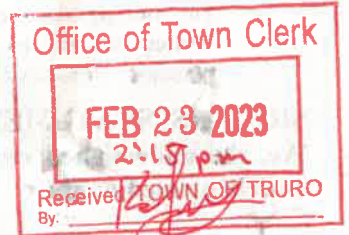
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The Town of Truro CITIZEN PETITION

2023

Annual Town Meeting Article

In accordance with M.G.L. c. 39 § 10



INSTRUCTION TO PETITIONER

1. The Petitioner will be the contact name listed in the Warrant and should be the first registered voter to sign this petition form.
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DEADLINE: 4 PM, **February 23, 2023**

Name of

Petitioner: Martha Magane _____

Address: 3 Snows Field Rd

Street & number

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Truro
Truro

02666
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Phone: _____ Work/Cell: _____

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Proposed Warrant Article:

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1		<i>Martha Magane</i>	Martha Magane	3 Snows Field Rd.	
2		<i>Kevin Magane</i>	Kevin MAGANE	3 snowsfield rd	
3		<i>Kait Blehm</i>	Kait Blehm	12 N. Union Field Rd. 02652	
4		<i>Rydhval Richter</i>	Rydhval Richter	6 snows rd 02666	
5		<i>Tom Kane</i>	Tom Kane	6 Bridge Rd 02666	
6		<i>Cookie Gletzel</i>	Cookie Gletzel	10 old firehouse rd 02652	
7		<i>Krista Edwards</i>	Krista Edwards	12 Jollyo way 02652	
8		<i>Sarah Motta</i>	Sarah Motta	12 Whitmanville Rd. 02666	
9		<i>Elizabeth Cole</i>	Elizabeth Cole	28 Fisher Rd. 02666	
10		<i>Andrew Locke</i>	Andrew Locke	27 Perry's Rd 02666	
11		<i>Brittany Souza</i>	Brittany Souza	6 Bridge Rd 02666	
12		<i>Kristen Vincent</i>	Kristen Vincent	3 Windigo Lane 02652	
13		<i>Kolby Blerum</i>	Kolby Blerum	12 N. Unionfield Rd	
14		<i>Sally C Brotman</i>	SALLY C BROTMAN	24 Tom's Hill Rd	
15		<i>Carol Brotman</i>	CAROL BROTMAN	24 Tom's Hill	
16		<i>Mary Abt</i>	MARY ABT	8 Pine Ridge Road	
17		<i>Margaret Royka</i>	MARGARET ROYKA	4 Pine Ridge Rd	
18		<i>Keith Althaus</i>	Keith Althaus	46 Shore Rd. W. Truro	
19		<i>William T. Phillips</i>	William T. Phillips	4 snowsfield rd. Truro	
20					

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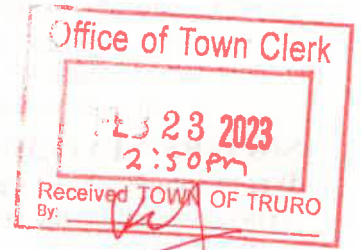
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Street & number apartment/unit Truro zip code

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Email: _____

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1	<i>[Signature]</i>	Ellen Althaus	1 North Unthank Rd	
2	<i>[Signature]</i>	Clare Adams	1 N. Unthank Rd	
3	Susan Althaus	SUSAN ALTHAUS	46 SHORE RD N. TRURO	
4	<i>[Signature]</i>	TRACER DIAS	15 Pond Rd	
5	<i>[Signature]</i>	Victoria Altanasio	127 Shore Rd N. Truro	
6	Katherine Winkler	Katherine Winkler	13 Woods Dr. N. Truro	
7	<i>[Signature]</i>	Sara Hutchings	136 Shore rd N. Truro	
8	<i>[Signature]</i>	Diane Worthington	3 Pond Rd. N. Truro 02652	
9	_____			
10	_____			
11	_____			
12	_____			
13	_____			
14	_____			
15	_____			
16	_____			
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APPENDIX B: CAPITAL IMPROVEMENT BUDGET OF PROJECTED CAPITAL NEEDS FY2024- FY2028



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

Values and Fiscal Year 2023 Goals and Objectives

VALUES:

The Town of Truro holds the following values that inform our approach to governance and municipal services. They are the guiding principles that drive all of the activities undertaken by any staff, volunteer, elected or appointed official in the Town of Truro. They embody our beliefs and our highest aspirations.

Excellence:

We strive to provide the highest quality services that are responsive to the needs of all residents and visitors.

Integrity:

We hold ourselves to high ethical standards and commit to acting with civility at all times and to behave lawfully, respectfully, honestly and fairly.

Openness and Transparency:

We commit to sharing information, working inclusively and to holding ourselves accountable.

Collaboration:

We believe in working with others to solve problems and address community need both locally and regionally.

Sustainability:

We strive for the integration of environmental health and protection, social equity and diversity, economic vitality, and fiscal integrity of the community to create a thriving and resilient community for generations to come.

GOALS AND OBJECTIVES:

Each year, as a way of articulating policy and priorities, the Truro Select Board develops goals and objectives. These goals and objectives are intended to prioritize the Select Board's efforts and to provide guidance and direction to the Town Manager and their appointees, the Police and Fire Chiefs, and the Town's multi-member bodies.



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Last year, due to a delayed Town Meeting and Town Election, the Goals and Objectives process was completed later than the start of the fiscal year, and as such, many of the Board's goals and objectives from FY2022 were identified as goals that should continue into FY2023.

In accordance with Town Charter, the Select Board held a public meeting on July 12, 2022. The Board also held a work session to modify existing objectives and identify new objectives.

Finally, on July 12, 2022, the Select Board finalized and prioritized the FY2023 Goals & Objectives for July 1, 2022 through June 30, 2023. The objectives identified may contribute to the eventual completion of one goal or of multiple goals and are labeled to demonstrate the goals targeted by specific objectives.

FY2023 Goals

The Town of Truro will support policies and programs that:

- A) foster sustainable and appropriate economic development.*
- B) create more affordable year-round places for people to live and work.*
- C) protect and restore our fragile environment.*
- D) use long term and strategic planning to guarantee the future health and well-being of our community.*
- E) proactively engage and involve the town residents, property and business owners.*

FY2023 Objectives

The following objectives are presented in order of priority and a Select Board Ambassador was identified for each objective.

- 1. To maintain vital EMS services on the Outer Cape the Select Board will support a workplan and synchronized transition plan to include 1) establish a plan and timeline for the Town to provide EMS services without the auxiliary support of Lower Cape with the support of a consultant; 2) hire the four paramedics approved at Annual Town Meeting; 3) collaborate with Lower Cape Ambulance Association and Provincetown to meet the plan and timeline and prepare a contract that will facilitate this plan and timeline; 4) evaluate potential areas for regionalization.*

Goals Addressed: D, E

Select Board Ambassador: Robert Weinstein

- 2. The Select Board will direct staff to apply for ARPA funds for the Broadband Needs Assessment Study by October 1, 2022.*

Goals Addressed: A, D, E

Select Board Ambassador: John Dundas



TOWN OF TRURO

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3. *The Select Board will review all Town owned land to assess possibilities for municipal use, housing, economic development open space, and/or possible disposition to be completed by October 1, 2022.*

Goals Addressed: A, B

Select Board Ambassador: Kristen Reed

4. *The Select Board will review the efficacy of and the participation in the childcare voucher program by November 30, 2022 and will make recommendations for the 2023 Annual Town Meeting and the FY2024 budget process By December 31, 2022.*

Goals Addressed: A, D, E

Select Board Ambassador: Stephanie Rein

5. *The Select Board will support and encourage projects that protect and restore our coastal environment including these current and ongoing projects:*

- *Pamet River Tidal Flow Restoration and Watershed Study*
- *East Harbor Culvert Replacement*
- *Mill Pond and Eagle Creek Repairs and Improvement*
- *Little Pamet Watershed Study and Culvert Repair*
- *Coastal Management*

Goals Addressed: C

Select Board Ambassador: Stephanie Rein

6. *To improve Town employee recruitment and retention the Select Board will implement and integrate the findings of the comprehensive compensation analysis and enter into associated Collective Bargaining Agreement negotiation and Non-union personnel reclassifications.*

Goals Addressed: A, D

Select Board Ambassador: Kristen Reed

7. *The Select Board will work with the Walsh Property Community Planning Committee and the Local Comprehensive Plan Committee to build on areas of common ground and build consensus on the specific initiatives and a more general vision for Truro with special consideration of the Housing Needs Assessment and Housing Production Plan.*

Goals Addressed: A, B, C, D, E

Select Board Ambassador: Susan Areson



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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8. *The Select Board will work with the Housing Authority and the Housing Consultant to develop a Housing Playbook by June 30, 2023.*

Goals Addressed: A, B, D, E

Select Board Ambassador: Kristen Reed

9. *Upon completion of the Local Comprehensive Plan, the Select Board and Town Manager will work jointly to create a Town mission statement.*

Goals Addressed: D

Select Board Ambassador: Susan Areson

10. *The Select Board will provide support to and collaborate with the Climate Action Committee and the Energy Committee on the goals of creating a Climate Action Plan for the Town of Truro, and researching the hiring of a Climate Action Agent, as well as to work with the Climate Action Committee to develop a policy memorandum that facilitates and guides progress in all relevant areas toward a "Net Zero Truro" by 2050, and will ask for updates at least twice per year. The Board will also revise the charges of the Energy Committee and the Climate Action Committee to incorporate the directives from Article 53 of the 2022 Annual Town Meeting.*

Goals Addressed: A, C, D, E

Select Board Ambassador: Stephanie Rein

11. *The Select Board will submit a letter each to the Planning Board and the Economic Development Committee by December 31, 2022 outlining the Select Board's priorities in housing, zoning, land use and economic development in an effort facilitate collaboration and joint efforts.*

Goals Addressed: A, B, C

Select Board Ambassador: John Dundas

12. *The Select Board will review the Senior Needs Assessment, invite feedback from the community on specific programs and services requested, and explore the feasibility and the cost and social impact of expanding services and programs for seniors to inform the FY2024 budget process.*

Goals Addressed: A, D, E

Select Board Ambassador: Stephanie Rein



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13. *The Select Board will hold joint work sessions with participation from the Truro Housing Authority, Planning Board and Zoning Board of Appeals to develop housing initiatives that will diversify the range of seasonal, year-round and transitional housing for people of varying income levels and will develop related articles for the 2023 Annual Town Meeting. The Select Board will provide an update on these efforts at least semi-annually.*

Goals Addressed: B, D

Select Board Ambassador: Susan Areson

14. *The Select Board will initiate a revised cost estimate of a multi-phased approach for a new Department of Public Works Facility at a yet to be determined site in the FY2024-FY2028 Capital Improvement Plan. By December 31, 2022, the Town Manager will work with the Public Works Director to welcome the public to site visits of the current Public Works Facility via in-person visits and virtual visits.*

Goals Addressed: D

Select Board Ambassador: Robert Weinstein

15. *The Select Board will promote the Local Comprehensive Planning Committee and process along with the work of the Economic Development Committee and encourage community participation and will provide regular updates.*

Goals Addressed: A, D

Select Board Ambassador: Susan Areson

16. *The Select Board will rework, update and set clearer objectives in Policy 54 and Policy 31, and will work to enhance compliance.*

Goals Addressed: E

Select Board Ambassador: Susan Areson

17. *Through the Town of Truro representatives to the Provincetown Water & Sewer Board, the Select Board will encourage steps toward full cycle water usage for Provincetown and Truro, and a status report will be given at least annually at the Select Boards' joint meeting. The Town's Water Resources Consultant may be invited to participate.*

Goals Addressed: A, C, D, E

Select Board Ambassador: John Dundas



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

18. The Select Board will provide resources in the FY2023 budget to increase the digitization of town services and records, and address cybersecurity and will lay the groundwork for a five-year digitization and cyber security plan that will be initiated in FY2024. The Select Board Ambassador working with the Town Manager and IT Director will provide an outline to present at a Select Board meeting prior to beginning the FY2024 Budget Process.

Goals Addressed: A, D, E

Select Board Ambassador: John Dundas

19. The Select Board will develop and implement a "Civility Pledge" that will be read at the beginning of all meetings of the Select Board and all Select Board- appointed boards, committees and commissions, and will request that elected boards do the same.

Goals Addressed: D, E

Select Board Ambassador: Susan Areson

20. The Select Board will task the Economic Development Committee with inviting the Massachusetts Cultural Council to present to the Select Board, Economic Development Committee and the Truro Cultural Council on the process of creating a designated cultural district in Truro.

Goals Addressed: A

Select Board Ambassador: Kristen Reed

Truro Select Board

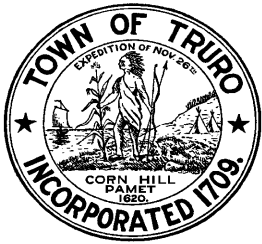
Kristen Reed, Chair

Robert Weinstein, Vice-Chair

John Dundas, Clerk

Susan Areson

Stephanie Rein



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Katie Klein, KP Law, and Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: February 28, 2023

ITEM: Review and Approve Herring River Intermunicipal Agreement

EXPLANATION: At the November 9, 2022 Select Board meeting, the Board determined it will mitigate/compensate for the .2 acres of National Seashore property on Old County Road in Truro affected by the Herring River project. As discussed, an Intermunicipal Agreement was prepared between Wellfleet and Truro, by Town Counsel Katie Klein of KP Law and is ready for the Board's discussion/approval.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: There will not be an Intermunicipal Agreement between the towns of Truro and Wellfleet related to the mitigation of the Herring River Restoration Project.

SUGGESTED ACTION: MOTION TO approve and electronically sign the Intermunicipal Agreement between Truro and Wellfleet.

ATTACHMENTS:

1. Herring River IMA

INTERMUNICIPAL AGREEMENT

TOWN OF WELLFLEET – TOWN OF TRURO

HERRING RIVER RESTORATION PROJECT

This Intermunicipal Agreement (“Agreement”) is entered into as of the ____ day _____, 2022, by and between the **Town of Wellfleet**, a Massachusetts municipal corporation, acting by and through its Selectboard, having an address of 300 Main Street, Wellfleet, MA 02667, and the **Town of Truro**, a Massachusetts municipal corporation, acting by and through its Select Board, having an address of 24 Town Hall Road, Truro, MA 02666.

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

Whereas, the Project proposes to elevate three segments of low-lying roadway totaling approximately 617 linear feet, and replace two associated culverts in the Town of Truro (the “work”), as shown on Proposed Conditions Plan and Profile Sheets 48-52 of the plan set entitled *Herring River Restoration Project, Low-Lying Roadways and Associated Elements Construction, Elevation of Bound Brook Island, Old County and Pole Dike Roads and Culvert Replacements, Wellfleet and Truro, Massachusetts, June 2022, Prepared for Town of Wellfleet by WSP (96 Sheets), scale 1” = 40” or as noted, stamped by Clayton Carlisle (#45839)* (the “Plans”), a copy of which is attached hereto as Exhibit A and incorporated herein, in order to facilitate tidal restoration and protect Town of Truro infrastructure;

Whereas, road elevation work and a culvert replacement is proposed to occur on a parcel of land consisting of approximately 0.73 acres, more or less, located at 133 Old County Road in Truro, Massachusetts, as shown on Truro Assessors Map 59, Parcel 66, that is owned by the Town of Truro (the “Town Parcel”);

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

Whereas, road elevation and a culvert replacement is proposed to occur on a portion of Town of Truro road located in the Cape Cod National Seashore which will affect approximately .2 acres of land, and which requires mitigation in the form of a land exchange with Cape Cod National Seashore;

Whereas, the Project Proponents have discussed the Project and the work proposed with Truro representatives;

Whereas, the Truro Select Board previously provided consent to allow the Project Proponents to describe the proposed work in permit applications to federal, state and/or local authorities;

Whereas, temporary access for construction and permanent rights on the Town Parcel and the Private Parcel will be needed to undertake and complete the proposed work and fully achieve the benefits of tidal restoration and protect Town of Truro infrastructure; and

Whereas, the Town of Wellfleet has obtained authority to enter into this Agreement by a vote of its Selectboard and the Town of Truro has obtained authority to enter into this Agreement by a vote of its Select Board, both pursuant to the provisions of G.L. c. 40, §4A.

AGREEMENT

NOW THEREFORE, in consideration of the foregoing, the Town of Wellfleet and the Town of Truro (singly, a “party,” collectively, the "parties") agree as follows:

1. The Project Proponents will fully fund the cost of the work through grants and other funds obtained for the purpose of constructing the Herring River Restoration Project. Except as provided herein, the Town of Truro shall not be responsible for any direct or indirect costs of the Project, and the Town of Wellfleet shall be responsible for all costs relating to the Project, including, but not limited to, preparation of this Agreement, including all attorneys’ fees; acquiring the easements and other approvals; any necessary permits; and preparation of any documents and plans acquiring easements on the Private Parcel.
2. The Town of Truro authorizes temporary access to the Town Parcel as needed for the purposes of completing work in compliance with permit requirements.
3. The Town of Truro authorizes the permanent alteration to the Town Parcel resulting from the work, as depicted on the Plans.
4. The Town of Truro will, in coordination with the Project Proponents, endeavor to obtain a permanent easement and a temporary easement on the Private Parcel in order to perform the work to be undertaken thereon, including, but not limited to, seeking Town Meeting approval for the acquisition of the permanent easement and the temporary easement needed on the Private Parcel, cooperating with the Project Proponents in reaching out to the owner of the Private Parcel regarding the easements needed, and executing and recording an Order of Taking for said easements or accepting such easements in a deed from the owner of the Private Parcel.
5. The Project Proponents are authorized to direct a qualified contractor to

undertake the proposed work on the properties in the Town of Truro. Project Proponents and their contractor will coordinate construction-related activities with the Town of Truro's Public Works Department, Police Department and Fire Department.

6. The Town of Wellfleet will ensure that the Town of Truro is named as an "additional insured" on the liability insurance policy of any contractor who undertakes the proposed work on the Town Parcel and the Private Parcel.

7. Following completion of the proposed work, the Town of Truro will be responsible for ongoing maintenance and monitoring of the road and culverts in the Town of Truro in accordance with the applicable environmental permits, and will have all necessary authorizations to undertake maintenance activities.

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

9. The Town of Truro agrees, at its sole cost and expense, to mitigate for the impact of the Project on the land of Cape Cod National Seashore, consisting of .2 acres, more or less, including, but not limited to, providing land in exchange for the affected property.

10. Notwithstanding the final sentence of G.L. c. 40, §4A, the Town of Wellfleet shall indemnify and hold harmless the Town of Truro and each and all of its officials, officers, employees, boards, commissions, agents, servants and representatives (the "Indemnitees") from and against any claim arising from or in connection with the performance by the Town of Truro of its obligations hereunder including, without limitation, any claim of liability, loss, damages, costs and expenses for personal injury or damage to real or personal property by reason of any act or omission by the Town of Truro. Such indemnification shall include, without limitation, payment of all costs of defense (including reasonable attorneys' fees, expert witness fees, court costs and related expenses) as and when such costs become due and the amounts of any judgments, awards and/or settlements, provided that (a) the Town of Truro shall have the right to select counsel to defend against such claims, such counsel to be reasonably acceptable to the Town of Wellfleet and its insurer, if any, and to approve or reject any settlement with respect to which indemnification is sought, (b) the Indemnitees shall cooperate with the Town of Wellfleet in all reasonable respects in connection with such defense, and (c) the Town of Wellfleet shall not be responsible to pay any judgment, award or settlement to the extent occasioned by the intentional misconduct of Truro, its officials, officers, employees, boards, commissions, agents, servants and representatives.

11. No party hereto shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of the other party.

12. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, illegal or unenforceable, or if any such term is so held when

applied to any particular circumstance, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, or affect the application of such provision to any other circumstances, and this Agreement shall be construed and enforced as if such invalid, illegal or unenforceable provision were not contained herein.

13. The obligations and conditions set forth in this Agreement may be waived only by a writing signed by the party waiving such obligation or condition. Forbearance or indulgence by a party shall not be construed as a waiver, nor limit the remedies that would otherwise be available to that party under this Agreement or applicable law. No waiver of any breach or default shall constitute or be deemed evidence of a waiver of any subsequent breach or default.

14. This Agreement shall be governed by and construed in accordance with the substantive law of the Commonwealth of Massachusetts, without regard to the conflicts of law provisions thereof.

15. Any notice permitted or required hereunder to be given or served on either party by the other shall be in writing signed in the name of or on behalf of the party giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt by hand delivery or three (3) business days after the date of any properly addressed notice sent by mail to the following:

Town of Wellfleet
300 Main Street
Wellfleet, MA 02667
Attn: Selectboard

Town of Truro
24 Town Hall Road
Truro, MA 02666
Attn: Select Board

16. This Agreement constitutes the entire agreement between the parties concerning the subject matter hereof, superseding all prior agreements and understandings. There are no other agreements or understandings between the parties concerning the subject matter hereof. Each party acknowledges that it has not relied on any representations by the other party or by anyone acting or purporting to act for the other party or for whose actions the other party is responsible, other than the express, written representations set forth herein.

17. Each party shall immediately, within not more than twenty four (24) hours, notify the other party of any emergency or condition which may affect its participation in or the carrying out of its responsibilities under this Agreement.

18. Employees, servants or agents of either of the parties shall not be deemed to be agents, servants or employees of the other party for any purpose.

[Remainder of Page Intentionally Blank; Signatures Follow]

Dated as of this ____ day of _____, 2022.

TOWN OF WELLFLEET,
By Its Selectboard

Ryan Curley, Chair

Michael DeVasto, Vice-Chair

Barbara Carboni, Member

Kathleen Bacon, Member

John A. Wolf, Member

Dated as of this ____ day of _____, 2022.

TOWN OF TRURO,
By Its Select Board

Kristen Reed, Chair

Robert Weinstein, Vice-Chair

Susan Areson, Member

Stephanie Rein, Member

John Dundas, Member

Exhibit A

Plans



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Planning

REQUESTOR: Barbara Carboni, Town Planner/Land Use Counsel

REQUESTED MEETING DATE: February 28, 2023

ITEM: Elimination of practice of board/committee chairs being asked to comment on applicants for vacancies, including removal of related question on application

EXPLANATION: For some time, there has been a practice of board/committee chairs being asked to comment on applicants for vacancies on their boards/committees. Reflecting this practice, there is a question on the application asking if the applicant has met with the board/committee chair. See p. 2 of attachment.

This practice is not technically unlawful, and it does not automatically create a conflict of interest. Nevertheless, it carries the potential for inconsistency in the application process and the Select Board's consideration of candidates. During the most recent application process for a Planning Board vacancy, Town Counsel advised that the practice is akin to an ex parte contact. In addition, the practice places board/committee chairs in a position they may not wish to be. The application process offers the Select Board ample opportunity to learn about candidates and to make appointments to boards/committees without seeking or receiving a chair's opinion on any applicant.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The application process for appointment to boards/committees will continue to include an unsound practice.

SUGGESTED ACTION: Eliminate practice of board/committee chairs being asked to comment on applicants for vacancies; remove question from application asking if the applicant has met

with the chair.

ATTACHMENTS:

1. Printout of online Application to Serve on a Board or Committee

Application to Serve on a Board or Committee

Applicant Information

Last Name *

First Name *

Middle Initial

Email Address *

(in the format email@host.com)

Phone Number *

999 999 9999 ext.

Address (Street) *

Address (City) *

Address (State) *

Address (Zip Code) *

Mailing Address (Please indicate box number and zip code)

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

Are you a full-time resident of Truro?

Yes

No

Submit

Cancel

PeopleForms
Tablet

Application to Serve on a Board or Committee

Board/ Committee Information

What Board/ Committee Are You Applying For? *

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

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

Yes

No

Have you read the charge of the committee? *

Yes

No

Have you met with the chair of the committee? *

Yes

No

Have you read the Select Board's current Goals and Objectives? *

Yes

No

Do you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve? *

Yes

Application to Serve on a Board or Committee

If you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve, please elaborate.

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

Experience

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

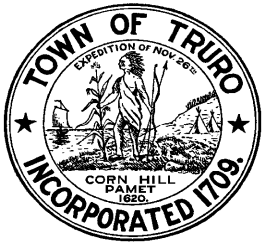
Briefly list any other relevant experience such as professional work, training, education, etc. A resume is NOT required. If you choose to attach a resume, it will become a public document.

Please attach your resume here if you would like to include one (not required)

Upload File...

Submit

Cancel



TOWN OF TRURO

Select Board Agenda Item

BOARD/COMMITTEE/COMMISSION: Bike and Walkways Committee

REQUESTOR: Susan Roderick, Chair

REQUESTED MEETING DATE: February 28, 2023

ITEM: Request for approval of Letter of Support with Recommendations to MADOT from Bike and Walkways Committee and Select Board Members

EXPLANATION: With the Route 6 resurfacing project design phase underway the Bike and Walkways Committee wishes to seize the opportunity to address important findings for safe community walking and cycling. These would include the following:

- 1) **An extension of the existing sidewalk along the west side of Route 6 between Truro Central School (TCS) and the Public Safety Facility north to the Shore Road intersection, and the west side of Route 6 from Truro Central School area to Castle Road.**
- 2) **Reapplying bike lane markings and improving the clarity of signage regarding the bike lanes prohibited travel, and addressing signage at the end of bike lanes to clarify cycling continues after the shoulder lane ends.**
- 3) **Encourage the MADOT to consider broken line pavement applications at curb cuts entering Route 6 to remind travelers that they are crossing a bike lane to enter Route 6.**
- 4) **A request to consider a design of a safe crossing at the junction of Castle Road and Route 6.**
- 5) **In working with the Cape Cod Regional Transit Authority (CCRTA), to install weather protection for the bus stops, at Castle Road and Truro Central School.**

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Current safety issues not addressed will continue to impact pedestrians and cyclists traveling in Truro.

SUGGESTED ACTION: *MOTION TO approve electronically signing and sending the Select Board-endorsed Bike and Walkways Committee letter to the Massachusetts Department of Transportation.*

ATTACHMENTS:

1. Draft Letter to MassDOT



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

Consent Agenda Item: 8A1

February 28, 2023

To Whom It May Concern:

We appreciate the work MassDOT has previously completed in response to Truro's requests, in particular the re-design of the Route 6 and Shore Road intersection, and the bike lane markings and signage along the Route 6 shoulder. As the design phase of the Route 6 resurfacing project proceeds, the Truro Select Board and Bike and Walkways Committee would like to offer the following recommendations.

The Town of Truro would like to see an extension of the existing sidewalk along the west side of Route 6 between the Truro Central School area and the Public Safety Facility north to the Shore Road intersection. Understanding MassDOT's intentions regarding this extension would be beneficial to Truro's future planning efforts. Similarly, the Town also respectfully requests that MassDOT extend the existing sidewalk along the west side of Route 6 from the Truro Central School area to the Castle Road intersection.

The Town also recommends that bicyclist and pedestrian safety be prioritized by retaining and reapplying the bike lane markings and signage along the Route 6 shoulder. Furthermore, there are six signs that read "Travel prohibited in breakdown lane". Since the breakdown lane has been converted to a bike lane, and signed as such, the removal of the "breakdown lane" signs and replacement with "Travel prohibited in the bike lane" would improve clarity for all users.

Additional signage recommendations would be to reconsider the use and installation of the signs currently placed at the "end" of the bike lanes. The current signs read "Bike Lane Ends". Though the signed "bike lane" does end, the presence of bikes on the road shoulder lane does not end. The signage may be misleading to motorists who incorrectly assume there will be no bikes beyond those signs.

Another important safety measure that we urge you to consider is adding additional broken line markings where a curb cut intersects the bike lane. These curb cuts do not have stop signs where a vehicle approaches an entry onto Route 6 and there is no reminder that a vehicle entering onto Rt 6 is now turning into or passing over a bike lane. A broken line on the road edge, similar to the broken line markings at road intersections, would visually warn drivers of the bike lane.

We also encourage MassDOT to consider physical improvements including the design of a safe crossing at Castle Road by way of crosswalks and/or other appropriate crossing measures and working with CCRTA to accommodate the installation of weather protected bus stop shelters that are designed to provide required access,



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

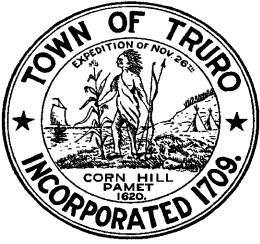
particularly at the stops between Castle Road and Truro Central School.

We greatly appreciate your attention to our recommendations to improve safety and accessibility in Truro and would welcome an opportunity to further discuss how these recommendations may be included in the Route 6 resurfacing project.

Sincerely,

The Truro Select Board

The Truro Bike & Walkways Committee



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: February 28, 2023

ITEM: Approval of 2023 Seasonal License Renewals: Savory & the Sweet Escape (316 Route 6); Top Mast Café (209 Shore Road)

EXPLANATION: Savory and the Sweet Escape and Top Mast Café have submitted their seasonal renewal applications for a Common Victualer with supporting documentation. This is before the Select Board for review and approval by the Local Licensing Authority. There were no reported issues with either establishment in 2022. If you approve these for renewal, the licenses will be issued only upon compliance with all regulations and upon receipt of the necessary documents and fees.

Mass General Law	Licenses & Permits Issued by Select Board	Names of Businesses
Chapter 140 §2	Common Victualer (Cooking, Preparing and Serving food)	Savory & the Sweet Escape & Top Mast Café

IMPACT IF NOT APPROVED: The license will not be issued.

SUGGESTED ACTION: MOTION TO approve the 2023 Seasonal Common Victualer Licenses for Savory & the Sweet Escape and Top Mast Café upon compliance with all regulations and receipt of the necessary documents and fees.

ATTACHMENTS:

1. Renewal Application for 2023: Savory and the Sweet Escape
2. Renewal Application for 2023: Top Mast Café

PAID
5440

fire exp: 2/18/2023
last septic:
3/4/2022



FS# 2023-059 BAK# 2023-059B
FD# 2023-059C
CAT# 2023-059A

**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

** I spoke w/ Bill - Diane
will be re-upping her Cert
when they return from FL
in the Spring b7 they open zana*

APPLICATION FOR FOOD SERVICE - COMMON VICTUALER

Name of Business: SAVORY + Sweet ESCAPE

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: SAVORY ON THE CAPE + Sweet ESCAPE

Owner Name: DIANE COSTA + BILL COSTA Email Address:

Mailing Address: POB 690 TRURO MA 02666

Phone No:

Section 3 - Business Operation Details

Number of Seats: Inside: 39 Outside: Varies Number of Employees: 30

Length of Permit: Annual Seasonal Operation

Hours of Operation: 7 AM To 9 PM

Days Closed Excluding Holidays:

If Seasonal: Approximate Dates of Operation: 4/1/23 To 12/31/23

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

Name: DIANE COSTA Email Address:

Mailing Address: POB 690 TRURO MA 02666

Phone No: _____ 24 Hour Emergency: _____

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

DIANE COSTA

Allergen Awareness Certification (attach copy):

DIANE COSTA

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: Diane B Costa **Date:** 1-6-23

Application Checklist:

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

FOR HEALTH DEPARTMENT USE ONLY	
Comments: _____	
Review by _____	Date _____



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

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

Applicant Information

Please Print Legibly

Business/Organization Name: SAVONI & Sweet on the Cape

Address: 1 Adp Blvd

City/State/Zip: RoseLind NJ 07068 Phone #:

Are you an employer? Check the appropriate box:

1. I am an employer with 30 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: Automatic Data Processing, INC AGENCY INC

Insurer's Address:

City/State/Zip:

Policy # or Self-ins. Lic. #

Expiration Date: 4-9-22

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

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

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

Signature: William Cude

Date: 2-25-22

Phone #:

Officials 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)
01/06/2023

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 Automatic Data Processing Insurance Agency, Inc. 1 Adp Boulevard Roseland NJ 07068	CONTACT NAME: Automatic Data Processing Insurance Agency, Inc. PHONE (A/C No. Ext.): 1-800-524-7024 FAX (A/C, No.): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Hartford Insurance Company of the Midwest 37478 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Savory On The Cape Inc 316 Route 6 Truro MA 02666	

COVERAGES CERTIFICATE NUMBER: 2786276 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	ADD'L SUBR INSD	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY				JAN 1 2023 RENEW DATE		COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	N	04/09/2022	04/09/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER Town of Truro 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
---	---



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

**FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT**

BUSINESS NAME: Savory: the Sweet Escape

OWNER/MANAGER: Diane Costa

ADDRESS: 316 Route 6 Truro 02666

PHONE: _____ NUMBER OF UNITS: 1

CONTACT PERSON: Diane Costa

ADDRESS: PO Box 690 Truro MA 02666

TESTING COMPANY: Long Point Electric Inc

TESTING ELECTRICIAN/TECHNICIAN: James J Meads Jr

COMPANY PHONE #: 5084872056 HOME PHONE #: _____

LICENSE #: 17239A

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: _____

DATE OF CERTIFICATION: 2/18/22 BY: James J Meads Jr
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.**



FIRE EQUIPMENT
INCORPORATED

Kitchen Suppression System Inspection Certificate

For

Savory on the Cape Inc.
316 Route 6
Truro, MA 02666

Tested to NFPA Standards

This inspection was performed in accordance with NFPA 17 or 17A Standards. The subsequent pages of this report provide performance measurements, listed ranges of acceptable results, and complete documentation of the inspection. Whenever discrepancies exist between acceptable performance standards and actual test results, notes and/or recommended solutions have been proposed or provided for immediate review and approval.

Inspection Date:
12/9/2022

Inspector Name: James Spinosa
Title: Service Technician



FIRE EQUIPMENT INCORPORATED

Kitchen Suppression System Inspection Certificate

Property: Savory on the Cape Inc.	Street: 316 Route 6	City/State/Zip: Truro, MA 02666
Frequency: Semi-Annual	Inspector Name: James Spinosa	Date: 12/9/2022
Installed Product: <u>K 00074520</u>	Product: Kitchen Suppression System	Equipment Location: Kitchen

System in service before conducting tasks	Yes
Pertinent parties notified before conducting tasks	Yes
Appliances Left to Right:	6 burn, griddle, gr char, fry, fry
Type of special agent extinguishing system: Wet chemical Dry chemical	Wet Chemical
Prior to performing the required maintenance steps, verify that the system protection is designed and installed correctly for the existing appliance and ventilation system configuration. If not, note deficiencies.	
Were building alterations/renovations made since last inspection?	No
Is system connected to building fire alarm?	Yes
Automatic Shutdown	
What is fuel source? Electricity Gas or Both	Both
Nozzles	
Are caps in place?	Yes
Quantity of Nozzle Caps Changed	
Quantity of Nozzle Seals Changed	10
Are nozzles properly oriented to protect hazard?	Yes
Are there signs of damage or clogging?	Yes
Manual Releases	
Are manual releases clear and unobstructed?	Yes
System Cylinders and Mechanical Controls	
Are system pressure gauges in proper operating range?	Yes
Tanks mounted and secured?	Yes
All visible piping & conduit properly supported and in good condition?	Yes
Proper pipe schedule and fitting weight(s) for hazard design?	Yes
Flexible discharge hoses? Date: Part#: Size: :	No
Portable Fire Extinguishers	
Are fire extinguishers provided?	No
Mechanical Detection Line	
Function tested	Yes
Quantity of 165° F Links Changed	



FIRE EQUIPMENT INCORPORATED

TOTAL # OF EXTINGUISHERS – 6

EXTINGUISHERS DUE SERVICE NEXT YEAR –

New Equipment -

DRY CHEM 2.5 ABC		DRY CHEM 5 ABC		DRY CHEM 10 ABC		DRY CHEM 20 ABC	
DRY CHEM 10 BC		DRY CHEM 20 BC		DRY CHEM 10 PK		DRY CHEM 20 PK	
CO2 5lb		CO2 10lb		CO2 15.5lb		CO2 20lb	
Pressurized Water		K Class		Halotron 2.5lb		Halotron 5lb	
Halotron 11lb		Halotron 15lb		Emergency Lights		Exit Lights	
Other							

Inspection/Recertification –

DryChem	5	KClass	1	Pressurized Water		Halotron	
CO2		Conductivity Test		Wheeled Unit		Emergency Light	
Exit Light		Other Insp					

Recharges –

Dry Chem 2 1/2 lb		Dry Chem 5 lb		Dry Chem 10lb		Dry Chem 20lb	
CO2 5 lb		CO2 10 lb		CO2 15 lb		CO2 20 lb	
Pressurized Water		K Class .61		2,5G		Halotron 2.5 lb	
Halotron 5 lb		Halotron 11 lb		Halotron 15.5 Lb		Conductivity Tests	

Service –

6 YR Maintenance Halotron		Hydrotest Dry Chem	
6 YR Maintenance Other		Hydrotest Other	1 10lb abc

Parts –

Service Collar		ORing		Check Stem		Pull Pin	
Vehicle Bracket		Heavy Duty Bracket		Batteries		Battery Disposal	
Wall Hook		M1 - 5lb		M2 -10lb		20lb	
Bulbs		Replacement Cover		Gauge		FEC Cover	



FIRE EQUIPMENT INCORPORATED

Other Parts	DOT	OSHA	PWM 90
BL Series Vinyl	Type		
RP Series Plastic	Types		

FIRE EXTINGUISHERS ARE IN COMPLIANCE WITH NFPA 10 CODE -

Recommendations -

Comments -

Signature:

James Schmitt

Date:

Dec 09, 2022

Integrity Total Service, LLC

P.O. Box 974 | Forestdale, MA. 02644
508-309-9180 | info@integrity-clean.com | www.Integrity-Clean.com

RECIPIENT:

Savory

316 Route 6
Truro, MA 02666
Phone

Invoice #28485

Issued 09/30/2022

Due 10/30/2022

Total \$725.00

SERVICE ADDRESS:

316 Route 6
Truro, MA 02666

For Services Rendered

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
09/27/2022				
Exhaust Clean	Clean entire kitchen grease exhaust system. 1 Fan 2 Ducts 1 Hood (14 foot) All Filters All work performed to NFPA 96 code standards	1	\$485.00	\$485.00*
Deep Clean	Clean equipment as instructed.	1	\$240.00	\$240.00*

pd ch 5/20

Total \$725.00

* Non-taxable

Thank you for your business!

From: innoserv@innoserv.com
 Subject: Innoserv Service Report 3026272
 Date: Jan 6, 2023 at 12:00:53 PM
 To: bcselfstorage@comcast.net

A service request [3026272](#) has been completed for SAVORY ON THE CAPE.



Service Report

Work has been completed

Request ID:	3026272	Date:	1/6/2023
Specialist:	Rob Migneault	Customer:	100092790
Work Order #:	WO2023D106		SAVORY ON THE CAPE
			316 STATE HWY 6 ALT
			02666 TRURO MA
			UNITED STATES


Work Requested:

Comment: stopped by for pm, machine operates in all functions with 50ppm sanitizer.

Labor:

Line Code Description	Hours	Work Date
Labor - Travel	0.01	1/6/2023
Total Labor Time	0.02	1/6/2023
	0.03	

Customer Acknowledgement

Customer Signature: 	Printed Name: Costa Date: 1/6/2023 11:59:28 AM
---	---

Terms & Conditions

The equipment described on this Service Report may include equipment that is owned by InnoServ or an affiliate and has been provided to Customer free of charge (collectively, "Loaned Equipment"). The equipment described on this Service Report may include equipment that is owned by InnoServ or an affiliate and has been provided to Customer free of charge (collectively, "Loaned Equipment"). Loaned Equipment does not include: (a) Customer-owned equipment, (b) equipment that has been sold to Customer by InnoServ or an affiliate as evidenced by a fully executed bill of sale or other definitive written agreement between the parties, or (c) any equipment that is subject to a written lease agreement between InnoServ or an affiliate and Customer. InnoServ or an affiliate owns all Loaned Equipment, and Customer has no interest whatsoever in the Loaned Equipment, including a leasehold interest, other than a temporary right to possession which may be revoked by InnoServ or an affiliate at any time, for any reason. InnoServ or its affiliate agrees to maintain the Loaned Equipment in proper working order, and Customer agrees to use the Loaned Equipment only for purposes supplied by InnoServ or an affiliate. Customer shall be liable for damage to or destruction of the Loaned Equipment, beyond normal wear and tear, while it is in Customer's possession. Customer agrees to maintain property, casualty, and general liability insurances in amounts sufficient to (1) cover the replacement cost of the Loaned Equipment in the event that the Loaned Equipment is destroyed or damaged by fire, wind, theft, vandalism, or similar occurrence; and (2) pay any personal or property damage claim brought in connection with Customer's use of the Loaned Equipment, up to \$1 million per occurrence. Customer agrees to pay all personal property taxes assessed upon the Loaned Equipment. Customer agrees to indemnify, defend, and hold InnoServ and its affiliate harmless from any claim brought against InnoServ or its affiliate in connection with Customer's use of the Loaned Equipment. InnoServ or its affiliate makes the Loaned Equipment available to Customer "as is" with no warranties, either express or implied. **INNOSEV AND ITS AFFILIATES DISCLAIM ALL WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.** If InnoServ or an affiliate, in its sole discretion, revokes Customer's temporary right to possession of the Loaned Equipment, Customer agrees to make the Loaned Equipment available for pick up by InnoServ or an affiliate during regular business hours upon 24 hours notice of revocation, oral or written, by InnoServ or an affiliate.

The Terms and Conditions of Service available at <https://www.innoserv.com/termsandconditions> are incorporated by reference herein in their entirety and apply to all services provided in connection with this Service Report. InnoServ and its affiliate hereby object to and shall not be bound by any additional, different or conflicting terms provided or proposed by Customer, whether printed or otherwise, in any other communication between the parties (including on any proposal or any of Customer's forms, letter or papers).

Number: 2023-059

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:

Diane Costa, mgr., d/b/a Savory and the Sweet Escape

Whose place of business is **316 Route 6**

Type of business and any restrictions **Restaurant/Sandwich Shop**

To operate a food establishment in **Truro**

Permit Expires: **December 31, 2023**

Date Issued: **Jan 18, 2023**

Seating: **39**



Emily Beebe, R.S.,

Agent for the Truro Board of Health

Number: 2023-059A

Fee \$50.00

Town of Truro Board of Health

24 Town Hall Road, Truro, MA 02666

Permit To Operate As A Food Caterer

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

Diane Costa, mgr., d/b/a Savory and the Sweet Escape

Whose place of business is : **316 Route 6**

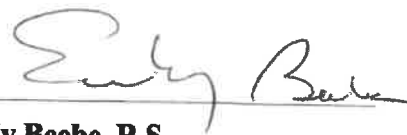
Type of business and any restrictions **Food Caterer**

To operate a food establishment in **Truro**

Permit Expires: **December 31, 2023**

Date Issued: .

Jan 18, 2023



Emily Beebe, R.S.,

Agent for the Truro Board of Health

Number: 2023-059B

Fee \$10.00

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

This is to Certify that

Diane Costa, mgr., d/b/a Savory and the Sweet Escape
316 Route 6

IS HEREBY GRANTED A LICENSE

For

a bakery

This license is granted in conformity with the Statutes and ordinances relating thereto, and expires
December 31, 2023 unless sooner suspended or revoked.

Date

Jan 18, 2023



Emily Beebe, R.S.,

Agent for the Truro Board of Health

Number: 2023-059C

Fee \$10.00

Town of Truro Board of Health
24 Town Hall Road, Truro, MA 02666
Frozen Desserts/Ice Cream Mix License

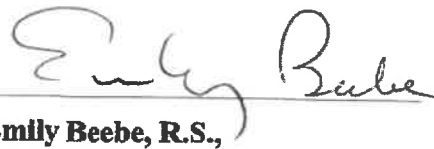
This is to Certify that
Address

Diane Costa, mgr., d/b/a Savory and the Sweet Escape
316 Route 6

IS HEREBY GRANTED A LICENSE
FOR THE MANUFACTURING OF
FROZEN DESSERTS AND/OR ICE CREAM MIX
Expiring December 31, 2023

This License is subject to the Rules and Regulations of the Massachusetts Department of Public Health Relative to the Manufacturing of FROZEN DESSERTS and ICE CREAM MIX, to the Rules and Regulations of the Board of Health granting this License, and to the provision of the General Laws Chapter 94 as amended by Chapter 373 of the Acts of 1934, and may be revoked or suspended in accordance with the provisions of Section 65J of said Chapter.

Date Jan 18, 2023



Emily Beebe, R.S.,
Agent for the Truro Board of Health



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 1.19.2023

Request is coming from the Selectmen's Office

Owner's Name Diane/Billy Costa

Business Name Savory & The Sweet Escape

Business Address 316 Route 6

Map and Parcel 42-274

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

01/19/2023

Date



**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

HEALTH DEPARTMENT
TOWN OF TRURO

JAN 13 2023

RECEIVED BY: _____

APPLICATION FOR FOOD SERVICE – COMMON VICTUALER

Name of Business: TOP MAST RESORT - DBA TOP MAST CAFE

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

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: 50 Outside: 22 Number of Employees: 8

Length of Permit: Annual Seasonal Operation

Hours of Operation: 7am To 11pm

Days Closed Excluding Holidays: NONE

If Seasonal: Approximate Dates of Operation: 05/01/22 To 10/31/22

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

Name: JASON SILVA Email Address _____

Mailing Address: BOX 44, N. TRURO, MA 02652

Phone No: _____ 24 Hour Emergency: _____

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

JASON SILVA

Allergen Awareness Certification (attach copy):

JASON SILVA

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: Jason R. Silva **Date:** 1-10-23

Application Checklist:

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

FOR HEALTH DEPARTMENT USE ONLY	
Comments: _____	
Review by _____	Date _____



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

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

Applicant Information

Please Print Legibly

Business/Organization Name: TOP MAST RESORT - DBA TOPMAST CAFE

Address: 209 SHORE RD

City/State/Zip: N. TRURO, MA. 02652 Phone #: _____

Are you an employer? Check the appropriate box:

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

Business Type (required):

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

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

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

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

Insurance Company Name: ASSOCIATED EMPLOYERS INSURANCE COMPANY

Insurer's Address: 54 THIRD AVE

City/State/Zip: BURLINGTON, MA. 01803

Policy # or Self-ins. Lic. # _____ Expiration Date: 9-30-23

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: 1-10-23

Phone #: _____

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

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

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

Contact Person: _____ Phone #: _____



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

FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT

BUSINESS NAME: TOP MAST CAFE

OWNER/MANAGER: SILVA FAMILY HERITAGE TRUST - JASON SILVA

ADDRESS: 209 SHORE RD, N. TRURO, MA. 02652

PHONE # _____ NUMBER OF UNITS: 77

CONTACT PERSON: JASON SILVA

ADDRESS: 209 SHORE RD, N. TRURO, MA. 02652

TESTING COMPANY: GEORGE FELTON - MASTER ELECTRICIAN

TESTING ELECTRICIAN/TECHNICIAN: JAMIE WHITE

COMPANY PHONE #: 508-487-7428 HOME PHONE #: _____

LICENSE #: 11223-B

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: FIRE ALARM PANELS TESTED OK

DATE OF CERTIFICATION: 1-12-23 BY: [Signature]
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.

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY
INFORMATION PAGE

Associated Employers Insurance Company
54 Third Avenue, Burlington, Massachusetts 01803-0970
(800) 876-2765

NCCI NO 40959

POLICY NO.
PRIOR NO.

ITEM

1. The Insured: Topmast Resort Inc As Per Schedule
DBA:
Mailing address: P O Box 44
North Truro, MA 02652

FEIN 

Legal Entity Type: Corporation

Other workplaces not shown above: See Location

2. The policy period is from 09/30/2022 to 09/30/2023 12:01 a.m. standard time at the insured's mailing address.
3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: MA
B. Employers' Liability Insurance: Part Two of the policy applies to work in each state listed in item 3.A.

The limits of liability under Part Two are:

Bodily Injury by Accident	\$	<u>1,000,000</u>	each accident
Bodily Injury by Disease	\$	<u>1,000,000</u>	policy limit
Bodily Injury by Disease	\$	<u>1,000,000</u>	each employee

C. Other States Insurance: Coverage Replaced by Endorsement WC 20 03 06 B

D. This Policy includes these Endorsements and Schedules: SEE SCHEDULE

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Classifications		Premium Basis		Rates	
	Code No.	Estimated Total Annual Remuneration	Per \$100 Of Remuneration	Estimated Annual Premium	
INTRA	000032012				
INTER		SEE CLASS CODE SCHEDULE			

Minimum Premium \$299

GOV STATE	GOV CLASS
MA	9052

Total Estimated Annual Premium
Deposit Premium

State Assessments/Surcharges
\$6,738.00 x 4.1800%

This policy, including all endorsements, is hereby countersigned by


Authorized Signature

08/24/2022
Date

Service Office:
54 Third Avenue
Burlington MA 01803

Kaplansky Insurance
114 Harvard Street
Brookline, MA 02446

WC 00 00 01 A (7-11)

Includes copyrighted material of the National Council on Compensation Insurance, used with its permission.

DO NOT REMOVE PER ORDER OF STATE FIRE MARSHAL

DATE OF
LAST SERVICE

CLEAN SWEEP NORTH-SOUTH

NEXT SERVICE
DUE IN

JAN
 FEB
 MAR

1-508-778-7222
78 South Yarmouth Road
Dennis, MA 02638

30 DAYS
60 DAYS
90 DAYS

APR
 MAY
 JUN



120 DAYS
180 DAYS
365 DAYS

No. 436

HCI-000032

___ DAYS

JUL
 AUG
 SEP

License no: **808** Serviced by: **JN**

OCT
 NOV
 DEC

This system has been Cleaned Inspected

2022
2023
2024

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

2025
2026

ServSafe
National Restaurant Association

ServSafe® CERTIFICATION

JASON SILVA

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).

20298898

CERTIFICATE NUMBER

10748

EXAM FORM NUMBER

3/4/2021

DATE OF EXAMINATION

3/4/2026

DATE OF EXPIRATION

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



#0655

Sherman Brown
Executive Vice President, National Restaurant Association Solutions



In accordance with Master Labor Convention 2016 Resolution ABMN Oct 2013 (Regulation 3.2, Standard A3.2).

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1711081

v.1711

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

CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: JASON SILVA

Certificate Number: 4953693

Date of Completion: 3/7/2021

Date of Expiration: 3/7/2026



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

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

Issued By:



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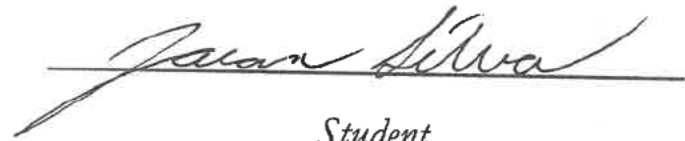
*Has Satisfied the requirements for a Training course in
Adult/Child/Infant CPR*

Issued: 03/11/2021

Expiration date: 03/11/2023



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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 2.14.2023

Request is coming from the Selectmen's Office

Owner's Name AL Silva

Business Name Top Mast Cafe

Business Address 209 Shore Rd.

Map and Parcel 17-7

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 14, 2023

Date

Select Board Meeting Minutes

Consent Agenda Item: 8E1

January 10, 2023, Regular Meeting

Via GoToMeeting Platform

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

Select Board Members Absent:

Others Present: Darrin Tangeman-Town Manager, Kelly Clark-Assistant Town Manager, Town Clerk Kaci Fullerton, Kevin Grunwald-Chair Truro Housing Authority, Bob Panessiti-Chair of the Truro Finance Committee, Fred Gaechter-Chair of the Walsh Property Community Planning Committee, Cassie Boyd-Marsh-Bailey Boyd Associates, Marissa Jackson-Eversource Energy, Nola Glatzel-Earthstar Play House.

Chair Reed called the meeting to order at 5:00 pm. Chair Reed introduced the Members and Town staff present.

PUBLIC COMMENT

Chair Reed recognized Jan Worthington, a Truro voter, who requested discussions on the Council on Aging (CoA), the status of hiring firefighters/paramedic, and the date for in-person Select Board meetings be added to the next meeting's agenda. Chair Reed thanked Ms. Worthington for her comments and noted that these are all important topics.

Chair Reed recognized Nola Glatzel, a Truro voter and owner of Earthstar Play School, who wished to comment on the Truro childcare voucher program. As this was an agenda item for tonight's meeting, Ms. Glatzel confirmed with Chair Reed that she was available to comment later when the topic was discussed.

Chair Reed recognized Town Manager Tangeman who announced that a community meeting will be held next Thursday, January 19, 2023, from 3:30 pm – 4:30 pm, at the Community Center, which he will attend with Community Services Director Damion Clements to answer questions from Town seniors regarding the CoA. Town Manager Tangeman provided a brief update on staff recruitment and a transition plan to aid community members receiving Town services. Current staff members are fulfilling driver positions to serve the community despite the staffing challenges. Town Manager Tangeman also provided an update on the recruitment for 4 firefighters/EMT as well as the regional ambulatory transition plan as the Lower Cape Ambulance Association (LCAA) recently notified the Town this week that it will cease operations in 6 months (June 30, 2023) instead of 18 months.

PUBLIC HEARINGS

A. CDBG Public Hearing, Presenter: Cassie Boyd-Marsh-Bailey Boyd Associates

Chair Reed opened the public hearing and read the public hearing notice.

Chair Reed recognized Ms. Boyd-Marsh who made a presentation to discuss the upcoming opportunity available to Truro for the next round of Community Development Block Grant (CDBG) funding as well as provided an update on outcomes and expectations on previously funded programs. Ms. Boyd-Marsh highlighted housing rehabilitation and childcare subsidy programs for low-to-moderate income residents. Ms. Boyd-Marsh also covered CARES Act funding which are forgivable loans to small businesses, the Federal Fiscal 2020 Grant that ended this fall and resulted in the rehabilitation of 24 homes. This funding addressed critical issues such as weatherization, septic replacement, and accessibility. The childcare subsidy program provided funding for 13 children primarily of school age who required daycare while their parents worked or sought employment.

Member Rein asked if Title V septic systems relief will be available this fiscal year to those homeowners who need to upgrade to a Title V septic system and Ms. Boyd-Marsh replied in the affirmative. She added that septic repairs and replacements made up much of the funding available.

Chair Reed asked Ms. Boyd-Marsh where residents can go for more information regarding resources mentioned in her presentation. Ms. Boyd-Marsh provided the following websites for more information: www.theresource.org (for housing rehabilitations) and www.baileyboyd.com (for childcare subsidy programs).

Chair Reed opened the hearing for public comments and there were none. Chair Reed thanked Ms. Boyd-Marsh for her presentation.

Member Dundas made a motion to close the hearing.

Member Areson seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Dundas – Aye

Member Areson - Aye

Member Rein - Aye

Chair Reed – Aye

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

Member Dundas made a motion to submit an FY'22 and FY'23 CDBG grant for housing rehabilitation and childcare subsidies and to authorize the Town Manager, or a designee, to sign the grant application and associated forms.

Member Areson seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Dundas – Aye

Member Areson - Aye

Member Rein - Aye

Chair Reed – Aye

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

Vice Chair Weinstein made a motion to allocate \$50,000 from the CDBG Miscellaneous Income to use as a contingency for the FY'22 and FY'23 Housing Rehabilitation Program.

Member Areson seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye
Member Dundas – Aye
Member Areson - Aye
Member Rein - Aye
Chair Reed – Aye
So voted, 5-0-0, motion carries.

Chair Reed thanked Ms. Boyd-Marsh and announced that Ms. Boyd-Marsh had the support from the Select Board on these two action items. Ms. Boyd-Marsh thanked the Members and left the meeting.

Chair Reed asked the Town staff to add resource website links to the Town website, referenced by Ms. Boyd-Marsh, so citizens may access those resources.

B. Eversource Energy Public Hearing for 706 Shore Road, Presenter: Marissa Jackson-Eversource Energy

Chair Reed opened the public hearing and read the public hearing notice.

Chair Reed recognized Ms. Jackson who stated that Eversource is proposing the installation of 55' of conduit under the Town road (Shore Road) from an existing pole to a new pole to provide new service to 706 Shore Road. Ms. Jackson and the Members reviewed visual materials submitted by Eversource.

There were no comments or questions from the Select Board.

Chair Reed asked if anyone from the public had any questions or comments and there were none.

Member Dundas made a motion to close the hearing.

Member Areson seconded the motion.

Roll Call Vote:

Member Areson – Aye

Member Dundas – Aye

Vice Chair Weinstein – Aye

Member Rein - Aye

Chair Reed – Aye

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

Chair Reed thanked Ms. Jackson for her presentation and Ms. Jackson thanked the Members upon leaving the meeting.

Vice Chair Weinstein made a motion to approve the Eversource Energy petition to install 55' of conduit under Shore Road to provide new service to 706 Shore Road.

Member Rein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Dundas – Aye

Member Areson - Aye

Member Rein - Aye

Chair Reed – Aye

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

INTRODUCTION TO NEW EMPLOYEES

None

BOARD/COMMITTEE/COMMISSION APPOINTMENTS

A. Interview and Possible Appointment: Carl Fink, Concert Committee

Chair Reed announced the interview and possible appointment of Mr. Fink to the Concert Committee. Chair Reed stated that the Members would ask questions of Mr. Fink from a standard list and then welcomed Mr. Fink.

Chair Reed then asked Mr. Fink to tell the Members about his background which he did. Members then asked selected questions.

Member Dundas made a motion to appoint Mr. Fink to the Concert Committee for a full 3-year term expiring on June 30, 2025.

Vice Chair Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Dundas – Aye

Member Areson - Aye

Member Rein - Aye

Chair Reed – Aye

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

Chair Reed congratulated Mr. Fink and Mr. Fink thanked the Members.

STAFF/COMMITTEE UPDATES

None

TABLED ITEMS

None

SELECT BOARD ACTION

A. Presentation on Childcare Voucher Program, Presenter: Cassie Boyd-Marsh, Bailey Boyd Associates

Chair Reed recognized Ms. Boyd-Marsh whose firm administers the Town’s Childcare Voucher Program. Ms. Boyd-Marsh presented a recommendation to improve the program. Ms. Boyd-Marsh noted that the program is currently supporting 18 children who attend services provided by 10 license daycare providers from Hyannis to Provincetown. Ms. Boyd-Marsh’s recommendation moving forward was to

loosen the Truro Central School requirement that is part of the current program so more eligible families would qualify for daycare services.

Member Rein asked about the pathway for someone who is a small business owner who files a Schedule C and can't produce a 1099 because they are self-employed. Ms. Boyd-Marsh replied that the minimum is 20 hours per week of work to qualify but she will work with Town Manager Tangeman and Assistant Town Manager Clark, on a case-by-case basis, to address any gaps for those who can't produce pay stubs to work through the program. Member Rein thanked her for the reply.

Member Areson had a question regarding the current balance (\$23,460) available to pay for the "to be billed later" for Phase II and if it was enough to which Ms. Boyd-Marsh replied in the affirmative. Member Areson then asked for clarification of a comment made by Ms. Boyd-Marsh to ensure that Truro taxpayers would not pay for outside daycare if a family chose not to enroll in the daycare program at Truro Central School even though their child could be accommodated to avoid Truro taxpayers paying twice. Member Areson stated that the Members should discuss this in more detail regarding exceptions at a time deemed appropriate.

Chair Reed asked if there was anyone from the public who wished to comment or ask questions. Chair Reed recognized Ms. Glatzel and thanked her for the letters on this topic which she had sent to the Members.

Ms. Glatzel introduced herself and said that she did send letters. Ms. Glatzel commented that she has seen the positive impact of this program as she provides daycare services to 9 families. Ms. Glatzel added that without the voucher program, many would be unable to participate in daycare services. Ms. Glatzel also commended Bailey Boyd Associates for their administrative for this voucher program and the Community Block Grant.

Ms. Glatzel made the following recommendations and offerings:

1. earlier application window in the fall so families apply before the school year and grants begin.
2. updated process for approving children for whose parents work in Truro.
3. environment for a more transparent appeals process for families not initially approved.
4. her availability to meet with Members to provide the perspective from an educator/provider on the voucher program.
5. encouraged a Select Board meeting with stakeholders, parents, and providers for more discussions.
6. invited anyone to visit her school to observe how her school operates.

Ms. Glatzel thanked the Members for their support for the voucher program and the Town in general.

Chair Reed asked Ms. Boyd-Marsh who stated that she agreed with Ms. Glatzel on her recommendations and will work towards those recommendations. Ms. Glatzel thanked Ms. Boyd-Marsh for her responses, and she will email Ms. Boyd-Marsh a copy of the letters which she sent to the Select Board.

Vice Chair Weinstein thanked Ms. Boyd-Marsh for her work and Ms. Glatzel for her creativity and hard work at her school.

Chair Reed thanked Ms. Boyd-Marsh for supporting the young families in Truro.

B. Discussion and Possible Vote on Proposed Increased Town Clerk fees, Presenter: Kaci Fullerton, Town Clerk

Chair Reed recognized Town Clerk Fullerton who introduced her recommendations for her proposed Town Clerk fees as they are disproportionate to other Cape Cod communities and make the current fee schedule economically unsustainable. Town Clerk Fullerton specifically discussed the increased fees for vital records, marriage applications, dog licenses, and business certificates.

Town Clerk Fullerton presented a chart comparing fees to other Cape Cod towns and her recommended increases.

Vice Chair Weinstein thanked Town Clerk Fullerton and advocated for slightly more aggressive fee increases for dog licenses (increased to \$15) and business certifications (increase to \$30). Town Clerk Fullerton thanked Vice Chair Weinstein and agreed with his recommendations.

Member Areson commented that these increases aren't about increasing revenue as it is to pay for staff time and materials. Member Rein asked if these fees would cover staff time and materials to which Town Clerk Fullerton replied in the affirmative.

Member Rein asked for clarification about "**Raffle**" fees and Town Clerk Fullerton said that it was for anyone or any organization who wanted to operate a raffle at a farmer's market, for example, and it is mandated by state law since it requires coordination with the Massachusetts State Lottery Commission and the Massachusetts Gaming Commission.

Member Dundas thanked Town Clerk Fullerton for her analysis and justifications for the fee increases. Member Dundas also supported Vice Chair Weinstein's recommendations.

Member Rein stated that she would support the recommended increases.

Chair Reed asked if there were any public comments and there were none.

Vice Chair Weinstein made a motion to approve the Town Clerk's fee schedule as recommended and the amended fee schedule for dog licenses for \$15 and business certificates for \$30.

Member Dundas seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Dundas – Aye

Member Areson - Aye

Member Rein - Aye

Chair Reed – Aye

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

Chair Reed congratulated Town Clerk Fullerton and Town Clerk Fullerton thanked the Members upon departing the meeting.

C. Discussion on Housing Production Plan (HPP), Presenter: Kristen Reed, Select Board Chair

Chair Reed announced that she will be joined for the presentation by Chair of the Truro Housing Authority Kevin Grunwald for this presentation. Chair Reed provided a brief update on next steps with the Planning Board. Chair Grunwald then detailed the approval process for the HPP that included the Select Board and the Planning Board. The Department of Housing and Community Development then certifies the plan. Chair Grunwald commented that he felt that the Town was very close in finalizing the HPP.

Chair Reed, Chair Grunwald, and Members discussed their impression, feedback, and comments about the HPP.

Member Rein stated that she supported the HPP. Member Areson said that she was comfortable with the HPP. Member Dundas commented that the HPP supported the Town and noted that the HPP is a great framework, but the Members need to consider how to keep and draw businesses into Town. Member Dundas concluded that he supported the HPP. Vice Chair Weinstein concurred with his colleagues but noted that Truro could not sustain the current business environment due to staffing shortages. Vice Chair Weinstein noted that the Town must have a viable economy and sustainable business community. Chair Reed commented that the HPP exceeded her expectations, and she supported the HPP along with its strategies. Chair Reed thanked Chair Grunwald for his efforts.

Chair Reed asked for public comments and recognized Chair of the Truro Finance Committee and Chair of the Economic Development Committee Bob Panessiti who commented that the Budget Task Force process is ongoing and that housing issues are top of mind. Chair Panessiti agreed with the comments previously made by Vice Chair Weinstein regarding a viable economy, the need for a middle class, and the necessity for families with children to utilize community services and offerings.

Chair Reed recognized Chair of the Walsh Property Community Planning Committee and Member of the Climate Action Committee Fred Gaechter. Chair Gaechter commented that he appreciated the work by Chair Grunwald and that the HPP will be of great assistance to the Town.

Chair Grunwald thanked the Members for all of their efforts and support for the Truro Housing Authority. Chair Grunwald agreed with Member Dundas' comments about the need for the business community in Truro and that housing played a critical role in fulfilling those needs. He stated that the Ad Hoc Committee, along with Member Areson and the Planning Board have had discussions regarding the HPP and the need for a housing coordinator. Chair Grunwald noted that the Truro Housing Authority is not yet quite ready to submit a proposed Warrant article. Chair Grunwald also briefly mentioned a potential Habitat for Humanity project for three homes at 181 Route 6, property owned by the Town, that he noted was controversial and geographically challenging. An alternate plan has been developed. Chair Grunwald concluded that he sought approval from the Select Board on the HPP.

When asked by Chair Reed, Chair Grunwald stated that there was no set deadline for the submission of the HPP to the state, but he added that he would like to submit it as soon as possible. Chair Reed asked Town staff if the Planning Board or Conservation Commission has discussed the HPP, or voted on it, and Town Manager Tangeman replied that he has not seen it discussed as an agenda item for either entity. Assistant Town Manager Clark confirmed that information.

Chair Reed asked Member Dundas, as Select Board liaison to the Planning Board, to advise the Planning Board with this update and added that the goal is to obtain Planning Board approval of the HPP prior to Town meeting. Member Dundas replied in the affirmative.

Chair Grunwald thanked the Members and credited Jenn Goldson, a consultant on the HPP, for her hard work and her wonderful 1-hour presentation that was recently conducted.

Chair Reed also credited Ms. Goldson for her hard work and that she served as an asset to the Town.

CONSENT AGENDA

Prior to the vote on the Consent Agenda, Chair Reed recused herself from the ABCC Alcohol License Report as her company is an ABCC Alcohol License holder.

- A. Review/Approve and Authorize Signature: None
- B. Review and Approve Appointment Renewals: None
- C. Review and Approve 2022 Annual ABCC Alcohol License Report
- D. Review and Approve 2023 Business Licenses: North Highland Camping Area LLC; Box Lunch Truro
- E. Review and Approve Select Board Minutes: 12.13.2022 (Budget Task Force)

Member Areson made a motion to approve the Consent Agenda with the recusal.

Member Dundas seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Dundas – Aye

Member Areson - Aye

Member Rein - Aye

Chair Reed – Aye

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

SELECT BOARD REPORTS/COMMENTS

Member Rein reported that she recently attended a meeting at the Truro Public Library. The library is currently preparing its 5-Year Strategic Plan and has an online survey regarding this on the website to obtain citizens' input. The Walsh Property Community Planning Committee meeting is on January 18, 2023, and all are encouraged to attend.

Member Areson encouraged attendance of the Walsh Property Community Planning Committee meeting as the committee is working with the consultant on Goals and Objectives as well as the Vision Statement. The Local Comprehensive Plan Committee representatives will appear at the Walsh meeting to answer questions as well. The Open Space Committee has been meeting regularly as they are updating the Open Space and Recreation Plan that is now a 160-page document. The state has requirements which must be addressed in the document and that is the reason for its length. A final draft should be coming to the boards in the next couple of weeks. The Harbor Commission met two weeks ago and there is great concern about the breach at Corn Hill Beach and the North Jetty. Member Areson said that she has been attending Budget Task Force meetings. She encouraged citizens to attend Budget Task Force meeting if at all possible and to reach out to Town staff with any questions. Member

Areson concluded by thanking Town Manager Tangeman and Community Services Director Damion Clements for meeting with the community to answer questions about the Council on Aging. It was very much appreciated, and it was important for the elderly citizens to meet with Town leadership.

Member Dundas commented that he agreed with Member Areson's comments about participating in the Budget Task Force process. Member Dundas also expressed gratitude for the Members' appointment of Mr. Fink to the Concert Committee. Member Dundas recently met with the Concert Committee and noted that the programming that the Concert Committee schedules helped as a community recruitment tool. The Water and Sewer Board has two meetings scheduled for February and he will provide more information as it becomes available. The Cable and Internet Committee still has an online survey open to the public for input so please participate.

Vice Chair Weinstein wished everyone a Happy New Year. He apologized for his attendance recently, but he had major surgery just before Christmas and will likely have a reduced schedule through February. He expressed gratitude and thanks to the members of the community who have reached out to him with well wishes and offers of assistance.

Chair Reed announced the next Budget Task Force meeting is Tuesday, January 17, 2023, at 8:30 am. Assistant Town Manager Clark stated that the budgets to be briefed and discussed are Building, Finance, IT, and Town Clerk.

TOWN MANAGER REPORT

Town Manager Tangeman reviewed the agenda for the next Select Board meeting.

Upon completion of Town Manager Tangeman's report, Member Areson noted that she would like to add the topic of Open Space Plan to the agenda for a meeting in early February, but she will coordinate with Town Planner/Land Use Counsel Carboni.

Member Dundas made a motion to adjourn at 6:41 pm.

Member Areson seconded the motion.

Roll Call Vote:

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Dundas – Aye

Member Areson - Aye

Member Rein - Aye

Chair Reed – Aye

So voted, 5-0-0, 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

Memorandum from Alice Boyd and Cassie Boyd Marsh, Bailey Boyd Associates, Inc.

Cape Cod Time Public Hearing Proof

Eversource Energy Memorandum, Petition, Form of Order, Plan, Abutter Notification List

Public Hearing Legal Ad

Application to Serve and Chair's Comments (Carl Fink)

Childcare Voucher Program Report

Recommended Fee Schedule Adjustment for the Town Clerk's Fees

Linked: Housing Production Plan and Executive Summary

2022 Annual ABCC Reports from Truro

ABCC Annual Report Memorandum

Renewal Application for 2023: North Highland Camping Area

Renewal Application for 2023: Box Lunch Truro

January 10, 2023, Budget Task Force Meeting

Via GoToMeeting Platform

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

Select Board Members Absent: Robert Weinstein-Vice Chair

Others Present: Darrin Tangeman-Town Manager, Kelly Clark-Assistant Town Manager, Alex Lessin-Finance Director, Trudi Brazil-Town Accountant, Emily Beebe-Health & Conservation Agent, Damion Clements-Director of Community Services Stephanie Costigan-Truro School Superintendent, Robert Panessiti-Finance Committee (FinCom) Chair, Rich Wood-Finance Committee (FinCom) Vice Chair, Lori Meads-Finance Committee (FinCom) Clerk

Chair Reed called the meeting to order at 8:30 am and introduced Members and Town staff present.

FinCom Chair Panessiti introduced himself, FinCom Vice Chair Wood, and FinCom Clerk Meads. FinCom Chair Panessiti also called to order the FinCom meeting.

Chair Reed led the discussion and review FY2024 Budget for the following departments: Health & Conservation, Community Services, Recreation and Beach, and Council on Aging

Health & Conservation

Chair Reed recognized Health & Conservation Agent Beebe who presented a narrative summary for the Health & Conservation 2024 fiscal year budget.

Health & Conservation Agent highlighted the following topics: ***environmental projects, water supply, wastewater, human services, public outreach*** with adjacent four communities, ***vendor contracts*** (including Outer Cape Health Services and water supply consultant), ***increase in salary and wages*** for both Assistant Agents including a Ph.D. in Chemistry who was hired at a higher salary than originally anticipated), ***increase in the Community Navigator program, increase for the teens' program, alignment with the Select Board's Goals and Objectives, department sustainability challenges and grant reimbursements, recommended efficiencies, COVID/epidemic impacts, digitalization and technology, and revenues.***

Select Board comments or questions covering the following topics: environmental, water, and wage challenges and the Community Navigator program.

FinCom comments and questions included the following topics: next steps for the 22 property owners who have noncompliant septic systems and regarding sufficient resource support.

There were no public comments.

Chair Reed thanked Health & Conservation Agent Beebe for her presentation and efforts.

Community Services

Chair Reed recognized Community Services Director Clements who presented a narrative summary for the Community Services 2024 fiscal year budget.

Community Services Director Clements highlighted the following topics: ***overview of the Recreation and Beach Department, staffing*** (year-round and seasonal), ***partnerships*** with other committees and commissions, ***salaries and wages*** (increases for seasonal beach lifeguard program and increase to rates per classification and compensation study) , ***services*** (rentable portable tents, increase in service contracts, decrease in satellite phone service as it was placed in the Fire Department budget), ***supplies*** (increase in athletic supplies, increase in seasonal supplies, anticipated increase in gas/diesel prices, decrease in Personal Protection Equipment), and ***other unclassified charges*** (increase in instate travel, increase in dues and membership due to an increase of in-person events).

Member Areson noted that she learned at a meeting yesterday and became aware that the after-school program for young families had been cut out of the school budget. Member Areson suggested that this issue should be addressed and rectified to help young families. FinCom Clerk Meads commented that this issue has been a challenge for her employees who reside in Truro, and as a result, they have enrolled their children in Provincetown schools as an after-school program is provided. Chair Reed said that she was aware of a petition being circulated in Town requesting \$300,000 from free cash to be used for the after-school program for young families. Town Manager Tangeman commented that this should be a discussion during the Warrant season, so it is permanent for the community. Superintendent Costigan noted that her budget is 6% higher so the School Committee asked her to identify places where savings could occur. Superintendent Costigan recommended to the School Committee that next year school activities are offered until 4 pm year-round and she looked forward to the conversation with Town Manager Tangeman and Community Services Director Clements. Superintendent Costigan and Community Services Director Clements agreed that there is a need for this program. Community Services Director Clements said that the staffing for the program would be a challenge as the availability of staff is an obstacle. FinCom Vice Chair Wood said that there must be a balance between salaries for staff for an after-school program, as well as for other activities for adults, and the community services offered which citizens expect.

FinCom Members' comments were the proposed budget reflected the increase in the delivery of services, the increased costs of goods, and programs support the youth and adults through various programs.

Town Manager Tangeman commented that there was a lot of staff turnover in Community Services and there was reorganization. The increase in wages reflects the new wage scale in coordination with the union. He added that the intent next year is to have the Community Services Department transition into one combined budget so it would be easier to do an "apple to apple" assessment over the previous year. There have been discussions about possibly reducing the staff for the Council on Aging but reallocating those responsibilities to existing staff members working within the Community Services Department. There is a current need for additional drivers.

Recreation and Beach

Community Services Director Clements reviewed the main objectives of the Select Board Goals and Objectives including: the efficacy of the childcare voucher program, stewardship of the beaches, collaboration with the Council on Aging to expand services and programs for all ages, the digitization of Town services and records, requested **staffing changes** (Town Manager's reorganization is budget neutral), **sustainability** (environmental stewards of beaches and improve beach parking lots), **recommended efficiencies** (implementing more collaborative programs and events such as Polar Express and Halloween Party), **COVID/epidemic impacts** (program participation has not returned to pre-pandemic numbers), **digitization and technology** (need for HR software for onboarding and offboarding seasonal employees), **revenues** (reviewing summer recreation youth program, beach operation fees), and **capital planning** (Head of the Meadow, FY'24, and Corn Hill, FY'25, for beach parking lot pavement preservation and striping construction).

There were no Select Board comments or questions.

FinCom Clerk Meads asked when the beach fees were last adjusted, and Community Service Director Clements replied that the fees were adjusted in 2022 and were aligned with other Cape Cod communities. FinCom Vice Chair Wood commented that when examining seasonal passes fee adjustments those changes should be made in the best interest of Truro and no other Cape towns. FinCom Vice Chair Wood suggested that vacationers in Truro are likely willing to pay higher seasonal passes rather than traveling to beaches in other towns. FinCom Chair Panessiti voiced his support for all departments reviewing their respective fees associated with deliverable programs and services to remain competitive with other Cape towns as the cost of goods and salaries increase.

Council on Aging

Community Services Director Clements presented a narrative summary for the Council of Aging 2024 fiscal year budget. Community Services Director covered the following topics: **overview** (mission statement), **anticipated cost increases or decreases** (decrease in hourly wages due to reorganization, increase in printing due to newsletter, addition of telephone for security and safety, addition of health supplies to add a wheelchair for the Community Center, addition to replace office furniture at the CoA), **other unclassified charges** (addition workshop/conference for staff to attend MCOA Annual Conference).

There were no Select Board comments or questions.

FinCom Director Panessiti stated that he was not surprised that there were certain increases in the budget as services are returning post-COVID and meeting the needs of the community. He added that efficiencies need to be managed in delivering these services.

Community Services Director Clements reviewed the main objectives of the Select Board Goals and Objectives , including the Senior Needs Assessment and increasing the **digitization** of Town services and records and requested **staffing changes** (full-time, part-time, and on-call).

There were no Select Board comments or questions.

There were no FinCom comments or questions.

Chair Reed invited Town Manager Tangeman to comment on recent recruitment. Town Manager Tangeman commented that an offer had been extended to fill the vacancy of Deputy Director with a start date of January 23, 2023. The outreach coordinator position has been posted and he expected an offer within the next week. Finally, the administrative assistant role has yielded some very good candidates and he anticipated some interviews this week. Town Manager Tangeman was hopeful of having all three positions filled by the end of the month. Town Manager Tangeman credited Community Services Director Clements for his hard work.

Community Services Director Clements then continued with his main objectives of the Select Board Goals and Objectives including **sustainability** (none), **recommended efficiencies** (allow for skill/talent sharing of staff members), **COVID/epidemic impacts** (program participation and department involvement have not returned to pre-pandemic numbers and a need for subscriptions to continue to offer hybrid activities and programs), **digitization and technology** (continue to utilize the software product, “My Senior Center”, for programming and communicating to participants), **revenues** (many programs offered at no cost and the largest fee-based program is the Community Lunch program), **capital planning** (no requests for FY2024), and **other** (none).

Chair Reed noted that she was appreciative that hybrid options were available.

FinCom Chair Panessiti commented that FinCom Clerk Meads had left the meeting so there was no longer a quorum for the FinCom.

Community Services Director Clements then presented the line-item budget and was available for questions. Member Areson mentioned that the budgets were available on the Town website under Budget Task Force.

Chair Reed asked if anyone from the public had any questions and there were none.

Chair Reed invited Community Services Director Clements for any final comments. Community Services Director Clements that they are exploring solutions, such as RV trailers, to satisfy seasonal housing challenges. Town Manager Tangeman said he is exploring creative solutions by looking at other tourism-based economies with seasonal housing for employees. He added that he anticipated appearing in front of the Select Board and the Affordable Housing Trust to seek funds to help with seasonal housing now and the next couple of years.

FinCom Chair Panessiti thanked Community Services Director Clements for his work and presentation. FinCom Vice Chair Wood commented that the Cape Cod Baseball League has a housing program with local residents for college athletes who are on the Cape for the summer. FinCom Vice Chair Wood suggested approaching residents who may have rooms available to house seasonal employees who work for the Town for either compensation or for free.

There were no additional questions and Chair Reed thanked Community Services Director Clements for his hard work.

Asking for a motion to adjourn the meeting, at 10:22 am, Chair Reed was informed by Member Areson that there was no longer a Select Board quorum as Members Dundas and Rein had left the meeting.

Chair Reed announced that there would be another Budget Task Force meeting on Tuesday, January 18, 2023, at 8:30 am, to discuss the budgets for Finance, Building and Inspections, Town Clerk, and Information Technology.

Chair Reed thanked the participants and adjourned the meeting.

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

December 13, 2022, Meeting

Via GoToMeeting Platform

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

Select Board Members Absent:

Others Present: Darrin Tangeman-Town Manager, Kelly Clark-Assistant Town Manager, Stephanie Costigan-Superintendent & Director of Student Services, Jarrod Cabral-DPW Director, Damion Clements-Director of Community Services, Austin Smith-Deputy Director of Recreation and Beach Department, Tony Jackett-Harbormaster, Jon Nahas-Principal Assessor, Emily Beebe-Health & Conservation Agent, Dan Smith-Member of the Shellfish Advisory Committee, Carol Harris-Chair of the Climate Action Committee, Mitchell Buck (P.E.)-Woods Hole Group, Nils Wiberg (P.E.)-Fuss & O'Neill, Cristina Kennedy-Massachusetts Division of Ecological Restoration, Timothy Richards-Resident and Abutter to Mill Pond Road Culvert, Michael Miller-Resident and Abutter to Mill Pond Road Culvert

Chair Reed called the meeting to order at 5:01 pm.

PUBLIC COMMENT

Chair Reed recognized Joan Holt, a Truro resident, who commented on the loss of services for senior residents, the reduction of staff, programs, and service hours at the Council of Aging.

PUBLIC HEARING

A. New Application for Aquaculture Development Area Grant-Douglas Grey, 6 Blackfish Rd-Presenters: Douglas Grey, Dan Smith (Shellfish Advisory Committee), Tony Jackett, Harbormaster

Chair Reed read Mr. Grey's application and endorsement of support from Harbormaster Jackett. Chair Reed recognized Mr. Grey who provided information as to why he would like to receive approval for his application.

Harbormaster Jackett noted that he had assisted Mr. Grey with his application and supported the application. Additionally, Mr. Smith noted that although Mr. Grey does not have a lot of experience in aquaculture, the Shellfish Advisory Committee supported Mr. Grey's application.

Members discussed the following topics with Mr. Grey: scalability of the operation by utilizing best practices to gain profitability as soon as possible, the use of flow and grow cages so the oysters may accumulate growth on the oyster shell, delineation of the grant area boundaries so recreational boaters in the Pamet Harbor are aware of the operation with the use of buoys and the possibility to add signage so the public is aware of the grant area.

Chair Reed invited the members of the public to comment and there were none.

Chair Reed invited Town staff to comment and there were none.

Vice Chair Weinstein made a motion to adjourn the hearing.

Member Areson seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Dundas – Aye

Member Areson - Aye

Member Rein - Aye

Chair Reed - Aye

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

Vice Chair Weinstein made a motion to issue an aquaculture development area license to Douglas Grey of 6 Blackfish Road for grants #6-10 in the grant development area for a term of 2 years expiring December 31, 2024.

Member Areson seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Dundas – Aye

Member Areson - Aye

Member Rein - Aye

Chair Reed - Aye

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

Chair Reed announced the approval of the license to Mr. Grey and Mr. Grey thanked the Members.

INTRODUCTION TO NEW EMPLOYEES

A. Austin Smith-Deputy Director of Community Services: Recreation & Beach Department

Chair Reed recognized Director of Community Services Clements who introduced and welcomed Deputy Director Smith. Deputy Director Smith provided his professional background and his focus to make positive changes within the department.

Chair Reed and the Members welcomed Deputy Director Smith.

BOARD/COMMITTEE/COMMISSION APPOINTMENTS

A. Interview and Possible Appointment of Recreation Advisory Committee Full Member: Christine McGee

Chair Reed, along with the Members, conducted the interview of Ms. McGee using a standardized list of questions.

Member Dundas made a motion to appoint Christine McGee as an alternative member to the Recreation Advisory Committee for a 1-year term that will expire on June 30th, 2023.

Member Areson seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye
Member Dundas – Aye
Member Areson - Aye
Member Rein - Aye
Chair Reed - Aye
So voted, 5-0-0, motion carries.

Chair Reed congratulated Ms. McGee who thanked the Members.

B. Interview and Possible Appointment of Board of Assessors Full Member: Annie Ditacchio

Chair Reed, along with the Members, conducted the interview of Ms. Ditacchio using a standardized list of questions.

Member Rein made a motion to appoint Annie Ditacchio as a full member to the Board of Assessors for a 3-year term that will expire on June 30th, 2024.

Member Dundas seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye
Member Dundas – Aye
Member Areson - Aye
Member Rein - Aye
Chair Reed - Aye
So voted, 5-0-0, motion carries.

Chair Reed congratulated Ms. Ditacchio who thanked the Members.

C. Interview and Possible Appointment of Zoning Board of Appeals Full Member and Potential Alternate Member: Curtis Hartman, Joseph McKinnon, Nancy Medoff

Chair Reed, along with the Members, conducted the interviews (in alphabetical order) of Mr. Hartman, Mr. McKinnon, and Nancy Medoff using a standardized list of questions.

Upon completion of the interviews, the Members discussed the candidates and their preferences for the Full Member and the Alternate Member. Members Areson, Dundas, and Rein named Ms. Medoff as their preferred Full Member and Mr. Hartman and Mr. McKinnon as the Alternate Members. Chair Reed and Vice Chair Weinstein concurred with the preferences stated by their colleagues.

Member Areson made a motion to appoint Nancy Medoff as a Full Member of the Zoning Board of Appeals to the unexpired term of three years ending on June 30, 2023.

Vice Chair Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye
Member Dundas – Aye
Member Areson - Aye
Member Rein - Aye
Chair Reed - Aye
So voted, 5-0-0, motion carries.

Chair Reed congratulated Ms. Medoff on her appointment as a Full Member of the ZBA.

Member Areson made a motion to appoint Joseph McKinnon to an unexpired Alternate term on the Zoning Board of Appeals. The term expires on June 30th, 2023.

Vice Chair Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Dundas – Aye

Member Areson - Aye

Member Rein - Aye

Chair Reed - Aye

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

Chair Reed congratulated Mr. McKinnon on his appointment as an Alternate Member of the ZBA.

STAFF/COMMITTEE UPDATES

A. Cape Cod 5 Educational Mini-Grant Announcement for Truro Central School Recipients-Presenters: Stephanie Costigan, Superintendent/Director of Student Services and John Dundas, Select Board Clerk and Liaison to School Committee

Chair Reed recognized Superintendent Costigan who provided background on the Cape Cod 5 Mini-Grant. Chair Reed recognized Truro Central School teachers who were previous recipients of mini-grants and mentioned how the grants were used. Superintendent Costigan also noted how proud she was that so many teachers applied for the mini grants.

Chair Reed recognized Member Dundas who said that he appreciated the efforts of Superintendent Costigan, the teachers, and staff at Truro Central School who were making a positive impact on the children of Truro.

TABLED ITEMS

A. Continued Discussion and Potential Adoption of Community Service Award Program-Presenter: John Dundas, Select Board Clerk

Chair Reed recognized Member Dundas who provided an introduction and overview of his interactive PDF document that detailed the award program in honor of the late Fred Todd. Member Dundas thanked the Members for their comments and suggested edits which had been provided to him prior to tonight's meeting.

A discussion then ensued among Members with an exchange of several ideas regarding the award nominee process, the inclusion of former board or committee members for consideration, the naming of the award (upon approval from the Select Board) as the **"Fred Todd Community Service Award"**, and a letter for volunteers who are not selected for the award to acknowledge their contributions to the community.

This item will be further discussed at the January 10th, 2023, meeting and added to that meeting's agenda.

SELECT BOARD ACTION

A. Review and Approve the Dedication and Theme of the 2022 Annual Town Report-Presenter: Darrin Tangeman, Town Manager

Chair Reed recognized Town Manager Tangeman who said that this meeting item would only be a discussion item. Chair Reed asked Members for their ideas and suggestions. Hearing none, Chair Reed stated the members of the community would be given the opportunity to express their thoughts on the dedication and theme followed by a vote by the Select Board at an upcoming meeting.

B. Discussion and Possible Approval of Letter to Planning Board Related to Select Board FY'23 Objective #11-Presenters: John Dundas, Select Board Clerk, and Susan Areson, Select Board Members

Chair Reed recognized Member Dundas who provided the genesis for the Select Board letter to the Planning Board related to the Select Board FY'23 Objective. Member Dundas acknowledged the efforts of Planning Board Chair Anne Greenbaum, Planning Board Vice Chair Rich Roberts, and Member Areson.

Chair Reed recognized Member Areson who stated her appreciation for Member Dundas' efforts and that she supported the letter's approval.

Chair Reed stated that the letter was incomplete to her and didn't reference the playbook or the Housing Production Plan.

A discussion among the Members ensued and many opined that the letter was incomplete and discussed the Planning Board's expectation to have received the letter much sooner. Member Dundas suggested changing the date of the letter being sent to the Planning Board to July 30th, 2023, as it would give a more accurate "azimuth check" prior to the end of the fiscal year. Members concurred with Member Dundas.

After hearing the comments from the other Members, Chair Reed announced that there would be no vote this evening on the letter prepared by Member Dundas. Chair Reed said that this would be further discussed at a Select Board meeting in June 2023 with a target date of July 2023 for the approved letter to be sent to the Planning Board.

C. Discussion and Possible Vote for Mill Pond Road Culvert Replacement State Grant Contract-Presenter: Jarrod Cabral, DPW Director

Chair Reed recognized DPW Director Cabral who provided background on this project. Following his presentation, Members discussed this topic and agreed that the Mill Pond culvert replacement alternatives (item D) should not be decided until after a public hearing where public comments are received on this topic.

Member Areson made a motion to approve moving forward with the design and permitting for any one of the four alternatives suggested for Mill Pond and Mill Pond Road and authorize the Town Manager to sign the state contract.

Member Rein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein – Aye

Member Dundas – Aye
Member Areson - Aye
Member Rein - Aye
Chair Reed - Aye
So voted, 5-0-0, motion carries.

D. Discussion and Possible Vote on Mill Pond Road Culvert Replacement Alternatives-Presenter: Jarrod Cabral, DPW Director

Chair Reed announced that as discussed previously the Members would not vote on this item until after a Select Board meeting or public hearing was held to receive the public's input on this matter.

Chair Reed invited members of the public to offer comments prior to DPW Director Cabral's review of the four alternatives for Mill Pond Road. Climate Action Committee Chair Carol Harris and Health & Conservation Agent Emily Beebe made brief comments.

Chair Reed recognized DPW Director Cabral who reviewed the four alternatives for Mill Pond Road and provided background information regarding this matter. DPW Director Cabral briefly addressed the environmental impacts and benefits of the culvert replacement and breach alternatives.

DPW Director Cabral also briefly covered the following topics: roadway closure and roadway abandonment, legal review with Town Planner/Land Use Counsel Barbara Carboni, traffic counts and traffic studies, police department and fire department's input on the breaches, notification to abutters regarding the project, scope of work, road raising and the historic interest to the Town.

DPW Director Cabral asked Mr. Buck to provide an overview and summary of the design alternatives created by the Woods Hole Group and in collaboration with Fuss & O'Neill. After Mr. Buck's presentation, Chair Reed recognized Mr. Richards who stated that he supported a public hearing for the public to comment on the project.

Chair Reed recognized Mr. Wiberg who said that Mr. Mitchell had covered everything very well and noted that capital costs and end costs are a concern. Mr. Wiberg added that consideration was given to recreational users such as paddlers who would want to have access to an open channel.

Chair Reed recognized Mr. Miller who commented that the Select Board may want to consider a pedestrian/bike path above the breach as the area is popular with pedestrians and bicyclists.

Chair Reed thanked the presenters for their work and the members of the public for their comments.

CONSENT AGENDA

Prior to the Consent Agenda, Chair Reed recognized Member Areson who had a couple of corrections for the Minutes on 11/9/2022 (remove stray letter under paragraph F, add "she knew that", add Member Areson's memorandum to the minutes, change "handbook" to "playbook").

A. Review/Approve and Authorize Signature: None
Review and Approve Appointment Renewals: None

C. Review and Approve 2023 Annual Business Licenses-North Truro Camping Area and Adventure Bound Camping Resort at Horton's (Transient Vendor); Truro Vineyards (Lodging)
D. Review and Approve Select Board/Planning Board Joint Minutes of 10/25/2022; Select Board Regular Meeting Minutes of 10/25/2022; Select Board Regular Meeting Minutes of 11/9/2022

Member Areson made a motion to accept the Consent Agenda with the amended edits for the meeting minutes for 11/9/2022.

Member Rein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein – Not present due to technical issue

Member Dundas – Aye

Member Areson - Aye

Member Rein - Aye

Chair Reed - Aye

So voted, 4-0-0, motion carries.

SELECT BOARD REPORTS/COMMENTS

Vice Chair Weinstein said that he attended the most recent Energy Committee meeting yesterday. The Energy Committee is exploring an RFP for a private developer to install a solar array at the Truro Transfer Station. It is enough area where it could produce 1 megawatt of power. There are federal tax credits available, and the IRS looks very favorably upon communities which develop brown field areas for solar arrays. The Energy Committee also discussed in detail the possibility of utilizing roof areas of Town-owned buildings and confirming those roof areas with satellite imagery. These efforts could result in significant revenues for Truro.

Member Dundas said he wished everyone Happy Holidays and thanked Town staff for their efforts during the budgeting process.

Member Areson said she wanted to apologize to Ms. Holt and that she was sorry that Ms. Holt was muted at the last meeting. Member Areson added that she would like Town Manager Tangeman to provide a report on the Council of Aging and the hiring process. The Local Comprehensive Plan Committee (LCPC) has started an outreach campaign on a draft Vision Statement so the LCPC would like to appear at a Select Board meeting in January 2023 to present it. The ad hoc Housing Committee has met several times to discuss ideas and collaborations around housing. Member Areson will return to the Select Board in mid-January 2023 to report on the items discussed. Member Areson congratulated the Walsh Property Community Planning Committee (WPCPC) on a great event last week. Member Areson wished everyone a Happy Holiday season.

Member Rein thanked Superintendent Stephanie Costigan, Principal Patrick Riley, and the custodial staff at Truro Central School for allowing the Walsh Property Community Planning Committee (WPCPC) to hold its event last week at the school. Member Rein also noted the great work and effort done by the WPCPC in hosting the public outreach event. It was an informative event and allowed the public to ask questions and provide input. Member Rein thanked everyone who participated in the event as well. Member Rein wished everyone a Happy Holiday season and a joyous New Year.

Chair Reed reported that she had attended on December 8th, 2022, a roundtable discussion with the Baker-Polito Administration where it was announced that Truro and the Cloverleaf will receive federal

and state low-income housing tax credits and subsidiary funds. The Town staff is working on a press release to obtain exact numbers so that information can be shared with the community.

TOWN MANAGER REPORT

Chair Reed acknowledged Ms. Holt's comments regarding the Council on Aging (CoA) at the last Select Board meeting as well as this evening's meeting. Chair Reed noted that Town Manager Tangeman had addressed those concerns at the previous Select Board meeting, but Ms. Holt may not have been present during that portion of the meeting.

Chair Reed then invited Town Manager Tangeman to provide an update on the recruitment of staff for the CoA prior to his Town Manager Report.

Town Manager Tangeman provided a quick update for the recruitment of a deputy director for the CoA and has extended the recruitment. There will be two interviews this Thursday for highly qualified candidates for this role. Additionally, the interview process continues for an administrative assistant that supports the Recreation Department and CoA. The CoA's Community Outreach Report has arrived, and it will be provided to the new deputy director once hired. The job market has been challenging yet the Town is doing its best to expand its marketing opportunities to attract highly qualified candidates for the current Town vacancies.

NEXT MEETING AGENDA

Town Manager Tangeman provided an overview of the agenda for the next regular meeting on Tuesday, January 10th, 2023.

Chair Reed thanked the Members and wished everyone a Happy Holiday season.

Member Dundas made a motion to adjourn at 8:27 pm.

Vice Chair Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Dundas - Aye

Member Areson - Aye

Member Rein - Aye

Chair Reed - Aye

So voted, 5-0-0, 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

Public Hearing Notice

Douglas Grey Aquaculture Application

Shellfish Advisory Committee October 27, 2022, Minutes

Aquaculture Development Area Regulations (see Section 10)

Application to Serve (Christine McGee); Chair's comments

Application to Serve (Annie Dittachio); Chair's comments

Application to Serve (Curtis Hartman)

Application to Serve (Joseph McKinnon)

Application to Serve (Nancy Medoff)

Updated Draft of Community Service Evaluation Form

List of 2022 Deaths and Retirements – to be provided

Draft Planning Board Letter

Standard Massachusetts State Contract with Scope of Services

Conceptual Design Report from Woods Hole Group

Alternatives Assessment Technical Memorandum from Fuss & O'Neill

Renewal Application for 2023: North Truro Camping Area

Renewal Application for 2023: Adventure Bound Camping Resort at Horton's

Renewal Application for 2023: Truro Vineyards

Select Board Meeting Minutes

Consent Agenda Item: 8E4

November 15, 2022, Meeting

Via GoToMeeting Platform

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

Select Board Members Absent:

Others Present: Darrin Tangeman-Town Manager, Kelly Clark-Assistant Town Manager, Jarrod Cabral-DPW Director, Tony Jackett-Harbormaster, Betty Gallo-Member of the Truro Housing Authority

Chair Reed called the meeting to order at 5:01 pm.

PUBLIC COMMENT

There were no public comments.

PUBLIC HEARINGS

None

INTRODUCTION TO NEW EMPLOYEES

None

BOARD/COMMITTEE/COMMISSION APPOINTMENTS

None

STAFF/COMMITTEE UPDATES

None

TABLED ITEMS

None

SELECT BOARD ACTION

A. Presentation on Results of Port to Port: Profiles and Analysis of the Massachusetts Commercial Fishery-Presenter: Doreen Leggett, Community Journalist and Communications Officer of the Cape Cod Commercial Fishermen’s Alliance (CCCFA)

Chair Reed introduced Ms. Leggett who briefly provided historical background on the creation of the CCCFA and the establishment of commercial fishery profiles and analysis of commercial fishing ports in

Massachusetts. Ms. Leggett appeared at this evening's meeting to raise awareness of Truro's commercial fishery profile released by a 2021 Massachusetts report that was prepared with input from the harbormaster. Ms. Leggett reviewed Truro's port profile data with the Members and highlighted the issues of dredging, limited parking, the need for increased recreational dock space, available grants, and regional collaborations which are important to the success of Truro's commercial fishing industry.

Chair Reed thanked Ms. Leggett for her presentation and then recognized Harbormaster Jackett who provided an overview of Truro's current commercial fishery conditions as well as challenges affecting local commercial fishermen. A discussion followed among Members, Harbormaster Jackett, and Ms. Leggett to further explore the CCCFA's increased numbers in membership; the accuracy of the report's identifying 37 vessels with a Truro homeport; the definition of a "**permitted harvester**" as the report indicated 44 permitted harvesters with a Truro address; and the notation in the report that Truro's ramp and hoist need repair as Truro does not have a hoist.

Vice Chair Weinstein noted that if the reported information is indeed accurate it would present Truro with the opportunity to put pressure on the Commonwealth's Division of Marine Fisheries, through the division's public access grants, to improve Truro's harbor. Chair Reed asked Ms. Leggett to continue the dialogue with Vice Chair Weinstein through coordination with Town staff. Ms. Leggett thanked the Members and left the meeting.

B. Discuss and Potentially Adopt a Community Service Award Program Presenter-John Dundas, Select Board Clerk

Chair Reed recognized Member Dundas who thanked Town Manager Tangeman and Assistant Town Clerk Clark for their support in this endeavor. Member Dundas provided background on the establishment of this community service award program named in honor of Fred Todd a longtime community volunteer and beloved resident of Truro who had recently passed away. Member Dundas noted that Mr. Todd's family members were delighted that this award was named in Mr. Todd's honor.

Member Dundas reviewed the criteria for nominations, voting on the nominations, the development of a recognition coin and certificate, and the public presentation to the awardee by the Town leadership and a member of the Todd family. Members discussed the criteria and the nomination process, and unanimously supported the establishment of this award program. Member Dundas thanked the Members for their input and comments. Member Dundas proposed that he incorporate the Members' suggestions and return with a more completed document at the next meeting.

Chair Reed thanked Member Dundas and noted that this will be a tabled item for the next meeting in December.

C. Review and Approve Allocation of Affordable Housing Trust Funds for Rental Assistance Program-Presenter: Betty Gallo, Truro Housing Authority (THA) Member

Chair Reed recognized Ms. Gallo who provided background on the program as well as the status of budgeted funds and grant monies to support participants in the program. Participants apply for financial support to reduce utility costs and access community food resources. Ms. Gallo stated that six Truro families are currently enrolled in the program and that five families were in the process of enrollment. Ms. Gallo noted that the THA is developing an outreach program to reach more community members as the Housing Production Plan indicated that as many as 25% of Truro's residents are unemployed during

the off-season. Ms. Gallo requested the allocation of trust funds in the amount of \$50,000 per year be extended for an additional two years.

Members thanked Ms. Gallo for her efforts and voiced their support for the program moving forward.

Vice Chair Weinstein made a motion to allocate up to \$50,000 for this year and another \$50,000 for next year, totaling \$100,000, from the Affordable Housing Trust Fund for the Rental Assistance Program.

Member Dundas seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Dundas – Aye

Member Areson - Aye

Member Rein - Aye

Chair Reed - Aye

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

Chair Reed recognized Ms. Gallo who thanked the Members. Ms. Gallo also thanked Assistant Town Manager Clark, Town Planner/Land Use Counsel Barbara Carboni, and Town Administration's Executive Assistant Noelle Scoullar for their help in this process.

D. Review and Approve Request for DPW Excavator Purchase-Presenter: Jarrod Cabral, Public Works Director

Chair Reed recognized DPW Director Cabral who provided background and stated the need for this purchase in the amount of \$184,985. Members and DPW Director Cabral discussed the following topics: whether Truro should purchase an extended warranty (not purchased) and a brief review of the Chapter 90 Account and its purpose.

Member Rein made a motion to approve the request for the purchase of the John Deer excavator and to authorize the Town Manager to sign the Chapter 90 authorization document.

Member Dundas seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Dundas – Aye

Member Areson - Aye

Member Rein - Aye

Chair Reed - Aye

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

CONSENT AGENDA

Chair Reed reviewed the Consent Agenda and Member Areson commented that the Select Board minutes from the October 11th, 2022, meeting included a long paragraph regarding the Select Board's Goals and Objectives. Member Areson suggested the paragraph be removed and replaced with the following language:

“Select Board Members discussed progress on their 2022 Goals and Objectives. The discussion, actions, and progress made are reflected in a chart attached to these minutes.”

Member Areson’s suggestion was supported by all the Members.

Prior to the vote on the Consent Agenda, Chair Reed recused herself from the portion of the Consent Agenda regarding the liquor licensing for Chequessett Chocolate.

A. Review/Approve and Authorize Signature: None

Review and Approve Appointment Renewals: None

C. Review and Approve 2023 Annual Alcohol Licenses-Montano’s Restaurant, Truro Vineyards, and Pamet Valley Package

D. Review and Approve the ABCC 2023 Renewal Certification Form for Alcohol Licenses

E. Review and Approve Select Board Minutes; October 11, 2022

Chair Reed made a motion to accept the Consent Agenda with the amended changes approved by the Select Board related to the Meeting Minutes of 10/11/22 and the recusal of Chair Reed regarding the Chequessett Chocolate licensing.

Member Dundas seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Dundas – Aye

Member Areson - Aye

Member Rein - Aye

Chair Reed - Aye

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

SELECT BOARD REPORTS/COMMENTS

Vice Chair Weinstein said that deer hunting season has begun, and the public should be aware. Vice Chair Weinstein also reminded the public that deer hunting is permitted in the National Seashore.

Member Dundas said that the Truro Central School was hosting its annual Thanksgiving feast on Tuesday, November 22nd, 2022. Member Dundas reminded Members that he and Member Areson are working on a draft letter for the Planning Board and the Economic Development Committee. Member Dundas noted that it was his intent to add the draft letter to the agenda for the first Select Board meeting in December.

Member Areson said that the Open Space Committee will host a forum on Thursday, November 17th, 2022, at 5:30 pm, to gather the public’s comments on the Open Space and Recreation Plan. Member Areson added that December 6th, 2022, is also the start of the Budget Task Force’s hearings and she encouraged the public to attend. More information is available on the Town’s website and the meetings will be recorded. Member Areson also asked to add a discussion of in-person Select Board meetings to the agenda of an upcoming meeting. Member Areson requested that after the holidays the Select Board in office hours be reinstated as they are very important. The Local Comprehensive Plan Committee (LCPC) will meet on Monday to work on the Vision Statement and Growth Policy.

Member Rein said that the Town currently has three open surveys (Open Space and Recreation Plan, Cable and Internet Access, and the Library 5-Year Strategic Planning) which are available on the Town website and Member Rein encouraged residents to complete the surveys online.

Chair Reed said that she has received complaints from residents regarding tacks on National Seashore trails around Truro. Bicyclists have discovered tacks in their bicycle tires after the completion of their rides. Chair Reed noted that is a National Seashore issue. Chair Reed requested anyone who is placing tacks on the trails to refrain from doing so as the tacks can severely injure wildlife.

TOWN MANAGER REPORT

Town Manager Tangeman announced that the Town had two firefighters/EMTs (Kate Dorsey and Braden Wilson) who graduated recently from the Stowe Fire Academy. Town Manager Tangeman said that Truro was awarded the MassDevelopment Underutilized Properties Program 2023 grant for \$900,000 to offset the cost of potential housing and other issues which need to be addressed with those funds. A more formal announcement of the grant will be forthcoming through a press release and it will detail how those monies will be spent. Town Manager Tangeman recognized Assistant Town Manager Clark and DPW Director Cabral for their efforts in obtaining approval for the grant. Town Manager Tangeman congratulated Town Clerk Kaci Fullerton on a very successful election as it resulted in many voters participating in the election process and without any issues.

NEXT MEETING AGENDA

Town Manager Tangeman provided an overview of the agenda for the next regular meeting on Wednesday, December 6th, 2022.

Member Areson made a motion to adjourn at 6:45 pm.

Chair Reed seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Dundas - Aye

Member Areson - Aye

Member Rein - Aye

Chair Reed - Aye

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

Respectfully submitted,



Alexander O. Powers

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

Public Records Material Attachments

Legal Notice

Cape Cod Commercial Fishermen's Alliance General Introduction

Port Profile: Truro

Massachusetts Commercial Fishing Port Profiles

Criteria

Excavator Quote

Chapter 90 Project Request Form

2023 Annual Alcohol ABCC Applications-signed by business owners

Chief of Police Approval Memo

2022 Annual Alcohol Licenses

Annual Alcohol Beverages Control Commission Renewal Certification 2023

Email from FarmMaid Foods Inc. dba Chequessett Chocolate owner regarding 2023 license