



Truro Select Board Hybrid Meeting

Tuesday, July 11, 2023

Work Session-4:00pm

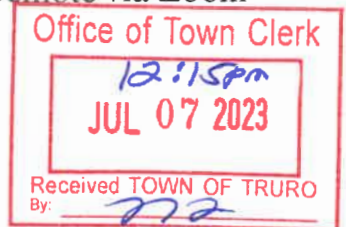
Regular Meeting-5:00pm

Truro Town Hall, 24 Town Hall Road, Truro and remote via Zoom

WORK SESSION—4:00 pm

<https://zoom.us/j/94474149594>

1-305-224-1968 Meeting ID: 944 7414 9594



This will be a hybrid (in-person *and* remote) meeting. Citizens can access the meeting in person or can **call-in at 1-305-224-1968 and enter the following access code when prompted: 944-7414-9594** or you may join the meeting from a computer, tablet or smartphone by entering the follow URL into your web browser: <https://zoom.us/j/94474149594>. Work Sessions are not livestreamed on Channel 18/Truro TV.

Per Select Board Policy 56: Select Board Work Sessions, the meeting is open to the public, however comments from the public will not be taken and votes will not be taken. To view Policy 56, please visit: www.truro-ma.gov/sites/g/files/vyhlf9766/f/uploads/policy_56_select_board_work_sessions_policy_2015_changes.pdf

1. Open Work Session
2. Town Manager Evaluation and Goal Setting
3. Close Work Session

REGULAR MEETING—5:00 pm

<https://zoom.us/j/92015205312>

1-305-224-1968 Meeting ID: 920 1520 5312

This will be a hybrid (in-person *and* 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 at 1-305-224-1968 and enter the following access code when prompted: 920 1520 5312 or you may join the meeting from a computer, tablet or smartphone by entering the follow URL into your web browser: <https://zoom.us/j/92015205312>** Please note that there may be a slight delay (15-30 seconds) between the meeting and the live-stream (and television broadcast). If you are watching the meeting and calling in, please lower the volume on your computer or television during public comment so that you may be heard clearly. We ask that you identify yourself when calling in to help us manage multiple callers effectively.

1. PUBLIC COMMENT
2. PUBLIC HEARINGS – NONE
3. **INTRODUCTION TO NEW EMPLOYEES**
 - A. Introduction of Truro Police Department Employees: Kyle Crombie and Kurtis Dimitres
4. **BOARD/COMMITTEE/COMMISSION APPOINTMENTS**
 - A. Interview and Possible Appointment: Susan Whouley-Beach Advisory Committee
 - B. Interview and Possible Appointment: Shari Stahl-Open Space Committee

5. STAFF/ COMMITTEE UPDATES

- A. Public Works Facility Update on Peer Review and Site Location Town Meeting Actions
Presenter: Jarrod Cabral, Public Works Director

6. TABLED ITEMS – NONE

7. SELECT BOARD ACTION

- A. Outer Cape Community Solutions (OCCS): Outer Cape Wellness Happenings
Presenter: Emily Beebe, Health Agent, and Alex Nelson, Network Coordinator of OCCS
- B. Review and Make Determination: Disclosure by Non-elected Municipal Employee of Financial Interest and Determination by Appointing Authority as required by MGL C. 268A § 19: Christopher Lucy
Presenter: Christopher Lucy, ZBA Vice-Chair, and Darrin Tangeman, Town Manager
- C. Review and Approve Dates Certain for FY2024 Select Board Goals and Objectives
Presenter: Darrin Tangeman, Town Manager
- D. Review and Approve Revised Select Board Policy 13: Appointments and Approve Modification to Application to Serve
Presenter: Susan Areson, Select Board Vice-Chair
- E. Review and Approve Land Cape, Inc DBA Coastal Custom Builders Contract for Public Safety Building Envelope Improvements
Presenter: Jarrod Cabral, DPW Director
- F. Review and Approve SumCo Eco-Contracting LLC Contract for Pamet Harbor North Jetty Breach Mitigation
Presenter: Jarrod Cabral, DPW Director
- G. Establishment of Community Preservation Committee Assistant Position
Presenter: Sue Areson, Select Board Vice-Chair and Liaison to the Community Preservation Committee

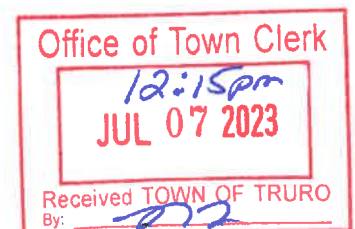
8. CONSENT AGENDA

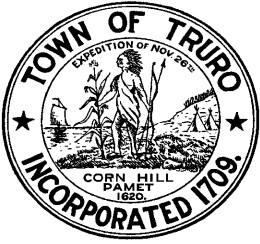
- A. Review/Approve and Authorize Signature:
1. Application for One Day Pouring License-Pamet Harbor Yacht Club
 2. Application for Entertainment Licenses; Friends of the Truro Meeting House-July 23, July 30, August 6
 3. Application for Entertainment and One-Day Pouring Licenses; Truro Center for the Arts-July 18, July 22, August 5, August 25/26
 4. Memorandum of Agreement (Amendment to employment agreement) for Thomas Powers, Deputy Police Chief
- B. Review and Approve Appointment Renewals: Linda Noons-Rose-Conservation Commission
- C. Review and Approve Amendment to Childcare Voucher Eligibility Criteria
- D. Review and Approve Select Board Minutes: None

9. Select Board Reports/Comments

10. Town Manager Report

11. Next Meeting Agenda: July 25, 2023





TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: July 11, 2023

ITEM: Introduction of Truro Police Department Employees

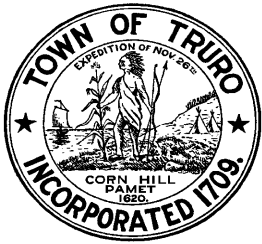
EXPLANATION: Police Chief Jamie Calise will introduce the Board and the community to Patrol Officers Kyle Crombie and Kurtis Dimitres, Truro's two newest police academy graduates.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: N/A

ATTACHMENTS: N/A



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: July 11, 2023

ITEM: Interview and Possible Appointment of Susan Whouley to the Beach Advisory Committee

EXPLANATION: Susan Whouley has submitted an application to serve on the Beach Advisory Committee. There are two full member vacancies, both of which are terms that will expire June 30, 2026.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: This Committee lost two members recently. Not filling this vacancy may result in the inability of the Committee to meet quorum requirements.

SUGGESTED ACTION: *Motion to Appoint Susan Whouley to the Beach Advisory Committee for a three-year term expiring June 30, 2026.*

ATTACHMENTS:

1. Application to Serve

Truro

Application to Serve on a Board or Committee

Last Name

WHOLEY

First Name

SUSAN

Middle Initial

M

Email Address

RCVD 2023JUN12 am12:18

ADMINISTRATIVE OFFICE

TOWN OF TRURO

Phone Number

Address (Street)

6 SHORE ROAD UNIT #24

Address (City)

NORTH TRURO

Address (State)

MA

Address (Zip Code)

02652

Mailing Address (Please indicate box number and zip code)

PO BOX 185 02652

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

Are you a full-time resident of Truro?

*] Yes

] No

Are you registered to vote in Truro?

*] Yes

] No

What Board/ Committee Are You Applying For?

BEACH ADVISORY COMMITTEE

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

INTEREST IN WORKING WITH OTHERS THAT SHARE MY DESIRE IN PRESERVING AND IMPROVING ALL ASPECTS OF TRURO LIFE.

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:

BIKE & WALKWAYS COMMITTEE

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

PROFESSIONAL EXPERIENCE ONLY. WORKED WITH TEAMS THROUGHOUT MY CAREER AS PART OF A TEAM AND ALSO AS A MANAGER.

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.

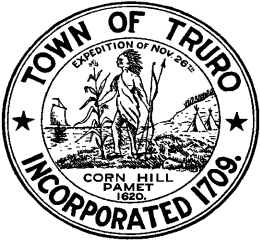
COMMUNICATES WITH AND PROVIDES LOCAL OFFICIALS WITH A VARIETY OF TECHNICAL ASSISTANCE. BACHELOR OF SCIENCE DEGREE, MERRIMACK COLLEGE; DOUBLE MAJOR IN ACCOUNTING & FINANCE. CERTIFIED GOVERNMENT FINANCIAL MANAGER; MEMBER OF ASSOCIATION OF GOVERNMENT ACCOUNTANTS & BOSTON CHAPTER.

Signature

SUSAN WHOULEY

Date

Jun 12, 2023



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: July 11, 2023

ITEM: Interview and Possible Appointment of Shari Stahl to the Open Space Committee

EXPLANATION: Shari Stahl has submitted an application to serve on the Open Space Committee which has one full member vacancy. All policy forms and online training are up to date.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Not filling this vacancy may result in the inability of the Committee to meet quorum requirements.

SUGGESTED ACTION: *Motion to Appoint Shari Stahl to the Open Space Committee for a three-year term expiring June 30, 2026.*

ATTACHMENTS:

1. Application to Serve

Truro

Application to Serve on a Board or Committee

Last Name

Stahl

First Name

Shari

Middle Initial

A

Email Address

[Redacted]

Phone Number

[Redacted]

Address (Street)

5 Daniel Lane

Address (City)

North Truro

Address (State)

MA

Address (Zip Code)

02652

Mailing Address (Please indicate box number and zip code)

P O Box 470 zip 02652

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

RCVD 2023 JUN 13 PM 1:31

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?

Open Space Committee

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

I was asked to apply by two members of the Open Space committee for the vacancy. I value the mission and goals of this committee and would like to serve my community. I understand the responsibilities of serving on a town committee as I have served on the Beach Advisory Committee (formerly Commission) and the Truro Cultural 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

[*] 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.

Besides currently serving on the Truro Cultural Council and the Beach Advisory Committee, I was a board member of the Pamet Harbor Club and am currently a board member of the Provincetown Yacht Club. When I lived in Vermont many years ago, I was a justice of the peace and member of the board of civil authority which heard disputes. I was also the Democratic Committee town chair and had a seat on the County Democratic Committee.

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

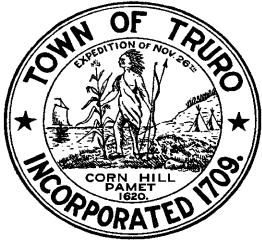
When I lived in Vermont, I was staff for the Legislative Council and provided administrative support and research on policy to two committees, one in the state House of Representatives and one in the state Senate. I earned a paralegal certificate and have a bachelor's and master's degree in liberal arts. I worked for state government, non-profits, mental health agencies and was also self-employed before retiring in 2014 and moving to Truro full time.

Signature

Sharon A. Stahl

Date

Jun 13, 2023



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: DPW

REQUESTOR: Jarrod J. Cabral

REQUESTED MEETING DATE: July 11, 2023

ITEM: Public Works Facility Update on Peer Review and Site Location Town Meeting Actions

EXPLANATION: Public Works Director Cabral will provide a brief update on the status of the requested consulting services to perform a peer review of the Weston & Sampson (W&S) deliverables. He will also provide some information related to future Town Meeting actions that would be associated with the properties.

Peer Review:

- The Town has contracted with CHA, a full-service design, cost estimating, and project management company. CHA is a multi-disciplined architectural, engineering and construction management firm, and was founded more than 70 years ago.

Town Meeting requirements for 340 Route 6:

- 2/3 vote is required at Town Meeting for the site to be used for a Public Works Facility.
- 2/3 vote required for borrowing authorization.
- A borrowing authorization would also need to be a ballot question at the Town election.

Notes:

- Weston & Sampson is monitoring two bid openings and will update our cost estimate based on those bid results.
- There is a meeting scheduled with Cape Light Compact and Galligan Energy Consulting on July 18th to review possible green community grant funding and tax rebate opportunities for new municipal construction.

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: *None. Discussion only.*

ATTACHMENTS:

1. Prior legal opinions on 340 Route 6
2. SB meeting minutes from Feb 11, 2020



KOPELMAN AND PAIGE, P.C.
The Leader in Public Sector Law

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 Boston, MA 02110
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 F: 617.654.1735
 www.k-plaw.com

February 24, 2015

John W. Giorgio
 jgiorgio@k-plaw.com

CONFIDENTIAL – NOT A PUBLIC DOCUMENT

Ms. Rae Ann Palmer
 Town Administrator
 Town of Truro
 24 Town Hall Road
 P. O. Box 2030
 Truro, MA 02666

Re: Potential Development of Town Property on Route 6 for Affordable Housing Purposes

Dear Ms. Palmer:

As part of the Town Counsel selection process, the Town has requested that Kopelman and Paige, P.C., provide an opinion regarding the potential division of a 6.77 acre parcel of Town-owned land located at Route 6 and Parker Drive (the "Property"). We have been informed that the Town acquired the Property by eminent domain in 1990. We understand further that the Property is improved by a combined fire/police/rescue facility (the "Public Safety Facility") and a free-standing telecommunications tower (the "Tower"). The Town is exploring the potential of dividing the Property into two parcels, one that would contain the Public Safety Facility and Tower and one that would be leased for affordable housing (the "Housing Parcel").

First, the Board of Selectmen asks whether a flyer sent by the Town's Building Committee in October 1992 to all Town residents while the Public Safety Facility was under consideration and/or the three special permits issued by the Board of Appeals for the Public Safety Facility and the Tower constitute a permanent guarantee that the then-existing buffer would be maintained. Second, the Board asks whether the 1990 Order of Taking pursuant to which the Town acquired the Property precludes the Town from leasing the Housing Parcel for affordable housing.¹

SUMMARY OF OPINION

In our opinion, based solely on the information provided and subject to the qualifications contained in this letter, neither the flyer nor the special permits created a legal obligation to maintain

¹ The intent of the Town with respect to the disposition of the land for affordable housing purposes is not entirely clear from the information provided. Specifically, there is reference to the potential use of the Housing Parcel by the Truro Housing Authority. There is also a reference to the potential of leasing the Housing Parcel to a developer for affordable housing. For purposes of this opinion, we assume that the Town intends to enter into a long-term ground lease (up to 99 years) with a private developer for the construction of affordable housing. If the Town intends to lease or convey the Housing Parcel to the Truro Housing Authority for affordable housing purposes, the Town would follow the same procedures set forth in this letter, except that the Town would not have to issue a request for proposals ("RFP") to sell or lease the Housing Parcel to the Truro Housing Authority because such a transaction between two governmental entities is exempt from the public bidding requirements of G.L. c.30B.

Ms. Rae Ann Palmer
Town Administrator
February 24, 2015
Page 2

the then-existing buffer. Furthermore, it is our opinion that the Housing Parcel may be leased or conveyed to a private developer or the Truro Housing Authority for affordable housing purposes, provided that the Board of Selectmen determines that the Housing Parcel is no longer needed for the purposes stated in the 1990 Order, and further that Town Meeting votes to change the purpose for which the Housing Parcel is currently held and authorizes the Board of Selectmen to lease or convey the Housing Parcel. In our further opinion, Town Meeting may authorize the Selectmen to impose on the Housing Parcel a restriction limiting use of the Housing Parcel to affordable housing purposes for such term of years as the Town deems appropriate. These issues are discussed in further detail, below.

FACTS

The within opinion is based on the facts you have provided. Although we have reviewed many potentially relevant on-line records available at the Barnstable Registry of Deeds, we have not independently verified the facts provided or conducted a full title examination. We recommend, of course, that the Town undertake such action prior to proceeding with the land disposition.

On June 5, 1990, Town Meeting authorized the Board of Selectmen to acquire the Property by eminent domain for "the potential construction of a Police Station and/or Fire Station and for other, lawful future Town uses." The Property was at that time owned by William E. Dacey, III, Trustee of Truro Plaza Nominee Trust, and, according to the deed to the Property, subject to restrictions set forth in a document entitled "Protective Covenants" (the "Protective Covenants") recorded in 1969 by Edward and Miriam Fowler, the developers of the Tru-Haven Village subdivision. The Protective Covenants, enforceable by the subdivision lot owners, permit the subdivision lots to be used only for single-family residential purposes, require specific setbacks, and contain other use restrictions. Further title research would be required to determine if the Protective Covenants in fact encumbered or continue to encumber the Property. The Protective Covenants, which are stated to be enforceable for a 50-year term, specifically exclude "that area along Route 6 approximately 600 feet in length and 500 feet in depth zoned for general business by the Town of Truro." It is unclear if the Property constitutes this excluded parcel or if the Protective Covenants are still enforceable under G.L. c.184, §§26-30.

In any event, however, on June 18, 1990, the Board of Selectmen took the Property by eminent domain in fee simple for potential construction of a police and/or fire station and for other lawful, future Town uses. The 1990 Taking specifically excluded two utility easements, thereby allowing them to continue to encumber the Property. To the extent that the Protective Covenants applied to the Property, however, they were extinguished by the taking, in our opinion, as no specific provision of the order of taking excluded the Protective Covenants. Of course, as indicated, we have not examined Registry records to determine if the Property subsequently became subject to the Protective Covenants, or to confirm whether the Town agreed to be bound to the Protective Covenants by other means.

Ms. Rae Ann Palmer
Town Administrator
February 24, 2015
Page 3

In the Spring of 1992, Town Meeting authorized the Building Committee to design the Public Safety Facility and although the relevant vote was not provided for our review, presumably at some point appropriated the necessary funds for the Project. On October 16, 1992, the Town Building Committee sent a flyer to all Town residents regarding the proposed design of the Public Safety Facility. The flyer indicated that, "The proposed building is separated from residential areas by woods." It is not clear in what context the flyer was sent to the residents of the Town.

On December 23, 1992, the Board of Appeals issued a special permit to allow construction of the Public Safety Facility at the Property in accordance with the plans submitted. The plans were not provided for our review. This decision expressly conditioned the relief upon a requirement that, "No part of the structure of the Fire-Rescue-Police facility shall be closer than 90 ft. from the easterly property line." On March 8, 1993, the Board of Appeals issued a second special permit, to allow construction of a monopole tower at the Property with a height of between "150' and 100'" above grade as per the siting plans and upon the condition that the tower be used exclusively for fire, police and rescue operations. Finally, on November 19, 1993 the Board of Appeals issued a third special permit for a free-standing communications tower (not a monopole) at the Property with a height of 150 feet above site grade. This decision stated that the Board, "urges that there be appropriate professional landscaping and reasonable concealment measures in order to better camouflage the fencing and the lower section of the tower, namely those parts of the structures and surroundings that will be most evident to passersby and abutters."

OPINION

1. Do the flyer and special permits constitute a guarantee that an existing buffer at the Property "will remain in its present size and state?"

In our opinion, based upon the facts described above, the flyer and special permits do not constitute a permanent guarantee (i.e., a legally enforceable restriction) that a specific buffer existing at the Property in 1992 would "remain in its [then] present size and state."

The flyer sent by the Building Committee is simply informational in nature. For that reason, in our opinion, no representations made in the flyer could create a requirement that the Town maintain any specific buffer. In our further opinion, only a special permit condition imposed by the Zoning Board of Appeals or a restriction imposed by Town Meeting on the use of the land could impose a legal restriction of this nature.

The 1992 Public Safety Facility special permit contains a condition that the Facility itself be set back at least 90 feet from the easterly property line. It is critical to determine whether the Housing Parcel is proposed to be located within the relevant 90-foot area described in the special permit condition. If it is, where it is arguable that the condition could reasonably be interpreted as a limitation on the placement of any structure within the 90-foot area, in our opinion, the Town and/or

Ms. Rae Ann Palmer
Town Administrator
February 24, 2015
Page 4

the developer would be required to seek an initial determination from the Building Commissioner as to whether a modification of the special permit is required.

In either case, however, even if such an obligation existed, it would be possible to obtain relief from the same either by seeking a modification of the special permit condition. Of course, where the conclusions reached herein are based upon a limited fact set, it would be essential to review in detail the 1992 Public Safety Facility special permit plans approved by the Board of Appeals and any related Town Meeting votes to confirm that there were no additional restrictions or conditions placed on development of the Property.

2. Do the 1990 Town Meeting Vote and Order of Taking preclude the Town from dividing the Property and then leasing or conveying a portion of the Property to a non-Town entity for the purpose of affordable housing?

As reviewed above, the 1990 Order of Taking specified that two utility easements then encumbering the Property would continue to bind the Property after the taking. However, the 1990 Order makes no reference to the Protective Covenants. Based on the foregoing, in our opinion, the 1990 Taking extinguished the restrictions set forth in the Protective Covenants to the extent that they applied to the Property. Indeed, the Public Safety Facility could not have been constructed in compliance with the terms of the Protective Covenants. To be prudent, however, we recommend that the Town perform a title search to determine whether the Protective Covenants encumbered the Property, and, if so, that the Town also review the procedures the Town used to effectuate the 1990 taking to make sure the Town gave proper notice to all relevant property owners regarding the intent to wipe out the Protective Covenants.

In our further opinion, where the Town authorized the Board of Selectmen to acquire the Property for a specific municipal purpose – a public safety facility – such Property cannot be used for different purposes, or be leased or conveyed, without further Town Meeting action. While the 1990 Town Meeting vote and the 1990 Order of Taking provide that the Property be used for a “police station and/or fire station, and for other lawful, future town uses,” (emphasis added) a taking can only be made for a specific municipal purpose. Therefore, although the 1990 Town Meeting vote and Order state the Property may be used “for other lawful, future town uses,” such language is not sufficient, in our opinion, for the Town, without additional Town Meeting approval, to utilize the property for purposes other than a public safety facility or to dispose of the Housing Parcel by sale or lease.

The steps that the Town must take to change the purposes for which the land is held, or to authorize the Board of Selectmen to dispose of the Housing Parcel by sale or lease are found in G.L. c.40, §§15 and 15A, and in the case of Harris v. Town of Wayland, 392 Mass. 237 (1984). When property is held for “a specific municipal purpose,” a town cannot change the use of such property or dispose of such property by sale or by lease unless Town Meeting votes pursuant to G.L. c.40, §15A,

KOPELMAN AND PAIGE, P.C.

Ms. Rae Ann Palmer
Town Administrator
February 24, 2015
Page 5

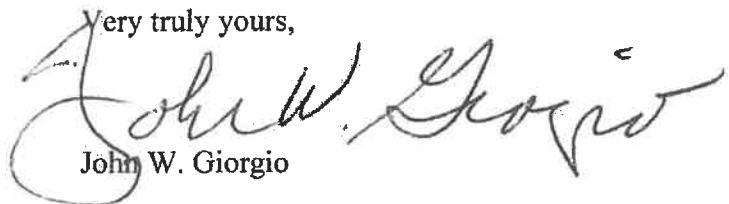
to “transfer...the land from one purpose to the other.” Harris, at 243. Since the Property was acquired for the purpose of a public safety facility, Town Meeting must vote by a two-thirds majority under G.L. c.40, §§15 and 15A to transfer the Property from the Board of Selectmen for public safety facility purposes to the Board of Selectmen for affordable housing purposes and for the purpose of sale or lease. Additionally, in accordance with G.L. c.40, §3, Town Meeting must authorize the Board of Selectmen to dispose of the property. Finally, in accordance with the provisions of G.L. c.40, §§15 and 15A, the custodian of the land, here the Board of Selectmen as Town Meeting did not specify another custodian, must vote that such property is no longer required for the purposes for which the property is held. Lastly, since the Property, including the proposed Housing Parcel, was acquired by eminent domain, Town Meeting should specify, under G.L. c.40, §15, the minimum amount to be paid for the Housing Parcel.

We also note that if the Town decides to convey or lease the Housing Parcel to a private developer for the construction of affordable housing and the fair market value of the land and/or the lease exceeds \$35,000, the Town cannot dispose of the Housing Parcel by sale or lease unless it issues a Request for Proposals under G.L. c.30B, §16. Furthermore, if the Town conveys the fee interest in the Housing Parcel to a private developer for affordable housing purposes, the Town may consider imposing or obtaining a recorded restriction on the Housing Parcel limiting use of the parcel to affordable housing purposes.

While we have addressed many issues in this letter concerning the proposed transaction, this opinion is offered as part of the Town’s selection process for Town Counsel and is based only upon the limited facts set forth above. We cannot provide complete advice on the transaction, however, as we do not have access to all of the relevant facts and documents. Furthermore, where we are not Town Counsel, the analysis set forth herein is informational in nature only, is not intended to be relied upon, and the Town must seek and rely upon the advice of the Town’s appointed Town Counsel in moving forward with this matter.

Please contact me at (800) 548-3522 if you have any further questions concerning this matter.

Very truly yours,



John W. Giorgio

JWG/bp
516188v6/80000/0028



Boston

Kopelman and Paige P.C.

Northampton

101 Arch Street

Boston, MA 02110

Worcester

(617)556-0007 / (617)654-1735 - fax

Lenox

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FAX TRANSMITTAL COVER SHEET

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This Fax was Sent By: Shirin Everett, Esq. Operator Initials: ekh

PLEASE DELIVER TO:

Name	Fax Number
<u>Ms. Rae Ann Palmer</u>	<u>(508) 349-5505</u>

COMMENTS OR INSTRUCTION:

Dear Rae Ann,
 Attached is the opinion letter regarding
 340 Route 6, revising the February 24, 2014
 date to February 24, 2015.

PLEASE CONTACT SENDER AT (617)654-1734 IF YOU HAVE NOT RECEIVED THE NUMBER OF PAGES NOTED ABOVE OR IF THERE ARE ANY PROBLEMS WITH THIS TRANSMISSION



KOPELMAN AND PAIGE, P.C.
The Leader in Public Sector Law

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Shirin Everett
severett@k-plaw.com

January 20, 2016

BY FACSIMILE (508) 349-5505

Ms. Rae Ann Palmer
Town Administrator
Truro Town Hall
24 Town Hall Rd.
P.O. Box 2030
Truro, MA 02666

Re: 340 Route 6

Dear Ms. Palmer:

We provided you with an opinion dated February 24, 2015 on various issues relating to a 6.77-acre parcel of Town-owned land located at 340 Route 6 (the "Property"), which the Town acquired pursuant to an Order of Taking recorded with the Barnstable County Registry of Deeds (the "Registry") on June 18, 2009 in Book 7194, Page 177 (the "Taking"). The deed by which the then-owner of the Property acquired the Property, which deed is recorded in Book 5071, Page 8 (the "Deed"), states that the Property is "conveyed subject to...any and all rights, easements, covenants, restrictions and agreements found in the documents recorded with said Registry of deeds in Book 1427, Page 37, Bok 1674, Page 116 and Book 2388, Page 227." The document recorded in Book 1427, Page 37 is dated January 31, 1969 and entitled "Protective Covenants;" the other documents amend the Protective Covenants (as amended, the "Covenant"). The Covenant restricts certain lots to single-family residential use, prohibits the subdivision of the lots, regulates setbacks, signs, fences, removal of trees, establishes a minimum dwelling area, reserves a right of first refusal, and contains other requirements. The Covenant states that it will terminate 50 years from the date it was recorded, that is, on January 31, 2019.

You had asked if the Property is subject to the Covenant, as stated in the Deed. We noted in our letter that we had not researched Registry records to determine if the Covenant applied to the Property prior to the 2009 Taking, but, assuming the Covenant did apply, the Town, by taking the Property in fee and any and all rights that others may have had in the Property (with the exception of 2 utility easements), terminated all other encumbrances on the Property, including the Covenant.

You subsequently asked us to research Registry records to ascertain if the Property was subject to the Covenant prior to the 2009 Taking, or became subject to the Covenant thereafter. For the reasons set forth below, it is my opinion, based on the Registry records, that the Property was not subject to the Covenant prior to the Taking, and, to the extent the Covenant applied, it terminated by operation of law on January 31, 1999 or in 2009, pursuant to the Taking that extinguished the Covenant. There are no records indicating that the Property became subject to the Covenant after the 2009 Taking.

KOPELMAN AND PAIGE, P.C.

Ms. Rae Ann Palmer
Town Administrator
January 20, 2016
Page 2

In my opinion, the Covenant did not apply to the Property at the time of the Taking. The Covenant was recorded on January 31, 1969 by Edward and Miriam Fowler (together, the "Developer"), the developers of the Tru Haven subdivision (the "Subdivision") that lies adjacent to the Property. The Covenant applies, by its terms, to the 45-lot Subdivision, which lots are located off Route 6 and shown on a plan entitled "Subdivision Plan of Land in Truro," dated June, 1968 and recorded with the Registry as Tube 34A (the "Plan"). A copy of the Plan is enclosed. The Property is one of the Subdivision lots: it is shown on the Plan as "Lot 1", contains 6.744 acres, and runs approximately 550 feet along Route 6 with a depth of approximately of 500 feet. While the Deed mentions that the Property is subject to the Covenant, the Covenant, however, expressly excludes the Property from its provisions. The Covenant states, generally, that "the restrictions and covenants set forth herein shall not apply to any land herein described which is presently zoned by the Town of Truro for commercial, business or limited business purposes." You have informed me that the Property has been zoned for general business use since 1963. Further, the Covenant states, in a paragraph entitled "Exclusions," that "*Specifically excluded* from these covenants is that area along Route 6 approximately 600 feet in length and 500 feet in depth zoned for general business by the Town of Truro, *to which these covenants shall not apply*" (emphasis added). In my opinion, since the Property (Lot 1) was (and is) the only Subdivision lot abutting Route 6 and satisfied the dimensions of the excluded lot as described in the Covenant, and was zoned for business, the Covenant did not apply by its terms to the Property.

In my opinion, the reference to the Covenant in the Deed to the Former Owner appears to be inadvertent. The deeds by which the Developer conveyed the first few lots in the Subdivision state that the lots are conveyed subject to the Covenant. However, when the Developer conveyed the Property and an abutting Subdivision lot (the Property and the lot were merged) by deed recorded in Book 1674, Page 119 (the "First Deed"), the deed states that the land is conveyed subject to the restrictions in the Covenant "*insofar as they apply to the above-described parcels*" (emphasis added) (the "exclusion phrase"). Had the Developer intended to subject the Property to the Covenant, the Developer could have amended the Covenant or otherwise clearly expressed her intention to apply the Covenant to the Property clear in the First Deed; there was no need for the exclusion phrase. It is likely that the Developer mentioned the Covenant in the First Deed only because the First Deed conveyed land (the abutting Subdivision lot) that was in fact subject to the Covenant. The deliberate use of the exclusion phrase indicates that the Developer was aware that the Covenant did not apply to the Property, only to a part of the property conveyed by the First Deed.

Even if the Covenant applied to the Property in 1969, it is my opinion that the Covenant expired by operation of law in 1999. Sections 26-32 of Chapter 184 of the General Laws establish a statutory framework that is designed to limit the duration of restrictions. To that end, Section 27 of Chapter 184 states that all restrictions imposed on property after 1961 terminate 30 years from their imposition, with a few narrow exceptions. Section 27 allows 2 types of restrictions to extend beyond

KOPELMAN AND PAIGE, P.C.

Ms. Rae Ann Palmer
Town Administrator
January 20, 2016
Page 3

the 30-year period: a restriction stated to be effective for a definite period of time (such as the Covenant), provided that a notice of extension is recorded prior to the expiration of the 30-year term; and, a "common scheme restriction," that is, a restriction that applies to 4 or more lots, provided that the restriction itself permits the extension and a notice of extension, signed by the owners of at least 50% of the Subdivision, is recorded before the expiration of the 30-year term, and satisfies the other requirements of Chapter 184. Under Section 27, the Covenant would expire on January 31, 1999, unless a notice of extension was recorded on or before that date. We have researched the Registry records and did not find a notice of extension recorded prior to the deadline. Lastly, as mentioned above, even if a notice of extension was timely filed, the Town's 2009 Taking extinguished the Covenant. We have not found any instrument recorded after 2009 Taking that subjected the Property to the terms of the Covenant.

Please let me know if you have any further questions on this matter.

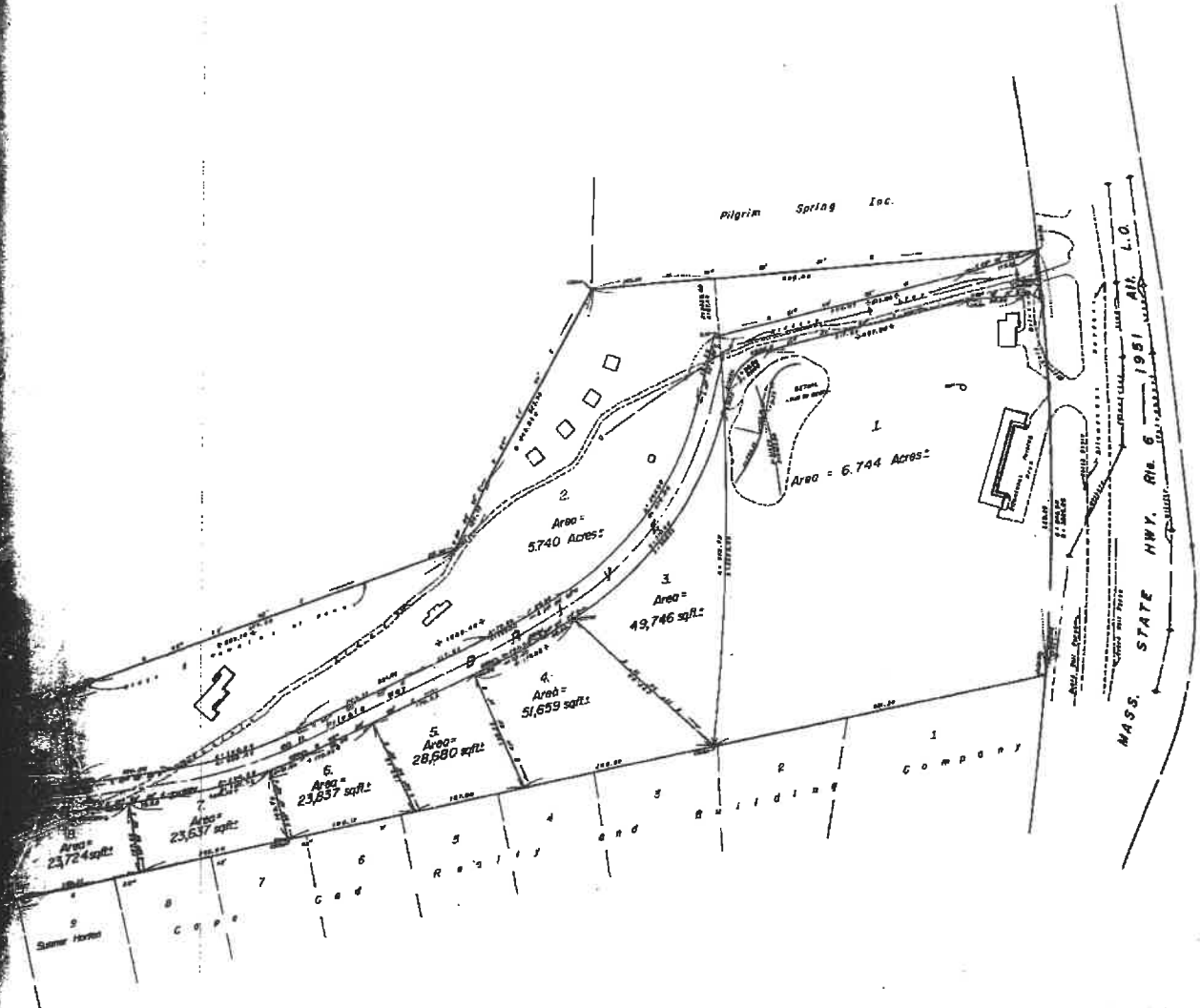
Very truly yours,



Shirin Everett

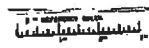
SE/ekh
Encl.

538499/TRURO/0001



SUBDIVISION
 PLAN OF LAND
 IN
TRURO, MASS.
 AS PREPARED FOR
MIRIAM A. FOWLER

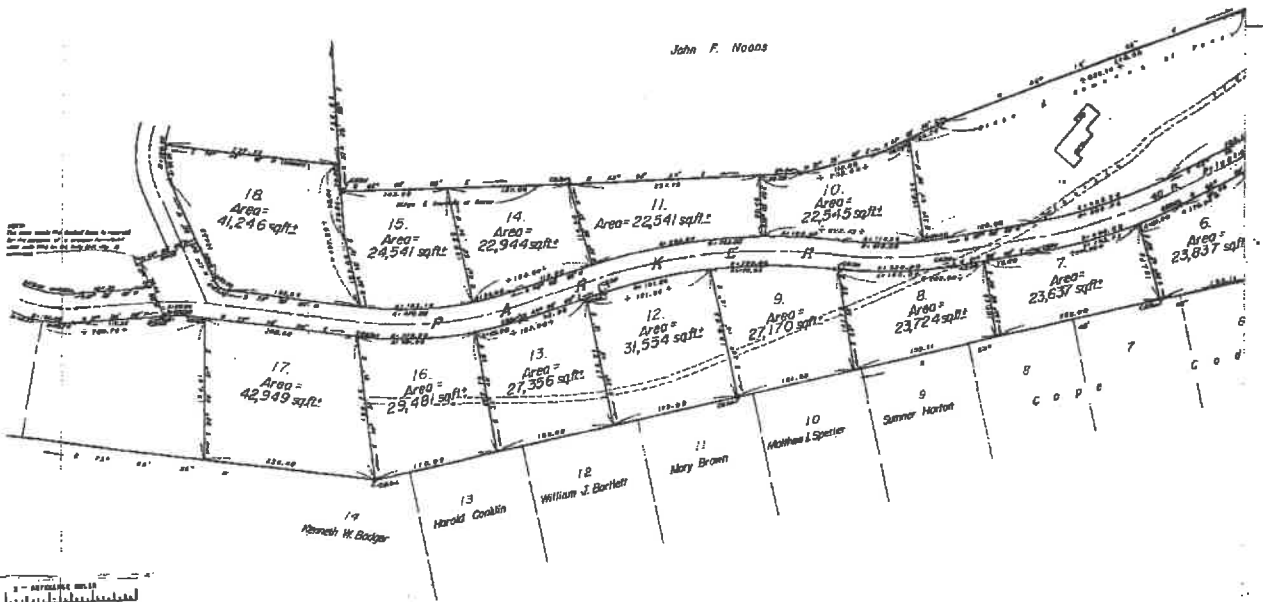
SCALE 1" = 60'
 JUNE 1962
 SCHEFFEL BROTHERS
 REGISTERED
 CIVIL ENGINEERS & LAND SURVEYORS
 DALLAN & PRORAGRAM, MASS.
 DRAWN BY J. SHAW



TUBE 3VA



John F. Noons



The owner, John F. Noons, hereby certifies that the above is a true and correct copy of the original survey as shown to him by the State.

Witness my hand and seal this 15th day of July, 1968.

John F. Noons
 John F. Noons
 State of Oregon
 County of Clatsop



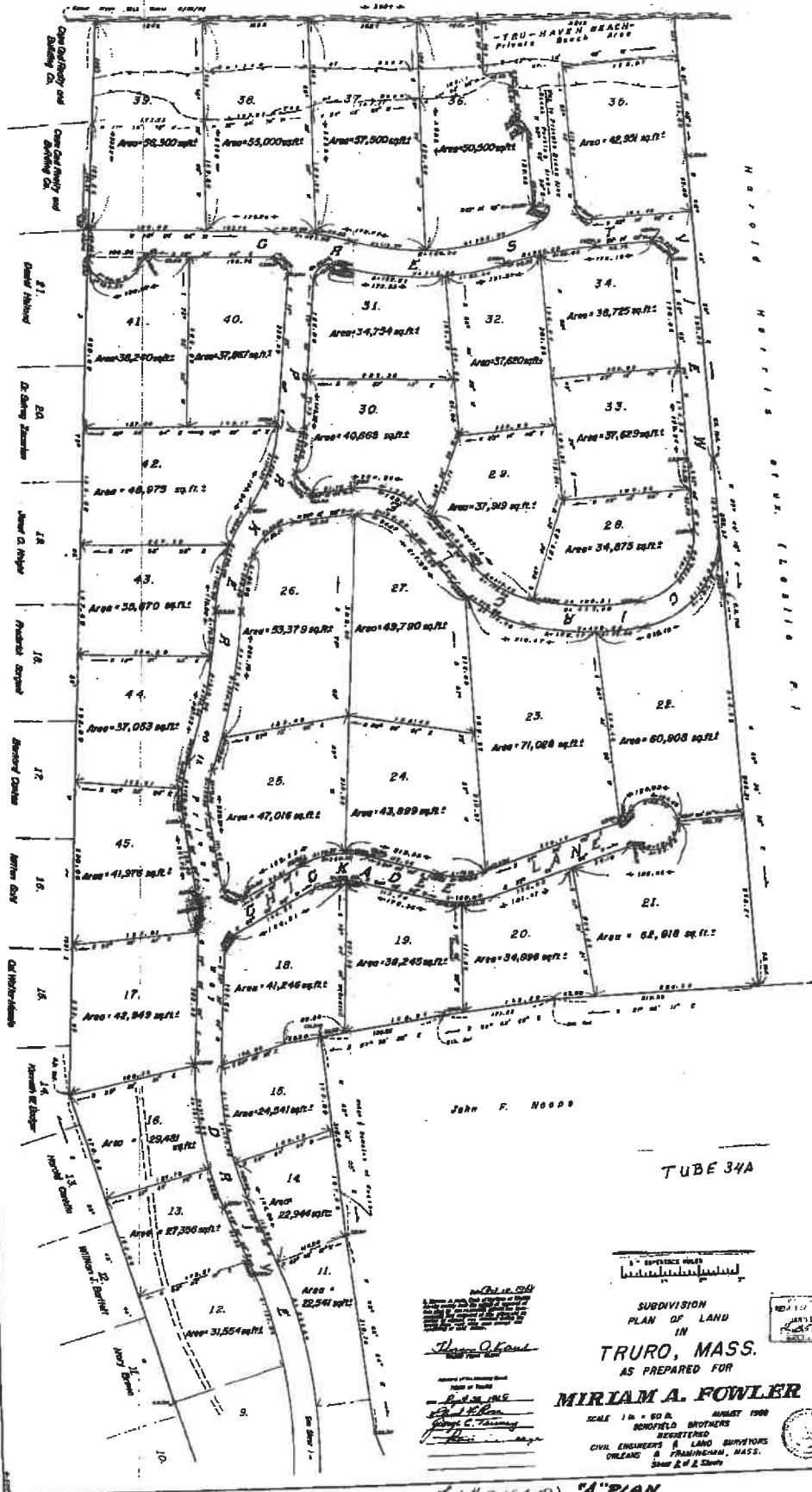
Witness my hand and seal this 15th day of July, 1968.

Thomas O. Kaine
 Thomas O. Kaine
 State of Oregon
 County of Clatsop

Witness my hand and seal this 15th day of July, 1968.

Thomas O. Kaine
 Thomas O. Kaine
 State of Oregon
 County of Clatsop

CAPE GOD BAY



John F. Hooper

TUBE 34A

SUBDIVISION
 PLAN OF LAND
 IN
TRURO, MASS.
 AS PREPARED FOR
MIRIAM A. FOWLER
 SCALE 1" = 50' AUGUST 1900
 BOWFIELD BROTHERS
 REGISTERED
 CIVIL ENGINEERS & LAND SURVEYORS
 DUBLIN & FRAMINGHAM, MASS.
 Scales & S. S. Scales

John F. Hooper
 Surveyor
 State of Massachusetts

Plan 34(A) 'A' PLAN

Janet Worthington read the letter from Paul Morris into record as he had requested. Mr. Morris expressed his concerns about costs for new site. He said the facility should be in scale for what the DPW does. The site beside the Public Safety Facility had been examined before with consideration of noise levels and traffic dangers. Increased traffic makes the site more of a danger now. The site's high elevation should be reserved for a future water tower. He considered contamination of a new site from chemical and salt runoff. He looked at options for improving the current facility or considering other sites. He concluded, "Let's get this right."

Attorney Jonathan Silverstein offered legal opinions requested by David Reed on the adequacy of the original Town Meeting vote of taking the land for public safety. He said another two-thirds, Town Meeting vote would be needed for the new site proposal. Regarding building height, the DPW facility would require a Special Permit just as the Public Safety Facility had for exceeding 30 ft. The original condition for a 90 ft. buffer to the east at the Public Safety Facility might no longer be binding, but it doesn't matter because the DPW building would require a new Special Permit, he said.

Attorney Silverstein responded to Regan McCarthy's questions. The 2008 ANR plan that divides the property into two lots does not require them to be treated separately. They have stayed under common ownership. It would be easy to reset the lot through a perimeter plan. He said that the Natural Heritage maps had been revised recently and do not indicate endangered species on the site.

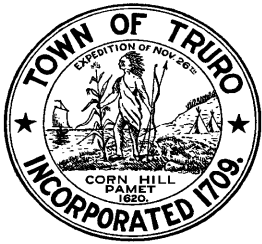
Jennifer Cohen said that 2017 maps eliminated the parcel from Natural Heritage & Endangered Species protected habitat, but there could be restrictions on development as it is still an area of concern. Mr. Alberti said the Natural Heritage maps determined Westin & Sampson's planning,

John Reimer asked about review by the Cape Cod Commission. Mr. Alberti said he had sent in notification, but towns are typically exempt from review. Town Planner Jeff Ribeiro said that the Cape Cod Commission does not review municipal projects.

Chair Janet Worthington said this was the beginning of more meetings and more transparency. There will be chances for the public to weigh in on what happens next.

Rental Registration Fee for 2020

Rae Ann Palmer explained the requirements for the Select Board review of the rental registration program fees for homeowners who are renting homes for 2020 summer season for less than 120 days. Last year the Town was uncertain about revenues from the short-term rental fee. There has been an increase of \$168,000, she said. The rental registration fee is one of the revenues that goes into the Budget. If the Town were to choose not to continue, that revenue would be lost. It also helps to offset some of the costs related to Transfer Station and Beach stickers. Monitoring of the short term rental keeping the rental fee of \$200. She said a large portion of the summer rentals are done by condominiums and cottage colonies. Since they are licensed by the Health Board, they are not required to do a rental registration. This poses some issues for use of the



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Health and Conservation

REQUESTOR: Emily Beebe, Health and Conservation Agent

REQUESTED MEETING DATE: July 11, 2023

ITEM: Presentation by Outer Cape Community Solutions: OUTER CAPE WELLNESS HAPPENINGS- regional public health efforts from Eastham to Provincetown

EXPLANATION: The Outer Cape Health Agents have been working with Outer Cape Community Solutions (OCCS) for the past year, and the collaboration has recently been awarded an ARPA grant by Barnstable County to provide a shared “Outer Cape behavioral and public health consortium”. Alex Nelson, the network coordinator of OCCS will present an overview of what health and wellness means to our community, and how our Outer Cape collaborations will help us to improve the social determinants of health.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: None

ATTACHMENTS:

1. Power Point from OCCS
2. Press release ARPA

Outer Cape Wellness Happenings

Regional Public Health Efforts from Eastham to Provincetown

A large, dark blue diagonal graphic that starts from the bottom left corner and extends towards the top right corner, covering the lower half of the slide.

Introductions

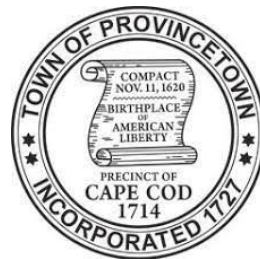
Hillary Greenberg-Lemos - Eastham
Health Director

Meredith Ballinger - Wellfleet Health &
Conservation Agent (interim)

Emily Beebe - Truro Health & Conservation
Agent

Lezli Rowell - Provincetown Health
Director

Alex Nelson - Outer Cape Community
Solutions' Network Coordinator



**OUTER CAPE
Community
Solutions**

Towns are “responsible for assuring access to a comprehensive set of public health services defined by state law and regulations. Massachusetts local boards of health are charged with a complex set of responsibilities including enforcement of state sanitary, environmental, housing, and health codes” - *including:*

Business Licensing: Food service (10), wastewater (3), refuse haulers, tanning/body art, tobacco, pools

Septic Inspections & Sewer Planning: Review septic inspection reports and review letters, sewer upgrades/repairs

Permitting: Flow review, deed restrictions, temporary food operations, etc - working with other departments (DPW, Building)

Food service operations and trainings: Guidance and inspections, farmers markets, provide classes like ServSafe, Choke Saver, FOG class

Pools/Hot Tubs: Pre-operational inspection and monthly sampling

Public outreach (esp. on infectious diseases/pandemics): informational web pages, press releases, public communications, writing guidance/FAQs, public hearings

Weekly wastewater testing: sampling, shipping, posting analysis

Respond to complaints: housing, hoarding, foodborne illness tracing; investigations of nuisance, dog bites, barn inspections

Supporting other departments: Code Compliance Officer, Harbormaster’s Dep’t, DPW, COA, FD, PD, Building, Rec, Admin

Board of Health Meetings: creating agendas, writing action requests, collecting updates, post-meeting follow ups, meeting posting requirements (an important conduit for the public)

Outer Cape Community Solutions is an independent coalition of non-profit, municipal, and healthcare agencies that each contribute to improved health and wellbeing across the Outer Cape.

Rural Health Network

- *Funded by a HRSA (federal) grant for Rural Health Network development*
- *Funded by State Office of Rural Health (Mass DPH) focused on health equity*
- *Collaboration with other Rural Health Networks across the state*

Partners include but are not limited to:

Helping Our Women

Outer Cape Health Services

Barnstable Co. Dept Human Serv.

Lower Cape Outreach Council

ASGCC

Bay Cove

Cape Cod Children's Place

Sharing Kindness

Police Depts

Lower Cape Ambulance

Homeless Prevention Council

Cape Cod Community College



**OUTER CAPE
Community
Solutions**

*“Build collaborative solutions that increase health equity and improve the health and wellbeing of all Outer Cape residents through **education, advocacy, and collective action**”*

Network Structure



Core Team

The Core Team is charged with coordinating network's work and development, thinking strategically, and making major network decisions.



Open Membership

Members provide feedback on network direction and actions.



Work Groups

Work Groups are comprised of active Network Members that come together to work on designated, issue-based objectives.



**OUTER CAPE
Community
Solutions**

*"Build collaborative solutions that increase health equity and improve the health and wellbeing of all Outer Cape residents through **education, advocacy, and collective action**"*

Public Health

“the science and art of preventing disease, prolonging life and promoting health through the organized efforts and informed choices of society, organizations, public and private, communities and individuals”

Health isn't just based on what happens at the doctor's office. It's also **everything that affects wellness, outside of clinical systems** - like whether you have a job, the safety and quality of housing or school, how easy it is for you to get around town, if you have enough food, if you feel socially connected



Safe environment, economic stability, educational access

Spectrum of Health

What it means to look “upstream”

Health Maintenance

Crisis Response



Spectrum of Health

What it means to look “upstream”

Safe environment, economic stability, educational access

PROACTIVE

Social connection

Health clinics

Wellness visits

Health Maintenance



In-home health aide

1:1 Outpatient Therapy



Resource Navigation

SNAP Benefits

Emergency Funds

Access to specialists



Crisis Response

REACTIVE

EMS/Police Intervention

Legal counsel



Spectrum of Resources

Healthcare providers: Medical appointments, chronic illness, clinical care

EMS: Emergency medical care, acute illness

Police Departments: Safety and wellness (including domestic calls, substance use)

Boards of Health: “Public Health” (including education, clinics, restaurants), Environmental Health

Councils on Aging: Resources (financial, health, social) for 60+ residents

Libraries: Connection, education, resources (including accessible internet, security, warmth)

Recreation Departments: Free & Accessible, physical activities, social connections, childcare

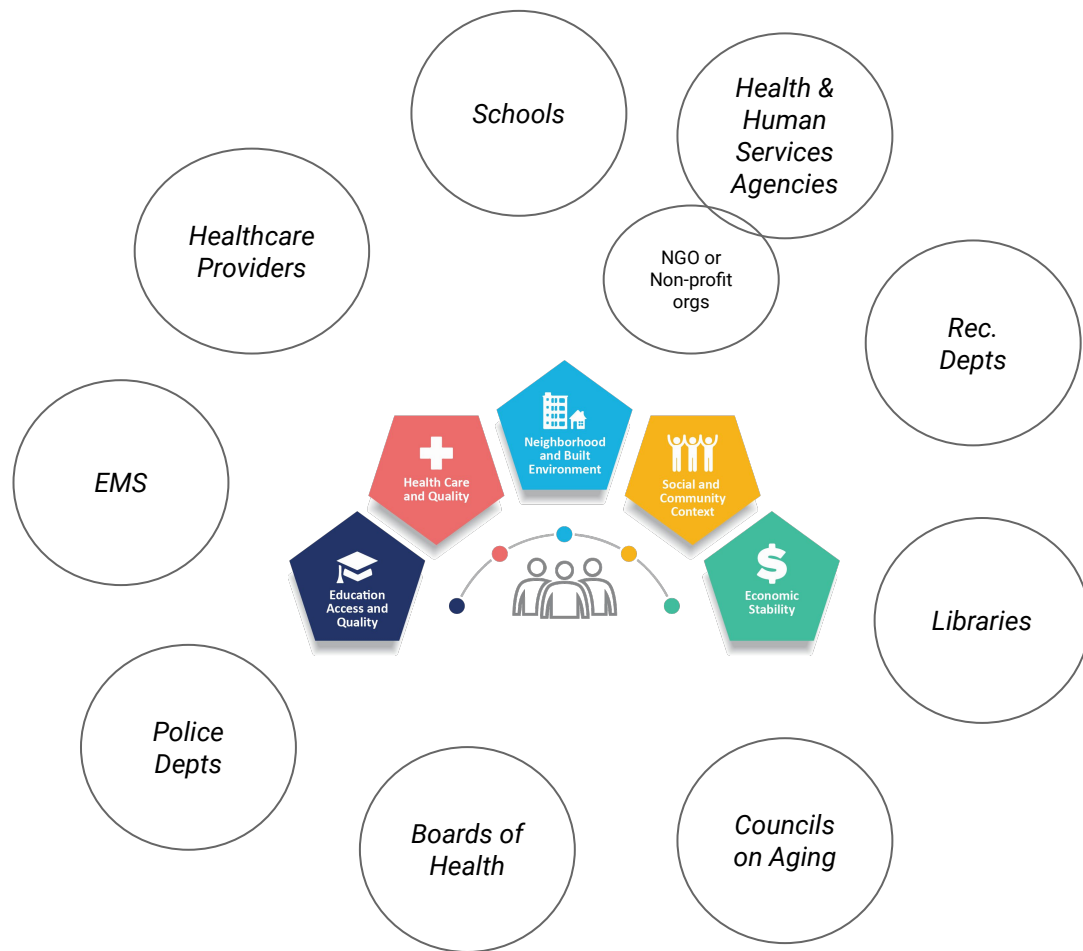
Schools: Free & accessible education, community, social connections

Health and Human Services Agencies:

- Food pantries, SNAP enrollment
- Free rides to medical appointments
- Financial resources
- Social support and connection
- Case management or resource navigation

360 Degrees of Public Health

We all have a part to play in public health across the Outer Cape



Why this partnership matters

The goal of our work together is to ***break down silos and increase communication and collaboration*** to ***more effectively address the public health challenges*** experienced by residents from across the Outer Cape

OCCS has been doing this work independently with the dozens of network partners through work groups, monthly networking meetings, and coordinated programs.

In October, OCCS & all 4 Town Health Departments signed an agreement (MOU) to officially partner on joint public health efforts.

Through coordinating with the Town Health Agents, the goal is to create cohesive relationships **among each of the town departments** and partner on systemic solutions **across municipal and NGO agencies.**

While it may look different from where each of us is standing, we are doing complementary work.

We just need to talk to each other.

Why Regional Outer Cape Approach Makes Sense

Barnstable County? -

15 towns, challenge of equitable distribution of resources to most rural communities (lower populations often mean less funding, distanced from resources)

Lower & Outer Cape? -

8 towns, still - the challenge of equitable distribution of resources to most rural communities (LC is still substantially closer to resources than OC)

Outer Cape

Designated highest qualification of “rural” federally; similar challenges with transportation, food access, social connection, etc

Why not each town for themselves?

Why Regional Outer Cape Approach Makes Sense

We can't do it alone.

"A rising tide lifts all boats"

The challenges experienced in Eastham are similar to challenges in Provincetown (rural identities)

"Work smarter, not harder"

Combined resources =

Increased capacity =

Improved sustainability =

Increased accessibility

Why not each town for themselves?

What we've been able to accomplish together

- **Memorandum of Understanding**
 - Shared Services & Collaboration
- **ARPA Award**
 - Multidisciplinary healthcare team: Town Nurse & LMHC
 - Strengthening Municipal Partnerships Across Departments
 - Health & Wellness Screenings
- **Winter Wednesdays Expansion**
- **COVID-19 Vaccines (Mass DPH)**
- **"Ask-A-Nurse" & Nutrition Program**
- **Mobile Unit for MAT (SUD) through CTC**
- **Regional Public Health Needs Survey**
 - Eastham's survey - *coming soon!*
- **Building partnerships between OCCS partners and the towns**

Upcoming Projects

- **Opioid Remediation Funds Work Group**
 - Creating proposals to submit to the Selectboards for regional efforts to combat Substance Use Disorder in our communities
- **Ongoing guidance from Mass DPH:**
 - PHE grant prioritizes regional efforts and shared services (*Barnstable County*)
 - Piloting resources from a new branch of Mass DPH focused on health equity & racism
- **Transportation Work Group & Advocacy**
- **Strategizing on Food Access**

Thank you!



**OUTER CAPE
Community
Solutions**



Alex Nelson - info@outercapecs.org

Lezli Rowell - LRowell@provincetown-ma.gov

Emily Beebe - EBeeBe@truro-ma.gov

Meredith Ballinger - Meredith.Ballinger@wellfleet-ma.gov

Hillary Greenberg-Lemos - HGreenberg-Lemos@eastham-ma.gov



FOR IMMEDIATE RELEASE

Outer Cape Towns receive Barnstable County ARPA funds for a shared behavioral and public health consortium

June 2, 2023 (Eastham, MA) – The Towns of Eastham, Wellfleet, Truro, and Provincetown are pleased to announce the award of \$381,375 from Barnstable County for a shared *Outer Cape Cod Behavioral and Public Health Consortium*. This grant was made available under the American Rescue Plan Act (“ARPA”) from the United States Treasury. These funds were released to respond to the far-reaching public health and negative economic impacts of the pandemic.

The Barnstable County Board of Regional Commissioners, along with the members of the Assembly of Delegates and representatives from the U.S. Congressman Bill Keating, Senator Edward Markey, and Senator Elizabeth Warren, met this week to award \$5 million in ARPA grants to organizations across Cape Cod. The Outer Cape Cod Behavioral and Public Health Consortium was one of 110 letters of intent submitted, one of 40 invited to submit complete proposals, and one of the 20 finalists.

This initiative represents years of work and collaboration by the four-town health agents: Lezli Rowell, Town of Provincetown, Emily Beebe, Town of Truro, Hillary Greenberg-Lemos, Town of Wellfleet and Jane Crowley, Town of Eastham. The dedication of staff across the region, with the synergy of the collaboration with Outer Cape Community Solutions (OCCS), made this possible.

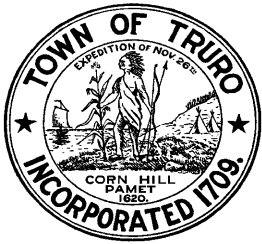
This grant will allow the four Outer Cape Towns to provide coordinated nursing, behavioral health, and other vital services, which will supplement existing services, address current gaps, and connect residents to services, to create region-wide support. This will be done through the formation of “OC Wellness”, a collaborative initiative aimed at promoting health, inclusivity, and community engagement to residents across all four towns. Look forward to more announcements from “OC Wellness” as the program takes shape.

More information on the Barnstable County ARPA Grants can be found at <https://www.capecod.gov/2023/05/31/barnstable-county-announces-5-million-in-arpa-grants/>



Jacqui Beebe, Eastham Town Manager, Hillary Greenberg-Lemos, Eastham Director of Health & Environment, Lezli Rowell, Provincetown Health Director, pictured with Local, State and Federal Representatives.

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TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: July 11, 2023

ITEM: Review and Make Determination: Disclosure by Non-elected Municipal Employee of Financial Interest and Determination by Appointing Authority as required by MGL C. 268A § 19: Christopher Lucy

EXPLANATION: Christopher Lucy, Vice-Chair of the Zoning Board of Appeals and DPW Machine Operator, submitted a Disclosure by Non-elected Municipal Employee of Financial Interest and Determination by Appointing Authority as required by MGL C. 268A § 19 with respect to a matter to be heard by the Zoning Board of Appeals on July 24, 2023. Pursuant to G.L. c. 268A, s. 19(b), the Select Board, as the appointing authority is required to make a determination as to whether the financial interest reported by Mr. Lucy is, or "is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee" - that is, in his participation in the matter before the ZBA. If the Board finds that the financial interest is "not so substantial" as to affect the integrity of Mr. Lucy's participation, he may participate in the matter without violating G.L. c. 268A, s. 19,

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: If the Board does not find that the reported financial interest is "not so substantial" as to affect the integrity of Mr. Lucy's participation, he cannot participate in the matter without being potentially subject to a charge of violating the Conflict of Interest Law. This also has the potential to cloud the ZBA proceedings and decision.

SUGGESTED ACTION: The Board should consider the financial interest reported by Mr. Lucy in the disclosure form and determine whether the interest is, or is not, "so substantial as to be


deemed likely to affect the integrity of the services which the [Town] may expect from [Mr. Lucy]" in participating in the ZBA matter. If the Board finds that the financial interest is "not so substantial," a motion may be made to find *that "As required by G.L. c. 268A, § 19, the Board has reviewed the particular matter and the financial interest identified by Mr. Lucy. The Board has determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the Town may expect from Mr. Lucy in participating in the matter before the Zoning Board of Appeals," and authorize the Chair to sign electronically or in ink, as required.*

ATTACHMENTS:

1. Disclosure by Non-elected Municipal Employee of Financial Interest and Determination by Appointing Authority as required by MGL C. 268A § 19: Christopher Lucy
2. Copy of G.L. c. 268A, s. 19

**DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST
AND DETERMINATION BY APPOINTING AUTHORITY
AS REQUIRED BY G. L. c. 268A, § 19**

	MUNICIPAL EMPLOYEE INFORMATION	RCVD 2023 JUN 22 AM 11:49 MUNICIPAL EMPLOYEE OF TOWN OF TRURO
Name:	CHRISTOPHER LUCY	
Title or Position:	DPW MACHINE OPERATOR SINCE 2011 TREE REMOVAL BUSINESS SINCE 2005	
Municipal Agency:	TOWN OF TRURO	
Agency Address:	TOWN HALL ROAD TRURO, MA 02666	
Office Phone:	508-349-7004	
Office E-mail:		
	My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.	
	PARTICULAR MATTER	
Particular matter E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	Please describe the particular matter. APPLICANT COMING BEFORE THE ZBA ALLEGING THERE IS A FINANCIAL CONFLICT BETWEEN MYSELF AND THE APPLICANT	
Your required participation in the particular matter: E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	Please describe the task you are required to perform with respect to the particular matter. ZBA APPROVAL OR DISAPPROVAL OF THE APPLICANT TO USE THE PROPERTY IN QUESTION	
	FINANCIAL INTEREST IN THE PARTICULAR MATTER	
Write an X by all that apply.	<input checked="" type="checkbox"/> I have a financial interest in the matter. <input type="checkbox"/> My immediate family member has a financial interest in the matter. <input type="checkbox"/> My business partner has a financial interest in the matter. <input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter.	

	___ I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.
Financial interest in the matter	Please explain the financial interest and include a dollar amount if you know it. APPLICANT ALLEGES THERE IS A FINANCIAL INTEREST IN THE SENSE THAT HE SELLS FIREWOOD AS DO I ON A MUCH SMALLER SCALE AND HE ALLEGES CONFLICT OF INTEREST. I SELL TO THE SAME 6-8 PEOPLE YEARLY THE SAME AMOUNT OF FIREWOOD YEARLY. IF UNABLE TO USE THE PROPERTY IN QUESTION, THE APPLICANT HAS EVERY ABILITY TO USE HIS OTHER PROPERTY TO SELL FIREWOOD. MY SALES ARE MINIMAL AT BEST AND HAVE ZERO EFFECT ON HIS BUSINESS IN ANY WAY.
Employee signature:	
Date:	4/21/23

DETERMINATION BY APPOINTING OFFICIAL

	APPOINTING AUTHORITY INFORMATION
Name of Appointing Authority:	SELECT BOARD
Title or Position:	
Agency/Department:	
Agency Address:	
Office Phone:	
Office E-mail	
	DETERMINATION
Determination by appointing authority:	As appointing official, as required by G.L. c. 268A, § 19, I have reviewed the particular matter and the financial interest identified above by a municipal employee. I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee.
Appointing Authority signature:	
Date:	
Comment:	

--	--

Attach additional pages if necessary.

The appointing authority shall keep this Disclosure and Determination as a public record.

Form revised February, 2012

Part IV CRIMES, PUNISHMENTS AND PROCEEDINGS IN CRIMINAL
CASES

Title I CRIMES AND PUNISHMENTS

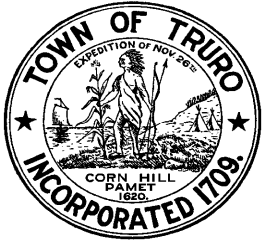
Chapter 268A CONDUCT OF PUBLIC OFFICIALS AND EMPLOYEES

Section 19 MUNICIPAL EMPLOYEES, RELATIVES OR ASSOCIATES;
FINANCIAL INTEREST IN PARTICULAR MATTER

Section 19. (a) Except as permitted by paragraph (b), a municipal employee who participates as such an employee in a particular matter in which to his knowledge he, his immediate family or partner, a business organization in which he is serving as officer, director, trustee, partner or employee, or any person or organization with whom he is negotiating or has any arrangement concerning prospective employment, has a financial interest, shall be punished by a fine of not more than \$10,000, or by imprisonment in the state prison for not more than 5 years, or in a jail or house of correction for not more than 2 1/2 years, or both.

(b) It shall not be a violation of this section (1) if the municipal employee first advises the official responsible for appointment to his position of the nature and circumstances of the particular matter and makes full disclosure of such financial interest, and receives in advance a written determination made by that official that the interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee, or (2) if, in the case of an

elected municipal official making demand bank deposits of municipal funds, said official first files, with the clerk of the city or town, a statement making full disclosure of such financial interest, or (3) if the particular matter involves a determination of general policy and the interest of the municipal employee or members of his immediate family is shared with a substantial segment of the population of the municipality.



TOWN OF TRURO

Select Board Agenda Item

BOARD/COMMITTEE/COMMISSION: Select Board

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: July 11, 2023

ITEM: Review and Approve Dates Certain for FY2023 Select Board Goals & Objectives

EXPLANATION: The Board held its Public Hearing to state the Board's Goals & Objectives for the coming fiscal year, review its Goals & Objectives for the concluding year, and review its accomplishments relative to those goals on June 27, 2023, in accordance with the Town Charter. The Board considered the public feedback from the public hearing, and finalized and prioritized its FY2024 Goals & Objectives at the June 29, 2023 Select Board meeting.

This evening, the Board is asked to make the final updates to the Goals & Objectives document to provide dates certain for the objectives that reference completion dates. Board Ambassadors' recommendations were solicited for their respective objectives and staff provided recommendations for areas where Ambassadors did not provide guidance.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: *MOTION TO adopt and electronically sign the Select Board FY2024 Goals & Objectives with the dates recommended.*

ATTACHMENTS:

1. FY2024 Draft Select Board Goals & Objectives
2. FY2024 Draft Objectives Progress Document



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

Values and Fiscal Year 2024 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.

In accordance with Town Charter, the Select Board held a public meeting on June 27, 2023. The Board also determined that the FY2023 objectives would serve as the basis for the FY2024



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objectives, with some modifications and new objectives, at the regular Select Board meeting on June 13, 2023. On June 29, 2023 and July 11, 2023, the Select Board prioritized and finalized the FY2024 Goals & Objectives for July 1, 2023 through June 30, 2024. 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.

FY2024 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 and to continue address the climate crisis.*
- D) use long term and strategic planning to guarantee the future health and well-being of our community.*
- E) proactively involve the town residents, property and business owners to act to increase tolerance and respect for the diverse concerns of the community.*

FY2024 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. Through the Town of Truro representatives and in concert with the Provincetown Water & Sewer Board, the Select Board will support intermunicipal collaboration to determine safe yield estimates for the purpose of developing a water resources management plan. In addition, invite current/future stakeholders & intermunicipal staff to more frequent (2x per year) Select Board updates to discuss shared planning, future water supply protection, and for development of new source(s).*

Goals Addressed: A, C, D, E

Select Board Ambassador: John Dundas



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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, water, wastewater, and/or possible disposition to be completed by **September 30, 2023**.*

Goals Addressed: A, B

Select Board Ambassador: Kristen Reed

4. *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 **FY2025-FY2029** Capital Improvement Plan. By **August 15, 2023**, 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

5. *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

6. *The Select Board will appoint a task force of local experts and staff and two members of the Select Board to examine recurrent revenue generation options resulting in a detailed report and recommendations for both short-term and long-term implementation to the Select Board by April 1, 2024.*

Goals Addressed: A, B

Select Board Ambassador: Kristen Reed

7. *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

8. *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 Fall Special Town Meeting and 2024 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



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9. *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

10. *The Select Board will provide resources in the **FY2024/FY2025** 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 **FY2025**. 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 **FY2025** Budget Process.*

Goals Addressed: A, D, E

Select Board Ambassador: John Dundas

11. *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 FY2025 budget process.*

Goals Addressed: A, D, E

Select Board Ambassador: Stephanie Rein

12. *The Select Board will work with the Housing Authority and the Housing Consultant to develop a Housing Playbook by **October 31, 2023**.*

Goals Addressed: A, B, D, E

Select Board Ambassador: Kristen Reed

13. *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



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14. *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 and Energy 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

15. *The Select Board will submit a letter each to the Planning Board and the Economic Development Committee by **November 30, 2023** 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

16. *The Select Board will direct staff to apply for ARPA funds for the Broadband Needs Assessment Study by **September 30, 2023**.*

Goals Addressed: A, D, E

Select Board Ambassador: John Dundas

17. *A Needs Assessment for Persons with Disabilities will be conducted, the Select Board will invite feedback from the community on specific programs and services requested, and will explore the feasibility and the cost and social impact of expanding services and programs for persons with disabilities to inform the FY2025 budget process. **Collaboration with the objective related to the Senior Needs Assessment would be beneficial as there may be overlap between needs or between populations.*

Goals Addressed: A, D, E

Select Board Ambassador: Stephanie Rein

18. *The Select Board will rework, update and set clearer objectives in Policy 54 and Policy 31, and will work to enhance compliance **by December 31, 2023**.*

Goals Addressed: E

Select Board Ambassador: Susan Areson



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19. *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

Susan Areson, Vice-Chair

John Dundas, Clerk

Robert Weinstein

Stephanie Rein

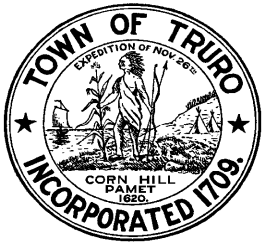
Agenda Item: 7C2

Score	Objective	Goal(s) Addressed	Select Board Ambassador	Present Status	Next Steps
112	<p><i>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.</i></p>	D, E	Robert Weinstein	<p>Override presented for (4) firefighter/ paramedics at 2022 Town Meeting and Town Election ballot. Study complete. Report presented at April 12, 2022 Select Board Meeting. Staff members are meeting regular with Provincetown staff members and members of Lower Cape Ambulance to identify short- and long- term transition plans.</p> <p>NEW: Staff prepared a plan and timeline for implementing an EMS model without the auxiliary support of Lower Cape and crafted three related Town Meeting articles. All three articles passed at Town Meeting and the override for (4) new firefighter/paramedics and (1) EMS Administrator passed at the ballot. The plan and articles included short-term, transitional, and long-term plans, with an eye toward addressing recruitment challenges. Three new employees have been hired this quarter and interviews are underway for the other openings. The Communications & Marketing Coordinator is coordinating recruitment efforts.</p> <p>Staff has met regularly with LCAA and Provincetown and will bring a contract and three-entity agreement forward at the June 27, 2023 meeting for short-term supplemental ALS support. Collective Bargaining Agreement with Truro Permanent Firefighters successfully negotiated, resulting in key incentives for encouraging existing staff to obtain paramedic certification and to recruit candidates. Travelling Paramedics will be used to provide supplemental support during transition.</p>	<p>ONGOING</p> <p>Next steps include: Continued recruitment, onboarding, and training. Approval of LCAA Contract and Inter-Agency Agreement at June 27, 2023 SB Meeting. Approval of Traveling Paramedic Contract and implementing travelling paramedic program.</p>
105	<p><i>Through the Town of Truro representatives and in concert with the Provincetown Water & Sewer Board, the Select Board will support intermunicipal collaboration to determine safe yield estimates for the purpose of developing a water resources management plan. In addition, invite current/future stakeholders & intermunicipal staff to more frequent (2x per year) Select Board updates to discuss shared planning, future water supply protection, and for development of new source(s)</i></p>	A, C, D, E	John Dundas	<p>Ambassador appointed to Provincetown Water & Sewer Board. Joint Water Meeting scheduled for October 24, 2022. Staff of Provincetown and Truro have started meeting to discuss capacity and planning to build capacity for the municipal water line.</p> <p>NEW: Truro and Provincetown held a joint water meeting on October 24, 2023 to discuss short-, medium- and long-term water demands of both towns; to receive the Provincetown Water Department's Report; and to hear Water Resources Consultant Scott Horsley's Report on Recharge and Watershed. Additionally, in November 2022, a reserve fund transfer was approved and the Select Board approved participation in an analysis of Provincetown and Truro's future water demand.</p>	<p>SUBSTANTIALLY COMPLETE</p> <p>Next steps include: Receiving the water demand analysis. Ambassador may wish to begin to draft objectives/ steps to help encourage full cycle water usage.</p>
104	<p><i>The Select Board will review all Town owned land to assess possibilities for municipal use, housing, economic development, open space, water, wastewater, and/or possible disposition to be completed by September 30, 2023.</i></p>	A, B	Kristen Reed	<p>The Select Board held a work session to discuss the use of Town-owned land in August and then voted in a regular meeting to designate 25 South Highland Road for permanent placement of Town-owned structures for the purpose of Town employee housing and to begin a master planning process for 0 Quail Ridge Road. In September, the Board voted to commit \$433,824 of Affordable Housing Trust Funds for the purpose of moving Town-owned and donated housing structures to 25 South Highland Road and to authorize the Town Manager to initiate the relocation of the structures.</p> <p>NEW: Staff secured \$900,000 to move existing dwellings to 25 South Highland Road. Bid for moving dwellings complete. SB will consider Town-owned parcels that should be transferred to CCNS as part of the required land exchange at the June 13, 2023 meeting.</p>	<p>SUBSTANTIALLY COMPLETE</p> <p>Next steps include: Continue to prioritize needs and identify which potential Town-owned parcels could meet said needs.</p>

100	<p>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 FY2025- FY2029 Capital Improvement Plan. By August 15, 2023, 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.</p>	D	Robert Weinstein	<p>NEW: Staff secured revised cost estimates and presented on three locations to the Select Board. Two open house visits have been held for the public, and a cost analysis comparing four sites has been completed. Staff has solicited consultants to complete a peer review of the cost estimates. More open houses have been scheduled and a virtual open house is expected in July.</p>	<p>ONGOING</p> <p>Next steps include: Review Peer Review results Pursue next steps identified by Director Cabral at May 23, 2023 SB Meeting</p>
98	<p>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.</p>	A, D	Susan Areson	<p>Ambassador regularly attends meetings of the LCPC and EDC and provides updates. The Talk to Us Truro Community Survey was completed and results presented to the groups. An Economic Development Committee Economic Summit was held on June 16, 2022 and forums targetting different sectors of the economy were held. The LCPC prepared and is distributing postcards for more public feedback. An in-person forum was held on Oct. 15.</p> <p>NEW: LCPC work is on track to present LCP to 2023 Special Town Meeting. Economic Development Committee's Report is complete and will be presented at June 13, 2023 Select Board meeting.</p>	<p>ONGOING</p> <p>Next steps include: Ambassador to continue current efforts. Select Board will vote to adopt the Economic Development Committee's report (target date: June 27, 2023). LCP will be voted on at 2023 Fall Special Town Meeting.</p>
98	<p>The Select Board will appoint a task force of local experts and staff and two members of the Select Board to examine recurrent revenue generation options resulting in a detailed report and recommendations for both short-term and long-term implementation to the Select Board by April 1, 2024.</p>	A, B	Kristen Reed		
93	<p>Upon completion of the Local Comprehensive Plan, the Select Board and Town Manager will work jointly to create a Town mission statement.</p>	D	Susan Areson	<p>Pending completion of the LCP.</p>	<p>ONGOING</p> <p>Begin process in winter/spring 2023 (LCP to go to 2023 Annual Town Meeting)</p>
93	<p>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 Fall Special Town Meeting and 2024 Annual Town Meeting. The Select Board will provide an update on these efforts at least semi-annually.</p>	B, D	Susan Areson	<p>Ambassador Areson and representatives from the ZBA, Planning Board and Housing Authority met six times since August 2022 with the town planner/land use counsel, with the town manager attending the first session. The group created a spreadsheet of ideas for expanding housing opportunities and set priorities. After the last meeting, in February 2023, the group decided to wait until after Town Meeting to reconvene because of the request for a housing coordinator.</p>	<p>ONGOING</p> <p>Next steps include: The ad hoc group will reconvene and revise its list of actions, based on Town Meeting decisions and expected action at the Special Town Meeting in October.</p>

9/2	The Select Board will support and encourage projects that protect and restore our coastal environment including these current and ongoing projects: A) Pamet River Tidal Flow Restoration and Watershed Study B) East Harbor Culvert Replacement C) Mill Pond and Eagle Creek Repairs and Improvement D) Little Pamet Watershed Study and Culvert Repair E) Coastal Management (emphasis on Beach Point)	C	Stephanie Rein	NEW: A-D) Updates on environmental projects are provided by the DPW Director during the staff updates portion of Select Board meetings periodically. Highlight: Eagle Neck Creek Bridge reopened on 10/7/22, post project environmental monitoring will continue through 2027. East Harbor culvert replacement has been completed, post project environmental monitoring will continue through 2027. Mill Pond culvert replacement is in the final design and permitting phase. Construction for Mill Pond is a minimum of two years away. Pamet River restoration, and little Pamet watershed study and culvert replacement projects are in the preliminary design and additional modeling phase. All Pamet River related projects will move forward together, and are funded by NOAA. E) The first permit request for the Outer Cape project "Increasing coastal resilience through intermunicipal sharing"	ONGOING These are long-term projects with design, planning, construction and monitoring requirements that require multiple month/year timelines. Public Works Director Cabral and Health/Conservation Agent Beebe continue to
9/1	The Select Board will provide resources in the FY2024/2025 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 FY2025. 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 FY2025 Budget Process.	A, D, E	John Dundas	Town Clerk Fullerton submitted grants for digitization and records storage to the CPC and the Community Compact Grant Program. Digitization efforts included in the 2022 Annual Town Meeting Warrant: Clerk/ Planning record digitization, additional financial transparency and budgeting software modules, building permit software, and CPA request for digitizing Town records. NEW: The FY2024 Budget Process is complete and included funding for some new digitization efforts. The budget process also included a pilot effort for creating departmental budgets in the new budget module of the Town's financial transparency software. The digitization of Clerk/ Planning records is on hold while a new Town Clerk is recruited. The procurement process was completed and the next step will be to finalize contract terms and identify priority records.	ONGOING Next steps include: Implementation of the digitization projects already funded. Tasking department heads with identifying department functions that are digitized and prioritizing areas that should be digitized in the future to develop the five-year plan.
9/0	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 FY2025 budget process.	A, D, E	Stephanie Rein	NEW: Community Services Deputy Director: Council on Aging and Outreach Coordinator were hired. Recruitment still underway for Office Assistant position.	ONGOING Ambassador and Deputy Director will each review existing Senior Needs Assessment and programming and will determine if an updated assessment should be completed, and will then work with the COA Board to move this objective forward.
8/6	The Select Board will work with the Housing Authority and the Housing Consultant to develop a Housing Playbook by October 31, 2023.	A, B, D, E	Kristen Reed	Preliminary discussions held to determine if the Playbook could be included as part of the Housing Needs Assessment that is being prepared by the consultant. NEW: The Consultant who prepared the Housing Needs Assessment and Housing Production Plan was contacted to discuss the scope of work related to developing a housing playbook. A quote and general scope of work and associated timeline was provided but will need further detail to ensure the Playbook adequately addresses this objective. Upon finalizing this scope of work, the project will take approximately 3 months to complete.	ONGOING Next steps include: Finalizing scope of work Entering into contract with consultant
8/5	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.	A, B, C, D, E	Susan Areson	The Talk to Us, Truro Community Survey culminated in a joint meeting to review the survey results in April, which was very productive and collaborative. Staff anticipates that chairs of LCP, WPCPC, EDC, and Housing Authority will work together in some capacity moving forward. The Housing Needs Assessment and Housing Production Plan are expected to be complete this fall. NEW: The Housing Needs Assessment and Housing Production Plan are complete and were presented to the Select Board, Planning Board and Conservation Commission. Final votes to adopt are needed by the Planning Board and the Select Board.	ONGOING Next steps include: Once the Housing Production Plan is adopted, a 2-step process is proposed: 1) The Board liaisons to the LCPC and WPCPC should meet with the chairs of WPCPC, LCPC and Housing Authority to outline recommendations
8/5	The Select Board will provide support to and collaborate with the Climate Action Committee and the Energy Committee in the creation of a Climate Action Plan for the Town of Truro, as well as to work with the Climate Action Committee and Energy 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.	A, C, D, E	Stephanie Rein	A Work Session with the CAC was held on October 8, 2021. The CAC drafted a list of objectives from the Workshop.	ONGOING Next steps include: Work with CAC to draft a policy memorandum that will be presented to the Select Board for review and discussion. Draft revised charges of CAC and EC to include directives from Article 53.
8/4	The Select Board will submit a letter each to the Planning Board and the Economic Development Committee by November 30, 2023 outlining the Select Board's priorities in housing, zoning, land use and economic development in an effort facilitate collaboration and joint efforts.	A, B, C	John Dundas	NEW: Member Dundas presented a draft letter to the Select Board in December 2022. The Board determined that they would like to re-visit the letter in June so that it could be sent in July 2023.	ONGOING Next steps include: Further discussion among the Board to determine consensus on the Board's priorities and what should be included in the letter. Draft revised letter(s) and present to Select Board.

80	<p>The Select Board will direct staff to apply for ARPA funds for the Broadband Needs Assessment Study by September 30, 2023.</p>	A, D, E	John Dundas	<p>NEW: Staff presented to the Board on this in June 2022. Staff solicited a consultant and has a quote available. ARPA funds of the initial ARPA allotment are available to fund the needs assessment.</p>	<p>ONGOING</p> <p>Next steps include: Engage Cable & Internet Advisory Committee on the Needs Assessment. Town Manager to authorize contract with consultant. Consultant to conduct Needs Assessment. Consultant to report results at a future joint meeting between the Select Board and the Cable & Internet Advisory Committee.</p>
81	<p>A Needs Assessment for Persons with Disabilities will be conducted, the Select Board will invite feedback from the community on specific programs and services requested, and will explore the feasibility and the cost and social impact of expanding services and programs for persons with disabilities to inform the FY2025 budget process.</p> <p>**Collaboration with the objective related to the Senior Needs Assessment would be beneficial as there may be overlap between needs or between populations.</p>	A, D, E	Stephanie Rein		
83	<p>The Select Board will rework, update and set clearer objectives in Policy 54 and Policy 31, and will work to enhance compliance by December 31, 2023.</p>	E	Susan Areson	<p>Preliminary discussions held at Board Meetings. In progress.</p>	<p>ONGOING</p> <p>Next steps include: Ambassador will finalize the draft revised policies for consideration by the Board and the Board can work to identify potential ways to increase compliance.</p>
77	<p>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.</p>	A	Kristen Reed	<p>Town Planner Carboni, Member Areson and Chair Reed have been communicating with the EDC and the Massachusetts Cultural Council and are reviewing the materials provided by the MCC. An MCC representative visited Truro to get a visual of the area that may be considered to be designated as a cultural district.</p>	<p>ONGOING</p> <p>Next steps include: Identifying a meeting date for a presentation by a representative of MCC, or by Town staff or a member of the EDC, on designated cultural districts.</p>



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Susan Areson, Select Board Vice-Chair

REQUESTED MEETING DATE: July 11, 2023

ITEM: Review and Approve Revised Select Board Policy 13: Appointments and Approve Modification to Application to Serve

EXPLANATION: Select Board Vice-Chair Areson prepared revisions to Select Board Policy 13: Appointments for discussion and possible approval by the Board. The revisions include options so two documents are included: 1) a document with the proposed changes and 2) a red-lined version of Policy 13: Appointments with the proposed changes. The red-lined version of the policy will need to be modified during the meeting based on the Board's discussions so that the revised policy may be adopted.

Vice-Chair Areson also offered an amendment to the Application to Serve, and the existing Application to Serve is included for reference.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: There will not be changes to Policy 13: Appointments.

SUGGESTED ACTION: *MOTION TO approve and adopt Policy 13: Appointments as revised and to approve the proposed modification to the Application to Serve.*

ATTACHMENTS:

1. Draft Appointment Policy Changes
2. Red-Lined Policy 13: Appointments
3. Application to Serve (Blank)

DRAFT of proposed changes to appointment policy. Changes indicated in red/bold type.

PURPOSE: The Select Board welcomes a diversity of membership on all of its appointed multi-member boards, committees and commissions. This policy provides general information about serving on a town body and aims to ensure consistency and fairness in the Select Board's appointments.

There are four types of boards to which the Select Board makes appointments:

- Advisory, which are given a charge by the Select Board and make recommendations.
- Ad hoc, which are appointed for a specific purpose for a specific period of time to complete a task.
- Regulatory, which are governed by both Massachusetts General Law and local regulations.
- Adjudicatory, which are governed by both Massachusetts General Law and local regulations, and consider individual cases brought before it.

ADD: All town boards, committees and commissions comprise an uneven number of members to prevent a tie vote.

At times, the Select Board will make appointments to fill a vacancy on an elected board. The interviews and appointments are made jointly with the members of the board on which the vacancy occurs.

Only full-time Truro residents/voters may be considered for appointment to regulatory boards. The Select Board may consider non-resident taxpayers for appointments to non-regulatory boards. The Select Board has sole discretion to make appointments as it considers to be in the best interests of the town.

PROCEDURES: When a vacancy occurs on an appointed board, committee or commission – due to resignation or expiration of a member’s term – the Select Board shall advertise the position(s), including these details:

- The name of the board, committee, commission and name of its current chair
- The term(s) of the vacancy/vacancies
- The typical meeting schedule
- How to obtain an application form
- When online/written applications are due

All applicants for boards, committees and commissions shall fill out a written application to serve, either online or on paper. Board, committee and commission members who are seeking reappointment must also reapply, answering the relevant questions based upon their service. New applicants seeking to serve will be given the same consideration as members seeking reappointment.

Applicants for vacancies will be interviewed as soon as they can be accommodated on the Select Board’s agenda. If there are multiple candidates for a position (or positions), all applicants will be interviewed at the same meeting. If that is not possible, the Select Board will wait until all applicants have been interviewed before making the appointment(s).

The same questions, listed below, will be asked of all applicants, though Select Board members may have follow-up questions of some applicants, based upon responses in their written applications or their interviews. Applicants will receive the questions in advance of being interviewed.

DELETE: ~~As part of the application process, board, committee, commission chairs will be asked to comment on each applicant, whether a new candidate or a member seeking reappointment.~~

PROPOSED NEW SECTION:

ALTERNATES

Some boards, committees and commissions have alternate members who are appointed to one-year terms. Alternate members may participate in discussions about business before the board, but they do not vote unless there is no quorum – when a full member is absent or has recused themselves from participating. Alternate members may vote on routine matters, such as meeting dates and approving minutes.

An alternate who votes on an ongoing case must have attended all meetings during which the case was discussed. If the alternate has missed one of those meetings, they must watch the recording prior to the vote.

TWO OPTIONS HERE:

- 1. An appointed board, committee or commission which has alternate members may vote to move an alternate to full membership if a vacancy occurs due to resignation or expiration of a full member's term.**
- 2. If a vacancy occurs on a board that includes alternates, due to resignation or expiration of a full member's term, alternate board members must apply to the Select Board to be considered for full membership.**

The Select Board will use the following protocols in interviewing applicants:

- Questions will be related to the board, committee, or commission on which the applicant wants to serve.
- Questions asked of applicants for regulatory and adjudicatory bodies will avoid seeking opinions on matters that are governed by local or state regulations or opinions on matters that are likely to come before the board.
- Comments from the board, committee or commission chair will be considered – either submitted in writing with the application or live during the interview process.

After all applicants have been interviewed, prior to any nominations, all members of the Select Board will have the opportunity to express their preferences for filling the position(s). Nominations for the position(s) will be taken and voted upon after all Select Board discussion.

If the Select Board chooses to leave a position vacant, the applicant(s) will be given an explanation. The Select Board will write letters of thanks to all members of boards, committees and commissions who finish their service, either through resignation or at the end of their terms.

QUESTIONS:

~~For all applicants:~~

- ~~1. Please tell us about yourself and why you are interested in joining the _____ board, committee, commission.~~
- ~~2. Are there any specific skills that you would bring to the workings of this group?~~
- ~~3. Tell us about any experience you have had working in a group setting.~~

~~4. Do you have a sense of the time required to serve and are you able to make that commitment?~~

SUGGESTED REVISION:

For all applicants:

1. Please tell us about yourself and why you are interested in joining the ____ board, committee, commission, touching upon any specific skills that you would bring to the workings of this group and any experience you have had working in a group setting.

2. Do you have a sense of the time required to serve and are you able to make that commitment?

For regulatory and adjudicatory boards, committees, commissions:

1. Have you reviewed the relevant local/state laws and regulations that govern this board, committee, commission?

2. Are you able to make decisions based on the information presented in a case and applicable laws/regulations, regardless of personal opinion?

For advisory boards, committees, commissions:

1. Have you followed the work of this group?

2. Are there any ideas or projects you would suggest or pursue as a new member?

OATH OF OFFICE: Written notification of appointment is issued to newly appointed board members, who must report to the Town Clerk's office to be sworn in. Elected and appointed officials must sign an acknowledgement of receipt of information on the state's Open Meeting Law. They also must complete state-mandated online ethics/conflict-of-interest training, required every two years. Members of all boards will be given the Truro Boards,

Committees and Commissions Handbook. Newly appointed members are expected to familiarize themselves with the charge and the workings of the board to which they are appointed. They must also adhere to protocols in seeking any assistance from town staff.

TERM OF OFFICE: The full term of office for most positions on appointed boards, committees and commissions is three years, ending on June 30 of the third year. Terms are staggered to assure continuity as new members are elected or appointed.

RESIGNATION: If a board member can no longer fulfill the duties of office, the member must submit a written resignation, including the effective date, to the appointing authority, with a copy to the board chairperson and the Town Clerk. The Select Board encourages board members who resign to specify their reasons, if other than personal. This may be done through an exit interview with the board chair or the Select Board liaison.

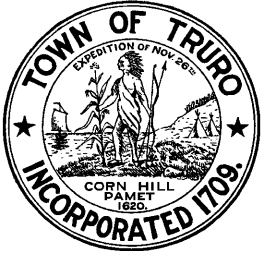
ATTENDANCE: If a member or alternate member of an appointed board is absent for four consecutive meetings without approval by the rest of the board, the chair will alert the appointing authority and that member will be replaced.

RECALL / REMOVAL: Members of appointed boards may be removed by the appointing authority if they are found to violate professional codes of conduct. The town charter provides that any appointed board member may be suspended or removed from office for good cause. These include: incapacity other than temporary illness; inefficiency and/or inability to perform assigned tasks; insubordination and/or refusal to carry out lawful instructions; or conduct unbecoming to the office and/or which reflects adversely upon the town.

ALSO PROPOSE revising one question on the application:

It now reads: Have you met with the chair of the committee?

Replace with: Have you spoken with the chair or any committee members to get a sense of the work involved?



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #13

Date: Adopted March 3, 2004; Revised December 5, 2017, September 13, 2022, September 27, 2022, July 11, 2023

PURPOSE: The Select Board welcomes a diversity of membership on all of its appointed multi-member boards, committees and commissions. This policy provides general information about serving on a town body and aims to ensure consistency and fairness in the Select Board's appointments.

There are four types of boards to which the Select Board makes appointments:

- **Advisory**, which are given a charge by the Select Board and make recommendations.
- **Ad hoc**, which are appointed for a specific purpose for a specific period of time to complete a task.
- **Regulatory**, which are governed by both Massachusetts General Law and local regulations.
- **Adjudicatory**, which are governed by both Massachusetts General Law and local regulations, and consider individual cases brought before it.

All town boards, committees and commissions comprise an uneven number of members to prevent a tie vote.

At times, the Select Board will make appointments to fill a vacancy on an elected board. The interviews and appointments are made jointly with the members of the board on which the vacancy occurs.

Only full-time Truro residents/voters may be considered for appointment to regulatory boards. The Select Board may consider non-resident taxpayers for appointments to non-regulatory boards. The Select Board has sole discretion to make appointments as it considers to be in the best interests of the town.

PROCEDURES: When a vacancy occurs on an appointed board, committee or commission – due to resignation or expiration of a member's term – the Select Board shall advertise the position(s), including these details:

- The name of the board, committee, commission and name of its current chair
- The term(s) of the vacancy/vacancies
- The typical meeting schedule
- How to obtain an application form
- When online/written applications are due

All applicants for boards, committees and commissions shall fill out a written application to serve, either online or on paper. Board, committee and commission members who are seeking reappointment must also reapply, answering the relevant questions based upon their service. New applicants seeking to serve will be given the same consideration as members seeking reappointment. Applicants for vacancies will be interviewed as soon as they can be accommodated on the Select Board's agenda. If there are multiple candidates for a position (or positions), all applicants will be interviewed at the same meeting. If that is not possible, the Select Board will wait until all applicants have been interviewed before making the appointment(s).

The same questions, listed below, will be asked of all applicants, though Select Board members may have follow-up questions of some applicants, based upon responses in their written applications or their interviews. Applicants will receive the questions in advance of being interviewed.

ALTERNATES:

Some boards, committees and commissions have alternate members who are appointed to one-year terms. Alternate members may participate in discussions about business before the board, but they do not vote unless there is no quorum – when a full member is absent or has recused themselves from participating. Alternate members may vote on routine matters, such as meeting dates and approving minutes.

An alternate who votes on an ongoing case must have attended all meetings during which the case was discussed. If the alternate has missed one of those meetings, they must watch the recording prior to the vote.

[[TWO OPTIONS HERE:]]

1. An appointed board, committee or commission which has alternate members may vote to move an alternate to full membership if a vacancy occurs due to resignation or expiration of a full member's term.
2. If a vacancy occurs on a board that includes alternates, due to resignation or expiration of a full member's term, alternate board members must apply to the Select Board to be considered for full membership.

The Select Board will use the following protocols in interviewing applicants:

- Questions will be related to the board, committee or commission on which the applicant wants to serve.
- Questions asked of applicants for regulatory and adjudicatory bodies will avoid seeking opinions on matters that are governed by local or state regulations or opinions on matters that are likely to come before the board.
- Comments from the board, committee or commission chair will be considered – either submitted in writing with the application or live during the interview process.

After all applicants have been interviewed, prior to any nominations, all members of the Select Board will have the opportunity to express their preferences for filling the position(s). Nominations for the position(s) will be taken and voted upon after all Select Board discussion.

If the Select Board chooses to leave a position vacant, the applicant(s) will be given an explanation. The Select Board will write letters of thanks to all members of boards, committees and commissions who finish their service, either through resignation or at the end of their terms.

QUESTIONS:

For all applicants:

1. Please tell us about yourself and why you are interested in joining the ____ board, committee, commission, touching upon any specific skills that you would bring to the workings of this group and any experience you have had working in a group setting.
2. Do you have a sense of the time required to serve and are you able to make that commitment?

For regulatory and adjudicatory boards, committees, commissions:

1. Have you reviewed the relevant local/state laws and regulations that govern this board, committee, commission?
2. Are you able to make decisions based on the information presented in a case and applicable laws/regulations, regardless of personal opinion?

For advisory boards, committees, commissions:

1. Have you followed the work of this group?
2. Are there any ideas or projects you would suggest or pursue as a new member?

OATH OF OFFICE: Written notification of appointment is issued to newly appointed board members, who must report to the Town Clerk's office to be sworn in. Elected and appointed officials must sign an acknowledgement of receipt of information on the state's Open Meeting Law. They also must complete state-mandated online ethics/conflict-of-interest training, required every two years. Members of all boards will be given the Truro Boards, Committees and Commissions Handbook. Newly appointed members are expected to familiarize themselves with the charge and the workings of the board to which they are appointed. They must also adhere to protocols in seeking any assistance from town staff.

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RESIGNATION: If a board member can no longer fulfill the duties of office, the member must submit a written resignation, including the effective date, to the appointing authority, with a copy to the board chairperson and the Town Clerk. The Select Board encourages board members who resign to specify their reasons, if other than personal. This may be done through an exit interview with the board chair or the Select Board liaison

ATTENDANCE: If a member or alternate member of an appointed board is absent for four consecutive meetings without approval by the rest of the board, the chair will alert the appointing authority and that member will be replaced.

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Kristen Reed, Chair

Robert Weinstein, Chair

John Dundas, Clerk

Susan Areson

Stephanie Rein
Truro Select Board

DRAFT

Truro

Application to Serve on a Board or Committee

Last Name

First Name

Middle Initial

Email Address

Phone Number

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

Are you registered to vote in Truro?

Yes

No

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

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.

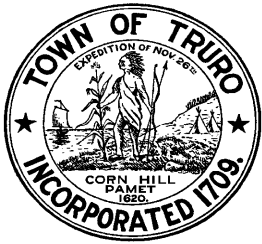
Are there other Boards/ Committees in which you are interested? Note: To be appointed to a regulatory board or committee, you must be a full-time resident and registered voter in Truro. Please list the Boards/ Committees names:

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

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

Date



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: DPW

REQUESTOR: Jarrod J. Cabral

REQUESTED MEETING DATE: July 11, 2023

ITEM: Authorization to Enter into a Contract with Land Cape, Inc. DBA Coastal Custom Builders for the Public Safety Building Envelope Improvements

EXPLANATION: The Public Safety Facility requires the replacement of siding, trim, exterior insulation, and triple pane windows. These repairs and additional insulation are due to the deterioration of the building and will make the building more energy efficient. This project was funded at this year's Town Meeting through a transfer of funds from the Capital Stabilization Fund for \$600,000. The invitations for bid resulted in two (2) complete bids, with Land Cape, Inc. DBA Coastal Custom Builders being the responsive and responsible bidder at the lowest price. Please note that the price is significantly less than budgeted, which will allow for contingencies and/or for unspent monies to remain in the Capital Stabilization Fund. The contract is currently under review by Town Counsel.

Project Summary:

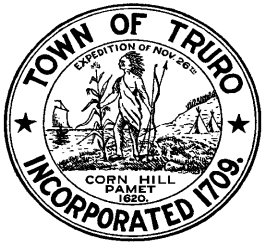
The Public Safety Facility requires replacement of siding and trim, insulation and triple pane windows. These repairs are necessary due to the deterioration of the building, and will make the building more energy efficient. The total cost of the project is \$756,000.00, however, Truro has received a Green Communities grant for \$156,000.00 for this project resulting in the \$600,000.00 transfer from the Capital Stabilization Fund that was approved.

FINANCIAL SOURCE (IF APPLICABLE): Capital Stabilization Fund transfer approved at the April 25, 2023 Annual Town Meeting for \$600,000, plus Green Communities grant funds.

IMPACT IF NOT APPROVED: Project will not move forward.

SUGGESTED ACTION: *MOTION TO authorize the Town Manager to enter into and sign the Public Safety Building Envelope Improvement Contract with Land Cape, Inc. DBA Coastal Custom Builders for \$496,600. and any subsequent documents related thereto.*

ATTACHMENTS: None.



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: DPW

REQUESTOR: Jarrod J. Cabral

REQUESTED MEETING DATE: July 11, 2023

ITEM: Authorization to Enter into a Contract with SumCo Eco-Contracting LLC for the Pamet Harbor North Jetty Breach Mitigation

EXPLANATION: The breach at the Pamet Harbor North Jetty worsened in the 2022/2023 winter storm season to the point of creating a breach between the beach and the North Jetty. A request for a free cash transfer was approved at this year's Town Meeting to move forward with a construction bid to rebuild the barrier beach, and coastal dune. The invitations for bid resulted in two (2) complete bids, with SumCo Eco Contracting being the responsive and responsible bidder at the lowest price. The contract is currently under review by Town Counsel.

Project Summary:

The breach at Pamet Harbor's north jetty (south end of Corn Hill beach) worsened in the 2022/2023 winter storm season to the point of creating a breach between the beach and the north jetty. With less barrier beach to collect the sand, wave energy is pushing beach sand into the approach channel of the Harbor more rapidly, making for dangerous navigation conditions. Simply performing maintenance dredging will not provide enough sand to rebuild the beach, so with consultation from the BSC Group, and emergency permitting from the regulatory agencies, the town prepared a short-term remediation plan to install coir rolls across the breach to collect sand and rebuild the barrier beach. This is a short- to medium-term solution that will be implemented while the coastal geology of the area is studied and longer- term solutions are identified.

FINANCIAL SOURCE (IF APPLICABLE): Free Cash transfer was approved at the April 25, 2023 Annual Town Meeting for \$215,000.

IMPACT IF NOT APPROVED: Project will not move forward.

SUGGESTED ACTION: *MOTION TO authorize the Town Manager to enter into and sign the Pamet Harbor North Jetty repair contract with SumCo Eco-Contracting LLC for \$204,405 and any subsequent documents related thereto.*

ATTACHMENTS:

1. Pamet Harbor Erosion Control Repairs Recommendation



Engineers
Environmental Scientists
Software Developers
Landscape Architects
Planners
Surveyors

www.bscgroup.com

JULY 6, 2023

Jarrold Cabral, DPW Director
Town Garage Complex
17 Town Hall Road
Truro, MA 02666

RE: Contractor Recommendation for the Pamet Harbor Erosion Control Repairs Project

Dear Jarrod,

On June 28, 2023, at 2:00 pm, general bids for the project referenced herein were received and opened electronically via Biddocsonline. The lowest qualified bidder as SumCo Eco-Contracting, LLC with a bid of \$204,405.00 with no errors. Said low bidder met all of the requirements and guidelines established as part of the bid.

It is our recommendation the Town accept and enter into a contract with SumCo Eco-Contracting, LLC.

Please do not hesitate to contact our office with any inquiries you may have.

Sincerely,

BSC Group, Inc.

A handwritten signature in black ink that reads "William G. Paille". The signature is written in a cursive style.

William G. Paille, PE,
Complete Streets Manager, Senior Associate



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Select Board

REQUESTOR: Sue Areson, Vice Chair, Select Board and Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: July 11, 2023

ITEM: Vote to approve granted funded, term, part-time Community Preservation Committee (CPC) Coordinator

EXPLANATION: The Community Preservation Committee (CPC) has historically had a contracted CPC Coordinator to assist the committee in posting meetings, preparing and posting agendas, taking minutes, project management, report writing, reviewing and writing the CPC's annual report, responding to CPC application questions, and setting up public hearings.

Following a legal review, it has been recommended by KP Law that this position be established as a part-time termed position. If approved, the position will be an unbenefited part-time termed position that can be renewed on an annual basis that is aligned with CPC grant cycle funding. The position will coordinate with the CPC for the scheduling and assignment of work up to 9 hours per week and report directly to the Town Accountant for mentoring, coaching and supervision.

FINANCIAL SOURCE (IF APPLICABLE): CPC grant funded.

IMPACT IF NOT APPROVED: The CPC will not have administrative support for the day-to-day requirements of managing Community Preservation Act funds.

SUGGESTED ACTION: *Motion to approve the establishment and hiring of the part-time and unbenefited Community Preservation Committee (CPC) Coordinator to be renewed upon approval of the annual CPC grant funding cycle and that the Select Board authorize the Town Manager to organize the position under the Town Accountant for the purposes of supervision.*

ATTACHMENTS:

1. None.
2. Previous responsibilities held by CPC Coordinator:
 1. Post meetings for the month with the Town Clerk and on website. Prepare agenda with the chair, post agenda with the Town Clerk and website.
 2. Take minutes of all meetings and post approved ones with the Town Clerk and the Town website.
 3. Set up Public Hearings and other public CPC meetings. Act as liaison with other town boards that need CPC information and arrange to get CPC personnel on other Town boards' agendas as needed.
 4. Field questions on applications for CPC funding, helping to advise applicants as they complete applications and prepare for presentations to the Committee. Check for accuracy and distribute to CPC.
 5. Send formal notification of results of CPC vote on projects to applicants.
 6. Help prepare and forward CPA Articles for Town Meeting Warrants.
 7. Maintain a CPC page on the Town website and the Department of Revenue (DOR) website of all CPA projects statewide.
 8. Send reports to Community Preservation Coalition and wherever additionally requested. Communicate as appropriate with neighboring CPC's.
 9. Review term dates of member assignments.
 10. Help prepare the CPC contribution to the Annual Town Report.

Work Schedule

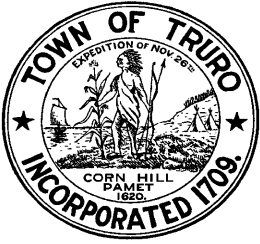
1. The CPC Coordinator shall provide staffing for up to 9 hours per week.

Responsibilities of the Town

1. The Town Manager or the Town Accountant in coordination with the Community Preservation Committee Chair (s) shall schedule and assign work and provide supervision as required.
2. In consideration for work and services, the Town agrees to pay the CPC Coordinator at the 2024 rate range of Principal Office Assistant, Grade 2 (\$26.38-\$34.42).

Duration

1. This during of the term shall be effective until July 1, 2024, pending CPC grant funding and Town Manager approval to extend the term for next fiscal year.



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: July 11, 2023

ITEM: Application for One Day Pouring License

EXPLANATION: Pamet Harbor Club has submitted an application for a one day Pouring License for August 12, 2023 from 6-10pm. eTips certification and liquor liability insurance have been provided. Police Chief has signed off on the event.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Pamet Harbor Club will not be allowed to serve alcohol at their event.

SUGGESTED ACTION: *Motion to approve the One Day Pouring License for Pamet Harbor Club for August 12, 2023, and authorize the Chair to sign electronically.*

ATTACHMENTS:

1. Application for a One Day Pouring License



TOWN OF TRURO
P.O. Box 2030, Truro, MA 02666
Licensing Department

RCUD 2023 JUN 14 PM 057
ADMINISTRATIVE OFFICE
TOWN OF TRURO

PH: 508-349-7004, Ext. 110 or 124 Fax: 508-349-5505
Email: ntudor@truro-ma.gov or nscoullar@truro-ma.gov

Application for a One Day Pouring License
MGL Chapter 138, Section 14 Special Licenses

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

BUSINESS/ORGANIZATION INFORMATION

JAE MCAULEY PAMET HARBOR CLUB
Name of Applicant Business/Organization Name

PO Box 555 Truro MA 02666
Mailing Address of Business/Organization

Non-profit or For-profit Entity Yes No
If of Non-Profit Status **must** accompany this application

JAE MCAULEY jae@pametclub.com
Contact Person Phone Number Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name Mailing Address

Phone Number Email Address

EVENT INFORMATION

AUGUST 12, 2023 SOCIAL EVENT
Date(s) of Event for License to be issued Purpose of Event (example: fundraiser, etc.)

Hours of Alcoholic Beverages sales, service and/or Consumption (from - to) 6 pm - 10 pm

Pamet Harbor Club 7 Yacht Club Rd Truro
Event Location (Must provide facility name, if any, street number and name)

Pamet Harbor Yacht Club (508) 349-3772
Property Owner Name and Address Phone number

N/A 90
Name of Caterer (if applicable) Approximate number of people attending

Is the event open to the general public Yes No

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

Purchase & Service

License is for the Sale of:

- All Alcohol Beverages (\$75.00) Wines & Malt beverages Only (\$50.00)
 Wines Only (\$50.00) Malt Beverages Only (\$50.00)

What is the source of the alcohol for the event (where is it being purchased*?) A J Lukes Import & Distribute
*If Wine is being donated see ABCC - Charity Wine Fundraising Application at <http://www.mass.gov/abcc/spec-lic-perms.htm>

Who will be serving the Alcohol? TAMARA E. ENDICH
TIPS CERTIFIED REQUIRED-SUBMIT COPY OF CERTIFICATION WITH APPLICATION

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

Applicant's Signature

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

Signature

Date

6/13/23

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

Office Use Only

APPROVAL

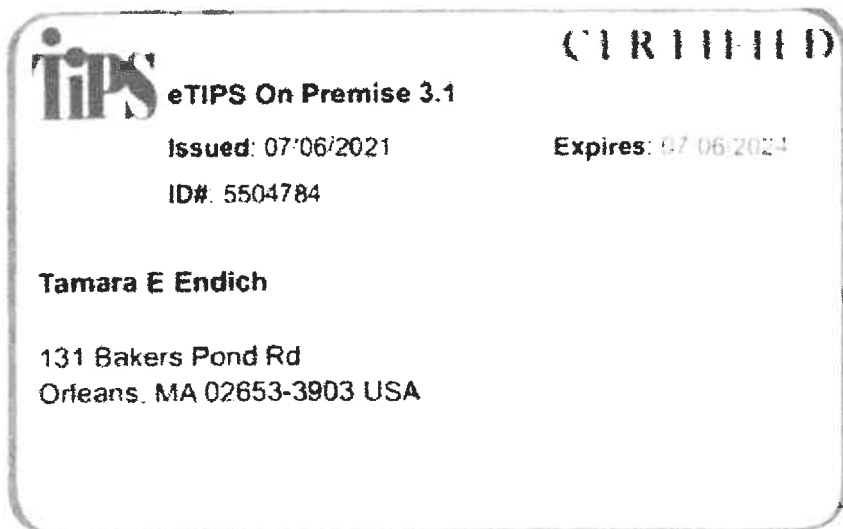
Select Board _____

Meeting Date _____

Police Department [Signature]

Date 6/21/2023

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



ACORD™

Client#: 70137

PAMETHAR

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/17/2023

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Starkweather & Shepley PO Box 549 Providence, RI 02901-0549 401 435-3600	CONTACT NAME: Andrew White	FAX (A/C, No): 401-735-1059	
	PHONE (A/C, No, Ext): 860-919-9602	E-MAIL ADDRESS: awhite@starshep.com	
INSURED The Pamet Harbor Yacht Club, Inc. P.O. Box 555 Truro, MA 02666-0555	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Atlantic Specialty Insurance Company		27154
	INSURER B : Associated Employers Ins Co/AIM		11104
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:


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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PD GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			B5JH54235	01/16/2023	01/16/2024	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$1,000,000 Liquor Liabi \$1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10000			B5JH54236	01/16/2023	01/16/2024	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$
B B	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 <input checked="" type="checkbox"/> N	N/A	VWC10060176042022A	06/26/2022	06/26/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

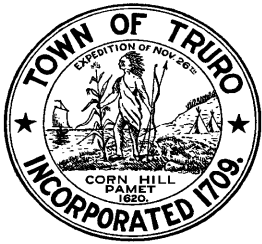
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**** Supplemental Name ****

First Supplemental Name applies to all policies - The Pamet Harbor Yacht Club, Inc.
Policy# B5JH54235 - : Pamet Harbor Club
(See Attached Descriptions)

CERTIFICATE HOLDER Town of Truro 24 Town Hall Rd PO Box 2030 Truro, MA 02666-2030	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 
---	---

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TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: July 11, 2023

ITEM: Entertainment Applications for Friends of the Truro Meeting House

EXPLANATION: Friends of the Truro Meeting House have submitted applications for Entertainment Licenses for July 23, July 30 and August 6. The Police Chief has signed off on all three applications.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Friends of the Truro Meeting House will not be allowed to hold their fundraiser events, which will impact the amount of money they receive.

SUGGESTED ACTION: *Motion to approve the Entertainment Licenses for the Friends of the Truro Meeting House for July 23, July 30 and August 6 and authorize the Chair to sign electronically.*

ATTACHMENTS:

1. Entertainment Application for July 23
2. Entertainment Application for July 30
3. Entertainment Application for August 6



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

TOWN OF

Application for an Entertainment License

- Annual Weekday Saturday Sunday
- Seasonal Seven-Day

*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

Chuck Steinman **Friends of the Truro Meeting House**
 Name of Applicant Business/Organization Name

PO Box 149, Truro, MA 02666
 Mailing Address of Business/Organization

Is this a Non-profit or For-profit Entity (Check the appropriate box) Yes No
 If ves. proof of Non-profit status must accompany this application

Chuck Steinman
 Contact Person Phone Number Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name Mailing Address

Phone Number Email Address

EVENT INFORMATION

Sunday, July 23, 2023 **Community Concert Fundraiser**
 Day (s)/Date (s) of Event for License to be issued Purpose of Event (example: fundraiser)

Hours of Event (from - to) **7:30 - 9:30 pm**

Truro Meeting House, 3 First Parish Lane, Truro Event is: Indoor Outdoor Event
 Location (Must provide facility name, if any, street number and name) (Please check applicable box)

First Congregational Parish, 3 First Parish Lane, Truro, MA 02666 (857) 472-0034

Property Owner Name and Address Phone number

Seating Capacity: **200** Occupancy Number: **200**

NA Approximate number of people attending **100**

Name of Caterer (if applicable)
 Truro Application for Entertainment License

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 violinists

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.

Chris C. Ste...

6/23/2023

Signature

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 Board of Selectmen.
- Sunday entertainment must be specifically requested and addressed in the permitting process, under MGL 136.
- These regulations are intended to allow the Board of Selectmen 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

APPROVAL

License No. _____

Select Board Chair _____ Meeting Date _____

Police Department *[Signature]* Date 7/5/2023

Restrictions/Conditions attached to the license by the Board of Selectmen or its Delegate: _____

THE COMMONWEALTH OF MASSACHUSETTS
OF



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

LICENSE

For
PUBLIC ENTERTAINMENT ON SUNDAY

The Name of the Establishment is T Friends of the Truro Meeting House in or on the property at No. 3 First Parish Lane, PO Box 149, Truro, MA 02666 (address)

The Licensee or Authorized representative, Chuck Steinman, Friends Board Chair 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
7/28/23	7:30-9:30 pm	Recital for Two Violins and Voice

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 premises 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



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

Application for an Entertainment License

- Annual
 Weekday
 Saturday
 *Sunday
 Seasonal
 Seven-Day

*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

Chuck Steinman

Friends of the Truro Meeting House

Name of Applicant

Business/Organization Name

PO Box 149, Truro, MA 02666

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

Chuck Steinman

Contact Person

Phone Number

Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

EVENT INFORMATION

Sunday, July 30, 2023

Community Concert Fundraiser

Day (s)/Date (s) of Event for License to be issued

Purpose of Event (example: fundraiser)

Hours of Event (from - to) **5:00 pm - 6:30 pm**

Truro Meeting House, 3 First Parish Lane, Truro

Event is: Indoor Outdoor Event

Location (Must provide facility name, if any, street number and name)

(Please check applicable box)

First Congregational Parish, 3 First Parish Lane, Truro, MA 02666 (857) 472-0034

Property Owner Name and Address

Phone number

Seating Capacity: **200**

Occupancy Number: **200**

NA

Approximate number of people attending **60**

Name of Caterer (if applicable)

Truro Application for Entertainment License

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) one musician playing the piano & organ

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.

Chris C. Ste...

6/23/2023

Signature

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 Board of Selectmen.
- Sunday entertainment must be specifically requested and addressed in the permitting process, under MGL 136.
- These regulations are intended to allow the Board of Selectmen 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

APPROVAL

License No. _____

Select Board Chair _____ Meeting Date _____

Police Department _____ Date 7/5/2023

Restrictions/Conditions attached to the license by the Board of Selectmen or its Delegate: _____

THE COMMONWEALTH OF MASSACHUSETTS
OF



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

LICENSE

For

PUBLIC ENTERTAINMENT ON SUNDAY

The Name of the Establishment is T Friends of the Truro Meeting House in or on the property at No. 3 First Parish Lane, PO Box 149, Truro, MA 02666 (address)

The Licensee or Authorized representative, Chuck Steinman, Friends Board Chair 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
7/30/23	5-6:30 pm	Piano and organ recital

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): \$59.00 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 sandpipes, hoses, 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



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

ROAD 2023/2022

Application for an Entertainment License

- Annual Weekday Saturday Sunday
 Seasonal Seven-Day

*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

Chuck Steinman

Friends of the Truro Meeting House

Name of Applicant

Business/Organization Name

PO Box 149, Truro, MA 02666

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

Chuck Steinman

Contact Person

Phone Number

Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

EVENT INFORMATION

Sunday, August 6, 2023

Community Concert Fundraiser

Day (s)/Date (s) of Event for License to be issued

Purpose of Event (example: fundraiser)

Hours of Event (from - to) **7:00 pm - 8:30 pm**

Truro Meeting House, 3 First Parish Lane, Truro

Event is: Indoor Outdoor Event

Location (Must provide facility name, if any, street number and name)

(Please check applicable box)

First Congregational Parish, 3 First Parish Lane, Truro, MA 02666 (857) 472-0034

Property Owner Name and Address

Phone number

Seating Capacity: **200**

Occupancy Number: **200**

NA

Approximate number of people attending **100**

Name of Caterer (if applicable)

Truro Application for Entertainment License

If the event is catered please return Caterer Food Service Form to Health Agent at Fax # 509.349 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) 10 a capella singers

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.

Chuck C. Ste...

6/23/2023

Signature

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 Board of Selectmen.
- Sunday entertainment must be specifically requested and addressed in the permitting process, under MGL 136.
- These regulations are intended to allow the Board of Selectmen 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

APPROVAL

License No _____

Select Board Chair _____

Meeting Date _____

Police Department  _____

Date 7/5/2023

Restrictions/Conditions attached to the license by the Board of Selectmen or its Delegate: _____

THE COMMONWEALTH OF MASSACHUSETTS
OF



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

LICENSE

For
PUBLIC ENTERTAINMENT ON SUNDAY

The Name of the Establishment is **J Friends of the Truro Meeting House** in, or on the property at No. **3 First Parish Lane, PO Box 149, Truro, MA 02666** (address)

The Licensee or Authorized representative, **Chuck Steinman, Friends Board Chair** 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
8/6/23	7-8:30 pm	a capella singing group concert

Hon. _____ Mayor/ Chairman of Board of Selectmen, _____ (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

Appendix 2

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **AUG 04 2013**

FRIENDS OF THE TRURO MEETING HOUSE
INC
PO BOX 149 3 PARISH LANE
TRURO, MA 02666

Employer Identification Number:
37-1704100
DLN:
17053115356003
Contact Person: SHEILA M ROBINSON ID# 31220
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
September 24, 2012
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,

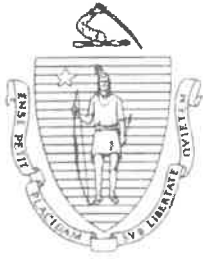


Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

PayPal Account Administrator Email: c.e.steinman@comcast.net



MARTHA COAKLEY
ATTORNEY GENERAL

THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL
ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

(617) 727-2200
(617) 727-4765 TTY
www.mass.gov/ago

FRIENDS OF THE TRURO MEETING HOUSE, INC.
P. O. Box 149
Truro, MA 02666

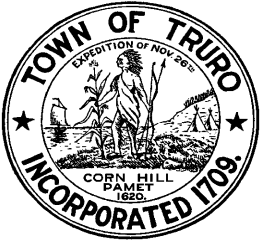
Certificate for Solicitation

This certificate has been issued to the organization listed below because it is current in its filings with the Attorney General's Division of Non-Profit Organizations/Public Charities. This registration in no manner constitutes endorsement or approval by the Commonwealth of Massachusetts of the named organization.

Name of organization: FRIENDS OF THE TRURO MEETING HOUSE, INC.
Certificate End Date: 05/15/2013
Attorney General's Account Number: 054246

Issued By
The Division of Non-Profit Organizations/Public Charities
Business and Labor Bureau

PayPal Account Administrator Email:



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: July 11, 2023

ITEM: Applications for Entertainment and One Day Pouring Licenses

EXPLANATION: Truro Center for the Arts has submitted applications for four events; July 18, July 22, August 5 and August 25/26. All of the events will have entertainment and alcohol. Chief Calise has signed off on each application. Each application has proof of certified eTips server. Licenses will not be released until certificate of liquor liability is received.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Each of these events are fundraisers. Not approving them will hinder their ability to get funds.

SUGGESTED ACTION: *Motion to approve the Entertainment Applications and One-Day Pouring Applications for July 18, July 22, August 5 and August 25/26 and authorize the Chair to sign.*

ATTACHMENTS:

1. Entertainment and One Day Pouring Applications for July 18.
2. Entertainment and One Day Pouring Applications for July 22.
3. Entertainment and One Day Pouring Applications for August 5.
4. Entertainment and One Day Pouring Applications for August 25/26.



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

ROUND 2023 JUNE 27 and 28/29
ADMINISTRATIVE OFFICE
TOWN OF TRURO

Application for an Entertainment License

- Annual
- Weekday
- Saturday
- *Sunday
- Seasonal
- Seven-Day

*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

Name of Applicant: TRURO CENTER FOR THE ARTS, INC. Business/Organization Name

Mailing Address of Business/Organization: P.O. BOX 756, TRURO MA, 02666

Is this a Non-profit or For-profit Entity (Check the appropriate box) Yes No
If you are a Non-profit status **must** accompany this application

Contact Person: Kristin Meyer Phone Number: _____ Email: kristin@castlehill.org

INDIVIDUAL APPLICANT INFORMATION

Individual's Name: _____ Mailing Address: _____

Phone Number: _____ Email Address: _____

EVENT INFORMATION

Day (s)/Date (s) of Event for License to be issued: TUE, JULY 18th 2023 Purpose of Event (example: fundraiser): FUNDRAISER

Hours of Event (from - to): 6pm - 8³pm

Location (Must provide facility name, if any, street number and name): Truro Center for the Arts, 3 EDGEWOOD WAY Event is: Indoor Outdoor Event
(Please check applicable box)

Property Owner Name and Address: TRURO CENTER FOR THE ARTS, INC. Phone number: (508) 349-7511

Seating Capacity: 150 Occupancy Number: _____

Approximate number of people attending up to 150

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) 4-5 acoustic w/ spoken word

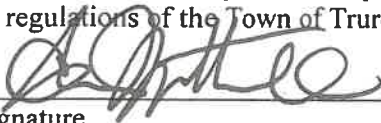
Amplified System: Yes No

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.



6/13/23
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 Board of Selectmen.
- Sunday entertainment must be specifically requested and addressed in the permitting process, under MGL 136.
- These regulations are intended to allow the Board of Selectmen 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

APPROVAL

License No _____

Select Board Chair _____

Meeting Date _____

Police Department  _____

Date 7/5/23

Restrictions/Conditions attached to the license by the Board of Selectmen or its Delegate: _____



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

REVISED 2020 JUN 20 AM 12:00

Licensing Department

ADMINISTRATIVE OFFICE

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

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

Application for a One Day Pouring License

MGL Chapter 138, Section 14 Special Licenses

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

BUSINESS/ORGANIZATION INFORMATION

TRURO CENTER FOR THE ARTS, INC.

Name of Applicant

Business/Organization Name

P.O. BOX 756, TRURO MA, 02666

Mailing Address of Business/Organization

Non-profit or For-profit Entity

Yes No

If yes, proof of Non-Profit Status **must** accompany this application

Kristin Meyer

Contact Person

Phone Number

kristin@castlehill.org

Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

EVENT INFORMATION

JULY 18th 2023

Date(s) of Event for License to be issued

FUNDRAISER

Purpose of Event (example: fundraiser, etc.)

Hours of Alcoholic Beverages sales, service and/or Consumption (from - to) 5:30 pm - 7:30 pm

TRURO CENTER FOR THE ARTS - 3 EDGEWOOD WAY

Event Location (Must provide facility name, if any, street number and name)

TRURO CENTER FOR THE ARTS, INC.

P.O. BOX 756, TRURO MA 02666

Property Owner Name and Address

(508) 349-7511

Phone number

Name of Caterer (if applicable)

100-150
Approximate number of people attending

Is the event open to the general public Yes No

Will there be Entertainment Yes No If Yes, Type of Entertainment spoken word w/ live music
 Will there be Police Detail Yes No

Purchase & Service

License is for the Sale of:

- All Alcohol Beverages (\$75.00) Wines & Malt beverages Only (\$50.00)
 Wines Only (\$50.00) Malt Beverages Only (\$50.00)

What is the source of the alcohol for the event (where is it being purchased*) TRURO VINYARDS
 *If Wine is being donated see ABCC - Charity Wine Fundraising Application at <http://www.mass.gov/abcc/spec-lic-perms.htm>

Who will be serving the Alcohol? HANNAH MC ANESTIE
 TIPS CERTIFIED REQUIRED-SUBMIT COPY OF CERTIFICATION WITH APPLICATION

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

Applicant's Signature

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

Signature  Date 6/29/23

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

Office Use Only

APPROVAL

Select Board _____ Meeting Date _____

Police Department  Date 7/5/2023

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



A 360TRAINING COMPANY

CERTIFICATE OF COMPLETION

This certifies that

Hannah McAnespie

is awarded this certificate for

TIPS On-Premise Alcohol Server Training



Hours
3.00



Completion Date
06/23/2023



Expiration Date
06/22/2026



Certificate #
ON-000029114873


Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE



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

RCVD 2023 JUN 29 04:12:34

ADMINISTRATIVE OFFICE
TOWN OF TRURO

Application for an Entertainment License

- Annual
- Weekday
- Saturday
- *Sunday
- Seasonal
- Seven-Day

*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

TRURO CENTER FOR THE ARTS, INC.

Name of Applicant Business/Organization Name

P.O. BOX 756, TRURO MA, 02666
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

Kristin Meyer kristin@castlehill.org
Contact Person Phone Number Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name Mailing Address

Phone Number Email Address

EVENT INFORMATION

SAT. JULY 22nd 2023 FUNDRAISER
Day (s)/Date (s) of Event for License to be issued Purpose of Event (example: fundraiser)

Hours of Event (from - to) 6pm - 10pm

TCFTA - 3 EDGEWOOD WAY Event is: Indoor Outdoor Event
Location (Must provide facility name, if any, street number and name) (Please check applicable box)

TRURO CENTER FOR THE ARTS, INC. (508) 349-7511
Property Owner Name and Address Phone number

Seating Capacity: 200 Occupancy Number: _____

Approximate number of people attending 200

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) 3 (electric)

Amplified System: Yes No

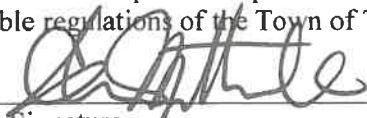
Shows: Theater Movies Floor Show Light Show

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.


Signature

6/29/23
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 Board of Selectmen.
- Sunday entertainment must be specifically requested and addressed in the permitting process, under MGL 136.
- These regulations are intended to allow the Board of Selectmen 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

APPROVAL

License No _____

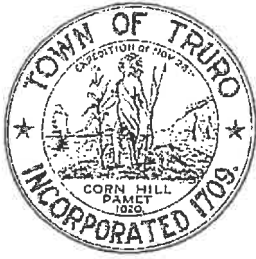
Select Board Chair _____

Meeting Date _____

Police Department  _____

Date 7/5/2023

Restrictions/Conditions attached to the license by the Board of Selectmen or its Delegate: _____



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Licensing Department

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

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

RCUD 2023 JUL 22 14:23:04
ADMINISTRATIVE OFFICE
TOWN OF TRURO

Application for a One Day Pouring License

MGL Chapter 138, Section 14 Special Licenses

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

BUSINESS/ORGANIZATION INFORMATION

TRURO CENTER FOR THE ARTS, INC.

Name of Applicant

Business/Organization Name

P.O. BOX 756, TRURO MA, 02666

Mailing Address of Business/Organization

Non-profit or For-profit Entity

Yes No

If yes, proof of Non-Profit Status **must** accompany this application

Kristin Meyer

Contact Person

kristin@castlehill.org

Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

EVENT INFORMATION

7/22/2023

Date(s) of Event for License to be issued

FUNDRAISER

Purpose of Event (example: fundraiser, etc.)

Hours of Alcoholic Beverages sales, service and/or Consumption (from - to) 6pm - 9pm

TRURO CENTER FOR THE ARTS - 3 EDGEWOOD WAY

Event Location (Must provide facility name, if any, street number and name)

(508) 349-7511

Property Owner Name and Address

Phone number

200

Name of Caterer (if applicable)

Approximate number of people attending

Is the event open to the general public Yes No

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

Purchase & Service

License is for the Sale of:

- All Alcohol Beverages (\$75.00)
- Wines Only (\$50.00)
- Wines & Malt beverages Only (\$50.00)
- Malt Beverages Only (\$50.00)

What is the source of the alcohol for the event (where is it being purchased*?) LUKE'S LIQUORS
*If Wine is being donated see ABCC - Charity Wine Fundraising Application at <http://www.mass.gov/abcc/spec-lic-perms.htm>

Who will be serving the Alcohol? HANNAH M^CAESPIE, JO LIND
TIPS CERTIFIED REQUIRED-SUBMIT COPY OF CERTIFICATION WITH APPLICATION

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

Applicant's Signature

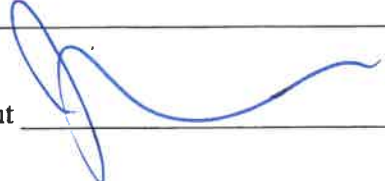
I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable Alcohol Control Laws of the State of Massachusetts and policies and regulations of the Town of Truro.

 6/29/23
Signature Date

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

Office Use Only

APPROVAL

Select Board  Meeting Date _____
Police Department _____ Date 11/5/2023

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



A 360TRAINING COMPANY

CERTIFICATE OF COMPLETION

This certifies that

Joanna Lind

is awarded this certificate for

TIPS On-Premise Alcohol Server Training



Hours
3.00



Completion Date
06/28/2023



Expiration Date
06/27/2026



Certificate #
ON-000029148938

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE



A 360TRAINING COMPANY

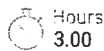
CERTIFICATE OF COMPLETION

This certifies that

Hannah McAnespie

is awarded this certificate for

TIPS On-Premise Alcohol Server Training



Hours
3.00



Completion Date
06/23/2023



Expiration Date
06/22/2026



Certificate #
ON-000029114873

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE



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

RCVD 2023 JUN 29 PM 12:34

ADMINISTRATIVE OFFICE
TOWN OF TRURO

Application for an Entertainment License

- Annual Weekday Saturday *Sunday
 Seasonal Seven-Day

*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

TRURO CENTER FOR THE ARTS, INC.

Name of Applicant

Business/Organization Name

P.O. BOX 756, TRURO MA, 02666

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

Kristin Meyer

Contact Person

Phone Number

kristin@castlehill.org

Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

EVENT INFORMATION

SAT. AUGUST 5th 2023

Day (s)/Date (s) of Event for License to be issued

FUNDRAISER

Purpose of Event (example: fundraiser)

Hours of Event (from - to) 6pm - 9pm

TLCFTA - 10 MEETING HOUSE ROAD

Location (Must provide facility name, if any, street number and name)

Event is: Indoor Outdoor Event
(Please check applicable box)

TRURO CENTER FOR THE ARTS, INC.

Property Owner Name and Address

(508) 349-7511

Phone number

Seating Capacity: 190

Occupancy Number: _____

Approximate number of people attending 150

Name of Caterer (if applicable)

Truro Application for Entertainment License

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) _____

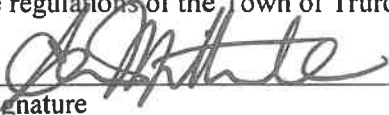
Amplified System: Yes No

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.



6/29/23
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 Board of Selectmen.
- Sunday entertainment must be specifically requested and addressed in the permitting process, under MGL 136.
- These regulations are intended to allow the Board of Selectmen 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

APPROVAL

License No _____

Select Board Chair _____

Meeting Date _____

Police Department  _____

Date 11/5/2023

Restrictions/Conditions attached to the license by the Board of Selectmen or its Delegate: _____



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Licensing Department

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

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

ROAD RESOURCES DIVISION
ADMINISTRATIVE OFFICE
TOWN OF TRURO

Application for a One Day Pouring License

MGL Chapter 138, Section 14 Special Licenses

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

BUSINESS/ORGANIZATION INFORMATION

TRURO CENTER FOR THE ARTS, INC.

Name of Applicant

Business/Organization Name

P.O. BOX 756, TRURO MA, 02666

Mailing Address of Business/Organization

Non-profit or For-profit Entity

Yes No

If yes, proof of Non-Profit Status **must** accompany this application

Kristin Meyer

Contact Person

Phone Number

kristin@castlehill.org

Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

EVENT INFORMATION

Saturday, August 5, 2023

Date(s) of Event for License to be issued

Fundraiser

Purpose of Event (example: fundraiser, etc.)

Hours of Alcoholic Beverages sales, service and/or Consumption (from - to) 6pm - 8pm

TRURO CENTER FOR THE ARTS - 10 MEETINGHOUSE ROAD

Event Location (Must provide facility name, if any, street number and name)

TLFTA - 10 MEETINGHOUSE RD, TRURO MA 02666 (508) 349-7511

Property Owner Name and Address

Phone number

Name of Caterer (if applicable)

Approximate number of people attending

Is the event open to the general public Yes No

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

Purchase & Service

License is for the Sale of:

- All Alcohol Beverages (\$75.00)
- Wines Only (\$50.00)
- Wines & Malt beverages Only (\$50.00)
- Malt Beverages Only (\$50.00)

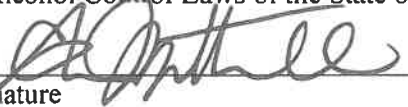
What is the source of the alcohol for the event (where is it being purchased*?) LUKE'S LIQUORS
*If Wine is being donated see ABCC - Charity Wine Fundraising Application at <http://www.mass.gov/abcc/spec-lic-perms.htm>

Who will be serving the Alcohol? JO LIND, LAURA CHANSE
TIPS CERTIFIED REQUIRED-SUBMIT COPY OF CERTIFICATION WITH APPLICATION

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

Applicant's Signature

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


Signature  Date 6/29/23

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

Office Use Only

APPROVAL

Select Board _____ Meeting Date _____

Police Department  Date 7/5/2023

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



A 360TRAINING COMPANY

CERTIFICATE OF COMPLETION

This certifies that

Laura Chause

is awarded this certificate for

TIPS On-Premise Alcohol Server Training



Hours
3.00



Completion Date
06/26/2023



Expiration Date
06/25/2026



Certificate #
ON-000029126506

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE



A 360TRAINING COMPANY

CERTIFICATE OF COMPLETION

This certifies that

Joanna Lind

is awarded this certificate for

TIPS On-Premise Alcohol Server Training



Hours
3.00



Completion Date
06/28/2023



Expiration Date
06/27/2026



Certificate #
ON-000029148938

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE



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

ROUND 2023 JUL 5 11:20 AM
ADMINISTRATIVE OFFICE
TOWN OF TRURO

Application for an Entertainment License

- Annual
- Weekday
- Saturday
- *Sunday
- Seasonal
- Seven-Day

*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

TRURO CENTER FOR THE ARTS, INC.
Name of Applicant Business/Organization Name

P.O. BOX 756, TRURO MA, 02666
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

Kristin Meyer Contact Person Phone Number kristin@castlehill.org Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name Mailing Address

Phone Number Email Address

EVENT INFORMATION

FRI & SAT AUG. 25th & 26th
Day (s)/Date (s) of Event for License to be issued Purpose of Event (example: fundraiser)

Hours of Event (from - to) 7pm - 9pm

TCFTA, 3 EDGEWOOD WAY Location (Must provide facility name, if any, street number and name) Event is: Indoor Outdoor Event
(Please check applicable box)

TRURO CENTER FOR THE ARTS, INC. Property Owner Name and Address (508) 349-7511 Phone number

Seating Capacity: 200 Occupancy Number: 2.0 per night

Approximate number of people attending 4.0 total

Name of Caterer (if applicable)
Truro Application for Entertainment License

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) _____


Amplified System: Yes No

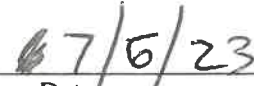
Shows: Theater Movies Floor Show Light Show
 No Show

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.


Signature


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 Board of Selectmen.
- Sunday entertainment must be specifically requested and addressed in the permitting process, under MGL 136.
- These regulations are intended to allow the Board of Selectmen 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

APPROVAL

License No _____

Select Board Chair _____

Meeting Date _____

Police Department  _____

Date  _____

Restrictions/Conditions attached to the license by the Board of Selectmen or its Delegate: _____



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Licensing Department

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

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

RCVD 2023 JUN 29 AM 10:55

ADMINISTRATIVE OFFICE

TOWN OF TRURO

Application for a One Day Pouring License

MGL Chapter 138, Section 14 Special Licenses

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

BUSINESS/ORGANIZATION INFORMATION

TRURO CENTER FOR THE ARTS, INC.

Name of Applicant

Business/Organization Name

P.O. BOX 756, TRURO MA, 02666

Mailing Address of Business/Organization

Non-profit or For-profit Entity

Yes No

If yes, proof of Non-Profit Status **must** accompany this application

Kristin Meyer

Contact Person

Phone Number

kristin@castlehill.org

Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

EVENT INFORMATION

AUG 25th + 26th 2023

Date(s) of Event for License to be issued

FUNDRAISER

Purpose of Event (example: fundraiser, etc.)

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

TRURO CENTER FOR THE ARTS - 3 EDGEWOOD WAY

Event Location (Must provide facility name, if any, street number and name)

TCFTA - P.O. BOX 756, TRURO MA 02662

Property Owner Name and Address

(508) 349-7511

Phone number

Name of Caterer (if applicable)

150 per DAY
Approximate number of people attending

Is the event open to the general public

Yes

No

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

Purchase & Service

License is for the Sale of:

- All Alcohol Beverages (\$75.00)
- Wines & Malt beverages Only (\$50.00)
- Wines Only (\$50.00)
- Malt Beverages Only (\$50.00)


What is the source of the alcohol for the event (where is it being purchased*?) TAURO WINYARDS
*If Wine is being donated see ABCC - Charity Wine Fundraising Application at <http://www.mass.gov/abcc/spcc-lic-perms.htm>

Who will be serving the Alcohol? AURIA CHAUSE, JOANNA LIND, HANNAH McANSPIE
TIPS CERTIFIED REQUIRED-SUBMIT COPY OF CERTIFICATION WITH APPLICATION

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

Applicant's Signature

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

 6/29/23
Signature Date

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

Office Use Only

APPROVAL

Select Board _____ Meeting Date _____

Police Department  Date 7/6/2023

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




CERTIFICATE OF COMPLETION


This certifies that


Laura Chause


is awarded this certificate for

TIPS On-Premise Alcohol Server Training

 Hours
3.00

 Completion Date
06/26/2023

 Expiration Date
06/25/2026

 Certificate #
ON-000029126506

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE



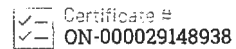
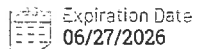
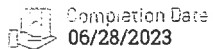
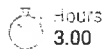
CERTIFICATE OF COMPLETION

This certifies that

Joanna Lind

is awarded this certificate for

TIPS On-Premise Alcohol Server Training



Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE




CERTIFICATE OF COMPLETION


This certifies that


Hannah McAnespie


is awarded this certificate for

TIPS On-Premise Alcohol Server Training

 Hours
3.00

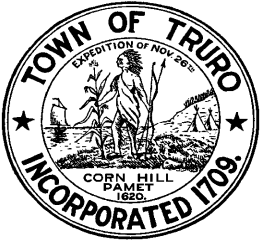
 Completion Date
06/23/2023

 Expiration Date
06/22/2026

 Certificate #
ON-000029114873


Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: July 11, 2023

ITEM: Memorandum of Agreement (Amendment to employment agreement) for Thomas Powers, Deputy Police Chief

EXPLANATION: The existing employment agreement from November 1, 2022, for Thomas Powers, Deputy Police Chief is out of date and needs to be amended to align with the recently completed classification and compensation study. This amendment amends the existing contract to move COLA eligibility to July 1, 2023, as is customary for all other union and non-union Town Employees. The amendment also amends Article 8(a) by deleting “shall be compensated at 1.5 times the Step 6 rate of patrol sergeant” and replacing it with “shall be compensated at 1.5 times the top step rate of Sergeant (Step J) to align it with the recently completed classification and compensation study.

FINANCIAL IMPACT (IF APPLICABLE): This amendment provides the Deputy Police Chief with the originally negotiated level of compensation for overtime that is now in conflict with the recently completed classification and compensation study. The staff has reviewed the budget and believe this change can be funded within the existing budget.

IMPACT IF NOT APPROVED: The Deputy Police Chief’s employment agreement will not align with the Town’s recently completed classification and compensation study, and the Deputy Chief will not be eligible for the level of overtime compensation that was originally negotiated.

SUGGESTED ACTION: *MOTION TO approve Memorandum of Agreement and authorize the Town Manager to sign the amendment to the employment agreement for Thomas Powers, Deputy Police Chief*

ATTACHMENTS:

1. Memorandum of Agreement

**AMENDMENT TO EMPLOYMENT AGREEMENT
BETWEEN THE TOWN OF TRURO AND
THOMAS POWERS**

This Amended Agreement is entered into this _____ day of July 2023 by and between the Town of Truro, Massachusetts, (“the Town”) and Thomas Powers (“Deputy Chief”) as follows:

WHEREAS, the Town and the Deputy Chief entered into an Employment Agreement for the period of November 1, 2022 to October 31, 2025;

WHEREAS, The Town and the Deputy Chief are desirous of amending certain terms of the employment agreement.

NOW THEREFORE, parties agree as follows:

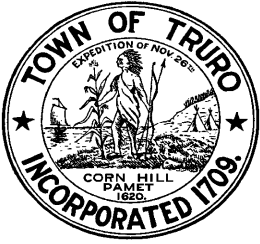
1. The Employment Agreement dated November 1, 2022, to October 31, 2025 shall remain in full force and effect except to the extent it is specifically amended in this Agreement.
2. The Town and the Deputy Chief agree to amend Article 8 (Compensation) by deleting “annual cost of living increases awarded annually on November 1st, beginning November 1, 2022” and replacing it with “annual cost of living increases awarded annually on July 1, beginning with July 1, 2023. For November 1, 2022 – June 30, 2023, a 3% cost of living adjustment shall be applied to the annual salary referenced in this article.”
3. The Town and the Deputy Chief agree to amend Article 8(a) by deleting “shall be compensated at 1.5 times the Step 6 rate of patrol sergeant” and replacing it with “shall be compensated at 1.5 times the top step rate of Sergeant (Step J).”

IN WITNESS WHEREOF, the Town of Truro has caused this Agreement to be signed and executed on its behalf by Town Manager, and duly attested by its Town Clerk, and the DEPUTY CHIEF has signed and executed this Agreement, both in duplicate, the day and year first above written.

Darrin Tangeman
Town Manager
Date: _____

Thomas Powers
Deputy Chief of Police
Date: _____

Attest:
Town Clerk



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: July 11, 2023

ITEM: Application to Serve

EXPLANATION: Linda Noons-Rose has submitted an application to serve another term with the Conservation Commission. All policy forms and training have been completed.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Not filling this vacancy may result in the inability of the Commission to meet quorum requirements.

SUGGESTED ACTION: *Motion to appoint Linda Noons-Rose to the Conservation Commission for a three-year term expiring June 30, 2026.*

ATTACHMENTS:

1. Application to Serve

Truro

Application to Serve on a Board or Committee

Last Name

Noons-Rose

First Name

Linda

Middle Initial

J

Email Address

Phone Number

Address (Street)

4 Bayberry Lane

Address (City)

Truro

Address (State)

MA

Address (Zip Code)

02666

Mailing Address (Please indicate box number and zip code)

P.O Box 2 02666

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

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?

conservation commission

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

I have served on the board now for over 4 years now. I was vice chair and have served as chair several times. I have background knowledge that enables me to understand the applications that come before the board. I think its important for people to do what they can when they can for town boards that need participation.

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.

Not at this time but I will look them up and read them.

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:

No. I'm working full time again and not able to commit to any more than the one board at this time.

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

I have served on the Con Com for I think 5-6 years now. I have owned several business and have team skills that adapt to committee work. I have volunteered to work on animal rescue programs and disaster collections.

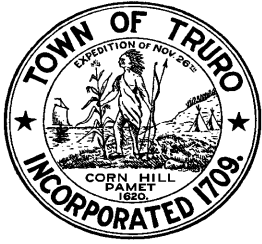
Briefly list any other relevant experience such as professional work, training, education, etc. A resume is NOT required. If you choose to attach a resume, it will become a public document.

Signature

Linda Noons-Rose

Date

Jun 22, 2023



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: July 11, 2023

ITEM: Review and Approve Amendment to Childcare Voucher Eligibility Criteria

EXPLANATION: Following the approval of Article 12: General Override for Community Sustainability Programs at the Annual Town Meeting and Election in April and May respectively, the Select Board approved the Childcare Voucher Program eligibility guidelines identified in the Program Overview at the Board's June 13, 2023 meeting.

While preparing to advertise the program, staff identified an area of the eligibility requirements that should be modified to better describe the Select Board's intent for each child to be eligible for (1) Community Sustainability Program per program year (September 1- August 31), so that there is adequate funding to serve all potential program participants. Staff recommends modifying the line "*Children enrolled in the Truro Central School Pre-School program are not eligible for the voucher program.*" to read, "*Children enrolled in the Truro Central School Pre-School program are not eligible for the voucher program in the same program year (September 1- August 31).*" The program was budgeted to provide access to (1) program per child per program year, so this language modification will help to clarify that intent.

FINANCIAL SOURCE (IF APPLICABLE): Select Board Services Budget (01012252)

IMPACT IF NOT APPROVED: The Childcare Voucher Program eligibility may be unclear.

SUGGESTED ACTION: *Motion to approve the Childcare Voucher Program eligibility guidelines identified in the Program Overview as recommended.*

ATTACHMENTS:

1. Childcare Voucher Program Overview Red-Lined



Program Purpose: To provide vouchers for birth through 4-year-old children of Truro residents, Town of Truro employees, and employees/ owners of Truro businesses to attend State-licensed childcare programs, as defined by the *Program Eligibility Requirements*.

Background: A General Override for Community Sustainability Programs, which includes the Childcare Voucher Program was approved by Truro citizens at 2023 Annual Town Meeting and the 2023 Annual Town Election Ballot. The voucher program is designed to provide financial assistance in the form of direct-to-provider vouchers for birth through 4-year-old children of Truro residents, Town of Truro employees, and employees and business owners employed for more than 20 hours per week by a business with a physical location in the town of Truro.

Program Eligibility Requirements:

Applicant Eligibility: Per Town Meeting Article 12, the voucher system program is “for eligible birth through four-year-old children for direct-to-provider tuition assistance up to a maximum of \$7,500.00 for each eligible child.” The program is open to birth through four-year-old children enrolled in a state-licensed childcare program, or a licensed pre-school or pre-k program that is not the Truro Central School Pre-School Program, who are born by August 31, 2023, and are not five years or older as of August 31, 2023. Children enrolled in the Truro Central School Pre-School program are not eligible for the voucher program in the same program year (September 1- August 31). Only children of Truro residents, children of Town of Truro employees, and children of employees and business owners employed for more than 20 hours per week by a business with a physical location in the town of Truro, provided that the Truro location is the primary location of the employee’s work for each month for which tuition assistance is provided are eligible. All required documentation and an application are required for eligibility.

Note: To qualify as a Town of Truro employee, the parent/ legal guardian of the child must be a permanent employee of the Town of Truro or Truro Central School (1099 contractors/ seasonal and temporary employees are not eligible).

Provider Eligibility: Eligible providers must hold a valid State-license from the Department of Early Education and Care or the similar and the license must allow them to care for the child for whom the voucher will cover. Documentation is required for eligibility.

Required Documents:

Applicant Documents:

- Completed and signed application
- Copy of birth certificate of child-does not have to be certified copy
- Proof of legal guardianship (if applicable)
- And:



If Truro Resident:	If Employees/Business Owners of Truro Business:
Proof of residency (must submit <u>one</u> . Additional documents may be requested if further verification is required): <ul style="list-style-type: none"> • Copy of parent/ guardian Massachusetts Driver’s License or Massachusetts ID card demonstrating Truro address. • Copy of Truro Real Estate Tax Bill in the name of the parent or guardian • Copy of Lease for a Truro property in the name of the parent or guardian • Copy of utility bill in parent’s or guardian’s name at a Truro address 	One month of most recent pay stubs demonstrating 20+ hours per week. Additional documents may be requested if further verification is required.

All applicants will be notified of receipt of documents and whether the application process is complete. Applicants will not be considered eligible for the voucher until all required documents are completed, submitted, and approved. Additional documents may be required.

Application Deadlines:

Application Must Be Received By	To Receive Funding for (Timeframe)
August 31, 2023	September 1, 2023- February 28, 2024
February 28, 2024	March 1, 2024- August 31, 2024

Funding Allocation: Half of the program funds will be allocated evenly to eligible applicants with eligible childcare expenses on a monthly basis for the months of September 2023 through February 2024. The other half of the program funds will be allocated evenly to eligible applicants with eligible childcare expenses on a monthly basis for the months of March 2024 through August 2024. Total voucher support for each eligible child shall not exceed \$7,500 for the course of the year.