



Truro Select Board Hybrid Meeting

Tuesday, December 5, 2023

Executive Session-10:00 AM

Regular Meeting-12:00 PM

Truro Town Hall, 24 Town Hall Road

EXECUTIVE SESSION (10 am)

<https://us02web.zoom.us/j/88031570150>

1-646-931-3860 Meeting ID: 880 3157 0150

This will be an in-person meeting, with the option for remote participation for Board members and/or the invited participants. The meeting will begin in open session solely for the purpose of moving, as set forth below, to enter into executive session. The meeting will be closed to the public once the Board votes to enter into Executive Session. Access to the open session portion of this meeting will be available in person and via the link/phone number listed above but will not be livestreamed on Channel 8 or TruroTV.

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

- (1) in accordance with the provisions of Massachusetts General Law Chapter 30A, §21 (a) 3, to discuss strategy with respect to litigation (47 Pond Road); and*
- (2) in accordance with the provisions of Massachusetts General Law Chapter 30A, §21 (a) 3, to discuss strategy with respect to litigation (542 Shore Road); and*
- (3) in accordance with the provisions of Massachusetts General Law, Chapter 30A, §21 (a) 6, to consider the purchase, exchange, lease or value of real property where an open meeting may have a detrimental effect on the negotiating position of the Board, and the Chair so declares; and*
- (4) in accordance with the provisions of Massachusetts General Law, Chapter 30A, §21 (a) 5, to investigate charges of criminal misconduct or to consider the filing of criminal complaints; and not to reconvene in open session.*

REGULAR MEETING (12 pm)

<https://us02web.zoom.us/j/84576047914>

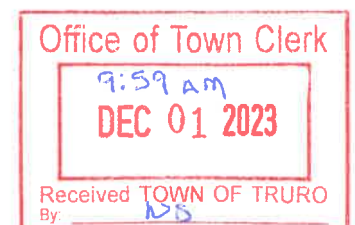
1-309-205-3325 Meeting ID: 845 7604 7914

This will be a hybrid (in-person *and* remote) meeting. Citizens can view the meeting on **Channel 8** in Truro and on the web on the "Truro TV Channel 8" 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 1-309-205-3325 and enter the following access code when prompted: 845 7604 7914 or you may join the meeting from a computer, tablet or smartphone by entering the follow URL into your web browser: <https://us02web.zoom.us/j/84576047914>** 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 Out-of-School-Time Program Leaders: Robin Huibregtse and Julia Morris
- B. Introduction of Communications & Marketing Coordinator: Katie Riconda

4. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

5. STAFF/ COMMITTEE UPDATES — NONE

6. TABLED ITEMS

- A. Review and Approve Revised Policy 59: Public Comment Policy
Presenter: Kristen Reed, Chair

7. SELECT BOARD ACTION

- A. Community Update on Special Town Meeting; Discussion and Vote to seek Special Legislation for the Option to Hold Town Meetings Outside of Truro; and Vote to Craft a Select Board Statement Regarding the Special Town Meeting
Presenter: Darrin Tangeman, Town Manager
- B. Review and Authorize Truro Housing Authority's Community Preservation Act Application
Presenter: Kevin Grunwald, Truro Housing Authority Chair
- C. Discussion and Approval of Town Manager Evaluation Process
Presenter: Kristen Reed, Chair
- D. Review and Approve Curb Cut Application for 101 Castle Road
Presenter: Jarrod Cabral, Public Works Director
- E. Review and Approve Request to Declare Fire Department 2013 Ford Explorer as Surplus
Presenter: Tim Collins, Fire Chief

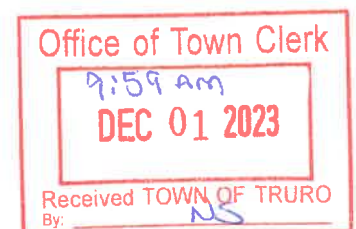
8. CONSENT AGENDA

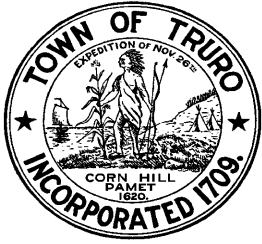
- A. Review/Approve and Authorize Signature: NONE
- B. Review and Approve Appointment Renewals: NONE
- C. Review and Approve 2024 Annual Business Licenses: Montano's Restaurant and FarmMaid Foods (Common Victualer); Truro Vineyards Lodging License
- D. Review and Approval of Annual Alcohol Licenses: Montano's Restaurant, Pamet Valley Package, Truro Vineyards, Chequessett Chocolate, FarmMaid Foods, and Salty Market Farmstand
- E. Review and Approval of ABCC Certificate of Renewal Form
- F. Review and Approve Select Board Minutes: July 11, 2023; August 8, 2023

9. Select Board Reports/Comments

10. Town Manager Report

11. Next Meeting Agenda: Regular Meeting December 12, 2023





TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Damion Clements, Director of Community Services

REQUESTED MEETING DATE: December 5, 2023

ITEM: Introduction of new employees.

- Robin Huibregtse, Program Leader, Out-of-School-Time Community Sustainability Program
- Julia Morris, Program Leader, Out-of-School-Time Community Sustainability Program

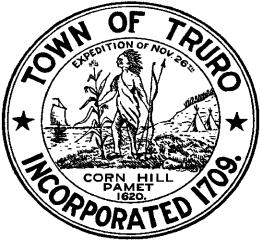
EXPLANATION: Introduce Ms. Huibregtse and Ms. Morris to the Select Board and the community.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: Discussion only

ATTACHMENTS: NONE



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: December 5, 2023

ITEM: Introduction of Communications & Marketing Coordinator: Katie Riconda

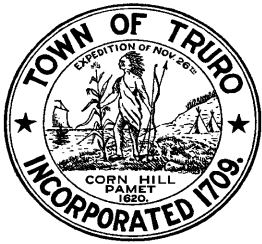
EXPLANATION: Town Manager Darrin Tangeman will present new employee Katie Riconda, Communications & Marketing Coordinator, to the Select Board and the citizens of Truro.

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

BOARD/COMMITTEE/COMMISSION: Select Board

REQUESTOR: Kristen Reed, Select Board Chair

REQUESTED MEETING DATE: December 5, 2023

ITEM: Review and Approve Revised Policy 59: Public Comment Policy

EXPLANATION: In light of the March 7, 2023 Massachusetts Supreme Judicial Court ruling about a public comment policy, the Select Board reviewed Select Board Policy 59: Public Comment, Selectmen Reports, and Selectmen Comments, and crafted revised drafts of the policy which were considered at the October 10, 2023, and November 14, 2023 Select Board Meetings.

To balance the need to provide an opportunity for the public to offer comment with the need for the Board to ensure the ability to conduct its business in an orderly fashion, Town Counsel comprehensively reviewed the most recent draft revised policy and provided comment, which is included. Counsel's review of the document is included for the Board's vote to approve tonight.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: No changes will be made to Policy 59: Public Comment, Selectmen Reports, and Selectmen Comments and will be out of alignment with the SJC ruling.

SUGGESTED ACTION: MOTION TO approve Revised Policy 59: Public Comment, Select Board Reports, and Select Board Comments as provided by Town Counsel and to electronically sign.

ATTACHMENTS:

1. Draft Revised Policy #59 (red-lined by Town Counsel)
2. Draft Revised Policy #59 (clean copy from Town Counsel)
3. Policy #59 (current)



TOWN OF TRURO

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

SELECT BOARD POLICY MEMORANDUM #59

Date: January 24, 2017; September 13, 2022, November 14~~---~~, 2023

Subject: **PUBLIC COMMENT, SELECT BOARD REPORTS AND SELECT BOARD COMMENTS**

PURPOSE:

The purpose of this policy is to define and provide structure to the Public Comment, Select Board Reports and Comments elements of regular Select Board meetings. It aims to provide members of the public a fair opportunity to speak, to ensure compliance with the Open Meeting Law and other legal obligations, and to facilitate the orderly conduct of board meetings.

POLICY:

The Truro Select Board welcomes public comment on issues that affect the town and are within the scope of the board's responsibilities. The board will schedule a Public Comment period at the beginning of each regular meeting as a way to engage the community.

Due to Open Meeting Law requirements for posting agenda items in advance, the board typically will not respond to citizen comments or questions posed during public comment. ~~However, the chair, as presiding officer of the meeting, may answer or request an answer to a question if they deem it appropriate.~~ At the board's discretion, matters raised under Public Comment that fall outside of the Select Board's purview may be directed to the Town Manager or other appropriate staff member for proper consideration and response.

Any member of the Select Board may request that an issue raised during public comment be placed on a future agenda in accordance with the Open Meeting Law to allow all viewpoints to be heard before the board takes any action.

APPLICABILITY:

This policy applies to all people wishing to speak at a board meeting. The board, at the chair's discretion, may provide the following opportunities to speak during the meeting: (i) at the "Public Comment" period generally scheduled at the beginning of a meeting; and (ii) at designated periods for comment on topics identified on the board's agenda. (NOTE: In accordance with Select Board Policy 56, comments from the public will not be taken during Select Board work sessions.)

Commented [JMA1]: In my opinion, in light of free speech principles, the Board may include that it welcomes public comment on these issues, but cannot restrict public comment on matters that may fall outside of these topics.

Commented [JMA2]: In my opinion, this language should not be included as deliberations on matters not posted may implicate the OML.

PROCEDURES:

- a. During regular meetings, the Public Comment will be scheduled at or near the beginning of the meeting. ~~It is a limited forum to comment on topics within the board's jurisdiction and not otherwise listed on the board's agenda.~~ To ensure compliance with the Open Meeting Law and other legal obligations, board members cannot engage with a speaker or with each other during Public Comment periods.
- b. The board may also allow the public to comment on topics identified on the meeting agenda. Comments during such periods are limited to the specific topic under deliberation.
- c. Each comment period shall last 15 minutes unless the board agrees to extend the time. Each speaker shall not exceed three minutes, ~~unless otherwise determined by the chair.~~
- d. All comments shall be addressed to or through the chair or acting chair of the board. Persons wishing to provide comments to the board shall raise their hand and wait to be acknowledged by the chair. Public comment will also be allowed from those attending the meeting remotely, once recognized by the chair.
- e. If there are a large number of citizens attending for Public Comment, the chair ~~may require each person to register on a sign-up sheet available at the entrance to the Select Board meeting room. In this instance, speakers will be acknowledged by the chair in the order in which their names appear on the sign-up sheet~~ will acknowledge individuals in the order in which they requested to speak.
- f. All speakers are encouraged to present their remarks in an orderly and peaceable manner, without disruption to other speakers. Once acknowledged by the chair, the speaker ~~shall~~ should identify themselves by name ~~and~~ provide their address ~~and indicate if they are a registered voter or taxpayer prior to commenting.~~
- g. Speakers who are also members of boards, committees or commissions should clearly identify whether comments made reflect positions of said board, committee or commission or whether the comments only reflect the view of the speaker.
- h. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the chair so that they can be entered into the record of that meeting.
- i. The Select Board will not read letters or statements from individuals into the public record. However, members of the public may personally provide their own comment or designate someone else to deliver the comments on their behalf.
- i. Members of the public are not permitted to interrupt or speak during a meeting unless authorized by the chair. The chair shall provide at least one verbal warning to a speaker if they engage in disruptive conduct.
- i-ii. ~~Comments or behaviors that are disruptive to the meeting will not be tolerated. If, after clear warning from the Chair, a person continues to disrupt the proceedings, the Chair may order the person to withdraw from the meeting and if the person does not withdraw, the Chair may authorize a constable or other officer to remove the person from the meeting (G.L. 30A, § 20(g)). If, after at least one verbal warning, the speaker persists in engaging in disruptive conduct, the chair may end that person's privilege of address for that meeting, and after three warnings of disruption can be removed.~~ Violence or threats of violence may result in immediate removal without further warning.
- j. As prescribed in Procedures (c), the public comment period is a finite time period, and as such, not all members of the public wishing to speak may be heard during a single comment period. The chair will strive to allow as much participation as is possible within the public comment period.

Commented [JMA3]: The following language was deleted from this version, as previously recommended by Town Counsel:

While the Board recognizes that members of the public may have questions they wish to address to the Board, the Open Meeting Law discourages public bodies from discussing topics not listed on a meeting agenda. Even when a matter is listed on the meeting agenda, that does not mean that the matter is subject to public debate. The public, therefore, should not expect the Board to respond to questions or statements made during the public comment portion of the meeting. All questions directed to Town Officials should be submitted in writing to the Town Manager.

Commented [JMA4]: Please be advised that if the time is extended, then speakers should be allowed to speak in a content-neutral manner in the order they requested to speak.

Commented [JMA5]: Given OML and free speech considerations, the board cannot require individuals to register to provide public comment and in my opinion, individuals may provide comments anonymously if they do not wish to identify themselves.

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DISCLAIMERS:

Public Comment is not intended to be a discussion, debate, or dialogue between or among citizens and the Select Board. Comments made during the Public Comment period do not reflect the views or positions of the board. Because of free speech principles, the Board does not have authority to prevent all speech that may be upsetting and/or offensive made during the Public Comment period.

The Chair of the meeting may not interrupt speakers who have been recognized to speak, except that the Chair reserves the right to terminate speech which is not constitutionally protected because it constitutes true threats, incitement to imminent lawless conduct, or engages in conduct that disrupts other speakers. The chair reserves the right to terminate speech which is not protected under the United States Constitution and the Massachusetts Declaration of Rights because it constitutes the use of profanity; discriminatory or defamatory statements; vulgarity; true threats; comments or conduct that violate the law; and other comments; engages in conduct that disrupts other speakers or conduct that interferes with the board's business during its current meeting.

SELECT BOARD REPORTS:

These will be placed toward the end of each regular meeting agenda. Members are encouraged to keep their remarks to no more than three minutes. Such topics will be listed on meeting agendas pursuant to the requirements of the Open Meeting Law. If an issue or question raised during Select Board reports or comments can be addressed quickly by another member of the board or by the Town Manager, that will be allowed. However, the board may not begin a substantive discussion or deliberations on an issue raised unless it has been included on that meeting's posted agenda. If not, the member can request that issue be placed on a future agenda.

Commented [JMA6]: In my opinion, if specific topics are anticipated by the Chair relative to Select Board reports in advance of the meeting, such topics should be listed with specificity on the meeting agenda in accordance with the Open Meeting Law.

Select Board reports are an opportunity for each board member to report on their official activities that have occurred between meetings. This includes reporting on meetings attended as a Select Board liaison, other meetings representing the Town of Truro and Select Board office hours.

Select Board comments differ from Select Board Reports in that they are an opportunity for members to comment on issues or activities affecting or concerning them individually that are relevant to town affairs. This includes responding to community feedback directed solely at them or reporting on activities in the community where they participate as a citizen and not as an elected official. If a member is responding to written communication or a specific document, they will include that in their remarks so that it can be entered into the record of that meeting. Members will refrain from using Select Board comments as an opportunity to respond to or address an individual. Select Board comments will be included on the meeting notice with specificity regarding any anticipated topics in accordance with the Open Meeting Law.

Commented [JMA7]: In my opinion, if specific topics are anticipated by the Chair relative to Select Board comments in advance of the meeting, such topics should be listed with specificity on the meeting agenda in accordance with the Open Meeting Law.

In both Select Board Reports and Select Board Comments, members will abide by the Standards of Professional Conduct.

REGULATORY / STATUTORY REFERENCES

Massachusetts G.L. c.30A, §20.

Kristen Reed, Chair

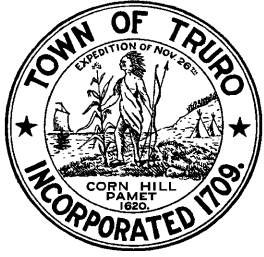
Susan Areson, Vice-Chair

John Dundas, Clerk

Robert Weinstein

Stephanie Rein
Select Board
Town of Truro

DRAFT



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

SELECT BOARD POLICY MEMORANDUM #59

Date: January 24, 2017; September 13, 2022, December 5, 2023

Subject: **PUBLIC COMMENT, SELECT BOARD REPORTS AND SELECT BOARD COMMENTS**

PURPOSE:

The purpose of this policy is to define and provide structure to the Public Comment, Select Board Reports and Comments elements of regular Select Board meetings. It aims to provide members of the public a fair opportunity to speak, to ensure compliance with the Open Meeting Law and other legal obligations, and to facilitate the orderly conduct of board meetings.

POLICY:

The Truro Select Board welcomes public comment on issues that affect the town and are within the scope of the board's responsibilities. It will not restrict public comment on matters that may fall outside of these topics. The board will schedule a Public Comment period at the beginning of each regular meeting as a way to engage the community.

Due to Open Meeting Law requirements for posting agenda items in advance, the board typically will not respond to citizen comments or questions posed during public comment. At the board's discretion, matters raised under Public Comment that fall outside of the Select Board's purview may be directed to the Town Manager or other appropriate staff member for proper consideration and response.

Any member of the Select Board may request that an issue raised during public comment be placed on a future agenda in accordance with the Open Meeting Law to allow all viewpoints to be heard before the board takes any action.

APPLICABILITY:

This policy applies to all people wishing to speak at a board meeting. The board, at the chair's discretion, may provide the following opportunities to speak during the meeting: (i) at the "Public Comment" period generally scheduled at the beginning of a meeting; and (ii) at designated periods for comment on topics identified on the board's agenda. (NOTE: In accordance with Select Board Policy 56, comments from the public will not be taken during Select Board work sessions.)

PROCEDURES:

- a. During regular meetings, the Public Comment will be scheduled at or near the beginning of the meeting. To ensure compliance with the Open Meeting Law and other legal obligations, board members cannot engage with a speaker or with each other during Public Comment periods.
- b. The board may also allow the public to comment on topics identified on the meeting agenda. Comments during such periods are limited to the specific topic under deliberation.
- c. Each comment period shall last 15 minutes unless the board agrees to extend the time. Each speaker shall not exceed three minutes.
- d. All comments shall be addressed to or through the chair or acting chair of the board. Persons wishing to provide comments to the board shall raise their hand and wait to be acknowledged by the chair. Public comment will also be allowed from those attending the meeting remotely, once recognized by the chair.
- e. If there are a large number of citizens attending for Public Comment, the chair will acknowledge individuals in the order in which they requested to speak.
- f. All speakers are encouraged to present their remarks in an orderly and peaceable manner, without disruption to other speakers. Once acknowledged by the chair, the speaker should identify themselves by name and provide their address.
- g. Speakers who are also members of boards, committees or commissions should clearly identify whether comments made reflect positions of said board, committee or commission or whether the comments only reflect the view of the speaker.
- h. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the chair so that they can be entered into the record of that meeting.
- i. The Select Board will not read letters or statements from individuals into the public record. However, members of the public may personally provide their own comment or designate someone else to deliver the comments on their behalf.
- j. Members of the public are not permitted to interrupt or speak during a meeting unless authorized by the chair. The chair shall provide at least one verbal warning to a speaker if they engage in disruptive conduct.
Comments or behaviors that are disruptive to the meeting will not be tolerated. If, after clear warning from the Chair, a person continues to disrupt the proceedings, the Chair may order the person to withdraw from the meeting and if the person does not withdraw, the Chair may authorize a constable or other officer to remove the person from the meeting (G.L. 30A , § 20(g)). Violence or threats of violence may result in immediate removal without further warning.
- k. As prescribed in Procedures (c), the public comment period is a finite time period, and as such, not all members of the public wishing to speak may be heard during a single comment period. The chair will strive to allow as much participation as is possible within the public comment period.

DISCLAIMERS:

Public Comment is not intended to be a discussion, debate, or dialogue between or among citizens and the Select Board. Comments made during the Public Comment period do not reflect the views or positions of the board. Because of free speech principles, the Board does not have authority to prevent all speech that may be upsetting and/or offensive made during the Public Comment period.

The Chair of the meeting may not interrupt speakers who have been recognized to speak, except that the Chair reserves the right to terminate speech which is not constitutionally protected because it constitutes true threats, incitement to imminent lawless conduct, or engages in conduct that disrupts other speakers.

SELECT BOARD REPORTS:

These will be placed toward the end of each regular meeting agenda. Members are encouraged to keep their remarks to no more than three minutes. Such topics will be listed on meeting agendas pursuant to the requirements of the Open Meeting Law. If an issue or question raised during Select Board reports or comments can be addressed quickly by another member of the board or by the Town Manager, that will be allowed. However, the board may not begin a substantive discussion or deliberations on an issue raised unless it has been included on that meeting's posted agenda. If not, the member can request that issue be placed on a future agenda.

Select Board reports are an opportunity for each board member to report on their official activities that have occurred between meetings. This includes reporting on meetings attended as a Select Board liaison, other meetings representing the Town of Truro and Select Board office hours.

Select Board comments differ from Select Board Reports in that they are an opportunity for members to comment on issues or activities affecting or concerning them individually that are relevant to town affairs. This includes responding to community feedback directed solely at them or reporting on activities in the community where they participate as a citizen and not as an elected official. If a member is responding to written communication or a specific document, they will include that in their remarks so that it can be entered into the record of that meeting. Members will refrain from using Select Board comments as an opportunity to respond to or address an individual. Select Board comments will be included on the meeting notice with specificity regarding any anticipated topics in accordance with the Open Meeting Law.

In both Select Board Reports and Select Board Comments, members will abide by the Standards of Professional Conduct.

REGULATORY / STATUTORY REFERENCES

Massachusetts G.L. c.30A, §20.

Kristen Reed, Chair

Susan Areson, Vice-Chair

John Dundas, Clerk

Robert Weinstein

Stephanie Rein
Select Board
Town of Truro



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

POLICY MEMORANDUM #59

Date: 24 January 2017; rev 9/13/2022

** This policy was revised at the September 13, 2022 Select Board meeting solely to reflect the titles used in the Town Charter for the Town Manager and Select Board and to modify language to be gender neutral. No changes were made to the content of the Policy at that meeting.*

Subject: **PUBLIC COMMENT, SELECTMEN REPORTS
AND SELECTMEN COMMENTS**

The purpose of this policy memorandum is to define and provide structure to the Public Comment, Select Board Reports and Select Board Comments elements of regular Board of Selectmen Meetings.

PUBLIC COMMENT:

The Select Board believes that the public should have an opportunity to comment on issues that affect the Town and are within the scope of the Board's responsibilities. Therefore the Select Board will begin each regular meeting with Public Comment as a way to engage and hear from the Truro community. Work session meetings will not include Public Comment as articulated in Policy Memorandum #56. The Public Comment period will abide by the rules of the Massachusetts Open Meeting Law. Public Comment should not exceed 15 minutes. However, time for Public Comment can be extended at the discretion of the Chair or by a vote of the Board. Speakers will be encouraged to keep their remarks to no more than three minutes. If there are a large number of citizens attending for Public Comment, the Chair may require each person to register on a sign-up sheet available at the entrance to the Select Board Meeting Room. In this instance, speakers will be acknowledged by the Chair in the order in which their names appear on the sign-up sheet.

Public Comment is not intended to be a discussion, debate, or dialogue between or among citizens and the Select Board. Rather, it is intended to offer citizens an opportunity to express their opinion on issues of the Select Board business. While the Board and/or Town Manager will not typically respond to citizen comments or questions posed at Public Comment, the Chair, as presiding officer of the meeting, may answer or request an answer to a question if they deem it appropriate. Further, should the Chair believe that an issue or question falls outside the purview of the Select Board they may direct it to the appropriate person or body so that the matter is

given proper consideration. Any member of the Select Board can request that an issue raised during public comment be placed on a future agenda for further consideration.

The Chair will begin each Public Comment period outlining the guidelines contained in this Policy Memorandum. The Chair will call on citizens who wish to provide Public Comment. Speakers will first identify themselves by their full name and address at the commencement of their remarks. Speakers will address all comments to the Board as a whole and not one individual member. Discussions between speakers and members of the audience will not be allowed. Speakers will be courteous in their language and presentation. Speakers must be respectful and constructive in their remarks and will refrain from personal attacks and the use of profanity. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the Chairperson so that they can be entered into the record of that meeting.

SELECTMEN REPORTS:

Select Board Reports are an opportunity for each member of the Board to report on official activities in their role as Select Board that have occurred between meetings. This includes reporting on meetings attended as a Select Board Liaison, other meetings representing the Town of Truro and Select Board Office Hours. Select Board Reports will be placed at the end of each agenda of a regular Select Board Meeting. Members are encouraged to keep their remarks to no more than three minutes and focus on matters raised that are in the purview of the Select Board. If an issue or question raised during Select Board Reports can be addressed quickly by another member of the Board or by the Town Manager that will be allowed. However, the Board may not begin a substantive discussion or deliberate on an issue raised during Select Board Reports unless that issue has been included on that meeting's posted agenda. If not, the member can request that issue be placed on a future agenda.

SELECTMEN COMMENTS:

Select Board comments differ from Select Board Reports in that they are an opportunity for individual members to comment on issues or activities affecting or concerning them individually that are relevant to Town affairs. This includes responding to community feedback directed solely at them or reporting on activities in the community where they participate as a citizen and not as an elected official. If a member is responding to written communication or a specific document, they will include that in their remarks so that it can be entered into the record of that meeting. Members will refrain from using Select Board comments as an opportunity to respond to or address an individual. Select Board comments will be included at the end of each agenda of a regular Select Board Meeting. Members are encouraged to keep their remarks to no more than three minutes.

In both Select Board Reports and Select Board Comments, members will abide by the Standards of Professional Conduct outlined in Policy Memorandum #54 attached to this document.

Kristen Reed

Kristen Reed, Chair

Robert Weinstein

Robert Weinstein, Vice-Chair

John Dundas

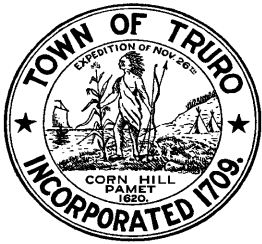
John Dundas, Clerk

Susan Areson

Susan Areson

Stephanie Rein

Stephanie Rein
Truro Select Board



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: December 5, 2023

ITEM: Community Update on Special Town Meeting; Discussion and Vote to seek Special Legislation for the Option to Hold Town Meetings Outside of Truro; and Vote to Craft a Select Board Statement Regarding the Special Town Meeting

EXPLANATION: The November 28, 2023 Special Town Meeting opened, only to immediately continue the meeting by a majority vote of the town meeting body, in light of safety concerns related to building capacity of the Truro Central School which would have resulted in the exclusion of Truro voters. Capacity limits were reached due to an unprecedented voter turnout.

The Special Town Meeting was continued by a majority vote of town meeting until May 4, 2024 at 10:00 am, pursuant to G.L. c.39, §10. The town is in the process of identifying an outdoor location in Truro. Currently, the Town of Truro Charter does not allow for Town Meeting to take place outside of Truro. The town will pursue a special act, called a Governor's Bill, per Section 8 of the Home Rule Amendment to the Massachusetts Constitution, to give the town flexibility to hold the Town Meeting elsewhere that provides for increased capacity. Additionally, the town expects a larger space will reduce the need for auxiliary audio/video setup. By continuing (rather than dissolving) the meeting, as proposed in both the passing motion to move the meeting to May 4th and an earlier motion to move the meeting to February, the warrant will remain intact, allowing the voters to retain the opportunity to vote on the important work of the town's boards, committees, staff, and citizens.

Town Manager Tangeman will provide a community update on Special Town Meeting and Attorney Lauren Goldberg of KP Law will be present to guide the Board through related legal questions. To allow for contingency planning for town meetings in the near future, the Select Board will seek a Governor's Bill to make such an allowance.

Finally, the Board will consider publishing a statement on behalf of the Board related to Special Town Meeting.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Select Board will not seek special legislation to allow for town meetings to be held outside of Truro if necessary and no statement on behalf of the Select Board will be published related to Special Town Meeting.

SUGGESTED ACTION:

Motion to pursue a special act, called a Governor's Bill, per Section 8 of the Home Rule Amendment to the Massachusetts Constitution, to give the town flexibility to hold the Town Meeting elsewhere that provides for increased capacity.

Motion to craft a statement on behalf of the Select Board related to Special Town Meeting based on the discussions at today's meeting.

ATTACHMENTS:

1. Press Release from the Town of Truro on Special Town Meeting (11/29/23)



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

PRESS RELEASE

FOR IMMEDIATE RELEASE: November 29, 2023

Town Meeting Votes to Continue Special Town Meeting to May 4, 2024 In Light of Safety Concerns Due to Unprecedented Voter Turnout

The November 28, 2023 Special Town Meeting opened, only to immediately continue the meeting by a majority vote of the town meeting body, in light of safety concerns related to building capacity of the Truro Central School which would have resulted in the exclusion of Truro voters. Capacity limits were reached due to an unprecedented voter turnout.

The town anticipated an increase in registered voters and arranged for additional rooms to accommodate residents, but the participation level ultimately exceeded the capacity of 523 people. Additionally, there were approximately 200 residents waiting outside to enter. Audio was provided in the cafeteria and library. Video was not provided as feedback from attendees of the spring Annual Town Meeting was that the delay resulting from live-streaming the broadcast of the meeting created confusion for voters and did not allow timely participation of voters in overflow areas.

“The voter turnout yesterday at our Special Town Meeting is exciting. Seeing that our voters are coming out in droves to participate shows that residents are passionate about our town and want to share their perspectives,” Town Manager Darrin Tangeman said. “It demonstrates the importance of the work that the Select Board, staff, committees and citizens are doing. I would like to acknowledge and extend my gratitude to the residents of Truro for your unprecedented participation.”

The Special Town Meeting was continued until May 4, 2024 at 10:00 am, pursuant to *G.L. c.39, §10*. The town is in the process of identifying an outdoor location in Truro. Currently, the Town of Truro Charter does not allow for Town Meeting to take place outside of Truro. The town will pursue a special act, called a Governor’s Bill, per Section 8 of the Home Rule Amendment to the Massachusetts Constitution, to give the town flexibility to hold the Town Meeting elsewhere that provides for increased capacity. Additionally, the town expects a larger space will reduce the need for auxiliary audio/video setup. By continuing (rather than dissolving) the meeting, as proposed in both the passing motion to move the meeting to May 4th and an earlier motion to move the meeting to February, the warrant will remain intact, allowing the voters to retain the opportunity to vote on the important work of the town’s boards, committees, staff, and citizens.

While another postponement is frustrating and undesirable to everyone, the level of participation at this meeting is exciting and we hope it continues to May 4th and beyond. The town will continue to

provide updates and ensure transparency throughout the meeting preparation process. Thank you again for your continued patience and active participation in local government. Please do not hesitate to reach out should you have questions or feedback.

Contact

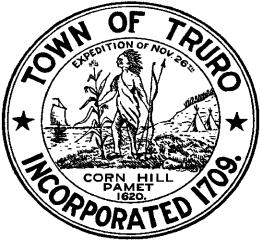
Administration Office

Email: pio@truro-ma.gov

Office: (508) 349-7004 ext.110 or ext.124

Fax: (508) 349-5505

**Edited to correct incorrect year in title.*



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: December 5, 2023

ITEM: Review and Authorize Truro Housing Authority's Community Preservation Act Application

EXPLANATION: The Truro Housing Authority requests that the Truro Select Board authorize the Truro Housing Authority to submit a grant application to the Community Preservation Committee (CPC) for a minimum of 60% of the available Community Preservation Funds to go to the Truro Affordable Housing Trust Fund. In order to meet the grant deadline, the Housing Authority submitted the application so retroactive authorization is requested.

The Truro Housing Authority regularly submits such grants on behalf of the Truro Affordable Housing Trust Fund. Kevin Grunwald, Chair of the Truro Housing Authority will be present at the Select Board meeting to provide further details related to this request.

FINANCIAL SOURCE (IF APPLICABLE): Community Preservation Act Funds

IMPACT IF NOT APPROVED: The Select Board will not authorize the submission of the Community Preservation Act grant applications submitted by the Truro Housing Authority. Failure to secure CPC Funds (if approved by the CPC and later by Town Meeting) may mean that the Affordable Housing Trust Fund may not have the funds to pay for important housing initiatives. Additionally, failure of the Community Preservation Commission to allocate 60% of funds for housing would put the allocations out of compliance with the General Bylaw.

SUGGESTED ACTION: *Motion to authorize the Truro Housing Authority to submit the application to the Community Preservation Committee for a minimum of 60% of the available Community Preservation Funds to go to the Truro Affordable Housing Trust Fund.*

ATTACHMENTS:

1. Project Application Form

PROJECT APPLICATION FORM

Applicant: Affordable Housing Trust

Submission Date : 11/1/23

Address: Truro Town Hall

Purpose: (Select all that apply)

Open Space

Affordable Housing

Historic Preservation

Recreation

Telephone: 508 349-7810

E-mail: kevshawn@comcast.net

Town Committee:

(If applicable): Truro Housing Authority, on behalf of the Affordable Housing Trust

Project Name: Affordable Housing Trust

Project Location/Address: N/A_____

Amount Requested: A minimum of 60% of the available Community Preservation Funds for the Fiscal Year 2025.

Project Summary: In the space below, provide a brief summary of the project.

See Narrative.

Estimated Date for Commencement of Project: Ongoing

Estimated Date for Completion of Project: Ongoing

PROJECT NARRATIVE

This application requests funding in the amount of a minimum of 60% of the available Community Preservation Funds for FY2025 on behalf of The Truro Affordable Housing Trust for the purpose of Community Housing. This Trust was established by Massachusetts General Law 274 of the Acts of 2002. The funds of this Trust can be used for a variety of activities that create, support and preserve affordable housing. The Community Preservation enabling legislation has provisions specifically for the CPC to fund Trusts. Currently the members of the Select Board serve as the trustees.

The need for affordable housing in Truro has been well documented, and the lack of quality affordable housing is one of the most critical problems facing the sustainability of our community. Funding for the Affordable Housing Trust provides opportunities to fund projects that could include assisting in maintaining affordability, land acquisition, pre-development/feasibility, or any other program allowable under the CPA. Projects can be reviewed at any time (so not tied to the yearly Town Meeting cycle), and are approved by the Select Board.

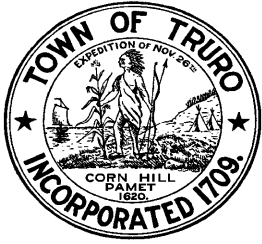
In the past the Truro Affordable Housing Trust funds have been used to assist in re-sales of affordable homes and to provide buy-down funds to ensure that affordability remains. This is a truly critical program, as deed riders from the 1990's include re-sale calculations that can result in unaffordable home sale prices. Trust funds have also been used to assist the Truro Housing Authority and Habitat for Humanity in land acquisition. During the past years AHT funds have been used for the following projects:

- \$800,000 has been allocated to the Cloverleaf housing project as a local funding match to leverage state grants and to subsidize the cost of infrastructure. This brings the Town's financial contribution to this project to \$23,000 per unit.
- Most recently the AHT has allocated funds for the Emergency Rental Assistance Program, designed to assist income-eligible families who are struggling to pay their rent. Approximately \$30,000 has been spent on this critical program.
- \$30,000 was allocated to hire a consultant to update our Housing Production Plan and Housing Needs Assessment.
- At the request of the Town Manager, and with the approval of the Select Board, approximately \$434,000 was allocated to fund the moving of two buildings to a Town owned lot which will be used for employee housing.

The rationale for requesting this amount of money from CPC is to maintain a pool of funds that are quickly accessible for time-sensitive affordable housing initiatives so that Truro can take advantage of these opportunities as they arise. We believe that this amount is required to support strategies identified in the recently approved Housing Production Plan (HPP), and to respond to the sense of urgency that the housing crisis has generated in our community.

REVIEW AND RECOMMENDATION CRITERIA/GUIDELINES

- Consistent with goals and priorities of the Select Board and the proposed Local Comprehensive Plan.
- Economically and reasonably feasible to implement.
- Serves multiple needs and populations.
- Leverages additional or multiple sources of funding (required by most State and federal funding applications).
- Utilizes, preserves, protects or enhances currently owned Town land or housing assets.
- Consistent with recent Town Meeting actions, as supported at the Annual Town meeting.
- Community Character: Promotes diversity through affordable housing and is consistent with Town planning documents, including the Local Comprehensive Plan and the Housing Production Plan.
- Community Impact/Needs: Meets multiple needs and populations in Town, addresses significant community needs, and meets the needs of an underserved population.



TOWN OF TRURO

Select Board Agenda Item

BOARD/COMMITTEE/COMMISSION: Select Board

REQUESTOR: Kristen Reed, Chair

REQUESTED MEETING DATE: December 5, 2023

ITEM: Discussion on the Town Manager annual evaluation review process

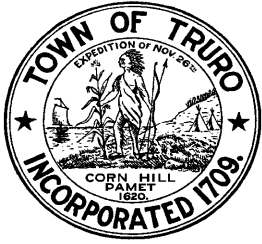
EXPLANATION: The Select Board will discuss the Town Manager's annual review process. This year, a mutual work plan was established to improve communications and engagement between Town Administration and our residents. This detailed plan has been the primary focus of the Town Manager since his evaluation was completed in June, and serves as a basis for this year's Town Manager evaluation. Recommend that the Town Manager provide a detailed written and verbal update on each of the workplan tasks on December 12, 2023 during a work session with the Select Board and provide several weeks for the Select Board to weigh in on the outcomes of these tasks at a January Select Board meeting.

FINANCIAL SOURCE (IF APPLICABLE): Annual General Fund budget

IMPACT IF NOT APPROVED:

SUGGESTED ACTION: *Motion to approve the proposed Town Manager evaluation review process.*

ATTACHMENTS: None



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: DPW

REQUESTOR: Jarrod J. Cabral, DPW Director

REQUESTED MEETING DATE: December 5, 2023

ITEM: Review and Possible Approval of Curb Cut Application for 101 Castle Road.

EXPLANATION: A new construction curb cut application has been submitted for 101 Castle Road. All Department Heads have signed off on this application.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Building Permit will not be issued project will not move forward.

SUGGESTED ACTION: Motion to approve the curb cut application for 101 Castle Road.

ATTACHMENTS:

1. Curb Cut application
2. Stamped engineered plan
3. Contractor narrative
4. Police and Fire Chief Email on Approval of Curb Cut

TOWN OF TRURO
APPLICATION FOR A CURB CUT PERMIT

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

Date: 8/28/2023

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

ROBT MCENROUZ 2023
ADMINISTRATIVE OFFICE
TOWN OF TRURO

Re: **APPLICATION FOR A CURB CUT**

Dear Board Members:

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

Owners Name(s) (Please Print): Damon Mayers & Lynn Bowman

Address: 101 Castle Road, Truro

Phone Numbe _____

Email Address: _____

Curb Cut Street Location: Left side of property (if facing property)

Affected Town or State road: Castle Road (Town)

Truro Assessor's Map Number: 46 Parcel Number: 46-396-0

Name of contractor: Ryan Schmidt of Schmidt Site Work Inc.

Contractor Phone Number: 508-298-2375

Contractor Email: schmidtsitework@gmail.com

Reason/explanation: Access needed into property for new construction

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

Applicant's Signature: 

Owner's Signature (if different):  Date: 8-30-2023

Owner's Address (if different): PO BOX 322
TRURO, MA. 02666

FOR TOWN STAFF/BOARD USE ONLY

DEPARTMENT APPROVALS

| | | |
|---|--------------------------------------|------------------------------|
| Building Commissioner Approval | | Building Permit Number _____ |
| <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | Date <u>11/28/2023</u> |
| _____ Building Commissioner | | |
| Chief of Police Approval | | Not Applicable |
| <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | Date _____ |
| _____ Chief of Police | | |
| Fire Chief Approval | | Not Applicable |
| <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | Date <u>29 Nov 23</u> |
| _____ Fire Chief | | |
| Health & Conservation Agent Approval | | Not Applicable |
| <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | Date <u>11/30/2023</u> |
| _____ Health & Conservation Agent | | |
| Public Works Director Approval | | Not Applicable |
| <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | Date <u>27 Nov, 2023</u> |
| _____ Public Works Director | | |
| Town Manager Approval | | |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | Date _____ |
| _____ Town Manager | | |
| Select Board Approval | | |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | Date _____ |
| _____ Select Board Chair | | |

ADDITIONAL APPROVALS (if required)

| | | |
|--|--------------------------------------|----------------|
| Planning Board Approval (if required) | | Not Applicable |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | Date _____ |
| _____ Planning Board Chair | | |
| Mass Highway Referral (if required) | | |
| Date Forwarded _____ | | Date _____ |
| _____ Signature | | |

PROPERTY ADDRESS _____

FOR TOWN STAFF/BOARD USE ONLY

CERTIFICATION OF COMPLIANCE/FINAL APPROVAL

| | | |
|--|----------------------|-----------------------------------|
| <u>Public Works Director Declaration of Compliance</u> | | |
| <i>I have inspected the property located at _____ and found the work requested on the Application for a Curb Cut dated _____ to be in compliance with the Select Board Policy #28 - Curb Cut Policy.</i> | | |
| _____ Public Works Director | | _____ Date |
| <u>Building Commissioner Final Approval</u> | | |
| _____ Approved | _____ Disapproved | Certificate of Occupancy _____ |
| _____ Building Commissioner | | _____ Date |

PROPERTY ADDRESS _____

GENERAL NOTES:

1. SYSTEM IS DESIGNED IN ACCORDANCE WITH "COMMONWEALTH OF MASS., DEPT. OF ENVIRONMENTAL PROTECTION, 310 CMR 15.02; THE STATE ENVIRONMENTAL CODE, TITLE 5 STANDARD REQUIREMENTS FOR THE Siting, CONSTRUCTION, INSPECTION, UPGRADE AND EXPANSION OF ON-SITE SEWAGE TREATMENT AND DISPOSAL SYSTEMS" AND THE TOWN OF TRURO REGULATIONS.
2. NO WELLS OR WATER SUPPLIES ARE KNOWN TO EXIST WITHIN 100 FEET OF THE PROPOSED SOIL ABSORPTION SYSTEM. ALL WELLS KNOWN TO EXIST WITHIN 150 FT. OF THE SYSTEM ARE SHOWN.
3. PRIOR TO BACKFILLING COMPLETED SYSTEM, NOTIFY THE ENGINEER AND THE HEALTH DEPARTMENT FOR INSPECTION. PROVIDE 24 HOURS (MIN.) NOTICE.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO EXCAVATION.
5. ANY CHANGES TO THIS PLAN MUST BE APPROVED BY THE BOARD OF HEALTH.

BUILDING HEIGHT CALCULATIONS

PROPOSED RIDGE ELEV. 98.0
 AVERAGE GRADE ELEV. 88.2
 PROPOSED HEIGHT 28.3'

MINIMUM BUILDING SETBACKS

FRONT, SIDE, & REAR - 25'

PROPOSED DRIVEWAY

8' MINIMUM WIDTH
 CLEARED 3' MINIMUM ON EACH SIDE

BENCHMARK

NAIL IN STAKE SET
 ELEV. = 85.50
 (ASSUMED DATUM)

PROVIDE 4G M/L POLYETHYLENE IMPERVIOUS SPREADOUT BARRIER MATERIAL (MIN. 3' WIDE) 3' FROM SALS, AS SHOWN. TOP OF BARRIER ELEV. = 59.0

PROVIDE BERM TO PREVENT ROAD RUNOFF FROM ENTERING SITE.

PROVIDE 12" MIN. PITCH FROM BERM TO ROAD LAG.

TEST HOLE DATA

DATE OF TEST HOLES: 4/19/2022
 NO WATER ENCOUNTERED
 INSP. BY: D. QUINN (R/W), A. DAMS (HEALTH DEPT)

| No. 1 | | | | No. 2 | | | |
|-------------|--------------|--------------|-----------------|-------------|--------------|--------------|-----------------|
| DEPTH (ft.) | SOIL HORIZON | SOIL TEXTURE | ELEVATION (ft.) | DEPTH (ft.) | SOIL HORIZON | SOIL TEXTURE | ELEVATION (ft.) |
| 0 - 3 | O | FIBRIC | 80.5 - 80.2 | 0 - 3 | O | FIBRIC | 83.0 - 83.6 |
| 3 - 18 | A | LOAMY SAND | 80.2 - 58.2 | 3 - 14 | A | LOAMY SAND | 82.6 - 82.7 |
| 18 - 38 | B | LOAMY SAND | 58.2 - 57.5 | 14 - 48 | B | LOAMY SAND | 82.7 - 68.8 |
| 38 - 138 | C | MEDIUM SAND | 57.5 - 48.0 | 48 - 132 | C | MEDIUM SAND | 58.9 - 52.8 |

| No. 3 | | | | No. 4 | | | |
|-------------|--------------|--------------|-----------------|-------------|--------------|--------------|-----------------|
| DEPTH (ft.) | SOIL HORIZON | SOIL TEXTURE | ELEVATION (ft.) | DEPTH (ft.) | SOIL HORIZON | SOIL TEXTURE | ELEVATION (ft.) |
| 0 - 2 | O | FIBRIC | 83.4 - 83.2 | 0 - 2 | O | FIBRIC | 80.5 - 80.3 |
| 2 - 12 | A | LOAMY SAND | 83.2 - 82.4 | 2 - 10 | A | LOAMY SAND | 80.3 - 59.7 |
| 12 - 36 | B | LOAMY SAND | 82.4 - 80.4 | 10 - 42 | B | LOAMY SAND | 59.7 - 57.0 |
| 36 - 138 | C | MEDIUM SAND | 80.4 - 57.8 | 42 - 132 | C | MEDIUM SAND | 57.0 - 48.5 |

LEGEND

- TEST HOLE LOCATION
- EXISTING CONTOUR
- PROPOSED CONTOUR
- SEPTIC TANK
- DISTRIBUTION BOX (NOT RATED)
- 40' x 10' x 2' ABSORPTION CHAMBER SYSTEM
- C.B. CONCRETE BOUND
- W- WATER LINE (PROP.)
- U- UNDERGROUND UTILITY SERVICE (PROP.)

SITE PLAN

1" = 30'

LOCATION MAP

Not to Scale

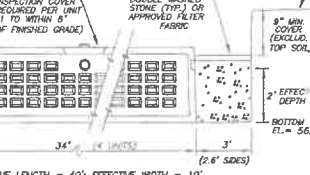


ASSR'S MAP 46, PARCEL 396
 LCP 17858-1

ABSORPTION CHAMBER DETAIL

(500-GAL. "ACME PRECAST" UNITS RATED, OR EQUAL)

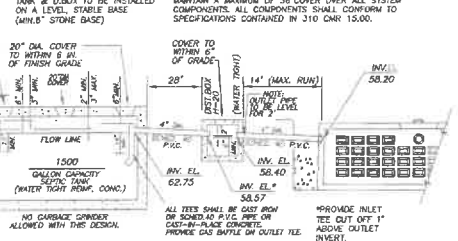
NOT TO SCALE



EFFECTIVE LENGTH = 40'; EFFECTIVE WIDTH = 10'

TYPICAL SYSTEM PROFILE

NOT TO SCALE



DESIGN DATA

NUMBER OF BEDROOMS: 4
 ESTIMATED DAILY EFFLUENT: 440 GPD
 TOTAL LEACHING AREA AS PROPOSED:
 SIDEWALL: 2(40') x 10' = 200 S.F.
 BOTTOM: L x W = 400 S.F.
 LEACHING CAPACITY AS PROPOSED:
 (EFFLUENT LOADING RATE = 0.74 GPD/SF)
 SIDEWALL: 200 x 0.74 = 148.0 G.P.D.
 BOTTOM: 400 x 0.74 = 296.0 P.P.
 TOTAL = 444 G.P.D.

ALL COVERS AND INSPECTION POINTS SHALL BE MARKED WITH MARKING TAPE OR A COMPARABLE MEANS IN ORDER TO LOCATE THEM ONCE BURIED.

TOP OF FIRST FLOOR ELEV. = 78.0

PROPOSED DWELLING & ON-SITE SEWAGE TREATMENT AND DISPOSAL SYSTEM

Prepared for: Lynn Bowman and Damon Mayers
 Location: 101 Castle Road - Truro, MA

Ryder & Wilcox, Inc., P.E. & P.L.S.
 8 Goodrich Hill Rd.
 Truro, MA 01963
 Tel: (508) 255-8312
 Fax: (508) 240-2306

Scale: 1" = 30'
 Drawn by: SJS
 Date: September 18, 2023
 Rev. - Nov. 1, 2023 (Curb cut)

Job No. 12979

Noelle Scoullar

From: Jamie Calise
Sent: Thursday, November 30, 2023 10:37 AM
To: Nicole Tudor; Noelle Scoullar
Cc: Darrin Tangeman; Jarrod Cabral
Subject: 101 Castle Rd

Good morning,

I reviewed the submitted plan and curb cut location for 101 Castle Rd. The proposed curb cut does not create any identifiable impediments for law enforcement access to the home or property.

If you need anything additional, please let me know.

Sincerely,

Jamie M. Calise
Chief of Police
Truro Police Department
344 Route 6
Post Office Box 995
Truro, Massachusetts 02666
508.487.8730
jcalise@truro-ma.gov



Noelle Scoullar

From: Tim Collins
Sent: Friday, December 1, 2023 10:14 AM
To: Noelle Scoullar
Subject: 101 castle

In regards to 101 Castle Rd., I walked the site and I see no issues from a fire department standpoint Sent from my iPhone
Tim Collins



To Whom it May Concern,

The width of the driveway will be approximately 8-10 feet wide, with 3 feet of clearance on either side. The edges on each side of the driveway will be wood chipped / mulched during construction to help minimize any erosion.

The first 10-14 feet of the driveway, immediately off of Castle Road, where it will have a negative pitch in towards the property, will be pavement. The remaining portion of the driveway will be a compacted stone material.

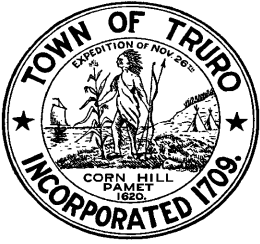
During the construction phase of the new dwelling, prior to final installation of the crushed stone driveway, the driveway will consist of a sub base hard pack material.

To help us maximize our efforts and control rain water shed during construction, we will be utilizing construction swaddle, silt fence and construction straw bales pinned to the ground with wooden stakes.

List of Materials: wood chipped / mulch
pavement
T-base hard pack
Native stone

Sincerely,

Ryan Schmidt
Schmidt Site Work, Inc.



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Fire Department

REQUESTOR: Tim Collins, Fire Chief

REQUESTED MEETING DATE: December 5, 2023

ITEM: Request to Declare Fire Department 2013 Ford Explorer as surplus

EXPLANATION: Request to Fire Department 2013 Ford Explorer as surplus.

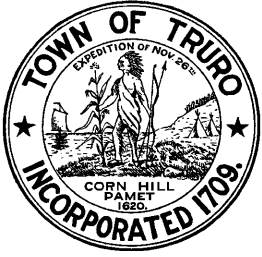
FINANCIAL SOURCE (IF APPLICABLE): N/A

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

SUGGESTED ACTION: *Motion to declare the Fire Department 2013 Ford Explorer as surplus.*

ATTACHMENTS:

1. Select Board Policy 67: Surplus Policy



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

SELECT BOARD POLICY MEMORANDUM #67

Date: Adopted May 17, 2022, rev 9/13/2022

** This policy was revised at the September 13, 2022 Select Board meeting solely to reflect the titles used in the Town Charter for the Town Manager and Select Board and to modify language to be gender neutral. No changes were made to the content of the Policy at that meeting.*

Subject: **SURPLUS POLICY**

Disposal of Surplus Supplies

- A. This Policy applies to all tangible property of the Town, except real property, having resale or salvage value, but identified as:
- Surplus – excess or no longer required or needed
 - Obsolete – no longer functions for its intended purpose
 - Replaced – the Town has replaced the item with a new or updated item.

Property that falls under these categories will be referred to as “surplus” in the remainder of this policy.

- B. All department heads must provide written notice to the Town Manager of any surplus supplies. The Town Manager shall determine how and where such surplus supply is to be stored pending disposal or other disposition by the Town and shall inform the department head of such determination.
1. In the case of surplus property owned by the School Department, including obsolete educational materials, the Superintendent or their designee shall submit a list of surplus materials to the School Committee and the Town Manager annually for their review. The School Committee shall determine if the identified property is valued at \$10,000.00 or greater, in which case the property must be disposed of as surplus in conformance with the procedures of General Laws Chapter 30B, Section 15. If the School property is valued at less than \$10,000.00, the School Committee shall ensure the property is disposed of as provided herein.

- C. The Town Manager shall solicit interest in the surplus property from all other departments of the

Town to determine if there is an alternate use of it. In the event any the property can be used by any other department, and the Town Manager determines that such alternate use is in the best interests of the Town, the Town Manager may make such property available for use by that department.

Additionally, The Town Manager may solicit interest in the surplus property from other communities or other governmental agencies. In the event any of the property can be used by another governmental entity, and the Town Manager determines that such alternate use is in the best interests of the Town, the Town Manager may make such property available for use by that entity by sale, swap, or other conveyance.

- D. If no other Town department or government entity expresses an interest in the surplus property, the Town Manager shall determine if the identified property is valued at \$10,000.00 or greater, in which case the property must be disposed of as surplus in conformance with the procedures of General Laws Chapter 30B, Section 15.
- E. If the Town Manager determines that the value of the surplus property at less than \$10,000.00, the Town Manager may dispose of the surplus property as provided herein.
- F. If the Town Manager determines that the surplus property has no resale or salvage value, the Town Manager shall dispose of such property at the least cost to the Town, e.g., if the property has become obsolete, or the property requires work to be done prior to sale that would be equal to or more than the likely value thereof, the item may be recycled, or if that is not possible, disposed of as waste.
- G. For surplus property that has a resale or salvage value, where it is determined that no other department has an interest in the property, the property may be disposed of pursuant to the procedure set forth in subsection I below.
- H. The Town Manager, in their discretion, may elect one of the following methods of disposal, with the objective of yielding the greatest return for the Town:
 - 1. Solicit written or oral bids from at least two (2) companies that deal in such property, maintaining a written record of the names and addresses of the companies from which a bid was solicited;
 - 2. Hold a "tag sale" at which surplus property shall be offered to the public by advertising the sale in a newspaper of general circulation in the Town, and by posting notice of the sale on the Town website at least seven (7) calendar days prior to the sale; or
 - 3. Advertise the surplus property for sale on the Town's website and/or on any responsible internet site that offers such property for sale at least fourteen (14) calendar days prior to the sale. Any such advertisement shall state the sale date, the date by which a bid shall be submitted to the Town, and shall prescribe the format in which a bid shall be submitted (written and delivered to a prescribed address, by e-mail, by fax or otherwise).
 - 4. In all cases, the surplus property shall be sold to the person offering the highest purchase price, net of any off-set or costs conditioning the prospective buyer's offer.

5. In the case of vehicles or equipment, the Town Manager may authorize the use of the vehicle for 'trade in' value toward its replacement. All payments should be made either by check payable to the Town of Truro or by verification that the agreed upon trade-in value has been credited towards the purchase of replacement vehicle or equipment. The Town Manager will sign a Bill of Sale or Purchase Order after confirmation of payment or verification of agreed upon credit for trade value and prior to the successful bidder/purchaser taking possession of the surplus item.
6. With respect to surplus public safety equipment, the police and fire Chiefs will provide written notice to the Town Manager that disposal of same comports with this policy and other applicable law.
7. If the Town does not receive a bid or offer to purchase the surplus property pursuant to any of the above-referenced methods, the Town Manager may dispose of the property as waste, or in any other manner consistent with law.



Kristen Reed, Chair



John Dundas, Clerk



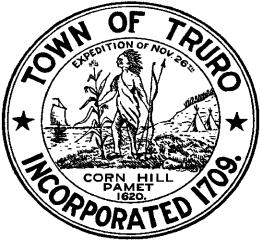
Robert Weinstein, Vice-Chair



Susan Areson



Stephanie Rein
Select Board-Town of Truro



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: December 5, 2023

ITEM: Approval of Renewal of 2024 Annual Business Licenses:

- Montano’s
- FarmMaid Foods
- Truro Vineyards-Lodging House License

EXPLANATION: These licenses are under the authority of the Select Board as the Local Licensing Authority. If you approve these licenses for renewal, the licenses will be issued only upon compliance with all regulations, receipt of the necessary fees and proof of taxes paid in full for the fiscal year. The Food Service Licenses have been issued by the Health Agent. There were no reported issues with these establishments in 2023.

| Mass General Law | Licenses & Permits Issued by Select Board | Names of Businesses |
|------------------|--|---|
| Chapter 140 § 2 | Common Victualer (Cooking, Preparing and Serving food) | Montano’s FarmMaid Foods |
| Chapter 140 § 23 | Lodging House License | Truro Vineyards of Cape Cod |

FINANCIAL SOURCE (IF APPLICABLE): N/A

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

SUGGESTED ACTION: *Motion to approve the 2024 annual Common Victualer License for Montano's Restaurant, and FarmMaid Foods and the 2024 Lodging License for Truro Vineyards of Cape Cod upon compliance with all regulations and receipt of the necessary fees.*

ATTACHMENTS:

1. Renewal Application for 2024: Montano's Restaurant
2. Renewal Application for 2024: FarmMaid Foods
3. Renewal Application for 2024: Truro Vineyards Lodging License

1st Septic Insp: 9/23/23
make exp: 10/20/24
Food Insp: 10/12/23

FS# 2024-018

HEALTH DEPARTMENT
TOWN OF TRURO



**Town of Truro
Board of Health**

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

OCT 26 2023

RECEIVED BY:

APPLICATION FOR FOOD SERVICE – COMMON VICTUALER

Name of Business: MONTANO'S

New Renewal/No Changes (Skip to Section 3)

Section 1 – License Type

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

Type of Food Service Establishment:

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

Section 2 – Business/Owner/Manger Information

Federal Employers Identification Number (FEIN/SS) _____

Business Name: Montano's Restaurant

Owner Name: Robert Montano Email Address: _____

Mailing Address: PO BOX 718 NO TRURO, MA. 02652

Phone No _____

Section 3 – Business Operation Details

Number of Seats: Inside: 188 Outside: _____ Number of Employees: 30

Length of Permit: Annual Seasonal Operation

Hours of Operation: 4 p.m To 10 p.m

Days Closed Excluding Holidays: open nightly year round

If Seasonal: Approximate Dates of Operation: ___/___/___ To ___/___/___

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

Name: Bob Montano Email Address: _____

Mailing Address: BOX 718 N. TRURO, MA. 02652

Phone No: _____ 24 Hour Emergency: _____

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

Bob Montano ZANA WEBER EOY The Roderick

Allergen Awareness Certification (attach copy):

Bob Montano

Has your menu changed from last year? Yes No

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

Section 4 - Attestation

Attestation

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

Signature of Applicant:

Date:

10/3/23

Application Checklist:

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

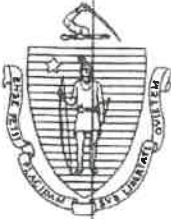
FOR HEALTH DEPARTMENT USE ONLY

Comments:

Review by

Date

10/31/2023



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

HEALTH DEPARTMENT
 TOWN OF TRURO

OCT 30 2023

RECEIVED BY:

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

Applicant Information

Please Print Legibly

Business/Organization Name: MONTANO'S RESTAURANT

Address: 701 ROUTE 6

City/State/Zip: NO TRURO MA Phone # _____

Are you an employer? Check the appropriate box:

- 1. I am an employer with 30 employees (full and/or part-time).*
- 2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]*
- 4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

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

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

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

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

Insurance Company Name: CITIZENS INSURANCE CO. OF AMERICA

Insurer's Address: 440 LINCOLN STREET

City/State/Zip: WORCESTER, MA. 01653

Policy # or Self-ins. Lic. # _____

Expiration Date: 5/22/2024

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

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

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

Signature: _____

Date: 10/3/23

Phone #: _____

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

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

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

Contact Person: _____

DI-4

HEALTH DEPARTMENT
TOWN OF TRURO

TRURO FIRE DEPARTMENT
344 ROUTE 6
POST OFFICE BOX 2013
TRURO, MASSACHUSETTS 02666

OCT 30 2023

RECEIVED BY

TIMOTHY COLLINS
CHIEF

PHONE: (508) 487-7548
FAX (508) 487-6808

OCTOBER 26, 2023

FIRE ALARM TEST REPORT

BUSINESS NAME: MONTANO'S RESTAURANT
OWNER/MANAGER: BOB MONTANO
ADDRESS: 481 ROUTE 6
PHONE #: _____
NUMBER OF UNITS: RESTAURANT; 1 APARTMENT
CONTACT PERSON: SAME
ADDRESS: SAME
PHONE #: SAME

ALARM TESTING COMPANY: LONG POINT ELECTRIC, INC
TESTING ELECTRICIAN/TECH: Michael Wisniewski
LICENSE #: 17239A
PHONE #: (508) 487-2056

THE FIRE ALARM SYSTEM AT THE ABOVE-MENTIONED BUSINESS ADDRESS WAS TESTED, AND ALL PARTS OF THE SYSTEM WERE FOUND TO BE, OR CORRECTED TO BE, FULLY OPERATIONAL.

COMMENTS: _____

DATE OF TEST: 10-26-23 BY: Michael Wisniewski

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

Frank A Vitale

5 Lynch Ln Harwich, MA 02645

508-430-2959 LIC # 000365

BUILDING DEPARTMENT
TOWN OF TRURO

OCT 30 2023

RECEIVED BY:

10/12/23

Montano's

481 Rte 6

N Truro, MA 02652

508-487-2026

220 MAIN LINE
221 PENN

Services conducted:

CLEANED + INSPECTED OK (V)

HOOD CLEANING STICKER IS AFFIXED

YES NO

DATE OF LAST HOOD CLEANING

DATE 10/12/2023

GREASE ACCUMULATION

HEAVY MODERATE LIGHT

FILTERS ARE INTACT

YES NO

FAN IS IN OPERATING ORDER

YES NO UNK

LIGHTING IN HOOD IS PROPERLY PROTECTED FROM DAMAGE

YES NO N/A UNK

Check here if Notice of Non-Compliance was issued to local Fire Department.

Date sent to Fire Department _____

Attach copy of Notice of Non-Compliance

Note: A copy of this report shall be kept by both the Service Company and the customer for a period of 3 years. Such records shall be open for the inspection of the Local Fire Department during regular business hours of operation

HEALTH DEPARTMENT
TOWN OF TRURO

OCT 30 2023

RECEIVED BY

WBEA901414

1500

NOTICE
TO
EMPLOYEES



NOTICE
TO
EMPLOYEES

The Commonwealth of Massachusetts

DEPARTMENT OF INDUSTRIAL ACCIDENTS

1 Congress Street, Suite 100, Boston, Massachusetts 02114-2017
617-727-4900 - <http://www.state.ma.us/dia>

As required by Massachusetts General Law, Chapter 152, Sections 21, 22 & 30, this will give you notice that I (we) have provided for payment to our injured employees under the above-mentioned chapter by insuring with:

CITIZENS INSURANCE COMPANY OF AMERICA

NAME OF INSURANCE COMPANY

440 Lincoln Street, Worcester MA, 01653

ADDRESS OF INSURANCE COMPANY

POLICY NUMBER

05/22/2023
EFFECTIVE
DATES

HILB GROUP OF NEW ENGLAND

500 W MAIN RD

NAME OF INSURANCE AGENT

ADDRESS

401-847-5200

PHONE

BADDOCS INC
EMPLOYER

PO BOX 718
ADDRESS

EMPLOYER'S WORKERS' COMPENSATION OFFICER (IF ANY)

DATE

MEDICAL TREATMENT

The above named insurer is required in cases of personal injuries arising out of and in the course of employment to furnish adequate and reasonable hospital and medical services in accordance with the provisions of the Worker's Compensation Act. A copy of the First Report of Injury must be given to the injured employee. The employee may select his or her own physician. The reasonable cost of the services provided by the treating physician will be paid by the insurer, if the treatment is necessary and reasonably connected to the work related injury. In cases requiring hospital attention, employees are hereby notified that the insurer has arranged for such attention at the

NAME OF HOSPITAL

ADDRESS

TO BE POSTED BY EMPLOYER

HEALTH DEPARTMENT
TOWN OF TRURO

RECEIVED BY
AUG 30 2023

CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: ROBERT MONTANO

Certificate Number: 5383693

Date of Completion: 12/7/2021

Date of Expiration: 12/7/2026



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

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

Issued By:



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

NATIONAL RESTAURANT ASSOCIATION®
800.765.2122
www.restaurant.org

ServSafe
National Restaurant Association

ServSafe® CERTIFICATION

ROBERT MONTANO

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

20229370
CERTIFICATE NUMBER

10749
EXAM FORM NUMBER

2/10/2021
DATE OF EXAMINATION

2/10/2026
DATE OF EXPIRATION

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



#0655

Sherman Brown
Executive Vice President, National Restaurant Association Solutions

HEALTH DEPARTMENT
TOWN OF TRI/R
RECEIVED 8
OCT 3 0 2023



In accordance with Maritime Labour Convention 2006, Resolution ADMIN 069-2013 (Regulation 3.2, Standard A3.2)

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This document cannot be reproduced or altered.
17110811

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



HEALTH DEPARTMENT
TOWN OF TRURO

OCT 30 2023

RECEIVED BY

Edythe Roderick attended a one hour training in "Anti-Choking Procedures for Food Establishments" as required by the Massachusetts Department of Public Health 105 CMK590.009. Included with this training was "Hands Only CPR" for adults and children. This training was conducted by the Cape Cod Medical Reserve Corps American Heart Association certified trained instructors.

This certificate is good for two years from the date of issuance.

A handwritten signature in cursive script that reads "Diana R. Gaumond".

Diana R. Gaumond, RN, BSN, MPH
Director Cape Cod Medical Reserve Corps

Date: 4/28/2022

HEALTH DEPARTMENT
TOWN OF TRURO

OCT 30 2023
RECEIVED



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

TAX STATUS REQUEST FOR LICENSING

Date 10/27/2023

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

Owner's Name: Parmajonny's LLC

Business Name: Montano's Restaurant

Residential Address: 481 Route 6

Map and Parcel: 32-31

HEALTH DEPARTMENT
TOWN OF TRURO

OCT 30 2023

RECEIVED BY

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

O. Reynolds

Tax Collector's Signature

10/30/2023

Date

Fire Alarm : 11/23/23
Septic Upgrade
in-progress

2024-004

HEALTH DEPARTMENT
TOWN OF TRURO

OCT 03 2023

RECEIVED BY:

30-89-E



**Town of Truro
Board of Health**

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

APPLICATION FOR FOOD SERVICE – COMMON VICTUALER

Name of Business: Chequessett Chocolate

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

RCVD 2023NOV17 10:40
ADMINISTRATIVE OFFICE
TOWN OF TRURO

Section 1 – License Type

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

Type of Food Service Establishment:

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

2024-004

2024-004 A

Section 2 – Business/Owner/Manger Information

Federal Employers Identification Number (FEIN/SS) _____

Business Name: _____

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

Mailing Address: _____

Phone No: _____

Section 3 – Business Operation Details

Number of Seats: Inside: 13 Outside: _____ **Number of Employees:** 8

Length of Permit: **Annual** **Seasonal Operation**

Hours of Operation: 8 AM To 8 PM

Days Closed Excluding Holidays: n/a

If Seasonal: Approximate Dates of Operation: ___/___/___ To ___/___/___

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

Name: Katherine Reed **Email Address:** kreed@chequessettchocolate.com

Mailing Address: P.O. BOX 250 North Truro, MA 02652

Phone No: _____ **24 Hour Emergency** _____

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

Katherine Reed _____

Allergen Awareness Certification (attach copy):

Katherine Reed _____

Has your menu changed from last year? Yes No

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

Section 4 - Attestation

Attestation

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

Signature of Applicant: Katherine Reed **Date:** 10/03/2023

Application Checklist:

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

FOR HEALTH DEPARTMENT USE ONLY

Comments: _____

Review by _____ Date _____



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

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

Applicant Information

Please Print Legibly

Business/Organization Name: Chequessett Chocolate

Address: P.O. Box 250

City/State/Zip: North Truro, MA 02652

Phone #: _____

Are you an employer? Check the appropriate box:

- 1. I am an employer with 8 employees (full and/or part-time).*
- 2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
- 4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

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

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

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

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

Insurance Company Name: Hartford Fire Insurance Company

Insurer's Address: One Park Place, 300 South State St., 7th Floor

City/State/Zip: Syracuse, NY 13202

Policy # or Self-ins. Lic. # _____

Expiration Date: 06/04/2024

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

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

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

Signature: Catherine Reed

Date: 10/03/2023

Phone #: 630 - 234 - 2994

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

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

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

Contact Person: _____ Phone #: _____

**NOTICE
TO
EMPLOYEES**

HEALTH DEPARTMENT
TOWN OF TRURO

OCT 03 2023

RECEIVED BY:

**NOTICE
TO
EMPLOYEES**

**The Commonwealth of Massachusetts
DEPARTMENT OF INDUSTRIAL ACCIDENTS**

LAFAYETTE CITY CENTER, 2 AVENUE DE LAFAYETTE, BOSTON, MA 02111
(617) 727-4900 – <http://www.ma.gov/dia>

As required by Massachusetts General Law, Chapter 152, Sections 21, 22, & 30, this will give you notice that I (we) have provided for payment to our injured employees under the above mentioned chapter by insuring with:

Hartford Fire Insurance Company
NAME OF INSURANCE COMPANY

One Park Place, 300 South State St, 7th Floor Syracuse NY 13202
ADDRESS OF INSURANCE COMPANY

| POLICY NUMBER | EFFECTIVE DATES |
|------------------------------------|------------------------|
| 06/04/23 - 06/04/24 | |
| BENSON YOUNG & DOWNS INS AGNCY LLC | (508)-487-0500 |
| NAME OF INSURANCE AGENT | PHONE |
| CHEQUESSETT CHOCOLATE | |
| EMPLOYER | |

EMPLOYER'S WORKERS COMPENSATION OFFICER (IF ANY)

DATE

MEDICAL TREATMENT

The above named insurer is required in cases of personal injuries arising out of and in the course of employment to furnish adequate and reasonable hospital and medical services in accordance with the provisions of the Workers Compensation Act. A copy of the First Report of Injury must be given to the injured employee. The employee may select his or her own physician. The reasonable cost of the services provided by the treating physician will be paid by the insurer, if the treatment is necessary and reasonably connected to the work related injury. In cases requiring hospital attention, employees are hereby notified that the insurer has arranged for such attention at the

NAME OF HOSPITAL

ADDRESS

TO BE POSTED BY EMPLOYER



ServSafe
National Restaurant Association

HEALTH DEPARTMENT
TOWN OF TRURO

OCT 03 2023

RECEIVED BY

ServSafe® CERTIFICATION

KATHERINE REED

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

20554096

CERTIFICATE NUMBER

10752

EXAM FORM NUMBER

5/12/2021

DATE OF EXAMINATION

5/12/2026

DATE OF EXPIRATION

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



#0655

Sherman L. Brown
Executive Vice President, National Restaurant Association Solutions



In accordance with Maritime Labor Convention 2006, Resolution ADM N 068-2013 (Regulation 3.2, Standard A.1.2)
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17110511

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

DO NOT REMOVE PER ORDER OF THE STATE FIRE MARSHAL

DATE OF
LAST SERVICE

JAN
 FEB
 MAR

APR
 MAY
 JUN

JUL
 AUG
 SEP

OCT
 NOV
 DEC

INTEGRITY

Total Service, LLC

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

001300

HCI-000064

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

SERVICED BY J. Naro

C OF C # 37

NEXT SERVICE
DUE IN

30 DAYS
60 DAYS
90 DAYS
120 DAYS
180 DAYS
365 DAYS

HEALTH DEPARTMENT
TOWN OF TRUEN

OCT 25 2023

RECEIVED BY:



2023
2024
2025
2026
2027
2028

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

CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: Katherine F Reed

Date of Completion: November 15, 2022

Date of Expiration: November 15, 2027

HEALTH DEPARTMENT
TOWN OF TRURO

OCT 03 2023

RECEIVED BY:

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

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

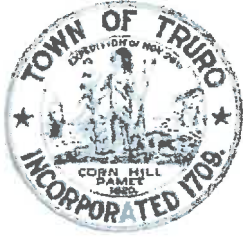
Issued By:



**Berkshire
AHEC**

Area Health Education Center
Pittsfield, Massachusetts

www.mafoodallergytraining.org



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02656
Tel: 508-349-7004, Extension: 110 or 124 Fax: 508-349-5505

OCT 05 2023

RECEIVED BY:

TAX STATUS REQUEST FOR LICENSING

Date _____

Request is coming from the Select Board's Office

Owner's Name KATHERINE REED

Business Name Amn Maid foods / chequessett

Business Address 8 Highland Rd

Map and Parcel 36-89

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

Tax Collector's Signature

10-04-2023

Date



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

HEALTH DEPARTMENT
TOWN OF TRURO

OCT 24 2023

RECEIVED BY

**FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT**

BUSINESS NAME: FARMMaid FOOD, INC/ RESIDENTIAL UNITS

OWNER/MANAGER: Katie Reed

ADDRESS: 8 HIGHLAND ROAD N. TRURO, MA 02652

PHONE #: _____ NUMBER OF UNITS: ONE COMMERCIAL
~~4 RESIDENTIAL~~

CONTACT PERSON: Katie Reed

ADDRESS: 8 HIGHLAND ROAD N. TRURO, MA 02652

TESTING COMPANY: Carlos Silva Electrician

TESTING ELECTRICIAN/TECHNICIAN: Carlos Silva

COMPANY PHONE #: 508 487 6218 HOME PHONE #: _____

LICENSE #: E38932

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

COMMENTS: _____

DATE OF CERTIFICATION: 10/18/23 BY: Carlos Silva
Signature of Licensed Electrician

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



TOWN OF TRURO

PO Box 2030, Truro MA 02666

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

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

Section 1 – LICENSE TYPE

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

New Renewal/No Changes (Skip to Section 3) Name of Business TRURO vineyards of Cape Cod.

FACILITY:

Motel-\$50 Cottage Colony-\$50 Condominium-\$50 # Units _____ Lodging-\$50

Transient Vendor-\$75 _____ Campground-\$50 _____ Gas Station*-\$25

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

Section 2 – BUSINESS INFORMATION

Federal Employers Identification Number (FEIN/SS) _____

Print Name of Applicant _____ Business Name _____

Owner Name _____

Street Address of Business _____ Mailing Address of Business _____

Business Phone Number _____ Business E-Mail Address _____

Section 3-HOURS OF OPERATION

Annual Seasonal Opening Date: _____ Closing Date: _____

RCV# 2023MDU27 04-0-07

Days of the Week Open: Thur-mon Nov-April
7 days may-oct

ADMINISTRATIVE OFFICE
TOWN OF TRURO

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

Section 4-MANAGER INFORMATION

Name of Onsite Manager:

Name: Kristen Roberts Unit Number: _____

Mailing Address: PO BOX 834 NORTH TRURO, MA 02652

Phone: (24 Hour Contact): _____ Email Address: Kristen@trurovineyardsofcepecel.com

Manager's Signature (REQUIRED)

Name of Offsite Manager:

Name: _____ Business Name: _____

Business Address: _____

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

Manager's Signature (REQUIRED)

Name of Co- Manager:

Name: _____ Business Name: _____

Business Address: _____

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

Co-Manager's Signature (REQUIRED)

Section 5 – ATTESTATION

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


Signature of Applicant

Kristen Roberts
Print Name

11/16/2023
Date

Additional Applications & Documentation

REQUIRED FOR ALL MOTELS, COTTAGE COLONIES, CONDOMINIUMS & CAMPGROUNDS

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

ADDITIONAL (SEPARATE) APPLICATIONS THAT MAY PERTAIN TO YOUR OPERATION

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



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

www.mass.gov/dia

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

Applicant Information

Please Print Legibly

Business/Organization Name: Truro Vineyards of Cape Cod

Address: PO BOX 834

City/State/Zip: North Truro, MA 02652 Phone #: _____

Are you an employer? Check the appropriate box:

- 1. I am an employer with 35 employees (full and/or part-time).*
- 2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
- 4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

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

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

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

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

Insurance Company Name: MARK SYLVIA INSURANCE AGENCY

Insurer's Address: 404 MAIN ST.

City/State/Zip: CENTERVILLE, MA 02632

Policy # or Self-ins. Lic. # _____ Expiration Date: 6/5/2023

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

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

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

Signature: [Signature] Date: 11/16/23

Phone #: _____

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

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

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

Contact Person: _____ Phone #: _____

TRURO FIRE DEPARTMENT

344 ROUTE 6
POST OFFICE BOX 2013
TRURO, MASSACHUSETTS 02666

TIMOTHY COLLINS
CHIEF

PHONE: (508) 487-7548
FAX (508) 487-6808

NOVEMBER 8, 2023

FIRE ALARM TEST REPORT

OCCUPANCY: TRURO VINEYARDS
OWNER/MANAGER: DAVE ROBERTS
ADDRESS: 11 SHORE ROAD
PHONE #: 508-487-6200
NUMBER OF UNITS: GIFT SHOP – BARN- BARREL ROOM-DISTILLERY
CONTACT PERSON: AMY ROBERTS
ADDRESS: SAME
PHONE #: SAME

ALARM TESTING COMPANY: LONG POINT ELECTRIC, INC.
TESTING ELECTRICIAN/TECHNICIAN: Michael Wisniewski
LICENSE #: 17239A
PHONE #: (508) 487-2056

THE FIRE ALARM SYSTEM AT THE ABOVE-MENTIONED BUSINESS ADDRESS WAS TESTED, AND ALL PARTS OF THE SYSTEM WERE FOUND TO BE, OR CORRECTED TO BE, FULLY OPERATIONAL.

COMMENTS: _____

DATE OF TEST: 11-8-23 BY: Michael Wisniewski

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



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

TAX STATUS REQUEST FOR LICENSING

Date 11/14/2023

Request is coming from the Select Board's Office

Owner's Name Kristen Roberts

Business Name Truro Vineyard

Business Address 11 Shore Rd.

Map and Parcel 39-137

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



Tax Collector's Signature

11-16-2023

Date

Number: 2024-034

Fee \$15.00

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

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

Kristen Roberts, mgr., d/b/a Truro Vineyards of Cape Cod

Whose place of business is **11 Shore Rd**

Type of business and any restrictions **Prepackaged Commercial Goods**

To operate a food establishment in **Truro, MA**

Permit Expires: **December 31, 2024**

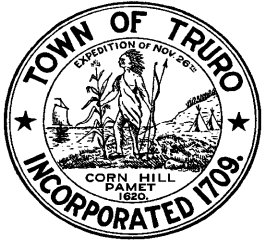
Date Issued:

Nov. 30, 2023



Emily Beebe, RS

Truro Board of Health Agent



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: December 5, 2023

ITEM: Approval of the 2024 Annual Alcohol Licenses

EXPLANATION: The 2024 annual alcoholic beverage license approval is before you as the Local Licensing Authority per Mass General Law (MGL 138 § 12, 15, 19B and 19E). Truro has six (6)* such licenses:

1. Pamet Valley Package-off premise, all alcohol; ABCC #00009-PK-1292
2. Montano's Restaurant-on premise, all alcohol; ABCC #00019-RS-1292*
3. Truro Vineyards of Cape Cod Farmer Winery; ABCC #00035-PP-1292
4. Truro Vineyards of Cape Cod Farmer Distillery; ABCC # 00037-PP-1292
5. FarmMaid Foods, Inc., Wine and Malt; ABCC # 04865-RS-1292
6. Salty Market Farmstand Inc., all alcohol; ABCC #90258-PK-1292

All Liquor Liability copies of Certificate of Insurance and Certificates of Inspection as required by the Alcoholic Beverages Control Commission will be in compliance with the Town (pouring license only requirement) before issuance of the 2023 annual licenses as of December 31st.

*Montano's Transfer of Alcohol License Hearing is scheduled for January 9, 2024. The current license must be approved for the Transfer.

IMPACT IF NOT APPROVED: The Annual Alcohol License holders will not be issued an alcohol license for 2024.

SUGGESTED ACTION: *MOTION TO approve and electronically sign the 2024 annual alcohol licenses for issuance and applications for submittal to the Alcohol Beverages Control Commission for Truro Vineyards of Cape Cod, Montano's Restaurant, and Pamet Valley Package, FarmMaid Foods, and Salty Market Farmstand upon completion of all required documents submitted to the Town.*

ATTACHMENTS:

1. 2024 Annual Alcohol ABCC Applications-signed by business owners
2. Chief of Police Approval Memo
3. 2023 Annual alcohol licenses



Jean M. Lorizio, Esq.
Commission Chairman

**Commonwealth Of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358**

**2024
Retail License Renewal**


| | | | |
|------------------|--|-------------------|-------------------------|
| License Number: | [REDACTED] | Municipality: | TRURO |
| License Name : | Pamet Valley Package Inc | License Class: | Annual |
| DBA : | Pamet Valley Package Inc | License Type: | Package Store |
| Premise Address: | 172 Route 6 Truro, MA 02666 | License Category: | All Alcoholic Beverages |
| Manager: | John Gainey | | |

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).




Signature



Printed Name

November, 11/14/23



Title

Additional Information:

Please complete and return this form to the Local Licensing Authority.





Jean M. Lorizio, Esq.
Commission Chairman

**Commonwealth Of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358**

**2024
Retail License Renewal**

License Number: [REDACTED] Municipality: TRURO
License Name : Baddocs Inc License Class: Annual
DBA : Montanos Restaurant License Type: Restaurant
Premise Address: 481 Rte 6 Truro, MA 02657 License Category: All Alcoholic Beverages
Manager: Robert C Montano

I hereby certify and swear under penalties of perjury that:

- 1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
- 2. The renewed license is of the same class, type, category as listed above;
- 3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
- 4. The premises are now open for business (if not, explain below).

[Signature]
Signature

November, 11/3/23

ROBERT MONTANO
Printed Name

OWNER
Title

Additional Information:

Please complete and return this form to the Local Licensing Authority.





Jean M. Lorizio, Esq.
Commission Chairman

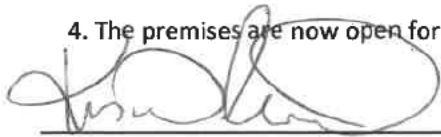
**Commonwealth Of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358**

**2024
Retail License Renewal**

License Number: [REDACTED] Municipality: TRURO
License Name : Truro Vineyards Of Cape Cod LLC License Class: Annual
DBA : Truro Vineyards Of Cape Cod License Type: Farmer Winery Pouring Permit
Premise Address: 11 Shore Road Truro, MA 02652 License Category: Wines Only
Manager: David J Roberts

I hereby certify and swear under penalties of perjury that:

- 1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
- 2. The renewed license is of the same class, type, category as listed above;
- 3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
- 4. The premises are now open for business (if not, explain below).



Signature
Kristin Roberts

Printed Name

November, 7, 2023

owner

Title

Additional Information:

Please complete and return this form to the Local Licensing Authority.





Jean M. Lorizio, Esq.
Commission Chairman

**Commonwealth Of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358**

**2024
Retail License Renewal**

License Number: [REDACTED] Municipality: TRURO
License Name : Truro Vineyards Of Cape Cod LLC License Class: Annual
DBA : Truro Vineyards License Type: Farmer Distillery Pouring Permit
Premise Address: 11 Shore Rd Truro, MA 02666 License Category: All Alcoholic Beverages
Manager: David Roberts

I hereby certify and swear under penalties of perjury that:

- 1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
- 2. The renewed license is of the same class, type, category as listed above;
- 3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
- 4. The premises are now open for business (if not, explain below).

[Signature]
Signature
Kristen Roberts
Printed Name

November, 7, 2023
owner
Title

Additional Information:

Please complete and return this form to the Local Licensing Authority.



THE COMMONWEALTH OF MASSACHUSETTS
ALCOHOLIC BEVERAGES CONTROL COMMISSION

95 Fourth Street, Suite 3
Chelsea, MA 02150-2358

Retail License Renewal

Renewal For (Year)

| | | | |
|------------------|--|------------------|---|
| License Number | <input type="text"/> | Municipality | <input type="text" value="Turo"/> |
| License Name | <input type="text" value="FarmMaid Foods Inc."/> | License Class | <input type="text" value="Annual"/> |
| DBA | <input type="text" value="Chequessett Chocolate"/> | License Type | <input type="text" value="Restaurant"/> |
| Premises Address | <input type="text" value="8 Highland Road, Turo"/> | License Category | <input type="text" value="Wines and Malt"/> |
| Manager Name | <input type="text" value="Katherine Reed"/> | | |

I hereby certify and under penalties of perjury that:

- 1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;**
- 2. The renewed license is of the same class, type and category as listed above;**
- 3. The licensee has complied with all laws of the Commonwealth relating to taxes; and**
- 4. The premises are now open for business (if not, explain below).**

Katherine Reed
Signature of Authorized Party

11/1/23
Date

Printed Name of Signer

Email Address

Please complete and return this form to the Local Licensing Authority.

Additional Information / Corrections



Jean M. Lorizio, Esq.
Commission Chairman

**Commonwealth Of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358**

**2024
Retail License Renewal**

License Number: [REDACTED] Municipality: TRURO
License Name : Salty Market Farmstand Inc. License Class: Annual
DBA : Salty Market Farmstand License Type: Package Store
Premise Address: 2 Highland Road Truro, MA 02652 License Category: All Alcoholic Beverages
Manager: Liam Luttrell Rowland

I hereby certify and swear under penalties of perjury that:

- 1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
- 2. The renewed license is of the same class, type, category as listed above;
- 3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
- 4. The premises are now open for business (if not, explain below).

Signature

Liam Luttrell Rowland

Printed Name

November, Nov, 2nd, 23

chef/owner

Title

Additional Information:

Please complete and return this form to the Local Licensing Authority.





TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Licensing Department

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

MEMO

To: Chief Jaime Calise, Truro Police Department
From: Nicole Tudor, Executive Assistant
Date: October 30, 2023
Re: 2024 Annual Liquor License Renewals for Review

Below please find 6 Annual Truro alcohol licensees seeking renewal of their 2024 alcohol licenses. Please advise on any concerns or comments on these renewals for the Select Board approval at a future meeting. Thank you.

2024 Annual Alcohol License Renewal Applicants:

1. Baddocs, Inc., dba **Montano's Restaurant**, 481 Route 6, Robert C. Montano, Manager
 License #00019-RS-1292 (ABCC) Class: Annual Type of License: Restaurant Category: All Alcohol

Approved/No Issues or Violations Reason for Denial
 Comments: _____

2. FarmMaid Foods, Inc dba **Chequessett Chocolate**, 8 Highland Rd, Katherine Reed, Manager
 License # 04865-RS-1292 (ABCC) Class: Annual Type of License: Restaurant Category: Wines and Malt

Approved/No Issues or Violations Reasons for Denial
 Comments: _____

3. **Pamet Valley Package, Inc.**, 172 Route 6, John Gainey, Manager
 License #00009-PK-1292 (ABCC) Class: Annual Type of License: Package Store Category: All Alcohol

Approved/No Issues or Violations Reason for Denial
 Comments: _____

4. Salty Market Farmstand, Inc., dba **Salty Market Farmstand**, 2 Highland Rd, Liam Rowland, Manager, License #90258-PK-1292 (ABCC) Class: Seasonal* Type of License: Package Store Category: All Alcohol *Owner has an active application for change to an annual license (Hearing 2.28/2023)

Approved/No Issues or Violations

Reasons for Denial

Comments: _____

5. **Truro Vineyards of Cape Cod**, LLC. dba Truro Vineyards of Cape Cod, 11 Shore Rd, David J. Roberts, Manager License #00035-PP-1292 (ABCC) Class: Annual Type of License: Farmer Winery Pouring Permit Category: Wines Only

Approved/No Issues or Violations

Reasons for Denial

Comments: _____

6. **Truro Vineyards of Cape Cod**, LLC., dba Truro Vineyards, 11 Shore Rd, David Roberts, Manager License #00037-PP-1292 (ABCC) Class: Annual Type of License: Farmer Distillery Pouring Permit Category: All Alcohol

Approved/No Issues or Violations

Reasons for Denial

Comments: _____

POLICE DEPARTMENT APPROVAL

Date: 10-31-2023

Signature: /s/Jamie M. Calise
Chief of Police

**2023 LICENSE
ALCOHOLIC BEVERAGES**

**THE LICENSING BOARD OF
THE TOWN OF TRURO
MASSACHUSETTS
HEREBY GRANTS A**

**LIQUOR LICENSE
of the following description:**

FARMER-DISTILLERY POURING PERMIT

To Be Consumed on the Premises

To Truro Vineyards of Cape Cod LLC, dba South Hollow Spirits, David J. Roberts, Manager

On the following described premises

Two story wood building, four entrances and exits, total square feet 1963, and a small sampling area (30x30) outdoor area, located at 11 Shore Road, Truro.

These areas, approximately 1963 sq. ft, which can only be used for the sale and pouring of run produced by the farmer distillery, or produced for the farmer distillery, and sold under the farmer distillery brand name. This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires December 31, 2023, unless earlier suspended, cancelled, or revoked. In testimony whereof, the undersigned have hereunto affixed their official signatures this 15th day of November 2022.

The hours during which alcoholic beverages may be sold are from:

Monday-Saturday:
11 am – 8 pm
Sunday: 12pm - 8pm

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

Licensing Board, Town of Truro

ABCC # 00037-PP-1292

**2023 LICENSE
ALCOHOLIC BEVERAGES**

**THE LICENSING BOARD OF
THE TOWN OF TRURO
MASSACHUSETTS
HEREBY GRANTS A**

**LIQUOR LICENSE
of the following description:**

FARMER-WINERY POURING PERMIT

To Be Consumed on the Premises

To Truro Vineyards of Cape Cod LLC, David J. Roberts, Manager

On the following described premises

A farm winery located at 11 Shore Road with both an indoor and outdoor tasting area (weather dependent), located within an 1858 sq. ft. retail area, a 450 sq. ft. outdoor patio and a 3200 sq. ft. Tasting Pavilion area. Indoor tasting room has four entrances and exits.


These areas, approximately 5500 sq. ft, which can only be used for the sale and pouring of wine produced by the farmer winery, or produced for the farmer winery, and sold under the farmer winery brand name. This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires December 31, 2023, unless earlier suspended, cancelled, or revoked. In testimony whereof, the undersigned have hereunto affixed their official signatures this 15th day of November, 2022.


The hours during which alcoholic beverages may be sold are from:


Monday-Saturday:


11 am – 8 pm


Sunday: 12 pm – 8 pm











ABCC # 00035-PP-1292

Licensing Board, Town of Truro

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LICENSE ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF

The Town of Truro

MASSACHUSETTS

HEREBY GRANTS A

COMMON VICTUALER

License to Expose, Keep for Sale, and to Sell

All Kinds of Alcoholic Beverages

To Be Drunk On the Premises

To Baddocs, Inc., Robert C. Montano, Manager

d/b/a Montano's Restaurant

on the following described premises

Located at 481 Route Six, Truro, MA

1 1/2 story building with two cellars. 1st floor has three rooms.

restaurant and lounge. Cellars are for storage.

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires December 31st, 2023., unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 15th day of November 2022.

The Hours during which Alcoholic Beverages may be sold are

From Monday-Saturday:

8:00AM-1:00AM

Sundays: 12:00 Noon-1:00AM

ABCC License # 00019-RS-1292

[Handwritten signatures]
Kirsten Reed
Susan Ann
John K. [unclear]
LICENSING BOARD

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ

8799A GCSB 4333
As Regulated

LICENSE ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF

The TOWN of TRURO

MASSACHUSETTS

HEREBY GRANTS A

RETAIL PACKAGE GOODS STORE

License to Expose, Keep for Sale, and to Sell

All Kinds of Alcoholic Beverages

Not To Be Drunk On the Premises

To SALTY MARKET FARMSTAND INC
LIAM LUTTRELL ROWLAND, MANAGER

on the following described premises

Located at 2 Highland Rd. 2 1/2 story building with 1 salesroom for groceries, 1 small
open room for liquor and back room for prep area for deli. 1 entrance and exit in front of
building and 2 doors in rear for receiving. Basement for storage, 1/3 size of store.

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires December 31st 2023..., unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 28th day of February 2023

The Hours during which Alcoholic Beverages may be sold are

From

Monday thru Saturday 8:00am- 11:00pm

Sunday sales from 10:00am until 11:00pm

ABCC LICENSE # 90258-PK-1292

LICENSING BOARD

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ

LICENSE ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF

The.....Town.....of.....Tyrro.....

MASSACHUSETTS

HEREBY GRANTS A

COMMON VICTUALER

License to Expose, Keep for Sale, and to Sell
Wines and Malt Beverages

To Be Drunk On the Premises

To FarmMaid Foods Inc./ Chequessett Chocolate

Katherine Reed, Manager

on the following described premises

Licensed premises is 1st floor with a total of 2,494 sq.ft., only 772 square feet is the cafe area that is open to the public, which has seating for 12, 2 entrances, and 3 exits. There are 2 enclosed outdoor patios with picnic tables to allow consumption of alcohol in these areas seasonally, in addition to the indoors year round.

Located at 8 Highland Rd

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires December 31st 2023..., unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this.....15th.....day of November 2022.....

The Hours during which Alcoholic Beverages may be sold are

From

.....Monday-Saturday.....

.....08:00AM-10:00PM.....

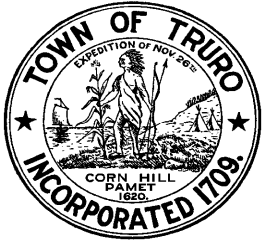
.....Sunday .10:00AM-10:00PM.....

.....ABCC LIC# 04865-RS-1292.....

[Handwritten signatures]
.....
.....
.....
.....
.....
.....

LICENSING BOARD

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: December 05, 2023

ITEM: Approval of the 2024 Alcohol Beverages Control Commission Annual Renewal Certification

EXPLANATION: In addition to the annual licenses, the Select Board, in its capacity as the Local Licensing Authority, must approve and sign the renewal certification. Six alcohol licensees renewed their 2024 license applications: Truro Vineyards (2), Montano's restaurant, Pamet Valley Package store, Salty Market Farmstand, and FarmMaid Foods.

This form is a part of the 2024 ABCC annual renewal package and certifies that the annual alcohol license holders listed will be occupied as of January 1, 2024.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Annual Alcohol License holders will not be issued an alcohol license for 2024 as per the ABCC requirements for renewals.

SUGGESTED ACTION: *MOTION TO approve and electronically sign the 2024 Annual Alcohol Beverages Control Commission Renewal Certification.*

ATTACHMENTS:

1. Annual Alcohol Beverages Control Commission Renewal Certification 2024

RETAIL LIQUOR LICENSE RENEWAL APPLICATION GUIDELINES

Without exception, all seasonal alcoholic beverages **licensees** are required to renew their alcoholic beverages license by **November 30th** of each year.

All retail license renewal applications must be signed by an authorized corporate officer, individual or partner and filed with the Local Licensing Authority between November 1st and November 30th. Licensees who are in the process of transferring their licenses are required to file the renewal application until the transfer has occurred and they are no longer the licensee of record.

Licensees are responsible for correcting any differences between their files and the ABCC license file on the renewal application in red ink. An LLA Certification Form / Form 43 verifying these changes have been ABCC approved must be attached to the license renewal application in order to change the official ABCC license file. Please mail those corrections along with the renewal packet to the ABCC.

All on-premises M.G.L. c. 138, §12 licensees must provide proof of the required liquor liability insurance and a copy of the required Fire Safety Inspection Certificate to the Local Licensing Authorities. Please do not forward the Fire Safety Certificates, Insurance Certificates, or License Certificates to the ABCC. You should keep these forms for your records.

Please mail the completed below form, all completed renewal certificate forms, and any corrective forms to the ABCC no later than January 29th with no staples included.

ABCC
c/o Licensing Department
95 Fourth Street, Suite 3
Chelsea, MA 02150

Any renewal application not signed and filed by November 30th will be treated as a **New** License.

If renewal application becomes a new license for failure to meet the November 30th signing deadline, it will be subject to all the procedures set forth under Chapter 138, §15A.

Any questions regarding the above guidelines should be directed to
Sean Walsh at ext. 749 or Ryan Melville at ext 718.

Ralph Sacramone, Executive Director

RENEWAL CERTIFICATION 2024

CITY/TOWN:

Truro

A. LICENSEES WHO FAILED TO RENEW FOR 2024:

LICENSE #:

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LICENSEE CORPORATE NAME AND ADDRESS:

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| N/A |
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B. LICENSEES DISAPPROVED BY THE CITY/TOWN FOR 2024:

LICENSE #:

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LICENSEE CORPORATE NAME AND ADDRESS:

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|-----|
| N/A |
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We hereby certify that the premises described in 2024 renewal applications for the above mentioned municipality are now occupied, used, or controlled by the licensee and will be on January 1, 2024. The renewal applications have been approved by the Local Licensing Authorities and forwarded to the ABCC.

The Local Licensing Authorities

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Select Board Meeting Minutes

Consent Agenda Item: 8F

July 11, 2023, Meeting (Hybrid)

Via Zoom Platform

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

Select Board Members Absent:

Others Present: Darrin Tangeman-Town Manager; Kelly Clark-Assistant Town Manager; Jamie Calise-Police Chief; Jarrod Cabral-DPW Director; Emily Beebe-Health and Conservation Agent; Courtney Warren-Assistant Health and Conservation Agent; Christopher Lucy-Vice Chair of the ZBA; Susan Whouley (Applicant to Serve); Shari Stahl (Applicant to Serve); Alex Nelson (Network Coordinator of Outer Cape Community Solutions); Michael Forgione (Truro Voter); Joan Holt (Truro Voter); Bob Higgins-Steele (Truro Voter); Anne Greenbaum (Truro Voter); Jon Slater (Truro Voter); Meredith Ballinger (Interim Health Agent, Town of Wellfleet); Lezli Rowell (Health Director, Town of Provincetown); Jack Riemer (Truro Voter)

Chair Reed called the meeting to order at 5:00 pm and read the information for the public to access the meeting and participate. Chair Reed introduced the Members and Town staff present.

PUBLIC COMMENT

Chair Reed recognized the following individuals who commented on various topics not on the agenda in accordance with the Open Meeting Law: Mr. Forgione, Ms. Holt, Mr. Higgins-Steele, DPW Director Cabral, Ms. Greenbaum, and Mr. Slater.

PUBLIC HEARINGS

None

INTRODUCTION TO NEW EMPLOYEES

- A. Introduction of Truro Police Department Employees: Kyle Crombie and Kurtis Dimitres

Police Chief Calise introduced to the Members and the community to the two new Patrol Officers Crombie and Dimitres. Both officers thanked the Town of Truro for the opportunity to serve the community and the Members welcomed them to Truro.

BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Interview and Possible Appointment: Susan Whouley-Beach Advisory Committee

Chair Reed announced there are two full member vacancies, both of which are terms that will expire on June 30, 2026. Chair Reed then led the interview with Ms. Whouley who appeared in-person.

Member Rein made a motion to appoint Susan Whouley to the Beach Advisory Committee for a three-year term expiring June 30, 2026.

Member Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Areson - Aye

Member Dundas - Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

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

- B. Interview and Possible Appointment: Shari Stahl-Open Space Committee

Chair Reed led the interview with Ms. Stahl who appeared in-person.

Vice Chair Areson made a motion to appoint Shari Stahl to the Open Space Committee for a three-year term expiring June 30, 2026.

Member Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Areson - Aye

Member Dundas - Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

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

STAFF/COMMITTEE UPDATES

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

DPW Director Cabral provided a brief update to the Members regarding the status of the requested consulting services to perform a peer review of the Weston & Sampson (W&S) deliverables. DPW Director Cabral also provided some information related to future Town Meeting actions that would be associated with the properties.

TABLED ITEMS

None

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

Health and Conservation Agent Beebe introduced Ms. Nelson as well as other Outer Cape health agent colleagues who were present: Ms. Ballinger, Ms. Rowell, and Ms. Warren.

Ms. Nelson presented a summary of the responsibilities of municipal Boards of Health in the Commonwealth of Massachusetts, the purpose of the OCCS, the network structure, an overview of what health and wellness means to the community, and how the Town's Outer Cape collaborations will help the community to improve the social determinants of health.

Following the presentation, Members discussed and commented on the following highlighted topics with Health and Conservation Agent Beebe and Ms. Nelson: a Senior Needs Assessment for Truro, a Disabled Senior Needs Assessment for Truro, the helpfulness of regional solutions for health services, the importance of collaboration to eliminate duplication of services by individual communities, and the need to notify community members who are eligible to receive health services to which they may be unaware.

Chair Reed recognized Provincetown's Health Director Rowell who commented on the status of public health services and the positive impact that Health and Conservation Agent Beebe and Ms. Nelson have had on the Outer Cape.

Chair Reed thanked the presenters for their hard work and appearances this evening.

- 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; Presenters: Christopher Lucy, ZBA Vice-Chair, and Darrin Tangeman, Town Manager

Prior to the presentation, Chair Reed reviewed the reason for this determination and then recognized Vice Chair Lucy who provided background on this matter and how he wished the Select Board rule on this agenda item. Vice Chair Lucy stated that he was made aware by a friend of a social media post on Facebook alleging a potential conflict of interest situation facing him as a member of the ZBA regarding Robert Martin who has applied for a Special Permit from the ZBA and who also sold firewood in Town as Vice Chair Lucy does. Vice Chair Lucy contacted the Commonwealth of Massachusetts' Ethics Office who instructed him that he would have to request that the "appointing authority" (the Select Board) decide in this matter.

Chair Reed noted that Vice Chair Lucy did not provide any financial records but that Vice Chair Lucy had stated that his firewood business was "modest". Members commented and discussed the following highlighted topics: Vice Chair Lucy's 15-year firewood business; Vice Chair Lucy's commitment to make any decisions based upon rules and Bylaws only and without prejudice; Vice Chair Lucy's reiteration that he is not seeking new customers for his firewood business; Member Dundas' recusal on this vote as he has used Vice Chair Lucy's services; Member Weinstein's acknowledgement of previously using Vice Chair Lucy's services but that he can vote on this matter unincumbered; and Vice Chair Areson's announced her recusal in this matter as she has been represented by Robert Martin's attorney, William Henchy.

Member Rein made a motion to find that as required by M.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.

Member Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Areson - Recused

Member Dundas - Recused

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

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

- C. Review and Approve Dates Certain for FY2024 Select Board Goals and Objectives; Presenter Darrin Tangeman, Town Manager

Chair Reed led the brief discussion on this topic with the Members.

Member Rein made a motion to adopt and electronically sign the Select Board FY2024 Goals & Objectives with the dates recommended.

Vice Chair Areson seconded the motion.

Roll Call Vote:

Vice Chair Areson - Aye

Member Dundas - Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

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

- D. Review and Approve Revised Select Board Policy 13: Appointments and Approve Modification to Application to Serve; Presenter: Susan Areson, Select Board Vice-Chair

Chair Reed recognized Vice Chair Areson who presented her prepared revision to the Select Board Policy 13: Appointments for discussion with the Members and possible approval by the Members. After the presentation, Members discussed the following highlighted topics: the options presented by Vice Chair Areson in her presentation; procedures for meeting schedules for smaller commissions and committees; the recall/removal of a Member for conduct unbecoming to the office or reflects adversely upon the Town; and redundant language in the questions asked by Members for all Applicants willing to serve.

Vice Chair Areson made a motion to approve and adopt Policy 13: Appointments with the amendments made tonight and to approve the proposed modification to the Applicants to Serve.

Member Weinstein seconded the motion.

Assistant Town Manager Clark read aloud the amendments and all other changes made tonight prior to the vote.

Roll Call Vote:

Vice Chair Areson - Aye

Member Dundas - Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

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

Following the vote, Chair Reed recognized Mr. Riemer who asked the Members to review the resignation process and asked for clarification of when a resignation letter is received from a board/committee/commission member and if it is a matter of public record.

- E. Review and Approve Land Cape, Inc. DBA Coastal Custom Builders Contract for Public Safety Building Envelope Improvements; Presenter: Jarrod Cabral, DPW Director

DPW Director Cabral presented this topic to the Members.

Vice Chair Areson made a 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.

Member Dundas seconded the motion.

Roll Call Vote:

Vice Chair Areson - Aye

Member Dundas - Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

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

- F. Review and Approve SumCo Eco-Contracting LLC Contract for Pamet Harbor North Jetty Breach Mitigation; Presenter: Jarrod Cabral, DPW Director

DPW Director Cabral presented this topic to the Members.

Member Weinstein made a 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.

Vice Chair Areson seconded the motion.

Roll Call Vote:

Vice Chair Areson - Aye

Member Dundas - Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

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

- G. Establishment of Community Preservation Committee Assistant Position; Presenter: Susan Areson, Select Board Vice-Chair and Liaison to the Community Preservation Committee

Chair Reed recognized Vice Chair Areson and Town Manager Tangeman who presented this topic to the Members.

Member Rein made a 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.

Vice Chair Areson seconded the motion.

Roll Call Vote:

Vice Chair Areson - Aye

Member Dundas - Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

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

CONSENT AGENDA

Chair Reed recognized Vice Chair Areson who reviewed the language included Amendment to Childcare Voucher Eligibility Criteria Requirements. Vice Chair Areson suggested adding one sentence to what was distributed in tonight’s packet. The proposed sentence suggested by Vice Chair Areson is “If a child can be accommodated in the Truro Central School Pre-K Program, an exception must be granted to allow use of the voucher to attend a program outside of Truro.” Assistant Town Manager Clark reviewed the language and guidance with the Members. Members decided to change the word “exception” to the word “approval”. There were no objections.

- 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 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

Chair Reed made a motion to approve the Consent Agenda with the suggested changes regarding the Childcare Voucher.

Vice Chair Areson seconded the motion.

Roll Call Vote:

Vice Chair Areson - Aye

Member Dundas - Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

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

SELECT BOARD REPORTS/COMMENTS

Member Rein announced the upcoming Walsh Property Community Planning Committee meeting this coming Wednesday evening and encouraged all to attend.

Member Weinstein said that he recently noticed, from his boat, an individual who was taking selfie photographs in close proximity with a beached seal. Member Weinstein reminded the public that seals are protected wildlife under federal law and that the individual taking pictures was causing additional distress to the animal. Member Weinstein also cautioned the public that one should take care in approaching wildlife as the animal may cause bodily injury.

Member Dundas stated that he had nothing to report this week.

Vice Chair Areson reported that she followed up with Town Planner/Land Use Counsel Barbara Carboni regarding the Cultural Council and there will be additional follow-up after Special Town Meeting if she needs additional help. Vice Chair Areson said that she had distributed the Select Board office hours to the Members and they should review them and change them if necessary. The Local Comprehensive Plan Committee met yesterday and the third LCPC public forum will be held on September 7, 2023, at the Community Center at 4 pm. Vice Chair Areson stated that a “clean copy” of the LCPC plan would be available on August 28, 2023, and that she would like to distribute it to the Members only so they may review at their leisure and prior to the public forum on September 7, 2023. Vice Chair Areson also suggested a Pre-Town Meeting and understood that decision fell under the Town Moderator.

Chair Reed thanked the Members for their hard and it is a pleasure to serve with them. Chair Reed also acknowledged the hard work of the Town staff.

TOWN MANAGER REPORT

Town Manager Tangeman gave an update on the Town Warrant and the upcoming Special Town Meeting with input from Assistant Town Manager Clark. The Special Town Meeting will be held on Saturday, October 21, 2023, with the time to be determined by the Town Moderator. Town Manager Tangeman thanked the Members for the extension of his contract and said that he is grateful to serve the Town of Truro. Town Manager Tangeman also noted that the Town was meeting regularly with Lower Cape Ambulance regarding the contract and he requested a discussion ahead of the municipal government informational forum for the public in August.

Member Rein made a motion to adjourn at 7:32 pm.

Vice Chair Areson seconded the motion.

Roll Call Vote:

Vice Chair Areson - Aye

Member Dundas - Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

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

Respectfully submitted,



Alexander O. Powers
Board/Committee/Commission Support Staff

Kristen Reed, Chair

Susan Areson, Vice Chair

John Dundas, Clerk

Stephanie Rein, Member

Robert Weinstein, Member

Public Records Material Attachments

Legal Notice

Application to Serve – Susan Whouley

Application to Serve – Shari Stahl

Prior Legal Opinions on 340 Route 6

Select Board Meeting Minutes from February 11, 2020

PowerPoint from OCCS

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

Copy of G.L. c. 268A, s. 19 Press Release ARPA

FY2024 Draft Select Board Goals & Objectives

FY2024 Draft Objectives Progress Document

Draft Appointment Policy Changes

Red-Lined Policy 13: Appointments

Application to Serve (Blank)

Pamet Harbor Erosion Control Repairs Recommendation

Application for One Day Pouring License – Pamet Harbor Yacht Club

Entertainment Application for July 23 – Friends of the Truro Meeting House

Entertainment Application for July 30 - Friends of the Truro Meeting House

Entertainment Application for August 6 – Friends of the Truro Meeting House

Entertainment and One Day Pouring Applications for July 18 – Truro Center for the Arts

Entertainment and One Day Pouring Applications for July 22 - Truro Center for the Arts

Entertainment and One Day Pouring Applications for August 5 - Truro Center for the Arts

Entertainment and One Day Pouring Applications for August 25/26 – Truro Center for the Arts

Memorandum of Agreement
Application to Serve – Linda Noons-Rose
Childcare Voucher Program Overview Red-Lined

August 8, 2023, Meeting (Hybrid)

Via Zoom Platform

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

Select Board Members Absent:

Others Present: Darrin Tangeman-Town Manager; Kelly Clark-Assistant Town Manager; Jamie Calise-Police Chief; Jarrod Cabral-DPW Director; Damion Clements-Director of Community Services; Katie Thibodeau-Office Assistant, Community Services Department; Harry Irwin (Applicant to Serve); Jim Sloman (Applicant to Serve); Nancy Medoff (Truro Voter); Bob Higgins-Steele (Truro Voter); Kevin Grunwald (Truro Voter); Bruce Jensen (Senior Cost Estimator/Section Manager at CHA Consulting, Inc.); Tim Hickey (Truro Voter); Gail Wickstrom (Truro Voter); Debbie White (Truro Voter); Carol Harris (Chair of the Climate Action Committee); Joan Holt (Truro Voter)

Chair Reed called the meeting to order at 5:00 pm and read the information for the public to access the meeting and participate. Chair Reed introduced the Members and Town staff present.

PUBLIC COMMENT

Chair Reed recognized the following individuals who commented on various topics not on the agenda in accordance with the Open Meeting Law: Ms. Medoff, Mr. Higgins-Steele, Mr. Grunwald, Mr. Weinstein, and Town Manager Tangeman.

PUBLIC HEARINGS

None

INTRODUCTION TO NEW EMPLOYEES

- A. Katie Thibodeau, Office Assistant, Community Services Department

Director of Community Services Clements introduced Ms. Thibodeau and Members welcomed her to the Community Services Department.

BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Interview and Possible Appointment; Harry Irwin-Energy Committee

Chair Reed announced that the Energy Committee currently has a vacant one-year Alternate position and then led the interview with Mr. Irwin who appeared via Zoom.

Member Weinstein made a motion to appoint Harry Irwin to a one-year Alternate term on the Energy Committee which will expire June 30, 2024.

Vice Chair Areson seconded the motion.

Roll Call Vote:

Vice Chair Areson - Aye

Member Dundas - Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

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

B. Interview and Possible Appointment; Jim Sloman-Pamet Harbor Commission

Chair Reed led the interview with Mr. Sloman who appeared via Zoom.

Member Rein made a motion to appoint Jim Sloman to a one-year Alternate term on the Pamet Harbor Commission which will expire June 30, 2024.

Member Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Areson - Aye

Member Dundas - Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

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

STAFF/COMMITTEE UPDATES

A. Department of Public Works Facility Study Update and Peer Review Findings Presentation;
Presenter: Jarrod Cabral, Public Works Director

DPW Director Cabral provided an update on a meeting with Cape Light Compact regarding federal tax incentives and the Public Works Facility Study. Mr. Jensen reviewed the Peer Review findings to the Members. Following the presentation, Members commented or asked questions regarding the following highlighted topics: the differential in grading, costs associated with a substantial retaining wall, the impact of waiting and how it would increase the cost of this project (approximately 4% increase per year).

Chair Reed then asked if anyone from the public wished to comment, and Mr. Hickey had several questions regarding the project.

B. Update on Relocation of Buildings to 25 South Highland Road Presenters: Jarrod Cabral,
Public Works Director

DPW Director Cabral provided an update on this topic to the Members and stated that there will be a public announcement on the Town website regarding this update. DPW Director Cabral added that an

update will also be mailed to direct Abutters. Without any unforeseen issues arising, DPW Director Cabral was hopeful that occupancy could occur in the spring or early summer of 2024.

TABLED ITEMS

None

SELECT BOARD ACTION

- A. Review Phase 1 of Climate Action Plan: Assess Vulnerabilities Presenter: Carol Harris, Chair of the Climate Action Committee

Prior to Chair Harris' presentation, Chair Harris expressed concern about the Town of Truro Select Board Agenda Item that had added language regarding "workload and time impacts to staff time". Chair Harris said that may not be true, and further, she was not notified ahead of this meeting of the added language. Members and Town Manager Tangeman noted that this can be corrected with a notation under a specific Select Board Agenda Item that this was the Town staff analysis of potential of Truro resources that may be utilized.

Chair Harris provided an overview and a review of Phase 1 of the Climate Action Plan.

After the presentation, Members commented and discussed the following highlighted topics with Town Manager Tangeman, and Chair Harris: the current status of lobstering in Truro, the reported lack of oxygen in the water, impact of economic loss of commercial fishing, ways to potentially create a climate action coordinator role in Town Hall dedicated to assist the Health & Conservation Agent and the Climate Action Committee, a possible Climate Summit, the concern about water, and the Members' support of an Article to create a climate action coordinator position and present the Article at Town Meeting, and adaptation to mitigate current and future climate events.

Assistant Town Manager Clark noted that there would not be "free cash" to fund a climate action coordinator until Spring 2024 due to the way the Special Town Meeting is structured but Town staff can search for potential grant awards as a solution.

Town Manager Tangeman added that through information, based upon market analysis provided by the Town consultant, the hiring range for a full-time climate action coordinator would be between \$61,000 - \$79,000 per year.

Member Rein made a motion that the Select Board appoint John Dundas and Stephanie Rein to work with the Climate Action Committee and all associated departments, and Town staff, to organize a Truro Climate Summit at a time yet to be determined.

Member Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Areson - Aye

Member Dundas - Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

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

Member Rein made a motion to direct the Select Board to create an Article for Spring Town Meeting to establish a climate action coordinator position and then seek funding for the position.

Member Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Areson - Aye

Member Dundas - Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

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

After the vote, Chair Reed recognized Ms. Holt who commented on the topic.

B. South Highland Road Discussion on Safety Issues Related to Traffic Speed Presenter: Jamie Calise, Police Chief, and Jarrod Cabral, Public Works Director

Chief Calise provided background and an overview of the safety issues related to South Highland Road with additional information provided by DPW Director Cabral.

After the presentation, Members commented and discussed the following highlighted topics with Chief Calise and DPW Director Cabral: signage locations, changing a route with the Cape Regional Transit Authority, the presence of temporary business signs along the roadway which exceed the time allowed by the Bylaw, the state has the only authority to change speed limits in Town, width of South Highland Road, and potential fog lines or double yellow lines to slow motorists down.

Chair Reed the following individuals from the public who commented on this topic: Mr. Hickey, Ms. Wickstrom, and Ms. White.

CONSENT AGENDA

A. Review/Approve and Authorize Signature:

1. MADOT Event Notification Form for Truro Treasures Weekend-September 16th-Highland Road-Road Closure

B. Review and Approve Appointment Renewals: Mary Rose-Community Preservation Committee; Richard Larkin-Historical Commission; Jennifer Shannon-Taxation Aid Committee

C. Review and Approve Select Board Minutes: Regular Meeting Minutes of 5.23.2023, Open Portion of Executive Session Minutes 6.16.2023

Prior to the vote on the Consent Agenda, Chair Reed announced her recusal on the Highland Road vote.

Chair Reed made a motion to approve the Consent Agenda as printed in the packet with the recusal of the Highland Road vote.

Member Rein seconded the motion.

Roll Call Vote:

Vice Chair Areson - Aye

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

SELECT BOARD REPORTS/COMMENTS

Member Rein stated that she had nothing to share this evening.

Member Weinstein said that he recently attended the recent OneCape Summit and he said that Truro should be ashamed of itself as so little has been accomplished regarding the housing challenges. It has adversely affected businesses and the ability of younger residents to remain in the Town. Member Weinstein stated his discouragement in the way the Town has not acted in addressing the housing challenges. Member Weinstein also commented on the unacceptable connectivity provided by Comcast that is constantly interrupted in Barnstable County.

Member Dundas thanked the Lower Cape Ambulance Association for its years of dedicated service to the community as the service ends on September 1, 2023. Member Dundas noted that recently there was a Provincetown/Truro Recreation Center get together at the Truro Central School and the feedback was very positive.

Vice Chair Areson thanked the Lower Cape Ambulance Association for their decades of service to Truro. Vice Chair Areson said that she is hearing great things about the Recreation Department from parents and families, and many have noted Austin Smith's wonderful contributions. Vice Chair Areson also provided updates on recent School Committee and Board of Health meetings and actions. Vice Chair Areson also noted that Michael Fee had been recently appointed to the Finance Committee.

Chair Reed thanked the Members for their hard on all the projects which they undertake and also noted how well the Town staff communicates with the public.

TOWN MANAGER REPORT

Town Manager Tangeman reminded the public that the deadline to apply for childcare vouchers is August 31, 2023. Town Manager Tangeman noted that the Warrant for the Special Town Meeting closes on August 10, 2023, and that four citizens' petitions have been received so far. Town Manager Tangeman reported that eight individuals attended his first Coffee with the Town Manager event last Monday and that he was impressed with the turnout and the topics discussed so he may do one or two of these events per month moving forward. Town Manager Tangeman highlighted that there were concerns about seasonal pet beach closures and the plan for the Walsh cottages. The educational panel discussion and municipal government forum for the community will be held on September 14, 2023, at 5 pm, at the Community Center. This will be a hybrid forum and more information will be released soon.

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

Following the Town Manager Tangeman's report, Chair Reed asked Town Manager Tangeman for an update on the Housing Production Plan (HPP). Town Manager Tangeman reported that it was with the Planning Board for review. Once the review was completed, it would come to the Select Board.

Chair Reed and Town Manager Tangeman briefly discussed the staffing for the Building Committee (ad hoc or standing) and if the topic should be added to a future agenda. Assistant Town Manager Clark noted that the last time the charge was reviewed for the Building Committee was in 2011 so that should be the first order of business.

Chair Reed recognized Mr. Hickey who reminded the public of the upcoming "Concerts in the Summer" event this Thursday, at 6:30 pm, behind the library. Over 100 people have attended each of the most recent concerts. This will be the 6th of 9 concerts this summer and these events are free to the public.

Member Rein made a motion to adjourn at 7:50 pm.

Vice Chair Areson seconded the motion.

Roll Call Vote:

Vice Chair Areson - Aye

Member Dundas - Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

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

Respectfully submitted,



Alexander O. Powers
Board/Committee/Commission Support Staff

Kristen Reed, Chair

Susan Areson, Vice Chair

John Dundas, Clerk

Stephanie Rein, Member

Robert Weinstein, Member

Public Records Material Attachments

Legal Notice

Application to Serve – Harry Irwin
Application to Serve – Jim Sloman
CHA Peer Review
Climate Action Plan
2023 Comments from DOT
Previous Speed Study
2017 Email Comments from DOT
Chief of Police Kyle Takakjian’s Speed Study Request
Historic Speed Study Documents
MADOT Event Notification Form
Application to Serve – Mary Rose
Application to Serve – Richard Larkin
Application to Serve – Jennifer Shannon