



## AMENDED

### Truro Select Board Hybrid Meeting

Tuesday, January 9, 2024

Executive Session-4:00pm

Regular Meeting-5:00pm

Truro Town Hall, 24 Town Hall Road

#### EXECUTIVE SESSION

<https://us02web.zoom.us/j/81478856664>

1-305-224-1968 Meeting ID: 814 7885 6664

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 Truro TV.

*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 if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares; and*
- (2) 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 not to reconvene in open session.*

#### REGULAR MEETING

<https://us02web.zoom.us/j/84700979257>

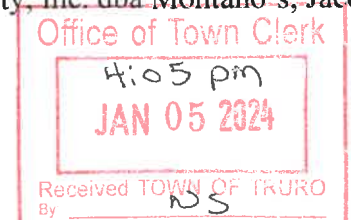
1-646-931-3860 Meeting ID: 847 0097 9257

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 1-646-931-3860 and enter the following access code when prompted: 847 0097 9257 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/84700979257>** Please note that there may be a slight delay (15-30 seconds) between the meeting and the live-stream (and television broadcast). If you are watching the meeting and calling in, please lower the volume on your computer or television during public comment so that you may be heard clearly. We ask that you identify yourself when calling in to help us manage multiple callers effectively.

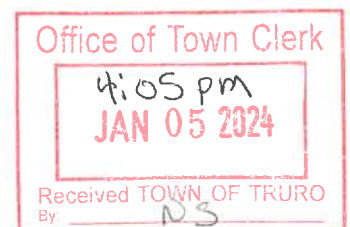
#### 1. PUBLIC COMMENT

#### 2. PUBLIC HEARINGS

- A. Public Hearing on Annual and Seasonal Alcohol License Fees for Pouring, Retail and Farmer Series
- B. Public Hearing on Transfer of Alcohol License: Applicant Frankie's Hospitality, Inc. dba Montano's, Jacob O'Donnell Manager, from Baddocs Inc., dba Montano's, Robert Montano



3. **INTRODUCTION TO NEW EMPLOYEES** – NONE
4. **BOARD/COMMITTEE/COMMISSION APPOINTMENTS**
  - A. Interview and Possible Appointment to Board of Registrars: (2) Republican Seats
  - B. Interview and Possible Appointments to the Zoning Board of Appeals: Full Member Seat and Possible Alternate Member Seat: David Crocker; Russell Braun
  - C. Interview and Possible Appointment to the Part Time Resident Advisory Committee: Ken Field; Phineas Baxandall; Linda Brady; Ann D’Ercole; Stephen Duncombe; Robert Elwood; David Gavelek; Kathleen Higgins; Susan Leff
  - D. Interview and Possible Appointment to the Charter Review Committee: David Bannard; Clinton Kershaw
5. **STAFF/ COMMITTEE UPDATES** – NONE
6. **TABLED ITEMS** – NONE
7. **SELECT BOARD ACTION**
  - A. Change of Manager-Common Victualer License-Montano’s Restaurant  
Presenter: Darrin Tangeman, Town Manager, Edward and Elisa Medeiros, Owners and Jacob O’Donnell, Proposed Manager
  - B. Discussion of 2023 Annual Town Report Dedication and Theme Ideas  
Presenter: Darrin Tangeman, Town Manager
  - C. Review and Possible Approval of Curb Cut Application for 423 Shore Road  
Presenter: Jarrod Cabral, Director of Public Works
  - D. Vote to Set 2024 Annual Town Meeting Date and Opening of the 2024 Annual Town Meeting Warrant  
Presenter: Darrin Tangeman, Town Manager
  - E. Review and Approve Zoning Task Force Charge  
Presenter: Darrin Tangeman, Town Manager
8. **CONSENT AGENDA**
  - A. Review/Approve and Authorize Signature:
    1. Alcohol License Change of Manager Application Truro Vineyards-Kristen Roberts
  - B. Review and Approve ABCC 2023 Annual Alcohol License Report
  - C. Review and Approve 2024 Annual Business Licenses: Salty Market Farmstand and Truro Box Lunch (Common Victualer License)
  - D. Review and Approve Appointment Renewals: Charlo Maurer-Concert Committee
  - E. Review and Approve Select Board Meeting Minutes: September 12, 2023; September 19, 2023; September 26, 2023; October 10, 2023, October 13, 2023; October 24, 2023; and November 14, 2023
9. Select Board Reports/Comments
10. Town Manager Report
11. Next Meeting Agenda: Regular Meeting January 23, 2024; Regular Meeting February 13, 2023; Work Session Date TBD







# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** January 9, 2024

**ITEM:** Discussion of Annual and Seasonal Alcohol License Fees for Pouring, Retail and Farmer Series

**EXPLANATION:** The Select Board, in accordance with MGL Ch.40 § 22F, sets alcohol license fees. Select Board alcohol license fees were last reviewed in 2004. As the Select Board has an objective focused on revenue generation (Objective #6, Select Board FY2024 Goals & Objectives) and the FY2025 Budget process includes a review of fees, staff prepared an analysis of existing and potential fees.

The proposed fees on the attached list were compared to 10 communities, including Wellfleet, Provincetown, Eastham, Orleans, Brewster, Harwich, Falmouth, Mashpee, Sandwich, and Nantucket. Based on the community comparisons, staff recommends setting the alcohol license fees as provided in the attached document. Additionally, staff recommends that the Board consider adopting fees for the following seven new alcohol licenses (definitions provided):

General on Premises:

1. Annual, All Alcohol
2. Annual, Wine & Beer
3. Seasonal, Wine & Beer

Club:

1. Annual, Wine & Beer
2. Seasonal, All Alcohol
3. Seasonal, Wine & Beer

Farmer Series:

1. Brewery

Definitions for license types are as follows:

General on Premises Pouring- License to Expose, Keep for Sale, and to Sell all kinds of alcoholic beverages to be drunk on the premises (Without Food)

Club License-A license to sell expose, keep for sale, and sell alcohol in a private club or war veterans' organization

Common Victualer Pouring- License to Expose, Keep for Sale, and to Sell all kinds of alcoholic beverages to be drunk on the premises (With Food)

Retail Package Goods Store-License to Expose, Keep for Sale, and to Sell, all kinds of Alcoholic beverages not to be drunk the premises.

Farmer Series Pouring Permits-License to sell and pour products produced by the farm or for the farm and sold under the farm brand name.

Seasonal licenses are in effect from April 1 to January 15<sup>th</sup>.

While Truro may not presently have clubs or businesses that qualify for the newly proposed licenses, by establishing them there is potential for new businesses or clubs to apply (or existing clubs or businesses to apply for a different license).

The Select Board voted at its December 12, 2023 meeting to hold the required public hearing for adding or changing fees. The public hearing was advertised and the Board may vote on the matter this evening. If the Board does not wish to make changes to the fees, no action is needed.

**FINANCIAL SOURCE (IF APPLICABLE):** Receipts are deposited into the General Fund.

**IMPACT IF NOT APPROVED:** The current alcohol license fees will remain in effect until the new fees are approved.

**SUGGESTED ACTION:** *MOTION TO set 2024 alcohol license fees as proposed by staff and identified in agenda item 2A2.*

**ATTACHMENTS:**

1. Proposed Alcohol License Fees



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## TOWN OF TRURO PUBLIC HEARING SELECT BOARD SEASONAL AND ANNUAL ALCOHOL LICENSE FEES

The Truro Select Board will hold a Public Hearing on Tuesday, **January 9, 2024, at 5:00 p.m.** at which time proposed changes to the Seasonal and Annual Alcohol License Fee schedule will be discussed in accordance with Massachusetts General Law MGL Ch.40 § 22F.

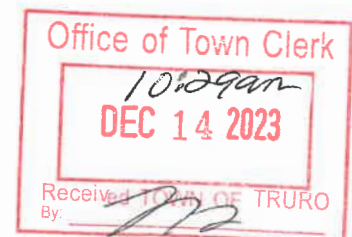
Please join the hybrid Select Board meeting from your computer, tablet, or smartphone at the Zoom Login information below or by attending in person at Truro Town Hall, 24 Town Hall Rd, Truro MA.

Zoom Login: <https://us02web.zoom.us/j/84700979257>

Meeting ID: 847 0097 9257

Call-in Number: 1-646-931-3860

Kristen Reed, Chair  
Select Board  
Town of Truro

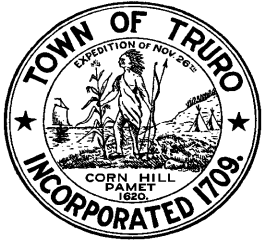


# ALCOHOL LICENSE FEE COMPARISON BY TOWN

Agenda Item: 2A2

		Truro Current Fees	Wellfleet	Provincetown	Eastham	Orleans	Brewster	Harwich	Falmouth	Mashpee	Sandwich	Nantucket	Average Fee Cost	Proposed Truro Fees	% of Change
ANNUAL	Annual Pouring														
	All Alcohol	\$1,650.00	\$1,500.00	\$1,700.00	\$1,850.00	\$1,750.00	\$1,850.00	\$2,000.00	\$1,750.00	\$1,900.00	\$1,750.00	\$3,250.00	\$1,904.55	\$1,875.00	13.63%
	Wine and Beer	\$1,350.00	\$1,375.00	\$1,500.00		\$1,250.00	\$1,300.00	\$1,600.00	\$1,200.00	\$1,300.00	\$1,200.00	\$2,000.00	\$1,407.55	\$1,500.00	11.11%
	General on Premises														
	All Alcohol	N/A				\$1,500.00				\$1,300.00			\$1,400.00	\$1,875.00	NEW FEE
	Wine and Beer	N/A				\$1,000.00								\$1,500.00	NEW FEE
	Package														
	All Alcohol	\$1,650.00	\$1,500.00	\$1,500.00	\$2,000.00	\$1,850.00	\$2,000.00	\$2,000.00		\$2,000.00	\$1,750.00	\$2,500.00	\$1,875.00	\$1,875.00	13.63%
	Wine and Beer	\$1,350.00	\$1,375.00	\$1,200.00	\$1,350.00	\$1,250.00	\$1,300.00	\$1,500.00	\$1,150.00	\$2,000.00	\$1,200.00	\$1,500.00	\$1,379.55	\$1,500.00	11.11%
	Club														
All Alcohol	\$200.00		\$500.00	\$1,000.00	\$1,275.00	\$5,000.00	\$2,000.00	\$1,350.00	\$1,900.00	\$600.00	\$1,000.00	\$1,482.50	\$1,000.00	400%	
Wine and Beer	N/A				\$875.00			\$425.00	\$1,700.00			\$1,000.00	\$875.00	NEW FEE	
SEASONAL	Seasonal Pouring														
	All Alcohol	\$1,650.00	\$1,600.00	\$2,100.00	\$1,350.00	\$1,525.00	\$1,500.00		\$1,650.00	\$1,700.00	\$1,500.00		\$1,619.44	\$1,875.00	13.63%
	Wine and Beer	\$1,350.00	\$1,450.00	\$2,100.00	\$1,350.00	\$1,125.00	\$1,000.00			\$1,200.00	\$1,100.00		\$1,334.38	\$1,500.00	11.11%
	General On Premises														
	All Alcohol	\$1,650.00				\$1,375.00							\$1,512.50	\$1,875.00	13.63%
	Wine and Beer	N/A				\$1,000.00	\$1,000.00						\$1,000.00	\$1,500.00	NEW FEE
	Package														
	All Alcohol	\$1,650.00	\$1,600.00	\$2,100.00	\$1,350.00		\$1,500.00		\$1,850.00	\$1,700.00	\$1,500.00		\$1,656.25	\$1,875.00	13.63%
	Wine and Beer	\$1,350.00	\$1,450.00	\$1,500.00	\$1,100.00		\$1,000.00			\$1,200.00	\$1,100.00		\$1,242.86	\$1,500.00	13.63%
	Club														
All Alcohol	N/A					\$3,000.00		\$1,275.00	\$1,200.00			\$1,825.00	\$1,000.00	NEW FEE	
Wine and Beer	N/A							\$825.00				\$825.00	\$875.00	NEW FEE	
Farmer Series															
Winery	\$200.00							\$1,500.00	\$400.00	\$1,300.00		\$850.00	\$500.00	150.00%	
Distillery	\$400.00								\$1,300.00			\$850.00	\$600.00	50.00%	
Brewery	N/A							\$400.00	\$1,300.00	\$1,750.00		\$1,150.00	\$500.00	NEW FEE	





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** January 9, 2024

**ITEM:** Public Hearing for Transfer of Annual All Alcohol Pouring Liquor License: Applicant Frankie's Hospitality, Inc. dba Montano's, Jacob O'Donnell, from Licensee Baddocs Inc., dba Montano's Robert Montano, located at 481 Route 6, North Truro, MA.

**EXPLANATION:** The Select Board will hold a Public Hearing to hear the application from the proposed transferee **Frankie's Hospitality, Inc. dba Montano's, Jacob O'Donnell Liquor License Manager** for a petition of transfer of an annual all-alcohol pouring liquor license under {M.G.L. Chapter 138, Section 23} from licensee Baddocs Inc., dba Montano's Robert Montano, located at 481 Route 6, North Truro, MA.

The proposed licensee is requesting hours of operation for the sale of alcohol from 4:30 pm to 9:00 pm, 7 days a week. The annual all-alcohol license is issued from January 1<sup>st</sup> through December 31<sup>st</sup>.

**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** The transfer of the annual all-alcohol license will not proceed.

**SUGGESTED ACTION:** *Motion to approve the application to transfer the annual all-alcohol liquor license, from licensee Baddocs Inc., dba Montano's Robert Montano, Owner, Manager to proposed transferee Frankie's Hospitality, Inc. dba Montano's, Jacob O'Donnell, Manager.*

**ATTACHMENTS:**

1. Public Hearing Notice
2. Police Chief Memo
3. ABCC Redacted Application
4. Montano's Restaurant Alcohol License



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

**Licensing Department**

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

Email: [ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov) or [nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)

## TOWN OF TRURO PUBLIC HEARING TRANSFER OF ANNUAL ALL ALCOHOL POURING LICENSE

The Truro Select Board will hold a Public Hearing on Tuesday, **January 9, 2024, at 5:00 p.m.** to hear the application from proposed transferee Frankie's Hospitality, Inc. dba Montano's, Jacob O'Donnell, Manager for a petition of transfer of an annual all-alcohol pouring license under {M.G.L. Chapter 138, Section 23} from licensee Baddocs Inc, dba Montano's, Robert Montano, located at 481 Route 6, North Truro, MA.

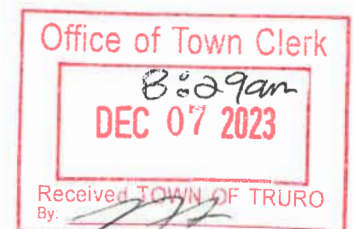
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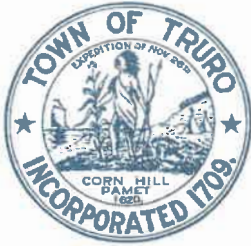
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Meeting ID: 847 0097 9257

Call-in Number: 1-646-931-3860

Kristen Reed, Chair  
Select Board  
Town of Truro





# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

## Licensing Department

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

Email: [ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov) or [nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)

**To: Chief Jamie Calise, Truro Police Department**  
**From: Nicole Tudor, Executive Assistant**  
**Date: December 14, 2023**  
**Re: Frankie's Hospitality Inc, dba Montano's, Jacob O'Donnell Liquor License Manager for a petition of transfer from licensee Baddoc's Inc. dba Montano's Robert Montano, owner and manager located at 481 Route 6, Truro, MA.**

Dear Chief Calise,

Frankie's Hospitality Inc., dba Montano's, Jacob O'Donnell, Manager submitted an application for the proposed transfer of a liquor license for the current annual operating business Baddoc's, Inc. dba Montano's, managed and owned by Robert C. Montano.

Current Owner & Manager on record is Robert C. Montano, 45 Tracy Lane, Eastham MA 02642  
Proposed transferee is Manager: Jacob O'Donnell, 74 Harper Avenue, Cranston, Rhode Island 02920

I have included the accompanying ABCC application as submitted by the applicant that will be provided to the Alcoholic Beverages Control Commission upon approval of the Select Board at a duly held public hearing on January 9, 2024.

Please kindly review for purposes of approval with the Local Licensing Authority (SB) this request for a transfer and pledge of license and inventory of a seasonal all-alcohol retail package store license to ensure that the safety and well-being of the public will be protected.

Please provide any questions/comments or concerns below:

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**POLICE DEPARTMENT REVIEW:**

Date: \_\_\_\_\_  
Signature: Jamie M. Calise Digitally signed by Jamie M. Calise  
Date: 2023.12.27 11:51:26 -05'00'  
**Jamie Calise**  
**Chief of Police**



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

ROUD 2023NOV23 PM12:08  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM  
APPLICATION FOR A TRANSFER OF LICENSE

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

ECRT CODE: RETA

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

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

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

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN

STATE

ZIP CODE

For the following transactions (Check all that apply):

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

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

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





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

**APPLICATION FOR A TRANSFER OF LICENSE**

Municipality

**1. TRANSACTION INFORMATION**

- Transfer of License
- Alteration of Premises
- Change of Location
- Management/Operating Agreement
- Pledge of Inventory
- Pledge of License
- Pledge of Stock
- Other
- Change of Class
- Change of Category
- Change of License Type (\$12 ONLY, e.g. "club" to "restaurant")

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

Family style restaurant with bar area serving Italian-American cuisine

**2. LICENSE CLASSIFICATION INFORMATION**

ON/OFF-PREMISES	TYPE	CATEGORY	CLASS
On-Premises-12	\$12 Restaurant	All Alcoholic Beverages	Annual

**3. BUSINESS ENTITY INFORMATION**

The entity that will be issued the license and have operational control of the premises.

Current or Seller's License Number  FEIN

Entity Name

DBA  Manager of Record

Street Address

Phone  Email

Add'l Phone  Website

**4. DESCRIPTION OF PREMISES**

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. If this application alters the current premises, provide the specific changes from the last approved description. You must also submit a floor plan.

1-1/2 story building with two cellars, 1st floor has three rooms, restaurant and bar (lounge). Cellars are for storage

Total Sq. Footage	<input type="text" value="5,003"/>	Seating Capacity	<input type="text" value="145"/>	Occupancy Number	<input type="text" value="188"/>
Number of Entrances	<input type="text" value="7"/>	Number of Exits	<input type="text" value="7"/>	Number of Floors	<input type="text" value="1"/>

**APPLICATION FOR A TRANSFER OF LICENSE**

**5. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST**

Transferor Entity Name  By what means is the license being transferred?

List the individuals and entities of the current ownership. Attach additional pages if necessary utilizing the format below.

Name of Principal	Title/Position	Percentage of Ownership
<input type="text" value="Robert C. Montano"/>	<input type="text" value="President, Treasurer, Secretary, Director"/>	<input type="text" value="100%"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST**

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLC Members, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:  
**On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers** - At least 50% must be US citizens;  
**Off Premises(Liquor Store) Directors or LLC Managers** - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
<input type="text" value="Edward G. Medeiros"/>	<input type="text" value="71 Raymond Drive, Seekonk, MA 02771"/>	<input type="text" value="[REDACTED]"/>	<input type="text" value="[REDACTED]"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text" value="President, Treasurer, Director"/>	<input type="text" value="100%"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text" value="Elisa S. Medeiros"/>	<input type="text" value="71 Raymond Drive, Seekonk, MA 02771"/>	<input type="text" value="[REDACTED]"/>	<input type="text" value="[REDACTED]"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text" value="Secretary, Vice President"/>	<input type="text" value="0"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

**APPLICATION FOR A TRANSFER OF LICENSE**

**6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST (Continued...)**

Name of Principal	Residential Address	SSN	DOB
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached?  Yes  No

**CRIMINAL HISTORY**

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.  Yes  No

**6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**  
 Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
Frankie's International Bistro, Inc.	on-premises 12-annua	#07222-RS-0978	Plainville, MA

**6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**  
 Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes  No   
 If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

## APPLICATION FOR A TRANSFER OF LICENSE

### 6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled?

Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

### 7. CORPORATE STRUCTURE

Entity Legal Structure

Corporation

Date of Incorporation 10/04/2023

State of Incorporation

Massachusetts

Is the Corporation publicly traded?  Yes  No

### 8. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Lease

Landlord Name San Miguel, LLC

Landlord Phone

Landlord Email

Landlord Address 346 Taunton Avenue, Seekonk, MA 02771

Lease Beginning Date 02/01/2024

Rent per Month

Lease Ending Date 02/02/2029

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

Yes  No

### 9. APPLICATION CONTACT

The application contact is the person who the licensing authorities should contact regarding this application.

Name: David V. Lawler

Phone:

508-778-0303

Title: Attorney

Email:

david@dlawlerlaw.com



**APPLICATION FOR A TRANSFER OF LICENSE**

**10. FINANCIAL DISCLOSURE**

A. Purchase Price for Real Estate	<input type="text" value=""/>
B. Purchase Price for Business Assets	<input type="text" value=""/>
C. Other* (Please specify)	<input type="text" value=""/>
D. Total Cost	<input type="text" value=""/>

\*Other: (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):"

**SOURCE OF CASH CONTRIBUTION**

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Edward G. Medeiros	<input type="text" value=""/>
Total:	<input type="text" value=""/>

**SOURCE OF FINANCING**

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

**FINANCIAL INFORMATION**

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

The funding is self-sourced, funding comes from personal funds.

**11. PLEDGE INFORMATION**

Please provide signed pledge documentation.

Are you seeking approval for a pledge?  Yes  No

Please indicate what you are seeking to pledge (check all that apply)  License  Stock  Inventory

To whom is the pledge being made?

## 12. MANAGER APPLICATION

### A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name  Date of Birth  SSN

Residential Address

Email  Phone

Please indicate how many hours per week you intend to be on the licensed premises

### B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?  Yes  No \*Manager must be a U.S. Citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime?  Yes  No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

### C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
July, 2022	present	General Manager	Frankie's International Bistro, Inc.	Edward G. Medeiros

### D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action?  Yes  No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature  Date

### 13. MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement?

Yes  No

If yes, please fill out section 13.

Please provide a narrative overview of the Management Agreement. Attach additional pages, if necessary.

**IMPORTANT NOTE:** A management agreement is where a licensee authorizes a third party to control the daily operations of the license premises, while retaining ultimate control over the license, through a written contract. *This does not pertain to a liquor license manager that is employed directly by the entity.*

### 13A. MANAGEMENT ENTITY

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in the management Entity (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name	Address	Phone
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

#### CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?

Yes  No

If yes, attach an affidavit providing the details of any and all convictions.

### 13B. EXISTING MANAGEMENT AGREEMENTS AND INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 13A, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages; and or have an active management agreement with any other licensees?

Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

**13C. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**

Has any individual or entity identified in question 13A, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held?

Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

**13D. PREVIOUSLY HELD MANAGEMENT AGREEMENT**

Has any individual or entity identified in question 13A, and applicable attachments, ever held a management agreement with any other Massachusetts licensee?

Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Licensee Name	License Type	Municipality	Date(s) of Agreement

**13E. DISCLOSURE OF LICENSE DISCIPLINARY ACTION**

Have any of the disclosed licenses listed in question section 13B, 13C, 13D ever been suspended, revoked or cancelled?

Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

**13F. TERMS OF AGREEMENT**

- a. Does the agreement provide for termination by the licensee? Yes  No
- b. Will the licensee retain control of the business finances? Yes  No
- c. Does the management entity handle the payroll for the business? Yes  No

d. Management Term Begin Date  e. Management Term End Date

f. How will the management company be compensated by the licensee? (check all that apply)

- \$ per month/year (indicate amount)
- % of alcohol sales (indicate percentage)
- % of overall sales (indicate percentage)
- other (please explain)

**ABCC Licensee Officer/LLC Manager**

**Management Agreement Entity Officer/LLC Manager**

Signature:

Signature:

Title:

Title:

Date:

Date:



## **ADDITIONAL INFORMATION**

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

## APPLICANT'S STATEMENT

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

of Frankies Hospitality Inc.  
Name of the Entity/Corporation

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

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

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

Signature:



Date:

11-27-2023

Title:

President

**CORPORATE VOTE**

The Board of Directors or LLC Managers of   
Entity Name

duly voted to apply to the Licensing Authority of   
City/Town and the

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on   
Date of Meeting

For the following transactions (Check all that apply):

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

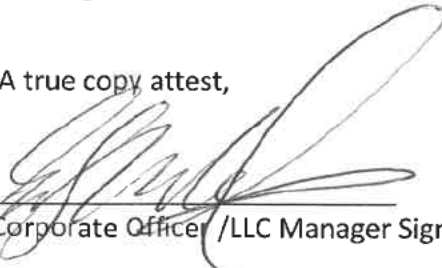
"VOTED: To authorize   
Name of Person

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

"VOTED: To appoint   
Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,

  
Corporate Officer / LLC Manager Signature

EDWARD Medeiros  
(Print Name)

For Corporations ONLY

A true copy attest,

\_\_\_\_\_  
Corporation Clerk's Signature

\_\_\_\_\_  
(Print Name)

## ADDENDUM A

### 6. PROPOSED OFFICER, STOCK OR OWNERSHIP INTEREST (Continued...)

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name <input style="width: 95%; height: 25px;" type="text"/>	Percentage of Ownership in Entity being Licensed (Write "NA" if this is the entity being licensed) <input style="width: 95%; height: 25px;" type="text"/>
---	---

Name of Principal <input style="width: 95%; height: 25px;" type="text"/>	Residential Address <input style="width: 95%; height: 25px;" type="text"/>	SSN <input style="width: 95%; height: 25px;" type="text"/>	DOB <input style="width: 95%; height: 25px;" type="text"/>
---	---	---	---

Title and or Position <input style="width: 95%; height: 25px;" type="text"/>	Percentage of Ownership <input style="width: 95%; height: 25px;" type="text"/>	Director/ LLC Manager <input type="radio"/> Yes <input type="radio"/> No	US Citizen <input type="radio"/> Yes <input type="radio"/> No	MA Resident <input type="radio"/> Yes <input type="radio"/> No
---	---	---	--	---

Name of Principal <input style="width: 95%; height: 25px;" type="text"/>	Residential Address <input style="width: 95%; height: 25px;" type="text"/>	SSN <input style="width: 95%; height: 25px;" type="text"/>	DOB <input style="width: 95%; height: 25px;" type="text"/>
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Title and or Position <input style="width: 95%; height: 25px;" type="text"/>	Percentage of Ownership <input style="width: 95%; height: 25px;" type="text"/>	Director/ LLC Manager <input type="radio"/> Yes <input type="radio"/> No	US Citizen <input type="radio"/> Yes <input type="radio"/> No	MA Resident <input type="radio"/> Yes <input type="radio"/> No
---	---	---	--	---

Name of Principal <input style="width: 95%; height: 25px;" type="text"/>	Residential Address <input style="width: 95%; height: 25px;" type="text"/>	SSN <input style="width: 95%; height: 25px;" type="text"/>	DOB <input style="width: 95%; height: 25px;" type="text"/>
---	---	---	---

Title and or Position <input style="width: 95%; height: 25px;" type="text"/>	Percentage of Ownership <input style="width: 95%; height: 25px;" type="text"/>	Director/ LLC Manager <input type="radio"/> Yes <input type="radio"/> No	US Citizen <input type="radio"/> Yes <input type="radio"/> No	MA Resident <input type="radio"/> Yes <input type="radio"/> No
---	---	---	--	---

Name of Principal <input style="width: 95%; height: 25px;" type="text"/>	Residential Address <input style="width: 95%; height: 25px;" type="text"/>	SSN <input style="width: 95%; height: 25px;" type="text"/>	DOB <input style="width: 95%; height: 25px;" type="text"/>
---	---	---	---

Title and or Position <input style="width: 95%; height: 25px;" type="text"/>	Percentage of Ownership <input style="width: 95%; height: 25px;" type="text"/>	Director/ LLC Manager <input type="radio"/> Yes <input type="radio"/> No	US Citizen <input type="radio"/> Yes <input type="radio"/> No	MA Resident <input type="radio"/> Yes <input type="radio"/> No
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Name of Principal <input style="width: 95%; height: 25px;" type="text"/>	Residential Address <input style="width: 95%; height: 25px;" type="text"/>	SSN <input style="width: 95%; height: 25px;" type="text"/>	DOB <input style="width: 95%; height: 25px;" type="text"/>
---	---	---	---

Title and or Position <input style="width: 95%; height: 25px;" type="text"/>	Percentage of Ownership <input style="width: 95%; height: 25px;" type="text"/>	Director/ LLC Manager <input type="radio"/> Yes <input type="radio"/> No	US Citizen <input type="radio"/> Yes <input type="radio"/> No	MA Resident <input type="radio"/> Yes <input type="radio"/> No
---	---	---	--	---

Name of Principal <input style="width: 95%; height: 25px;" type="text"/>	Residential Address <input style="width: 95%; height: 25px;" type="text"/>	SSN <input style="width: 95%; height: 25px;" type="text"/>	DOB <input style="width: 95%; height: 25px;" type="text"/>
---	---	---	---

Title and or Position <input style="width: 95%; height: 25px;" type="text"/>	Percentage of Ownership <input style="width: 95%; height: 25px;" type="text"/>	Director/ LLC Manager <input type="radio"/> Yes <input type="radio"/> No	US Citizen <input type="radio"/> Yes <input type="radio"/> No	MA Resident <input type="radio"/> Yes <input type="radio"/> No
---	---	---	--	---

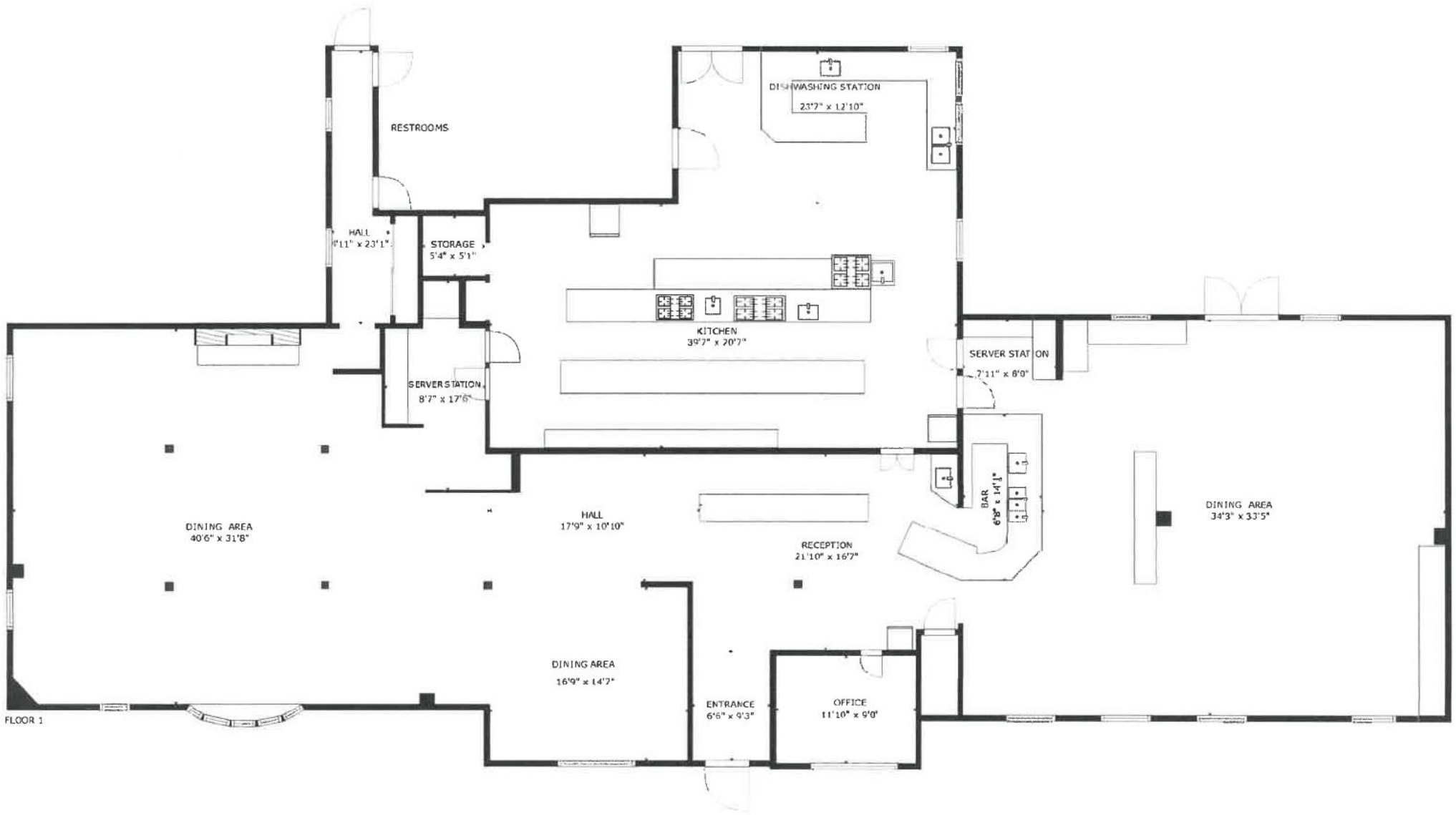
Name of Principal <input style="width: 95%; height: 25px;" type="text"/>	Residential Address <input style="width: 95%; height: 25px;" type="text"/>	SSN <input style="width: 95%; height: 25px;" type="text"/>	DOB <input style="width: 95%; height: 25px;" type="text"/>
---	---	---	---

Title and or Position <input style="width: 95%; height: 25px;" type="text"/>	Percentage of Ownership <input style="width: 95%; height: 25px;" type="text"/>	Director/ LLC Manager <input type="radio"/> Yes <input type="radio"/> No	US Citizen <input type="radio"/> Yes <input type="radio"/> No	MA Resident <input type="radio"/> Yes <input type="radio"/> No
---	---	---	--	---

**CRIMINAL HISTORY**

Has any individual identified above ever been convicted of a State, Federal or Military Crime?  
If yes, attach an affidavit providing the details of any and all convictions.

<input type="radio"/> Yes	<input type="radio"/> No
---------------------------	--------------------------



**Montanos Restaurant**  
**481 Rt 6 Truro**

GROSS INTERNAL AREA  
 FLOOR 1: 5003 sq ft  
 TOTAL: 5003 sq ft

SIZES AND DIMENSIONS ARE APPROXIMATE, ACTUAL MAY VARY



**AERIAL ADVANTAGE**  
 VIDEO | PHOTOGRAPHY

www.aerialadvantagecopecod.com  
 508-419-6149

## Jacob O'Donnell

Warwick, RI 02889

**Profile:** A strategic thinker who prioritizes relationship management and effective networking. Strong communication skills with a demonstrated history of consumer engagement and highly-developed presentations. Experienced in operating in fast-paced environments under pressure. Career-oriented goals aimed at providing solutions to business owners through strategic sales planning and client relationship management.

### Education

Bachelors in Marketing with a focus in Professional Sales - May 2022  
Plymouth State University, Plymouth NH

### Experience

- General Manager/Operations- Frankie's International Bistro- July 2022-Present (16 months) (Plainville, MA)
- Contractor management/relations- project management
- Acquiring Permits, Inspections, and Business Licenses
- Organizational Structure
- System Implementation
- Full Staffing, HR, Payroll management
- Branding, (Graphics, Web Design, Media,)
- Corporate Structure (Policies, Procedures,HR,)
- Vendor relations (Purchasing, Negotiating and structuring deals)
- Complete liquor,wine, beer program (Pricing strategy, purchasing)
- Management training, full staff training program, (Orientation, Week to week organizational training schedule for 50 employees)
- Social Media design, structure, marketing
- Public speaking, problem solving, critical solution-based thinking, (Staff meetings, public relations)
- Operating while being cost effective, managing labor, product, and overhead budgets (Cost analysis, cost control, budget implementation)
  
- Sales Representative- Kairos Surgical (Arthrex) - May 2022- July 2022 (Rhode Island)
  
- Busser- Finn's Harborside - May 2016 (East Greenwich, RI)
- During the time spent in this position I was introduced to a new industry where I was able to learn key skills that would assist in my professional development. These skills include multi-tasking under pressure, problem solving and profitable thinking.



**AFFIDAVIT OF EDWARD G. MEDEIROS IN SUPPORT OF LIQUOR LICENSE APPLICATION**

State of **Massachusetts**

County of **Bristol**

I, Edward G. Medeiros, of 71 Raymond Drive, Seekonk, Massachusetts being duly sworn, deposes and says:

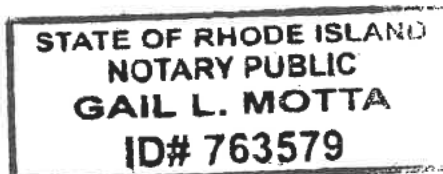
1. I am over 18 years of age, of sound mind and otherwise competent to make this Affidavit. The statements set out in the foregoing Affidavit is based on my personal knowledge.
2. I am the Principal of Frankie's International Bistro, Inc. and I submit this Affidavit in support of a Liquor License Application for this establishment.
3. My testimonial statement in response to question #6, answering yes to being charged with a Felony:  
Charged with a Class B Felony Conviction in November, 1991, my sentence was served and I was released early on good behavior. The Matter has since resolved and case has been closed for over 30 years. No restrictions have been placed on my ability to embark on business opportunities of any kind, and of any business type or market.
4. I continue to lead a successful payment processing ISO corporation which is subject to extensive regulatory reviews and there have been no issues in over our 28 years of operation. I currently own 2 other businesses in Massachusetts with no issues as well.

  
Name

Sworn to before me this 3/5<sup>th</sup> day of August, 2022

Edward G. Medeiros appeared personally and provided to me satisfactory evidence of identification to be the person whose name appears above and acknowledged he signed it voluntarily for its stated purpose.

Gail Motta Notary



Rhode Island  
USA

DRIVER LICENSE

NOT FOR FEDERAL IDENTIFICATION



*Handwritten signature of Jacob S. O'Donnell*

3 DOB

4b EXP

4d LIC #

4a ISS

1 O'DONNELL

2 JACOB S

8

9 CLASS 10

9a END NONE

12 RESTR NONE

15 SEX

16 HGT

5 DD

06/23/1999

18 E

19 H





This card is the official verification of your Social Security number. Please sign it right away. Keep it in a safe place.

Improper use of this card or number by anyone is punishable by fine, imprisonment or both.

This card belongs to the Social Security Administration and you must return it if we ask for it.

If you find a card that isn't yours, please return it to:  
Social Security Administration  
P.O. Box 17087, Baltimore, MD 21235

For any other Social Security business/information, contact your local Social Security office. If you write to the above address for any business other than returning a found card, it will take longer for us to answer your letter.

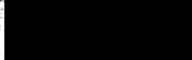
Social Security Administration  
Form SSA-3880 (4-95)



DEPARTMENT OF HEALTH  
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

NUMBER

PAGE 2



AMENDMENT

DATE

COMMENTS








**MASSACHUSETTS** DRIVER'S LICENSE  
NOT FOR FEDERAL ID

*Class & purity REGISTRATION*



MEDEIROS  
EDWARD G  
71 RAYMOND DR  
SEERONK, MA 02771-5917

18 EYES BRO  
19 SEX M 16 HGT 5-08

*Ed Medeiros*

[REDACTED]

[REDACTED]

[REDACTED]



**CERTIFICATION OF BIRTH REGISTRATION**  
State of Rhode Island and Providence Plantations  
**DEPARTMENT OF HEALTH**                      **DIVISION OF VITAL STATISTICS**

Name	Edward Medeiros	
Birth Date	[REDACTED]	Sex Male
Birth Place	[REDACTED]	Rhode Island
Filed	[REDACTED]	Number [REDACTED]
Father	[REDACTED]	
Mother	[REDACTED]	
Issuing Office	[REDACTED]	
Date Issued	[REDACTED]	

NOT VALID WITHOUT OFFICIAL SIGNATURE  
*John C. Maccaroni*  
State or Local Registrar



UBS Financial Services Inc.  
500 Exchange Street, Suite 1210  
Providence, RI 02903

Confirmation

Edward & Elisa Medeiros  
71 Raymond Drive  
Seekonk, MA 02771-5917

November 8th, 2023

**Confirmation: Information regarding the accounts of Edward and Elisa Medeiros**

The following client has requested UBS Financial Services Inc. to provide you with a letter of reference to confirm their banking relationship with our firm.

Edward & Elisa Medeiros of 71 Raymond Drive Seekonk, MA 02771-5917

Edward and Elisa Medeiros have been a clients of ours since 2006. As of the close of business on Wednesday, November 8, 2023 their securities accounts have a value of [REDACTED] including various cash, stock, bond and mutual fund securities.

Please be aware this account is a securities account not a "bank" account. Securities, mutual funds and other non-deposit investment products are not FDIC-insured or bank guaranteed and are subject to market fluctuation. The assets in the account, including cash balances, may also be subject to the risks of withdrawal and transfer. The above-referenced account values only reflect values held at UBS.

**Questions**

If you have any questions about this information, please contact James Lynn, Director, Financial Advisor at 401-455-6722.

Thank you,

Lauren M Brennan MPAS® CFP® CFA® CRPC®

Vice President – Wealth Management

Financial Advisor

CA Insurance License #4098407

Lynn, Brennan, Burnett Wealth Management Group

UBS Financial Services Inc.

500 Exchange Street Suite 1210

Providence RI 02903

Tel: 401-455-6722

cc: client

UBS Financial Services is a member firm of the Securities Investor Protection Corporation (SIPC).



JEAN M. LORIZIO, ESQ.  
CHAIRMAN

Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150

CORI REQUEST FORM

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

**ABCC LICENSE INFORMATION**

ABCC NUMBER: [ ] LICENSEE NAME: Frankie's Hospitality, Inc CITY/TOWN: Truro

**APPLICANT INFORMATION**

LAST NAME: O'Donnell FIRST NAME: Jacob MIDDLE NAME: Stephen  
MAIDEN NAME OR ALIAS (IF APPLICABLE): [ ] PLACE OF BIRTH: Providence RI  
DATE OF BIRTH: [ ] SSN: [ ] ID THEFT INDEX PIN (IF APPLICABLE): [ ]  
MOTHER'S MAIDEN NAME: [ ] DRIVER'S LICENSE #: [ ] STATE LIC. ISSUED: Rhode Island  
GENDER: MALE HEIGHT: [ ] WEIGHT: [ ] EYE COLOR: Hazel  
CURRENT ADDRESS: 74 Harper Avenue  
CITY/TOWN: Cranston STATE: RI ZIP: 02920  
FORMER ADDRESS: 63 Harvard Ave  
CITY/TOWN: Warwick STATE: RI ZIP: 02889

**PRINT AND SIGN**

PRINTED NAME: JACOB O'Donnell APPLICANT/EMPLOYEE SIGNATURE: [Signature]

**NOTARY INFORMATION**

On this NOV. 21, 2023 before me, the undersigned notary public, personally appeared Jako O'Donnell  
(name of document signer), proved to me through satisfactory evidence of identification, which were Valid Mass. Lic  
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

Gary A. Lee  
Notary Public  
State of Rhode Island  
MY COMMISSION EXPIRES 03-25-2024  
Commission # 61836

**DIVISION USE ONLY**

REQUESTED BY: [ ]  
SIGNATURE OF CORI-AUTHORIZED EMPLOYEE: [ ]  
The DCII Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCII. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCII via mail or by fax to (617) 660-4614.



JEAN M. LORIZIO, ESQ.  
CHAIRMAN

Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150

CORI REQUEST FORM

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**ABCC LICENSE INFORMATION**

ABCC NUMBER: (IF EXISTING LICENSEE) [ ] LICENSEE NAME: Frankie's Hospitality, Inc. CITY/TOWN: Trauro

**APPLICANT INFORMATION**

LAST NAME: Medeiros FIRST NAME: Edward MIDDLE NAME: George  
MAIDEN NAME OR ALIAS (IF APPLICABLE): [ ] PLACE OF BIRTH: Providence RI  
DATE OF BIRTH: [REDACTED] SSN: [REDACTED] ID THEFT INDEX PIN (IF APPLICABLE): [ ]  
MOTHER'S MAIDEN NAME: Roies DRIVER'S LICENSE # [REDACTED] STATE LIC. ISSUED: Massachusetts  
GENDER: MALE HEIGHT: [REDACTED] WEIGHT: [REDACTED] EYE COLOR: Brown  
CURRENT ADDRESS: 71 Raymond Drive  
CITY/TOWN: Seekonk STATE: MA ZIP: 02771  
FORMER ADDRESS: Wagonwheel Road  
CITY/TOWN: Seekonk STATE: MA ZIP: 02771

**PRINT AND SIGN**

PRINTED NAME: Edward Medeiros APPLICANT/EMPLOYEE SIGNATURE:

**NOTARY INFORMATION**

On this NOV 21 2023 before me, the undersigned notary public, personally appeared ED Medeiros  
(name of document signer), proved to me through satisfactory evidence of identification, which were Valid Mass Lic  
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

**DIVISION USE ONLY**

REQUESTED BY: [ ]  
SIGNATURE OF CORI-AUTHORIZED EMPLOYEE: [ ]  
The DCJ Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCJ. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCJ via mail or by fax to (617) 660-4614.





Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150

JEAN M. LORIZIO, ESQ.  
CHAIRMAN

**CORI REQUEST FORM**

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

**ABCC LICENSE INFORMATION**

ABCC NUMBER:  LICENSEE NAME: Frankie's Hospitality, Inc. CITY/TOWN: Truro

**APPLICANT INFORMATION**

LAST NAME: Medeiros FIRST NAME: Elisa MIDDLE NAME: Maria  
 MAIDEN NAME OR ALIAS (IF APPLICABLE): Santoro PLACE OF BIRTH: Providence RI  
 DATE OF BIRTH:  SSN:  ID THEFT INDEX PIN (IF APPLICABLE):   
 MOTHER'S MAIDEN NAME:  DRIVER'S LICENSE #:  STATE LIC. ISSUED: Massachusetts  
 GENDER: FEMALE HEIGHT:  WEIGHT:  EYE COLOR: Brown  
 CURRENT ADDRESS: 71 Raymond Drive  
 CITY/TOWN: Seekonk STATE: MA ZIP: 02771  
 FORMER ADDRESS: 49 Wagonwheel Road  
 CITY/TOWN: Seekonk STATE: MA ZIP: 02771

**PRINT AND SIGN**

PRINTED NAME: Elisa Medeiros APPLICANT/EMPLOYEE SIGNATURE:

**NOTARY INFORMATION**

On this NOV. 21, 2023 before me, the undersigned notary public, personally appeared Elisa Medeiros  
 (name of document signer), proved to me through satisfactory evidence of identification, which were VALID MASS LIC.  
 to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

Gary A. Lee  
Notary Public  
State of Rhode Island  
MY COMMISSION EXPIRES 03-25-2024  
Commission # 01806

**DIVISION USE ONLY**

REQUESTED BY:   
 SIGNATURE OF CORI-AUTHORIZED EMPLOYEE:   
 The DCI Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCI. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCI via mail or by fax to (617) 660-4614.



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

mass.gov/dor

Letter ID: L1671457568  
Notice Date: October 4, 2023  
Case ID: 0-002-223-617



## CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



BADDOCS INC  
PO BOX 718  
NORTH TRURO MA 02652-0718

### ***Why did I receive this notice?***

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

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

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

### ***What if I have questions?***

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

### ***Visit us online!***

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

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

Edward W. Coyle, Jr., Chief  
Collections Bureau

000062





**Certificate of Compliance**

Date: November 16, 2023

Letter ID:

Employer ID (FEIN):

BADDOCS INC  
PO BOX 718  
NORTH TRURO MA 02652-0718

Certificate ID: L0000203482

The Department of Unemployment Assistance certifies that as of 15-Nov-2023, BADDOCS INC is current in all its obligations relating to contributions, payments in lieu of contributions, and the employer medical assistance contribution established in G.L.c.149,§189.

This certificate expires in 30 days from the date of issuance

Sincerely,

Katie Dishnica, Director  
Department of Unemployment Assistance

**Questions?**

Revenue Enforcement Unit  
Department of Unemployment Assistance  
Email us: [Revenue.Enforcement@detma.org](mailto:Revenue.Enforcement@detma.org)  
Call us: (617) 626-5750

**PURCHASE AND SALE AGREEMENT  
OF COMMERCIAL REAL ESTATE**

11/1/2023

Agreement made this \_\_\_\_\_ day of November, 2023.

**1. Parties**

**PARMAJONNY'S, LLC**, a Massachusetts limited liability company having a mailing address of 45 Tracy Lane, Eastham, MA 02642, hereinafter called the "Seller", agree to SELL and

**EDWARD MEDEIROS (or his nominee)**, with a mailing address of 346 Taunton Avenue, Seekonk, MA 02771, hereinafter called the "Buyer" agrees to BUY, upon the terms hereinafter set forth, the following described premises:

**Land with the buildings thereon located at 481 State Highway, North Truro, MA 02652 (the "Premises"). For further description, see Deed recorded at the Barnstable County Registry of Deeds in Book 31456, Page 69.**

**2. Deed.** Said Premises are to be conveyed by a good and sufficient quitclaim deed running to the Buyer or to the nominee designated by the Buyer by written notice to the Seller at least seven days before the deed is to be delivered as herein provided, and said deed shall convey a good and clear record and marketable title thereto, free from encumbrances, except

- (a) Provisions of existing building and zoning laws;
- (b) Such taxes for the then current year as are not due and payable on the date of the delivery of such deed;
- (c) Any liens for municipal betterments assessed after the date of this agreement; and
- (d) Easements, restrictions and reservations of record, if any, so long as the same do not prohibit or materially interfere with the present use of said Premises.

**3. Buildings, Structures, Improvements, Fixtures.** Included in the sale as a part of the Premises are the buildings, structures and improvements now thereon, and the fixtures used in connection therewith, including, if any, all wall-to-wall carpeting, drapery rods, automatic garage door openers, venetian blinds, window shades, screens, screen doors, storm windows and doors, awnings, shutters, furnaces, heaters, heating equipment stoves, ranges, oil and gas burners and fixtures appurtenant thereto, hot water heaters, plumbing and bathroom fixtures, garbage disposals, electric and other lighting fixtures, mantels, outside television antennas, fences, gates, trees, shrubs, plants, burglar and fire alarm systems, refrigerators, air conditioning equipment, ventilators, and dishwashers, the Premises being sold "as is" and "where is".

Seller shall at the closing deliver to Buyer all existing keys to the Premises in their possession and all necessary security codes for alarm systems on said Premises.

**4. Plans.** If said deed refers to a plan necessary to be recorded therewith the Seller shall deliver such plan with the deed in form adequate for recording or registration.

**5. Registered Title.** In addition to the foregoing, if the title to said Premises is registered, said deed shall be in form sufficient to entitle the Buyer to a Certificate of Title of said Premises, and the Seller shall deliver with said deed all instruments, if any, necessary to enable the Buyer to obtain such Certificate of Title.

6. **Purchase Price.** The agreed purchase price for said Premises is ONE MILLION FOUR HUNDRED THOUSAND DOLLARS AND 00/100 [REDACTED] DOLLARS (the "Purchase Price"), of which:

[REDACTED] was previously with the Offer as a binder; has been paid as an additional deposit upon executing this Agreement; and  
\$ [REDACTED] to be paid at the time of delivery of the deed by attorney's IOLTA check or wire transfer  
[REDACTED] TOTAL

7. **Time For Performance.** Such deed is to be delivered on or before eleven o'clock a.m. on the date which is seven (7) business days from the approval date by the ABCC and the Town of Truro for the transfer of the liquor license from Baddoc's, Incorporated (the "Asset Seller") to Buyer (or his nominee) (the "Asset Buyer") at the offices of Buyer's attorney or Buyer's lender's attorney, or at such other place, date, or time as may be fixed by mutual agreement of the parties but in any event no later than January 30, 2024 absent mutual agreement of the parties. The parties agree that neither the Seller nor the Seller's attorney shall be required to physically attend the closing and agree to facilitate delivery of the necessary closing documents to Buyer's attorney via recognized overnight delivery service (i.e., FedEx, UPS). It is agreed that time is of the essence of this Agreement. In the event that Buyer is unable to obtain approval of the transfer or issuance of the liquor license on or before January 30, 2024, then upon written notice to Seller all deposits paid under this Agreement shall be refunded to Buyer and this Agreement shall terminate without further recourse to the parties hereto.

8. **Possession and Condition of Premises.** Full possession of said Premises free from all tenants and occupants (other than the Asset Seller) is to be delivered at the time of the delivery of the deed, the Premises to be then (a) in the same condition as they now are, reasonable use and wear thereof excepted, (b) not in violation of said building and zoning laws, and (c) in compliance with provisions of any instrument referred to in Paragraph 2 hereof. The Buyer shall be entitled to personally inspect the Premises prior to the delivery of the deed in order to determine whether the condition thereof complies with the terms of this clause.

9. **Extension to Perfect Title.** If the Seller shall be unable to give title or to make conveyance, or to deliver possession of the Premises, all as herein stipulated, then the Seller shall use reasonable efforts to remove any defects in title, or to deliver possession as provided herein, as the case may be, and thereupon the time for performance hereunder shall be extended for a period of thirty (30) days; provided, however, that any such extension is not beyond Buyer's financing commitment date. Seller's "reasonable efforts", shall be limited to, and Seller shall not be obligated to expend more than \$5,000.00, exclusive of the actual cost to discharge liens of record and pay deed excise stamps, real and personal property taxes, and final utility bills.

10. **Failure to Perfect Title or Make Premises Conform, etc.** If at the expiration of the extended time the Seller shall have failed to so remove any defects in title, deliver possession, or make the Premises conform, as the case may be, all as herein agreed, or if at any time during the period of this agreement or any extension thereof, the holder of a mortgage on the Premises shall refuse to permit the insurance proceeds, if any, to be used for such purposes, then any payments made under this Agreement shall be forthwith refunded and all other obligations of the parties hereto shall cease and this Agreement shall be void without recourse to the parties.

**11. Buyer's Election to Accept Title.** The Buyer shall have the election, at either the original or any extended time for performance, to accept such title as the Seller can deliver to the said Premises and to pay therefore the purchase price without deduction, in which case the Seller shall convey such title except that in the event of such conveyance in accord with the provisions of this clause, if the said Premises shall have been damaged by fire or casualty insured against, then the Seller shall, unless the Premises have previously been restored to their former condition, either

(a) pay over or assign to the Buyer, on delivery of the deed, all amounts recovered or recoverable on account of such insurance, less any amounts reasonably expended by the Seller for any partial restoration, or

(b) if a holder of a mortgage on said Premises shall not permit the insurance proceeds or a part thereof to be used to restore the said Premises to their former condition or to be so paid over or assigned, give to the Buyer a credit against the purchase price, on delivery of the deed, equal to said amounts so recovered or recoverable and retained by the holder of the said mortgage less any amounts reasonably expended by the Seller for any partial restoration.

**12. Acceptance of Deed.** The acceptance and recording of a deed by the Buyer or his nominee as the case may be, shall be deemed to be a full performance and discharge of every agreement and obligation herein contained or expressed, except such as are, by the terms hereof, to be performed after the delivery of said deed.

**13. Use of Money to Clear Title.** To enable the Seller to make conveyance as herein provided, the Seller may, at the time of delivery of the deed, use the purchase money or any portion thereof to clear the title of any or all encumbrances or interests, provided that all instruments so procured are recorded simultaneously with the delivery of said deed, or at such later time as shall be reasonably acceptable to Buyer, and provided further, with respect to discharges of mortgages from insurance companies, banks, credit unions, and other institutional lenders, such discharges may be recorded within a reasonable time after the recording of the deed, in accordance with Barnstable County conveyancing practices.

**14. Insurance.** Until the delivery of the deed, the Seller shall cause the Asset Seller to maintain the present insurance coverage on said Premises in accordance with the lease.

**15. Adjustments.** Water use charges and taxes for the then current fiscal year shall be apportioned and fuel value shall be adjusted, as of the day of performance of this agreement and the net amount thereof shall be added to or deducted from, as the case may be, the purchase price payable by the Buyer at the time of delivery of the deed.

**16. Adjustment of Unassessed and Abated Taxes.** If the amount of said taxes is not known at the time of the delivery of the deed, they shall be apportioned on the basis of the taxes assessed for the preceding fiscal year, with a reapportionment as soon as the new tax rate and valuation can be ascertained; and, if the taxes which are to be apportioned shall thereafter be reduced by abatement, the amount of such abatement, less the reasonable cost of obtaining the same, shall be apportioned between the parties, provided that neither party shall be obligated to institute or prosecute proceedings for an abatement unless herein otherwise agreed.

**17. Broker's Fee, Broker as Party and Warranty.** The Seller shall pay the commission due of 5% of the total purchase price to the broker, Realty Advisers, Inc. which commission shall be split equally with GJSW, Inc. dba Premier Commercial, in accordance with the agreement between them, only after recording of deed and disbursement of fees, and only if,

as and when the SELLER receives the full purchase price pursuant to this Agreement, but not otherwise and regardless of the reason for failing to close hereunder.

The Brokers named herein, Realty Advisor, Inc. and GJSW, Inc. dba Premier Commercial join in this Agreement and becomes party hereto, insofar as any provisions of this agreement expressly apply to said Broker, and to any amendments or modifications of such provisions to which said Broker agrees in writing.

The Brokers named herein, Realty Advisors, Inc. and GJSW, Inc. dba Premier Commercial, warrants that said Broker is duly licensed as such by the Commonwealth of Massachusetts.

**18. Deposits.** All deposits made hereunder shall be held in escrow by Realty Advisors, Inc., as escrow agent subject to the terms of this agreement and shall be duly accounted for at the time for performance of this agreement. In the event of any disagreement between the parties, the escrow agent shall retain all deposits made under this agreement pending instructions mutually given by the Seller and the Buyer, or by a Court of competent jurisdiction.

**19. Buyer's Default Damages.** If the Buyer shall fail to fulfill the Buyer's agreements herein, all deposits made hereunder by the Buyer shall be retained by the Seller as liquidated damages. This shall be Seller's sole remedy at law or in equity for any breach of this agreement. The parties acknowledge and agree that Seller have no adequate remedy in the event of Buyer's default under this agreement because it is impossible to exactly calculate the damages which would accrue to Seller in such event. Therefore the parties agree that (i) the deposit hereunder is the best estimate of such damages which would accrue to Seller in the event of default, (ii) said deposit represents damages and not a penalty against the Buyer, and (iii) the parties have been afforded the opportunity to consult an attorney with regard to the provisions of this paragraph.

**20. Liability of Trustee, Shareholder, Beneficiary, etc.** If the Seller or Buyer executes this agreement in a representative or fiduciary capacity, only the principal or the estate represented shall be bound, and neither the Seller or Buyer so executing, nor any shareholder or beneficiary of any trust, shall be personally liable for any obligation, express or implied, hereunder.

**21. Warranties and Representations.** The Buyer acknowledges that the Buyer has not been influenced to enter into this transaction nor has he relied upon any warranties or representations not set forth or incorporated in this agreement or previously made in writing.

**22. Construction of Agreement.** This agreement, executed in multiple counterparts, is to be construed as a Massachusetts contract, is to take effect as a sealed instrument, sets forth the entire contract between the parties, is binding upon and enures to the benefit of the parties hereto and their respective heirs, devisees, executors, administrators, successors and assigns, and may be canceled modified or amended only by a written instrument executed by both the Seller and the Buyer. If two or more persons are named herein as Buyer their obligations hereunder shall be joint and several. The captions and marginal notes are used only as a matter of convenience and are not to be c

**23. Financing Contingency.** The Buyer will not be seeking financing.

**24. Septic Contingency.** As a condition of the sale, the Seller shall provide at the Seller's expense, a subsurface sewage disposal system inspection report as required by the State Environmental Code Title V and, if applicable, as required by the Board of Health in the Town of Truro, MA by the Contingency Date. Should the conclusion of this report indicate that the system

is in good working condition and complies with the requirements of Title V of the State Sanitary Code, then the provision of this contingency will be satisfied, and the balance of the Agreement will be held in full force and effect. Should the conclusion of the report indicate that the system is in marginal or failed condition, or not in compliance with said Title V requirements, the Seller shall make any repairs necessary in order to put the system in good working order. Should the Seller decline to make said repairs, and fails to provide a compliant Title V inspection report, all payments made under this Agreement shall be forthwith refunded and all other obligations of the parties shall cease and this Agreement shall be void without recourse to the parties hereto.

**25. Transfer of Liquor License Contingency.** Purchase by Buyer is contingent upon Buyer's obtaining liquor and common victualler license transferred in accordance with the provision of Paragraph #7 of this Agreement. Should Buyer fail to obtain approval as described within Paragraph, then all deposits made hereunder shall be refunded and the obligations of the parties shall cease, and this Agreement shall be void and without recourse to the parties

**26. Sale Contingency.** Sale is contingent upon the simultaneous closing on the purchase by Buyer (or its nominee(s)) of the business assets of the Asset Seller, located in Truro, Massachusetts. In the event that this contingency is not satisfied, all payments made under this Agreement shall be forthwith refunded and all other obligations of the parties shall cease and this Agreement shall be void without recourse to the parties hereto.

**27. Prior Agreements.** This Agreement supersedes any and all prior agreements between the parties.

**28. Notices.** Any notice, request, demand or other communication required or permitted hereunder shall be in writing and shall be deemed to have been given if delivered or sent by (a) electronic mail transmission, upon receipt, between the hours of 9:00 am and 6:00 pm with a confirmation copy delivered by another method permitted under this Section 29; or (b) overnight courier by a courier providing tracking and a receipt; or (c) by personal delivery. Notice given in accordance herewith for all permitted forms of notice other than by electronic mail shall be effective upon the earlier to occur of actual delivery to the address of the addressee or refusal of receipt by the addressee. Notice given by electronic mail shall be deemed effective upon confirmation of transmission; it being agreed that upon a transmitting party's request, the recipient of an email shall promptly confirm its receipt of such email by return email. All notices to a party will be sent to the addresses set forth below or to such other address or person as such party may designate by notice to each other party hereunder:

To Buyer: David V. Lawler, Esq.  
David V. Lawler Law Offices, P.C.  
540 Man Street, Suite 8  
Hyannis, MA 02601  
508-778-0303  
david@dlawlerlaw.com

To Seller: Melanie J. O'Keefe, Esq.  
LaTanzi, Spaulding & Landreth, LLP  
P.O. Box 2300  
Orleans, MA 02653  
508-255-2133  
mokeefe@latanzi.com



Any notice given hereunder may be given on behalf of any party by his or her counsel or other authorized representatives.

**29. Title and Practice Standards.** Any matter or practice arising under or relating to this agreement which is the subject of a title standard or a practice standard of REBA at the time for delivery of the deed shall be covered by said title standard or practice standard to the extent applicable, unless otherwise specifically stated in this agreement.

**30. Brokers.** Seller and Buyer represent and warrant to each other that they have not dealt with any brokers in connection with this Agreement other than Realty Advisors, Inc. and GJSW, Inc. dba Premier Commercial, and neither party knows of any other broker who has claimed or may have the right to claim a commission with respect to this Agreement or the sale of the Premises.

**31. Execution of Extensions and Amendments.** Amendments and extensions of the time for performance of the provisions of this Agreement may be executed on behalf of a party by counsel therefore.

**32. Certificates.** Seller hereby agrees to sign and deliver, at the time of performance, such affidavits, documents and certificates as may be reasonably required by the Buyer or the title insurance company which is providing title insurance for this transaction relating to:

(a) affidavits enabling Buyer to procure title insurance indicating the parties in possession being the tenants under written leases accepted by Buyer and that no persons are owed a debt for materials or labor entitling such persons to a mechanics' or materialmen's lien against the Premises;

(b) an affidavit satisfying the requirements of the Internal Revenue Code providing the Seller's social security number or tax identification number and indicating that Seller is not a foreign person subject to withholding of funds;

(c) a 1099S required under the Internal Revenue Code; and

(d) any other affidavits and certificates customarily required by Buyer's attorney or mortgagee in Barnstable County for transactions of this type.

**33. Post Closing Adjustments.** If any errors or omissions are found to have occurred in any calculations or figures used in the settlement statement signed by the parties (or would have been included if not for any such error or omission) and notice thereof is given within two months of the closing date to the party to be charged, then such party agrees to make a payment to correct the error or omission.

**34. Signatures.** To facilitate the execution and delivery of this Agreement, Seller and Buyer agree that original executed Agreements transmitted by Facsimile, DocuSign or electronic mail shall for all purposes be considered and treated as original signed Agreements.

**35. Condition of Purchase.** It shall also be a condition of Buyer's obligation to purchase said Premises that at the Closing:

(a) all buildings, structures and improvements, including but not limited to any driveways, garages, cesspools and septic systems and all means of access to the

premises, shall be located completely within the boundary lines of the Premises and shall not encroach upon or under the property of any other person or entity, except as allowed by written and recorded instrument;

- (b) no building, structure or improvement of any kind belonging to any other person or entity shall encroach upon or under the Premises, except as allowed by written and recorded instrument;
- (c) the way, on which the Premises front is a public way or there is appurtenant to said Premises the perpetual right and easement of record to use the way and any and all other roads leading to the nearest public way for all purposes for which the streets and ways are now or may hereafter be used in the town in which the Premises are located, including without limitation access on foot or in motor vehicles thereon and installation and use thereon and therein of utility service lines for water, electricity, cable television and telephone service;
- (d) said Premises are served by municipal water, , and that the quantity and quality of the water furnished thereby is adequate to serve the present use of the Premises;
- (e) the septic system for said Premises lies wholly within the boundaries of said Premises;
- (f) Buyer can obtain an owner's policy of insurance insuring title to said Premises in Buyer, free from encumbrances except as set forth in Clause 4 of this Agreement and for standard exceptions and other exceptions, including but limited to takings, assessments and offers, as are routinely taken in ALTA Owner's policies, issued by a title insurance company qualified to do business in Massachusetts.

36. **Condition.** The Premises, including the kitchen, dining and exterior shall be delivered to Buyer in a "professionally clean" condition, with the kitchen being steam cleaned prior to transfer.

37. **Seller Representations.** The Seller represents to the best of Seller's knowledge and belief that the following information is true and accurate as of the date of this Agreement and shall remain true and accurate as of the date of Closing:

- (a) There are no underground oil storage tanks or related apparatus (including piping) for fuel oil, waste oil or other petroleum products located on or under the Premises and the Seller has not removed such tanks or apparatus from the Premises and has no knowledge of any releases into the soil from any such tanks or apparatus;
- (b) Other than reasonable quantities of normal household products, there has been no release of any toxic or hazardous substances (as same is contemplated by MGL Ch. 21E) and no such toxic or hazardous substances have been used, released, generated, stored, treated, disposed of, or otherwise deposited, in, on, about or from the Premises, including without limitation oil, asbestos and/or chlordane;
- (c) Seller has complete and unencumbered ownership of all fixtures, fittings and equipment located in the Premises (other than those items that may be owned by Asset Seller);
- (d) There is no pending bankruptcy, mortgage foreclosure, or other proceeding which might in any material way impact adversely on Seller's ability to perform under this

Agreement. In the event that Seller files for bankruptcy, or if involuntary proceedings are instituted against Seller, Buyer may, at Buyer's election, terminate this Agreement by written notice to the Seller whereupon any payments made under this Agreement shall be forthwith refunded to the Buyer and all other obligations of the Parties hereto shall cease and this Agreement shall be void without recourse to the Parties hereto.

- (e) Seller is not aware of any suits, actions, orders, decrees, claims, writs, injunctions or proceedings pending or threatened against the Seller or affecting all or any part of the Premises or the operation thereof before any court or administrative agency or officer which, if adversely determined, would have material adverse effect upon the Premises;
- (f) As of the date hereof, Seller has received no notice from any municipal, county, state or federal agency asserting or alleging that the Premises are or may be in violation of the provisions of any municipal, county, state or federal codes, ordinances, statutes or regulations relating to zoning, building, environment proceedings, which representation shall be deemed to have been repeated at the time and by virtue of delivery of the deed.
- (g) Seller represents that Seller has no knowledge of any municipal betterments affecting the Premises approved, pending, proposed or contemplated by the town in which the Premises are situated which is likely to result in an assessment against the Premises.
- (h) Seller has no knowledge of the occurrence of any substantial damage to the Premises by fire, vandalism, flood or other casualty (whether or not insured against, and whether or not previously repaired or restored);
- (i) That at the time of the Closing, there will be no contracts, oral or in writing, involving the Premises or financing of any property within the Premises which will be binding upon Buyer or affect the Premises in any manner;
- (j) The Seller represents to Buyer that the purchase price herein is sufficient to payoff all of the Seller's obligations that may affect the sale of the Premises including, but not limited to: mortgages, municipal charges, real estate broker's commissions, document stamp tax and other reasonable and customary expenses of the sale, and that the within transaction is not a so-called "short-sale."

38. **Deed.** Buyer shall not be obligated to accept a deed under power of attorney and Seller shall provide Buyer with a deed containing his/her/their original signature(s).

39. **Permits.** Seller represents that with respect to any work Seller has caused to be undertaken at the Premises, such work was performed pursuant to building permits, if so required by the municipality with said permit(s) having received final sign-off and closure by the Building Inspector ("Inspector") and that Seller has no knowledge of any "open" building permits. In the event that there are any such "open" building permits, then Seller shall obtain a final sign off by the Inspector for said "open" building permits. In the event Seller has caused work to be done to the Premises without obtaining the requisite permits, then Seller shall obtain a final sign off by the Inspector for said work.

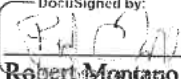
40. **Removal of storage tank.** The Seller agrees to take full responsibility for the cost and removal of a decommissioned storage tank located at the premises and hold the Buyer harmless therefrom. Removal shall be performed by a licensed and insured contractor and Seller to obtain any and all necessary state and local permits and final inspections for said removal.

**NOTICE:** This is a legal document that creates binding obligations. If not understood, consult an attorney.

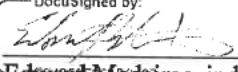
Executed this \_\_\_ day of November, 2023.

**SELLER:**

**PARMAJONNY'S LLC**

DocuSigned by:  
 11/1/2023  
Robert Montano, Manager

**BUYER:**

DocuSigned by:  
 11/1/2023  
Edward Medeiros, individually

## ASSET PURCHASE AGREEMENT

**ASSET PURCHASE AGREEMENT** entered into as of November \_\_\_, 2023, by and between **BADDOC'S, INCORPORATED**, a Massachusetts corporation having an address of 45 Tracy Lane, Eastham, MA 02642 (the "Seller"), and **EDWARD MEDEIROS** (or his nominee), with a mailing address of 346 Taunton Avenue, Seekonk, MA 02771 (the "Buyer").

### WITNESSETH

**WHEREAS**, subject to the terms and conditions hereof, Seller desires to sell certain of its properties and assets; and

**WHEREAS**, subject to the terms and conditions hereof, Buyer desires to purchase said properties and assets of Seller for the consideration specified herein;

**NOW, THEREFORE**, in order to consummate said purchase and sale and in consideration of the mutual agreements set forth herein, the parties hereto agree as follows:

### **SECTION 1. PURCHASE AND SALE.**

**Section 1.01. Sale of Assets.** Subject to the provisions of this Agreement, the Seller agrees to sell, and the Buyer agrees to purchase, at the Closing (as defined in Section 1.04 hereof), all of the assets of the businesses operated by the Seller at 481 State Highway, North Truro, MA 02652 (the "Premises") commonly known as "Montano's Restaurant" (the "Business"), free and clear of all liens and encumbrances, including but not limited to all useable and saleable inventory, trade fixtures, equipment, furnishings, goodwill, supplier lists, telephone numbers, business licenses (including but not limited to the annual retail sales all alcoholic beverage license) (collectively, the "Licenses"), all phone numbers, websites, domain names and servicemarks, and all goodwill and other intangibles, including the right to use the names "Montano's", all as more fully described on Exhibit A hereto, and excluding all items set forth on Exhibit B hereto.

The assets, property and business of the Seller to be sold to and purchased by the Buyer under this Agreement are hereinafter sometimes referred to as the "Subject Assets".

**Section 1.02. Assumption of Liabilities.** Buyer assumes none of Seller's liabilities, including, without limitation, (i) any obligations payable to officers, shareholders, affiliated companies or other parties related to Seller, and (ii) any liability of the Seller for any employee benefit plans or contributions to said plans. Buyer shall also have no obligation to offer employment to employees of Seller.

**Section 1.03. Purchase Price and Payment.** The purchase of the Subject Assets shall be on the following terms and conditions:

(a) The purchase price for the Subject Assets (exclusive of Subject Inventory (as defined in Section 4.01(h) hereof)) shall be [REDACTED] the "Asset Purchase Price"), which Asset Purchase Price shall be paid at the time of Closing by bank cashier's check or attorney's I.O.L.T.A. check or wire transfer.

(b) The purchase price for the Subject Inventory shall be the amount determined in accordance with the provisions of Section 4.01(h) hereof (the "Inventory Purchase Price" and collectively with the Asset

Purchase Price the "Purchase Price"), which Inventory Purchase Price shall be payable to the Seller at the Closing by bank cashier's check or attorney's I.O.L.T.A. check or wire transfer.

(c) At Closing, the aggregate of all outstanding gift certificates issued by the Seller, a list of which shall be provided at Closing, shall be deducted from the balance of the Purchase Price payable by Buyer at Closing pursuant to Section 1.03(a). Seller to provide a detailed list of all outstanding gift cards issued and not redeemed for the past six years.

(d) At Closing, the aggregate of any adjustments, including prepaid rent and prepaid utilities, as listed on Schedule 1.03(c) (the "Prepaid Expense Adjustments"), shall be added to or deducted from the balance of the Purchase Price payable by Buyer at the Closing pursuant to Section 1.03(a).

**Section 1.04. Closing.** The closing of the purchase and sale provided for in this Agreement (herein called the "Closing") shall be held at 11:00 a.m. at the offices of Buyer's or Buyer's lender's counsel, on the date which is seven (7) business days following the approval date by the ABCC and the Town of Truro for the transfer of the liquor license, or at such other place, date, or time as may be fixed by mutual agreement of the parties but in any event no later than January 30, 2024 absent mutual agreement of the parties. It is agreed that time is of the essence. In the event that Buyer is unable to obtain approval of the transfer or issuance of the liquor license on or before January 30, 2024, then upon written notice to Seller all deposits paid under this Agreement shall be refunded to Buyer and this Agreement shall terminate without further recourse to the parties hereto. At the Closing,

(a) Seller shall deliver or cause to be delivered to the Buyer full possession of good, clear and marketable title to all the Subject Assets, free and clear of any liens or encumbrances by Warranty Bill of Sale and Assignment in substantially the form attached hereto as Exhibit C.

(b) Buyer will deliver the Purchase Price for the Subject Assets in cash or by bank cashier's check or attorney's I.O.L.T.A. check or wire transfer.

(c) All risk of loss shall remain with the Seller until the Closing.

**Section 1.05. Allocation of Purchase Price.**

(a) Buyer and Seller agree that the Asset Purchase Price for the Subject Assets (exclusive of inventory) shall be allocated among furniture, fixtures and equipment, and goodwill and other intangibles, such allocation to be determined on or before the Closing. [REDACTED] shall be allocated for the business assets and [REDACTED] shall be allocated for the good will of the business. This price allocation is based upon representations of the Seller and to Buyer's understanding no professional appraisal has been conducted. Buyer may for Buyer's purposes only, obtain an independent appraisal after the sale and this appraisal shall not be binding upon the Seller.

(b) Buyer and Seller agree and acknowledge that the above allocations are being agreed upon for the purposes of allocation for tax reporting only and no warranties have been given relative to the actual value of any one item. Buyer and Seller declare that the allocations stated above will be determined in good faith, through arms-length negotiations.

(c) Buyer and Seller will each complete and execute their federal, state and local tax returns in a manner that is consistent with the allocations determined pursuant to this Agreement.

## **SECTION 2. REPRESENTATIONS, WARRANTIES AND COVENANTS OF SELLERS.**

**Section 2.01. Making of Representations and Warranties.** As a material inducement to Buyer to enter into this Agreement and consummate the transactions contemplated hereby, Seller hereby makes to Buyer the representations and warranties contained in this Section 2.

**Section 2.02. Organization of Seller.** The Seller is duly organized, validly existing and in good standing under the laws of the Commonwealth of Massachusetts with full power and authority to own or lease its properties, and to conduct its business in the manner and in the places where such properties are owned or leased, or such business is currently conducted.

**Section 2.03. Authority of Seller.** The Seller has full right, power, authority and capacity to enter into this Agreement and each agreement, document and instrument to be executed and delivered by the Seller pursuant to this Agreement and to carry out the transactions contemplated hereby. The execution, delivery and performance by the Seller of this Agreement and each such other agreement, document and instrument require no consent, authorization, permission or filing with or from any other person, entity or agency, violate no contract, agreement, order, judgment or the like that is binding upon the Seller, and have been duly authorized by all necessary action of the Seller, and no other action on the part of the Seller is required in connection therewith.

**Section 2.04. Enforceability.** This Agreement and each agreement, document and instrument executed and delivered by Seller pursuant to this Agreement constitutes, or when executed and delivered will constitute, valid and binding obligations of Seller enforceable in accordance with their terms.

**Section 2.05. Absence of Violations.** Seller represents that, to the best of its knowledge, the Premises are zoned for use as currently operated, that there are no outstanding violations or enforcement orders against the Business by any state or local authority, and that the Premises are suitable for the current use.

**Section 2.06. Absence of Litigation.** Seller represents that there are no undisclosed liens, suits, claims, liabilities or proceedings of any kind pending before any court, agency, regulatory or other body.

**Section 2.07. Taxes.** Seller represents that all required tax returns have been filed and all federal, state, local and other taxes will be paid through the Closing.

**Section 2.08. Absence of Agreements.** Seller represents that there are no undisclosed employment agreements or other contracts that cannot be terminated on twenty (20) days' prior notice.

**Section 2.09. Transfer of Licenses.** The Seller shall cooperate with the Buyer in the transfer of any Licenses, all costs and expenses of such transfer to be borne by Buyer.

**Section 2.10. Financial Information.** Seller represents that any financial information and documentation previously provided to the Buyer is to the best of Seller's actual knowledge, true, accurate and complete.

**Section 2.11. Employee Benefit Plans.** Seller represents that it does not currently maintain any pension, profit sharing, retirement, deferred compensation, disability, bonus or severance pay plan. Seller states, to the best of its actual knowledge, that none of its current employee benefit programs require Seller to provide compensation, health or life insurance benefits for Seller's retirees, if any.



**Section 2.12. Operation Pending Closing.** From and after the date of this Agreement and until Closing, Seller agrees to operate the Businesses in substantially the same manner as currently operated and shall carry on the Businesses diligently in the ordinary course, shall use reasonable efforts to preserve the goodwill of the Business' suppliers, customers and others having a business relationship with the Seller and shall pay all bills for goods and services as and when due, keep all computers, appliances, refrigeration, and other equipment in good working order, and do nothing to impair the value of the Subject Assets.

### **SECTION 3. REPRESENTATIONS, WARRANTIES AND COVENANTS OF BUYER.**

**Section 3.01. Making of Representations and Warranties.** As a material inducement to Seller to enter into this Agreement and consummate the transactions contemplated hereby, Buyer hereby makes to Seller the representations and warranties contained in this Section 3.

**Section 3.02. Organization of Buyer.** If the Buyer is not an individual at the time of Closing, the Buyer will be duly organized, validly existing and in good standing under the laws of the Commonwealth of Massachusetts with full power and authority to own or lease its properties, and to conduct its business in the manner and in the places where such properties are owned or leased, or such business is currently conducted.

**Section 3.03. Authority of Buyer.** The Buyer has full right, power, authority and capacity to enter into this Agreement and each agreement, document and instrument to be executed and delivered by Buyer pursuant to this Agreement and to carry out the transactions contemplated hereby. The execution, delivery and performance by Buyer of this Agreement and each such other agreement, document and instrument require no consent, authorization, permission or filing with or from any other person, entity or agency, violate no contract, agreement, order, judgment or the like that is binding upon Buyer, and have been duly authorized by all necessary action of Buyer, and no other action on the part of Buyer is required in connection therewith.

**Section 3.04. Enforceability.** This Agreement and each agreement, document and instrument executed and delivered by Buyer pursuant to this Agreement constitutes, or when executed and delivered will constitute, valid and binding obligations of Buyer enforceable in accordance with their terms.

**Section 3.05. Transfer of Licenses.** The Buyer shall apply for a transfer of the Licenses within two (2) weeks of the date of this Agreement.

**Section 3.06. Absence of Representations and Warranties.** Buyer acknowledges that, except as provided in Section 2.10 of this Agreement, there are no representations or warranties made by Seller with respect to the earnings of the Business.

### **SECTION 4. CONDITIONS.**

**Section 4.01. Conditions to the Obligations of Buyer.** Unless waived in whole or in part by Buyer, the obligation of Buyer to consummate this Agreement and the transactions contemplated hereby are subject to the fulfillment, prior to or at the Closing, of the following conditions precedent:

- (a) Each of the representations and warranties of Seller contained in Section 2 shall be true and correct in all material respects.
- (b) The Subject Assets shall be in the same condition as they were at Buyer's inspection reasonable wear excepted.

- (c) No suit shall be pending before any court, agency, regulatory or other body in which it will be or is sought to restrain, prohibit or obtain damages or other relief in connection with this Agreement or the consummation of the transactions contemplated hereby.
- (d) The Seller shall have delivered to Buyer copies of the resolutions of the Seller's Board of Directors authorizing the execution and performance of this Agreement and the transactions contemplated hereby.
- (e) Seller shall have delivered to Buyer a good standing certificate from the Secretary of State of the Commonwealth of Massachusetts, a good standing certificate from the Massachusetts Department of Revenue ("DOR"), a waiver of corporate tax lien from the DOR, and a certificate of compliance from the Massachusetts Department of Unemployment Assistance.
- (f) Buyer shall have obtained all necessary permits, licenses and approvals on or before the Closing, which licenses shall include the liquor license.
- (g) At the time of Closing, Seller shall have terminated the employment of its employees and shall pay all such employees for any accrued wages and paid time off due to such employees as of the Closing. Upon the signing of this Agreement, Buyer shall be entitled, in its sole discretion, to negotiate the hiring of such former employees of Seller, on such terms and conditions as shall be determined by Buyer, and Seller shall work with Buyer to transition over any key employees.
- (h) Seller and Buyer shall conduct an inventory count following the close of business on the date immediately preceding the Closing to determine the value of all marketable and merchantable alcoholic beverages, food, non-alcoholic beverages, and other resale inventory products on the premises at (the "Subject Inventory") to be purchased by Buyer. The purchase price for said Subject Inventory shall be based upon the wholesale cost to Seller.
- (i) Seller shall have paid all vendors and suppliers in full prior to or at Closing.

**Section 4.02. Conditions to Obligations of Seller.** Unless waived in whole or in part by Seller, the obligation of Seller to consummate this Agreement and the transactions contemplated hereby are subject to the fulfillment, prior to or at the Closing, of the following conditions precedent:

- (a) Each of the representations and warranties of Buyer contained in Section 3 shall be true and correct in all material respects.
- (b) The Subject Assets shall not have been materially adversely affected in any way, including but not limited to as a result of fire, explosion, natural or other disaster or taking by any governmental entity.
- (c) No suit shall be pending before any court, agency, regulatory or other body in which it will be or is sought to restrain, prohibit or obtain damages or other relief in connection with this Agreement or the consummation of the transactions contemplated hereby.
- (d) The Buyer shall have delivered to Seller copies of the resolutions of the Buyer's Board of Directors authorizing the execution and performance of this Agreement and the transactions contemplated hereby.

**Section 4.03 Contingencies.**

(a) Transaction is contingent upon the simultaneous closing on the purchase by Buyer (or its nominee(s)) of the real estate known as 481 State Highway, North Truro, Massachusetts from Parmajonny's LLC. In the event that this contingency is not satisfied, all payments made under this Agreement shall be forthwith refunded and all other obligations of the parties shall cease and this Agreement shall be void without recourse to the parties hereto.

(b) This Agreement is subject to the transfer or procurement by the Buyer of all licenses necessary to operate the Business. The Seller shall provide Buyer with a good standing certificate from the DOR and a certificate of compliance from the Division of Unemployment Assistance within five (5)

days from the date of execution of this Agreement.

## **SECTION 5. RIGHTS AND OBLIGATIONS SUBSEQUENT TO CLOSING.**

**Section 5.01. Payment of Obligations.** Seller shall pay all of its liabilities in the ordinary course of business as they become due.

**Section 5.02. Transition.** Seller will assist Buyer's with transition for a period of sixty (60) days following the Closing, which transition will include Robert Montano, the principal of the Seller, sharing best practices and making all necessary arrangements with vendors to ensure a smooth transition, and providing up to eighty (80) hours of training to Buyer.

## **SECTION 6. INDEMNIFICATION.**

**Section 6.01. Buyer Indemnification.** Except as otherwise specifically provided to the contrary, Buyer shall release, defend, indemnify and hold harmless Seller from and against all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including without limitation, reasonable attorney's fees and expenses) imposed upon, incurred by or asserted against Seller based upon or as a result of a breach of any representation, warranty or covenant made by Buyer in this Agreement by reason of any claim, action or proceeding asserted or instituted or growing out of any matter covered by such representations, warranties or covenants.

**Section 6.02. Seller Indemnification.** Except as otherwise specifically provided to the contrary, Seller shall agree to defend, indemnify and hold Buyer harmless from and against any damages, liabilities, losses and expenses (including reasonable counsel fees and expenses) of any kind or nature whatsoever which may be sustained or suffered by Buyer based upon a breach of any representation, or covenant made by or obligation of Seller in this Agreement by reason of any claim, action or proceeding asserted or instituted or growing out of any matter covered by such representations, or covenants. In addition, Seller agrees to defend, indemnify and hold Buyer harmless from and against any damages, liabilities, losses and expenses (including reasonable counsel fees) of any kind or nature whatsoever which may be sustained or suffered by Buyer based upon a claim of any kind or nature related to the operations of the Business that accrued or existed prior to the Closing hereunder even if such claim for damages, liabilities, losses or expenses arises after the Closing.

## **SECTION 7. REMEDIES.**

**Section 7.01. Default by Seller.** In the event Seller is unable to perform its obligations required by this Agreement for Closing, then this Agreement shall, at the option of Buyer, be null and void and all deposits shall be refunded to Buyer, and the parties shall be without further recourse hereunder both in law and in equity. If Buyer does not exercise its option to void this Agreement, then Buyer may seek all remedies available in law or equity, including, but not limited to, specific performance of this Agreement.

**Section 7.02. Default by Buyer.** In the event Buyer shall fail to fulfill its obligations herein, all deposits made by Buyer hereunder shall be retained by Seller as liquidated damages and this shall be Seller's sole and exclusive legal and/or equitable remedy for any default by the Buyer hereunder.

## **SECTION 8. CONFIDENTIALITY**

Seller and Buyer acknowledge that in the course of this transaction each has acquired, discovered or disclosed to the other confidential or proprietary information ("information"). Seller and Buyer agree to

protect and maintain in strict confidence said information and that neither party shall, at any time or in any manner, directly or indirectly, use for its/her benefit or divulge, disclose or communicate in any manner to any third party, except such party's attorneys, accountants, advisors, lenders or any governmental authority having jurisdiction over this matter, any information of the other party, without the prior written consent of such party, which consent may be withheld at such party's discretion. Further, Buyer hereby agrees not to discuss, divulge, disclose or communicate in any manner whatsoever the existence, nature and/or substance of the pending transaction to and/or with Seller's employees, vendors and customers without Seller's prior written consent.

## **SECTION 9. MISCELLANEOUS.**

**Section 9.01. Fees and Expenses.** Each of the parties will bear its own expenses in connection with the negotiation and the consummation of the transactions contemplated by this Agreement.

**Section 9.02. Governing Law.** This Agreement shall be construed under and governed by the internal laws of the Commonwealth of Massachusetts without regard to its conflict of laws provisions. If any provision of this Agreement is determined to be unenforceable by a court of competent jurisdiction, such provision shall be deemed severable and this Agreement may be enforced with such provision severed, or as modified by such court.

**Section 9.03. Notices.** Any notice, request, demand or other communication required or permitted hereunder shall be in writing and shall be deemed to have been given if delivered or sent by (a) electronic mail transmission, upon receipt, between the hours of 9:00 am and 6:00 pm with a confirmation copy delivered by another method permitted under this Section 9.03; or (b) overnight courier by a courier providing tracking and a receipt; or (c) by personal delivery. Notice given in accordance herewith for all permitted forms of notice other than by electronic mail shall be effective upon the earlier to occur of actual delivery to the address of the addressee or refusal of receipt by the addressee. Notice given by electronic mail shall be deemed effective upon confirmation of transmission; it being agreed that upon a transmitting party's request, the recipient of an email shall promptly confirm its receipt of such email by return email. All notices to a party will be sent to the addresses set forth below or to such other address or person as such party may designate by notice to each other party hereunder:

To Buyer: David V. Lawler, Esq.  
David V. Lawler, P.C.  
540 Main Street, Suite 8  
Hyannis, MA 02601  
508-778-0303  
david@dlawlerlaw.com

To Seller: Melanie J. O'Keefe, Esq.  
LaTanzi, Spaulding & Landreth, LLP  
P.O. Box 2300  
Orleans, MA 02653  
508-255-2133  
mokeefe@latanzi.com

Any notice given hereunder may be given on behalf of any party by his or her counsel or other authorized representatives.

**Section 9.04. Entire Agreement.** This Agreement, including any Schedules and Exhibits referred to herein and the other writings specifically identified herein or contemplated hereby, is complete, reflects

the entire agreement of the parties with respect to its subject matter, and supersedes all previous written or oral negotiations, commitments and writings. No promises, representations, understandings, warranties and agreements have been made by any of the parties hereto except as referred to herein or in such Schedules and Exhibits or in such other writings; and all inducements to the making of this Agreement relied upon by either party hereto have been expressed herein or in such Schedules or Exhibits or in such other writings.

**Section 9.05. Assignability; Binding Effect.** This Agreement shall be binding upon and enforceable by, and shall inure to the benefit of, the parties hereto and their respective successors and assigns, provided, however, that except with respect to Buyer's right to assign his rights and duties under this Agreement to a member of his immediate family, or a trust, corporation or other entity beneficially owned or controlled by Buyer, this Agreement may not be assigned without the prior written consent of the other party hereto which consent shall not be unreasonably withheld.

**Section 9.06. Section Headings and Gender.** The section headings in this Agreement are for convenience only and shall not affect the construction or interpretation of any term or provision hereof. The use in this Agreement of the masculine pronoun in reference to a party hereto shall be deemed to include the feminine or neuter, as the context may require.

**Section 9.07. Execution in Counterparts; Signatures.** For the convenience of the parties and to facilitate execution, this Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same document. To facilitate the execution and delivery of this Agreement, Seller and Buyer agree that original executed Agreements transmitted by Facsimile, DocuSign or electronic mail shall for all purposes be considered and treated as original signed Agreements.

**Section 9.08. Amendments.** This Agreement may not be amended or modified, nor may compliance with any condition or covenant set forth herein be waived, except by a writing duly and validly executed by each party hereto, or, in the case of a waiver, the party waiving compliance. Amendments and extensions of the time for performance of the provisions of this Agreement may be executed on behalf of a party by counsel therefore.

**Section 9.09. Further Assurances.** Each party shall proceed in good faith and exercise best efforts to satisfy all conditions required to consummate this Agreement and the transactions contemplated thereby. Each party shall further execute and deliver such additional documents, and shall take such other and further action, upon reasonable request, in order to effectuate the purposes of this Agreement and to vest and evidence title to the Subject Assets in Buyer.

**Section 9.10. Consent to Jurisdiction.** Solely for the purpose of allowing a party to enforce its indemnification and other rights hereunder, each of the parties hereby consents to personal jurisdiction, service of process and venue in the federal or state courts of Massachusetts, or in the court in which any claim for which indemnification may be sought hereunder is brought against an indemnified party.

**Section 9.11. Survival.** All representations and warranties made by the parties in this Agreement, except as otherwise stated, shall survive the Closing for a period of one year.

**Section 9.12. Broker's Fee, Broker as Party and Warranty.** The Seller shall pay the commission due of 5% of the total purchase price to the broker, Realty Advisers, Inc. which commission shall be split equally with GJSW, Inc. dba Premier Commercial, in accordance with the agreement between them, only after recording of deed and disbursement of fees, and only if, as and when the SELLER receives the full

purchase price pursuant to this Agreement, but not otherwise and regardless of the reason for failing to close hereunder.


The Brokers named herein, Realty Advisor, Inc. and GJSW, Inc. dba Premier Commercial join in this Agreement and becomes party hereto, insofar as any provisions of this agreement expressly apply to said Broker, and to any amendments or modifications of such provisions to which said Broker agrees in writing.

The Brokers named herein, Realty Advisors, Inc. and GJSW, Inc. dba Premier Commercial, warrants that said Broker is duly licensed as such by the Commonwealth of Massachusetts.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed under seal as of the date set forth above by their duly authorized representatives.

**SELLER:**

**BADDOC'S, INCORPORATED**

DocuSigned by:  11/1/2023  
\_\_\_\_\_  
Robert Morano, President

**BUYER:**

DocuSigned by:  11/1/2023  
\_\_\_\_\_  
Edward Medeiros



**Exhibit A**

**Subject Assets**

all assets of the businesses operated by the Seller at 481 State Highway, North Truro, MA 02652 (the "Premises") commonly known as "Montano's Restaurant" (the "Business"), free and clear of all liens and encumbrances, including but not limited to all useable and saleable inventory, trade fixtures, equipment, furnishings, goodwill, supplier lists, telephone numbers, business licenses (including but not limited to the annual retail sales all alcoholic beverage license) (collectively, the "Licenses"), all phone numbers, websites, domain names and servicemarks, and all goodwill and other intangibles, including the right to use the name "Montano's Restaurant", excluding those items set forth on Exhibit B.

**Exhibit B**

**Excluded Assets**

All cash assets of the Business including, but not limited to, cash, cash equivalents, notes receivable, accounts receivable, prepaid items, security deposits, unearned revenues and refunds.

All personal property of the Seller's officers, directors, and employees not constituting assets of the Businesses.

All business and personal retirement, employee benefit, investment and/or savings plan(s) including, but not limited to, pension plans, profit sharing plans and individual retirement accounts (including Regular, Simple and SEP IRA's, if any).

Excluded item list to follow

**Exhibit C**

**WARRANTY BILL OF SALE AND ASSIGNMENT**

**KNOW THAT**, for valuable consideration, in the amount of \_\_\_\_\_ Dollars (\$1 \_\_\_\_\_), **Baddoc's Incorporated**, a Massachusetts corporation ("**Seller**"), does hereby grant, sell, transfer and assign unto \_\_\_\_\_ ("**Buyer**"), with **WARRANTY COVENANTS**, all right, title and interest of Seller in and to the tangible personal property set forth on **Exhibit A** attached hereto and made a part hereof, together with (i) all inventory, trade fixtures, equipment, appliances, furnishings, goodwill, supplier lists, leases, copyrights, trademarks, tradenames, service marks, signage, prepaid advertising, customer lists, mailing lists, telephone numbers and all business licenses, and (ii) all agreements in effect on the date hereof, excepting accounts receivable, and (iii) all other intangibles.

And Seller hereby covenants with the grantee that it is the lawful owner of said goods and chattels; they are free from all encumbrances, liens, and claims whatsoever, and that there are no judgments, executions, attachments or replevins outstanding against Seller, and that no petition in bankruptcy or pursuant to any other insolvency law or regulation has been filed against Seller, and that no proceeding is pending which could affect title to the goods and chattels, that it has good right to sell the same as aforesaid; and that it will warrant and defend the same against the lawful claims and demands of all persons, and that all actions necessary to sell the same have been properly taken.

**TO HAVE AND TO HOLD** the same unto Buyer and its successors and assigns forever.

IN WITNESS WHEREOF, Seller has duly executed this Warranty Bill of Sale and Assignment on \_\_\_\_\_, 2024.

**Baddoc's Incorporated**

By: \_\_\_\_\_  
Robert Montano, President

COMMONWEALTH OF MASSACHUSETTS

County of Barnstable, ss.

On this \_\_\_\_ day of \_\_\_\_ 2024, before me, the undersigned notary public, personally appeared Robert Montano, President as aforesaid and not individually, known to me personally to be the person whose name is signed on the preceding or attached document, and acknowledged to me that they signed it voluntarily for its stated purpose on behalf of said corporation.

\_\_\_\_\_  
Notary Public  
My commission expires:

## Antipasti

<b>Arancini</b>	13
<i>Risotto balls, bolognese, pecorino.</i>	
<b>Calamari Fritti</b>	17
<i>San Marzano marinara.</i>	
<b>Calamari Fritti and Peppers</b>	17
<i>Banana peppers, capers, artichoke hearts, kalamata.</i>	
<b>Crab Cake</b>	16
<i>House-made jumbo lump crab, citrus aioli.</i>	
<b>Scallops and Bacon</b>	16
<i>Dayboat scallops, Nueske bacon, 100% pure Vermont maple syrup glaze.</i>	
<b>Shrimp Cocktail</b>	18
<i>(4) Wild Gulf Shrimp U-10.</i>	
<b>Stuffed Portobello</b>	14
<i>Prosciutto di Parma, peppers, artichoke, pesto.</i>	
<b>Fried Mozzarella Marinara</b>	13
<i>San Marzano marinara</i>	
<b>Potato Skins</b>	13
<i>Freshly peeled, Grafton cheddar; Nueske bacon.</i>	
<b>Steamed Littlenecks</b>	17
<i>(12) Herbed clam broth.</i>	
<b>Pasta E Fagioli</b>	7
<i>House-made pasta and bean soup.</i>	
<b>Caesar Entree Size</b>	14
<b>Garden Entree Size</b>	14
<i>House-made dressings: Creamy Italian, Gorgonzola (D.O.P), Caesar</i>	
<b>Salad Add On</b>	
<b>Grilled Chicken</b>	10
<b>Chilled Wild Shrimp (4)</b>	14

## Pasta

Add a House or Caesar Salad for 8.00

### Fresh Pasta Made Daily

*Our fresh bronze die pasta is made in house using 100% semolina flour, water and cooked to order.*

*For our sauce we use only D O P San Marzano tomatoes grown in the volcanic soil of Mount Vesuvius*

<b>Linguine with Meatballs</b>	24
<i>House-made linguine and meatballs, San Marzano marinara</i>	
<b>Eggplant Parmigiana with Linguine</b>	24
<i>House-made linguine, fresh eggplant, San Marzano marinara</i>	
<b>Lasagna al Forno</b>	25
<i>Ricotta and bolognese.</i>	
<b>Fettuccine Carbonara</b>	24
<i>House-made fettuccine. With chicken add 6</i>	
<b>Rigatoni Vodka</b>	24
<i>House-made rigatoni. With chicken add 6</i>	
<b>Fettuccine Bolognese</b>	28
<i>House-made fettuccine, famous ragu of Bologna</i>	
<b>Short Rib Ragu</b>	30
<i>House-made pappardelle.</i>	
<b>Ricotta Gnocchi with Sausage Ragu</b>	28
<i>House-made gnocchi, light pasta pillows, sweet sausage</i>	
<b>Ricotta and Basil Ravioli</b>	24
<i>House-made with marinara sauce.</i>	
<b>Goat Cheese Ravioli</b>	28
<i>House-made, Vermont goat cheese, roasted peppers, spinach pasta, fresh thyme, and mushrooms.</i>	
<b>Butternut Squash Ravioli</b>	23
<i>House-made, roasted butternut squash, toasted pine nuts, fresh sage.</i>	

**G.F. Pasta Available 4.00**

***Proudly serving Locatelli brand Pecorino Romano,  
one of the world's finest grating cheese.***

*Consuming raw or undercooked meats, poultry, shellfish, seafood or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.*

*Before placing your order, please inform your server if a person in your party has a food allergy.*

## Pizza

*New Haven Style Pizza served well done.  
16" pizza with fresh House-made dough*

<b>Mozzarella Pizza</b>	19
<b>Margherita Pizza</b>	23
<i>Fresh tomatoes, basil, cheese and olive oil.</i>	
<b>Pesto Pizza</b>	23
<i>Roasted peppers, pesto, olives and cheese.</i>	
<b>Vegetable Pizza</b>	23
<i>Broccoli, onion, mushroom, roasted peppers, sauce and cheese.</i>	
<b>White Clam Pizza</b>	23
<i>Mozzarella cheese, clams, garlic, and bacon.</i>	

### Create Your Own

\$3.00 per item	\$3.50 per item	\$4.50 per item
<i>Extra Cheese</i>	<i>Mushrooms</i>	<i>Pepperoni</i>
<i>Onions</i>	<i>Roasted Peppers</i>	<i>Sausage</i>
<i>Fresh Garlic</i>	<i>Fresh Spinach</i>	<i>Meatballs</i>
<i>Green Peppers</i>	<i>Anchovies</i>	<i>Applewood Bacon</i>
<i>Black Olives</i>	<i>Pineapple</i>	<i>Prosciutto di Parma</i>
<i>Broccoli</i>	<i>Artichoke Hearts</i>	<i>Chicken</i>
		<i>Linguica</i>

## Childrens Menu

*12 and Under Only Please*

<b>Linguine with Sauce</b>	10
<b>Linguine with Meatball</b>	10
<b>Fettuccine Alfredo</b>	15
<b>Chicken Parmigiana</b>	15
<b>Chicken Fingers &amp; Fries</b>	

## Secondi

Add a House or Caesar Salad for 8.00

<b>Parmigiana</b>	Veal 32	Chicken
<i>Over house-made linguine.</i>		
<b>Marsala</b>	Veal 32	Chicken
<i>Garlic, mushrooms and marsala wine over house-made linguine.</i>		
<b>Piccata</b>	Veal 32	Chicken
<i>Garlic, lemon, wine and capers over house-made linguine.</i>		
<b>Pompeii</b>	Veal 32	Chicken
<i>With roasted peppers, artichoke hearts, olive, garlic, mushrooms and wine over house-made linguine</i>		
<b>Saltimbocca</b>	Veal 32	Chicken
<i>With prosciutto di parma, olives, mushrooms, spinach, wine and mozzarella over house-made linguine.</i>		
<b>Scallops Piccata</b>		
<i>Dayboat scallops, lemon, capers, wine over house-made linguine.</i>		
<b>Linguine with Clams</b>		
<i>Red or white sauce over house-made linguine.</i>		
<b>Shrimp Florentine</b>	G.F. Available	
<i>Lemon, capers, garlic, spinach over house-made linguine.</i>		

### Crabmeat Stuffed Flounder

*Jumbo lump crab, Lobster Champagne Sauce.*

### Fresh Crabmeat Crusted Salmon

*With lemon caper butter. Offered seasonally*

### New York Strip USDA Prime G.F.

*12 oz., dry-aged. Pat LaFrieda Meats.  
Steaks served with Roasted Garlic Butter or  
Al forno with Romano Cheese Crust & Demi Glace.*

### Bobby Burger

*Pat LaFrieda Burger, Nueske bacon, American cheese.*

### Jonny Burger

*Pat LaFrieda Burger, onion strings, American cheese.*

### Georgie Burger

*Pat LaFrieda Burger, grilled onion, American cheese.*

*All burgers served with french fries.*

*G.F. bun add 3*

**The Commonwealth of Massachusetts, William Francis Galvin  
Corporations Division**

One Ashburton Place - Floor 17, Boston MA 02108-1512 | Phone: 617-727-9640

**Articles of Organization**

(General Laws, Chapter 156D, Section 2.02; 950 CMR 113.16)

Minimum Filing Fee:  
\$250.00

Identification Number: [REDACTED] (number will be assigned)

ARTICLE I

The exact name of the corporation is:

FRANKIE'S HOSPITALITY INC.

ARTICLE II

Unless the articles of organization otherwise provide, all corporations formed pursuant to G.L. C156D have the purpose of engaging in any lawful business. Specify if you want a more limited purpose:

ARTICLE III

State the total number of shares and par value, if any, of each class of stock that the corporation is authorized to issue. All corporations must authorize stock. If only one class or series is authorized, it is not necessary to specify any particular designation.

Class of Stock	Par value per share (Enter 0 if no Par)	Total authorized number of shares	Total authorized par value	Total issued and outstanding number of shares
CNP	0	[REDACTED]	0	[REDACTED]

ARTICLE IV

If more than one class of stock is authorized, state a distinguishing designation for each class. Prior to the issuance of any shares of a class, if shares of another class are outstanding, the corporation must provide a description of the preferences, voting powers, qualifications, and special or relative rights or privileges of that class and of each other class of which shares are outstanding and of each series then established within any class.

ARTICLE V

The restrictions, if any, imposed by the articles of organization upon the transfer of shares of stock of any class are:

ARTICLE VI



Other lawful provisions, and if there are no provisions, this article may be left blank.

#### ARTICLE VII

The effective date of organization shall be the date and time the articles were received for filing if the articles are not rejected within the time prescribed by law. If a later effective date is desired, specify such date, which may not be later than ninety (90) days from the date and time of filing

Later Effective Date (mm/dd/yyyy):

Time (HH:MM)

#### ARTICLE VIII

The information contained in Article VIII is not a permanent part of the articles of organization.

a,b. The street address of the initial registered office of the corporation in the commonwealth and the name of the initial registered agent at the registered office:

Agent name: EDWARD G. MEDEIROS

Number and street: 346 TAUNTON AVE.

Address 2:

City or town: SEEKONK

State: MA

Zip code: 02771

c. The names and street addresses of the individuals who will serve as the initial directors, president, treasurer and secretary of the corporation (an address need not be specified if the business address of the officer or director is the same as the principal office location):

Title	Individual Name	Address
PRESIDENT	EDWARD G. MEDEIROS	346 TAUNTON AVE. SEEKONK, MA 02771 USA
TREASURER	EDWARD G. MEDEIROS	346 TAUNTON AVE. SEEKONK, MA 02771 USA
SECRETARY	ELISA MEDEIROS	346 TAUNTON AVE. SEEKONK, MA 02771 USA
VICE PRESIDENT	ELISA MEDEIROS	346 TAUNTON AVE. SEEKONK, MA 02771 USA
DIRECTOR	EDWARD G. MEDEIROS	346 TAUNTON AVE. SEEKONK, MA 02771 USA

d. The fiscal year end (i.e., tax year) of the corporation:

December 31

e. A brief description of the type of business in which the corporation intends to engage:

OPERATION OF A RESTAURANT AND HOSPITALITY SERVICES.

f. The street address (post office boxes are not acceptable) of the principal office of the corporation:

Number and street: 481 ROUTE 6

Address 2:

City or town: TRURO State: MA Zip code: 02652

Country: UNITED STATES

g. Street address where the records of the corporation required to be kept in the Commonwealth are located (post office boxes are not acceptable):

Number and street: 481 ROUTE 6

Address 2:

City or town: TRURO State: MA Zip code: 02652

Country: UNITED STATES

Which is:

- its principal office  an office of its transfer agent  
 an office of its secretary/assistant secretary  its registered office

Signed this 4 Day of October, 2023 at 14:10 PM by the incorporator(s). (If an existing corporation is acting as incorporator, type in the exact name of the business entity, the state or other jurisdiction where it was incorporated, the name of the person signing on behalf of said business entity and the title he/she holds or other authority by which such action is taken.)

EDWARD G. MEDEIROS

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are deemed to have been filed with me on:

October 04, 2023 02:28 PM

A handwritten signature in cursive script that reads "William Francis Galvin". The signature is written in black ink and is centered on the page.

WILLIAM FRANCIS GALVIN

*Secretary of the Commonwealth*



1610 Route 88, Suite 102  
Brick, New Jersey 08724  
732-701-8900  
732-458-3728 fax

### Restaurant Application

All Questions Must Be Answered  
Please Use a Separate Application for Each Location  
Download the blank form to your computer. Open the form off-line and fill it in. Save the file and then attach it to an email to apps@specialtyagency.com.

Full Name of Applicant Frankie's Hospitality Inc.  
Address of Applicant 481 ROUTE 6 City Truro  
County \_\_\_\_\_ State Ma. Zip Code 02652  
Mailing Address (If Different) 346 TAUNTON AVE  
SECKONK MASS 02771  
Owners Name (Principal) ED Medeiros SS # \_\_\_\_\_  
Home Address 71 Raymond St.  
Home Phone # \_\_\_\_\_ Business Phone # \_\_\_\_\_

Effective Date 11/28/23 Current Company \_\_\_\_\_ Current Premium \$ \_\_\_\_\_  
Any policy or coverage declined, cancelled or non-renewed during three prior years? Yes \_\_\_ No X  
(not applicable in Missouri)

#### Business Information

Applicant is a : Corporation X Partnership \_\_\_\_\_ Individual \_\_\_\_\_ Other \_\_\_\_\_  
Applicant is a : Restaurant X Diner \_\_\_\_\_ Tavern \_\_\_\_\_ Night Club \_\_\_\_\_ Banquet Hall \_\_\_\_\_  
Fine Dining \_\_\_\_\_ Other (Please Specify) \_\_\_\_\_  
# of Years at this Location \_\_\_\_\_ # of years in Restaurant Business \_\_\_\_\_  
If less than 3 years at this Location, list previous experience \_\_\_\_\_

Building Owner - Name SAN MIGUEL INC  
Address 346 TAUNTON AVE SECKONK MA 02771

Include Building Owner as Named Insured as interest may appear? Yes X No \_\_\_\_\_

#### Financial Information

Is Owner or Corporation now or ever involved in : Bankruptcies \_\_\_\_\_ Foreclosures \_\_\_\_\_  
Tax Liens \_\_\_\_\_ Business Failures \_\_\_\_\_ Any Litigations None  
If Yes, Please Explain \_\_\_\_\_

#### Additional Interests

Mortgagee and Address \_\_\_\_\_  
\_\_\_\_ Check if None \_\_\_\_\_  
Additional Insureds \_\_\_\_\_  
\_\_\_\_ Check if None \_\_\_\_\_  
Loss Payees \_\_\_\_\_  
\_\_\_\_ Check if None \_\_\_\_\_

**Property Section**

Building Limit 1.4 million Co-Ins % 80 ACV      R/C  Deductible 1000  
Contents Limit 400,000 Co-Ins % 80 ACV      R/C  Deductible 1000  
Business Income Limit 300,000 Contribution or Co-Ins %      Deductible       
Business Income ALS Yes

Cause of Loss : Basic      Special  Special with Theft on Contents Only       
Business Income with Extra Expense Yes  No      If not answered, will be Rated without  
Loss of Rents Limit      Co-Ins %      Cause of Loss      Deductible       
Sign Limit      Type      Wording      Deductible       
Glass Coverage Needed Yes      No      If "Yes", provide value     

Crime Coverage Form C Limit      Deductible       
Employee Dishonesty Limit      Deductible       
Other Property Coverages     

Multiple Occupancies? If so, List:     

**Liability Section**

General Liability Limit 1,000,000 Aggregate 2,000,000  
Liquor Liability Limit 1,000,000 Aggregate 2,000,000  
Receipts : Food 2.1 Liquor 900,000 Other      Total       
Square Footage : Total Building 6426 Restaurant  Apts      # Apts       
Off Premise Parking Yes      No  If "Yes", list address and square footage     

On or Off Premise Catering / Banquet Yes      No  If "Yes", % of total Receipts      %  
Describe Catering Operation     

Lodging Operations Other than Apartments Yes      No   
If "Yes", Describe :     

Any Other On or Off Premise Exposures NOT Listed Above Yes      No   
If "Yes", Describe :     

Non-Owned Automobile Yes      No   
If "Yes", No of Employees      Any Delivery Use?     

Valet Parking Yes      No   
If "Yes", is Garage Keeper Liability Required Yes      No     

If "Yes", Limit      Deductible       
Any Elevators or Stairs on Premise? Yes      No

Any Tableside Cooking? Yes      No



**Liquor Legal Liability Section**

Does Applicant Serve Alcohol Yes  No  If Yes, Entire Section MUST be Completed  
Does Applicant Have Liquor License Yes  No  If "Yes", Type and # Waiting  
Does Applicant Sell Package Goods Yes  No  If "Yes", % of Liquor Receipts  %  
# of Bartenders 3 # of Waiters/Waitresses 10 Avg Length of Employment 3+  
Are Employees Given Liquor Training Yes  No  If "Yes", Explain Type and When Trained  
TIP.  
Does Applicant Have Written Policy on Serving Alcohol for Employees & Customers Yes  No   
Is Management Notified Prior to Shutting Off Patrons Yes  No   
Is Documentation Kept on Each Incident Yes  No  Service Bar Only? Yes  No   
# of Bars on Premises 1 Is There a Steady Bar Clientel Yes  No   
Is There a Happy Hour Yes  No  Reduced Price Drinks Yes  No   
Is a Last Call Given Yes  No  If "Yes", What Time 9:00/pm  
Are Shots Given Yes  No  Shots Specials / Shooter Girls Yes  No   
Have There Been Any Liquor Board Violations Yes  No  If "Yes", List ALL Violations

**Entertainment Section**

Entertainment Yes  No  If "Yes", ENTIRE Section MUST be Completed  
Nights of Week Fri  Sat  Other  Age of Clientel   
Type of Entertainment Rock Group  DJ  Band (Any Kind)  Go-Go   
Other (Please Describe) \_\_\_\_\_  
Does a Dance Floor Exist Yes  No  If "Yes", Square Footage \_\_\_\_\_  
Is Dancing Permitted Yes  No   
Bouncers or Doormen Yes  No  If "Yes", Explain Why \_\_\_\_\_  
Amusement Devices (Pool Tables, Video Games, TVs, etc) Yes  No   
If "Yes", # and Description \_\_\_\_\_

**Claims Section**

List ALL Claims for Each Section for the Past 5 Years, By Year (If none, NONE must be stated, by Year)  
Property Claims NONE  
General Liability Claims \_\_\_\_\_  
Liquor Liability Claims \_\_\_\_\_  
Umbrella Claims \_\_\_\_\_



**Umbrella Section**

Limit Requested \_\_\_\_\_

Business Auto Carrier \_\_\_\_\_ Policy # \_\_\_\_\_ Premium \_\_\_\_\_

Total # of Vehicles \_\_\_\_\_ # Private Passenger \_\_\_\_\_ # Commercial \_\_\_\_\_ Limit \_\_\_\_\_

Employers Liability Carrier \_\_\_\_\_ Policy # \_\_\_\_\_ Limit \_\_\_\_\_

**Operations Section**

Is Applicant Open Now Yes  No \_\_\_\_\_ If "No", Explain \_\_\_\_\_

Hours of Operation From 4:30 PM To 9:00 PM # of Days per Week 7

Is Applicant a Seasonal Operation Yes \_\_\_\_\_ No  If "Yes", Explain \_\_\_\_\_

Distance to Ocean or Nearest Body of Water 1 mile

**Physical Plant Section**

Age of Building 1950 Construction Frame # of Stories 1

Age of : Wiring 2015 Plumbing 2015 Heating 2018 Roofing 2016

Smoke Detectors Yes  No \_\_\_\_\_ If "Yes", Electric \_\_\_\_\_ Battery Power \_\_\_\_\_

Fire Alarm Yes  No \_\_\_\_\_ If "Yes", Type \_\_\_\_\_

Burglar Alarm Yes  No \_\_\_\_\_ If "Yes", Type \_\_\_\_\_

Sprinkler System Yes  No \_\_\_\_\_ If "Yes", Age \_\_\_\_\_ Type \_\_\_\_\_

Kitchen Fire Protection :

	Yes	No
UL-300 Wet Chemical Extinguishing System Serviced every 6mos.	<input checked="" type="checkbox"/>	_____
Above System Covering All Cooking Surfaces	<input checked="" type="checkbox"/>	_____
Name of System _____	_____	_____
Automatic Gas or Electric Shut Offs for Cooking	<input checked="" type="checkbox"/>	_____
Hood and Filters Cleaned Weekly By Staff	<input checked="" type="checkbox"/>	_____
BC Extinguisher Available in Kitchen	<input checked="" type="checkbox"/>	_____
Hoods and Ducts Over All Cooking Equipment	<input checked="" type="checkbox"/>	_____
Hoods and Ducts Maintenance Contract Schedule # Month <u>EVERY 6 MONTHS</u>	_____	_____

The signing of this application does not bind the Applicant nor any company to complete the insurance, but it is agreed that the information contained herein shall be the basis of the acceptance of a contract. It is therefore the warranty of the undersigned that the information contained herein is true and correct, and it is hereby understood that the policy will be warranted based on this information. It is further understood that any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each violation.

Insured's Signature [Signature] Date 11/21/23  
 (Must Be Signed by Insured to Bind)

Agent _____	Salesperson _____
Address _____	Phone # ( ) _____
E-mail _____	FAX # ( ) _____



ALCOHOL GOES 42B  
AS A  
PART OF  
THE  
RESOURCES

# 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, 2024., unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this.....5th.....day of December.....2023.....

The Hours during which Alcoholic Beverages may be sold are

From.....

Monday-Saturday:

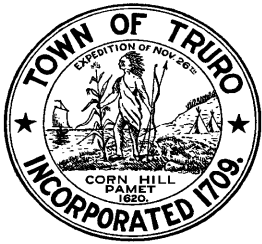
8:00AM-1:00AM

Sundays: 12:00 Noon-1:00AM

ABCC License # 00019-RS-1292

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:** Town Clerk

**REQUESTOR:** Elisabeth Verde, Town Clerk

**REQUESTED MEETING DATE:** January 9, 2024

**ITEM:** Board of Registrars Appointments

**EXPLANATION:**

MGL Chapter 51, Section 18 reads: “Registrars of voters shall be so appointed that the members of the board shall represent the two leading political parties, and in no case shall an appointment be so made as to cause a board to have more than two members, including the city or town clerk, of the same political party.” The Select Board is the appointing authority.

Two Republican Board of Registrars, Julie Cataldo and Heather Harper were recently appointed on October 10, 2023, with an expiration of December 12, 2023. At the December 12, 2023, Tim Hickey, Republican Committee Chair, presented a list of candidates for the representation of candidates on the Board of Registrar who are registered republicans in the Town of Truro so that both political parties are equally represented on the Board of Registrar. At that meeting, the Board requested a revised list of candidates from the Republican Committee for the Board of Registrars vacancy and determined that they would interview and appoint candidates at the January 9, 2024 meeting. The Board voted to reappoint Heather Harper and Julie Cataldo to the Board of Registrars for a 28-day period expiring at midnight on January 9<sup>th</sup> while to address the vacancies until the interviews and appointments can be completed.

At the time of this posting, no revised list of candidates was received by staff. Voter registration verification of any new candidates has not been conducted.

**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** Vacancies will remain, and the Board of Registrars will not have

the complement of members prescribed MA General Law.

**SUGGESTED ACTION:** MOTION TO appoint {insert name here} to the Board of Registrars for an unexpired three-year term ending on March 30, 2025.

**ATTACHMENTS:**

1. List of Republican Candidates for Board of Registrars as presented to the Select Board at the December 12, 2023 meeting. No revised list has been provided.
2. MGL Chapter 51, Sections 15, 17 and 18
3. Select Board Appointment Policy #13



Monday November 13, 2023

From: Timothy J. Hickey, Chair  
Truro Republican Town Committee

To: Kristen Reed, Chair  
Truro, MA Select Board

CC: Elisabeth Verde, Town Clerk  
Truro, MA

RE: Notice of Two Vacancies on the Board of Registrars

Dear Ms. Reed,

We received your request for six candidates to be interviewed for selection and appointments to the Truro BOR. At our last Truro Republican Town Committee Meeting, the following six candidates were motioned in, according to Robert's Rules of Order, seconded and unanimously approved.

The six Republican Candidates for Truro Board of Registrars are:

Dennis O'Brien - 24 Bayberry Rd.		
Steve Sollog - 13 Fishermans Rd.		
Bonnie Sollog - 13 Fishermans Rd.		
Fran Johnson - 14 Moses Way		
Caren Garvan - 274 Route 6		
Steven Garvan - 274 Route 6		

Thank you for your service, time and consideration.

Best,

*Timothy J Hickey*

Timothy J. Hickey, Chair  
Truro Republican Town Committee  
Truro, MA



**Timothy J. Hickey**

Chairman of Truro Republican Town Committee

PO BOX 638, N. TRURO MA 02652

Thursday, Dec. 7, 2023

Kristen Reed, Select Board Chair; Select Board of Truro, MA

PO BOX 2030, Truro, MA 02666

RE: Notice of Two Vacancies on the Board of Registrars

Dear Select Board,

We received your request for six candidates to be interviewed for selection and appointments to the Truro BOARD OF REGISTRARS. At our last Truro Republican Town Committee Meeting, the following six candidates were motioned in, according to Robert's Rules of Order, seconded and unanimously approved.

**Addendum: Since we have not had an official response from you with deadlines fast approaching and the holidays also upon us, we as the Truro Republican Town Committee are informing you of our two back up candidates, in addition to the six originally provided. (see below in bold).**

The six Republican Candidates for Truro Board of Registrars are:

Dennis O'Brien - 24 Bayberry Rd. < [REDACTED]

Steve Sollog - 13 Fishermans Rd. < [REDACTED]

Bonnie Sollog - 13 Fishermans Rd. < [REDACTED]

Fran Johnson - 14 Moses Way < [REDACTED]

Caren Garvan – 274 Route 6 < [REDACTED]

Steven Garvan – 274 Route 6 < [REDACTED]

**Back up candidates:**

**Karen Rimondi – 12 Hopkins Way < [REDACTED]**

**Louis Rimondi – 12 Hopkins Way < [REDACTED]**

Best,

Timothy J. Hickey, Chair  
Truro Republican Town Committee Truro, MA  
[REDACTED]

<b>Part I</b>	ADMINISTRATION OF THE GOVERNMENT
<b>Title VIII</b>	ELECTIONS
<b>Chapter 51</b>	VOTERS
<b>Section 15</b>	BOARD OF REGISTRARS IN CERTAIN CITIES AND TOWNS; APPOINTMENT; TERM OF OFFICE

Section 15. Except as provided in section seventeen, there shall be in every city, other than one having a board of election commissioners or an election commission, and in every town a board of registrars of voters consisting of the city or town clerk and three other persons who shall, in a city, be appointed by the mayor, with the approval of the aldermen, and in a town, by a writing signed by the selectmen and filed with the town clerk. When a board of registrars is first appointed, the registrars shall be appointed in February or March for terms respectively of one, two and three years, beginning with April first following. In February or March in every year after the original appointment, one registrar shall be appointed for the term of three years, beginning with April first following.

As the terms of the several registrars expire, and in case a vacancy occurs in the board of registrars of voters, the selectmen or the appointing authority shall so appoint their successors that as nearly as possible the members of the board shall represent the two leading political parties, as defined in section one of chapter fifty; provided, that a city or town clerk



need not be enrolled in a political party; and provided further, that in no case shall an appointment be made as to cause a board to have more than two members, including the city or town clerk, of the same political party. Every such appointment shall be made in a town by the selectmen or the appointing authority from a list to be submitted to them by the town committee of the political party from the members of which the position is to be filled, containing the names of three enrolled members of such party resident in the town, selected by a majority vote at a duly called meeting, at which a quorum is present, of such committee; and every member of a board of registrars of voters shall serve until the expiration of his term and until his successor has qualified; provided, however, if the chairman of the town committee has not submitted such list to the selectmen or the appointing authority within forty-five days after a notification to said chairman by certified mail, the selectmen or the appointing authority shall make said appointment without reference to such a list.

**Part I** ADMINISTRATION OF THE  
GOVERNMENT

**Title** ELECTIONS

**VIII**

**Chapter** VOTERS  
**51**

**Section** BOARD OF REGISTRARS IN  
**17** CERTAIN CITIES; APPOINTMENT;  
TERM OF OFFICE

Section 17. In every city, other than one having a board of election commissioners or an election commission, which, by vote of the city council, approved by the mayor, accepts the provisions of this section, or has accepted corresponding provisions of earlier laws, or which is now subject to similar provisions of law, there shall be a board of registrars of voters, consisting of four persons, who shall be appointed by the mayor with the approval of the board of aldermen. When a board of registrars is first appointed after the acceptance of the provisions aforesaid, two registrars shall be appointed in February or March following such acceptance for terms respectively of three and four years, beginning with April first next ensuing. The city clerk of such city shall cease to be a member of the board of registrars on April first, but the remaining two members of the existing board of registrars whose terms do not then expire shall continue to hold office for their respective terms of one and two years. In February or March of every year after such first appointments, there shall in like manner be appointed one registrar of voters for the term of four years, beginning with April first following. The board so constituted shall annually in April organize by electing one of its members as clerk, who shall perform all the duties of a city clerk when acting as clerk of the board of registrars.

**Part I** ADMINISTRATION OF THE  
GOVERNMENT

**Title** ELECTIONS

**VIII**

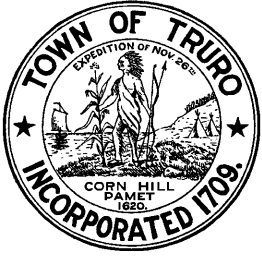
**Chapter** VOTERS

**51**

**Section** POLITICAL REPRESENTATION BY  
BOARD OF REGISTRARS

**18**

Section 18. In the original and in each succeeding appointment and in filling vacancies, registrars of voters shall be so appointed that the members of the board shall represent the two leading political parties, and in no case shall an appointment be so made as to cause a board to have more than two members, including the city or town clerk, of the same political party.



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## POLICY MEMORANDUM #13

Date: Adopted March 3, 2004; Revised December 5, 2017, revised September 13, 2022; rev September 27, 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **QUESTIONS:**

For all applicants:

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

For regulatory and adjudicatory boards, committees, commissions:

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

For advisory boards, committees, commissions:

1. Have you followed the work of this group?

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

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

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

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

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

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



Kristen Reed, Chair



Robert Weinstein, Vice-Chair



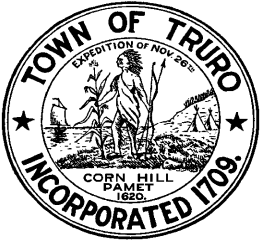
John Dundas, Clerk



Susan Areson



Stephanie Rein  
Truro Select Board



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** January 9, 2024

**ITEM:** Interview and Possible Appointments to the Zoning Board of Appeals: Full Member Seat and Possible Alternate Member Seat: David Crocker; Russell Braun

**EXPLANATION:** The Zoning Board of Appeals currently has a full member, unexpired vacancy. Two applicants have submitted applications to serve. One of the applicants is currently serving as an alternate member for a term expiring June 30, 2024. If that member is appointed to the full member seat, a vacancy will be open for the alternate seat and the Board may wish to appoint the other applicant to that seat at tonight’s meeting.

**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** The full member position will continue to remain vacant.

**SUGGESTED ACTION:** *Motion to appoint \_\_\_\_\_ to the unexpired, full member position, which ends June 30, 2024.*

*{And, if necessary}*

*Motion to appoint \_\_\_\_\_ as an Alternate, with an expiration date of June 30, 2024.*

**ATTACHMENTS:**

1. Application to Serve-David Crocker
2. Application to Serve-Russell Braun



# Application to Serve on a Board or Committee

## Applicant Information

Last Name	<input type="text" value="Crocker"/>
First Name	<input type="text" value="David"/>
Middle Initial	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>
Address (Street)	<input type="text" value="2 Eric's Rd"/>
Address (City)	<input type="text" value="Truro"/>
Address (State)	<input type="text" value="MA"/>
Address (Zip Code)	<input type="text" value="02666"/>
Mailing Address (Please indicate box number and zip code)	<input type="text" value="PO Box 65 02666"/>

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

Are you a full-time resident of Truro?

Yes

No

Are you registered to vote in Truro?

Yes

No

## Board/ Committee Information

What Board/ Committee Are You Applying For?

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

Have you attended a meeting of the committee listed above?

Yes

No

Have you read the charge of the committee?

Yes

No

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

Yes

No

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

Yes

No

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

Yes

No

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

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

No.

## Experience

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

I am currently an alternate member of the ZBA, vice chair of the Pamet Harbor Commission and am first vice chair of the Friends of the Cape Cod National Seashore.  
I served on many committees and teams during my professional career.

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

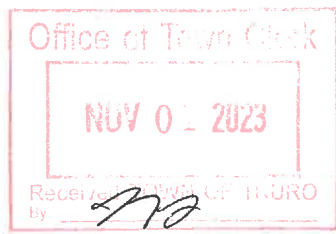
I worked in facilities management and engineering for many years. This required regular review of prints and plans.

Signature

David Crocker

Date

11/01/2023



# Application to Serve on a Board or Committee

## Applicant Information

Last Name	<input type="text" value="Braun"/>
First Name	<input type="text" value="Russell"/>
Middle Initial	<input type="text" value="J"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>
Address (Street)	<input type="text" value="510 C"/>
Address (City)	<input type="text" value="North Truro"/>
Address (State)	<input type="text" value="MA"/>
Address (Zip Code)	<input type="text" value="02652"/>
Mailing Address (Please indicate box number and zip code)	<input type="text" value="PO Box 272, North Truro, MA 02652"/>

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

Are you a full-time resident of Truro?

Yes  
 No

Are you registered to vote in Truro?

Yes  
 No

## Board/ Committee Information

What Board/ Committee Are You Applying For?

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

Served as Building Commissioner in Truro and Provincetown for a total of 11 years. Have good knowledge of the process and the bylaws. Spent much time at ZBA meetings.

Have you attended a meeting of the committee listed above?

Yes

No

Have you read the charge of the committee?

Yes

No

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

Yes

No

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

Yes

No

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

Yes

No

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

Am most interested in the full position but would consider the alternate position.

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

## Experience

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

Please see attached resume

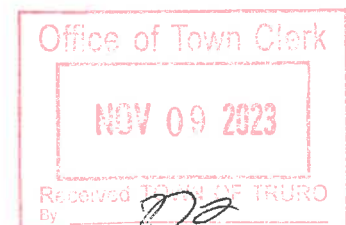
Briefly list any other relevant experience such as professional work, training, education, etc. A resume is NOT required. If you choose to attach a resume, it will become a public document.

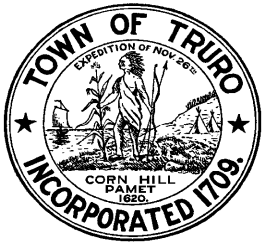
Signature

Russell Braun

Date

11/09/2023





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** January 9, 2023

**ITEM:** Interview and Possible Appointment of Candidates to the Part Time Resident Advisory Committee.

**EXPLANATION:** On November 14, 2023, the Select Board established a Part-Time Resident Advisory Committee which shall be composed of seven regular members to be made up of part-time residents of the Town of Truro, plus the Town Manager as an Ex-officio member and John Dundas will serve as the Select Board liaison.

Staff advertised the vacancies and received nine applications for the seven openings. Not all candidates are available to be present for the meeting this evening. If the Select Board chooses, the candidates that could be present could be interviewed tonight and the remaining candidates could be interviewed at a subsequent meeting. All appointments could be held for a subsequent meeting upon the completion of the interviews.

As this is new committee, it will be important to identify which candidates will serve which terms so that the terms can be staggered as prescribed by the Charter. Motions are prepared below with a recommendation from staff to appoint three members to three-year terms, two members to two-year terms and two members to one-year terms.

**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** The Committee positions will remain vacant.

**SUGGESTED ACTION:**

*(3 Members) Motion to appoint \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to the Part-Time Resident Advisory Committee for a three-year term which expires June 30, 2026.*

*(2 Members) Motion to appoint \_\_\_\_\_ and \_\_\_\_\_ to the Part-Time Resident Advisory Committee for a two-year term which expires June 30, 2025.*

*(2 Members) Motion to appoint \_\_\_\_\_ and \_\_\_\_\_ to the Part-Time Resident Advisory Committee for a one-year term which expires June 30, 2024.*

**ATTACHMENTS:**

1. Application to Serve-Phineas Baxandall
2. Application to Serve-Linda Brady
3. Application to Serve-Ann D'Ercole
4. Application to Serve-Stephen Duncombe
5. Application to Serve-Robert Elwood
6. Application to Serve-Ken Field
7. Application to Serve-David Gavelek
8. Application to Serve-Kathleen Higgins
9. Application to Serve-Susan Leff



# Application to Serve on a Board or Committee

## Applicant Information

Last Name

Baxandall

RCVD 2022/01/23 @ 10:21

First Name

Phineas

ADMINISTRATIVE OFFICE

Middle Initial

TOWN OF TRURO

Email Address

Phone Number

Address (Street)

595 Franklin Street

Address (City)

Cambridge

Address (State)

Massachusetts

Address (Zip Code)

02139

Mailing Address (Please indicate box number and zip code)

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

Are you a full-time resident of Truro?

Yes

No

Are you registered to vote in Truro?

Yes

No

## Board/ Committee Information

What Board/ Committee Are You Applying For?

Part-Time Resident Advisory Committee

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

I have been a part-time resident of Truro my entire 56 years of life. Some day I may choose to live in Truro as a full-time resident. I share the view that only full-time residents should vote or receive residential tax breaks, and I believe that voice has been underrepresented among part-time residents. For about 25 years my professional life has been about state and local government policy, with the last 8 years focused on Massachusetts.

Have you attended a meeting of the committee listed above?

Yes

No

Have you read the charge of the committee?

Yes

No

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

Yes

No

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

Yes

No

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

Yes

No

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

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

No

## Experience

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

My employment involves daily collaboration on committees, teams, and coalitions. I have also served on the Commonwealth's 2005 task force on reforming local aid to cities and towns. I spent ten years volunteering on an editorial collective that published a magazine.

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

I am the Interim President of the Massachusetts Budget and Policy Center. My experience can be found on my LinkedIn page: <https://www.linkedin.com/in/phineas/>  
I have spent every summer of my life in Truro since my family bought a home over 50 years ago. Since the COVID pandemic, I spend most of May through early October in Truro.

Signature

Phineas Baxandall

Date

11/27/2023

# Application to Serve on a Board or Committee

## Applicant Information

Last Name  RCVD 20230501 047454

First Name  ADMINISTRATIVE OFFICE

Middle Initial  TOWN OF TRURO

Email Address

Phone Number

Address (Street)

Address (City)

Address (State)

Address (Zip Code)

Mailing Address (Please indicate box number and zip code)

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

Are you a full-time resident of Truro?

Yes

No

Are you registered to vote in Truro?

Yes

No

## Board/ Committee Information

What Board/ Committee Are You Applying For?

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

In an effort to improve the lives of all Truro resident and the environment, I wish to offer my experience in health care, governance and organizational work to advance the goals and objectives of the Select Board while representing and providing input of the part-time resident community.

Have you attended a meeting of the committee listed above?

Yes

No

Have you read the charge of the committee?

Yes

No

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

Yes

No

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

Yes

No

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

Yes

No

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

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

## Experience

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

Co-founder and President of a 501(c)(3) to assist young women from disadvantaged communities gain access to and complete college. President of condominium board of managers. On the NYS Board of the Office of Medical Conduct, a voluntary position that deals with physician disciplinary matters.

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

NYS licensed psychiatrist. Have experience in geriatric, medical consultation and emergency psychiatry. Prior to retirement in 2019, was the President and CEO of a safety net community teaching hospital and nursing home serving a socioeconomically disadvantaged and culturally diverse community with major health disparities. Served on the board and as an officer of regional, statewide and national hospital associations with varied committee assignments including related for profit business ventures, Have served as a governance advisor, developing board education//orientation manuals, bylaws, etc.

Signature

Linda Brady, MD

Date

11/30/2023



# Application to Serve on a Board or Committee

## Applicant Information

Last Name

D'Ercole

RCVD 20230801 am927

First Name

Ann

ADMINISTRATIVE OFFICE

Middle Initial

TOWN OF TRURO

Email Address

Phone Number

Address (Street)

45 South Highland Road

Address (City)

North Truro

Address (State)

MA

Address (Zip Code)

02652

Mailing Address (Please indicate box number and zip code)

02652-385

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

Are you a full-time resident of Truro?

Yes

No

Are you registered to vote in Truro?

Yes

No

## Board/ Committee Information

What Board/ Committee Are You Applying For?

advisory board

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

I've lived in Truro part-time for almost 18 years. I have grandchildren who were raised here and family who live here year round. I would like to serve the community in a way that benefits year round families and part time residents.

Have you attended a meeting of the committee listed above?

Yes

No

Have you read the charge of the committee?

Yes

No

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

Yes

No

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

Yes

No

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

Yes

No

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

I would like to see that all the tax paying residents of Truro are given a voice in Select Board decisions. That includes reviewing policy proposals, making recommendations and sharing their opinions on matters relevant to the town of Truro.

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

## Experience

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

In the past, I have served as an elected member of the board of education in NJ. Professionally I have chaired and served on many committees of the NYU Postdoctoral Program in Psychotherapy and Psychoanalysis. I am a past president of my condo association.



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

As a psychologist I have extensive experience working in groups. As a research psychologist I have studied and written about some of the problems that impact the health and well being of people living in urban environments including drug and alcohol abuse, psychiatric disabilities and homelessness.

Signature

Ann D'Ercole

Date

12/01/2023

# Application to Serve on a Board or Committee

## Applicant Information

Last Name

Duncombe

RCVD 20230704 10:04:14

First Name

Stephen

ADMINISTRATIVE OFFICE

Middle Initial

R

TOWN OF TRURO

Email Address

Phone Number

Address (Street)

110 Bleecker Street #20D

Address (City)

New York

Address (State)

NY

Address (Zip Code)

10012

Mailing Address (Please indicate box number and zip code)

NA

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

Are you a full-time resident of Truro?

Yes

No

Are you registered to vote in Truro?

Yes

No

## Board/ Committee Information

What Board/ Committee Are You Applying For?

Part-Time Resident Advisory Committee

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

I have owned a house in Truro (23 Meetinghouse Road) for a dozen years, and have been a regular visitor to Truro for more than 25 years. I have a deep affection for our town and a deep commitment to keeping Truro a place that all can afford and have access to.

Have you attended a meeting of the committee listed above?

Yes

No

Have you read the charge of the committee?

Yes

No

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

Yes

No

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

Yes

No

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

Yes

No

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

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

## Experience

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

In New York City, my full-time residency I co-founded a community organization in the Lower East Side in the 1990s. More recently, I have served on my children's Public School's "School Leadership Team"

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

I am a professor at New York University and serve and chair many committees there. My full resume can be found at <http://www.stephenduncombe.com/vita/>

Signature

stephen duncombe

Date

12/04/2023

# Application to Serve on a Board or Committee

## Applicant Information

Last Name	Elwood <small>RCVD 2023NOV17 04:15</small>
First Name	Robert <small>ADMINISTRATIVE OFFICE</small>
Middle Initial	<small>TOWN OF TRURO</small>
Email Address	
Phone Number	
Address (Street)	3 Snows Rd,
Address (City)	Truro
Address (State)	MA
Address (Zip Code)	02666
Mailing Address (Please indicate box number and zip code)	PO Box 267 Truro, MA 02666

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

Are you a full-time resident of Truro?

Yes  
 No

Are you registered to vote in Truro?

Yes  
 No

## Board/ Committee Information

What Board/ Committee Are You Applying For?

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

I've been a part-time resident of Truro since 1979. My parents lived at 6 Snow Field Road and I later owned the house next door at 8 Snow Field Rd. I now reside a bit more than 6 months/year at 3 Snows Rd.

I care DEEPLY about the Town and its future. I want to heal the mistrust that has developed because I think nearly all of us have very similar goals for the community.

Have you attended a meeting of the committee listed above?

Yes

No

Have you read the charge of the committee?

Yes

No

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

Yes

No

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

Yes

No

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

Yes

No

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

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

## Experience

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

I've served in many committee and leadership roles at Haverford College. I've received 13 awards from Haverford for my service there. The one I am most proud of is the work I did following the 9/11 attack when 3 recent grads died.

I headed the crew program at Lower Merion high School and led the committee that dealt with its finances.

I ran the youth baseball program (Cal Ripken, which is like Little League) in Narberth, PA, including supervising the main committee and the committee that dealt with the town so we could use fields in a way that worked for the town and the league.

I have been a pro-bono lawyer for special needs children and was for a decade on the local committee dealing with their needs.

I ran a special needs soccer program and ran the committee that managed its affairs.

I am a non-partisan poll watcher.

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

I am a magna cum laude graduate of Boston Univ. School of Law and I have taught at Yale Law School.

I cofounded a mid-sized law firm named Practus, LLP that was just named one of America's Best Law Firms.

I am a tax lawyer, so I am familiar with tax policy issues. I have helped clients with major projects similar to the Walsh Estate and the DPW project.

Signature

Robert Elwood

Date

11/17/2023



# Application to Serve on a Board or Committee

## Applicant Information

Last Name	Field
First Name	Ken
Middle Initial	TOWN OF TRURO
Email Address	
Phone Number	
Address (Street)	15 Meetinghouse Road
Address (City)	Truro
Address (State)	MA
Address (Zip Code)	02666
Mailing Address (Please indicate box number and zip code)	PO Box 1246, 02666

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

Are you a full-time resident of Truro?

Yes  
 No

Are you registered to vote in Truro?

Yes  
 No

## Board/ Committee Information

What Board/ Committee Are You Applying For? Part Time Residents Advisory Committee

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

I am concerned regarding the level of discord in Town, and would be grateful for the opportunity to help bring various constituencies together.

Have you attended a meeting of the committee listed above?

Yes



No

Have you read the charge of the committee?

Yes

No

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

Yes

No

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

Yes

No

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

Yes

No

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

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

## Experience

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

I am currently Chair of the Concert Committee. I have been President of the Boards of Directors of the nonprofits Tutoring Plus of Cambridge and (currently) JazzBoston. I have served as Chair of the Cambridge Bicycle Committee, and am a former member of the HONK! Festival organizing committee.

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

Signature

Kenneth D. Field

Date

11/25/2023

# Application to Serve on a Board or Committee

## Applicant Information

Last Name	Gavelek
First Name	David
Middle Initial	R.
Email Address	
Phone Number	
Address (Street)	1211 Sherwood Ave
Address (City)	Cherry Hill
Address (State)	NJ
Address (Zip Code)	08002
Mailing Address (Please indicate box number and zip code)	

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

Are you a full-time resident of Truro?

Yes  
 No

Are you registered to vote in Truro?

Yes  
 No

## Board/ Committee Information

What Board/ Committee Are You Applying For?

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

My wife and I have been part-time residents of Truro for about ten years. We plan to become full-time residents in about one more year. I am interested in serving on the Part-Time Resident Advisory Board to help share the perspectives of Truro Part-Time Residents and as a way to begin to become more involved in Town affairs.

Have you attended a meeting of the committee listed above?

Yes

No

Have you read the charge of the committee?

Yes

No

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

Yes

No

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

Yes

No

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

Yes

No

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

None of the 2024 goals are specifically relevant to the Part Time resident Advisory Committee. How will the Select Board use/prioritize feedback provided by this committee and its members?

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

I am not yet a full-time resident.

## Experience

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

I have 30+ years professional experience leading and working with teams of various sizes to build consensus, develop products, explore new approaches, and capture new business.

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

I have a PhD and have worked as an Aero-Space Engineer and Engineering Manager for 30+ years. I have previously served as chairperson for a condominium association during a natural disaster.

Signature

David R. Gavelek

Date

11/20/2023

# Application to Serve on a Board or Committee

## Applicant Information

Last Name

Higgins

RCVD 2023NOV20 09:01:15

First Name

Kathleen

ADMINISTRATIVE OFFICE

Middle Initial

TOWN OF TRURO

Email Address

Phone Number

Address (Street)

14 Professional Heights Road

Address (City)

North Truro

Address (State)

MA

Address (Zip Code)

02652

Mailing Address (Please indicate box number and zip code)

PO Box 1007

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

Are you a full-time resident of Truro?

Yes

No

Are you registered to vote in Truro?

Yes

No

## Board/ Committee Information

What Board/ Committee Are You Applying For?

Part-Time Residence Committee

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

Before buying a home in Truro in 2020, my husband, me and our family have been coming to Truro since 1987 to vacation. We got married on Cold Storage Beach in 2005. I keep up to date on all Town issue by reading all articles in the Town's monthly newsletter. In addition, I read the local newspapers. My husband and I plan on retiring in Truro over the 3-5 years, or so. I would like to be more involved in planning and development of the Town and I believe this committee may be an initial step to understanding better Town policies, government, finances, etc.

Have you attended a meeting of the committee listed above?



Yes

No

Have you read the charge of the committee?

Yes

No

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

Yes

No

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

Yes

No

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

Yes

No

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

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

Which regulatory boards and/or committees can a non-resident serve?

## Experience

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

I have not worked on a committee or team for a Town or Charity. Please see my professional experience listed in box below.

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

A little about my background, I am a self employed professional financial consultant. I work for multiple clients in different capacities, as controller, financial analyst, and bookkeeping. I hope my knowledge and skills will be helpful to this committee. In my past life, I was a director of operations for a telecommunication company managing a team of 20+ people.

Signature

Kathleen Higgins

Date

11/27/2023



# Application to Serve on a Board or Committee

## Applicant Information

Last Name	Leff
First Name	Susan
Middle Initial	W
Email Address	
Phone Number	
Address (Street)	9 Marc Lane
Address (City)	Truro
Address (State)	MA
Address (Zip Code)	02666
Mailing Address (Please indicate box number and zip code)	112 Beach St. Boston, MA 02111

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

Are you a full-time resident of Truro?

Yes  
 No

Are you registered to vote in Truro?

Yes  
 No

## Board/ Committee Information

What Board/ Committee Are You Applying For?

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

I have been a homeowner in Truro since 1986 and am deeply familiar with and knowledgeable of the Town. In my professional life I have worked on both for profit and non profit finance . I have significant experience with affordable housing and it's complex issues. I am a former board member of the MA cultural commission and recognize the significant role Truro plays in the MA cultural economy.

Have you attended a meeting of the committee listed above?

Yes

No

Have you read the charge of the committee?

Yes

No

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

Yes

No

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

Yes

No

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

Yes

No

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

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

N/A

## Experience

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

Many, but none in Truro

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

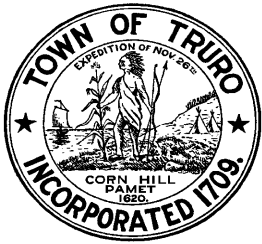
Please see my comments above.

Signature

Susan W Leff

Date

11/16/2023



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** January 9, 2023

**ITEM:** Interview and Possible Appointment to Charter Review Committee

**EXPLANATION:** The Charter Review Committee has an unexpired full member vacancy which ends June 30, 2025. Two applicants have submitted applications to serve.

**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** The Charter Review Committee will continue to have a vacancy.

**SUGGESTED ACTION:** *Motion to appoint \_\_\_\_\_ to the Charter Review Committee, filling an unexpired, full member term which expires June 30, 2025.*

**ATTACHMENTS:**

1. Application to Serve-David Bannard
2. Application to Serve-Clinton Kershaw

# Application to Serve on a Board or Committee

## Applicant Information

Last Name

Bannard

First Name

David

Middle Initial

Y

Email Address

Phone Number

Address (Street)

4 Yellow Brick Road

RCVD 20230075 PH140

Address (City)

North Truro

ADMINISTRATIVE OFFICE

Address (State)

MA

TOWN OF TRURO

Address (Zip Code)

02652

Mailing Address (Please indicate box number and zip code)

PO Box 309

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

Are you a full-time resident of Truro?

Yes

No

Are you registered to vote in Truro?

Yes

No

## Board/ Committee Information

What Board/ Committee Are You Applying For?

Charter committee

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

I am a soon to be retired lawyer living in Truro full time. I am very interested in governance issues and have served municipal clients in the past. I'd like to contribute to my town and I think that this opportunity is one that fits with my skills and expertise

Have you attended a meeting of the committee listed above?

Yes

No

Have you read the charge of the committee?

Yes

No

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

Yes

No

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

Yes

No

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

Yes

No

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

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

I am also very interested in getting involved with development of affordable housing in our town and the Oiter Cape

## Experience

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

I have served on many committees and working groups in my professional capacity — I have been a bond/public finance lawyer for over 30 years. I served on the board of a regional Habitat for Humanity chapter for many years and served my church in many capacities including as Moderator, chair of Deacons and on the Board of Trustees. I work to be a cooperative colleague and listen before speaking.

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

As a lawyer, I have quite a bit of experience working with government entities. I have a BMusEd from Indiana U, a Masters in Music from Northwest U and my JD from Boston College Law School. I have been a member of the Massachussets bar since 1988.

Signature

David Y Bannard

Date

10/05/2023

# Truro, MA

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## Application to Serve on a Board or Committee



### Applicant Information

**Last Name \***

Kershaw

**First Name \***

Clinton

**Middle Initial**

**Email Address \***

(in the format email@host.com)

**Phone Number \***

ext.

**Address (Street) \***

9B Highland Ave #909

**Address (City) \***

North Truro

**Address (State) \***

MA

**Address (Zip Code) \***

02652

**Mailing Address (Please indicate box number and zip code)**

PO Box 909 North Truro

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

**Are you a full-time resident of Truro?**

Yes

No

Submit

Cancel



# Truro, MA

[Print](#) | [Blank PDF](#)

## Application to Serve on a Board or Committee

**Are you a full-time resident of Truro?**

- Yes  
 No

**Are you registered to vote in Truro?**

- Yes  
 No

### Board/ Committee Information

**What Board/ Committee Are You Applying For? \***

CHarter Review Committee

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

I was asked to, and we can have and run a better town with a charter that always seeks to keep up with the times. A charter should not be a stagnant document. It should move and sway with the environment of the town. It needs to be reviewed and modified as necessary and as the town's citizens want. We are here to suggest and propose changes, town meeting approves, or not.

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

- Yes  
 No

**Have you read the charge of the committee? \***

- Yes  
 No

**Have you spoken with the chair or any committee members solely to get a sense of the work involved? \***

- Yes  
 No

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

- Yes  
 No

[Submit](#) | [Cancel](#)

**Truro, MA**

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## ***Application to Serve on a Board or Committee***

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

- Yes  
 No

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

- Yes  
 No

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

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

### **Experience**

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

You all know me.

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

Submit Cancel

# Truro, MA

[Print](#) | [Blank PDF](#)

## Application to Serve on a Board or Committee

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



### Experience

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

You all know me.

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

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

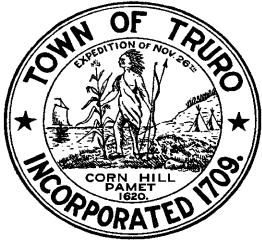
**Signature \***

clinton kershaw

**Date \***

September 25, 2023





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** January 9, 2024

**ITEM:** Change of Manager on Common Victualer License, Montano’s Restaurant, 481 Route 6

- Proposed New Manager, Jacob O’Donnell from Robert Montano

**EXPLANATION:** Common Victualer licenses are under the authority of the Select Board as the Local Licensing Authority per MGL Chapter 140 Section 2. With the sale of Montano’s Restaurant to new owners, Edward and Elisa Medeiros, a new Manager, Jacob O’Donnell, is proposed for Montano’s restaurant. The current restaurant name, staff, and menu will remain the same with the new owners changing only the Manager, which was the former owner.

The Food Service Licenses were issued by the Board of Health on January 3, 2024. There were no reported issues with this establishment in 2023 with the prior owner, Robert Montano.

Mass General Law	Licenses & Permits Issued by Select Board	Names of Businesses
Chapter 140 § 2	<b>Common Victualer*</b> * Cooking, Preparing and Serving Food	<b>Montano’s Restaurant</b>

**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** The applicant will not be issued their license to operate as new owners.

**SUGGESTED ACTION:** *Motion to approve the Change of Manager for the 2024 annual*

*Common Victualer License for Montano's Restaurant, from Robert Montano to Jacob O'Donnell upon compliance with all regulations, documentation and receipt of the necessary fees.*

**ATTACHMENTS:**

1. Business Application for 2024 (New Owners): Montano's Restaurant

Number: 2024-018

Fee \$75.00

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

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

**Ed Mederios, owner, d/b/a Montano's Restaurant**

Whose place of business is **481 Route 6**

Type of business and any restrictions **Restaurant**

To operate a food establishment in **Truro**  
(City or Town)

Permit Expires: **December 31, 2024**

Date Issued:

Seating: 188

*B. Ben*  
*Juan Silva*  
*Truro MA*  
*Heleen Anne*  
*Candida*

**Truro Board of Health**

5mdnce Exp: 10/26/24  
last Septic Insp: 9/29/23  
Transfer of owner  
FSA 2024-018

HEALTH DEPARTMENT  
TOWN OF TRURO

DEC 21 2023

RECEIVED BY:



Town of Truro  
Board of Health

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

APPLICATION FOR FOOD SERVICE - COMMON VICTUALER

Name of Business: Frankies Hospitality Inc. (Montanos)

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) 93-3765944  
 Business Name: Frankies Hospitality Inc.  
 Owner Name: EDUARDO MEDEIROS Email Address: [REDACTED]  
 Mailing Address: 346 TAUNTON AVE SECKOUL MA 02771  
 Phone No: [REDACTED]

Section 3 - Business Operation Details

Number of Seats: Inside: 188 Outside: \_\_\_\_\_ Number of Employees: 30-35

Length of Permit:  Annual  Seasonal Operation

Hours of Operation: 4:30 To 9pm

Days Closed Excluding Holidays: open 7 days a week

If Seasonal: Approximate Dates of Operation: N/A To 1/1

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

Name: ED Medeiros Email Address: [REDACTED]  
 Mailing Address: 346 Taunton Ave. Seckoul, MA 02771  
 Phone No: [REDACTED] 24 Hour Emergency: \_\_\_\_\_




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

✓ Allergen Awareness Certification (attach copy):  
Jacob O'Donnell

✓ 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 Regulation 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: 12/19/24

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: Frankie's Hospitality, Inc.

Address: 346 Taunton Ave

City/State/Zip: Seekonk, MA 02771

Phone # [REDACTED]

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 \_\_\_\_\_

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

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

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

Insurance Company Name: THE HARTFORD FIRE INSURANCE CO

Insurer's Address: ONE HARTFORD PLAZA

City/State/Zip: HARTFORD CT 06155

Policy # or Self-ins. Lic. # [REDACTED]

Expiration Date: 12/12/24

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: 12/11/23

Phone #: 401-641-9264

**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 #: \_\_\_\_\_

(Policy Provisions: WC000000C)

**INFORMATION PAGE  
WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY**  
INSURER: Hartford Insurance Company of the Midwest  
ONE HARTFORD PLAZA HARTFORD CT 06155



NCCI Company Number: [REDACTED]  
Company Code: G

**POLICY NUMBER:** [REDACTED]  
**Previous Policy Number:** [REDACTED]

Suffix	
LARS	RENEWAL

1. **Named Insured and Mailing Address:** FRANKIES HOSPITALITY  
(No., Street, Town, State, Zip Code) 346 TAUNTON AVE  
SEEKONK MA 02771

**FEIN Number:** [REDACTED]  
**State Identification Number(s):**

**The Named Insured is:** Corporation  
**Business of Named Insured:** Full-Service Restaurants  
**Other workplaces not shown above:** 481 Route 6  
North Truro MA 02652

2. **Policy Period:** From 12/12/23 To 12/12/24 ANNUAL  
12:01 a.m., Standard time at the insured's mailing address.

**Producer's Name:** THOMPSON INSURANCE GROUP  
940 WATERMAN AVE  
PROVIDENCE RI 02914

**Producer's Code:** 02090004  
**Issuing Office:** THE HARTFORD BUSINESS SERVICE CENTER  
3600 WISEMAN BLVD  
SAN ANTONIO TX 78251  
(866) 467-8730

**Total Estimated Annual Premium:** [REDACTED]  
**Deposit Premium:** [REDACTED]  
**Policy Minimum Premium:** [REDACTED] (includes Increased Limit Min. Prem.)

**Audit Period:** ANNUAL **Installment Term:** Full Pay (100%Down)  
The policy is not binding unless countersigned by our authorized representative.

Countersigned by Susan O. Castaneda  
Authorized Representative

12/13/23  
Date

**INFORMATION PAGE (Continued)**

**Policy Number: 02 WEC BC1NBD**

**3. A. Workers Compensation Insurance:** Part one of the policy applies to the Workers Compensation Law of the states listed here: MA

**B. Employers Liability Insurance:** Part Two of the policy applies to work in each state listed in Item 3.A.

The limits of our liability under Part Two are:

**Bodily Injury by Accident**  
**Bodily injury by Disease**  
**Bodily injury by Disease**



**each accident**  
**policy limit**  
**each employee**

**C. Other States Insurance:** Part Three of the policy applies to the states, if any, listed here:

ALL STATES EXCEPT NORTH DAKOTA, OHIO, WASHINGTON, WYOMING, U.S.TERRITORIES AND STATES DESIGNATED IN ITEM 3.A. OF THE INFORMATION PAGE.

**D. This policy includes these endorsements and schedule:**

SEE ENDORSEMENT-WC 99 03 68

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

Classifications Code Number and Description	Premium Basis Total Estimated Annual Remuneration	Rates Per \$100 of Remuneration	Estimated Annual Premium
---	--	---------------------------------------	--------------------------------

Total Standard Premium  
 Expense Constant  
 Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement  
 Estimated Annual Premium (before Surcharges)  
 Total Estimated Surcharges



\*See the attached Schedule(s) of Operations for Location and State Level Premium Information

<b>Total Estimated Annual Premium:</b>	
<b>Deposit Premium:</b>	
<b>Policy Minimum Premium:</b>	(includes Increased Limit Min. Prem.)

**Interstate/Intrastate Identification Number:** Refer to Schedule of Operations [Redacted]

**Labor Contractors Policy Number:** [Redacted]



**SCHEDULE OF OPERATIONS**

This Schedule of Operations forms a part of the policy effective on the inception date of the policy unless another date is indicated below:

**INSURER:** HARTFORD INSURANCE COMPANY OF THE MIDWEST

**Company Code:** G

**Policy Number:** 02 WEC BC1NBD

**Schedule Number:** 01-20-01

**Effective Date:** 12/12/23 Effective hour is the same as stated on the Information Page of the policy.

**Named Insured and Location Address of operations covered by this schedule:**

Frankies Hospitality  
481 Route 6  
North Truro MA 02652



**NO. OF EMPL:** 4

**FEIN:** 93-3765944

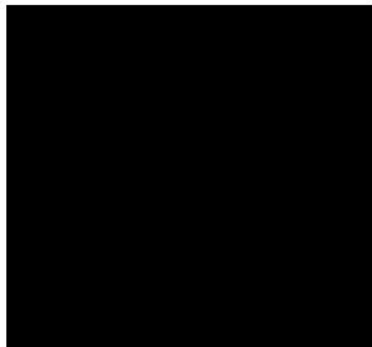
4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Classifications Code Number and Description	Premium Basis Total Estimated Annual Remuneration	Rates Per \$100 of Remuneration	Estimated Annual Premium
---	--	---------------------------------------	--------------------------------

9079 RESTAURANT NOC			
------------------------	--	--	--

**Total State Summary**

Total Class Premium  
Rate Deviation Premium Credit  
Emp liab increased limits  
Employer Liability Increase Limits balance to Minimum  
Premium  
Total Estimated Annual Standard Premium  
Expense constant  
Terrorism Risk Insurance Program Reauthorization Act  
Disclosure Endorsement  
MA DIA Private/Public Assessment (CBAI 62) Surcharge  
Total Estimated Annual Premium



Countersigned by \_\_\_\_\_ Authorized Representative

**ServSafe**  
National Restaurant Association

# ServSafe® CERTIFICATION

## JACOB O'DONNELL

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

24945515

CERTIFICATE NUMBER

10817

EXAM FORM NUMBER

12/15/2023

DATE OF EXAMINATION

12/15/2028

DATE OF EXPIRATION

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



#0655

Sherman Brown  
Executive Vice President, Business Services



In accordance with MeritCare Industry Certification 2006, Revised ADA 11/06/2013 (Regulation 3.2, Standard A3.2)

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Contact us with questions at 233 S. Wacker Drive, Suite 3600, Chicago, IL 60606-6383 or [ServSafe@restaurant.org](mailto:ServSafe@restaurant.org)

# Certificate of Attendance

This is to verify that

**Jacob O'Donnell**

Has attended the following course  
Adult, Child, Infant Choke Saving  
which meets the guidelines of the  
American Heart Association

Issue Date: 10/21/2022

This certificate expires 2 years from the issue date



When Seconds Count, Inc.



CPR &  
First Aid  
Training



When Seconds Count, Inc. is an Accredited Training Center through the American Heart Association



**TRURO FIRE DEPARTMENT**

344 ROUTE 6  
POST OFFICE BOX 2013  
TRURO, MASSACHUSETTS 02666

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 #: 508-487-2026  
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.

HEALTH DEPARTMENT  
TOWN OF TRURO

DEC 26 2023

RECEIVED BY:

Frank A Vitale

5 Lynch Ln Harwich, MA 02645

508-430-2959 LIC # 000365

10/12/23

Montano's

481 Rte 6

N Truro, MA 02652

508-487-2026

220 MAIN LINC  
221 PERU

Services conducted:

Cleaned & Inspected OK

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.

ServSafe  
National Restaurant Association

HEALTH DEPARTMENT  
TOWN OF TRURO

DEC 26 2023

RECEIVED BY

# ServSafe® CERTIFICATION

## EDYTHE RODERICK

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).

20229372

10749

CERTIFICATE NUMBER

EXAM FORM NUMBER

2/10/2021

2/10/2026

DATE OF EXAMINATION

DATE OF EXPIRATION

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



41247

Sherman Brown  
Executive Vice President, National Restaurant Association Solutions



In accordance with ANSI Accredited logo, Certificate 20229372 (10749) (2/10/2021) (2/10/2026)

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1-11-2011

Certificate with question ID 2375 created on 12/26/2023 10:56:10 AM by Health Department

# ServSafe® CERTIFICATION

## ZANA WEBER

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).

20229371

10749

CERTIFICATE NUMBER

EXAM FORM NUMBER

2/10/2021

2/10/2026

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41247

Sherman Brown  
Executive Vice President, National Restaurant Association Solutions





HEALTH DEPARTMENT  
TOWN OF TRURO  
DEC 26 2023  
RECEIVED BY:

Eduthe 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. Gaumont".

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

Date: 4/28/2022

**Service Report 62429**



HEALTH DEPARTMENT  
TOWN OF TRURO

**MONTANO'S RESTARANT (BOS6937)**  
481 ROUTE 6  
2652 / NORTH TRURO  
MA / US

Your Service Technician is  
**BOBBY ALMEIDA**

DEC 26 2023

RECEIVED BY

Subject	Assignment: 12/20/23, 7:22:05 AM
Problem Type	
Type	Preventive Maintenance

Thank you for choosing Performance Foodservice.

Date 12/20/23

Page 1 / 1

**Efforts**

Date	Who	Task	Start	End	Non-Chargeable	Chargeable
12/20/23	BOBBY ALMEIDA	Standard Service	7:22 AM	10:22 AM	03:00	00:00
<b>Total</b>					<b>03:00</b>	<b>00:00</b>

**Notes**

# PFS CHEMICAL SERVICE REPORT



## 1. CHEMICAL SERVICE REPORT

DATE	12/20/23
Account #	[REDACTED]
ACCOUNT NAME	MONTANO'S RESTARANT
ADDRESS	BILLTO 481 ROUTE 6 2652 NORTH TRURO US
SERVICE TYPE	PREVENTIVE MAINTENANCE

### 1.1. DETERGENT SERVICE

MAKE - MODEL - ID #	
ADJUSTMENT	
SERIAL NUMBER	
ADJUSTMENT	
MAKE - MODEL - ID #	
ADJUSTMENT	
DISPENSER SERIAL NUMBER	
ADJUSTMENT	
LOCATION	
ADJUSTMENT	
RESULTS	GOOD
ADJUSTMENT	
DISHES	GOOD
ADJUSTMENT	
GLASSES	GOOD
ADJUSTMENT	
SILVERWARE	GOOD
ADJUSTMENT	
POT/PANS	GOOD
ADJUSTMENT	
CUPS	GOOD
ADJUSTMENT	
GENERAL SANITATION	GOOD
ADJUSTMENT	

**1.2. CHEMICAL CONCENTRATIONS**

DETERGENT	
ADJUSTED DETERGENT	
RINSE	
ADJUSTED RINSE	
SANITIZER	
ADJUSTED SANITIZER	
RACK COUNTER	n/a
PREVIOUS RACK COUNTER	n/a

**1.3. TEMPERATURE**

PRE WASH TEMP	n/a
ADJUSTMENT	
WASH TEMP	n/a
ADJUSTMENT	
RINSE TEMP	n/a
ADJUSTMENT	
FINAL RINSE TEMP	n/a
ADJUSTMENT	
ADJUSTED FINAL RINSE TEMP	n/a
FINAL RINSE PRESSURE	n/a

**1.4. OPERATIONAL**

WATER HARDNESS	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ADJUSTMENT		
RACKING	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ADJUSTMENT		
CURTAINS	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
ADJUSTMENT		
SCRAPPING	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ADJUSTMENT		
WATER SOFTENER	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
ADJUSTMENT		

**1.5. MECHANICAL**

PUMPS	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
-------	---	-----------------------------



# PFS CHEMICAL SERVICE REPORT



ADJUSTMENT		
WASH ARMS	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ADJUSTMENT		
RINSE ARMS	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ADJUSTMENT		
FINAL RINSE ARMS	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ADJUSTMENT		
PRE WASH	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ADJUSTMENT		
GAUGES	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ADJUSTMENT		

## 1.6. WATER CONSUMPTION

FILL VALVE	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ADJUSTMENT		
AUTO FILL	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ADJUSTMENT		
RINSE VALVE	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ADJUSTMENT		
BY-PASS	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ADJUSTMENT		
DRAINS	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ADJUSTMENT		
OVERFLOW	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ADJUSTMENT		

## 1.7. MANUAL WAREWASH

MODEL		
DETERGENT		
	OUNCE	GALLONS
		NOTES
ADJUSTMENT		
SANITIZER PPM		
	OUNCE	GALLONS
		PPM
ADJUSTMENT		

# PFS CHEMICAL SERVICE REPORT





## 1.8. MANUAL DISPENSERS

SINK PROPORTIONERS	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
MODEL		
ADJUSTMENT		
WALL PROPORTIONERS	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
MODEL		
ADJUSTMENT		
GALLON PUMPS	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ADJUSTMENT		
SPRAY BOTTLES	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ADJUSTMENT		

## 2. GENERAL COMMENTS

NOTES	replaced dispenser roller, cover , housing ,and new squeeze tube for detergent. Primed tested ok .
-------	--

## 3. CUSTOMER SIGNATURE

TECHNICIAN SIGNATURE	 Bobby Almeida
CUSTOMER SIGNATURE	 NA

HEALTH DEPARTMENT  
TOWN OF TRURO

DEC 26 2023

RECEIVED BY

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

TIMOTHY COLLINS  
CHIEF

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

OCTOBER 26, 2023

**FIRE ALARM TEST REPORT**

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CONTACT PERSON: SAME  
ADDRESS: SAME  
PHONE #: SAME

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TESTING ELECTRICIAN/TECH: Michael Wisniewski  
LICENSE #: 17239A  
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COMMENTS: \_\_\_\_\_

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

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ServSafe  
National Restaurant Association

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20229372

CERTIFICATE NUMBER

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EXAM FORM NUMBER

2/10/2021

DATE OF EXAMINATION

2/10/2026

DATE OF EXPIRATION

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ANSI

Sharmel Brown  
Executive Vice President, National Restaurant Association Solutions



Accredited with International Certification 224, Evaluation #2011-100-2011-2011-2011-2011-2011-2011

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11/15/2011

10/12/21

Printed with questions at 12:25:13 PM on 02/10/2021. ServSafe is a registered trademark of the National Restaurant Association.

# ServSafe® CERTIFICATION

## ZANA WEBER

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)

20229371

CERTIFICATE NUMBER

10749

EXAM FORM NUMBER

2/10/2021

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2/10/2026

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ANSI

Sharmel Brown  
Executive Vice President, National Restaurant Association Solutions





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*Diana Gaumond*

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

Date: 4/28/2022

HEALTH DEPARTMENT  
TOWN OF TRURO  
RECEIVED BY  
DEC 26 2023

DEC 18 2023

RECEIVED BY:

Add a House or Caesar Salad for 8.00

## Antipasti

## Pasta

<b>Arancini</b>	
<i>Risotto balls, bolognese, pecorino.</i>	
<b>Calamari Fritti</b>	17
<i>San Marzano marinara</i>	
<b>Calamari Fritti and Peppers</b>	17
<i>Banana peppers, capers, artichoke hearts, kalamata.</i>	
<b>Crab Cake</b>	16
<i>House-made jumbo lump crab, citrus aioli.</i>	
<b>Scallops and Bacon</b>	16
<i>Dayboat scallops, Nueske bacon, 100% pure Vermont maple syrup glaze.</i>	
<b>Shrimp Cocktail</b>	18
<i>(4) Wild Gulf Shrimp U-10.</i>	
<b>Stuffed Portobello</b>	14
<i>Prosciutto di Parma, peppers, artichoke, pesto.</i>	
<b>Fried Mozzarella Marinara</b>	13
<i>San Marzano marinara.</i>	
<b>Potato Skins</b>	13
<i>Freshly peeled, Grafton cheddar; Nueske bacon.</i>	
<b>Steamed Littlenecks</b>	17
<i>(12) Herbed clam broth.</i>	
<b>Pasta E Fagioli</b>	7
<i>House-made pasta and bean soup.</i>	
<b>Caesar Entree Size</b>	14
<b>Garden Entree Size</b>	14
<i>House-made dressings: Creamy Italian, Gorgonzola (D.O.P), Caesar</i>	
<b>Salad Add On</b>	
<b>Grilled Chicken</b>	10
<b>Chilled Wild Shrimp (4)</b>	14

**Fresh Pasta Made Daily**  
Our fresh bronze die pasta is made in house using 100% semolina flour, water and cooked to order.  
For our sauce we use only D O P. San Marzano tomatoes grown in the volcanic soil of Mount Vesuvius.

<b>Linguine with Meatballs</b>	24
<i>House-made linguine and meatballs, San Marzano marinara</i>	
<b>Eggplant Parmigiana with Linguine</b>	24
<i>House-made linguine, fresh eggplant, San Marzano marinara</i>	
<b>Lasagna al Forno</b>	25
<i>Ricotta and bolognese.</i>	
<b>Fettuccine Carbonara</b>	24
<i>House-made fettuccine. With chicken add 6</i>	
<b>Rigatoni Vodka</b>	24
<i>House-made rigatoni. With chicken add 6</i>	
<b>Fettuccine Bolognese</b>	28
<i>House-made fettuccine, famous ragu of Bologna.</i>	
<b>Short Rib Ragu</b>	30
<i>House-made pappardelle.</i>	
<b>Ricotta Gnocchi with Sausage Ragu</b>	28
<i>House-made gnocchi, light pasta pillows, sweet sausage.</i>	
<b>Ricotta and Basil Ravioli</b>	24
<i>House-made with marinara sauce.</i>	
<b>Goat Cheese Ravioli</b>	28
<i>House-made, Vermont goat cheese, roasted peppers, spinach pasta, fresh thyme, and mushrooms.</i>	
<b>Butternut Squash Ravioli</b>	23
<i>House-made, roasted butternut squash, toasted pine nuts, fresh sage.</i>	

G.F. Pasta Available 4.00

**Proudly serving Locatelli brand Pecorino Romano,  
one of the world's finest grating cheese.**

*Consuming raw or undercooked meats, poultry, shellfish, seafood or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.*

*Before placing your order, please inform your server if a person in your party has a food allergy.*

## Pizza

*New Haven Style Pizza served well done.  
16" pizza with fresh House-made dough*

<b>Mozzarella Pizza</b>	19
<b>Margherita Pizza</b>	23
<i>Fresh tomatoes, basil, cheese and olive oil.</i>	
<b>Pesto Pizza</b>	23
<i>Roasted peppers, pesto, olives and cheese.</i>	
<b>Vegetable Pizza</b>	23
<i>Broccoli, onion, mushroom, roasted peppers, sauce and cheese.</i>	
<b>White Clam Pizza</b>	23
<i>Mozzarella cheese, clams, garlic, and bacon.</i>	

### Create Your Own

\$3.00 per item	\$3.50 per item	\$4.50 per item
<i>Extra Cheese</i>	<i>Mushrooms</i>	<i>Pepperoni</i>
<i>Onions</i>	<i>Roasted Peppers</i>	<i>Sausage</i>
<i>Fresh Garlic</i>	<i>Fresh Spinach</i>	<i>Meatballs</i>
<i>Green Peppers</i>	<i>Anchovies</i>	<i>Applewood Bacon</i>
<i>Black Olives</i>	<i>Pineapple</i>	<i>Prosciutto di Parma</i>
<i>Broccoli</i>	<i>Artichoke Hearts</i>	<i>Chicken</i>
		<i>Linguica</i>

## Childrens Menu

*12 and Under Only Please*

<b>Linguine with Sauce</b>	10
<b>Linguine with Meatball</b>	15
<b>Fettuccine Alfredo</b>	15
<b>Chicken Parmigiana</b>	
<b>Chicken Fingers &amp; Fries</b>	

## Secondi

Add a House or Caesar Salad for 8.00

**Parmigiana** Veal 32 Chicken  
*Over house-made linguine.*

**Marsala** Veal 32 Chicken  
*Garlic, mushrooms and marsala wine over house-made linguine.*

**Piccata** Veal 32 Chicken  
*Garlic, lemon, wine and capers over house-made linguine.*

**Pompeii** Veal 32 Chicken  
*With roasted peppers, artichoke hearts, olive, garlic, mushrooms and wine over house-made linguine*

**Saltimbocca** Veal 32 Chicken  
*With prosciutto di parma, olives, mushrooms, spinach, win and mozzarella over house-made linguine.*

**Scallops Piccata**  
*Dayboat scallops, lemon, capers, wine over house-made linguine.*

**Linguine with Clams**  
*Red or white sauce over house-made linguine.*

**Shrimp Florentine** G.F. Available  
*Lemon, capers, garlic, spinach over house-made linguine.*

**Crabmeat Stuffed Flounder**  
*Jumbo lump crab, Lobster Champagne Sauce.*

**Fresh Crabmeat Crusted Salmon**  
*With lemon caper butter. Offered seasonally*

**New York Strip USDA Prime** G.F.  
*12 oz., dry-aged. Pat LaFrieda Meats.  
Steaks served with Roasted Garlic Butter or  
Al forno with Romano Cheese Crust & Demi Glace.*

**Bobby Burger**  
*Pat LaFrieda Burger, Nueske bacon, American cheese.*

**Jonny Burger**  
*Pat LaFrieda Burger, onion strings, American cheese.*

**Georgie Burger**  
*Pat LaFrieda Burger, grilled onion, American cheese.*

*All burgers served with french fries.  
G F hum add 3*



HEALTH DEPARTMENT  
TOWN OF TRURO

DEC 18 2023

RECEIVED BY:



**CERTIFICATE OF COMPLETION**

This certifies that

**Jacob ODonnell**

is awarded this certificate for

**TIPS On-Premise Alcohol Server Training**

Hours  
3.00

Completion Date  
12/21/2022

Expiration Date  
12/20/2025

Certificate #  
ON-000027375408

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

5000 Plaza on the Lake, Suite 305 | Austin, TX 78746 | 877.881.2235 | www.360training.com

(CUT HERE)

(CUT HERE)



Issued: 12/21/2022  
Certificate #: ON-000027375408

Jacob ODonnell  
19 Elgin Street  
Warwick RI 02889

**CERTIFIED**

Expires: 12/20/2025



Phone: 800-438-8477  
www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature \_\_\_\_\_

# Certificate of Attendance

This is to verify that

**Jacob O'Donnell**

Has attended the following course  
**Adult, Child, Infant Choke Saving**  
which meets the guidelines of the  
American Heart Association

Issue Date: 10/21/2022  
This certificate expires 2 years from the issue date



When Seconds Count, Inc.



CPR &  
First Aid  
Training



When Seconds Count, Inc. is an Accredited Training Center through the American Heart Association

RECEIVED BY:  
DEC 18 2023

HEALTH DEPARTMENT  
TOWN OF TRURO



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** January 9, 2024

**ITEM:** 2023 Annual Town Report Cover and Dedication

**EXPLANATION:** Each year staff requests suggestions from the Board for a cover/theme for the Annual Town Report and for the report dedication. Previous covers and themes have included Puma Park, town beaches, the Pamet River, and the elders of the community. Prior dedications of the book have been to community members or staff members for years of service. One possible cover/ theme for the 2023 Annual Town Report cover/theme is a photo contest (last done in 2018) *What makes Truro beautiful to me?* The Select Board may also wish to consider the ideas brainstormed during the 2022 Annual Town Report discussion and/or in the attached list of ideas generated from the public via last year's call to the community at large for any suggestions for the cover and dedication. Bullet point #2 was used for the dedication last year.

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

*persons in crisis, and the ways that our community members caregive for each other day in and day out. Examples of photos that could be included to represent the theme could be those of teachers, home health aid workers, Community Navigator, first responders, the Disabilities Commission, and the various community nonprofits and houses of worship who give care.*

Staff compiled a list of individuals who passed in 2023 and resignations/ retirements for the Board's consideration. Other possible dedications could include three long-standing Truro restaurant owners, for whom 2023 was their last year of service: Robert Montano (Montano's Restaurant), Anthony Pasquale (Terra Luna), and Robert and Sally Rice (Whitman House Restaurant).

Pages from the 2022 Annual Town Report that include the dedication and cover are included for reference.

**IMPACT IF NOT APPROVED:** If the cover is not decided upon at this meeting it can be determined at a later meeting. The Annual Town Report must be ready two weeks before the Annual Town Meeting.

**SUGGESTED ACTION:** *MOTION TO approve \_\_\_\_\_ as the cover and theme for the 2023 Annual Town Report and to dedicate the 2023 Annual Town Report to \_\_\_\_\_.*

**ATTACHMENTS:**

- 1. List of 2023 retirements*
- 2. List of 2023 deaths*
- 3. 2022 Annual Town Report Cover and Dedication*
- 4. 2022 Community Submissions for ATR Cover/Dedication*

**From:** [Caitlin Gelatt](#)  
**To:** [Nicole Tudor](#)  
**Cc:** [Alex Lessin](#)  
**Subject:** RE: Town Employees (Retirees for 2023)  
**Date:** Friday, December 8, 2023 9:42:09 AM  
**Attachments:** [image001.png](#)

---

Good Morning,

We only had two retirements in 2023:

Kimberly Possee      6/30/2023  
Kathleen Hickey      7/18/2023

Thank you!

Caitlin

Caitlin Gelatt  
Collector of Taxes/Assistant Treasurer  
Town of Truro  
24 Town Hall Rd  
PO Box 2012  
Truro, Massachusetts 02666  
508-214-0922

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**From:** Nicole Tudor <[ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov)>  
**Sent:** Wednesday, December 6, 2023 9:07 AM  
**To:** Alex Lessin <[alessin@truro-ma.gov](mailto:alessin@truro-ma.gov)>; Caitlin Gelatt <[cgelatt@truro-ma.gov](mailto:cgelatt@truro-ma.gov)>  
**Subject:** RE: Town Employees (Retirees for 2023)

Good morning Alex and Caitlyn,

When you have a moment, please send me the list of Truro retirees for the Annual Town Report discussion.

Thank you!

*Nicole Tudor*

Executive Assistant  
Administration and Select Board Office  
Truro Town Hall | PO Box 2030 | 24 Town Hall Road | Truro, MA 02666  
Direct Line: (508) 214-0925 | Extension: (508)349-7004 Ext 110 | Fax: (508)349-5505  
Email: [ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov)



## Records List (Showing 1 - 12 of 12 records)

Last Name	First Name	Date of Death	County of Death	Date of Birth	Sex	Funeral Home	PI Status	MI Status	Reg Status	Version	
ROYKA	STEPHEN	04/24/2023	BARNSTABLE		M		Complete	Certified	Registered...	0	<a href="#">Details</a>
RICE	JOHN	07/27/2023	BARNSTABLE		M		Complete	Certified	Registered...	0	<a href="#">Details</a>
MCBRYDE	EDWARD	04/01/2023	BARNSTABLE		M		Complete	Certified	Registered...	1	<a href="#">Details</a>
KING	CECIL	08/04/2023	BARNSTABLE		M		Complete	Certified	Registered...	0	<a href="#">Details</a>
KYED	JAMES	11/30/2023	BARNSTABLE		M		Complete	Certified	Registered...	0	<a href="#">Details</a>
PIRES	THOMAS	04/30/2023	BARNSTABLE		M		Complete	Certified	Registered...	0	<a href="#">Details</a>
GRIFFETH	CHARLES	08/24/2023	BARNSTABLE		M		Complete	Certified	Registered...	0	<a href="#">Details</a>
TARVERS	NANCY	04/13/2023	BARNSTABLE		F		Complete	Certified	Registered...	0	<a href="#">Details</a>
MEDEIROS	MARCIA	09/07/2023	BARNSTABLE		F		Complete	Certified	Registered...	0	<a href="#">Details</a>
YINGLING	ELIZABETH	09/26/2023	BARNSTABLE		F		Complete	Certified	Registered...	0	<a href="#">Details</a>
KERR	JENETTE	10/16/2023	BARNSTABLE		F		Complete	Certified	Registered...	0	<a href="#">Details</a>
MCQUINN	ROY	10/20/2023	BARNSTABLE		M		Complete	Certified	Registered...	0	<a href="#">Details</a>







## IN DEDICATION

TO

### *To all Truro businesses and entrepreneurs*

This year, the Town of Truro dedicates its annual report to all of the hard-working individuals and businesses who make our town a vibrant place to live and work. We extend our gratitude to you for your resilience and commitment, particularly during the challenges brought on by COVID, as well as staffing and housing shortages. Your adaptability and perseverance are an inspiration to us all.

We celebrate a diverse group of individuals and businesses: those in the fishing, marine, and farming industries who provide us with nourishing food; the restaurateurs and retailers who keep us fed and clothed; the artists and galleries that inspire us with their creativity; the construction and trade professionals who build and maintain our properties; the home-based businesses and providers who offer us essential goods and services; the nonprofit organizations that enhance our community; the hospitality and vacation rental owners who host our visitors; and the educators and healthcare professionals who care for our minds and bodies. Each and every one of these businesses and individuals contribute to the vitality of Truro, and we are especially grateful to those who serve us year-round.

We commend the many Truro businesses and workers who participated in the important undertaken by the Economic Development Committee to learn how we can strengthen our business community. As a town, we are committed to supporting local businesses and workers, as well as attracting new entrepreneurs to our community.

We value the hard work and dedication of the many people who serve this community and express our thanks for your commitment to Truro.

Truro Select Board Members

Kristen Reed, Robert Weinstein, John Dundas, Susan Areson, and Stephanie Rein

**PHOTO CREDITS:** Cover Map-Mass. Archives Maps and Plans #1034

We wish to thank the Truro Historical Society for access to their historical maps which can be found by visiting the following link - <https://trurohistoricalsociety.org/vintage-maps/>

Reproductions of the maps can be purchased by contacting [director@trurohistoricalsociety.org](mailto:director@trurohistoricalsociety.org)

*1960 "Neptune" Decorative Map by Edward Wilson*

Tracing showing topographic changes on  
Original sheet No 259.  
1909.

## **IN MEMORIAM**

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

- Scale 10000
- Charles Morton**-Pamet Harbor Commission  
**Peter Romanelli**-Conservation Commission, and Conservation Commission  
Representative to the Water Resources Oversight Committee  
**Frederick Todd**-Historic Review Board and Zoning Board of Appeals  
**Hannah Shrand**-Council on Aging Board, and Cable and Internet Advisory Committee  
**Sebastian Davis**-Assistant Truro Harbormaster  
**George Morris**-Planning Board, and Charter Commission\*  
**Susan Howe**-Commission on Disabilities, Community Preservation Committee  
\*Former named committees

Register No. 259<sup>a</sup>

Not verified

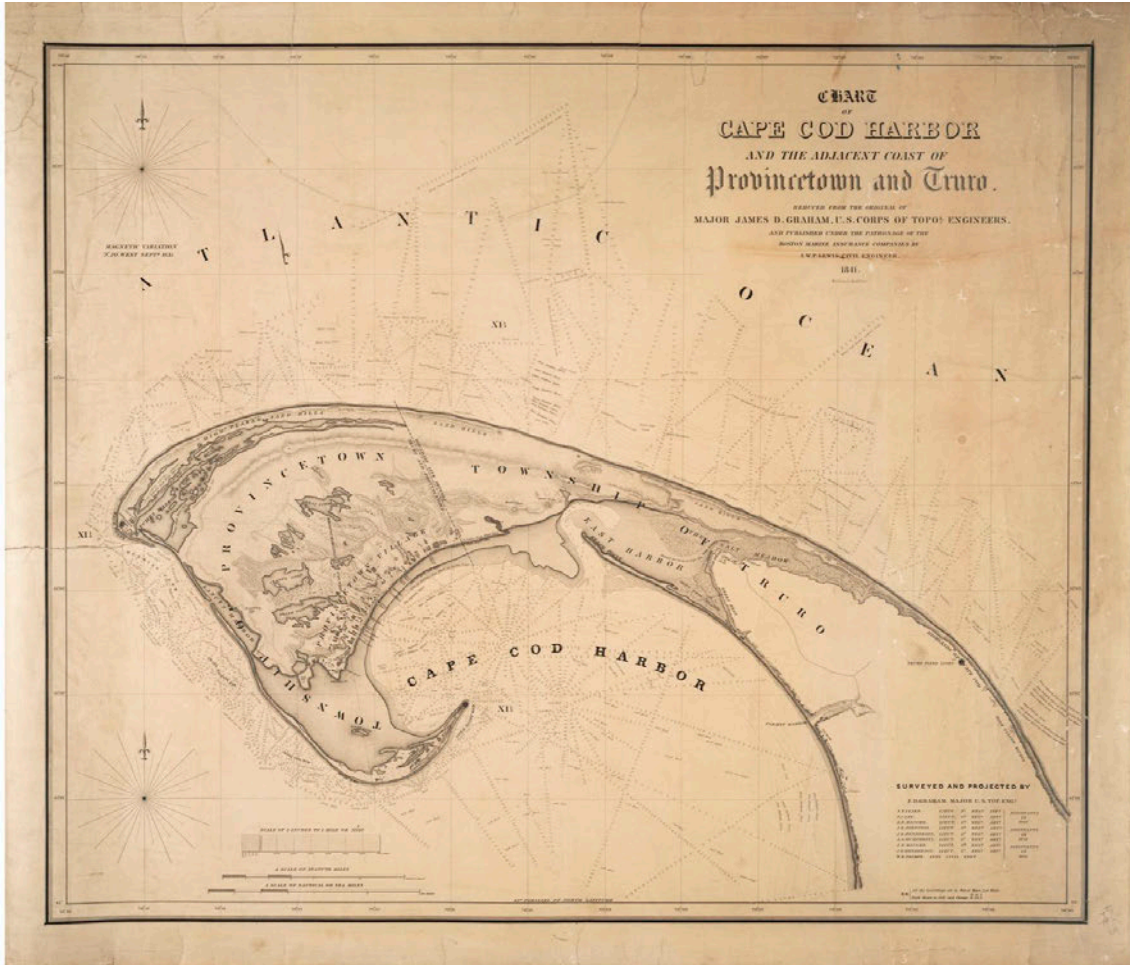
## **IN RECOGNITION**

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

### **Retired Town of Truro Employees Years of Service:**

Martha J. Wheeler, Truro Police Department-(04/06/1998-08/14/2022)  
Craig L. Danziger, Truro Police Department-(5/1/1996 – 9/27/2008) and  
(6/1/2009-10/31/2022)





1841 Chart Major James D. Graham US Corps of Top Engineers

## **GENERAL GOVERNMENT**

### **SELECT BOARD**

Kristen Reed, Chair  
John Dundas, Clerk  
Stephanie Rein

Robert Weinstein, Vice-Chair  
Susan Areson

This year's Annual Town Report is dedicated to the hard-working individuals and businesses who make our town a vibrant place to live and work. These people and entities embody the Select Board's Fiscal Year 2023 Value of Sustainability: *We strive for the integration of environmental health and protection, social equity and diversity, economic vitality, and fiscal integrity of the community to create a thriving and resilient community for generations to come.*



# ATR Dedication and Theme for 2022

## Theme:

“Truro Cares”

Photos from Noelle Scoullar (2)

Truro Maps through the years

Seasons in Truro

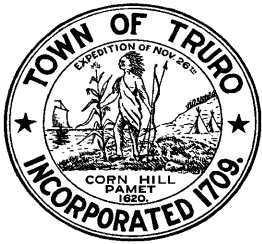
## Dedication:

Fred Todd

Susan Howe (2)







# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** DPW

**REQUESTOR:** Jarrod J. Cabral, DPW Director

**REQUESTED MEETING DATE:** January 9, 2024

**ITEM:** Review and Possible Approval of Curb Cut Application for 423 Shore Road.

**EXPLANATION:** A curb cut application has been submitted for 423 Shore Road.

**FINANCIAL SOURCE (IF APPLICABLE):** N/A

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

**SUGGESTED ACTION:** *Motion to approve the curb cut application for 423 Castle Road and to authorize the Chair to sign electronically.*

**ATTACHMENTS:**

1. Curb Cut application
2. Curb Cut narrative from Contractor
3. Stamped engineered plan
4. Erosion Control Plan

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: 10-10-2023

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

RCUD 202300710 en1159  
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): Jennifer Chisholm

Address: 51 Longfellow Road, Wellesley, MA 02481

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Curb Cut Street Location: 423 Shore Road

Affected Town or State road: Shore Road (Route 6A)

Truro Assessor's Map Number: 9 Parcel Number: 1


Name of contractor: Bannon Custom Builders

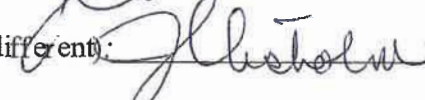
Contractor Phone Number: (774) 313-9614

Contractor Email: skalweit@bannonbuilds.com

Reason/explanation: New position of single family home.

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

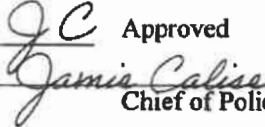


Applicant's Signature: 

Owner's Signature (if different):  Date: 10/9/23

Owner's Address (if different): 51 Longfellow Road, Wellesley, MA 02481

**FOR TOWN STAFF/BOARD USE ONLY**

**DEPARTMENT APPROVALS**



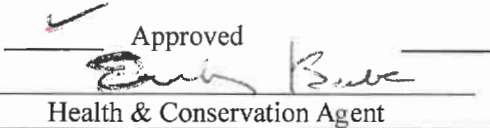
<b><u>Building Commissioner Approval</u></b>		
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Building Permit Number _____
_____ Building Commissioner		_____ Date
<b><u>Chief of Police Approval</u></b>		
<i>I, or my delegate, has conducted an on-site visit. I have reviewed the submitted plan and curb cut location. The proposed curb cut does not create any identifiable impediments for law enforcement access to the home or property.</i>		
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Not Applicable
 _____ Chief of Police		12/21/2023 _____ Date
<b><u>Fire Chief Approval</u></b>		
<i>I, or my delegate, has conducted an on-site visit. I have reviewed the submitted plan and curb cut location. The proposed curb cut does not create any identifiable impediments for fire and emergency services to access the home or property.</i>		
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Not Applicable
 _____ Fire Chief		12/26/2023 _____ Date
<b><u>Health &amp; Conservation Agent Approval</u></b>		
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Not Applicable
_____ Health & Conservation Agent		_____ Date
<b><u>Public Works Director Approval</u></b>		
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Not Applicable
_____ Public Works Director		_____ Date
<b><u>Town Manager Approval</u></b>		
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Not Applicable
 _____ Town Manager		_____ Date
<b><u>Select Board Approval</u></b>		
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Not Applicable
_____ Select Board Chair		_____ Date

**PROPERTY ADDRESS** \_\_\_\_\_



**FOR TOWN STAFF/BOARD USE ONLY**

**DEPARTMENT APPROVALS**

<b><u>Building Commissioner Approval</u></b>		
<input checked="" type="checkbox"/> Approved  _____ Building Commissioner	<input type="checkbox"/> Disapproved _____	Building Permit Number _____ Date <u>11/20/2023</u>
<b><u>Chief of Police Approval</u></b>		
<input type="checkbox"/> Approved _____ Chief of Police	<input type="checkbox"/> Disapproved _____	<input type="checkbox"/> Not Applicable _____ Date
<b><u>Fire Chief Approval</u></b>		
<input checked="" type="checkbox"/> Approved  _____ Fire Chief	<input type="checkbox"/> Disapproved _____	<input type="checkbox"/> Not Applicable Date <u>10 Oct 23</u>
<b><u>Health &amp; Conservation Agent Approval</u></b>		
<input checked="" type="checkbox"/> Approved  _____ Health & Conservation Agent	<input type="checkbox"/> Disapproved _____	<input type="checkbox"/> Not Applicable Date <u>12/27/2023</u>
<b><u>Public Works Director Approval</u></b>		
<input checked="" type="checkbox"/> Approved  _____ Public Works Director	<input type="checkbox"/> Disapproved _____	<input type="checkbox"/> Not Applicable Date <u>27 Nov 2023</u>
<b><u>Town Manager Approval</u></b>		
<input type="checkbox"/> Approved _____ Town Manager	<input type="checkbox"/> Disapproved _____	_____ Date
<b><u>Select Board Approval</u></b>		
<input type="checkbox"/> Approved _____ Select Board Chair	<input type="checkbox"/> Disapproved _____	_____ Date

**ADDITIONAL APPROVALS (if required)**

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

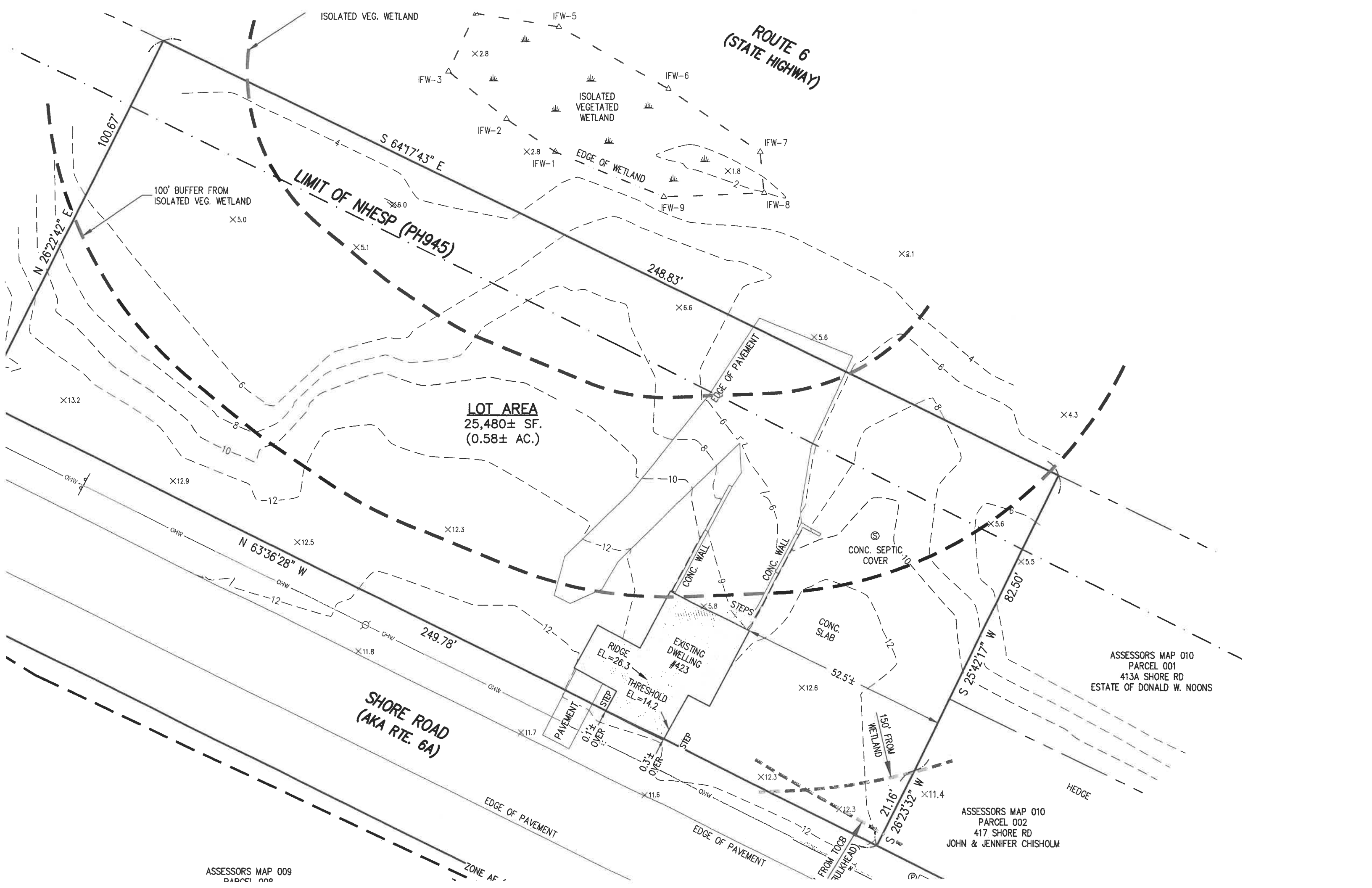
**PROPERTY ADDRESS** \_\_\_\_\_

**FOR TOWN STAFF/BOARD USE ONLY**

**CERTIFICATION OF COMPLIANCE/FINAL APPROVAL**

<b><u>Public Works Director Declaration of Compliance</u></b>		
<p style="text-align: center;"><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></p>		
_____ Public Works Director		_____ Date
<b><u>Building Commissioner Final Approval</u></b>		
_____ Approved	_____ Disapproved	Certificate of Occupancy _____
_____ Building Commissioner		_____ Date

**PROPERTY ADDRESS** \_\_\_\_\_



ISOLATED VEG. WETLAND

ROUTE 6  
(STATE HIGHWAY)

LIMIT OF NHESP (PH945)

LOT AREA  
25,480± SF.  
(0.58± AC.)

SHORE ROAD  
(AKA RTE. 6A)

ASSESSORS MAP 010  
PARCEL 001  
413A SHORE RD  
ESTATE OF DONALD W. NOONS

ASSESSORS MAP 010  
PARCEL 002  
417 SHORE RD  
JOHN & JENNIFER CHISHOLM

ASSESSORS MAP 009  
PARCEL 009

ZONE AF

100' BUFFER FROM  
ISOLATED VEG. WETLAND

ISOLATED  
VEGETATED  
WETLAND

CONC. SEPTIC  
COVER

CONC.  
SLAB

EXISTING  
DWELLING  
#423

RIDGE  
EL.=26.3

THRESHOLD  
EL.=14.2

PAVEMENT  
0.1'±  
OVER

STEP

0.3'±  
OVER

STEP

100'  
FROM  
WETLAND

FROM TOCB  
BULKHEAD

HEDGE

EDGE OF PAVEMENT

EDGE OF PAVEMENT

EDGE OF PAVEMENT

EDGE OF WETLAND

N 26°22'42" E

S 64°17'43" E

N 63°36'28" W

S 25°42'17" W

S 26°23'32" W

100.67'

248.83'

249.78'

82.50'

21.16'

X13.2

X12.9

X12.5

X12.3

X11.8

X11.7

X11.5

X12.3

X11.4

X5.0

X5.1

X6.0

X6.6

X5.6

X4.3

X5.6

X5.5

X12.6

IFW-5

IFW-6

IFW-7

IFW-8

IFW-9

IFW-3

IFW-2

IFW-1

X2.8

X2.8

X1.8

2

X2.1

X5.6

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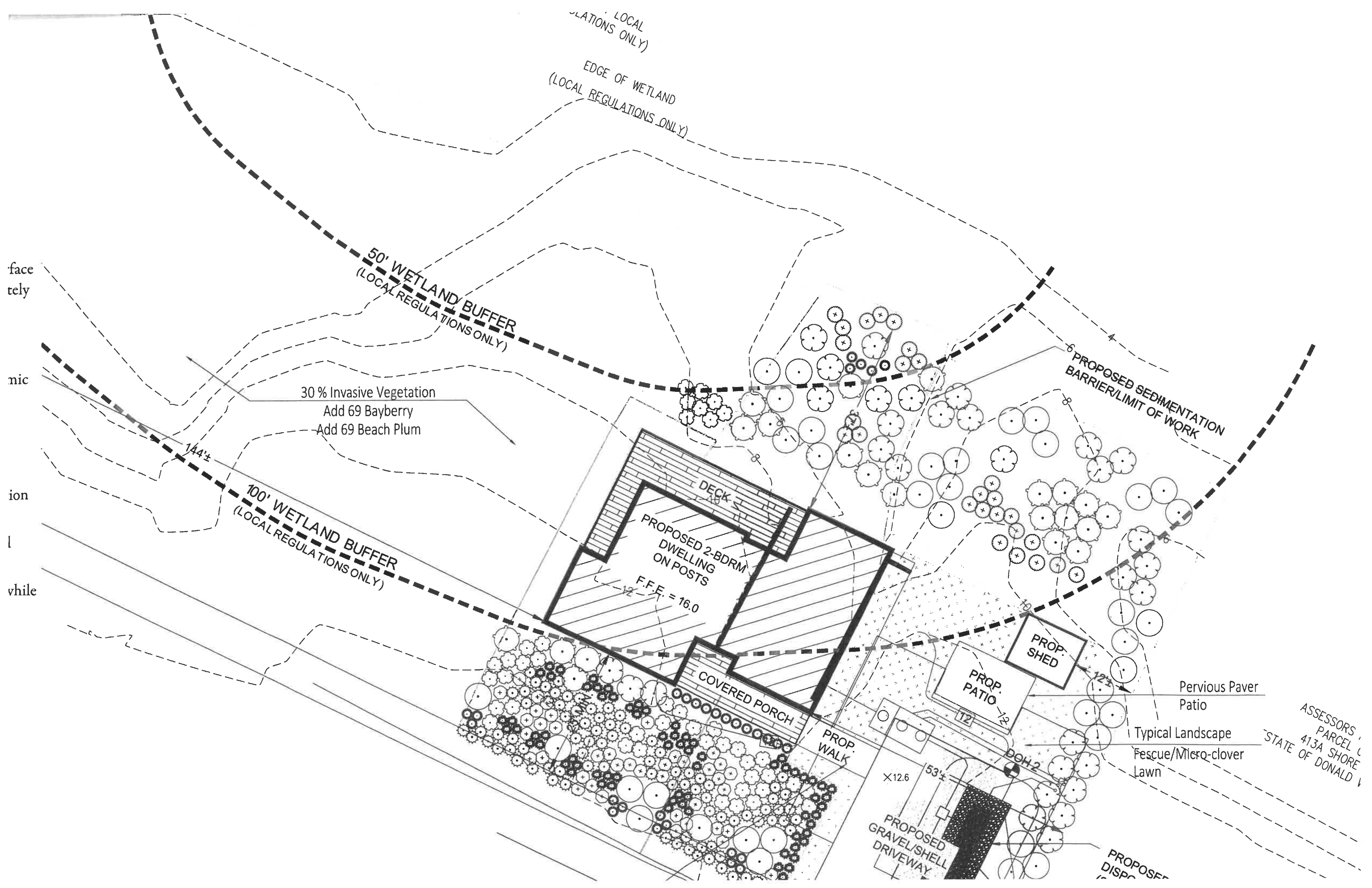
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ASSESSOR'S  
PARCEL  
413A SHORE  
STATE OF DONALD

ROUTE 6  
(STATE HIGHWAY)

ISOLATED VEGETATED  
WETLAND  
(BVW BY LOCAL  
REGULATIONS ONLY)

EDGE OF WETLAND  
(LOCAL REGULATIONS ONLY)

S 64°17'43" E

248.83'

LIMIT OF NHESP (PH945)

AREA OF EXISTING PAVEMENT  
AND CONCRETE TO BE  
RESTORED/RE-VEGETATED. SEE  
PLANTING PLAN FOR DETAILS.

CONCRETE  
RETAINING WALLS  
TO BE REMOVED  
(RE-SLOPE GRADE  
TO 3:1 SLOPE)

100.67'

50' WETLAND BUFFER  
(LOCAL REGULATIONS ONLY)

LOT AREA  
25,480± SF.  
(0.58± AC.)

PROPOSED SEDIMENTATION  
BARRIER/LIMIT OF WORK

DECK

PROPOSED  
2-BDRM DWELLING  
ON POSTS

F.F.E. = 16.0

PROP.  
SHED

PROP.  
PATIO

82.50'

S 25°42'17" W

N 26°22'42" E

144±

100' WETLAND BUFFER  
(LOCAL REGULATIONS ONLY)

COVERED PORCH

PROP.  
WALK

PROPOSED  
GRAVEL/SHELL  
DRIVEWAY

S 26°23'32" W

N 63°36'28" W

249.78'

AREA OF EXISTING HOUSE,  
PAVEMENT, AND CONCRETE TO BE  
RESTORED/RE-VEGETATED. SEE  
PLANTING PLAN FOR DETAILS.

EXISTING DWELLING,  
FULL CONCRETE  
FOUNDATION, SLAB AND

SHORE ROAD

BENCHMARK:  
NAIL SET IN UTIL. POLE  
ELEV.=13.41 NAVD 88

PROPOSED BELGIUM  
BLOCK APRON

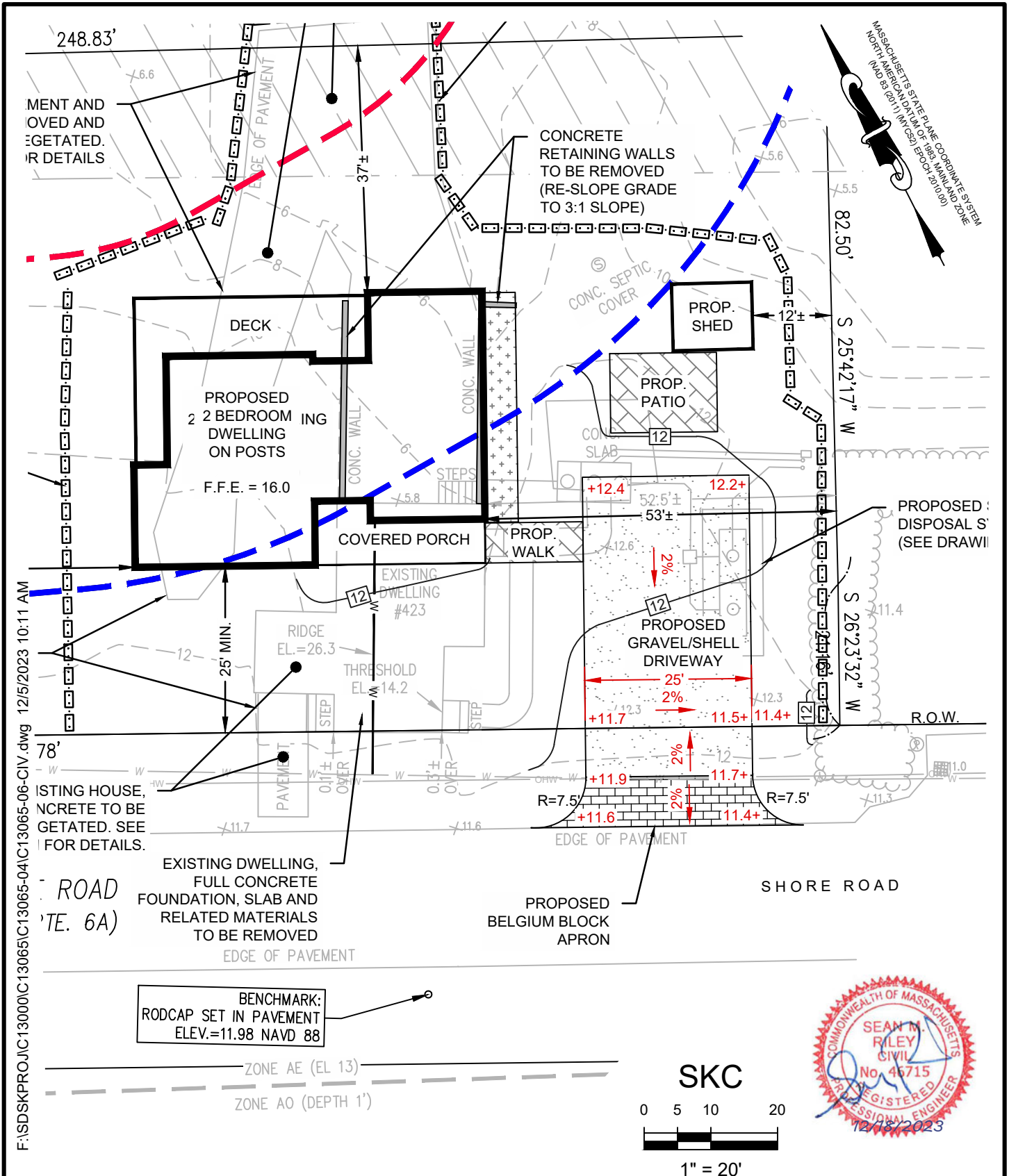
A

The driveway entrance is to be constructed with a Belgium Block berm along the edge of the existing pavement in Shore Road.

From the berm, the driveway will be sloped at 2% negative pitch (away from the road), onto locus at 423 Shore Road. The driveway surface will be a stone gravel/shell mix. The driveway

is designed with a cross-slope of 2% to the east side of the property, to direct surface runoff into a vegetated area on the property, and not onto Shore Road.

See plan for grading details



F:\SDSK\PROJ\C13065\06-CIV.dwg 12/5/2023 10:11 AM

Coastal Engineering Co., Inc. © 2023

DRAWN BY: MJB  
C13065-06-CIV.dwg

 <b>COASTAL</b> engineering co. <small>280 Cranberry Hwy, Orleans, MA 02653 508.255.6321 P 508.255.6700 F</small>	<b>SUPPLEMENTAL GRADING SKETCH FOR PROPOSED CURB CUT</b>	SHEET NO.	PROJECT NO.	
	PREPARED FOR <b>BEACH POINT TRUST</b>	<b>SKC-1</b>	<b>C13065.06</b>	
	423 SHORE ROAD TRURO, MA		SCALE	1"=20'
			DATE	12-05-2023



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## **1.0 CONSTRUCTION PERIOD CONTROLS**

Erosion and sedimentation control Best Management Practices (Erosion Control BMPs) shall be implemented to minimize erosion and transport of sediment into off-site and adjacent resource areas during the earthwork and construction phases of the Project. The following subsections present Stormwater Pollution Prevention controls to be implemented and maintained during the course of the Project.

### **1.1 Minimize Disturbed Area and Protect Natural Features and Soil**

Natural vegetation shall be preserved on site where possible. This will prevent erosion by providing continuous anchoring of the soil.

### **1.2 Construction Activity Phases**

During construction, the Operator is directed to conduct construction activities in such a manner as to prevent damage or impairment to the environment. It shall be the Operator and Contractors' responsibility not to undertake at any time, in any particular area, more than that magnitude of work which can be safely and adequately controlled by the forces at their disposal. An emphasis will be made to control erosion before it occurs.

Erosion control BMPs, a consolidated Project entrance/exit, and construction period drainage controls shall be installed prior to the onset of full-scale tree removal and earth moving activities.

### **1.3 Control Stormwater Flowing Onto and Through the Project Area**

Erosion Control BMPs shall be placed across construction ditches during construction to limit the transport of sediment into permanent drainage systems and waterways.

### **1.4 Stabilize Soil**

The following stabilization practices shall be implemented and maintained during the course of the Project:

**Temporary Stabilization:** Soil stockpiles and disturbed portions of the Project where construction will cease for more than 14-days shall be temporarily stabilized with hydroseed in order to prevent slope erosion. Hydroseed shall consist of wood fibers, seed fertilizer, and stabilizing emulsion and shall be applied at a rate of eight pounds per 100 square feet.

**Permanent Stabilization:** Disturbed portions of the Project where construction activities permanently cease shall be stabilized by paving, placement of gravel, or planting as soon as practical.

## **1.5 Establish Perimeter Controls and Sediment Barriers**

Erosion Control BMPs shall be employed to minimize erosion and transport of sediment to on-site and adjacent resource areas during the earthwork and construction phases of the Project. The major erosion control techniques proposed include one or more of the following: compost fiber rolls, straw wattles, silt fence barriers, hay bale barriers, inlet sediment traps, a stabilized construction entrance, and/or erosion control matting. A detailed description of each technique is discussed below.

### **1.5.1 Natural Vegetation Preservation**

Natural vegetation shall be preserved wherever possible. This measure will prevent erosion by providing continuous anchoring of soil.

### **1.5.2 Perimeter Erosion Control BMPs**

Erosion Control BMPs (i.e., compost fiber rolls, straw wattles, silt fences, hay bales, or a combination of each), shall be installed in topographically low-lying areas at the perimeter of the Project during the construction period. Erosion Control BMPs shall be placed in a sturdy, upright position and supported/anchored to withstand the forces of the elements and the circumstances of construction activities. The BMPs shall be installed in a manner that will prevent stormwater runoff from passing over, under or around the sedimentation barrier (i.e. all of the runoff will pass through the sedimentation barrier). They shall be attached to posts (either steel or wood) or staked in sufficient number to support the BMP. The posts will typically be placed 5 to 10 feet apart. It shall be the Contractor's responsibility to maintain the sedimentation barriers in a functional condition throughout the duration of construction activities. The Contractor shall also remove any large accumulations of sediment in a timely manner and dispose of the material appropriately.

### **1.5.3 Erosion Control BMP Maintenance**

The Contractor shall have primary responsibility for implementing temporary and permanent controls described in the plan and will be responsible for assuring compliance with erosion and sediment control measures.

- The Contractor shall inspect all sediment and erosion control structures on a weekly basis.

- Silt shall be removed from behind barriers if greater than 1/3 of the fence height, or as needed to ensure the stability of the control device.
- Damaged or deteriorated items shall be repaired or replaced immediately after identification.
- The underside of perimeter erosion controls shall be kept in close contact with the earth and reset as necessary.

Once construction in a particular area has been completed, and the areas have been stabilized, these temporary devices shall be removed.

### **1.6 Establish Stabilized Construction Entrance/Exit**

A stabilized construction entrance shall be installed at the entrance/exit to the Project. The purpose of the construction entrances is to remove sediment attached to vehicle tires and minimize its transport and deposition onto public road surfaces. The construction entrances shall be composed of a 6-inch thick (minimum) bed of crushed stone placed upon filter fabric. The construction entrances shall be a minimum of 30 feet long (from the gate), 20 feet wide, and shall flare to a minimum width of 30 feet wide at the junction with the roadway (where feasible). The crushed stone bed shall be replenished as necessary to maintain proper function.

Paved streets adjacent to the Project shall be swept to remove any excess mud, dirt or rock tracked from the Project. Dump trucks hauling material from the Project shall be covered with a tarpaulin.

### **1.7 Stockpile Management**

The following materials, when stored temporarily or permanently, shall be considered stockpiles that must be managed to prevent erosion of sediments or contamination of resource areas: soil, sand, earthen material or mixtures of such materials; construction debris, concrete rubble; asphalt rubble; or any other materials subject to movement during a rainfall event. Staging/storage/stockpile areas shall, be located further than 50 feet from any wetland resource area. The length of time materials intended for reuse are stockpiled should be minimized to the extent practicable.

Stockpiles not in active use must be stabilized as soon as practicable, but not more than 14-days after use of the stockpile ceases temporarily or permanently unless:

- Stabilization by the 14<sup>th</sup> day is precluded by snow cover or frozen ground, in which case stabilization measures must be initiated as soon as practicable, or

- Use of the stockpile will resume by the 14<sup>th</sup> day after activities ceased.

Stockpiles requiring stabilization shall be stabilized by one of the following methods: 1) covered; 2) ringed with erosion controls at their base; 3) sprayed with a tackifier; or 4) seeded/hydro-seeded. If covering is elected for stockpile stabilization, it shall consist of a durable material. Plastic sheeting, which is at least 6-mil thick, or equivalent, is considered durable.

Stockpiles shall be placed so that they do not drain toward resource areas, existing catch basin inlets, or other drainage conveyances (e.g. swales or ditches) that discharge to wetland resources or water bodies. Where they cannot, the side of the stockpile facing the resource area or drainage inlet shall be temporarily stabilized as set forth above.

Any storm drain with potential to receive discharge from stockpiled materials or construction operations shall be managed to inhibit the inflow of sediment while not increasing the likelihood of street flooding during periods of precipitation.



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** January 9, 2024

**ITEM:** Vote to Set the 2024 Annual Town Meeting Date and Opening of the 2024 Annual Town Meeting Warrant

**EXPLANATION:** On November 28, 2023, the Special Town Meeting voted to continue the Special Town Meeting to Saturday, September 4, 2024. Under M.G.L. Chapter 39, Section 9, the Select Board has the authority to change the date of the Annual Town Meeting. To align the date of the Annual Town Meeting with that of the Special Town Meeting, the Select Board will have to take a vote to hold the Annual Town Meeting on May 4, 2024. The precise time of day and start time of the Annual Town Meeting can be determined at a future meeting.

In accordance with Charter 2-3-4, the warrant must be opened for submission of articles 90 days before the date of the Annual Town Meeting and shall remain open for 30 days, putting the opening of the warrant as Sunday, February 4, 2024 for a May 4, 2024 Annual Town Meeting, making the nearest business day prior to the 90 days, **Friday, February 2, 2024**. It is customary for articles that have a financial impact (“money articles”) to have an earlier deadline. Staff will provide a recommendation for an appropriate date for this deadline to the Board at the meeting. The warrant will close on March 4, 2024 at 4:00 PM.

As citizens prepare petitioned articles, we invite them to work with staff while preparing articles. Staff can provide an informal consult and insight on operational impacts, financial impacts and can provide technical assistance to the extent possible. We will provide appointment times to conduct this consult with staff approximately 30 days prior to the close of the warrant once petitioners have draft language available to review and share with staff. We also remind citizens that the language in a petitioned article signed by certified voters cannot be changed after the petitioners have signed. Please consider this a friendly reminder

to incorporate any comments/ explanations related to the article within the petition prior to collecting signatures so that they can be included in the warrant.

**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** Charter Requirements will not be met.

**SUGGESTED ACTION:** *Motion to set the date of the Annual Town Meeting for Saturday, May 4, 2024 and to open the warrant for the 2024 Annual Town Meeting on February 2, 2024 at 8:00 AM and to close the warrant for money articles on \_\_\_\_\_ and for petitioned articles on March 5, 2024.*

**ATTACHMENTS:** None





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Select Board

**REQUESTOR:** Susan Areson, Vice Chair-Select Board

**REQUESTED MEETING DATE:** January 9, 2024

**ITEM:** Review and Approve Zoning Task Force Charge

**EXPLANATION:** The Select Board in November endorsed creating an ad hoc Zoning Task Force to research ways to increase the stock of attainable housing in Truro. Town Planner, Barbara Carboni, drafted a proposed charge for this group, which was reviewed and slightly revised by the ad hoc Housing Committee.

**FINANCIAL SOURCE (IF APPLICABLE):** Staff support and the future cost of hiring a consultant to assist with the planning and legal analysis for innovative zoning applications and deliverables.

**IMPACT IF NOT APPROVED:** Ideas to increase housing stock will be pursued more slowly.

**SUGGESTED ACTION:** *Discussion and possible MOTION TO adopt the draft ad hoc Zoning Task Force Charge.*

**ATTACHMENTS:**

1. Draft Charge

## **Agenda Item: 7E1**

In accordance with the Truro Town Charter, Chapter 6-6-4, the Truro Select Board hereby establishes an ad hoc Zoning Task Force, advisory to the Select Board.

The purpose of this task force is to propose ways to increase housing opportunities, housing production and economic development. It will focus on Truro's zoning and general bylaws and on the recommendations contained in the 2023 Local Comprehensive Plan, Housing Production Plan and Economic Development Plan.

### **ZONING TASK FORCE CHARGE**

#### **The task force shall:**

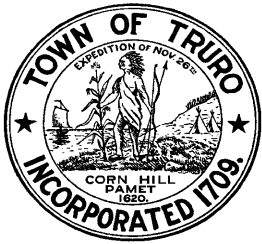
- Review the town's zoning and general bylaws with a focus on provisions that may inhibit housing opportunities or production.
- Identify unclear, outdated and/or inconsistent zoning bylaw provisions in need of removal or replacement.
- Evaluate the recommendations in the most recent Local Comprehensive Plan, Housing Production Plan and Economic Development Plan with the goal of proposing specific bylaw or policy changes to promote housing and economic development opportunities.
- Work closely with relevant town boards and committees, community organizations and businesses.
- Draft bylaw and/or policy amendments for recommendation to the Select Board.
- Prepare an annual report for the Select Board outlining the proposed bylaw or policy changes. This report will be delivered with sufficient time for the Select Board to review and include proposed articles for the Annual Town Meeting warrants in 2025 and 2026.

**Organization:** The task force shall be composed of seven regular members and one alternate member, selected from all individuals who apply to serve. Applicants must be willing to invest consistent and substantial time and energy in the task force's work. The Select Board will appoint a liaison and the Town Manager will appoint a staff liaison.

**Appointment:** The Select Board shall appoint all the task force members to terms expiring on May 30, 2026, or at such time that the task force's charge is completed, whichever occurs first. The task force shall then be dissolved, unless the Select Board votes to extend the appointment period for one or more additional one-year periods.

**Meetings:** The task force will meet monthly or more frequently as needed to accomplish its work.

**Progress updates:** The task force will update the Select Board quarterly on the topics under consideration and progress made on its charge.



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Licensing Department

**REQUESTOR:** Nicole Tudor, Executive Assistant on behalf of Kristen Roberts, Truro Vineyards

**REQUESTED MEETING DATE:** January 9, 2024

**ITEM:** Request for a Change of Manager on an Annual Farmer Series Licenses – Truro Vineyards, 11 Shore Rd

**EXPLANATION:** Kristen Roberts, Owner, and Manager of Truro Vineyards has submitted an Alcoholic Beverages Control Commission (ABCC) application for review with the Local Licensing Authorities. The application is for a Change of Manager on the liquor license. The owner is looking to change the manager from her father, David Roberts, to her name. The Annual Alcohol license for this business was approved at the Select Board’s December 5, 2023 meeting.

All the required change of manager application documentation has been submitted which includes the monetary Transmittal Form, Proof of Fee payment, Change of Manager Amendment Application, CORI Authorization Form, Proof of Citizenship for the proposed manager of record, and vote of the Corporate Board.

If the request is approved the (ABCC) application will be mailed to the State for final approval. The ABCC will then notify the Town of the approval or the Licensing Department will be contacted with a request for additional information from the applicant. If the request is denied, the applicant/owner/manager will be notified in writing of the decision via “certified mail return receipt requested” allowing the applicant/owner/manager 5 days to appeal to the Alcoholic Beverages Control Commission.

**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** David Roberts will continue to be identified as the Manager.

**SUGGESTED ACTION:** *MOTION TO approve the change of manager for Truro Vineyards located at 11 Shore Rd, from David Roberts to Kristen Roberts for the Annual Farm Winery and Distillery license for submission to the Alcoholic Beverages Control Commission.*

**ATTACHMENTS:**

1. ABCC Change of Manager Application



JEAN M. LORIZIO, ESQ.  
CHAIRMAN

Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150

**CORI REQUEST FORM**

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

**ABCC LICENSE INFORMATION**

ABCC NUMBER: [REDACTED] LICENSEE NAME: Two Vinyards of Concord CITY/TOWN: N. Andover, MA

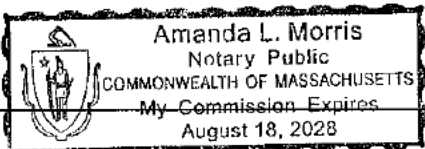
**APPLICANT INFORMATION**

LAST NAME: Roberts FIRST NAME: Kristen MIDDLE NAME: [REDACTED]  
MAIDEN NAME OR ALIAS (IF APPLICABLE): [REDACTED] PLACE OF BIRTH: Tampa, FL  
DATE OF BIRTH: [REDACTED] SSN: [REDACTED] ID THEFT INDEX PIN (IF APPLICABLE): [REDACTED]  
MOTHER'S MAIDEN NAME: Miller DRIVER'S LICENSE #: [REDACTED] STATE LIC. ISSUED: MA  
GENDER: F HEIGHT: [REDACTED] WEIGHT: [REDACTED] EYE COLOR: green  
CURRENT ADDRESS: 7 Castle Road  
CITY/TOWN: Andover STATE: MA ZIP: 02662  
FORMER ADDRESS: 16 River Harbor Road  
CITY/TOWN: Wellfleet STATE: MA ZIP: 02667

**PRINT AND SIGN**

PRINTED NAME: Kristen Roberts APPLICANT/EMPLOYEE SIGNATURE: [Signature]

**NOTARY INFORMATION**

On this 6th of December before me, the undersigned notary public, personally appeared Kristen Roberts  
(name of document signer), proved to me through satisfactory evidence of identification, which were MA Drivers Lic.  
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.  
 Amanda L Morris  
NOTARY

**DIVISION USE ONLY**

REQUESTED BY: [REDACTED] SIGNATURE OF CORI-AUTHORIZED EMPLOYEE

The DCJ Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identify Theft PIN Number by the DCJ. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCJ via mail or by fax to (617) 660-6514.

# Payment Confirmation

**YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT**

Your account has been billed for the following transaction. You will receive a receipt via email.



**Transaction Processed Successfully.**

**INVOICE #** [REDACTED]

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	Truro Vineyards of Cape Cod	\$200.00
		<b>\$200.00</b>

Total Convenience Fee: \$0.35

Date Paid: 12/5/2023 2:27:49 PM EDT

Total Amount Paid: \$200.35

### Payment On Behalf Of

**License Number or Business Name:**  
Truro Vineyards of Cape Cod

**Fee Type:**  
FILING FEES-RETAIL

### Billing Information

**First Name:**  
Kristen

**Last Name:**  
Roberts

**Address:**  
11 Shore Road

**City:**  
North Truro

**State:**  
MA

**Zip Code:**  
02652

**Email Address:**  
[REDACTED]



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

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
 MONETARY TRANSMITTAL FORM

AMENDMENT-Change of Manager

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

ECRT CODE: RETA

Please make \$200.00 payment here: ABCC PAYMENT WEBSITE

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

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

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN  STATE  ZIP CODE

For the following transactions (Check all that apply):

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

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

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



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

**AMENDMENT-Change of Manager**

**Change of License Manager**

**1. BUSINESS ENTITY INFORMATION**

Entity Name <u>Two Vineyards of Cape Cod</u>	Municipality <u>Truro, MA</u>	ABCC License Number <u>BW-MA-27</u>
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**2. APPLICATION CONTACT**

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

Name <u>Kristen Roberts</u>	Title <u>owner</u>	Phone [REDACTED]
--------------------------------	-----------------------	---------------------

**3A. MANAGER INFORMATION**

The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name <u>Kristen Roberts</u>	Date of Birth [REDACTED]	SSN [REDACTED]
Residential Address <u>7 Cole Road Truro, MA 02666</u>		
Email <u>twovineyards@gmail.com</u>	Phone [REDACTED]	
Please indicate how many hours per week you intend to be on the licensed premises <u>40</u>	Last-Approved License Manager <u>Dave Roberts Sr.</u>	

**3B. CITIZENSHIP/BACKGROUND INFORMATION**

Are you a U.S. Citizen?\*  Yes  No \*Manager must be U.S. citizen  
 If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.  
 Have you ever been convicted of a state, federal, or military crime?  Yes  No  
 If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

**3C. EMPLOYMENT INFORMATION**

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
<u>3/2007</u>	<u>present</u>	<u>owner/manager</u>	<u>Two Vineyards</u>	<u>N/A</u>

**3D. PRIOR DISCIPLINARY ACTION**

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action?  Yes  No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.


Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

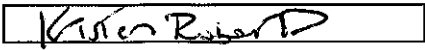
I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature <u>[Signature]</u>	Date <u>12/5/2023</u>
---	--------------------------



**APPLICANT'S STATEMENT**

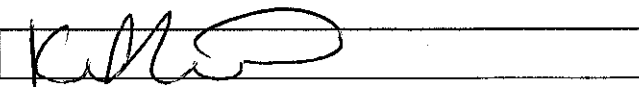
 the:  sole proprietor;  partner;  corporate principal;  LLC/LLP manager  
Authorized Signatory

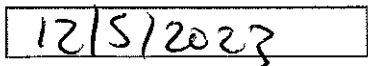
of   
Name of the Entity/Corporation


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

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

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

Signature: 

Date: 

Title: 

**ENTITY VOTE**

The Board of Directors or LLC Managers of Two Vineyards of Cape Cod  
Entity Name  
duly voted to apply to the Licensing Authority of Two, MA and the  
City/Town  
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on 12/5/2023  
Date of Meeting

For the following transactions (Check all that apply):

- Change of Manager
- Other


"VOTED: To authorize Kristen Roberts  
Name of Person

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

"VOTED: To appoint Kristen Roberts  
Name of Liquor License Manager


as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

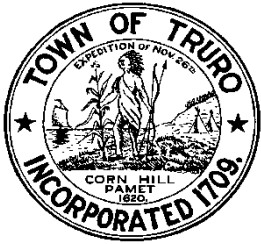
A true copy attest,

  
Corporate Officer / LLC Manager Signature  
Kristen Roberts  
(Print Name)

For Corporations ONLY

A true copy attest,

  
Corporation Clerk's Signature  
Stephanie Hartung  
(Print Name)



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration/Licensing

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** January 09, 2024

**ITEM:** Review and Approval of the 2023 ABCC (Alcoholic Beverages Control Commission) Annual Report

**EXPLANATION:** In accordance with Chapter 138 § 10A of the Massachusetts General Laws, every city and town in the Commonwealth that issues retail alcohol licenses must submit an Annual Report for Alcoholic Beverage Licenses issued from their respective towns including the total number of licenses, fees, revenue generated and notice of any violations.

**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** There will be no report submitted from Truro. In accordance with MGL, the report must be submitted to the State before February 15, 2024.

**SUGGESTED ACTION:** *MOTION TO approve the 2023 Annual Alcoholic Beverages Control Commission report for submission to the State.*

**ATTACHMENTS:**

1. 2023 Annual ABCC Report from Truro
2. ABCC Annual Report Memo



# TOWN OF TRURO

## Licensing Department

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

Email: [ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov) & [nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)

January 09, 2024

The Alcoholic Beverage Control Commission  
 ATT: Patricia Hathaway  
 Licensing Supervisor  
 95 Fourth Street  
 Suite 3  
 Chelsea, MA 02150

In accordance with Chapter 138 § 10A of the Massachusetts General Laws, we submit our 2023 Annual Report for Alcoholic Beverage Licenses issued in the Town of Truro:

### Annual Report for 2023

<u>Class of Licenses</u>	<u>Number Issued</u>	<u>Fee set</u>	<u>Revenue Collected</u>
<b>All Alcoholic Beverages - Restaurants</b>			
Annual <i>Montano's Restaurant</i>	1	\$1,650.00	<b>\$1,650.00</b>
Seasonal <i>Blackfish, Highland Light Café, Terra Luna, Top Mast Café, Whitman House, Captains Choice</i>	6	\$1,650.00	<b>\$9,900.00</b>
			<b>\$11,550.00</b>
<b>All Alcoholic Beverages - Package Stores</b>			
Annual <i>Pamet Valley, Salty Market Farmstand</i>	2	\$3,300.00	<b>\$3,300.00</b>
Seasonal <i>Fullers, Days Market</i>	2	\$3,300.00	<b>\$3,300.00</b>
			<b>\$6,600.00</b>
<b>All Alcoholic Beverages – General on Premises</b>			
Annual <i>None</i>	0	\$1,650.00	\$0.00
Seasonal <i>Beach Point Health and Swim Club</i>	1	\$1,650.00	<b>\$1650.00</b>
			<b>\$1650.00</b>
<b>Wine &amp; Malt – General on Premises</b>			
Annual <i>None</i>	0	\$1,350.00	\$0.00
Seasonal <i>Payomet</i>	1	\$1,350.00	<b>\$1,350.00</b>
			<b>\$1,350.00</b>
<b>Wine &amp; Malt - Restaurants</b>			
Annual <i>Chequessett Chocolate</i>	1	\$1,350.00	<b>\$1,350.00</b>
Seasonal <i>None</i>	0	\$1,350.00	<b>\$0.00</b>
			<b>\$1,350.00</b>
<b>Wine &amp; Malt - Package Stores</b>			
Annual <i>None</i>	0	\$1,350.00	\$0.00
Seasonal <i>Jams</i>	1	\$1,350.00	<b>\$1,350.00</b>
			<b>\$1,350.00</b>

<b>Class of Licenses</b>	<b>Number Issued</b>	<b>Fee set</b>	<b>Revenue Collected</b>
<b>Club</b>	0	\$200.00	\$0.00
<b>Farm Winery Pouring License</b>	1	\$200.00	<b>\$200.00</b>
<b>Farm Distillery Pouring License</b>	1	\$400.00	<b>\$400.00</b>
			<b>\$600.00</b>
<i>(Truro Vineyards of Cape Cod)</i>			
<b>Special (One Day) All Alcoholic Beverages:</b>	2	\$75.00	<b>\$150.00*</b>
*The Local Authorities waive a portion of the fee for non-profit organizations that benefit its citizens, either educationally or culturally.			
<b>Special (One Day) Wine and Malt:</b>	3	\$50.00	<b>\$150.00*</b>
*The Local Authorities waive a portion of the fee for non-profit organizations that benefit its citizens, either educationally or culturally.			
<b>Special (One Day) Wine Only:</b>	1	\$50.00	<b>\$50.00*</b>
*The Local Authorities waive a portion of the fee for non-profit organizations that benefit its citizens, either educationally or culturally.			
<b>Farmers' Market License</b>	0	\$25.00	<b>\$0.00</b>
			<b>\$350.00</b>
<b>Total Revenue</b>			<b><u>\$24,800.00</u></b>

There were no violations in 2023.

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Kristen Reed, Chair

---

Susan Areson, Vice-Chair

---

John Dundas, Clerk

---

Robert Weinstein

---

Stephanie Rein  
 Select Board/Local Licensing Authorities  
 Town of Truro



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

**Jean M. Lorizio, Esq.**  
*Chairman*

To: Town Administrator/Local Licensing Authority  
From: Alcoholic Beverages Control Commission  
Date: December 1, 2023

**RE: ANNUAL REPORT for Calendar Year 2023**

---

Dear Town Administrator/Local Licensing Authority:

I would like to offer a reminder to you that your annual report to the Alcoholic Beverages Control Commission ("ABCC").

As you know, state law requires each local licensing authority to file with the ABCC an annual report on or before February 15<sup>th</sup> that follows the conclusion of the calendar/license year. The contents of this report are specified in the state law, M.G.L. Ch. 138, § 10A, which requires you to file this report.

Your annual report must contain only the following:

- 1) The **number of licensees** of each class granted;
- 2) The **established schedule of fees** for all classes of liquor licenses;
- 3) The **revenue generated** from these licenses;
- 4) A **list of all violations** of the law by licensees, which came to your attention; and
- 5) Your **actions and findings** regarding those violations.

The ABCC reviews these reports to assist in fulfilling its function of reporting on the conduct and condition of traffic in alcoholic beverages during the calendar year, developing recommendations for legislation that may be necessary or desirable for the better regulation and control of the traffic in alcoholic beverages and for the promotion of temperance in the use of alcoholic beverages.

To this end, your attention and cooperation in filing your annual reports on time is greatly appreciated. **Reports should be received on or before February 15, 2024. If you do not file your report, you will not be in compliance with the law.**

Respectfully yours,

A handwritten signature in black ink that reads "Ralph Sacramone".

Ralph Sacramone  
Executive Director

*\*Please note you may submit your report by email to: [phathaway@tre.state.ma.us](mailto:phathaway@tre.state.ma.us) ; by facsimile to 617-727-1510; or by mail to the Alcoholic Beverages Control Commission, 95 Fourth Street, Suite 3, Chelsea, MA 02150, to the attention of Patricia Hathaway.*



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** January 9, 2024

**ITEM:** Approval of Renewal of 2024 Annual Business Licenses:

- Salty Market Farmstand
- Truro Box Lunch

**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 documents, fees and proof of taxes paid in full for the fiscal year. 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	<b>Common Victualer</b> Cooking, Preparing and Serving food	<b>Salty Market Farmstand</b> <b>Truro Box Lunch</b>

**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 Salty Market Farmstand, and Truro Box Lunch upon compliance with all regulations, receipt of the necessary fees and documentation.*



**ATTACHMENTS:**

1. Renewal Application for 2024: Salty Market Farmstand
2. Renewal Application for 2024: Truro Box Lunch

Number: 2024-035

Fee \$75.00

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

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

**Liam Luttrell-Rowland, owner/mgr., dba Salty Market Farmstand Inc.**

Whose place of business is **2 Highland Rd**

Type of business and any restrictions **Retail Food/Convenience Store**

To operate a food establishment in **Truro**

Permit Expires: **December 31, 2024**

Date Issued: 12/13/2023

*Seating to go  
only*



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

Number: 2024-035A

Fee: \$50.00

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

**Permit To Operate As A Food Caterer**

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

**Liam Luttrell-Rowland, owner/mgr., dba Salty Market Farmstand Inc.**

Whose place of business is : **2 Highland Rd**

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

To operate a food establishment in **Truro**

Permit Expires: **December 31, 2024**

Date Issued: *12/13/2023*



**Emily Beebe, R.S.**

**Agent to the Truro Board of Health**

Number: 2024-035B

Fee \$10.00

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

**Bakery License**

This is to Certify that **Liam Luttrell-Rowland, owner/mgr.,**  
**d/b/a Salty Market Farmstand Inc.**  
**2 Highland Rd**

IS HEREBY GRANTED A LICENSE

For **a bakery**

This license is granted in conformity with the Statutes and ordinances relating thereto, and expires  
**December 31, 2024** unless sooner suspended or revoked.

Date 12/1/2023



Emily Beebe, R.S.

Agent **Truro Board of Health**

**Number: 2024-035C**

**Fee \$50.00**

**Town of Truro Board of Health**  
**24 Town Hall Road, Truro, MA 02666**  
**Tobacco/Tobacco Products License**

This is to Certify that      **Lian Luttrell-Rowland, owner/mgr., d/b/a Salty Market**  
   **Farmstand Inc.**  
Address                            **2 Highland Rd**

IS HEREBY GRANTED A LICENSE

For sales and distribution of **tobacco and tobacco products**

This license is granted in conformity with the Statutes and ordinances relating thereto, and expires,  
**December 31, 2024** unless sooner suspended or revoked.

Date *12/2/2023*



**Truro Board of Health**



# FARM STAND RAMEN

## HOUSE RAMEN

\$20

ORGANIC  
CHICKEN

\$5

CRISPY  
SQUID

\$5

LOCAL  
MUSHROOM

\$5

KIMCHI

\$5

DURAK  
PORKBELLY

\$5

SESAME  
GREENS

\$5

COCONUT  
CUSTARD

\$12



HEALTH DEPARTMENT  
TOWN OF TRURO

NOV 28 2023

RECEIVED BY:



# FARM STAND RAMEN

## HOUSE RAMEN

\$20

ORGANIC  
CHICKEN

\$5

CRISPY  
SQUID

\$5

LOCAL  
MUSHROOM

\$5

KIMCHI

\$5

DURAK  
PORKBELLY

\$5

SESAME  
GREENS

\$5

COCONUT  
CUSTARD

\$12



# FS  
# 2024-035



### 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](mailto:lbudnick@truro-ma.gov) or [nrichey@truro-ma.gov](mailto:nrichey@truro-ma.gov)

HEALTH DEPARTMENT  
TOWN OF TRURO

NOV 28 2023

RECEIVED BY \_\_\_\_\_

### APPLICATION FOR FOOD SERVICE – COMMON VICTUALER

Name of Business: SALTY MARKET

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

#### Section 1 – License Type

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

**PAID**  
1595

#### 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 2024-035A
- Manufacturer of Ice Cream/Frozen Dessert / \$10
- Bakery \$10 2024-035B

#### Section 2 – Business/Owner/Manger Information

Federal Employers Identification Number (FEIN/SS) [REDACTED]

Business Name: SALTY MARKET Farmstand

Owner Name: Liam Rowland      Email Address: [REDACTED]

Mailing Address: Box 657 Truro, MA, 02652

Phone No: \_\_\_\_\_

#### Section 3 – Business Operation Details

Number of Seats:      Inside: APPLYING      Outside: \_\_\_\_\_      Number of Employees: \_\_\_\_\_

Length of Permit:  Annual       Seasonal Operation

Hours of Operation: \_\_\_\_\_ To \_\_\_\_\_ TBD Fridays/Saturday

Days Closed Excluding Holidays: \_\_\_\_\_

If Seasonal: Approximate Dates of Operation: \_\_\_\_\_ To \_\_\_\_\_ Seasonal Store April 1st - Dec 1st

Person Directly Responsible for Daily Operations: (Owner, Person in Charge, Supervisor, Manager) DET/fevern weekends winter

Name: Liam Rowland      Email Address: chefliam@gmail.com & catering

Mailing Address: Box 657

Phone No: [REDACTED]      24 Hour Emergency: \_\_\_\_\_



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

Attached

**Allergen Awareness Certification (attach copy):**

Attached

**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:*

Attached

**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:**

*L. Luta*

**Date:**

*NOV 28th / 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: SAITY MARKET Farmstand

Address: 2 Highland Rd.

City/State/Zip: Truro, MA, 02652 Phone #: [Redacted]

**Are you an employer? Check the appropriate box:**

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

**Business Type (required):**

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

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

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

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

Insurance Company Name: kaplansky Insurance

Insurer's Address: P.O. Box 267, 154 Shore Rd.

City/State/Zip: North Truro, MA 02652

Policy # or Self-ins. Lic. # [Redacted] expiration Date: 4/1/23

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

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

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

Signature: [Signature] Date: Nov 28th

Phone #: 774-722-5427

**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 #: \_\_\_\_\_





**TOWN OF TRURO  
BOARD OF HEALTH**

PO Box 2030, Truro MA 02666  
P: 508-349-7004 x 131 F: 508-349-5508

HEALTH DEPARTMENT  
TOWN OF TRURO

NOV 28 2023

RECEIVED BY  
TOB#2024-035C

**APPLICATION FOR PERMIT TO SELL TOBACCO AND TOBACCO PRODUCTS**

Fees due upon approval: **\$50.00 total**

Renewal  New

**PAID**  
1595

In accordance with MGL c.111, Section 31, and Section XI, of the Truro Board of Health Tobacco Control Regulations, the undersigned makes application to the Board of Health or approving authority for permission to sell tobacco and tobacco products.

**Applicant Information:**

Salty Market Farmstand

Nov, 28th

Establishment Name

Date

2 Highland Rd.

Establishment Address

Phone

Box 657 Truro, MA, 02652

Establishment Mailing Address (if different)

MA Department of Revenue Retailer's License Number: [REDACTED] (Required)

Applicant's Name Liam Rowland Title chef/owner

Applicant's Address 2 Highland Rd - North Truro, 02664

**Certification**

*I certify that the information I have provided is true and accurate. I fully understand that granting of the annual Tobacco Sales Permit is contingent upon my adherence to all applicable State laws and local regulations governing the sale and distribution of tobacco products. Failure to comply may result in the suspension or revocation of my annual permit to operate and any other legal action deemed appropriate by the Town of Truro.*

[Signature]

Nov, 28th

Signature of Applicant

Date

**BOTH SIDES OF THIS APPLICATION MUST BE COMPLETED BEFORE A PERMIT WILL BE ISSUED.**

**TOWN OF TRURO  
TOBACCO SALES  
EMPLOYEE SIGNATURE FORM**

This form is for official use to indicate that the employee(s) of this establishment received and understood Section XI, Article 5 and 6 of the Truro Board of Health Sale and Distribution of Tobacco Products Regulation (below) and the enclosed copy of Chapter 270, Section 6 of the Massachusetts General Laws which describes the penalties for selling and/or giving tobacco products to any person under the age of eighteen (18).

**SECTION 8 – SALE AND DISTRIBUTION OF TOBACCO PRODUCTS**

**B. Sales to Minors:** In conformance with Massachusetts General Laws, Chapter 270, Section 6, no person, firm, corporation, establishment, or agency, shall sell tobacco products to a minor. Each employee working in an establishment licensed to sell tobacco products shall be required to read the Board of Health regulations and State Laws regarding the sale of tobacco and top sign a form indicating that such regulations/laws have been read and understood, a copy of which must be placed in the office of the employer and retained. Such signed forms must be made available for inspection, during the license holder's normal business hours upon request of an agent of the Board of Health.

**C. Distribution of Tobacco Products:** All distributors/retailers of tobacco products or tobacco merchandise must require that, if a customer appears possibly to be under 27 years of age, the customer must present a valid State issued picture identification card or driver's license with appropriate photograph to confirm that the customer is of a legal age to purchase the tobacco product.

The following employee(s) received and understood Section XI, Article 5 and 6 of the Truro Board of Health Sale and Distribution of Tobacco Products Regulation and Chapter 270, Section 6 of the Massachusetts General Laws:

<u><i>L. Luttrell Rowland</i></u> SIGNATURE	<u>Liam Luttrell Rowland</u> PRINT NAME	<u>Nov, 20th</u> DATE
_____ SIGNATURE	_____ PRINT NAME	_____ DATE
_____ SIGNATURE	_____ PRINT NAME	_____ DATE
_____ SIGNATURE	_____ PRINT NAME	_____ DATE
_____ SIGNATURE	_____ PRINT NAME	_____ DATE
_____ SIGNATURE	_____ PRINT NAME	_____ DATE



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

mass.gov/dor

Letter ID: L1169851424  
Notice Date: November 21, 2022  
Account ID: CRL-20501641-015



## RETAILER LICENSE FOR SALE OF CIGARS AND SMOKING TOBACCO



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

HEALTH DEPARTMENT  
TOWN OF TRURO

NOV 28 2023

RECEIVED BY:

Attached below is your Retailer License for Sale of Cigars and Smoking Tobacco (Form CT-3T). Cut along the dotted line and display at your business location. At any time, you can log into your MassTaxConnect account at [mass.gov/masstaxconnect](http://mass.gov/masstaxconnect) to view and re-print a copy of this license.

If you have any questions about your license, call us at (617) 887-6367 or toll-free in Massachusetts at (800) 392-6089, Monday through Friday, 8:30 a.m. to 4:30 p.m.

DETACH HERE



### MASSACHUSETTS DEPARTMENT OF REVENUE Retailer License for Sale of Cigars and Smoking Tobacco

Form CT-3T

**This license must be posted and visible at all times. The sale of tobacco products to anyone under 21 years of age is prohibited.**

SALTY MARKET FARMSTAND INC  
2 HIGHLAND ROAD  
NORTH TRURO MA 02652

Account ID: [REDACTED]  
License Number: [REDACTED]

This certifies that the taxpayer named above is licensed under Chapter 64C of the Massachusetts General Laws to sell at retail at the address shown above. This license is non-transferable and may be suspended or revoked for failure to comply with state laws and regulations.

**Effective Date:** November 21, 2022

**Expiration Date:** September 30, 2024



HEALTH DEPARTMENT  
TOWN OF TRURO

NOV 28 2023

RECEIVED BY:

DO NOT REMOVE



By Order Of  
The State  
Fire Marshal

FULL WT. BFR10

# EAST COAST FIRE & VENTILATION, INC.

New England's Leader in Fire Suppression and Kitchen Exhaust Systems  
21 Patterson Brook Road, Suite G  
West Wareham, MA 02576  
888-436-5383

LICENSE No. MA CR# 4613, RI CR# 54-11, CT# F3-40730

SERVICED BY 5897 DB

AFFF/LD. STRM

CARBON DIOXIDE

PRES. WATER

HALON 1211

CO2 SYSTEM

HALON SYSTEM

ABC DRY CHEM

STD. DRY CHEM

PK DRY CHEM

K-CLASS

DRY CHEM SYS

WET CHEM SYS



**2023/2024**

"AN AUTHORIZED ANSUL DISTRIBUTOR"

VOID 1 YR. FROM MO. PUNCHED; SYSTEMS 6 MOS.

SERVICED		NEW			RECHARGED						
DEC.	NOV.	OCT.	SEPT.	AUG.	JULY	JUNE	MAY	APR.	MAR.	FEB.	JAN.



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.

HEALTH DEPARTMENT  
 TOWN OF TRURO

NOV 28 2023

RECEIVED  
 Please Print Legibly

**Applicant Information**

Business/Organization Name: SALTY MARKET Farmstand

Address: 2 Highland Rd.

City/State/Zip: N. Truro, 02652 Phone #: [REDACTED]

**Are you an employer? Check the appropriate box:**

1.  I am an employer with \_\_\_\_\_ 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: Kaplansky Insurance

Insurer's Address: P.O. Box 267, 154 Shore Rd.

City/State/Zip: North Truro, MA, 02652

Policy # or Self-ins. Lic. #: [REDACTED] Expiration Date: 11/23

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

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

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

Signature: [Handwritten Signature] Date: March 19th / 23

Phone #: [REDACTED]

**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 #: \_\_\_\_\_



**ServSafe**  
National Restaurant Association

HEALTH DEPARTMENT  
TOWN OF TRURO

MAR 14 2023

RECEIVED BY:

HEALTH DEPARTMENT  
TOWN OF TRURO

NOV 28 2023

RECEIVED BY:

# ServSafe® CERTIFICATION

## LIAM ROWLAND

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).

21106845

CERTIFICATE NUMBER

5532

EXAM FORM NUMBER

9/29/2021

DATE OF EXAMINATION

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

9/29/2026

DATE OF EXPIRATION



#0655

Sherman Brown  
Executive Vice President, National Restaurant Association Solutions



In accordance with Maritime Labour Convention 2006, Resolution ADM N 068-2013 (Regulation 3.2, Standard A3.2).

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This document cannot be reproduced or altered.  
17110811

v.1711

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

HEALTH DEPARTMENT  
TOWN OF TRURO

MAR 14 2023

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**LEARN 2 SERVE™**

HEALTH DEPARTMENT  
TOWN OF TRURO

NOV 28 2023

RECEIVED BY

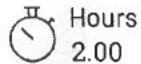
## CERTIFICATE OF COMPLETION

This certifies that

**Liam Rowland**

is awarded this certificate for

**Learn2Serve Food Allergy Training Course**



Hours  
2.00



Completion Date  
02/11/2022



Expiration Date  
02/10/2025



Certificate #  
ANSI-FA-001110

Official Signature



**ANSI National Accreditation Board**

**ACCREDITED**

ANSI/ASTM E2659

**CERTIFICATE ISSUER**

**#0975**

**THIS CERTIFICATE IS NON-TRANSFERABLE**

For employer verification of certificate validity, please send your request to [FoodHandlerProgramAdmin@360training.com](mailto:FoodHandlerProgramAdmin@360training.com)

5000 Plaza on the Lake, Suite 305 | Austin, TX 78746 | 877.881.2235 | [www.360training.com](http://www.360training.com)





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/9/2023

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

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

<b>PRODUCER</b> Kaplansky Insurance PO Box 267 154 Shore Rd North Truro, MA 02652	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (508) 487-6060 E-MAIL ADDRESS: info@kaplansky.com	FAX (A/C, No): (508) 487-2040
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>  Salty Market Farmstand, Inc. P.O. Box 657 North Truro, MA 02652	<b>INSURER A:</b> Arbella Insurance Group	
	<b>INSURER B:</b> Hartford Insurance Company of the Midwest	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/>			[REDACTED]	4/1/2023	4/1/2024	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Per occurrence)	\$ 250,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							COMBINED SINGLE LIMIT (Per accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
							EACH OCCURRENCE	\$
							AGGREGATE	\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below			[REDACTED]	4/1/2023	4/1/2024	<input checked="" type="checkbox"/> PER STATUTE	\$ 500,000
							E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - PER EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
A	LIQUOR LIABILITY			[REDACTED]	4/1/2023	4/1/2024	EACH COMMON CAUSE	\$ 1,000,000
A	LIQUOR LIABILITY			[REDACTED]	4/1/2023	4/1/2024	AGGREGATE	\$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Market & deli with alcohol sales

<b>CERTIFICATE HOLDER</b>  Town of Truro 24 Town Hall Rd. Truro, MA 02666	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	--





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/9/2023

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

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**PRODUCER**  
Kaplansky Insurance  
PO Box 267  
154 Shore Rd  
North Truro, MA 02652

**CONTACT NAME:**  
**PHONE (A/C, No, Ext):** (508) 487-6060  
**FAX (A/C, No):** (508) 487-2040  
**E-MAIL ADDRESS:** info@kaplansky.com

**INSURER(S) AFFORDING COVERAGE** NAIC #

**INSURER A:** Arbella Insurance Group

**INSURER B:** Hartford Insurance Company of the Midwest

**INSURER C:**

**INSURER D:**

**INSURER E:**

**INSURER F:**

**INSURED**  
Salty Market Farmstand, Inc.  
P.O. Box 657  
North Truro, MA 02652

HEALTH DEPARTMENT  
TOWN OF TRURO

### COVERAGES

### CERTIFICATE NUMBER:

### REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			[REDACTED]	4/1/2023	4/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000  COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			[REDACTED]			EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			[REDACTED]			EACH OCCURRENCE \$ AGGREGATE \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	[REDACTED]	4/1/2023	4/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	<b>LIQUOR LIABILITY</b>			[REDACTED]	4/1/2023	4/1/2024	<b>EACH COMMON CAUSE</b> \$ 1,000,000
A	<b>LIQUOR LIABILITY</b>			[REDACTED]	4/1/2023	4/1/2024	<b>AGGREGATE</b> \$ 2,000,000

HEALTH DEPARTMENT  
TOWN OF TRURO  
MAR 14 2023  
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Market & deli with alcohol sales

### CERTIFICATE HOLDER

Town of Truro  
24 Town Hall Rd.  
Truro, MA 02666

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

[Signature]

HEALTH DEPARTMENT  
TOWN OF TRURO

NOV 28 2023

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NORTH TRURO, MASS.

M

FARM — STAND

HEALTH DEPARTMENT  
TOWN OF TRURO

MAR 14 2023

## Before noon

### Egg on Bagel

fried eggs, scallion cream cheese, pepper relish arugula. 9.

### Egg on Biscuit

fried egg, cheddar, bacon or sausage. 8.

### Egg on Taco

fried egg, pico de gallo, avocado. 10.

### Breakfast Potatoes

potatoes, reggiano cheese, spicy aioli, arugula. 8

### Grain Bowl & Greens

quinoa, egg, avocado, seasonal veggies. 12.

### Lox and Bagel

scallion cream cheese, cucumbers, tomatoes, dill, capers. 15

### Fruit Cup

Seasonal fruit, yogurt, bola granola. 9.

Soups, Salads and Grab & Go available all day

## After noon

### Falafel

chickpea, tahini, yogurt, hummus, pickled onions. 13

### Chicken Pita

Grilled chicken, hots, yogurt, humus, pickled onions. 13.

### Turkey Sweet

Stewed cape cod cranberries, herb mayo, cheddar, arugula. 12.

### Hot Roast Beef

Peppers and Onions, horseradish, cream, cheddar. 13.

### Brisket Tacos

Cilantro Cream, avocado, pico de gallo. 14.

### Pork Torta

Azorean Cheese, spicy mayo, kimchi. 14.

### Hummus Sandwich

Avocado, cucumber, lettuce, tomatoes. 12.

### Side of Fries 4.

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\_\_\_\_\_





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

HEALTH DEPARTMENT  
TOWN OF TRURO

NOV 28 2023

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FIRE PROTECTION SYSTEMS  
ANNUAL TEST REPORT

BUSINESS NAME: SAITY MARKET Farmstand

OWNER/MANAGER: Liam Rowland

ADDRESS: 2 highland Rd. North Truro

PHONE # [REDACTED] NUMBER OF UNITS: STORE & Apartment

CONTACT PERSON: Liam Rowland

ADDRESS: 2 highland Rd. North Truro

TESTING COMPANY: \_\_\_\_\_

Mass Fire Services Inc  
PO BOX 249  
W. BARNSTABLE MA  
02668

TESTING ELECTRICIAN/TECHNICIAN: \_\_\_\_\_

COMPANY PHONE #: \_\_\_\_\_ HOME PHONE #: \_\_\_\_\_

5087904696

LICENSE #: \_\_\_\_\_

50004421

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

COMMENTS: \_\_\_\_\_

FIRE SPRINKLER TEST

DATE OF CERTIFICATION: \_\_\_\_\_ BY: \_\_\_\_\_

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.**

SALV

MASS FIRE PROTECTION SYSTEMS, INC.  
HEALTH TOWN OF TRURO  
(508) 790-4696

This Area Equipped with:

- WET SYSTEM  DELUGE VALVE
- DRY SYSTEM  RATE OF RISE VALVE
- ANTI-FREEZE  THERMAL CONTROL VALVE
- PRE-ACTION VALVE  OTHER TYPE VALVE

NOV 28 2023

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	1st	2nd	3rd	4th
VALVE SERIAL NO.	4" Flow Switch			
Static Water P.S.I.	60	60	60	
Residual Water P.S.I.	55	55	55	
Did Alarms Operate?	YES	YES	Y	
Air Pressure	/	/	/	
Air Pressure Trip Point	/	/	/	
Trip Time (Sec.)	60	60	60	
Water Flow Time*	/	/	/	
Low Points Drained	/	/	/	
Water Supply & Valve Left Open	YES	YES	YES	
NO LOW POINTS TO BE DRAINED <input checked="" type="checkbox"/>				

Inspection Made And Witnessed by

Date & Insp. #	Made By	Witnessed By
12-1-20	YOS	
12/6/21	[Signature]	
3/13/23	[Signature]	

MA LIC # 004421

HEALTH DEPARTMENT  
TOWN OF TRURO  
RECEIVED BY:  
MAR 31 2023





# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666  
Tel: 508-349-7004, Extension: 113 or 126 Fax: 508-349-5505

## TAX STATUS REQUEST FOR LICENSING

Date 12/4/2023

Request is coming from the Selectmen's Office \_\_\_\_\_ Health Office X

Owner's Name:

Business Name: Salty Market Farmstand

Residential Address: 2 Highland Rd

Map and Parcel: 36-190

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

*O. Reynolds*

Tax Collector's Signature

12.05.2023

Date

RCVD 2023DEC28 AM 10:13  
ADMINISTRATIVE OFFICE  
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

**\$ PAID**  
#1299  
\$135.00

#### APPLICATION FOR FOOD SERVICE - COMMON VICTUALER

Name of Business: Jeg LLC Box Lunch Truro

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) [REDACTED]

Business Name: Box Lunch Truro

Owner Name: Julie grande Email Address: [REDACTED]

Mailing Address: 355 Commercial St #4 02657

Phone No: 508-487-4545

#### Section 3 - Business Operation Details

Number of Seats: Inside: 0 Outside:      Number of Employees: 4<sup>5</sup> Winter  
8-10 Summer

Length of Permit:  Annual  Seasonal Operation

Hours of Operation: 7 To 6 (Summer 7-7)

Days Closed Excluding Holidays:     

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

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

Name: Julie Grande Email Address: boxlunchptown@gmail.com

Mailing Address: 355 Commercial St #4 02657

Phone No: 508-487-6026 24 Hour Emergency: [REDACTED]

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

Frank Grande Julie Grande Monica Baras

**Allergen Awareness Certification (attach copy):**

Frank Grande Julie Grande

**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:** J Grande **Date:** 12/28/2023

\*\*\*\*\*

**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)

<b>FOR HEALTH DEPARTMENT USE ONLY</b>	
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: JCG, LLC Box Lunch Truro  
 Address: 300 Rt 6 Truro, Mass  
 City/State/Zip: Truro, Ma Phone #: 508-487-4545

**Are you an employer? Check the appropriate box:**

- 1.  I am an employer with 5-6 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: \_\_\_\_\_  
 Insurer's Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Policy # or Self-ins. Lic. #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

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

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

Signature: J Grande Date: 12/28/28  
 Phone #: Cell: [REDACTED]

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

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

Issuing Authority (circle one):

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

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_



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

**FIRE PROTECTION SYSTEMS  
ANNUAL TEST REPORT**

BUSINESS NAME: JCG, LLC Box lunch Truro  
OWNER/MANAGER: Julie Grande / Frank Grande  
ADDRESS: 300 Rt 6 Truro, Mass  
PHONE #: 508-487-4545 NUMBER OF UNITS: 1  
CONTACT PERSON: Julie or Frank Grande  
ADDRESS: 2 Lambrou Lane Truro 02652

TESTING COMPANY: \_\_\_\_\_

TESTING ELECTRICIAN/TECHNICIAN: \_\_\_\_\_

COMPANY PHONE #: \_\_\_\_\_ HOME PHONE #: \_\_\_\_\_

LICENSE #: \_\_\_\_\_

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: \_\_\_\_\_ BY: \_\_\_\_\_

Signature of Licensed Electrician

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



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

## TAX STATUS REQUEST FOR LICENSING

Date 1/3/2024

Request is coming from the Select Board's Office

Owner's Name Truro Central Village

Business Name The Bay Lunch

Business Address 300 Rt. 6 unit 4

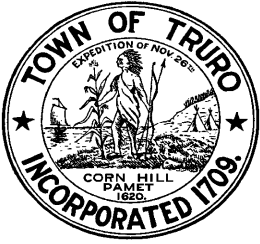
Map and Parcel 42-186

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

\_\_\_\_\_  
Date





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** January 9, 2024

**ITEM:** Review and Approve Appointment of Charlo Maurer from Alternate Member to Full Member on the Concert Committee

**EXPLANATION:** The Concert Committee has an unexpired Full Member vacancy available. Charlo Maurer is currently an Alternate and is applying to move into the Full Member position.

**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** The Concert Committee will continue to have a full member vacancy.

**SUGGESTED ACTION:** *Motion to Appoint Charlo Maurer to fill the unexpired full member vacancy on the Concert Committee, which will end on June 30, 2024.*

**ATTACHMENTS:**

1. Application to Serve

# Application to Serve on a Board or Committee

## Applicant Information

Last Name	<input type="text" value="Maurer"/>
First Name	<input type="text" value="Charlo"/>
Middle Initial	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>
Address (Street)	<input type="text" value="14 Ryder Beach Rd"/>
Address (City)	<input type="text" value="Truro"/> ROAD 202309120 147-23 ADMINISTRATIVE OFFICE
Address (State)	<input type="text" value="MA"/> TOWN OF TRURO
Address (Zip Code)	<input type="text" value="02666"/>
Mailing Address (Please indicate box number and zip code)	<input type="text" value="PO Box 1044"/>

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

Are you a full-time resident of Truro?

Yes

No

Are you registered to vote in Truro?

Yes

No

## Board/ Committee Information

What Board/ Committee Are You Applying For?

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

Have you attended a meeting of the committee listed above?

Yes

No

Have you read the charge of the committee?

Yes

No

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

Yes

No

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

Yes

No

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

Yes

No

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

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

No

## Experience

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

I was on the organizing committee of the Honk festival (a brass band festival) in Somerville for many years. I am on the investment committee of the high school that my daughter attended.

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

I am a musician.

Signature

Charlo Maurer

Date

12/20/2023

Select Board Meeting Minutes

September 12, 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; Justine Alten-Library Programming and Community Outreach Specialist; Zoe Loughery-Library Technical and Youth Services; Galen Malicoat-Staff Librarian; Tricia Ford-Truro Public Library Director; Jon Nahas-Principal Assessor; Alex Lessin-Finance Director; Tony Jackett-Truro Harbormaster & Shellfish Constable; Elisabeth Verde-Town Clerk; Jarrod Cabral-DPW Director; Tim Collins-Fire Chief; Dan Smith-Shellfish Advisory Committee Chair; Gary Sharpless-Shellfish Advisory Committee Vice Chair; Tim Hickey (Truro Voter); Bob Panessiti-Finance Committee Chair; Amy Wolfe (Truro Voter); Betty Gallo-Truro Housing Authority Member; Fred Gaechter-Board of Assessors Chair; Kevin Grunwald (Truro Voter); Angela Gaimari (Truro Voter); Gary Garrison (Truro Voter); Anne Greenbaum (Truro Voter); Anthony Garrett (President of the Truro Part-time Resident Taxpayers' Association); Joan Holt (Truro Voter); Kenneth Oxtoby-Co-Chair of the Walsh Property Community Planning Committee and School Board Member; Eileen Breslin-Co-Chair of the Walsh Property Community Planning Committee

Chair Reed called the meeting to order at 5:00 pm and read the information for the public to access the meeting on Channel 8 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. Hickey, Mr. Panessiti, and Ms. Wolfe. Following these individuals' comments, Chair Reed recognized Town Manager Tangeman who announced that on Thursday, September 14, 2023, at 5 pm, at the Community Center, there will be an educational hybrid and in-person event led by a panel to discuss the roles and responsibilities of each branch of local government as well as regulatory bodies. The public is welcome to ask difficult questions and Town Moderator Paul Wisotzky will moderate the event.

Ms. Wolfe then requested that more specific information regarding the upcoming event be provided as the information posted around Truro is very vague. Town Manager Tangeman replied that specific information is posted on the Truro website as well as on the electronic road boards. Members noted that the information should be posted as "educational forum on Truro government" versus "educational forum" to avoid confusion.

**PUBLIC HEARINGS**

A. Amendments to Shellfish Regulations

Presenter: Dan Smith, Shellfish Advisory Committee Chair

Chair Reed opened the public hearing on amendments to shellfish regulations and read aloud the public notice.

Chair Reed recognized Chair Smith (joined virtually), Harbormaster Jackett, and Vice Chair Sharpless.

Chair Smith provided background information on this topic and noted that the committee had suggestions of items which should be amended. Chair Reed asked Chair Smith to highlight the suggestions which would have the largest and most significant impact upon the public.

Chair Smith highlighted the following suggested changes which included: one license equals one 10-quart bucket, fee changes (resident rate for U.S. military veterans and resident rate for non-resident Town employees), clarifications to use consistent language throughout the regulations, people fill their holes and replant shellfish that they uncover but don't put in their buckets, permit holders should not rake in eel or sedge grass, and permit holders should use wire baskets.

Members commented and discussed the following topics: a consideration for the allowance of digital permits for mobile devices versus a visible physically worn permit, consider the addition of a statement to the regulation that there be no dog on the flats during the flats being open for public shell fishing, and how the determination of \$125 for a non-resident annual permit was made.

Chair Reed recommended that the dog issue be addressed at another meeting and for the Members to pass the other recommendations.

Chair Reed asked if any members of the public wanted to comment and there were none.

Chair Smith noted that the committee will submit recommendations to the Select Board in the next month or so in regard to commercial shellfish amendments.

**Member Weinstein made a motion to close this hearing.**

**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.**

**Member Rein made a motion to approve the amended Shellfish Regulations as proposed by the Shellfish Advisory Committee and authorize the Board to electronically sign.**

**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. Tax Classification Hearing

Presenter: Jon Nahas, Principal Assessor

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

Principal Assessor Nahas reviewed the FY2024 assessed property values for Truro, the FY2024 tax levy, tax levy options, the residential exemption, the expanded rental residential exemption, the residential exemption calculation, the residential exemption impact on the tax rate, FY2024 residential exemptions to be granted if approved and number of parcels in each value class, and the summary of the Board of Assessors' recommendations.

Following Principal Assessor Nahas' presentation, Vice Chair Areson and Finance Director Lessin thanked him for his hard work.

Chair Reed recognized the following members of the public who commented on this topic: Mr. Grunwald, Ms. Gaimari, Mr. Garrison, Ms. Greenbaum, Mr. Garrett, Ms. Holt, Mr. Hickey, and Ms. Greenbaum.

**Vice Chair Areson made a motion to close this hearing.**

**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.**

**On the matter of classifying the tax rate, Chair Reed made a motion not to approve a residential factor of "1".**

**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.**

**On the matter of an open space discount, Chair Reed made a motion not to grant an open space discount.**

**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.**

**On the matter of a small commercial exemption, Chair Reed made a motion not to grant a small business exemption.**

**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.**

Following this vote, Chair Reed and the Members discussed how the Select Board determined the percentage for the Residential Tax Exemption (RTE). To demonstrate transparency with the public, the Members stated the following regarding taking the RTE: Chair Reed takes the RTE as do Vice Chair Areson and Member Weinstein. Member Dundas and Member Rein do not take the RTE.

The discussion among the Members that followed included each Member’s thoughts on whether the RTE should be reduced, remain unchanged, or be increased.

**On the matter of a residential exemption, Chair Reed made a motion to grant a RTE of 30%.**

**Member Weinstein seconded the motion.**

**ROLL CALL VOTE:**

**Vice Chair Areson - Nay**

**Member Dundas - Nay**

**Member Weinstein - Aye**

**Member Rein - Aye**

**Chair Reed – Aye**

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

After the vote, Principal Assessor Nahas announced that the preliminary excess levy capacity for FY2024 would be \$261,582.

### **INTRODUCTION TO NEW EMPLOYEES**

A. Introductions to Library Staff: Justine Alten, Library Programming and Community Outreach Specialist; Zoe Loughery, Library Technical and Youth Services; Galen Malicoat, Staff Librarian  
Presenter: Tricia Ford, Truro Public Library Director

Library Director Ford introduced the library staff and the Members thanked the library staff for all that they do for the community.

B. Introduction to Town Clerk: Elisabeth Verde  
Presenter: Darrin Tangeman, Town Manager

Town Manager Tangeman introduced Town Clerk Verde and the Members warmly welcomed her.

**BOARD/COMMITTEE/COMMISSION APPOINTMENTS**

None

**STAFF/COMMITTEE UPDATES**

A. Public Works Facility General Update and Discussion

Presenter: Jarrod Cabral, DPW Director

DPW Director Cabral provided a brief update and the highlighted topics included: DPW Director Cabral's office hours (at the DPW, each Friday from 2-4 pm through Town Meeting); the informational video in regard to the DPW facility will be ready for viewing online on September 19, 2023; August 25, 2023 meeting between the Town's consultant and DPW Director Cabral; the RFQ process; DPW has 17 vehicles which are used as rolling stock and utilized year-round; there is no evidence or data of a buried gas tank at 340 and 344 Route 6, and furthermore, there is no evidence or data of water contamination at those locations; and questions regarding fire suppression and sprinkler requirements based upon building use code.

Members and DPW Director Cabral commented and discussed the following topics: issue of vehicles not being housed during extremely cold conditions; and the designation of the DPW facility as a first responder (recognized by the federal government but not the Commonwealth of Massachusetts) and how that may impact funding.

**TABLED ITEMS**

None

**SELECT BOARD ACTION**

A. Proclamation Declaring September as Suicide Prevention Month

Presenter: Select Board Member, Stephanie Rein

Member Rein presented and read aloud the proclamation that declared September as national Suicide Prevention Month.

**Chair Reed made a motion to declare September as national Suicide Prevention Month in Truro.**

**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. Review and Approve Ambulance Rates Effective September 1, 2023

Presenter: Timothy Collins, Fire Chief

Fire Chief Collins (joined virtually) presented and reviewed the ambulance rates effective September 1, 2023.

Members and Chief Collins commented and discussed the differences between Advanced Life Support (ALS) transport and Basic Life Support (BLS) transport and the difference in the respective rates and the difficulty of Medicare and Medicaid collection of fees versus billing.

**Chair Reed made a motion to set and approve the ambulance billing rate at \$1,927 for ALS transport, \$1,127 for BLS transport, and \$15 per mile for mileage effective September 1, 2023.**

**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.**

C. Discussion and Vote to Recommend Special Town Meeting Articles

Presenter: Darrin Tangeman, Town Manager

Town Manager Tangeman led the discussion in regard to Special Town Meeting articles.

In regard to the Article to Continue Community Involvement in the Walsh Design and Development Process – Petitioned Article, Chair Reed recognized Ms. Greenbaum who said that the intent of the article was to ensure continued community involvement in the Walsh design and development process regarding the Walsh Property. Co-Chair Oxtoby provided input on the article.

Town Manager Tangeman presented Town Counsel John Giorgio's concerns about this article's legality, the article's language and the staff's involvement with the committee.

Member Rein, as the committee liaison, noted that she had a proposal for the Members to consider and Chair Reed stated that the Members would not take a vote this evening on Member Rein's proposal. Chair Reed then invited Co-Chair Breslin (joined virtually) who commented on the continuing the communication to the community. Chair Reed stated that this topic could be discussed in more detail and voted upon on September 19, 2023.

Regarding the Truro Central School Debt Exclusion Article, DPW Director Cabral stated the need for \$1,400,000, more or less, associated with engineering services, construction, and repairs related to the HVAC system and roof repairs for the Truro Central School.

**Chair Reed made a motion to recommend borrowing authorization for the Truro Central School's HVAC and roof repairs as printed.**

**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.**

In regard to the Change in Use of 340 Route 6 Article, Chair Reed recognized School Board Member Oxtoby who spoke regarding the change in use of 340 Route 6 and Member Oxtoby also thanked the Select Board for voting on this article.

**Chair Reed made a motion to recommend a change in use of 340 Route 6 as printed.**  
**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.**

Regarding the Borrowing Authorization for the Engineering and Construction of the Public Work Facility Article, Chair Reed asked the Members if they were comfortable to vote on this topic and there was no opposition.

**Chair Reed made a motion to recommend borrowing authorization for the engineering and construction of the public works facility as printed.**

**Vice Chair Areson seconded the motion.**

**ROLL CALL VOTE:**

**Vice Chair Areson - Nay**  
**Member Dundas - Aye**  
**Member Weinstein - Aye**  
**Member Rein - Aye**  
**Chair Reed – Aye**  
**So voted, 4-1-0, motion carries.**

In regard to the Borrowing Authorization for the Engineering of the Public Works Facility, Assistant Town Manager Clark noted that the phrase “and construction” was erroneously added to the article and that this article is only for the costs of engineering. As such, the phrase “and construction” was removed from the article.

**Chair Reed made a motion to recommend borrowing authorization for the engineering and of the public works facility as printed and with the change noted by Assistant Town Manager Clark.**

**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.**

Regarding the DPW Campus Design and Development Project for the Town Hall – Petitioned Article, Chair Reed noted that Kevin Kuechler and Anthony Garrett had previously requested to present this article. Member Rein noted that neither had been informed that this article would be discussed this evening so the decision was made to invite them to the meeting on September 19, 2023, so they could present. There was no vote this evening.

In regard to the Senior Pass Program – Petitioned Article, Chair Reed recognized Ms. Holt who was present. Chair Reed asked Assistant Town Manager Clark to provide Town Counsel’s feedback on the article. Assistant Town Manager Clark stated that the Town Counsel noted that the article was not in proper legal form as Massachusetts General Law stated that the Select Board is the fee setting body and not Town Meeting. Several options to include a non-binding resolution at the Town Meeting were discussed with Town Manager Tangeman and Assistant Town Manager Clark. After Chair Reed announced that there would be no vote tonight, Ms. Holt requested that she be furnished with a copy of the Town Counsel’s legal opinion and Chair Reed instructed Town staff to coordinate.

Regarding the Amend Zoning Bylaw § 40.1—Duplex Houses and Amend Zoning Bylaw § 30.8(B)—Special Permits, Chair Reed briefly led the discussion with the Members.

**Chair Reed made a motion to recommend to Amend the Zoning Bylaw §40.1 – Duplex Houses as printed.**

**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.**

**Chair Reed made a motion to recommend to Amend the Zoning Bylaw §30.8(B) – Special Permits as printed.**

**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.**

Town Manager Tangeman announced that the article regarding the Noons’ property acquisition would be more appropriate to consider for the spring Town Meeting for several reasons to include ongoing



negotiations. There were no objections from the Members and the Members unanimously agreed not to vote on this article so there was no vote.

D. Vote to Assign Select Board Liaison to Ad Hoc Building Committee for Public Works Facility  
Presenter: Darrin Tangeman, Town Manager

Chair Reed led the brief discussion on this topic as Member Weinstein was the only member interested in serving on the committee.

**Chair Reed made a motion to appoint Member Weinstein to serve as the liaison to the Ad Hoc Building Committee for the Public Works Facility.**

**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.**

#### **CONSENT AGENDA**

A. Review/Approve and Authorize Signature: NONE

B. Review and Approve Appointment Renewals: Madelyn Cordeiro-Human Services Committee

C. Review and Approve Select Board Minutes: NONE

**Chair Reed made a motion to approve the Consent Agenda as printed in the packet.**

**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 noted that the Walsh Property Community Planning Committee will meet tomorrow evening and the community forum on municipal government will occur this Thursday, at 5 pm, at the Community Center.

Member Weinstein commented that he had attended the Local Comprehensive Plan Committee meeting yesterday and thanked the committee members for their hard work in formulating a new document that will be more user friendly.

Member Dundas reported that he also attended the Local Comprehensive Plan Committee meeting yesterday and that he concurred with Member Weinstein's comments. Member Dundas noted that the Concert Committee met today, and it was a very successful year. Truro Treasures is this weekend and so be aware of the traffic.

Vice Chair Areson reported that the Local Comprehensive Plan Committee met yesterday and thanked the public for their attendance and comments. The LCPC will have a final draft by Monday, September 16, 2023, which will be distributed prior to the Town Meeting. The Finance Committee met today and is working on financial-related articles. The School Committee met last week and discussed whether or not to continue with the 6<sup>th</sup> grade. Children are currently being sent to Provincetown and Nauset at a cost of \$5,000 per student. Nauset wants to renegotiate their tuition agreement with Truro as Truro has not had a 6<sup>th</sup> grade in years. The tuition at Nauset is now \$20,000 per student.

Chair Reed thanked the Local Comprehensive Plan Committee for focusing on substance and reminded the community about the upcoming public forum on municipal government. Chair Reed also said that she wanted to return to the Select Board's goals and objectives with completion dates in mind. Members should also think about any process improvements for the Budget Task Force.

#### **TOWN MANAGER REPORT**

Town Manager Tangeman reiterated the upcoming public forum on municipal government will be on Thursday, September 14, 2023, at 5 pm, at the Community Center. It will be a beneficial event.

Town Manager Tangeman then reviewed the agenda for the next meeting on September 19, 2023, and noted that the Town staff is tracking the approaching storm and will keep the public informed.

**Member Weinstein made a motion to adjourn at 8:25 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

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Kristen Reed, Chair

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Susan Areson, Vice Chair

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John Dundas, Clerk

---

Stephanie Rein, Member

---

Robert Weinstein, Member

**Public Records Material Attachments**

Legal Notice

Public Hearing Advertisement

Current Shellfish Regulations

Proposed Amendments to Shellfish Regulations

Shellfish Advisory Meeting Minutes July 20, 2023

Legal Notice

Recommendations from the Board of Assessors

State Tax Form LA-4 which indicates totals by class of the FY2024 certified parcel values

FY2024 Truro Residential Exemption Statistics, if approved, as of 8/31/2023

Proclamation

Ribbon Ceremony and Trainings Flyer

Ambulance Billing Rate Survey

Articles for Consideration on 9/12/23

Policy 34: Select Board Liaison Policy

Ad Hoc Building Committee for the Public Works Facility Charge

FY2024 Boards and Committees Liaison List

Application to Serve – Madelyn Cordeiro

## Consent Agenda Item: 8E

Select Board Meeting Minutes

September 19, 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; DPW Director Jarrod Cabral; Fire Chief Timothy Collins; Health and Conservation Agent Emily Beebe; Bob Higgins-Steele (Truro Voter); Jack Riemer (Truro Voter); Mara Glatzel (Chair of the Local Comprehensive Plan Committee); Anne Greenbaum (Truro Voter); Ken Oxtoby (Co-Chair of the Walsh Property Community Planning Committee); Ellen Breslin (Co-Chair of the Walsh Property Community Planning Committee); Jeff Fischer (Member of the Walsh Property Community Planning Committee); Betty Gallo (Member of the Walsh Property Community Planning Committee); Kevin Kuechler (Truro Voter); 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 on Channel 8 and participate. Chair Reed introduced the Members and Town staff present.

### **PUBLIC COMMENT**

Prior to recognizing any individual for public comment, Chair Reed read aloud the public comment rules.

Chair Reed recognized the following individuals who commented on various topics not on the agenda in accordance with the Open Meeting Law: Bob Higgins-Steele, Jack Riemer, and DPW Director Cabral.

### **PUBLIC HEARINGS**

None

### **INTRODUCTION TO NEW EMPLOYEES**

None

### **BOARD/COMMITTEE/COMMISSION APPOINTMENTS**

None

### **STAFF/COMMITTEE UPDATES**

A. Firefighter-Paramedic Recruitment Video Presentation  
Presenter: Timothy Collins, Fire Chief

Fire Chief Collins introduced the presentation of the video with input from Town Manager Tangeman.

**TABLED ITEMS**

None

**SELECT BOARD ACTION**

A. Discussion and Vote to Recommend Special Town Meeting Articles

Presenter: Darrin Tangeman, Town Manager

Prior to the discussion, Chair Reed asked if there was a quorum present of the Walsh Property Community Planning Committee and the Local Comprehensive Plan Committee. There was not a quorum present from either committee.

Chair Reed announced that the first article discussed would be the adoption of the ***Local Comprehensive Plan article*** and recognized Chair Glatzel who provided an update to include the final draft which will be ready by October 2, 2023. Chair Glatzel added that photographs, maps, and local art will be included in the final draft and printed prior to the Town Meeting. The public will have ample time to review it before the Town Meeting. Members thanked Chair Glatzel and the committee members for their hard work.

Chair Reed asked if any member of the public wanted to comment and there were none.

**Chair Reed made a motion to recommend the adoption of the Local Comprehensive Plan as printed. 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.**

Chair Reed announced that the next article to be discussed was the ***Ad Hoc Walsh Property Advisory Committee*** and Member Rein reviewed the major points of the proposal with the Members. Ms. Greenbaum also provided input on the proposal as did WPCPC Co-Chair Oxtoby. Following a brief discussion, Chair Reed announced that this item would be voted on at the Select Board's meeting on September 26, 2023.

The next article discussed was the adoption of the ***Walsh Property Community Planning Committee Recommendations***. Chair Reed recognized WPCPC Co-Chair Oxtoby who introduced members of the WPCPC who were present at the meeting either in-person or virtually: Co-Chair Breslin, Member Fischer, and Member Gallo. Co-Chair Oxtoby then presented the WPCPC voting results which were voted upon last week on the recommendations. WPCPC Co-Chair Breslin provided input following Co-Chair Oxtoby's presentation. Members thanked the former and current members of the WPCPC for their hard work.

Members and the WPCPC members discussed the following highlighted topics: the absence of the subject of “build your own lots” in the WPCPC’s recommendations but the inclusion of the subject in the WPCPC’s report; and the concern about the density of the property and potential habitat regulations affecting housing units. Chair Reed cautioned that one should expect amendments at the Town Meeting on this article.

Chair Reed invited members of the public to comment and there were none.

**Chair Reed made a motion to recommend the adoption of the Walsh Property Community Planning Committee Recommendations as printed.**

**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.**

Chair Reed announced that the next article to be discussed would be the article to ***Amend General Bylaws to Add New Chapter IX Stormwater Management by Drainage, Erosion and Sediment Control.***

Chair Reed recognized Assistant Town Manager Clark who provided comments from Town Counsel, encouraged the Members to discuss potential changes or edits, and at the request of Town Counsel, postpone a final vote until the next meeting on September 26, 2023, after Town staff has made any corrections or edits and Town Counsel has had the opportunity for another legal review.

Members thanked the Health and Conservation team for their hard work.

Chair Reed recognized the following individuals for public comment on this topic: Mr. Riemer, Health and Conservation Agent Beebe, and DPW Director Cabral. Chair Reed reiterated that the vote on this article would take place on September 26, 2023.

Chair Reed announced that the next discussion was the article to ***Amend General Bylaws Chapter IV Public Safety to Add New Section 8 Curb Cuts.***

Chair Reed recognized DPW Director Cabral who noted that Assistant Town Manager Clark, Town Planner/Land Use Barbara Carboni, Health and Conservation Agent Beebe had contributed to this article.

Members and DPW Director Cabral discussed the following highlighted topics: the circumstances under which a variance would be required; the construction of curb cuts and 300’ of sight line clearance; and the need for a mechanism where people contemplating construction are made aware by the Building Commissioner of the curb cut and 300’ of sight line clearance requirement.

Chair Reed recognized the following individuals for public comment on this topic: Mr. Riemer and Health and Conservation Agent Beebe.

**Chair Reed made a motion to recommend to Amend *General Bylaws Chapter IV Public Safety to Add New Section 8 Curb Cuts* as printed.**

**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.**

Chair Reed announced that the next article to be discussed would be the petitioned article ***DPW Campus Design and Development Project for Town Hall Hill*** and recognized Mr. Kuechler who requested to postpone the DPW Study Group's presentation tonight until next week due to a miscommunication on when they would present and Mr. Garrett's inability to be present this evening. The request was accepted without objection by the Members and the presentation will be on the Select Board's agenda for the meeting on September 26, 2023.

Chair Reed recognized DPW Director Cabral who provided background and then discussed questions with the Members which arose from a review of the DPW Study Group's proposal. Several topics included: the cost analysis; the RFP process; the need for state certifications for contractors who bid on aspects of the RFP; insurance coverages for contractors to include error and omissions; the lack of local contractors bidding on the RFP; heating the DPW garage at 40 degrees Fahrenheit to preserve vehicular equipment; the wash bay; and swapping out of a generator and its benefits.

After DPW Director Cabral's comments, Chair Reed invited Mr. Kuechler to respond to DPW Director Cabral's comments or ask additional questions. Mr. Kuechler asked about the cost of the parking area around Snow's Field to accommodate the well; the cost of the fence for Snow's Field; and the cost of an easement. Members and Town staff had no other questions or comments.

Chair Reed announced that the next article to be discussed would be ***the Select Board version of the article for a Senior Pass Program***.

Chair Reed stated that the Members were in favor of the spirit of the article for a Senior Pass Program. Assistant Town Manager Clark and the Members reviewed the comments from the Town Counsel on the advisory vote regarding the pilot program of the Senior Pass Program and the language of the article.

Town Manager Tangeman, Assistant Town Manager Clark, and the Members discussed the need to continue the discussion on this article and the need for more specificity in the article.

Several highlighted topics discussed included: the complexity of the program; consideration to raise the age of eligibility from 60 to 70; the presence of the senior pass holder or the listed caregiver to enter the Transfer Station or Truro beaches; the impact of a Senior Pass Program on the Town budget; the challenges of the program; residency and age requirements for the program; and the defining of "other residents".



Chair Reed recognized Ms. Greenbaum who commented on this topic. After Ms. Greenbaum's comments, Chair Reed polled the Members and a majority agreed to move the vote on this item to the agenda for the meeting on September 26, 2023.

Chair Reed then announced that ***the petitioned article for a Senior Pass Program*** would now be discussed. Chair Reed asked if Ms. Holt was present and if she would like to comment. Ms. Holt said that she had submitted an explanation for the petitioned article, but it was not included in tonight's packet. Chair Reed said that she would check with Town staff to make sure that it was included for next week's meeting. No vote was taken.

B. Presentation of Public Works Facility Virtual Tour  
Presenter: Jarrod Cabral, DPW Director

Chair Reed recognized DPW Director Cabral who provided background information on the video and the need to inform a larger majority of the public about the DPW facility. DPW Director Cabral thanked Ms. Ward and Health and Conservation Agent Beebe for their hard work on this project. DPW Director Cabral then introduced and played the 20-minute video that provided a virtual tour of the DPW facility.

After viewing the video, Members expressed their appreciation for the video and their concerns for the current state of the DPW facility, the impact on the DPW employees who work there, and the need for moving forward in this process.

#### **CONSENT AGENDA**

A. Review/Approve and Authorize Signature:

1. Massachusetts Community Development Block Grant Program Contract

B. Review and Approve Appointment Renewals: NONE

C. Review and Approve Select Board Minutes: NONE

**Chair Reed made a motion to approve the Consent Agenda as printed in the packet.**

**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.**

#### **SELECT BOARD REPORTS/COMMENTS**

Member Rein thanked the Local Comprehensive Plan Committee, the Walsh Property Community Planning Committee and the Town staff for their hard work and accomplishments.

Member Weinstein commented that he concurred with Member Rein's comments and that he appreciated the efforts of Ms. Holt who submitted a petitioned article.

Member Dundas thanked everyone who participated in Truro Treasures this past weekend and the weather did impact attendance. Member Dundas said that he looked forward to next year's event.

Vice Chair Areson thanked those who came out and participated in the public forum on municipal government last week. Vice Chair Areson expressed disappointment about the turnout, and she was grateful that it was recorded so people may view it at their convenience. Vice Chair Areson noted that she and Town Manager Tangeman had a meeting last week with the Truro Part-time Resident Taxpayers' Association and they are making the effort to continue discussions with the group.

Chair Reed concurred with other Members' comments, and she especially acknowledged Katy Ward for her contributions to the Town through the videos she created for the fire department and the DPW. Chair Reed noted that it is the Select Board's responsibility to share this body of work with the community so she would reach out to the Town Moderator to request the showing of the DPW facility meeting at Pre-Town Meeting and at Town Meeting. Chair Reed asked the Members to consider reaching out to the Town Moderator as well.

Chair Reed recognized Member Weinstein who thanked Harbormaster and Shellfish Constable Jackett and his colleagues for the actions which they took to protect the harbor and fleet during the recent storm.

#### **TOWN MANAGER REPORT**

Town Manager Tangeman had no comments this evening and briefly reviewed the agenda for the meeting on September 26, 2023, with input from Chair Reed. Chair Reed noted that the Town should look at a Public Comment Policy and Town Counsel John Giorgio of KP Law had recently assisted the Town of Nantucket with such a policy.

Chair Reed recognized Member Rein who requested an update on Cloverleaf at a future meeting. There were no objections.

**Member Weinstein made a motion to adjourn at 8:25 pm.**

**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.**

Respectfully submitted,



Alexander O. Powers

Board/Committee/Commission Support Staff

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Kristen Reed, Chair

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Susan Areson, Vice Chair

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John Dundas, Clerk

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Stephanie Rein, Member

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Robert Weinstein, Member

**Public Records Material Attachments**

Legal Notice

Articles for Consideration on 9/19/2023

Ad Hoc Walsh Property Advisory Committee Article

Walsh Property Community Planning Committee Recommendations

Local Comprehensive Plan

Massachusetts Community Development Block Grant Program Contract

## Consent Agenda Item: 8E

Select Board Meeting Minutes

September 26, 2023, Meeting (Hybrid)

Via Zoom Platform

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

Select Board Members Absent:

Others Present: Darrin Tangeman-Town Manager (joined virtually); Kelly Clark-Assistant Town Manager; DPW Director Jarrod Cabral; Health and Conservation Agent Emily Beebe; Town Planner/Land Use Counsel Barbara Carboni; Anne Greenbaum (Truro Voter); Kevin Kuechler (Truro Voter); Anthony Garrett (Truro Property Owner); Michael Richard (Discipline Leader of Facilities Group at Weston & Sampson); Jeff Alberti (COO of Weston & Sampson and President of Weston & Sampson Engineers); Chris Lucy (Truro Voter); Director of Community Services Damion Clements; Chris Clark (Truro Voter)

Chair Reed called the meeting to order at 5:00 pm and read the information for the public to access the meeting on Channel 8 and participate. Chair Reed introduced the Members and Town staff present.

### **PUBLIC COMMENT**

Prior to recognizing any individual for public comment, Chair Reed read aloud the refresher from KP Law regarding public comment.

Chair Reed recognized the following individual who commented on various topics not on the agenda in accordance with the Open Meeting Law: DPW Director Cabral

### **PUBLIC HEARINGS**

None

### **INTRODUCTION TO NEW EMPLOYEES**

None

### **BOARD/COMMITTEE/COMMISSION APPOINTMENTS**

None

### **STAFF/COMMITTEE UPDATES**

None

## **TABLED ITEMS**

None

## **SELECT BOARD ACTION**

A. Discussion and Vote to Recommend Special Town Meeting Articles and Any Further Discussion/Votes on Special Town Meeting Warrant

Presenter: Darrin Tangeman, Town Manager

Chair Reed led the discussion on the articles with the Members.

### **Article 6: Establish Ad Hoc Walsh Property Advisory Committee**

Chair Reed provided background information and then recognized Member Rein and Ms. Greenbaum respectively for comments and suggestions. Members and Ms. Greenbaum discussed and commented on the following highlighted topics: 2-way communication; community engagement and input to the Town administration; concerns about the anticipated additional burden upon Town staff; and concerns about specific language regarding developers.

Chair Reed invited members of the public to comment and there were none.

**Chair Reed made a motion to recommend and to establish the Ad Hoc Walsh Property Advisory Committee without the red language submitted by Anne Greenbaum.**

**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.**

### **Article 8: Senior Pass Program (Select Board Version)**

Chair Reed provided background information and Members discussed the following highlighted topics: the use of the word “establish” and preference for the replacement word “research”.

Chair Reed invited members of the public to comment and there were none.

**Chair Reed made a motion to recommend the Senior Pass Nonbinding Resolution with Vice Chair Areson’s suggested change.**

**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.**

After the vote, Assistant Town Manager Clark reconfirmed the language agreed upon by the Members with Chair Reed.

**Article 9: Amend General Bylaws to Add Stormwater Management by Drainage, Erosion and Sediment Control**

Chair Reed recognized Health and Conservation Agent Beebe who discussed and commented on the following highlighted topics with the Members: suggested change and agreed upon the language to specify the penalty of “\$300/per violation/per day”; and the question of whether this suggested language change should be sent to Town Counsel for a legal review prior to Town Meeting.

Chair Reed asked Town Planner/Land Use Counsel Carboni to opine on that question and Town Planner/Land Use Counsel Carboni stated that question should be referred to KP Law as it is Town Counsel. Town Manager Tangeman provided additional comments.

Chair Reed invited members of the public to comment and there were none.

**Chair Reed made a motion to recommend Article 9 to Amend General Bylaws to Add Stormwater Management by Drainage, Erosion and Sediment Control as printed with the amended changes.**  
**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.**

After the vote, Chair Reed recognized Health and Conservation Agent Beebe who announced that a public discussion on the Stormwater Bylaw and stormwater management has been scheduled for Wednesday, October 11, 2023, at 5 pm, at the Truro library.

**Article 13: Article to Continue Community Involvement in the Walsh Design and Development Process – Petitioned Article**

Chair Reed announced that this was a petitioned article submitted by Ms. Greenbaum. There was no discussion or public comment.

**Chair Reed made a motion to recommend Article 13: Article to Continue Community Involvement in the Walsh Design and Development Process – Petitioned Article**  
**Vice Chair Areson seconded the motion.**

**Roll Call Vote:**

**Vice Chair Areson - Nay**

**Member Dundas - Nay**  
**Member Weinstein - Nay**  
**Member Rein - Nay**  
**Chair Reed – Nay**  
**So voted, 0-5-0.**

**Article 14: DPW Campus Design and Development Project for Town Hall Hill – Petitioned Article**

Chair Reed recognized Mr. Keuchler and Mr. Garrett (joined virtually) and then announced that DPW Director Cabral, Mr. Richard and Mr. Alberti had joined the discussion.

Chair Reed announced that the explanation for this article will not be included in the Warrant as the signatories didn't sign the explanation.

Chair Reed also announced that any member of the public who wanted to comment on this topic to identify themselves, state whether they were a Truro voter, state if they were an abutter to Town Hall Hill, and state their qualifications and credentials.

Chair Reed recognized DPW Director Cabral who noted that the DPW Study Group's presentation was not included in tonight's packet.

Mr. Keuchler and Mr. Garrett introduced themselves and DPW Director Cabral stated several points of order to provide clarity and accurate information. Vice Chair Areson noted that the repeated interruptions by DPW Director Cabral was disruptive to the presentation and asked that DPW Director Cabral's comments be provided at the end of the presentation. Chair Reed polled the Members regarding this process and most Members agreed with Vice Chair Areson's comments. Chair Reed recognized Mr. Garrett who replied to DPW Director Cabral's comments.

Mr. Garrett provided background information and then presented the volunteer DPW Study Group's proposed article and presentation.

After Mr. Garrett's presentation, Mr. Keuchler presented his educational and professional background, qualifications and expertise. Mr. Keuchler then presented his presentation to the Members.

After the presentation, Chair Reed recognized DPW Director Cabral who commented on the volunteer DPW Study Group's presentation prior to Chair Reed recognizing Mr. Alberti. Chair Reed asked Mr. Alberti to amend his presentation and review of the DPW Study Group's article so the Select Board is well-informed and can vote on this petitioned article.

Mr. Alberti stated that he reviewed the DPW Study Group's study through the lens of a team from Weston & Sampson doing the same study focusing on deficiencies which would affect cost. Mr. Alberti noted that he did not believe the DPW Study Group's position that the DPW facility could be done at half the cost that Weston & Sampson has proposed. Mr. Alberti concluded that the DPW Study Group did offer viable components to consider when the design is advanced at the Town's selected site (340/344 Route 6 site).

After Mr. Alberti's presentation, Mr. Garrett reiterated that that the DPW Study Group was a group of volunteers and were in no way seeking to contract any aspect of the work. Mr. Garrett stated that the



DPW Study Group's position has been that it was important to offer a site-specific design and the group has offered an alternative location that is more cost effective. Mr. Garrett also noted that he vehemently disagreed with the assertion that the DPW Study Group's plans are for a facility of 23,000 square feet rather than 32,000 square feet and that he has the AutoCAD designed plans to prove it. After Mr. Garrett's comments, Chair Reed recognized Mr. Kuechler who commented on Weston & Sampson's Feasibility Study (dated February 2020) in which the Zone 1 slides (page 21 and page 23) are different sizes and are in different locations.

Mr. Alberti responded that Weston & Sampson utilized the data that was provided to them, and he could not comment on the conceptual plan to which Mr. Kuechler referred.

Members commented and discussed with the representatives from Weston & Sampson and the DPW Study Group the following highlighted topics: focus on motor pool safety and whether the same location of the fuel depot would meet current regulatory requirements; whether the DPW Study Group considered any safety issues regarding the fuel depot in relation to the proximity to the residences nearby; safe maneuverability of larger vehicles at the facility; the location of the salt shed; the lack of previous community participation in this DPW facility process of the volunteer DPW Study Group members (with the exception of Mr. Kuechler who has served Truro in the past and continues to remain engaged in the community) since the need for a new DPW facility arose five years ago; the lack of a Professional Engineer and a Massachusetts licensed surveyor on the DPW Study Group which reduced the credibility of the DPW Study Group's analysis and study; the need to obtain a 2/3 vote on the site at the Special Town Meeting and whether that vote will pass (if not, the Select Board will bring it back, as well as other potential sites, for the spring Town Meeting); the catch basin cost in the DPW Study Group's budget; concerns about the unknown costs prior to the Special Town Meeting; the suggestion to remove the last sentence in the Select Board comment in the warrant (Chair Reed informally polled the Members and three were in favor of leaving the last sentence in and two were opposed).

Chair Reed recognized the following members of the public who commented on this topic: Mr. Lucy, Community Services Director Clements, Mr. Richard, and DPW Director Cabral.

Chair Reed thanked all who participated in this discussion prior to the vote on the article.

**Chair Reed made a motion to recommend Article 14: DPW Campus Design and Development Project for Town Hall Hill – Petitioned Article as printed.**

**Member Weinstein seconded the motion.**

**Roll Call Vote:**

**Vice Chair Areson - Nay**

**Member Dundas - Nay**

**Member Weinstein - Nay**

**Member Rein - Nay**

**Chair Reed – Nay**

**So voted, 0-5-0.**

**Article 15: Senior Pass Program – Petitioned Article**

Chair Reed announced that the explanation for this article will not be included on the Warrant as the signatories did not sign the explanation. No other comments were made by the Members or the public.

**Chair Reed made a motion to recommend Article 15: Senior Pass Program – Petitioned Article as printed.**

**Member Weinstein seconded the motion.**

**Roll Call Vote:**

**Vice Chair Areson - Nay**

**Member Dundas - Nay**

**Member Weinstein - Nay**

**Member Rein - Nay**

**Chair Reed – Nay**

**So voted, 0-5-0.**

B. Vote to Approve, Sign and Post the October 21, 2023, Special Town Meeting Warrant

Presenter: Darrin Tangeman, Town Manager

Town Manager Tangeman provided the administrative requirement to post it effective October 6, 2023, with input from Assistant Town Manager Clark.

**Chair Reed made a motion to approve and electronically sign the 2023 Special Town Meeting Warrant posting and to post the Warrant on October 6, 2023, in accordance with the Town Charter.**

**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.**

C. Discussion and Assignment of Movers of Special Town Meeting Articles.

Presenter: Darrin Tangeman, Town Manager

Chair Reed led the discussion and noted that it is customary for the Planning Board chair to present all of the Planning Board articles so she would like her name replaced with Anne Greenbaum's name.

Assistant Town Manager Clark clarified that Chair Reed's assignment as mover should remain and Chair Reed agreed.

Chair Reed asked the Members if they accepted their assigned articles and there were no objections.

Chair Reed then led the discussion on the articles' order on the Warrant with the Members. Members commented and discussed the following topics: whether financial articles go first on the Warrant for a Special Town Meeting; constituents' request that the Walsh Property articles moved forward to allow young families to participate early in the Special Town Meeting.

During the discussion, Member Weinstein objected to the phrase of Article 2's title "DPW Change of Use of 340 Route 6" and suggested the replacement phrase of "DPW Authorization to Use of 340 Route 6". Assistant Town Manager Clark will refer this suggested title change to Katie Klein of KP Law and see if she would be amenable to the change.

Chair Reed recognized Mr. Clark who commented on this topic.

After a discussion among the Members, Members agreed to the new order of the articles suggested by Member Rein (listed below) without objection:

*Article 1 Borrowing Authorization for Truro Central School HVAC and Roof Repairs*

*Article 2 DPW Change in Use of 340 Route 6*

*Article 3 Borrowing Authorization for the Engineering and Construction of Public Works Facility*

*Article 4 Borrowing Authorization for the Engineering of Public Works Facility*

*Article 5 Adoption of Walsh Property Community Planning Committee Recommendations*

*Article 6 Establish Ad Hoc Walsh Property Advisory Committee*

*Article 7 Adoption of Local Comprehensive Plan*

*Article 8 through Article 15 remain unchanged.*

**Chair Reed made a motion to assign the movers of articles for the 2023 Special Town Meeting and the order suggested by Member Rein and the Board supported, as well as having Town Counsel review the language change of Article 2 as Member Weinstein suggested.**

**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.**

### **CONSENT AGENDA**

A. Review/Approve and Authorize Signature: NONE

B. Review and Approve Appointment Renewals: NONE

C. Review and Approve Select Board Minutes: Select Board Regular Meeting Minutes 6.13.2023

During the discussion of the Consent Agenda, Vice Chair Areson suggested a change in the language on page 8, item E that referenced “same evening” and the change would be “same meeting session”. Vice Chair Areson noted that she had already emailed Town staff regarding this suggested change.

**Chair Reed made a motion to approve the Consent Agenda as printed in the packet with Vice Chair Areson’s suggested changes.**

**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.**

**SELECT BOARD REPORTS/COMMENTS**

Member Rein encouraged all to read the Local Comprehensive Plan.

Member Weinstein noted the passing of John Bloom who passed away this past week and he acknowledged Mr. Bloom's contributions to the community. Member Weinstein offered his condolences to Mr. Bloom's family.

Member Dundas announced that the Truro Historical Society and Association will host a remembrance for Susan Howe, on Sunday, October 1, 2023, from 4-6 pm, at the Highland Museum.

Vice Chair Areson apologized for her inability to attend the Pre-Town Meeting as she will be traveling.

Chair Reed reserved her comments for the next meeting's agenda.

**TOWN MANAGER REPORT**

Town Manager Tangeman had no comments this evening and reviewed the agenda for the meeting on October 10, 2023, with input from Chair Reed.

Chair Reed announced that the Healey-Driscoll Administration is seeking feedback from all 351 Massachusetts towns and cities on what they need for their communities. Members are encouraged to submit what Truro needs to Assistant Town Manager Clark as soon as possible. Those items will be reviewed and voted upon at the Select Board's October 10, 2023, meeting. The items will then be included in a letter signed by Chair Reed and sent to the Healey-Driscoll Administration.

Chair Reed will also work on a Public Comment Policy.

**Member Dundas made a motion to adjourn at 8:29 pm.**

**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.**

Respectfully submitted,



Alexander O. Powers  
Board/Committee/Commission Support Staff

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Kristen Reed, Chair

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Susan Areson, Vice Chair

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John Dundas, Clerk

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Stephanie Rein, Member

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Robert Weinstein, Member

**Public Records Material Attachments**

Legal Notice

Draft Special Town Meeting Warrant as of September 23, 2023

Petitioner's Comments on Select Board Article 6: Establish Ad Hoc Walsh Property Advisory Committee

Posting of the 2023 Special Town Meeting Warrant

Movers for Town Meeting Articles

Select Board Meeting Minutes

October 10, 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; Town Clerk Elisabeth Verde; Fire Chief Tim Collins; DPW Director Jarrod Cabral; Town Moderator Paul Wisotzky; Fire and EMS Coordinator Julie Cataldo; Lauren Goldberg (Managing Attorney at KP Law); David Jenkins (Attorney at KP Law); William Henchy (Attorney for Select Board Vice Chair Susan Areson); Eric Parker (Truro Voter); Tim Hickey (Truro Voter); Jon Slater (Truro Voter); Jeff Alberti (Weston & Sampson Chief Operating Officer and President of Weston & Sampson Engineers); Chris Lucy (Truro Voter); Kevin Kuechler (Truro Voter)

Chair Reed called the meeting to order at 5:00 pm and read the information for the public to access the meeting on Channel 8 and participate. Chair Reed introduced the Members and Town staff present.

**PUBLIC COMMENT**

Prior to recognizing any individual for public comment, Chair Reed read aloud the refresher from KP Law about ground rules regarding public comment.

A. Moderator's Announcements for Special Town Meeting

Presenter: Paul Wisotzky, Town Moderator

Chair Reed recognized Town Moderator Wisotzky who provided an update on the Special Town Meeting (STM).

Town Moderator Wisotzky said that STM will be held on Saturday, October 21, 2023, at the Truro Central School. Important times to keep in mind include 9 am for check-in and 10 am for the proceedings to begin.

Town Moderator Wisotzky provided information about how the meeting will be conducted (check-in, issuance of voter cards, Town Meeting Guide, seating for voters and non-voters, and a review of the new criteria regarding printed materials determined by Town Moderator).

Chair Reed recognized the following individuals who commented on topics not on the meeting's agenda: DPW Director Cabral, Mr. Parker, Mr. Hickey, and Mr. Slater. Due to technical issues, Chair Reed asked Mr. Slater to submit his comments via email and he said that he would do so.

## **PUBLIC HEARINGS**

None

## **INTRODUCTION TO NEW EMPLOYEES**

A. Julie Cataldo, Fire & EMS Administrator  
Presenter: Tim Collins, Truro Fire Chief

Fire Chief Collins introduced Ms. Cataldo. Town Manager Tangeman and the Members warmly welcomed Ms. Cataldo to the team.

## **BOARD/COMMITTEE/COMMISSION APPOINTMENTS**

A. Interview and Possible Appointments to the Board of Registrars

Due to the unavailability of an Applicant to appear this evening and a lack of time to review other applications, Chair Reed recommended that this agenda item be rescheduled for this Friday or Monday. The agenda item was tabled for further discussion.

## **STAFF/COMMITTEE UPDATES**

A. Update Investigation, Susan Areson Complaint  
Presenters: Lauren Goldberg, Managing Attorney at KP Law and David Jenkins, Attorney at KP Law

Chair Reed recognized Attorney Goldberg and Attorney Jenkins (serving as Town Counsel in this matter) who provided an overview of their legal experience. Attorney Jenkins provided background information regarding the complaint filed against Vice Chair Areson, the Select Board's actions, and then reviewed the current status of the investigation. Attorney Jenkins stated that he recommended that the Select Board not proceed with the investigation. Managing Attorney Goldberg concurred with Attorney Jenkins' recommendation.

Chair Reed then asked the Members if they wished to comment, and no comments were made.

Chair Reed recognized Attorney Henchy who stated for the record that Vice Chair Areson has denied any wrongdoing and has denied that she had violated the Town Charter. Attorney Henchy concurred with the recommendation from Town Counsel in this matter.

Chair Reed recognized Vice Chair Areson who stated that this has been difficult and denied any wrongdoing. Vice Chair Areson concluded that she was sorry that she and the Town had to spend money on this matter.

After Vice Chair Areson's comments, Chair Reed asked if Town Counsel had any other comments and Town Counsel did not.

There were no other comments from the Members.



**Chair Reed made a motion to accept the recommendation from Town Counsel and close the investigation into the complaint against Vice Chair Areson for violating the Town Charter and the Open Meeting Law.**

**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. Presentation and Discussion on Voter Registration Residency

Presenters: Elisabeth Verde, Town Clerk, and Lauren Goldberg, Managing Attorney at KP Law

Chair Reed recognized Town Clerk Verde who briefly introduced the topic and then introduced Managing Attorney Goldberg who presented the requirements for voter registration residency. Managing Attorney Goldberg also illustrated unintended consequences if a registered voter commits wrongdoing. Managing Attorney Goldberg reviewed the process initiated by the Board of Registrars upon receipt of a complaint to include the Board of Registrar’s findings and the appeals process.

The Members, Managing Attorney Goldberg, and Town Manager Tangeman commented and discussed the following highlighted topics: “snowbird” situations; homestead exemptions; claiming residence elsewhere; receiving Residential Tax Exemptions; and changing residences for voting purposes.

Chair Reed asked if any member of the public wished to comment and there were none.

C. Public Works Update

Presenter: Jarrod Cabral, DPW Director

Chair Reed recognized DPW Director Cabral who noted that Mr. Alberti was also present before he provided a brief review of the following questions asked and concerns discussed at the Pre-Town Meeting:

1. Why a new DPW facility?
2. Why 340 Route 6?
3. What will it cost?
4. Why is the cost more than the alternative plan being floated around?
5. How did we get here?
6. Projected Debt Service FY2023-FY2045
7. What is the plan?

DPW Director Cabral provided responses to the questions via a PowerPoint presentation. Photographs were provided to demonstrate the need for a safe work environment for the DPW employees.

After DPW Director Cabral’s presentation, Chair Reed recognized Mr. Alberti who provided a summary of a high-level review of the DPW Study Group’s DPW campus design and a comparison of the costs of

the project. Mr. Alberti noted that the DPW Study Group's cost estimate was missing \$15.3M in total missing costs when added to the original DPW Study Group's cost was \$15.5 for a total of \$30.8M compared to Weston & Sampson's estimate of \$35M.

Members expressed their appreciation for this evening's presentation and encouraged the Town Moderator to include this presentation at the Town Meeting.

After the Members' comments, Chair Reed recognized the following individuals who commented on this topic: Mr. Lucy, Mr. Kuechler, Mr. Alberti, and DPW Director Cabral.

### **TABLED ITEMS**

None

### **SELECT BOARD ACTION**

A. Discussion and Approval of Letter to Healey-Driscoll Administration on Partnership Efforts  
Presenter: Kristen Reed, Select Board Chair

Chair Reed led the discussion on this topic and noted that the letter was drafted with input from Town staff. Chair Reed noted that the letter was due to the Commonwealth on October 13, 2023, and the Members provided feedback on the letter to include suggested edits and re-prioritized the initiatives.

**Chair Reed made a motion to approve the Letter on Partnership Efforts to the Healey-Driscoll Administration, and other appropriate contacts, with the list of priorities that the Select Board agreed upon with Vice Chair Areson's editorial note and the comments made by Member Dundas and Member Weinstein.**

**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.**

B. Review and Discuss Public Comment Policy  
Presenter: Kristen Reed, Select Board Chair

Chair Reed stated that she and Town Counsel reviewed the Public Comment Policy, and a draft is available for the Members' review this evening. The draft contains the language that has been legally vetted. Chair Reed and the Members agreed to have more time to review the draft policy more thoroughly and an additional discussion will be added to a future meeting agenda.

There were no objections, and no vote was taken.

C. Review and Possible Approval of Agreement for Services-MetaSource, LLC

Presenter: Darrin Tangeman, Town Manager

Town Manager Tangeman and Assistant Town Manager Clark reviewed the Agreement for Services provided by MetaSource, LLC. On March 2, 2023, the Town issued a Request for Proposals for Records Management, Storage and Archiving Services of Town records. There was an evaluation process and MetaSource, LLC was selected as the most advantageous proposal. Town Manager Tangeman reviewed key aspects of the agreement.

Town Manager Tangeman and the Members discussed the following highlighted topics: the ease of integration of digitized documents with the Town's website; cyber security; MetaSource, LLC's excellent reputation; the chain of custody of documents; and anticipated Town staff hours to box up the documents for digitization.

**Chair Reed made a motion to approve the MetaSource, LLC Agreement for Services and authorize the Town Manager to sign on the Board's behalf.**

**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.**

D. Review and Approve Special Town Meeting Motions and Additional Movers of Articles

Presenter: Darrin Tangeman, Town Manager

Chair Reed asked for mover volunteers for the petitioned articles.

**Chair Reed made a motion to approve the motions as presented and allowing Bond Counsel to make any non-substantive changes necessary to comport with the law and to assign movers of the petitioned articles as discussed (Article 13-Member Rein if necessary, Article 14-Chair Reed if necessary, and Article 15-Member Dundas if necessary).**

**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**

A. Review/Approve and Authorize Signature:

1. Grant Administrator Contract for the Community Development Block Grant (CDBG) Program
2. Barnstable County Dredge Letter regarding the dredging of Pamet Harbor

3. Approve Appointment Board of Registrars Elisabeth Verde
- B. Review and Approve Appointment Renewals: NONE
- C. Review and Approve Select Board Minutes: Select Board Regular Meeting Minutes 6.27.2023

Vice Chair Areson asked the Members to consider the addition of a sentence on the end of the last paragraph on page 4 and the beginning of page 5 with the language ***“DPW Director Cabral informed the Select Board that Town Counsel advised that a change in this location will require a 2/3 vote at Town Meeting.”*** There were no objections, and the change was accepted.

**Chair Reed made a motion to approve the Consent Agenda as printed in the packet with Vice Chair Areson’s suggested amendment.**

**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.**

#### **SELECT BOARD REPORTS/COMMENTS**

Member Rein thanked the community for attending the Pre-Town Meeting as there was a great deal of exchange and she was looking forward to the upcoming Town Meeting.

Member Weinstein attended the most recent Energy Committee’s 2-hour meeting and he felt that the committee chair had inappropriately used the committee’s time by having a proposal presented by a private group. It made it appear that the Town authorized this, and it did not.

Member Dundas said that he was at the Box Lunch and saw the Truro Community Education Class had been published and commences on October 16, 2023. Member Dundas thanked Heather Harper for her hard work in this effort. More information can be found on the Town website. Member Dundas reminded Town staff that the quarterly cyber security training has begun and if you find it in your email you need to complete it. Member Dundas thanked Planning Board Vice Chair Anne Greenbaum publicly for her example in all that she does for the Town, and he especially appreciated her efforts to solve the housing challenges in Truro.

Vice Chair Areson reported that the Local Comprehensive Plan Committee met today and made several final revisions. Once the Local Comprehensive Plan is finalized, it will be posted on the Town website and there will be printed copies available at Town Hall, the library, and the Council on Aging. There will be a shorter version (similar to an Executive Summary) of the Local Comprehensive Plan available as well and there will be printed copies of this as well. The Board of Health met last week, and they are making significant progress of the cesspool upgrade with the deadline of December 31, 2023. Vice Chair Areson provided numerical information to inform the public as to the number of cesspool upgrades completed and those which remained. The Board of Health is attempting to work with property owners to complete the cesspool upgrade as there are thirty properties for which there has been no progress. At

the Board of Health's next meeting, they will discuss extending deadlines for those individuals who have permits but have not completed the installation.

Chair Reed reminded the public about the upcoming Special Town Meeting on October 21, 2023, at the Truro Central School, with a 9 am check-in and the proceedings commencing at 10 am. Chair Reed noted the great news regarding the dune shack lease that was recently offered to Sal Del Deo.

Member Weinstein asked Chair Reed if he could interrupt and comment on something that Mr. Lucy had stated earlier in the meeting. Mr. Lucy had made a comment on the DPW Facility campus that was referenced in the Truro News. Member Weinstein stated that the article attributed measures that the Select Board had taken which were simply not true.

### **TOWN MANAGER REPORT**

Town Manager Tangeman noted that there have been a lot of meetings and Town staff is working extremely hard. Town Manager Tangeman specifically recognized Assistant Town Manager Clark and DPW Director Cabral for their efforts. Town Manager Tangeman stated that it was important to interview the five applicants (all Republicans) for the Board of Registrars this coming Friday, October 13, 2023, at 9:30 am and Monday, October 16, 2023, at 9 am based upon the applicant's availability.

Town Manager Tangeman reviewed the agenda for the next meeting on October 24, 2023.

**Member Weinstein made a motion to adjourn at 7:54 pm.**

**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.**

Respectfully submitted,



Alexander O. Powers

Board/Committee/Commission Support Staff

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Kristen Reed, Chair

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Susan Areson, Vice Chair

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John Dundas, Clerk

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Stephanie Rein, Member

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Robert Weinstein, Member

**Public Records Material Attachments**

Legal Notice

M.G.L. Chapter 51, Sections 15, 17 and 18

Applications to Serve

Memorandum Outlining Residency Requirements for Voter Registration & Voter Registration Challenges

Draft Letter to the Healey-Driscoll Administration on Partnership Efforts

Draft Revised Policy #59: Public Comment, Select Board Reports, and Select Board Comments

Policy #59: Public Comments, Selectmen Reports, and Selectmen Comments

MetaSource, LLC Agreement for Services

Technical Proposal (Exhibit A)

Price Proposal (Exhibit B)

Draft Motions for Special Town Meeting (STM) 2023

Legal Advertisement Notice

Grant Administration Contract and Notice of Award

Draft Letter to Barnstable County Dredge Program for Select Board Signature

M.G.L. Chapter 51, Sections 15, 17 and 18

Application to Serve – Town Clerk Elisabeth Verde

Select Board Special Meeting Minutes

October 13, 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; Town Clerk Elisabeth Verde; Tim Hickey (Truro Voter); Susan Chapman (Truro Voter); Wes (Eric) Chapman (Truro Voter); Julie Cataldo-Roda (Truro Voter); Heather Harper (Truro Voter)

Chair Reed called the meeting to order at 9:30 am and read the information for the public to access the meeting on Channel 8 and participate. Chair Reed introduced the Members and Town staff present.

**PUBLIC COMMENT**

Prior to recognizing any individual for public comment, Chair Reed read aloud the ground rules regarding public comment. There were no public comments.

**BOARD/COMMITTEE/COMMISSION APPOINTMENTS**

A. Interview and Possible Appointments to the Board of Registrars: Susan Chapman, Wes (Eric) Chapman, Julie Cataldo-Roda (joined virtually), Heather Harper, Juliana MacAller (withdrew)

Chair Reed recognized Town Clerk Verde who explained the process and the need for two Republicans to fill two seats on the Board of Registrars.

Chair Reed recognized Town Manager Tangeman who stated that after consultation with Town Counsel, these appointments would be temporary under M.G.L. Chapter 51, Section 20. Town Manager Tangeman noted, under advice from Town Counsel, the Town had to still confirm Mr. Hickey's status as the Local Republican Town Committee Chairperson. Town Manager Tangeman recommended that these two appointments be for 60 days to give Mr. Hickey the legally required 45 days to obtain his notification letter from the Republican Party.

Chair Reed recognized Vice Chair Areson who asked how this situation arose and if the Town had been operating inappropriately for a period of time. If so, for how long? Vice Chair Areson commented that there had been two resignations from the Board of Registrars. Town Manager Tangeman stated there was no issue of operating inappropriately.

Town Clerk Verde said that for the most recent election in April, it was her understanding that that the Board of Registrars had most recently been made up of two Democrats, one unenrolled, and one Republican. Town Clerk Verde added that it is not legally required to have two members from each major political party appointed to the Board of Registrars, but a municipality should fill the positions to



the best of its ability. Town Clerk Verde stated that when she became the town clerk, she became an “*ex officio*” member of the Board of Registrars and that resulted in the removal of a member. Town Clerk Verde then reviewed the composition of the entire board and stated that this was now an opportunity to follow the law more closely.

Chair Reed recognized Mr. Hickey who stated that until Town Manager Tangeman told him this afternoon that the Town had to confirm his status with the Republican Party he had been serving as the Local Republican Town Committee Chairperson. Mr. Hickey expressed concern that he was unable to speak with the candidates and properly vet them.

Chair Reed noted that this deliberation was not on the agenda and the Select Board had already received a legal opinion from the Town Counsel that it could move forward with the interviews. Chair Reed then recognized Town Manager Tangeman who replied to Mr. Hickey’s concern.

Since Vice Chair Areson and Member Rein raised concerns and questions from constituents regarding voter registration, Chair Reed stated that there are no current complaints and challenges to a voter’s registration, but the Select Board was legally bound under statute to do this work.

Chair Reed recognized Mr. Hickey who voiced concern that two of the candidates for the Board of Registrars are employed by the Town of Truro and the urgent timing of these appointments appeared to be an effort to challenge a voter’s registration status if one voted on articles on the upcoming Town Meeting’s floor.

Chair Reed then stated that Mr. Hickey was not a part of this procedure as he has not been verified with the Republican Party so this session would proceed.

Vice Chair Areson asked Town Clerk Verde if it was possible for a voter’s status in Truro to be challenged by a complainant prior to the upcoming Town Meeting. Town Clerk Verde replied that timing would be an issue as it was legally required to send a summons to the voter within 2-14 days upon receipt of the complaint and that there were currently no voter registration challenges or complaints.

Chair Reed then recognized Mr. Hickey who noted that there was confusion about this process and noted that his wife, Ms. MacAller (an applicant), could not serve on the Board of Registrar. Mr. Hickey said that under Massachusetts law, as she currently serves as the secretary for the Local Republican Town Committee, she withdrew her application. Town Clerk Verde explained the process for individuals to apply for the Board of Registrars in order to make the process easier and attract more applicants.

Vice Chair Areson noted that Town Clerk Verde had previously been appointed to the Board of Registrars so she would not be interviewed. Town Manager Tangeman confirmed this.

Member Hickey asked Chair Reed if he would have an opportunity to ask a candidate a question during the interview as a voter and Chair Reed replied that she would make that decision and she was unsure if she would allow that.

Member Rein asked if it was appropriate to ask a candidate if that candidate has read the applicable laws and regulations regarding the Board of Registrar’s legal authority and responsibilities to which Chair Reed stated in the affirmative.

Chair Reed led the interview of Ms. Chapman with the Members who thanked Ms. Chapman for her interest and asked questions pertaining to aspects of the role.

Chair Reed led the interview of Mr. Chapman with the Members who thanked Mr. Chapman for his interest and asked questions pertaining to aspects of the role.

Mr. Hickey requested a point of privilege and was recognized by Chair Reed. Mr. Hickey reiterated that he was the chair of the Local Republican Town Committee and requested that this procedure be suspended without a vote as he has been unable to properly vet the other three applicants. Mr. Hickey further stated that he would be happy to speak with the other three candidates. Chair Reed announced that the Select Board will continue with the procedure.

Chair Reed led the interview of Ms. Harper with the Members who thanked Ms. Harper for her interest and asked questions pertaining to aspects of the role. Member Rein and Vice Chair Areson both noted that Ms. Harper's application stood out from the other applicants as Ms. Harper wrote that she was interested in the role *"to help protect voter's rights and electoral integrity."*

Chair Reed led the interview of Ms. Cataldo-Roda with the Members who thanked Ms. Cataldo-Roda for her interest and asked questions pertaining to aspects of the role. Chair Reed asked Ms. Cataldo-Roda if Mr. Hickey had contacted her, to which she replied that Mr. Hickey had contacted her mother, so Mr. Hickey had the wrong number.

Chair Reed then asked Ms. Harper if Mr. Hickey had contacted her and she replied in the affirmative. Ms. Harper also said that she did not hang up on him as the conversation had concluded.

Mr. Hickey requested a point of privilege and was recognized by Chair Reed. Mr. Hickey stated that he and Ms. Harper had briefly spoken and that she had answered only one question before she hung up on him. Chair Reed thanked him and reminded Mr. Hickey of the definition of point of privilege.

Chair Reed then asked the Members for their comments regarding the candidates. Member Dundas asked if the Republican chair should have an opportunity to speak with all of the candidates to his satisfaction and delay the vote on appointments for one more meeting. Chair Reed replied that she did not agree at all with that suggestion.

Member Rein, Member Weinstein, Vice Chair Areson, and Chair Reed stated that they were prepared to move forward in accordance with the Town Counsel's legal opinion and the recommendations of Town Manager Tangeman and Town Clerk Verde prior to Town Meeting.

Vice Chair Areson recommended the appointments of Mr. Chapman and Ms. Harper. Member Dundas recommended the appointments of Mr. Chapman and Ms. Cataldo-Roda. Member Weinstein recommended the appointments of Ms. Harper and Ms. Cataldo-Roda. Member Rein recommended the appointments of Ms. Harper and Ms. Cataldo-Roda. Chair Reed recommended the appointments of Ms. Harper and Ms. Cataldo-Roda.

Chair Reed recognized Ms. Chapman who clarified a comment that was made earlier by Chair Reed.

**Chair Reed made a motion to appoint Heather Harper to the Board of Registrars for a 60-day term expiring on December 12, 2023.**

**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.**

**Chair Reed made a motion to appoint Julie Cataldo-Roda to the Board of Registrars for a 60-day term expiring on December 12, 2023.**

**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.**

Chair Reed congratulated Ms. Harper and Ms. Cataldo-Roda.

Chair Reed recognized Town Manager Tangeman for a point of clarification who confirmed that Mr. Hickey has been verified as the Local Republican Town Committee Chairperson as of May 10, 2023, and this made no difference in this process. Mr. Hickey will have the ability to submit a list of candidates for the Board of Registrars on December 12, 2023.

**Member Rein made a motion to adjourn at 10:40 am.**

**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

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Susan Areson, Vice Chair

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John Dundas, Clerk

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Stephanie Rein, Member

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Robert Weinstein, Member

**Public Records Material Attachments**

Legal Notice

Select Board Meeting Minutes

October 24, 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; DPW Director Jarrod Cabral; Kevin Grunwald (Chair Housing Authority and Truro Voter), Betty Gallo (Housing Authority Vice Chair and Truro Voter), Rich Roberts (Planning Board Chair and Truro Voter), Dennis O'Brien (Truro Voter), Karen Ruymann (Truro Voter); Michael Forgione (Truro Voter), Debra Best-Parker (Truro Voter), Jon Slater (Truro Voter), Bob Panessiti (Finance Committee Chair and Truro Voter), Anne Greenbaum (Planning Board Vice Chair and Truro Voter), Tim Hickey (Truro Voter), 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 on Channel 8 and participate. Chair Reed introduced the Members and Town staff present.

**PUBLIC COMMENT**

Prior to recognizing any individual for public comment, Chair Reed read aloud the ground rules regarding public comment.

Chair Reed recognized the following individuals who made public comment: Member Rein, Mr. O'Brien, Ms. Ruymann, Mr. Forgione, Town Manager Tangeman, Ms. Best-Parker, Mr. Slater, Mr. Panessiti, Ms. Greenbaum, Town Manager Tangeman, Mr. Hickey, and Mr. Riemer.

**PUBLIC HEARINGS**

None

**INTRODUCTION TO NEW EMPLOYEES**

None

**BOARD/COMMITTEE/COMMISSION APPOINTMENTS**

None

**STAFF/COMMITTEE UPDATES**

None

## TABLED ITEMS

None

## SELECT BOARD ACTION

A. Review and Adopt Housing Production Plan (HPP) and Authorize the Chair to Submit  
Presenters: Kevin Grunwald, Housing Authority Chair; Betty Gallo, Housing Authority Vice Chair

Chair Grunwald provided background information, the purpose of the HPP, the process of developing the HPP with input from stakeholders, and then highlighted key aspects of the HPP.

Prior to comments from the Members, Chair Reed noted for the record that Planning Board Chair Rich Roberts and Planning Board Vice Chair Anne Greenbaum were present at the meeting.

Members thanked JM Goldson, LLC, the Town staff, and the Housing Authority for their hard work in creating the HPP.

Chair Reed recognized Planning Board Chair Roberts who discussed the aspirational intent of the HPP and provided the reasons why he voted against the HPP during the Planning Board's vote. Planning Board Chair Roberts noted that there was a disconnect between the data provided and the stated housing goal as presented in the HPP.

Chair Reed, Members, Housing Authority Chair Grunwald, and Housing Authority Vice Chair Gallo discussed and commented on the following highlighted topics: assessing the feasibility of Town-owned land for affordable housing; the inclusion of a housing coordinator in the HPP; the section on wastewater and septic systems appeared to be out of date; the increase of rental rates and the impact on the housing stock; the Habitat for Humanity section should have stated that there were three Habitat for Humanity homes in Truro and not one; the need for housing for individuals who do not qualify for subsidies but still need assistance; the need to focus on the next five years and not twenty years as the situation often changes; and it would be helpful to provide additional level of detail (while maintaining confidentiality) of how many of the 200 families who are on the waiting list for Cloverleaf reside currently between Orleans and Provincetown.

Chair Reed recognized Finance Committee Chair Panessiti who commented on the HPP and briefly covered on topics which have been discussed at the Economic Development Committee to include cluster housing if Truro wants a younger year-round workforce versus older residents who are not working.

**Member Weinstein made a motion to adopt the Housing Needs Assessment and Production Plan and authorize the Chair of the Select Board to sign and submit the required letter to request approval from the Executive Office of Housing and Livable Communities.**

**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.**

After the vote, Chair Reed noted the need to update information as it becomes available and Housing Authority Chair Grunwald concurred.

**B. Review and Approve FY2025 Budget Message and FY2025 Budget Task Force Schedule**

Presenters: Darrin Tangeman, Town Manager; Kelly Clark, Assistant Town Manager

Town Manager Tangeman presented and covered the following highlighted topics: the intent to level-budget for all departments; the 5-Year Capital Plan and implementing into the budget by the proposed date of November 9, 2023; the goal to increase revenue for the Town to pay for operational expenses; the need to link the Select Board Goals & Objectives to department heads' budget requests so the budget is aligned with the Select Board Goals & Objectives; the exploration of staffing changes due to increased expectations for staff requirements which are overwhelming; alternative funding mechanisms to fund needs such as IT, sound, and video for public meetings on a consistent basis; digitization of records and the accessibility to the public; exploration of Freedom of Information Act requests through an online portal to be more efficient in responding to such requests; a review of the budget submission process deadlines; and department budget formats.

Assistant Town Manager Clark noted that instructions in the budget memorandum will include department heads to upload their budgets into ClearGov to provide residents with transparency.

Town Manager Tangeman, Assistant Town Manager Clark, and Members discussed the following highlighted topics: reviewing fees, fines, and penalties; the use of a template so the all the budgets are in the same format; a review of the Budget Task Force FY2025 Budget preliminary schedule; and discussed Town staff liaisons for budget preparers.

**Member Rein made a motion to approve the draft budget guidance letter and to authorize the Finance Department to transmit the letter to the budget preparers with the FY2025 budget materials, and to approve the FY2025 Budget Task Force meeting schedule.**

**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.**

**C. Review and Approve Annual Municipal Calendar and 2024 Select Board Meeting Calendar**

Presenter: Darrin Tangeman, Town Manager

Chair Reed led the discussion with the Members and there was concern that the date for the Annual Town Meeting (ATM) was scheduled on the last night of Passover. Chair Reed noted that she would like to include Town Moderator Paul Wisotzky in the selection of the date for ATM.



**Chair Reed made a motion to approve the Annual Municipal Calendar (with the date of Annual Town Meeting changed to May 1, 2024, and all impacted dates adjusted to accommodate this change) and with an agreement with the Town Moderator.**

**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.**

After the vote, Assistant Town Manager Clark noted that there was a Select Board meeting on the calendar for November 26, 2024, that fell during the week of Thanksgiving.

**Chair Reed made a motion to move the meeting to November 12, 2024, and November 19, 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.**

D. FY2024 Select Board Goals and Objectives Update

Presenters: Darrin Tangeman, Town Manager; Kelly Clark, Assistant Town Manager

Assistant Town Manager Clark reviewed the Select Board Goals and Objectives with the assigned Members (“Ambassadors” for the purpose of this discussion) who provided any updates or potential next steps.

DPW Director Cabral was recognized by Chair Reed who announced that DPW office hours have changed to Monday afternoons from 2-4 pm, updated grant approvals to include Mill Pond Road, and provided updates on current and ongoing DPW projects.

### **CONSENT AGENDA**

A. Review/Approve and Authorize Signature:

1. Letter of Support for Energy Committee’s Municipal Vulnerability Preparedness Grant Application
2. Notification of Vacancy of Board of Registrar Seats to Republican Committee

B. Review and Approve Appointment Renewals: None

C. Review and Approve Select Board Minutes: Regular Meeting Minutes of June 28, 2023, and June 29, 2023, and Work Session Minutes of July 11, 2023

A brief discussion occurred regarding the use of the term “*suspense date*” contained in the minutes of June 29, 2023, and it remained in the minutes.

**Chair Reed made a motion to approve the Consent Agenda as printed.**

**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.**

### **SELECT BOARD REPORT/COMMENTS**

Member Rein commented that she would like to see the Select Board add to a future meeting agenda a discussion regarding the reinstatement of the Part-Time Resident Advisory Committee and the review of its charge.

Member Weinstein stated that he and Vice Chair Areson attended last week's public meeting of the Board of Registrars and it went well under the direction of Town Clerk Elisabeth Verde despite being sparsely attended. Member Weinstein noted that he was heartbroken about the behavior of certain individuals who falsely claimed last Saturday at the Truro Central School that the Select Board acts in secrecy or is not forthcoming. Member Weinstein said that everything the Select Board and Town administration does is subject to open government requirements. Member Weinstein added that KP Law could have done a better job in explaining residency requirements for voting. Member Weinstein concluded that the Board of Registrars will conduct the hearings regarding the 66 voter registration challenges in public.

Member Dundas reported that he attended the Concert Committee meeting on Monday and the committee is already working on a concert schedule for next year. Member Dundas will attend the upcoming Provincetown Select Board meeting on November 15, 2023, representing the VFW regarding a veteran memorial at 1 Jerome Smith Road, in Provincetown, which is the former site of VFW Lewis A. Young Post 3152. This site will now be a new housing area. Member Dundas reminded staff about the security education program that must be completed quarterly. Member Dundas recognized the positive action taken by a newly hired and very experienced Truro police officer, Officer Anthony Camilo (identified by Chair Reed), at the Truro Central School last Saturday. Member Dundas noted that he had thanked the officer and the other officers present for ensuring the public's safety.

Vice Chair Areson reminded the public that the deadline for the Community Preservation Committee's grant applications is November 1, 2023. Vice Chair Areson said that at last night's ZBA meeting an architect commented that she found the ADU process very time consuming and expensive for applicants. Vice Chair Areson noted that the architect's client (an applicant appearing in front of the ZBA) had their application quickly approved by the ZBA but that someone should contact the architect to receive more details about her comment as the Select Board had taken steps with the ZBA and Planning Board to ease these burdens. Vice Areson requested that the Harbor Commission be added to the next meeting's agenda to discuss the dredging. Vice Chair Areson also asked Members for input regarding office hours.

Chair Reed suggested adding a virtual model to conduct Member office hours. As an affordable housing advocate, Chair Reed was invited to attend a recent meeting with Governor Healey and Chair Reed reviewed six tax cuts proposed by the governor. Chair Reed noted that she loved a community engaged in government, but it was disheartening to see the disruption last Saturday at the Truro Central School. Chair Reed noted that lack of courtesy and respect exhibited by individuals. Chair Reed concluded that it is okay to disagree but not to be disagreeable.

### **TOWN MANAGER REPORT**

Town Manager Tangeman said that there has been an ongoing false narrative that he manages the Town like a military organization. Town Manager Tangeman noted that someone had used anti-veteran verbiage towards him last Saturday and that Town Manager Tangeman was trying to be polite to that individual. Town Manager Tangeman said that he was appalled by this behavior. Town Manager Tangeman added that no veteran should be dehumanized. Town Manager Tangeman reiterated that he is open and willing to meet with people to get their perspective on issues affecting the Town.

Town Manager Tangeman provided an update on the Out of School Time Program that he noted was posted on the Town's Facebook page. The process to recruit program leaders is deliberate and asked the public to be patient.

Assistant Town Manager Clark recognized that there are staffing shortages nationwide but if anyone has any contacts in their professional network who have experience in childcare, please tell them about the current search and needs for Truro.

Town Manager Tangeman explained the reason for the decision to move the Town Meeting to November 2, 2023, and noted that there is more information (including KP Law's legal opinion) on the Town Clerk's website and the Town Moderator's website. The Town must ensure that the voter registration rolls are clear before the Town Meeting. Town Manager Tangeman also said that he felt that the Town Meeting would be rescheduled to let those individuals whose voter registrations were challenged to complete the hearing process (to include potential appeals) as required by Massachusetts General Law. The decision to reschedule the Town Meeting again would be made by Town Moderator Paul Wisotzky.

Town Manager Tangeman then reviewed the agenda for the next meeting on November 14, 2023.

**Member Dundas made a motion to adjourn at 7:53 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

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Kristen Reed, Chair

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Susan Areson, Vice Chair

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John Dundas, Clerk

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Stephanie Rein, Member

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Robert Weinstein, Member

**Public Records Material Attachments**

Legal Notice

Housing Needs Assessment and Production Plan

Housing Production Plan Section II. B of "M.G.L. Chapter 40B Comprehensive Permit/Projects Subsidized

Housing Inventory" GUIDELINES

Draft FY2025 Budget Message

Draft FY2025 Budget Task Force Schedule

Policy 68: Budget Requests from Multi-Member Bodies

Annual Municipal Calendar for 2024 ATM and Fiscal Year 2025 Budget Preparations

2024 Select Board Meeting Calendar

FY2024 Select Board Goals & Objectives

FY2024 Select Board Goals & Objectives Update

Concept Summary

Select Board Support Letter

Select Board Meeting Minutes

November 14, 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; DPW Director Jarrod Cabral; Director of Community Services Damion Clements; Program Supervisor for Out-of-School-Time Program Adam Leiterman; Nancy Medoff (Charter Review Committee Chair and Truro Voter); Eric Parker (Truro Voter); Jack Riemer (Planning Board Member and Town Voter); Chris Lucy (ZBA Chair and Truro Voter); Jon Slater (Truro Voter); Eileen Breslin (Board Member of the Part-Time Resident Taxpayers' Association); Anne Greenbaum (Planning Board Chair and Truro Voter); Michael Forgione (Truro Voter)

Chair Reed called the meeting to order at 5:00 pm and read the information for the public to access the meeting on Channel 8 and participate. Chair Reed introduced the Members and Town staff present.

**PUBLIC COMMENT**

Prior to recognizing any individual for public comment, Chair Reed read aloud the ground rules regarding public comment.

Chair Reed recognized the following individuals who made public comments: Member Rein, Ms. Medoff, Mr. Parker, Vice Chair Areson, Town Manager Tangeman, Chair Reed, Town Manager Tangeman, Mr. Riemer, Mr. Lucy, Mr. Slater, Ms. Breslin, Member Weinstein, Ms. Greenbaum, Mr. Forgione, and Member Dundas.

**PUBLIC HEARINGS**

None

**INTRODUCTION TO NEW EMPLOYEES**

A. Adam Leiterman, Program Supervisor for Out-of-School-Time Program, Community Services Division

Director of Community Services Clements introduced Mr. Leiterman. Mr. Leiterman was welcomed to the Town staff by the Members and Mr. Leiterman provided information regarding ongoing and projected programs to accommodate Truro's families.

Town Manager Tangeman provided a brief update on recruitment efforts for two additional positions for the Out-of-School-Time Program.

**BOARD/COMMITTEE/COMMISSION APPOINTMENTS**

None

**STAFF/COMMITTEE UPDATES**

None

**TABLED ITEMS**

None

**SELECT BOARD ACTION**

A. Review and Possible Approval of Contract for Public Safety Facility Siding  
Presenter: Jarrod Cabral, DPW Director

DPW Director Cabral presented the key aspects of this contract to the Members. DPW Director Cabral and the Members commented and discussed the following highlighted topics: the lack of competitive bid from a local contractor; and adding the language that *“the contractor must take photographs of the work site and the land around the work site before any work commencing and upon completion of the project.”*; the composite materials to be used; and a 30-year anticipated lifetime of the siding.

**Member Dundas made a motion to approve entering into a contract with Drizos Contracting LLC for \$676,200 for the Public Safety Building Envelope Improvement Contract and authorize the Town Manager to sign associated contracts and documents related thereto along with the inclusion of the language revision provided by Member Weinstein.**

**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. Review and Possible Approval of Revised Policy 59: Public Comment Policy  
Presenter: Kristen Reed, Select Board Chair

Chair Reed led the discussion with the Members and noted that KP Law (Town Counsel) had not yet reviewed the draft revised Policy 59; however, a motion may include the language to accommodate KP Law’s legal opinion and suggested revisions (if any) to the draft revised Policy 59.

Members thanked Vice Chair Areson and Chair Reed for their efforts in this effort. A majority of Members expressed that they were in favor of a postponement of the vote on the draft revised Policy 59 until after Town Counsel had reviewed it.

**Chair Reed made a motion to include this item on a subsequent meeting agenda upon completion of Town Counsel's legal review of the draft policy.**

**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.**

After the vote was completed, Chair Reed reiterated that the previous item would be tabled until Town Counsel had completed its legal review of the draft policy, and the discussion would then continue.

C. Review and Possible Approval of the Ad Hoc Municipal Revenue Task Force Charge and Potential Appointments of Select Board Representatives to the Task Force

Presenter: Kristen Reed, Select Board Chair

Prior to the discussion with the Members on this topic, Chair Reed announced that there was a change to add "Ad Hoc" to the title of the Task Force.

Chair Reed and the Members discussed and commented on the following highlighted topics: the Appendix for Options; and Present Findings and Recommendations (the addition of suggested language change to "quarterly reports").

Member Dundas initially expressed interest in serving as a Select Board representative to the Task Force but then withdrew in support of Vice Chair Areson who voiced interest in serving along with Chair Reed.

**Chair Reed made a motion to adopt and electronically sign the Ad Hoc Municipal Revenue Task Force Charge and to appoint Chair Kristen Reed and Vice Chair Areson to serve as the representatives to the Task Force for a term expiring May 14, 2024, and the inclusion of Vice Chair Areson and Member Weinstein's suggested language changes to the Charge.**

**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. Potential Appointments of Select Board Members to the Budget Task Force

Presenters: Darrin Tangeman, Town Manager; Kelly Clark, Assistant Town Manager

Chair Reed led the discussion with the Members to appoint two Members to the Budget Task Force and reviewed its charge. Members noted that all the Members regularly attend the Budget Task Force meetings and Town Manager Tangeman reiterated the need to appoint two Members. Chair Reed and Vice Chair Areson expressed interest in the positions.



**Chair Reed made a motion to appoint Chair Kristen Reed and Vice Chair Susan Areson to be the designated members of the Budget Task Force.**

**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 Mr. Forgione who spoke on this topic.

E. Review and Possible Approval of Charge and Establishment of Part Time Resident Advisory Committee and Possible Appointment of Select Board Liaison

Presenter: Stephanie Rein, Select Board Member

Member Rein reviewed the charge of the Part-Time Resident Advisory Committee and led the discussion with the Members regarding this agenda item. Town Manager Tangeman requested that any motion be amended to appoint the Town Manager to the committee as an *“ex officio”*.

Members discussed and commented on the following highlighted topics: the opportunity for the committee members to meet via Zoom; and the frequency of the committee’s scheduled meetings (a minimum of quarterly).

**Chair Reed made a motion to approve the proposed charge with the submitted changes based upon Member Dundas’ comments, and at a minimum, a quarterly meeting schedule, and the committee will be composed of part-time residents of the Town of Truro and the sitting Town Manager, and re-establish the Part-Time Resident Advisory Committee and to appoint Member John Dundas to serve as the liaison to the committee for a term expiring May 14, 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.**

F. Discussion on the Establishment of Ad Hoc Zoning Task Force

Presenter: Susan Areson, Select Board Vice Chair

Prior to the discussion, Assistant Town Manager Clark clarified the addition of “Ad Hoc” to the title of the Task Force since there was a Charter definition for “Ad Hoc” so people can understand what the appointment schedule is and how long the committee lasts.

Vice Chair Areson provided background information on this topic and reviewed the charges for the Zoning Task Force for the Town of Eastham and the Town of Orleans.

Town Manager Tangeman encouraged the Members to consider the hiring of a consulting firm that has legal expertise and professional experience to collaborate with individuals from the community who participate in this process.

Members discussed the composition of the Ad Hoc Task Force and considered the following suggested makeup of the Ad Hoc Task Force: a member from the Planning Board, a member from the ZBA, a member from the Select Board, a member from the Housing Authority, and a member from the Ad Hoc Housing Committee.

Members discussed and commented on the following highlighted topics: the bandwidth of Town staff to provide time to another committee; narrowing the focus of the Ad Hoc Zoning Task Force's charge; the hiring of a consulting firm to assist the Town in this endeavor; reviewed language for deletion or edits from Eastham and Orleans' charges; the inclusion of Town staff to develop a charge; the impetus to create an Ad Hoc Zoning Task Force to align with Truro's Local Comprehensive Plan.

**Member Rein made a motion to direct Town staff to prepare a charge for an Ad Hoc Truro Zoning Task Force for consideration at a future meeting.**

**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.**

### **CONSENT AGENDA**

A. Review/Approve and Authorize Signature:

1. One Day Sunday Entertainment License Application and Commonwealth of Massachusetts License for Public Entertainment Application – Truro Vineyards

B. Review and Approve Appointment Renewals: None

C. Review and Approve Select Board Minutes: None

**Vice Chair Areson made a motion to approve the Consent Agenda as printed.**

**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.**

### **SELECT BOARD REPORT/COMMENTS**

Member Rein commented on a previously made public comment. Member Rein said that she had no prior knowledge of any potential development at the original DPW site from 2016 and further explained

why she supported the location at 340 Route 6. Member Rein said that her decision to support the 340 Route 6 location had nothing to do with a plan to provide affordable housing. Furthermore, Member Rein was not a member of the Select Board in 2016.

Member Weinstein stated that he had recently attended the most recent Council on Aging (CoA) meeting and the CoA is moving forward with several activities as a result of the reorganization and hiring of additional staff. Member Weinstein noted that 60% of the Town's population is over the age of sixty and given the transportation needs (for example medical appointments and Town meetings) of this population, the CoA would like to consider the hiring of a transportation coordinator to assist those residents. Member Weinstein voiced his advocacy for a transportation coordinator for the CoA.

Member Dundas reported that the Concert Committee had met on November 13, 2023, to discuss events for 2024. Member Dundas noted that the Concert Committee is considering an initiative to have young local talent open for headliners of scheduled concerts. The Planning Board and the Cemetery Commission will meet this week. The Water and Sewer Board met on November 9, 2023, and there is a reduction of water consumption in Truro. Member Dundas was happy to announce that the VFW had recognized the late Ozzie Rose and the late Richard D. Scoullar with an endowment established in their names to provide scholarships for veterans pursuing careers in the trade fields. Member Dundas also mentioned the scholarship from Cape Cod Community College in the late Manny Motta's (a United States Army soldier killed in action in Korea in 1950) name to which anyone from Barnstable County can apply and the VFW's donation of \$50,000 to Heroes in Transition that supports veterans from Cape Cod who suffer from PTSD and helps Gold Star families.

Vice Chair Areson announced that the dredging has arrived at Pamet Harbor and will start upon completion of the survey work. Vice Chair Areson said the Community Preservation Committee (CPC) received eight applications for grants (the deadline was November 1, 2023) requesting up to \$900,000 in grants. There is an estimated \$780,000 coming in this year but there are leftover funds from previous years in various categories. The CPC will meet on December 5, 2023, to consider those grant applications and will make decisions at its January 2024 meeting. The Board of Health had a hearing last week and Health and Conservation Agent Emily Beebe has been involved with other Cape Cod communities regarding the opioid settlement money. Health and Conservation Agent Beebe hoped that she would be able to provide a Memorandum of Understanding to the Select Board by the end of the year as to how to spend the \$600,000 coming to Cape Cod over the next 18 years but that money keeps increasing. Vice Chair Areson wished everyone a Happy Thanksgiving.

Chair Reed commented on the number of corporations that are buying homes and businesses on Cape Cod. Chair Reed said there are negative consequences of these purchases such as the economic, social, and cultural well-being. Chair Reed expressed concern about timeshares, and she would like the Town to consider how it feels about partial ownership. Chair Reed noted that she had done much research on this topic and that Nantucket and other coastal communities with large summer populations and smaller off-season populations result in reduced housing stock controlled by a few owners. Chair Reed said that things to consider are limited economic diversity, a loss of local identity, job loss and wage suppression, income inequality, the impact on small businesses, reduced community engagement, environmental concerns, risk of monopolies, and an economic vulnerability affecting the Town. Chair Reed will engage with the Planning Board and the ZBA to work on this. Chair Reed concluded that she is concerned about the corporate impact on the community.

**TOWN MANAGER REPORT**

Town Manager Tangeman commented on the incorrect suggestion by Mr. Slater that the Town had considered Town Hall Hill for affordable housing from one conversation between previous Town Manager Rae Ann Palmer and the DPW director in 2017. Town Manager Tangeman emphasized that there has been no discussion on this topic among Town staff or others during his tenure as Town Manager. Town Manager Tangeman encouraged the community to review the information on the DPW website which provides data on why the 340 Route 6 location has been selected.

Town Manager Tangeman also provided additional information about the postponement of the Special Town Meeting and updates on staff recruitment.

Town Manager Tangeman, with input from Assistant Town Manager Clark, discussed the agenda items for the next meeting on December 5, 2023.

**Member Dundas made a motion to adjourn at 7:09 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

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Kristen Reed, Chair

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Susan Areson, Vice Chair

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John Dundas, Clerk

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Stephanie Rein, Member

\_\_\_\_\_  
Robert Weinstein, Member

**Public Records Material Attachments**

Legal Notice

Drizos Contracting LLC Contract

Public Safety Building Envelope Improvement Contract with Drizos Contracting LLC

Draft Revised Policy #59

Policy #59

Draft Ad Hoc Municipal Revenue Task Force Charge

Draft Part-Time Resident Advisory Committee Charge

Eastham Zoning Task Force Charge, Report, and Meeting Minutes

Orleans Zoning Task Force Charge

One Day Entertainment Application and Commonwealth of Massachusetts License for Public Entertainment on Sunday – Truro Vineyards