



Truro Select Board Hybrid Meeting

Tuesday, February 13, 2024

Regular Meeting-5:00pm

Truro Town Hall, 24 Town Hall Road

REGULAR MEETING

<https://us02web.zoom.us/j/84467471848>

1-309-205-3325 Meeting ID: 844 6747 1848

This will be a hybrid (in-person *and* remote) meeting. Citizens can view the meeting on **Channel 8** in Truro and on the web on the "Truro TV Channel 8" button under "Helpful Links" on the homepage of the Town of Truro website. Click on the green "Watch" button in the upper right of the page. **To provide comment during the meeting please call-in at 1-309-205-3325 and enter the following access code when prompted: 844 6747 1848 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/84467471848>** Please note that there may be a slight delay (15-30 seconds) between the meeting and the live-stream (and television broadcast). If you are watching the meeting and calling in, please lower the volume on your computer or television during public comment so that you may be heard clearly. We ask that you identify yourself when calling in to help us manage multiple callers effectively.

1. PUBLIC COMMENT

2. PUBLIC HEARINGS – NONE

3. INTRODUCTION TO NEW EMPLOYEES

A. Introduction of Community Services Department Out-of-School Time Program Leader: Britta Lower

4. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

A. Interview Remaining Applicants and Possible Appointments 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

Bolded names are those that will be interviewed at this meeting. All other individuals were interviewed on 1/9/24.

5. STAFF/COMMITTEE UPDATES

A. Discussion on Polyfluoroalkyl Substances (PFAS)

Presenter: Jarrod Cabral, Public Works Director, and Emily Beebe, Conservation & Health Agent

6. TABLED ITEMS – NONE

7. SELECT BOARD ACTION

A. Preliminary Draft FY2025 Budget & Capital Improvement Plan and Forwarding of Recommendations to Finance Committee

Presenter: Darrin Tangeman, Town Manager, and Alex Lessin, Finance Director

A quorum of the Finance Committee may be present for this agenda item

B. Review and Possible Approval of Increased Beach Sticker Fees

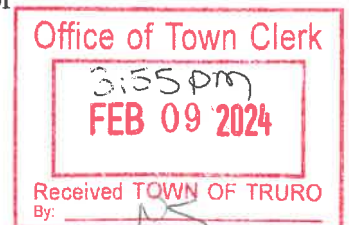
Presenter: Damion Clements, Community Services Department Director

C. Review and Possible Approval of the 2024 Rental Registration Fee

Presenter: Darrin Tangeman, Town Manager

D. DPW Ad Hoc Building Committee Charge

Presenter: Darrin Tangeman, Town Manager, and Jarrod Cabral, Public Works Director



- E. Review and Possible Approval of Curb Cut Application for 1 Mill Pond Road
Presenter: Jarrod Cabral, Public Works Director
- F. Review and Possible Approval of Woods Hole Group Proposal for Permit Level Design for Mill Pond Culvert
Presenter: Jarrod Cabral, Public Works Director
- G. Review and Possible Approval of Building Move Permits Relative to House Moves from 127 So. Pamet Road and 13 Walsh Way to 25 South Highland Road
Presenter: Jarrod Cabral, Public Works Director
- H. Vote on Date of Annual Town Election Date and Approve Revised Municipal Calendar
Presenter: Elisabeth Verde, Town Clerk
- I. Discussion on Potential Articles for 2024 Annual Town Meeting Articles
Presenter: Darrin Tangeman, Town Manager

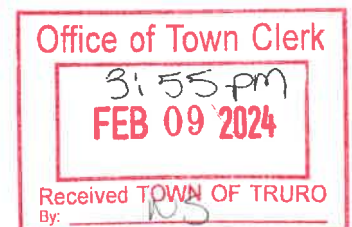
8. CONSENT AGENDA

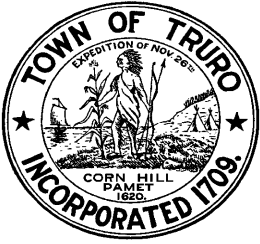
- A. Review/Approve and Authorize Signature:
 - 1. Approval of Presidential Primary Election Warrant; Approval of Posting of Warrant for Presidential Primary Election Warrant; Approval to Delegate Designation of Police Officers to Work the Primary by the Police Chief
- B. Review and Approve Appointment: *Kelly Clark, Barnstable County Dredge Subcommittee (Renewal); Damion Clements, Cape Cod Regional Transit Authority Alternate (New)*
- C. Review and Approve Seasonal 2024 Business Licenses: *Top Mast Café and Savory and the Sweet Escape-Common Victualer*
- D. Review and Approve ABCC 2024 Seasonal Population Increase Estimation Form
- E. Review and Approve Select Board Meeting Minutes: *December 5, 2023; December 12, 2023 Work Session; January 9, 2024 Budget Task Force*

9. Select Board Reports/Comments

10. Town Manager Report

11. Next Meeting Agenda: Regular Meeting: February 27, 2024





Agenda Item: 3A

TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Damion Clements, Director of Community Services

REQUESTED MEETING DATE: February 13, 2024

ITEM: Introduction of Community Services Department Out-of-School-Time Program Leader—
Britta Lower

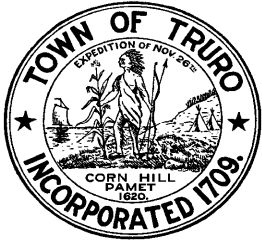
EXPLANATION: Community Services Director Damion Clements will introduced Britta Lower, Program Leader of the Out-of-School Time Program of the Community Services Department to the Select Board and the community.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: None

ATTACHMENTS: None



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: February 13, 2024

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

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. The Select Board interviewed all available candidates at their January 9, 2024, meeting and will interview the remaining candidates at this meeting.

As this is a 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.

Applicants interviewed at the January 9, 2024, meeting: Linda Brady, Ken Field, David Gavelek, Robert Elwood, and Susan Leff.

Applicants to be interviewed at this meeting: Phinneas Baxandall, Stephen Duncombe, Kathleen Higgins.

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-Stephen Duncombe
3. Application to Serve-Kathleen Higgins
4. Applications to Serve-Candidates interviewed on January 9, 2024

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

Duncombe

RCVD 20230704 10:03:14

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

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

Brady RCVD 20230501 047454

First Name

Linda ADMINISTRATIVE OFFICE

Middle Initial

A 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)

105 West 89th Street NY NY 10024

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

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	Elwood	RCVD 2023NOV17 04:31:15
First Name	Robert	ADMINISTRATIVE OFFICE
Middle Initial		TOWN OF TRURO
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	

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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	RCVD 2023NOV27 2:01:13
First Name	Ken	ADMINISTRATIVE OFFICE
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?

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

RCUD 2022002164000

First Name

David

ADMINISTRATIVE OFFICE

Middle Initial

R.

TOWN OF TRURO

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?

Part-Time Resident Advisory Board

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

Leff

BOARD

2017

First Name

Susan

ADMINISTRATIVE OFFICE

Middle Initial

W

TOWN OF TRURO

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?

Part time resident advisory committee

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.

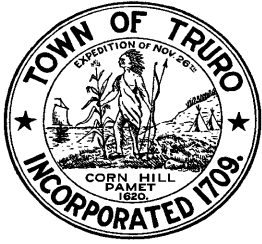
Please see my comments above.

Signature

Susan W Leff

Date

11/16/2023



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Public Works and Health & Conservation

REQUESTOR: Jarrod J. Cabral, Public Works Director, and Emily Beebe, Health & Conservation Agent

REQUESTED MEETING DATE: February 13, 2024

ITEM: Staff Update on Polyfluoroalkyl Substances (PFAS)

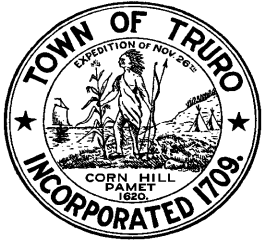
EXPLANATION: Staff will provide an update to the Select Board on Polyfluoroalkyl Substances (PFAS) identified at the Transfer Station. The update will include general information on PFAS and next steps for monitoring.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: None. Briefing only.

ATTACHMENTS: NONE



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

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

REQUESTED MEETING DATE: February 13, 2024

ITEM: Preliminary Draft FY2025 Budget and Capital Improvement Plan and Forwarding of Recommendations to the Finance Committee

A quorum of the Finance Committee may be present for this agenda item

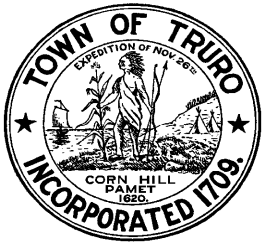
EXPLANATION: As active participants on the Budget Task Force, Select Board members, including appointed representatives Chair Reed and Vice-Chair Areson, have been engaged in the budget review process from December when a preliminary draft budget was submitted and throughout the Budget Task Force review that began in early January. As outlined in the Town Charter, the Select Board shall forward any recommendations on the preliminary budget and Capital Improvement Plan to the Finance Committee by February 21st.

As the last regularly scheduled meeting of the Budget Task Force will have been held on the morning of February 13, 2023, staff will provide a brief update on the preliminary FY2025 budget and Capital Improvement Plan. Recommendations from the Budget Task Force have been included in the budget prepared for this evening and the motion forwarding the recommendations will serve as the completion of the official work of the Budget Task Force. It is important to note that tonight's vote is not to recommend the budget in its current form; it instead serves to meet the Charter requirement and move the budget to the next phase of the review process.

The next steps in the FY2025 budget process will be finalization of a final draft budget, discussions of the budget with both the Finance Committee and the Select Board and final budget presentations to both the Finance Committee and Select Board prior to both bodies votes to recommend budget articles and a Finance Committee public hearing to be held in accordance with Charter 7-1-4 and 7-2-5.

SUGGESTED ACTION: *MOTION TO forward the preliminary FY2025 budget and FY2025 Capital Improvement Plan to the Finance Committee in accordance with Town Charter Chapter 7.*

ATTACHMENTS: As the Budget Task Force will meet on February 13th, budget materials will be provided at the meeting and will be available with the other packet materials after the meeting. To view departmental budgets and narratives presented to date at Budget Task Force meetings, please visit: <http://bit.ly/BTF2025>



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Damion Clements, Director of Community Services

REQUESTED MEETING DATE: February 13, 2024

ITEM: Review and Possible Approval of Beach Sticker Fees

EXPLANATION: In accordance with the Select Board's objective focused on revenue generation (Objective #6, Select Board FY2024 Goals & Objectives) and the FY2025 Budget process includes a review of fees, and to match the increased costs of staffing and beach maintenance, the Community Services Department prepared a proposal to increase the beach sticker fees for Residents, Daily Fee, and the Non-Resident – Seasonal.

Current and proposed fees, as well as Beach Advisory Committee input is included. A comparison of fees from other Cape towns is included as well.

Based on 2023 sales data, below are the potential revenue increases if the proposed fees are adopted. Please note that 2023 weather resulted in lower sales so these estimates are likely conservative.

Resident Beach Sticker—3,192 stickers sold.

At proposed increase to \$30, would be an additional \$15,960.00

Daily Beach Pass—2,962 passes sold.

At proposed increase to \$30, would be an additional \$14,810.00

Non-Resident Beach Sticker: Season—111 stickers sold.

At proposed increase to \$325, would be an additional \$2,775.00

TOTAL ADDITIONAL: \$33,545.00

FINANCIAL SOURCE (IF APPLICABLE): Beach permit fees are deposited in Receipts Reserved for Appropriation.

IMPACT IF NOT APPROVED: Increased revenue will not be realized.

SUGGESTED ACTION: *Motion to Approve the Proposed Beach Sticker Fee increases effective for the 2024 Beach Season.*

ATTACHMENTS:

1. Fee Structure to include Beach Advisory Committee Recommendations
2. Beach Department Survey



TOWN OF TRURO
 COMMUNITY SERVICES DEPARTMENT
 COA | REC | BEACH
 P.O. Box 2030, Truro, MA 02666
 Tel: (508) 487-1632, Ext: 322

**SELECT BOARD AGENDA REQUEST
 INCREASE BEACH STICKER FEES
 JANUARY 23, 2024**

BEACH STICKER FEES

RESIDENT		Proposed Fee 2024
Beach Sticker	\$ 25.00	\$ 30.00
Off-Road Driving Sticker	\$ 15.00	n/a

Misc.		Proposed Fee 2024
Beach Fire	\$ 10.00	n/a
Beach Ice (11 lbs)	\$ 6.00	n/a
Beach Ice (5lbs)	\$ 3.00	n/a
Beach Daily Pass	\$ 25.00	\$ 30.00
Beach Replacement Sticker	\$ 5.00	n/a

NON-RESIDENT		Proposed Fee 2024
Beach Sticker		
1 Week	\$ 100.00	n/a
2 Weeks	\$ 150.00	n/a
3 Weeks	\$ 200.00	n/a
4 Weeks	\$ 250.00	n/a
Season	\$ 300.00	\$ 325.00

Off-Road Driving Sticker	\$ 35.00	n/a
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Beach Advisory Committee Input:

Resident Beach Sticker, increase from \$25.00 to \$30.00

Result:

Yea: (1)

Nea: (3)

Committee Comments: The Truro community is in sensitive times.

Beach Daily Pass, increase from \$25.00 to \$30.00.

Results:

Yea: (3)

Nea: (1)

Committee Comments: none

Non-Resident Seasonal Pass, increase from \$300.00 to \$325.00.

Results:

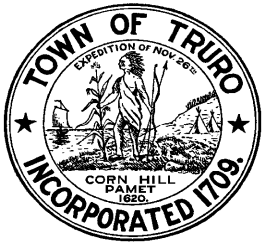
Yea: (4)

Nea: (0)

Committee Comments; none

BEACH FEE SURVEY 2023

Town	Beach Parking Fees					Visitor Beach Parking Permits				Resident Taxpayer		Comments/Changes for next year
	Daily	Discount Coupons	Pre-Season	Post Season	REPLACEMENT STICKER	Weekly		Season		1st Sticker	2nd & additional	
						1 Week	2 Week	In Town	Out of town			
Barnstable	\$25	N/A	\$25	N/A	\$5w/original \$50w/o orig	\$110	N/A	\$350	\$475 landlord	\$50	\$50	
CCNS	\$25	N/A	\$25	\$25	\$0	N/A	N/A	\$60 CACO	\$60 CACO	N/A	N/A	\$15 walk-in \$15 bicycle, \$20 motorcycle
Chatham	\$20	N/A	N/A	N/A	\$0	\$75	N/A	\$175	N/A	\$30	\$25	
Dennis	\$30	N/A	N/A	N/A	\$10	\$90	N/A	\$180	\$360	\$50	\$50	*Know first week in December
Eastham	\$30	N/A	N/A	N/A	\$7	\$120	\$175	\$300	\$300	\$25	\$25	Sticker Waiver Fee - \$15
Falmouth	\$20 (Surf Dr. & Menauhant E.) \$30 (Old Silver)	\$15 Hotel/Motel	\$30.00 Old Silver Only	\$30.00 Old Silver Only	\$10w/orig \$40 w/out	\$80	\$130 2wk \$175/3wk \$225 4/wk	\$275	\$375	\$40	\$40	Time Share/Interval Ownership \$40 as resident/taxpayer, but expiration date linked to week(s) at condo.
Harwich	\$30	N/A	N/A	N/A	\$5	\$65	\$125	\$150	N/A	\$25	\$25	
Mashpee	N/A	N/A	N/A	N/A	\$5	\$50	N/A	N/A	N/A	\$30	\$30	
Orleans	\$30	N/A	N/A	N/A	\$5.00	\$125	N/A	\$300	\$300	\$25	\$25	
Sandwich	\$20	N/A	N/A	N/A	0 w/sticker 5 w/out sticker	\$50	N/A	\$105	N/A	\$35	\$20	Buses- 15 passenger less \$30 16 or more \$50 Bourne Residents-\$35
Truro	\$25	N/A	N/A	N/A	\$5	\$100	\$150	\$300	N/A	\$25	\$25	No fee for tribal beach sticker No fee for walk-in / bicycle
Wellfleet	\$30	N/A	N/A	N/A	\$5.00	\$100	\$190	\$325	N/A	\$30	\$30	\$65 for a 3 day
Yarmouth	\$20	Veteran handicap \$1	N/A	N/A	\$5.00	\$75	N/A	\$250	\$250	\$35	\$35	bus parking \$45.00 boat daily \$10.00 boat seasonal \$110.00



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: February 13, 2024

ITEM: Discussion and Approval of Rental Registration Fee for 2024

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

Once a fee is decided on, the Administration Office can then move forward with notifying property owners for the 2024 Season and accepting registrations. The Rental Registration fee for 2023 was \$225.00 per household with collections totaling \$103,275.00.

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

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. Additionally, to offer convenience to the public, ensure compliance, decrease the amount of staff time required to process the applications, and maximize revenue, staff implemented an online registration and compliance platform in 2023. Staff members are presently evaluating the expansion of this software to help further decrease the amount of staff resources that are dedicated to processing rental registration applications and to perform further compliance measures that would result in increased revenue. To accommodate the cost associated with expanding the

software, and the costs associated with dedicating staff hours to the rental registration process, staff recommend increasing the fee to \$415. Staff has evaluated options for adding hours to manage the rental revenue process, as the workload capacity limits for the Executive Assistants and other staff and departments who continue to manage this process have been exceeded. Staff strongly believes this increase is necessary to meet the true needs for compliance and staffing related to the regulatory process.

From a policy perspective, short-term rentals have a direct impact on the housing market; particularly on year-round rental opportunities, as many homes in Truro are rented weekly in the summer season, rendering them unavailable to house year-round residents. The Select Board may wish to consider having a registration fee that adequately reflects the costs of managing these rental registrations and also encourages the housing market in a direction is beneficial to the health of the community and is aligned with the Select Board's Sustainability value and its FY2024 Goals B (create more affordable year-round places for people to live and work) and D (use long term and strategic planning to guarantee the future health and well-being of our community).

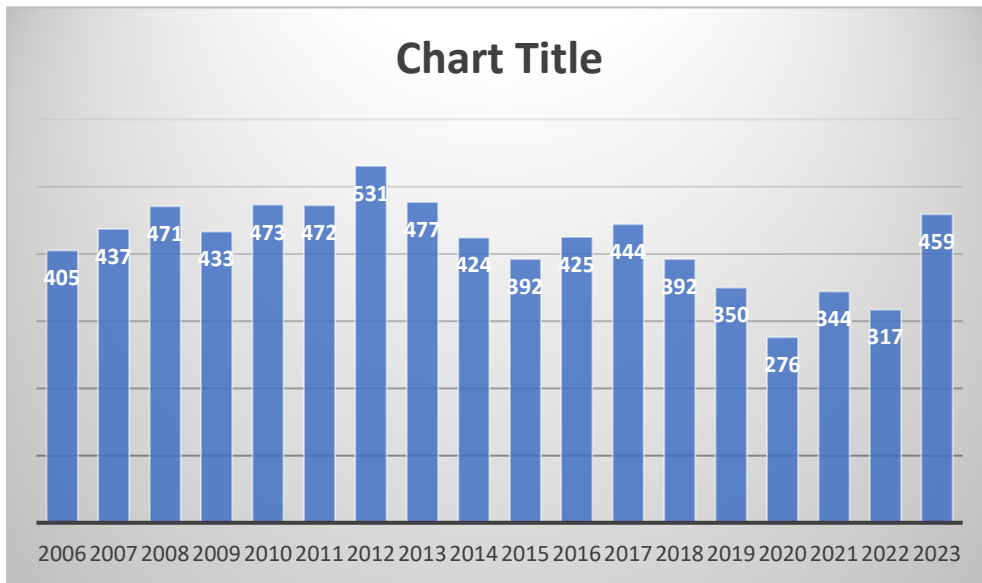
IMPACT IF NOT APPROVED: There will not be a fee set for the Rental Registration process. Revenue will not be collected.

SUGGESTED ACTION: *MOTION TO approve the 2024 Rental Registration fee of \$415.00.*

ATTACHMENTS:

1. Truro RR Fees from 2006-2023
2. Rental Registration Fee Analysis
3. Provincetown Renters Certificate
4. Eastham Renters Certificate

YEAR	NUMBER OF APPLICATIONS	COLLECTIONS	FEE
2006	405	\$66,820.00	\$165.00
2007	437	\$72,105.00	\$165.00
2008	471	\$77,715.00	\$165.00
2009	433	\$71,445.00	\$165.00
2010	473	\$89,870.00	\$190.00
2011	472	\$89,680.00	\$190.00
2012	531	\$79,650.00	\$150.00
2013	477	\$71,550.00	\$150.00
2014	424	\$63,600.00	\$150.00
2015	392	\$78,400.00	\$200.00
2016	425	\$85,000.00	\$200.00
2017	444	\$88,800.00	\$200.00
2018	392	\$78,400.00	\$200.00
2019	350	\$70,000.00	\$200.00
2020	276	\$55,200.00	\$200.00
2021	344	\$68,800.00	\$200.00
2022	317	\$63,400.00	\$200.00
2023	459	103,275.00	\$225.00



Agenda Item: 7C2

Town	Rental Registration Fee	Room Occupancy Tax	Community Impact Fee	Number of Rental Registrations	Cape and Islands Water Protection Fund Tax Rate	Note on Fee or requirement
Provincetown	The fee for the new Short-Term Certificate will be \$750.00 for one year and the Long-Term Certificate fee is \$300 for three years.	6.00%	3.00%	550* *includes year-round	2.75%	Long-Term Certificate (rental period of greater than 31 days) Short-Term Certificate (rental period of 31 days or fewer).
Wellfleet	Does not have the program	6.00%	3.00%	N/A	2.75%	No Rental Program to Date
Eastham	\$75.00	6.00%	0%	1103	2.75%	Water test requires, Rental inspection-1st year, 3yr, and 5 yr.
Orleans	Does not have the program	6.00%	0%	N/A	2.75%	No Rental Program to Date
Chatham	Does not have the program	6.00%	0%	N/A	2.75%	No Rental Program to Date
Brewster	Does not have the program	6.00%	0%	N/A	2.75%	No Rental Program to Date
Truro	\$225.00	6.00%	0%	459	2.75%	Water Test, Tax Status check



TOWN OF PROVINCETOWN APPLICATION FOR CERTIFICATE TO RENT

Please fill out and print clearly (*front & back*). Incomplete applications will be returned. Each unit requires its own application.

NEW RENEW AMEND

Rental Location: _____ Unit # _____
Number Street

Name of Complex/Condominium (if applicable): _____

Sq. Footage: _____ No. of Bedrooms: _____ Anticipated Occupancy: _____

* Required →	<input type="checkbox"/> Short-term [weekly/nightly] (14 days or less total per year)	<input type="checkbox"/> Short-term [< 31 consecutive days/weekly/nightly] (more than 14 days total per year)
State Occupancy Tax ID Number (830 CMR 64G.1.1):		

Indicate the duration that the dwelling is rented: _____

❖ *If you have more than one rental unit, please fill out an application for each unit.*

PROPERTY OWNER INFORMATION (REQUIRED)

Please mail my certificate: I will pick up my certificate:

Name: _____ Email Address: _____

Mailing Address: _____

Primary Phone: _____ Alternate Phone: _____

EMERGENCY CONTACT INFORMATION (REQUIRED) to be provided to the renter

Property Manager: Name: _____ Number: _____

Emergency Contact: Name: _____ Number: _____

The fee for this certificate is \$750 per unit and is valid for ONE (1) year.
 All units must be available to be inspected upon request by the Health Department.
 ---please fill out the self-certification affidavit on the rear of this application---

If you don't apply on-line please drop off applications and payment to the
 Department of Community Development, on the lower level of Town Hall or mail to:

Department of Community Development | 260 Commercial St. | Provincetown, MA 02657

Payment must be received with application. Make Checks payable to: *Town of Provincetown*

I hereby declare, under the pains and penalties of perjury, that the information provided on this application is true and accurate to the best of my knowledge and belief. I have been provided with a copy of the Town of Provincetown Board of Health Habitations for Rent Regulation.

Signature: _____ Date: _____

RENTER SELF-CERTIFICATION CHECKLIST

UNIT #: _____

Please check each line to certify you are in compliance with the Provincetown Habitations for Rent Regulations

LIFE SAFETY

- _____ THE CERTIFICATE TO RENT IS/WILL BE POSTED CONSPICUOUSLY
- _____ STREET NUMBER IS CLEARLY MARKED ON BUILDING
- _____ ELECTRICAL PANEL/CIRCUIT BREAKER IS LABELED CLEARLY AND ACCESSIBLE
- _____ SMOKE DETECTORS ARE IN WORKING ORDER
- _____ CARBON MONOXIDE DETECTORS ARE IN WORKING ORDER
- _____ DECKS, GUARDRAILS, AND HANDRAILS ARE PRESENT IF APPLICABLE AND IN WORKING ORDER
- _____ EGRESS FROM BUILDING IS UNOBSTRUCTED
- _____ FIRE EXTINGUISHERS ARE PRESENT AND MAINTAINED AS REQUIRED BY CODE
- _____ EMERGENCY LIGHTS ARE LOCATED IN COMMON AREAS OR EGRESSES OF CONDOMINIUM COMPLEX

SANITATION

- _____ RENTERS ARE INFORMED OF RECYCLING/TRASH PROCEDURES
- _____ RECYCLING/TRASH IS STORED AND DISPOSED OF PROPERLY
- _____ BUILDING ENVELOPE IS SECURE & WEATHER TIGHT
- _____ BUILDING EXTERIOR IS IN GOOD REPAIR
- _____ SITE AND BUILDING LIGHTING ARE SUFFICIENT
- _____ DWELLING INTERIOR IS IN GOOD REPAIR
- _____ DWELLING IS CLEAN AND IN GOOD REPAIR
- _____ VENTILATION/AIR EXCHANGE IS SUFFICIENT
- _____ DOORS/WINDOWS ARE OPERABLE AND SECURE
- _____ NO EVIDENCE OF EXCESSIVE MOISTURE
- _____ SUFFICIENT NATURAL LIGHT
- _____ ALL FIXTURES PRESENT AND IN GOOD REPAIR
- _____ NO ACTIVE HAZARDS PRESENT
- _____ NON-POROUS SURFACE FINISHES ARE INTACT
- _____ DWELLING IS PEST/VERMIN FREE
- _____ SCREENS ARE INSTALLED (APRIL 1 - OCTOBER 30)
- _____ KITCHEN FACILITIES ARE PROVIDED AND IN GOOD REPAIR (YES/NO)

WASTEWATER (select one)

TYPE OF WASTEWATER DISPOSAL SYSTEM: CESSPOOL SEWER SEPTIC/TITLE 5

OWNERS DUTY OF COMPLIANCE (initial each of the following)

- _____ I will ensure that compliance with the conditions set forth in the Rental Certificate and all applicable laws relative to the habitation of the premises is maintained at all times.
- _____ I will ensure that the maximum occupancy of the premises is not exceeded at any time.
- _____ I will ensure that the individual(s) identified as being available for responding to emergencies and requests for assistance are in fact available at all times and that a prompt and appropriate response is provided.
- _____ I understand that the Board of Health may, in lieu of suspension or revocation, modify any Rental Certificate to impose additional conditions, including but not limited to a requirement for periodic inspections and/or a limitation on the maximum number of occupants allowed.
- _____ I understand if any Rental Certificate is suspended or revoked, I am responsible for finding alternative and comparable housing for any and all tenants until such time as the tenancy ends or the rental certificate is reinstated.
- _____ I certify, under pains and penalties of perjury, that I have inspected each unit and that it complies with all applicable laws, including but not limited to the State Sanitary Code, 105 CMR 410.000, et seq., the State Building Code, 780 CMR, the Town of Provincetown Zoning Bylaws, and Provincetown Board of Health Regulation Part XII.

Sign: _____ Print: _____ Date: _____



**Town of Eastham
Board of Health**
2500 State Hwy, Eastham, MA 02642
(508)240-5900 x3230
Fax: (508)240-5918
Email: health@eastham-ma.gov

For Town Use Only:
RP# _____
Date Received: _____
Check #: _____
 Water test

RENTAL CERTIFICATE APPLICATION

If the property is not connected to municipal water supply, a water quality test must be performed, and the results **MUST** accompany this application. **Failure to provide a copy of the required water quality test will result in the application being returned and not processed.** The rental certificate fee is \$75.00 per unit. Checks may be made payable to the Town of Eastham.

PROPERTY LOCATION: _____ MAP/PARCEL: _____

ASSESSED OWNER: _____

MAILING ADDRESS: _____

EMAIL ADDRESS (REQUIRED): _____

PHONE: _____

If you would like the Town to contact any other agent regarding your rental property, please list their contact information:

ADDITIONAL CONTACT PERSON: _____

EMAIL ADDRESS: _____ PHONE: _____

RENEWAL: YES NO, THIS IS A NEW RENTAL PROPERTY

Please provide the dimensions of any bedrooms (use back of application if additional space is needed):

Bedroom #1 _____ Bedroom #3 _____
Bedroom #2 _____ Bedroom #4 _____

Number and Size of bedrooms will be used to determine occupancy. Bedroom count will be verified with septic design plan.

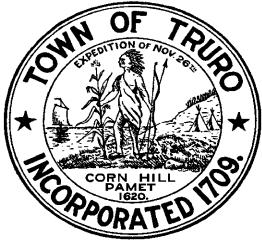
Do you rent your property: YEAR-ROUND OR SEASONALLY
Connected to town water? Yes No

Your signature will indicate that you have read and understand all statements on this application, have signed under the pains and penalties of perjury that the information provided is correct and you are signing for all owners as per the deed and tax records.

OWNER SIGNATURE: _____ DATE: _____

Failure to register, violations of regulations or over utilization of the property may result in a fine of \$300.00 for each offense for each day of the violation. For complete regulations regarding rental properties, please visit Section III of Eastham Board of Health Regulations (<https://www.eastham-ma.gov/DocumentCenter/View/247/Board-of-Health-Regulations-PDF>)

No refunds for rental certificates will be issued.



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Department of Public Works

REQUESTOR: Jarrod J. Cabral, DPW Director

REQUESTED MEETING DATE: February 13, 2024

ITEM: DPW Ad Hoc Building Committee Charge

EXPLANATION: Staff has prepared a revised charge for the Ad Hoc Building Committee – For The Future Public Works Facility. The new charge reflects a change in the membership from one member of the Energy Committee, one member of the Climate Action Committee, and three at-large members to one member of the Energy Committee and four at-large members. With the present number of vacancies on the Climate Action Committee, this change allows the remaining members to focus on the work of the Climate Action Committee and without one of the members needing to serve on a second committee.

Interviews for the Ad Hoc Building Committee are expected to be conducted on February 27, 2024. With this charge change, the Select Board can make the appointments with the revised membership composition.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Ad Hoc Building Committee charge will remain the same and will require the appointment of a Climate Action Committee member to the Ad Hoc Building Committee.

SUGGESTED ACTION: *Motion to approve the Ad Hoc Building Committee – For The Future Public Works Facility charge to accommodate a fourth at large member.*

ATTACHMENTS:

1. Current Charge
2. Proposed Charge (Red-lined)



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

Date: August 22, 2023
From: Select Board
To: Ad Hoc Building Committee
Re: Charge

In accordance with the Truro Town Charter, Chapter 6-4-4, the Select Board voted to appoint the Ad Hoc Building Committee for the future Public Works Facility on August 22, 2023.

AD HOC BUILDING COMMITTEE – FOR THE FUTURE PUBLIC WORKS FACILITY

Ad Hoc Building Committee

The Committee shall have five (5) members and one (1) alternate member appointed by the Select Board for a definite period of time, not to exceed two years. The Committee will include one member of the Energy Committee, one member of the Climate Action Committee, and three at-large members where the Select Board shall make every effort to appoint at least two members with professional construction and or architectural expertise. Should the Ad Hoc Building Committee not achieve their charge and purpose for which they were created, they may be reappointed for additional one-year periods until the project is complete. The Committee shall function in conformance with the Town Charter.

The Committee will meet as needed to perform its functions. The Committee will meet at least annually or as requested. The Committee shall meet with the Town Manager (as an ex officio member of the Committee) or the Town Manager's designee and with the appropriate Town Department Heads and other Town stakeholder Committees to:

- a) Discuss the current condition of the Department of Public Works Facility.
- b) Review the proposed expansion and new construction of the Public Works Facility.
- c) Review the specific needs/requirements, specifications, estimated costs and project time-frame associated with the new Public Works Facility.
- d) Incorporate into each project those cost-saving improvements in the areas of energy and water conservation as are appropriate.
- e) If so authorized by the Select Board, seek the professional advice of the Town's contracted consultants through Town Staff to aid the Committee in its review of the new Public Works Facility.

- f) Make recommendations to the Select Board as to the final design of the new Public Works Facility. The Committee will also provide its findings and recommendations to the Select Board as requested regarding specific deadlines related to the project.
- g) The Committee shall provide ongoing progress reports, advice, and counsel to the Select Board regarding the project.

The Committee shall work with the Town Manager (as an ex officio member of the Committee) or the DPW Director and engineering firm on all appropriate phases of the development and implementation of the construction project.

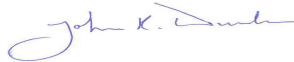
The annual report shall be presented in a timely manner to allow the Select Board to include those aspects of the Committee's findings that the Select Board deems appropriate in the annual update of Truro's Capital Improvement Plan (CIP) and future Town Meeting votes to fund the facility.



Kristen Reed, Chair



Susan Areson, Vice-Chair



John Dundas, Clerk

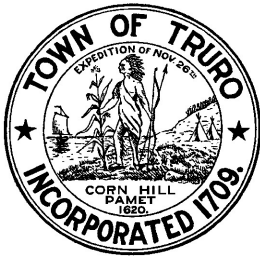


Stephanie Rein



Robert Weinstein

Select Board
Town of Truro



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

Date: August 22, 2023; Revised February 13, 2024
 From: Select Board
 To: Ad Hoc Building Committee
 Re: Charge

In accordance with the Truro Town Charter, Chapter 6-4-4, the Select Board voted to appoint the Ad Hoc Building Committee for the future Public Works Facility on August 22, 2023; Revised February 13, 2024.

AD HOC BUILDING COMMITTEE – FOR THE FUTURE PUBLIC WORKS FACILITY

Ad Hoc Building Committee

The Committee shall have five (5) members and one (1) alternate member appointed by the Select Board for a definite period of time, not to exceed two years. The Committee will include one member of the Energy Committee, ~~one member of the Climate Action Committee~~, and ~~three~~ four at-large members where the Select Board shall make every effort to appoint at least two members with professional construction and or architectural expertise. Should the Ad Hoc Building Committee not achieve their charge and purpose for which they were created, they may be reappointed for additional one-year periods until the project is complete. The Committee shall function in conformance with the Town Charter.

The Committee will meet as needed to perform its functions. The Committee will meet at least annually or as requested. The Committee shall meet with the Town Manager (as an ex officio member of the Committee) or the Town Manager's designee and with the appropriate Town Department Heads and other Town stakeholder Committees to:

- a) Discuss the current condition of the Department of Public Works Facility.
- b) Review the proposed expansion and new construction of the Public Works Facility.
- c) Review the specific needs/requirements, specifications, estimated costs and project time-frame associated with the new Public Works Facility.
- d) Incorporate into each project those cost-saving improvements in the areas of energy and water conservation as are appropriate.

- e) If so authorized by the Select Board, seek the professional advice of the Town's contracted consultants through Town Staff to aid the Committee in its review of the new Public Works Facility.
- f) Make recommendations to the Select Board as to the final design of the new Public Works Facility. The Committee will also provide its findings and recommendations to the Select Board as requested regarding specific deadlines related to the project.
- g) The Committee shall provide ongoing progress reports, advice, and counsel to the Select Board regarding the project.

The Committee shall work with the Town Manager (as an ex officio member of the Committee) or the DPW Director and engineering firm on all appropriate phases of the development and implementation of the construction project.

The annual report shall be presented in a timely manner to allow the Select Board to include those aspects of the Committee's findings that the Select Board deems appropriate in the annual update of Truro's Capital Improvement Plan (CIP) and future Town Meeting votes to fund the facility.

Kristen Reed, Chair

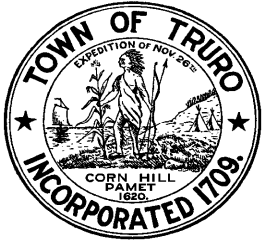
Susan Areson, Vice-Chair

John Dundas, Clerk

Stephanie Rein

Robert Weinstein

Select Board
Town of Truro



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Department of Public Works

REQUESTOR: Jarrod Cabral, DPW Director

REQUESTED MEETING DATE: February 13, 2024

ITEM: Review and Possible Approval of Curb Cut Application for 1 Mill Pond

EXPLANATION: Current curb cut is within 200' of riverfront area. The curb cut is being relocated to outside that area.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Curb cut will remain within 200' of riverfront area.

SUGGESTED ACTION: *Motion to approve the curb cut for 1 Mill Pond Road and Authorize the Chair to sign electronically.*

ATTACHMENTS:

1. Application
2. Driveway Profile
3. Site Plan
4. Construction Period 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: 11/21/23

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

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): 1 Mill Pond LLC

Address: 7 Ryder Beach Rd., Truro MA 02666, Mailing Address: 10275 Collins Ave. 711, Bal Harbour FL 33154

Phone Number: _____

Email Address: _____

Curb Cut Street Location: Mill Pond Rd.

Affected Town or State road: Turo, MA

Truro Assessor’s Map Number: 54-68-0 Parcel Number: BK. 17860 - PG. 326

Name of contractor: Joshua Knapper Design Collaborative LLC

Contractor Phone Number: 617-548-3107

Contractor Email: jknapperdesignbuild@gmail.com

Reason/explanation: The current curb cut is within 200' riverfront area, we are relocating outside said area.

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

Applicant’s Signature: _____ *Alex Gregory* Digitally signed by Alex Gregory
Date: 2023.12.01

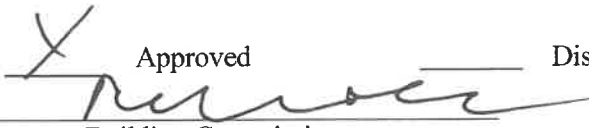
Owner’s Signature (if different): _____ Date: 11/30/23
08:20:41 -05'00'

Owner’s Address (if different): See Mailing address above.

FOR TOWN STAFF/BOARD USE ONLY


DEPARTMENT APPROVALS

Building Commissioner Approval

Approved _____ Disapproved _____ Building Permit Number _____

Building Commissioner _____ Date 1.10.24

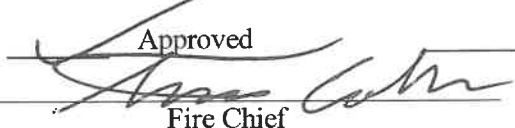
Chief of Police Approval

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.


Approved _____ Disapproved _____ Not Applicable _____

Chief of Police _____ Date 1/10/2024

Fire Chief Approval


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.

Approved _____ Disapproved _____ Not Applicable _____

Fire Chief _____ Date 5 Jan 2024

Health & Conservation Agent Approval

Approved _____ Disapproved _____ Not Applicable _____

Health & Conservation Agent _____ Date 1/4/2024

Public Works Director Approval

Approved _____ Disapproved _____ Not Applicable _____

Public Works Director _____ Date 1/5/2024

Town Manager Approval

_____ Approved _____ Disapproved _____
Town Manager _____ Date _____

Select Board Approval

_____ Approved _____ Disapproved _____
Select Board Chair _____ Date _____

PROPERTY ADDRESS _____

FOR TOWN STAFF/BOARD USE ONLY

ADDITIONAL APPROVALS (if required)

<u>Planning Board Approval (if required)</u>		
_____ Approved	_____ Disapproved	_____ Not Applicable
_____	_____	_____
Planning Board Chair		Date
<u>Mass Highway Referral (if required)</u>		
Date Forwarded _____		
_____		_____
Signature		Date

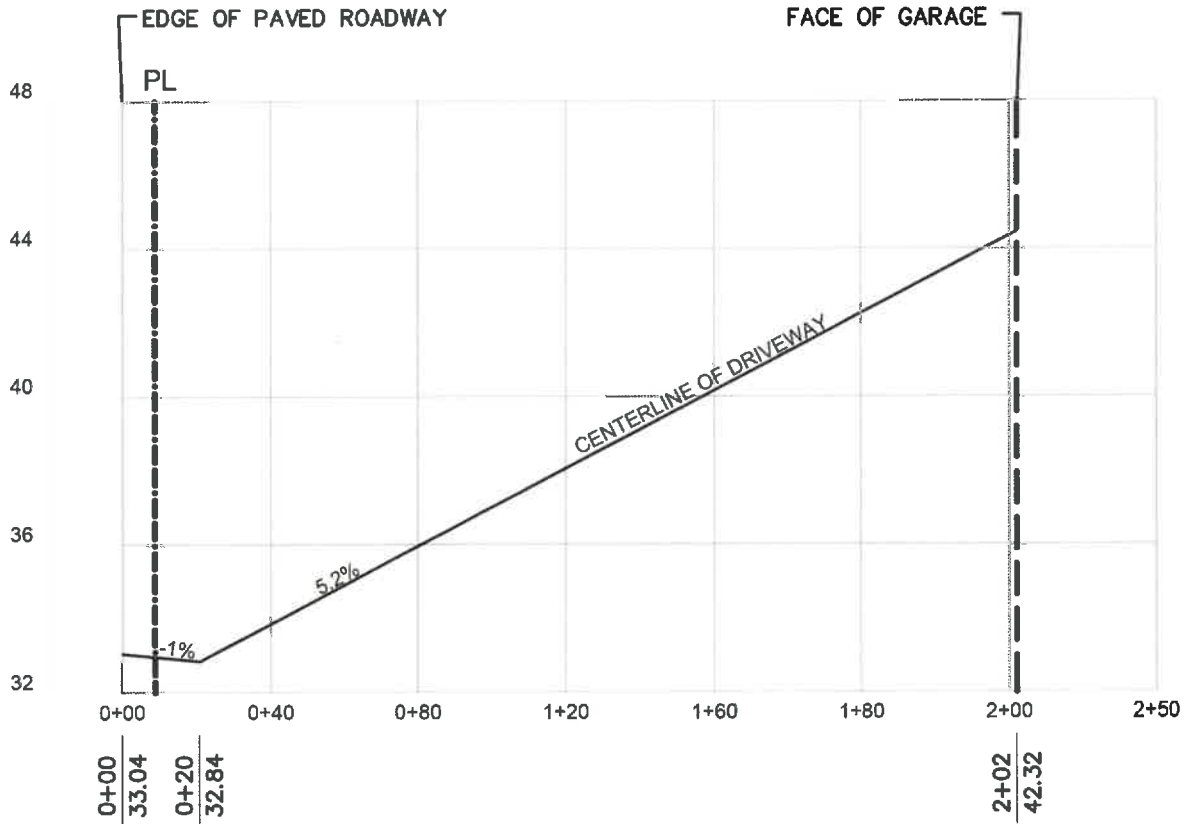
PROPERTY ADDRESS _____

FOR TOWN STAFF/BOARD USE ONLY

CERTIFICATION OF COMPLIANCE/FINAL APPROVAL

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

PROPERTY ADDRESS _____



DRIVEWAY PROFILE

SCALE: 1" = 40' HORIZONTAL
1" = 4' VERTICAL

SLOPE CALCULATIONS:

ROADWAY TO DRIVEWAY LOW POINT ON SITE: $(32.84' - 33.04') / 20' = -0.01 = -1\%$

DRIVEWAY LOW POINT ON SITE TO FACE OF GARAGE: $(42.32 - 32.84') / 182' = 0.052 = 5.2\%$

River Hawk
ENVIRONMENTAL
CIVIL & ENVIRONMENTAL ENGINEERING

511 WEST GROVE STREET, SUITE 107
MIDDLEBOROUGH, MA 02346 www.RiverHawkLLC.com

DRAWING TITLE

DRIVEWAY PROFILE

PROJECT

1 MILL POND ROAD
TRURO, MA

CLIENT

DANIEL REYNOLDS &
ALEX GREGORY

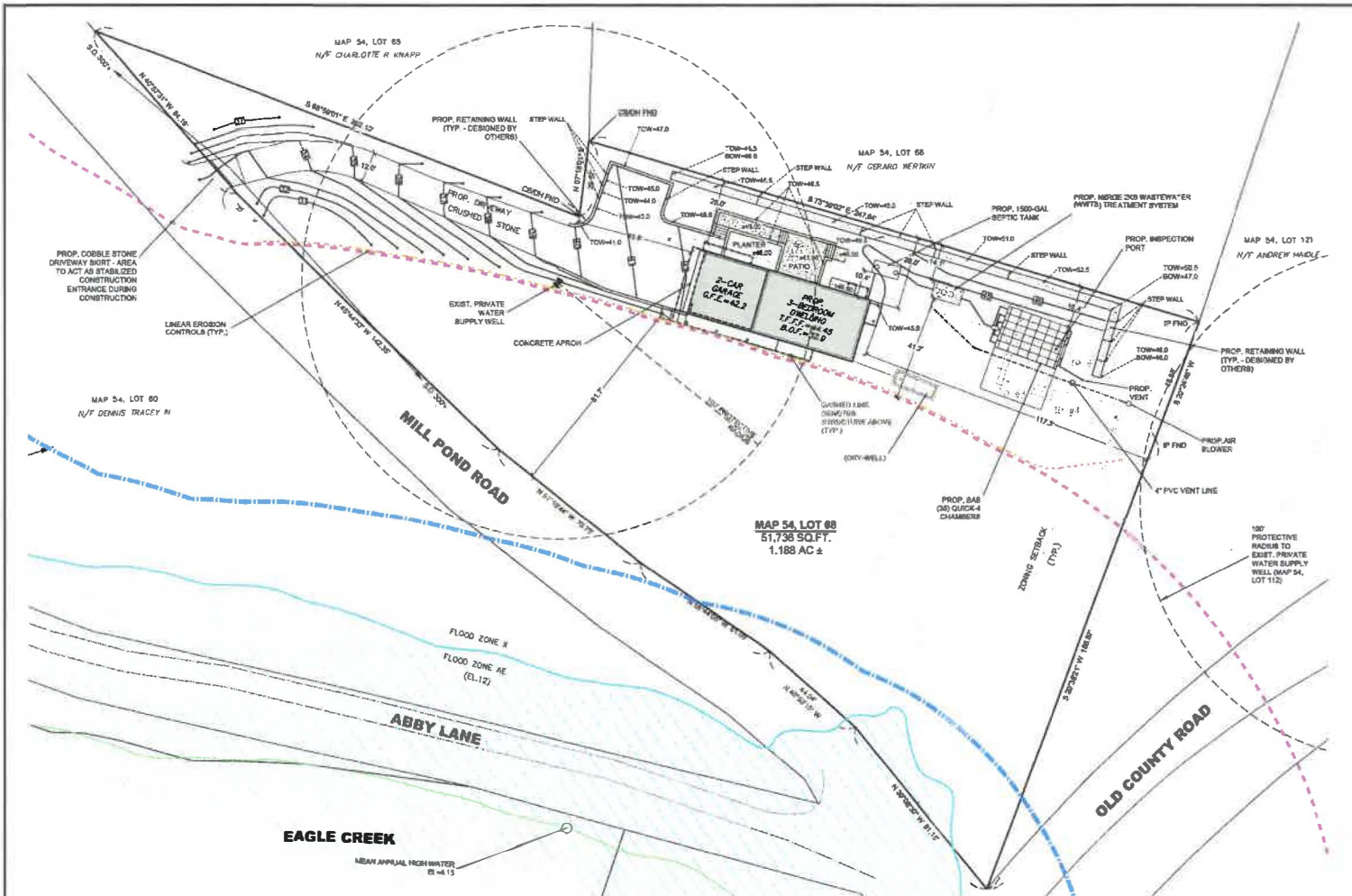
APPROX. SCALE:
AS SHOWN

DATE:
DEC. 8, 2023

DRAWN BY: RSR

CHECKED BY: RSR





SITE LOCATION
NOT TO SCALE

SITE ADDRESS
1 MILL POND RD.
TRURO, MA 02868

CURRENT OWNER
MILL POND INVESTMENT TRUST
THOMAS WELLS, TRUSTEE
205 JERUSALEM RD.
CONSHATE, MA 02035

ASSessor'S REFERENCES
54-02

DETA REFERENCE
SR 17560 - PG. 55E

TOWN OF TRURO ZONING DESIGNATION
RESIDENTIAL

LEGEND

DESCRIPTION	DISTING.
MEAN ANNUAL HIGH WATER	—
LIMIT OF 6" W/ TOP OF BANK	—
100' RIVERFRONT AREA	—
200' RIVERFRONT AREA	—
CONTOUR	—
SPOT ELEVATIONS	—
TREE LINE	—
WATERWATCH POST	—

DESIGN DATA:

DESIGN FLOW:
 1. WASH - 1.50 GPD/PERSON
 2. HYDRANTS - 1.10 GPD/28,000 GAL + 3.50 GPD
 FWD RATE - 0.20 MPD/INCH

SOIL ABSORPTION SYSTEM:
 PERCOLATION RATE = 0.20 IN/HR (CLASS 1 SOIL)
 USE DESIGN LEAKING RATE = 0.24 GPD/SF
 LEAKING AREA REQ'D = (139 GPD) / 0.24 = 579 SF
 USE QUICK 4 PLUS INFILTRATOR CHAMBERS IN ROW CONFIGURATION
 (448 S.F.) = 84 # OF CHAMBERS REQUIRED
 (175 S.F.) = 34 # OF CHAMBERS REQUIRED
 (175 S.F.) = 34 # OF CHAMBERS REQUIRED

PLAN TABLE 1.1 - 100' PROTECTIVE RADIUS FROM 200' RIVERFRONT AREA
 (28 CHAMBERS) x (4.0 FT CHAMBER) = 112 FT
 (8 CAPS) x (15' CAP) = 120 FT
 (8 CAPS) x (15' CAP) = 120 FT
 (8 CAPS) x (15' CAP) = 120 FT
 TOTAL AREA = 144' x 15' = 2,160 SF
 LEAKING AREA PROVIDED:
 (215 S.F./FT.) x (10.25 FT.) = 2204 SF > 448 S.F.
 DAILY FLOW CAPACITY:
 244 SF x 0.24 GPD/SF = 586 GPD > 330 GPD REQ'D

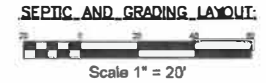
NOTES

- THE EXISTING TOPOGRAPHY IS BASED ON 2021 LIDAR DATA FROM NOAA.
- THE LOCATION OF THE TOP OF BANK FOR THE PERENNIAL STREAM LOCATED SOUTH OF THE SUBJECT PROPERTY WAS DETERMINED BASED ON INTERPRETATION OF LIDAR POINT DATA FROM 2021.
- PORTIONS OF THE SUBJECT PROPERTY ARE LOCATED IN A PROPERTY HABITATS AS SHOWN ON THE LATEST EDITION OF THE MASSACHUSETTS NATURAL HERITAGE ATLAS.
- SINCE EAGLE CREEK IS TIDAL, THE MEAN ANNUAL HIGH WATER LINE WAS DETERMINED IN ACCORDANCE WITH 310 CMR 10.23.
- PORTIONS OF THE PROPERTY ARE LOCATED IN ZONE AE, AS SHOWN ON THE FLOOD INSURANCE RATE MAPS (FIRM) OF SUFFOLK COUNTY, MASSACHUSETTS, MAP NUMBER 250H(02)2, DATED JULY 18, 2014. ALL PROPOSED WORK INCLUDING THE SEPTIC SYSTEM IS NOT IN A FLOOD ZONE.

LOCAL VARIANCE REQUESTS

— VARIANCES FROM THE FOLLOWING PROVISIONS OF THE TRURO BOARD OF HEALTH REGULATIONS ARE REQUESTED:

- ARTICLE 8 - SANS TO WETLANDS: A REDUCTION FROM 150 TO 10 FT FROM SANS TO THE 200' RIVERFRONT AREA (RA).
- ARTICLE 9 - SEPTIC TANK TO WETLANDS: A REDUCTION FROM 100 TO 41 FT FROM SEPTIC TANK TO THE 200' RA.
- ARTICLE 11 - BUILDABLE UPLAND CALCULATIONS FOR NITROGEN LOADING LIMITATIONS: A WAIVER ALLOWING THE USE OF THE OUTER RIPARIAN ZONE OF THE RIVERFRONT AREA TO BE USED IN THE BUILDABLE UPLAND AREA CALCULATIONS.



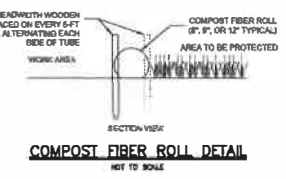
ZONING TABLE

ZONING DISTRICT: RESIDENTIAL

REQUIREMENT	REQUIRED	PROPOSED
MINIMUM LOT AREA (SF)	11,750	51,736
MINIMUM FRONTAGE (FT)	190	435.36
MINIMUM SETBACKS		
FRONT (FT)	25	81.7
SIDE (FT)	25	42.5 & 117.3
REAR (FT)	25	81.8

ABBREVIATIONS

S.V. - BORDERING VEGETATED WETLAND
 T.O.B. - TOP OF BANK
 M.A.H.W. - MEAN ANNUAL HIGH WATER
 T.O.P. - TOP OF FOUNDATION
 B.F.E. - BASEMENT FLOOR ELEVATION
 G.F.E. - GARAGE FLOOR ELEVATION
 T.O.W. - TOP OF WALL
 B.O.W. - BOTTOM OF WALL
 S.A.B.E. - SEASONAL HIGH GROUNDWATER ELEVATION
 S.A.B. - SOIL ABSORPTION SYSTEM
 S.D. - SIGHT DISTANCE



IMPACT SUMMARY

DESCRIPTION	AMOUNT
TOTAL LOT AREA	51,736 SF
LOT AREA OUTSIDE RIVERFRONT AREA	21,367 SF
TOTAL RIVERFRONT AREA ON LOT	30,369 SF
ZONAL RIVERFRONT AREA IMPACT (RF)	3,000 SF
OUTER RIPARIAN RIVERFRONT AREA (RP)	26,724 SF
TOTAL OUTER RIPARIAN IMPACT (RF)	3,000 SF
INNER RIPARIAN RIVERFRONT AREA (IR)	3,841 SF
INNER RIPARIAN IMPACT	0 SF
TOTAL LOT AREA OUTSIDE INNER RIPARIAN	48,291 SF

1	158923	ADDED BOUNDARY CONTROL	DATE	BY
2	158923	REMOVED CURVE CUT	DATE	BY
3	158923	REMOVED FOOTING WALLS	DATE	BY
4	158923	ADDED DETAILS FOR IMPROVEMENTS	DATE	BY
5	158923	ADDED DETAILS FOR IMPROVEMENTS	DATE	BY

12/06/2023

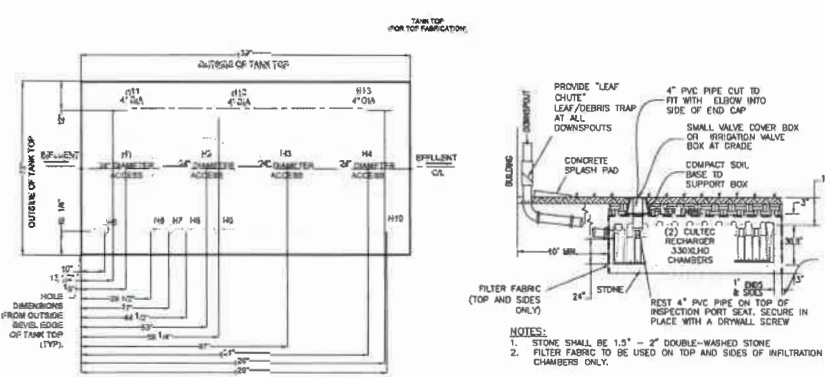
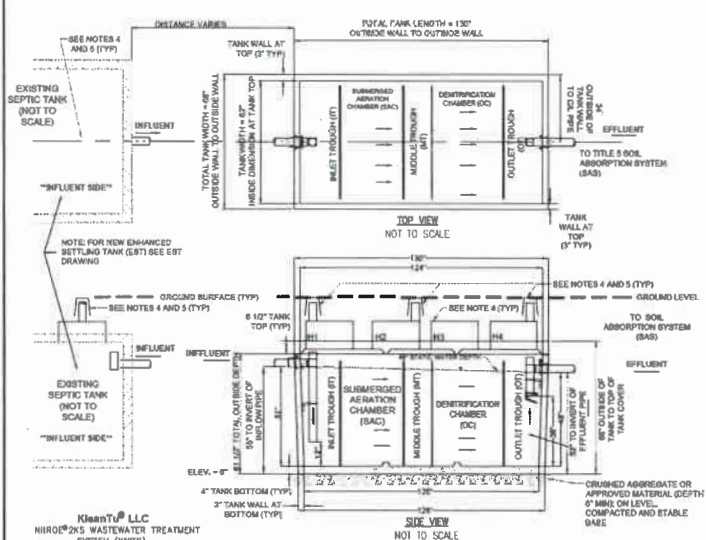
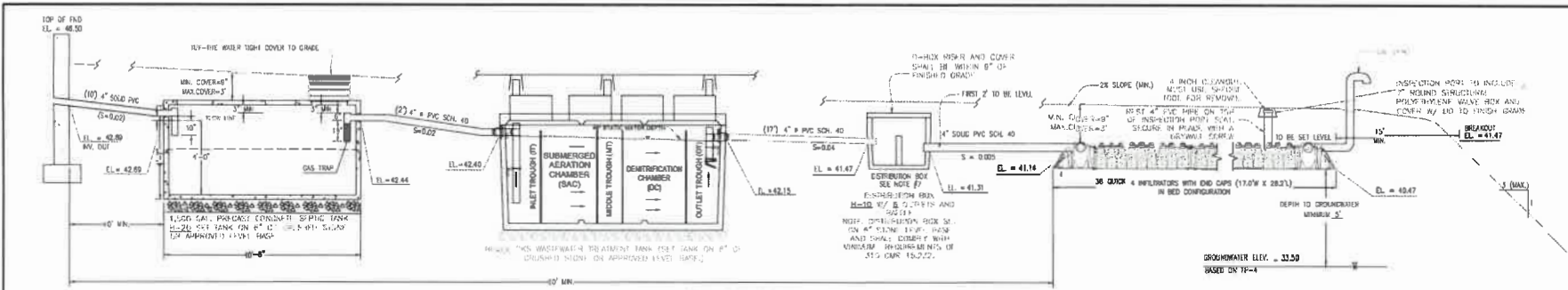
RiverHawk ENVIRONMENTAL
 CIVIL ENGINEERING, ENVIRONMENTAL CONSULTING
 2160 OCEAN STREET, MARSHFIELD, MA 02040
 781-538-4538 www.RiverHawk.com

RESIDENTIAL SITE DESIGN
 1 MILL POND ROAD
 TRURO, MA

SITE LAYOUT PLAN

SCALE: AS SHOWN

SP.1.1

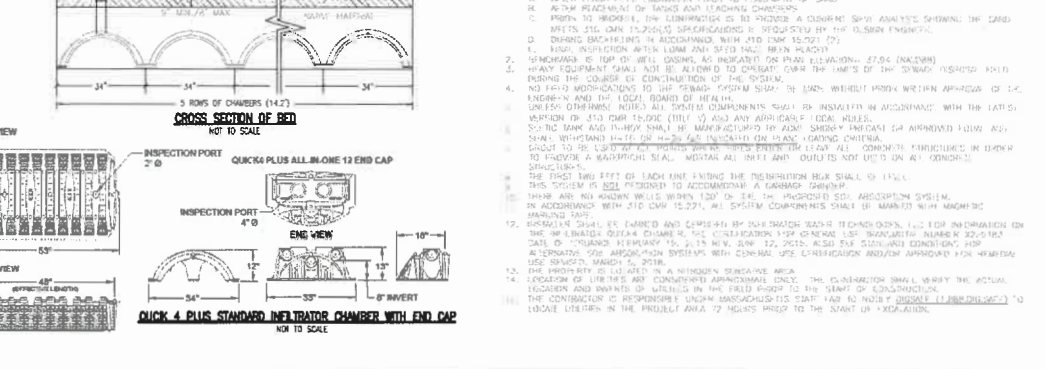


SOIL DATA:
DATE: 07/26/2023
PERFORMED BY: JAKE URETSKY (RIVER HAWK ENVIRONMENTAL LLC)
WETNESS BY: COURTNEY BROWN (RIVER HAWK)

SOIL HORIZ.	TP-1 DEPTH (INCHES)	SOIL TYPE	TP-2 DEPTH (INCHES)	SOIL TYPE	TP-3 DEPTH (INCHES)	SOIL TYPE	TP-4 DEPTH (INCHES)	SOIL TYPE
A	0-10"	SAND	0-10"	SAND	0-10"	SAND	0-10"	SAND
B	10-20"	SAND	10-20"	SAND	10-20"	SAND	10-20"	SAND
C	20-30"	SAND	20-30"	SAND	20-30"	SAND	20-30"	SAND

NOTING - NOT OBSERVED
WETTING - NOT OBSERVED
STANDING WATER - NOT OBSERVED
NO ROOT FEATURES
S.P.G.E. = >37.5
PERC. = <2 MPH

NOTE:
1. THE D, A, AND B (AT 55 MPH) TO BE REMOVED FROM THE SAND AND REPLACE WITH CLEAN #10 AGGREGATE WITH 2% CUMULATIVE #20 (20), UNSATURATED NOT TO BE REMOVED TO A DISTANCE OF 2' FROM D, A, AND B SOIL ABSORPTION ONLY.



12/06/2023

DANIEL REYNOLDS & ALEX GREGORY
1 MILL POND ROAD
TRURO, MA 02586

RiverHawk ENVIRONMENTAL
CIVIL ENGINEERING & ENVIRONMENTAL CONSULTING
711 BALSACON RD
TRURO, MA 02586
TEL: 508-253-1234
WWW.RIVERHAWKENVIRONMENTAL.COM

RESIDENTIAL SITE DESIGN
1 MILL POND ROAD
TRURO, MA

DETAILS

D1.1

NO.	DATE	BY	CHKD.	DESCRIPTION
1	12/06/2023	DR	DR	ISSUED FOR PERMITS
2		DR	DR	ISSUED FOR PERMITS
3		DR	DR	ISSUED FOR PERMITS
4		DR	DR	ISSUED FOR PERMITS
5		DR	DR	ISSUED FOR PERMITS
6		DR	DR	ISSUED FOR PERMITS
7		DR	DR	ISSUED FOR PERMITS
8		DR	DR	ISSUED FOR PERMITS
9		DR	DR	ISSUED FOR PERMITS
10		DR	DR	ISSUED FOR PERMITS
11		DR	DR	ISSUED FOR PERMITS
12		DR	DR	ISSUED FOR PERMITS
13		DR	DR	ISSUED FOR PERMITS
14		DR	DR	ISSUED FOR PERMITS
15		DR	DR	ISSUED FOR PERMITS
16		DR	DR	ISSUED FOR PERMITS
17		DR	DR	ISSUED FOR PERMITS
18		DR	DR	ISSUED FOR PERMITS
19		DR	DR	ISSUED FOR PERMITS
20		DR	DR	ISSUED FOR PERMITS



STORMWATER MANAGEMENT & EROSION CONTROL PLAN

**Residential Property
1 Mill Pond Road
Truro, MA 02666**

PREPARED FOR:

**Daniel Reynolds & Alex Gregory
1 Mill Pond Road
Truro, MA 02666**

PREPARED BY:

**River Hawk Environmental, LLC
511 W Grove Street, Suite 301
Middleborough, MA 02346**

December 7, 2023

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1.5 Establish Perimeter Controls and Sediment Barriers. 4

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1.5.2 Perimeter Erosion Control BMPs..... 4

1.5.3 Erosion Control BMP Maintenance..... 4

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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 14th 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 14th 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.

Noelle Scoullar

From: Jarrod Cabral
Sent: Friday, December 8, 2023 10:51 AM
To: Bob Rego
Cc: Joshua Knapper; Alex Gregory
Subject: RE: FW: Curb cut app

Thanks I review and get back to you today with any questions.

Thanks – Jarrod

Jarrold J. Cabral
Director
Department of Public Works
Truro MA 02666
Office (508) 214-0400
Email jcabral@truro-ma.gov

From: Bob Rego
Sent: Friday, December 8, 2023 10:39 AM
To: Jarrod Cabral <jcabral@truro-ma.gov>
Cc: Joshua Knapper; Alex Gregory
Subject: Re: FW: Curb cut app

Hi Jarrod,

A brief narrative to be included with the Curb Cut Application is as follows:

1. Means and Methods for Stormwater Management - A Stormwater Management & Erosion Control Plan has been prepared for the project (attached). The procedures outlined in the plan will be followed during construction of the project. The location of the erosion controls has been shown on the attached site plan.
2. List of Driveway Materials - The finish driveway surface will consist of a compacted 6" T-base layer over 1-1/2" to 2" of finished crushed stone. The driveway will be edge banded w/ coated steel landscape edging. There will be a 15' deep granite cobble stone apron set over the 6" T-base layer where the driveway intersects the roadway.
3. Slope of Driveway - a profile of the driveway with slope calculations showing the negative slope away from the roadway and a slope of less than 15% (5.2%) has been prepared (attached)
4. The driveway will be 12' wide with 2' of shoulder that is free of obstacles on each side. There will be a minimum width of 16' clear for passage of vehicles from the street to the residence.

If you have any questions or require additional information, please do not hesitate to contact me.

Thanks,
Bob

Bob Rego, PE, LSP | Manager/Senior Engineer
River Hawk Environmental, LLC
511 W. Grove Street, Suite 301, Middleborough, MA 02346

office phone [781.536.4639](tel:781.536.4639)
cell phone [508.523.1007](tel:508.523.1007)
email brego@riverhawkllc.com
website www.riverhawkllc.com



On Mon, Dec 4, 2023 at 10:53 AM Jarrod Cabral <jcabral@truro-ma.gov> wrote:

Good morning, just a couple of items for the January 9th Select Board Meeting.

Provide a written narrative that...

Describes the means and method for containing stormwater and sediment runoff on the property during and after construction.

Provide a complete list of materials for the driveway /curb cut.

Submit the slope percentage calcs for the driveway / curb cut/. (not to exceed 15%)

Please also indicate the negative pitch slope percentage calcs from the Town owned Rd.

Confirm the driveway width is 8' wide with 3' clearing on either side.

Thanks, an email reply will suffice and I'll include it in the Select Board Meeting Packet, please also be prepared to attend the meeting in the 9th I'll be sure to send you an invite – Thanks - Jarrod

Jarrod J. Cabral

Director

Department of Public Works

Truro MA 02666

Office (508) 214-0400

Email jcabral@truro-ma.gov

From: Joshua Knapper

Sent: Friday, December 1, 2023 8:53 AM

To: Jarrod Cabral <jcabral@truro-ma.gov>

Cc: gfm.enterprises@icloud.com; dan _____; Alex Gregory
todd@gfmexcavating.com; Bob Rego <_____>

Subject: Re: FW: Curb cut app

Good Morning Jarrod,

Attached you will find the completed curb cut application and the site plan prepared by RiverHawk (cc'd herein) noting the driveway termination/location and associated grading.

Upon review, please let me know if you need anything further from us to process this application.

I did not note a processing fee schedule. If you could let us know that cost and how best to effect payment we will do so asap.

Best Regards,

Josh

From: Jarrod Cabral <jcabral@truro-ma.gov>

Sent: Thursday, November 30, 2023 3:08 PM

To: Joshua Knapper

Cc: gfm.enterprises@icloud.com <gfm.enterprises@icloud.com>; jenn@gfmexcavating.com
<jenn@gfmexcavating.com>; Barbara Carboni <bcarboni@truro-ma.gov>; Emily Beebe <EBeeBe@truro-ma.gov>; Rich
Stevens <rstevens@truro-ma.gov>; Lynne Budnick <LBudnick@truro-ma.gov>; Darrin Tangeman <[dtangeman@truro-
ma.gov](mailto:dtangeman@truro-
ma.gov)>; Kelly Clark <ksclark@truro-ma.gov>; Arozana Davis <ADavis@truro-ma.gov>; Joshua Knapper
<_____>; dan _____; Alex Gregory

<amgboston@gmail.com>; todd@gfmexcavating.com <todd@gfmexcavating.com>

Subject: RE: FW: Curb cut app

Hello, please submit the curb cut application as soon as possible feel free to scan and email your application if you like.

Thanks – Jarrod

Jarrod J. Cabral

Director

Department of Public Works

Truro MA 02666

Office (508) 214-0400

Email jcabral@truro-ma.gov

From: Todd Prada <todd@gfmexcavating.com>

Sent: Thursday, November 30, 2023 2:12 PM

To: Jarrod Cabral <jcabral@truro-ma.gov>

Cc: gfm.enterprises@icloud.com; jenn@gfmexcavating.com; Barbara Carboni <bcarboni@truro-ma.gov>; Emily Beebe <EBeeBe@truro-ma.gov>; Rich Stevens <rstevens@truro-ma.gov>; Lynne Budnick <LBudnick@truro-ma.gov>; Darrin Tangeman <dtangeman@truro-ma.gov>; Kelly Clark <ksclark@truro-ma.gov>; Arozana Davis <ADavis@truro-ma.gov>; Joshua Knapper < >; Daniel Reynolds < >; Alex Gregory

Subject: Re: FW: Curb cut app

Jarrod-

Owners will be taking responsibility for pulling this permit. More specifically Josh Knapper. I have included them on this email.

Todd Prada

Senior Project Manager

GFM Enterprises Inc

15 Diamonds Path

PO Box 1439

South Dennis, MA 02660

Certified Woman Owned

DBE Certified

O: 774-207-0313 C: 617-605-0361 F: 774-316-4198

WWW.GFMEXCAVATING.COM

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On Thu, Nov 30, 2023 at 1:47 PM Jarrod Cabral <jcabral@truro-ma.gov> wrote:

Good afternoon, fill out the attached curb cut application or please put us in touch with who is responsible for pulling permits for this project.

Thanks – Jarrod

Jarrod J. Cabral

Director

Department of Public Works

Truro MA 02666

Office (508) 214-0400

Email jcabral@truro-ma.gov

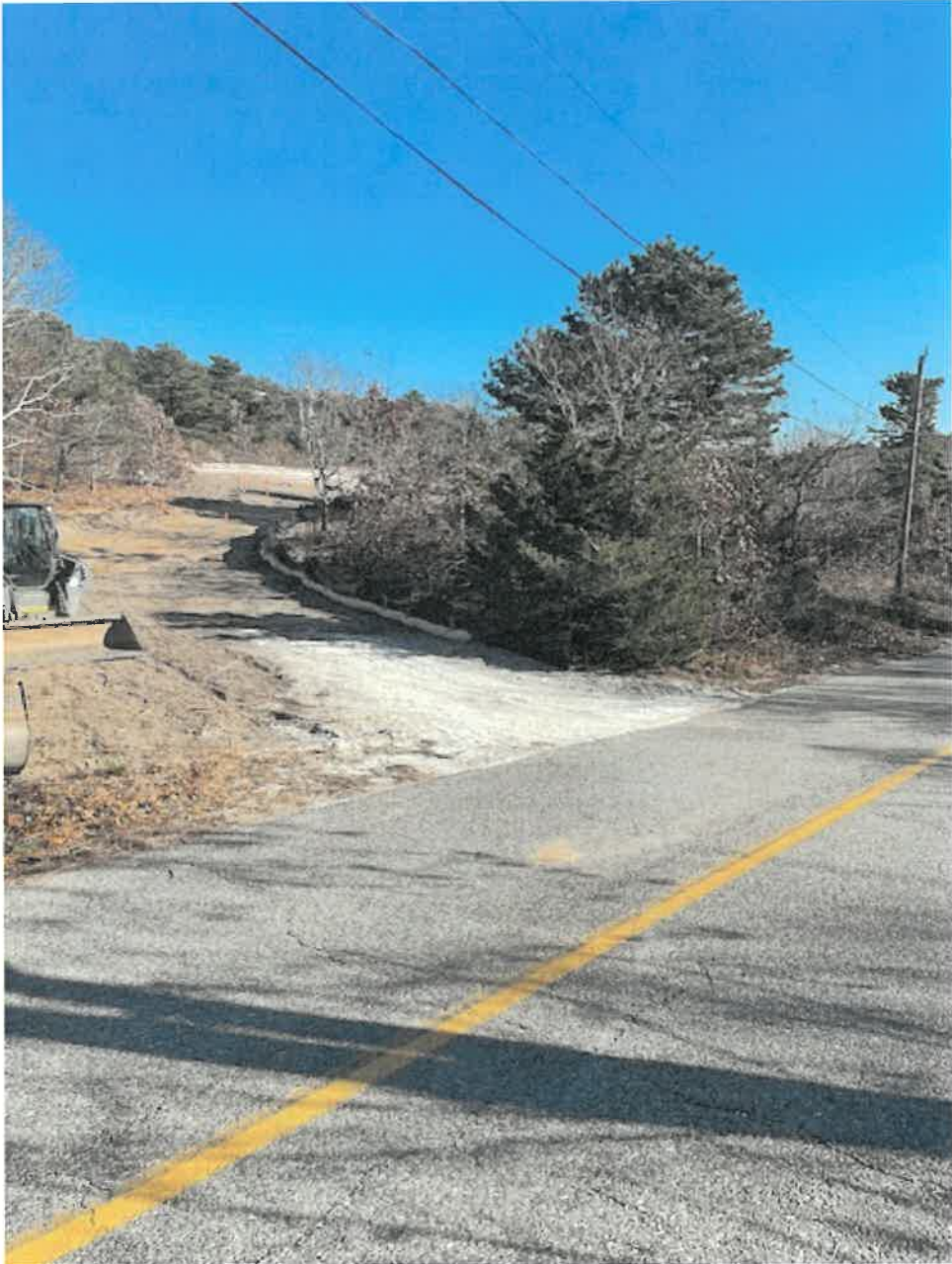
From: jarrodcabral@comcast.net <jarrodcabral@comcast.net>

Sent: Thursday, November 30, 2023 1:31 PM

To: Jarrod Cabral <jcabral@truro-ma.gov>

Subject:

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Sent from my iPhone

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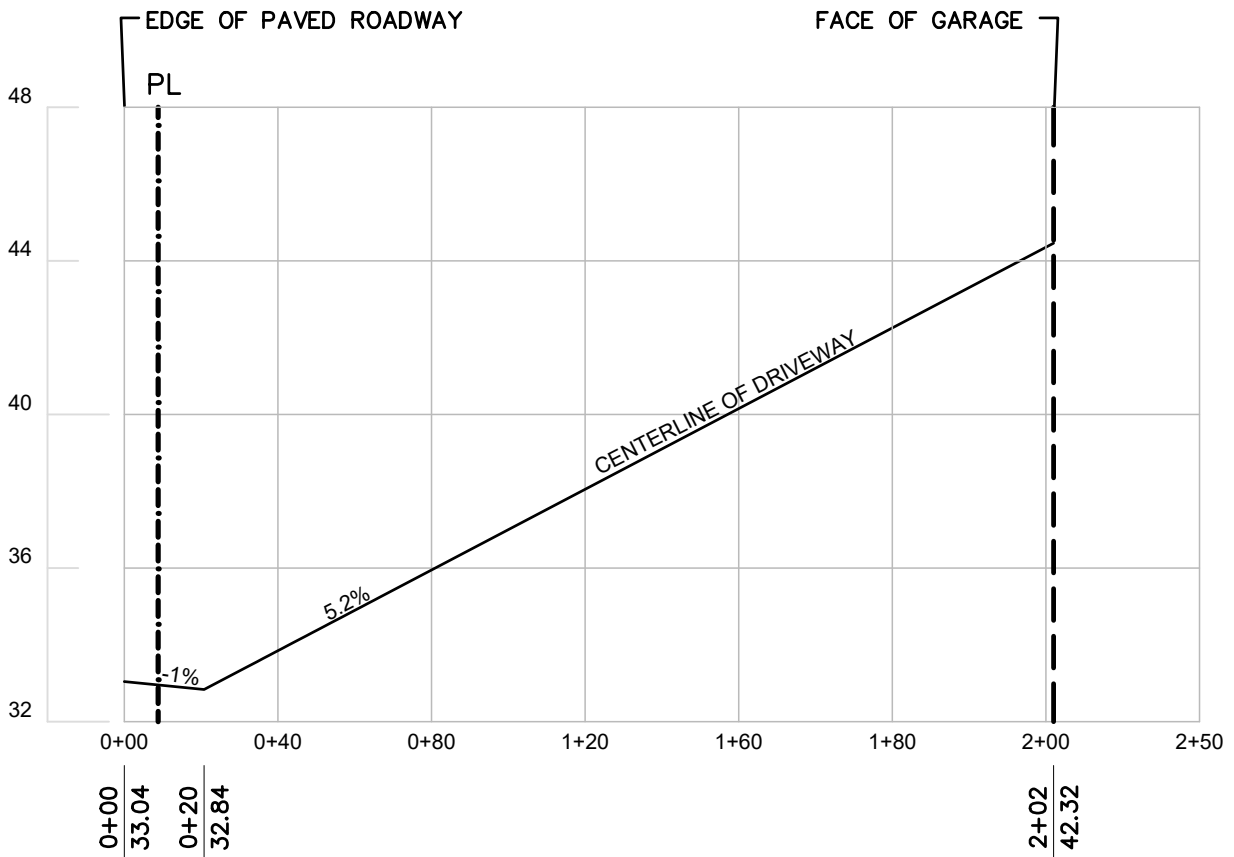
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DRIVEWAY PROFILE

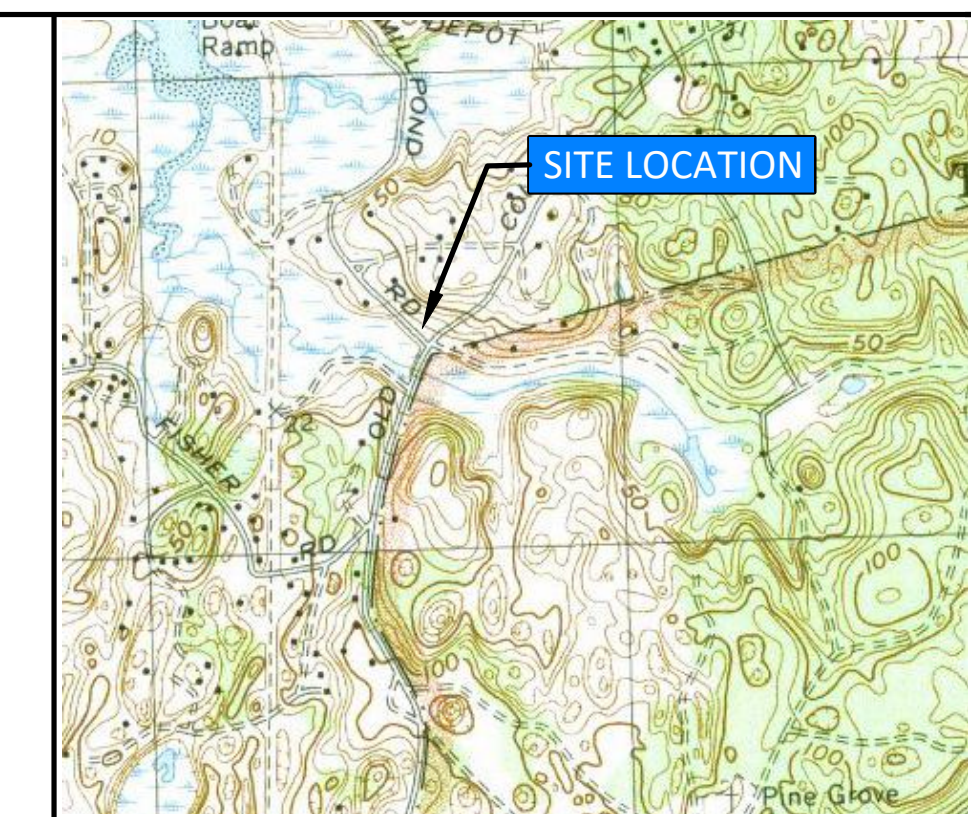
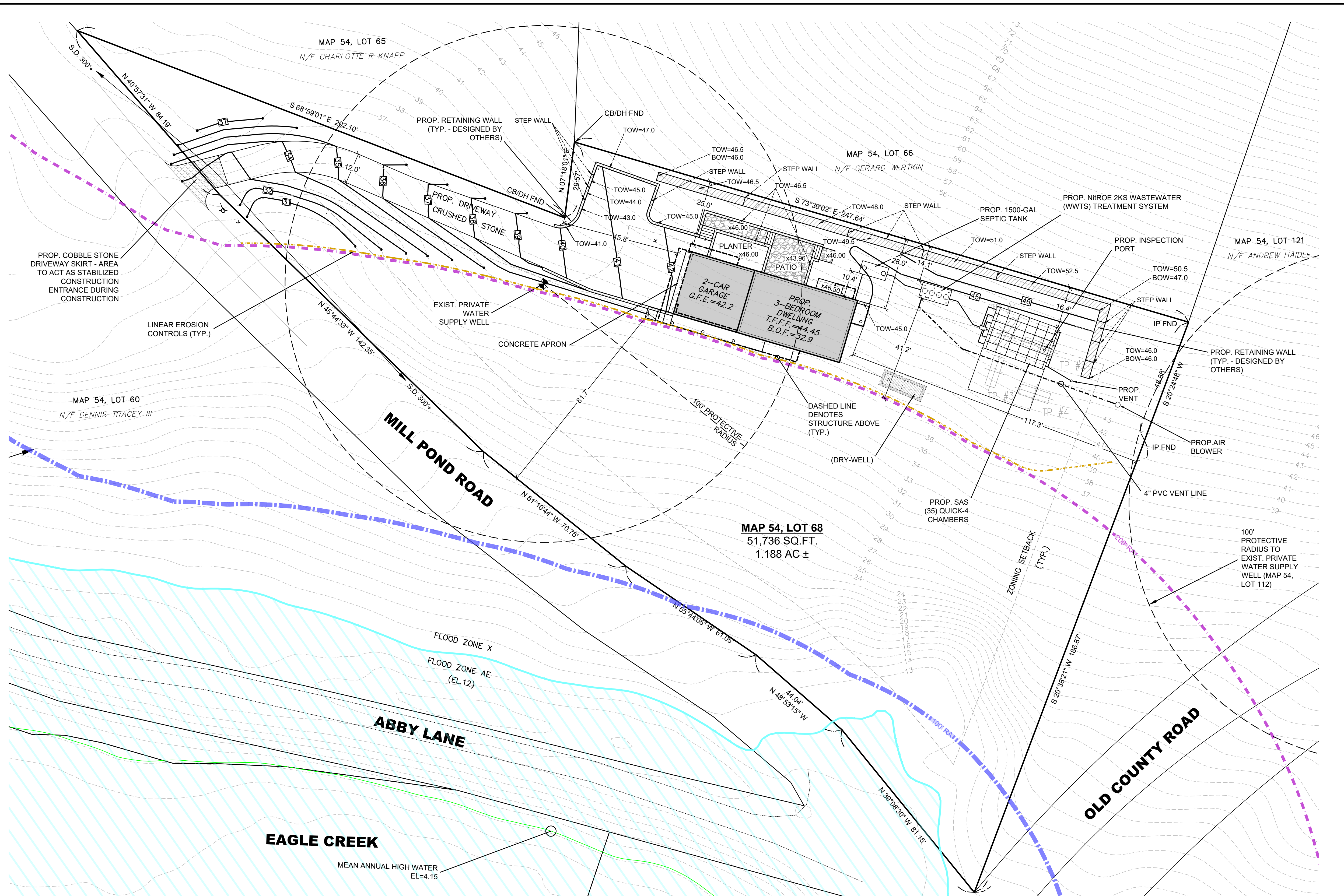
SCALE: 1" = 40' HORIZONTAL
1" = 4' VERTICAL

SLOPE CALCULATIONS:

ROADWAY TO DRIVEWAY LOW POINT ON SITE: $(32.84' - 33.04') / 20' = -0.01 = -1\%$

DRIVEWAY LOW POINT ON SITE TO FACE OF GARAGE: $(42.32 - 32.84') / 182' = 0.052 = 5.2\%$

 <p>River Hawk ENVIRONMENTAL CIVIL & ENVIRONMENTAL ENGINEERING</p> <p>511 WEST GROVE STREET, SUITE 308-523-1007 MIDDLEBOROUGH, MA 02346 www.RiverHawkLLC.com</p>	DRAWING TITLE: DRIVEWAY PROFILE			
	PROJECT: 1 MILL POND ROAD TRURO, MA			
	CLIENT: DANIEL REYNOLDS & ALEX GREGORY			
	APPROX. SCALE: AS SHOWN		DATE: DEC. 8, 2023	DRAWN BY: RSR
			CHECKED BY: RSR	



SITE LOCATION
NOT TO SCALE

SITE ADDRESS
1 MILL POND RD.
TRURO, MA 02652

CURRENT OWNER
MILL POND INVESTMENT TRUST
THOMAS LITTAUER, TRUSTEE
268 JERUSALEM RD.
COHASSET, MA 02025

ASSESSOR'S REFERENCES
54-68-0

DEED REFERENCES
BK. 17860 - PG. 326

TOWN OF TRURO ZONING DESIGNATION
RESIDENTIAL

LEGEND

DESCRIPTION	EXISTING
MEAN ANNUAL HIGH WATER	—
LIMIT OF BWV/TOP OF BANK	—
100' RIVERFRONT AREA	—
200' RIVERFRONT AREA	—
CONTOUR	—
SPOT ELEVATIONS	84X0
TREE LINE	—
CONSERVATION POST	—

DESIGN DATA:

DESIGN FLOW:
PROP. 3-BEDROOM DWELLING
3 BEDROOMS x 110 GPD/BEDROOM = 330 GPD
PERC RATE = <2 MIN/INCH

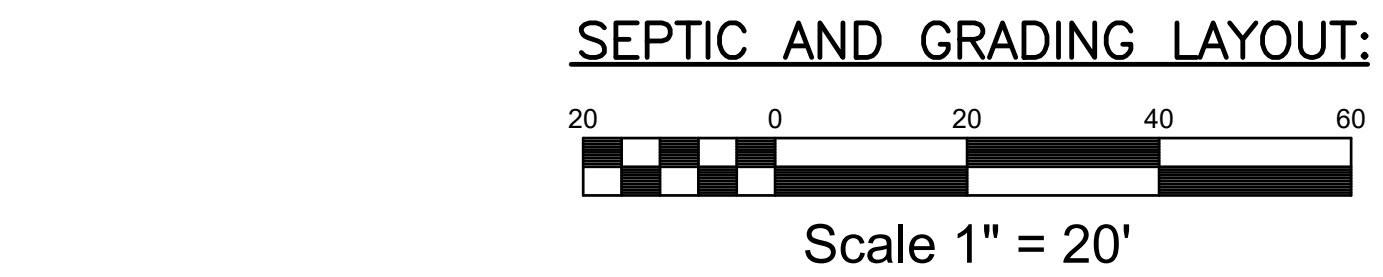
SOIL ABSORPTION SYSTEM:
PERCOLATION RATE = <2 MIN/INCH (CLASS I SOIL)
USE DESIGN LOADING RATE = 0.74 GPD/SF
(330 GPD) = 446 SF
LEACHING AREA REQ'D = (0.74 GPD/SF)
(446 S.F.) = 94 FT OF CHAMBERS REQUIRED
FROM TABLE 3 OF CERTIFICATION FOR GENERAL USE:
EFFECTIVE AREA IS EQUAL TO 4.73 FOR A BED OR FIELD CONFIGURATION
(94 FT) = 24 CHAMBERS REQUIRED - USE 36 CHAMBERS AND 12 END CAPS PER MASSDEP APPROVAL (4 FT)
FROM TABLE 1 OF MODIFIED CERTIFICATION FOR GENERAL USE: EFFECTIVE LENGTH IS EQUAL TO 4 FOR A BED OR FIELD CONFIGURATION
(36 CHAMBERS) X (4.0 FT./CHAMBER) = 144 FT.
(6 CAPS) X (15'/CAP) = 7.5 FT.
(6 END CAPS) X (11.5'/END CAP) = 5.75 FT.
TOTAL AREA = 144' + 7.5' + 5.75' = 157.25 FT
LEACHING AREA PROVIDED: (4.73 S.F./FT.) X (157.25 FT.) = 744 S.F. > 446 S.F.
DAILY FLOW CAPACITY: 744 SF X 0.74 GPD/SF = 550 GPD > 330 GPD REQ'D

- NOTES**
- THE EXISTING TOPOGRAPHY IS BASED ON 2021 LIDAR DATA FROM NOAA.
 - THE LOCATION OF THE TOP OF BANK FOR THE PERENIAL STREAM LOCATED SOUTH OF THE SUBJECT PROPERTY WAS DETERMINED BASED ON INTERPRETATION OF LIDAR POINT DATA FROM 2021.
 - PORTIONS OF THE SUBJECT PROPERTY ARE LOCATED IN A PRIORITY HABITATE AS SHOWN ON THE LATEST EDITION OF THE MASSACHUSETTS NATURAL HERITAGE ATLAS.
 - SINCE EAGLE CREEK IS TIDAL, THE MEAN ANNUAL HIGH WATER LINE WAS DETERMINED IN ACCORDANCE WITH 310 CMR 10.23.
 - PORTIONS OF THE PROPERTY ARE LOCATED IN ZONE AE, AS SHOWN ON THE FLOOD INSURANCE RATE MAPS (F.I.R.M.) OF BARNSTABLE COUNTY, MASSACHUSETTS, MAP NUMBER 25001C0227J DATED JULY 16, 2014. ALL PROPOSED WORK INCLUDING THE SEPTIC SYSTEM IS NOT IN A FLOOD ZONE.

LOCAL VARIANCE REQUESTS

VARIANCES FROM THE FOLLOWING PROVISIONS OF THE TRURO BOARD OF HEALTH REGULATIONS ARE REQUESTED:

- ARTICLE 9 - SAS TO WETLANDS: A REDUCTION FROM 150 TO 16.7' FROM SAS TO THE 200' RIVERFRONT AREA (RA).
- ARTICLE 9 - SEPTIC TANK TO WETLANDS: A REDUCTION FROM 100' TO 41.2' FROM SEPTIC TANK TO THE 200' RA.
- ARTICLE 11 - BUILDABLE UPLAND CALCULATIONS FOR NITROGEN LOADING LIMITATIONS: A WAIVER ALLOWING THE USE OF THE OUTER RIPARIAN ZONE OF THE RIVERFRONT AREA TO BE USED IN THE BUILDABLE UPLAND AREA CALCULATIONS.



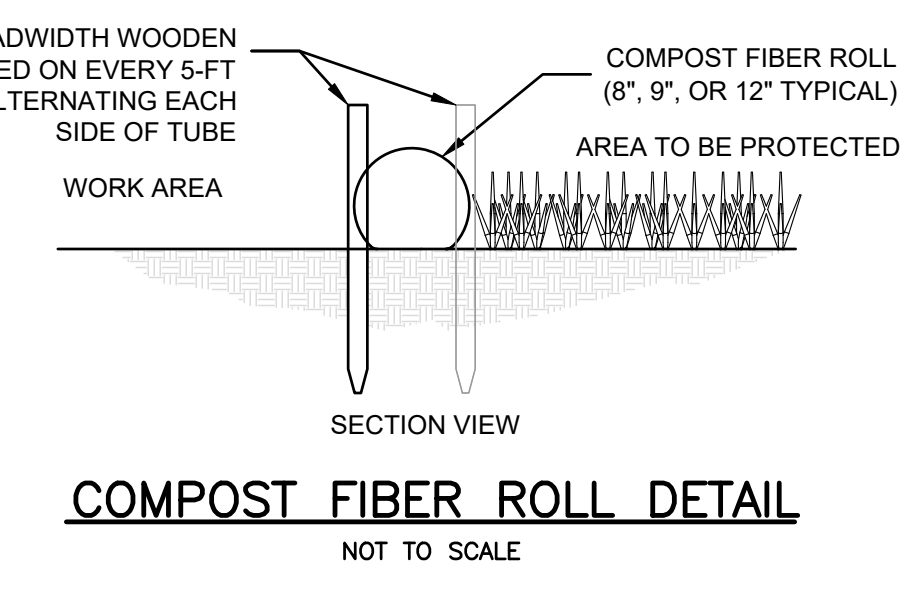
ZONING TABLE

ZONING DISTRICT: RESIDENTIAL

REQUIREMENT	REQUIRED	PROPOSED
MINIMUM LOT AREA (SF)	33,750	51,736±
MINIMUM FRONTAGE (FT)	150	483.35
MINIMUM SETBACKS:		
FRONT (FT)	25	81.7
SIDE (FT)	25	45.8 & 117.3
REAR (FT)	25	25.0

ABBREVIATIONS

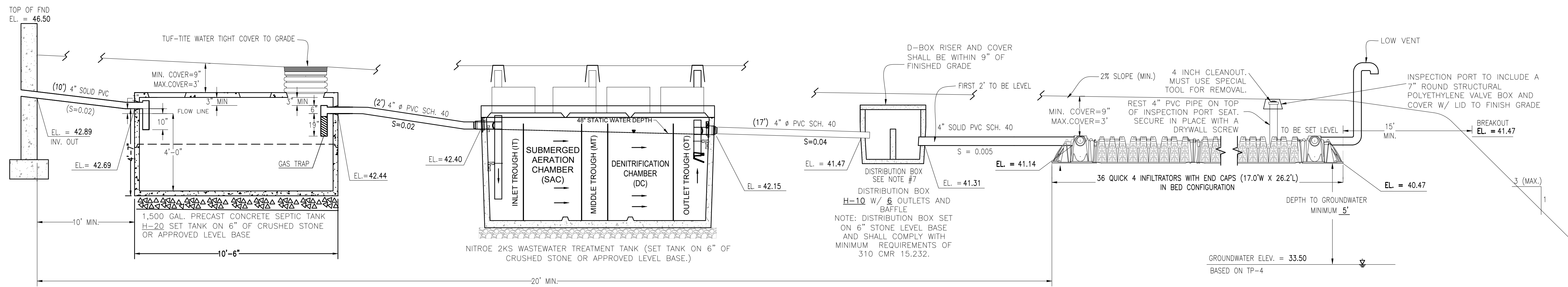
BVW - BORDERING VEGETATED WETLAND
TOB - TOP OF BANK
MHW - MEAN ANNUAL HIGH WATER
TOP - TOP OF FOUNDATION
BFE - BASEMENT FLOOR ELEVATION
GFE - GARAGE FLOOR ELEVATION
TOW - TOP OF WALL
BOW - BOTTOM OF WALL
S.H.G.E. - SEASONAL HIGH GROUNDWATER ELEVATION
SAS - SOIL ABSORPTION SYSTEM
S.D. - SIGHT DISTANCE



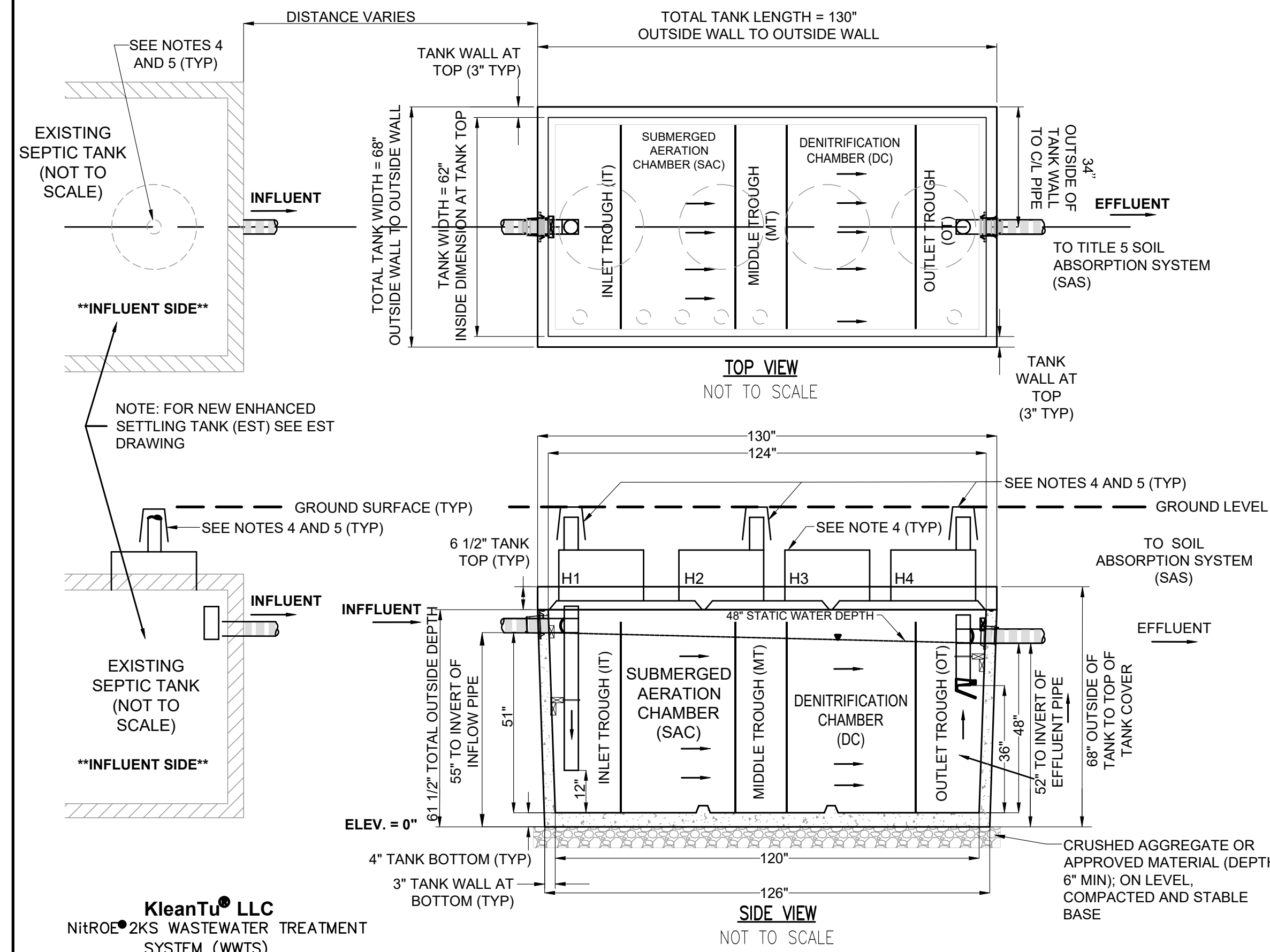
IMPACT SUMMARY

DESCRIPTION	AMOUNT
TOTAL LOT AREA	51,736 SF
LOT AREA OUTSIDE RIVERFRONT AREA	21,367 SF
TOTAL RIVERFRONT AREA ON LOT	30,369 SF
TOTAL RIVERFRONT AREA IMPACT (SF)	3,000 SF
OUTER RIPARIAN RIVERFRONT AREA (SF)	26,724 SF
TOTAL OUTER RIPARIAN IMPACT (SF)	3,000 SF
INNER RIPARIAN RIVERFRONT AREA (SF)	3,645 SF
INNER RIPARIAN IMPACT	0 SF
TOTAL LOT AREA OUTSIDE INNER RIPARIAN	48,091 SF

12/08/2023	DESIGNED BY:	AWL	DESIGNED BY:	RSR	DESIGNED BY:	RSR		
	CHECKED BY:		CHECKED BY:	RSR	CHECKED BY:	RSR		
	APPROVED BY:		APPROVED BY:	RSR	APPROVED BY:	RSR		
	DATE:	AUG. 24, 2023	DATE:		DATE:			
	PROJECT NO.:	00381-03-01	PROJECT NO.:		PROJECT NO.:			
	SCALE:	AS SHOWN	SCALE:		SCALE:			
<p>RiverHawk ENVIRONMENTAL CIVIL ENGINEERING & ENVIRONMENTAL CONSULTING 2183 OCEAN STREET, MARSHFIELD, MA 02050 781-536-4639 www.riverhawkllc.com</p>			<p>DANIEL REYNOLDS & ALEX GREGORY 1 MILL POND ROAD TRURO, MA 0266</p>			<p>12/08/2023</p>		
<p>RESIDENTIAL SITE DESIGN 1 MILL POND ROAD TRURO, MA</p>			<p>SITE LAYOUT PLAN</p>			<p>SP1.1</p>		



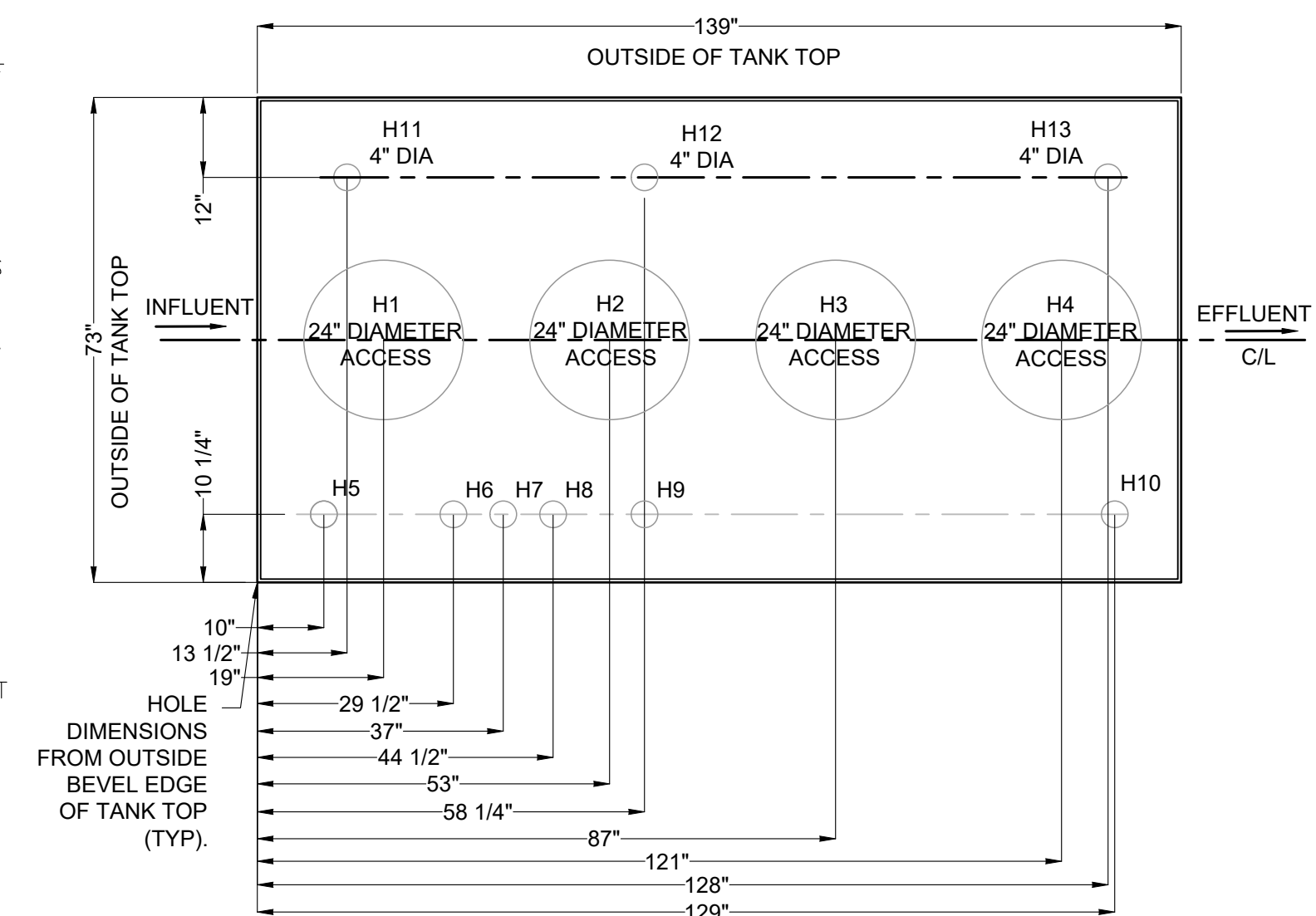
SEPTIC SYSTEM PROFILE
NOT TO SCALE



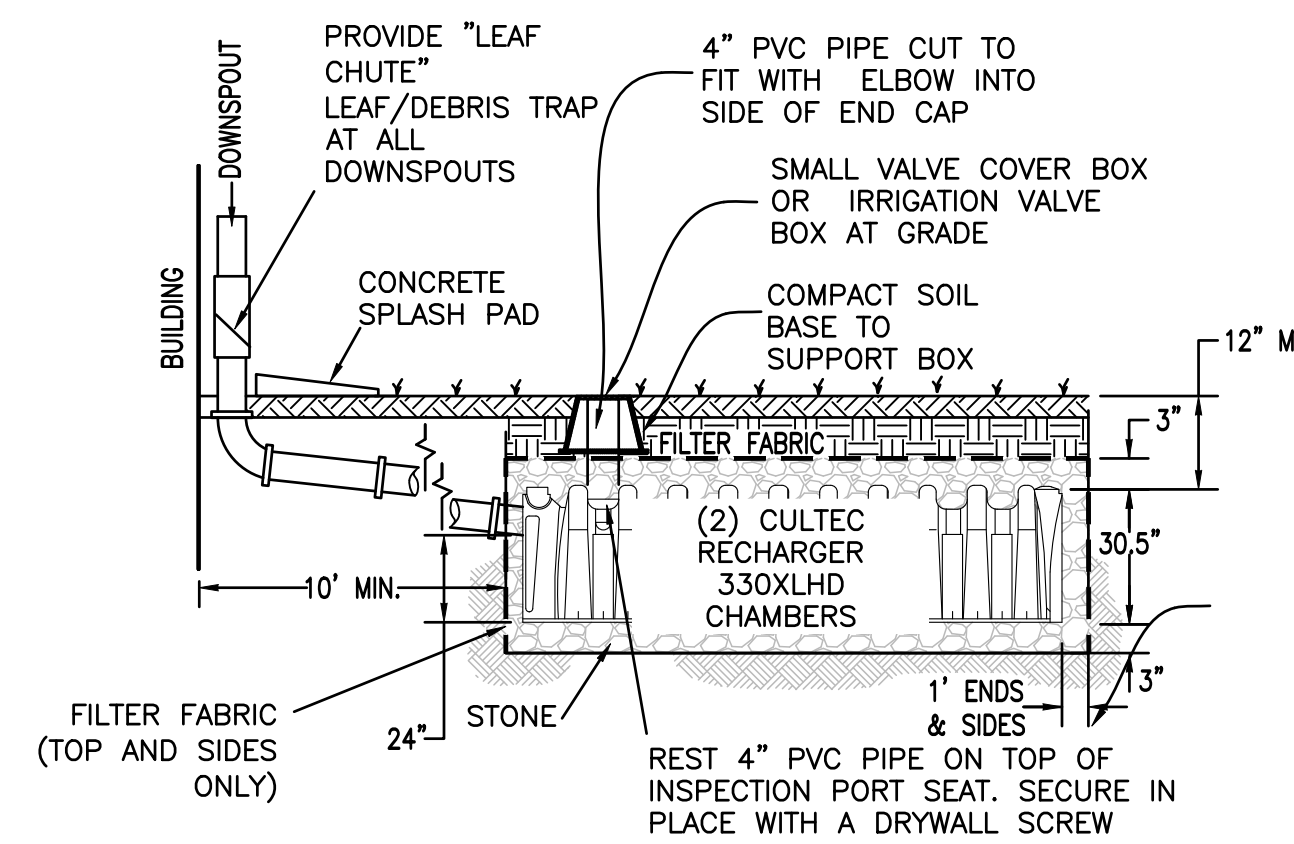
PLAN AND CROSS-SECTION FOR NITROE 2KS WWTS
NOT TO SCALE

- GENERAL NOTES:**
1. ALL MEASUREMENTS FROM OUTSIDE EDGE OF TANK TOP.
 2. CONFIRM ALL HOLE LOCATIONS PRIOR TO INSTALLATION.
 3. NITROE 2KS TANK TOP TO HAVE FOUR-24" AND MULTIPLE 4" HOLES WITH RISERS AND COVERS FOR MAINTENANCE AND SAMPLING.
 4. FOR THE 24" HOLES; PROVIDE 24" DIA. ADS PIPE (CORRUGATED) WITH POLYLOK (OR EQUIVALENT) COVER (OR EQUIVALENT CONCRETE RISER AND COVER) TO 6" BELOW GROUND SURFACE AND SECURE TO TANK TOP.
 5. INSTALL 4" DIA. PIPE (3" BELOW GROUND SURFACE) WITH FERROCEMENT RUBBER CAP. INSTALL WITH A 6" ROUND VALVE BOX AND COVER TO BE FLUSH WITH THE GROUND SURFACE.
 6. HOLES H1 THROUGH H4 ARE 24" DIAMETER ACCESS HOLES WITH NO TAPER.
 7. HOLES H5 THROUGH H13 ARE 4" DIAMETER PVC COUPLING INSERTS.
 8. PROVIDE RUBBER GASKETS ON ALL INFLUENT AND EFFLUENT HOLES; SIDES AND ENDS OF TANK.
 9. HOLES H5 THROUGH H10 ARE 4" DIAMETER HOLES FOR AERATION TUBING AND PULL CORDS. INSTALL 4" DIA. PIPE (6" BELOW GROUND SURFACE) WITH PVC CAP.

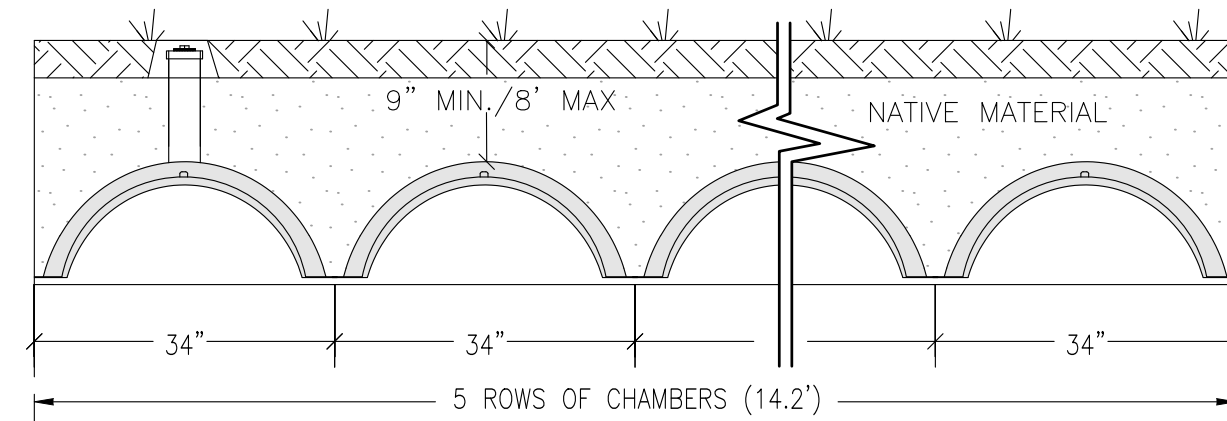
- NOTE:**
1. TANK TOP HAS A 1/2" INWARD BEVEL EDGE FROM TOP TO BOTTOM OF TOP.



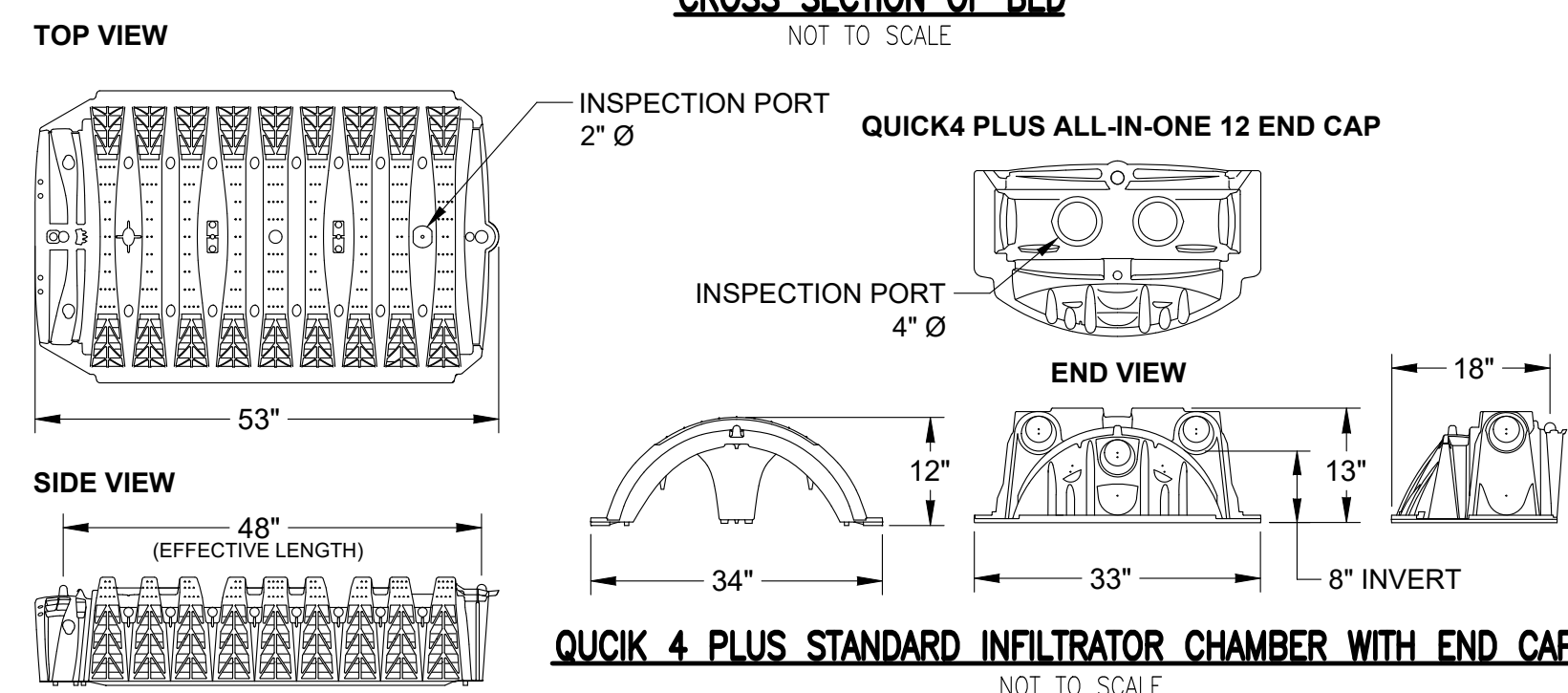
KleanTu® LLC
NITROE 2KS WASTEWATER TREATMENT SYSTEM (WWTS)
TANK TOP FABRICATION PLAN
NOT TO SCALE



ROOF DRAIN INFILTRATION "DRY-WELL"
NOT TO SCALE



CROSS SECTION OF BED
NOT TO SCALE



QUICK 4 PLUS STANDARD INFILTRATOR CHAMBER WITH END CAP
NOT TO SCALE

SOIL DATA:

DATE: 07/06/2023
PERFORMED BY: JAKE URETSKY (RIVER HAWK ENVIRONMENTAL, LLC)
WITNESSED BY: COURTNEY WARREN (TRURO BOH)

SOIL HORIZ.	TP-1	TP-2	TP-3	TP-4
	DEPTH (INCHES)	DEPTH (INCHES)	DEPTH (INCHES)	DEPTH (INCHES)
	ELEV. (FEET)	ELEV. (FEET)	ELEV. (FEET)	ELEV. (FEET)
A	SAND 10YR 2/1	ORGANIC	ORGANIC	ORGANIC
	6	1	1	1
	47.0	47.5	43.7	43.5
Bw	SAND 7.5YR 5/6	SAND 10YR 2/1	SAND 10YR 2/1	SAND 10YR 2/1
	28	8	5	8
	45.2	46.8	43.4	42.8
		Bw	Bw	Bw
		23	23	22
		45.6	41.9	41.7
C	SAND 2.5Y 7/4	SAND 2.5Y 7/4	SAND 2.5Y 7/4	SAND 2.5Y 7/4
	120	120	120	120
	37.5	37.5	33.8	33.5

MOTTLING - NOT OBSERVED
WEEPING - NOT OBSERVED
STANDING WATER - NOT OBSERVED
NO REDOX FEATURES
S.H.G.E. = >37.5
PERC. = <2 MPI

- NOTE:**
1. THE O, A, AND B LAYERS ARE TO BE REMOVED BELOW THE SAS AND REPLACED WITH CLEAN FILL IN ACCORDANCE WITH 310 CMR 15.255(3). UNSUITABLE SOIL TO BE REMOVED TO A DISTANCE OF 5' BEYOND THE LIMITS OF THE SOIL ABSORPTION SYSTEM.

NOTES:

1. THE CONTRACTOR SHALL NOTIFY THE LOCAL BOARD OF HEALTH AND RIVER HAWK ENVIRONMENTAL, LLC, AT LEAST 48 HOURS PRIOR TO REQUIRED INSPECTIONS. THE REQUIRED INSPECTIONS ARE AS FOLLOWS:
A. AFTER LEACH FIELD EXCAVATION PRIOR TO PLACEMENT OF SAND
B. AFTER PLACEMENT OF TANKS AND LEACHING CHAMBERS
C. PRIOR TO BACKFILL, THE CONTRACTOR IS TO PROVIDE A CURRENT SIEVE ANALYSIS SHOWING THE SAND MEETS 310 CMR 15.255(3) SPECIFICATIONS IF REQUESTED BY THE DESIGN ENGINEER.
D. DURING BACKFILLING IN ACCORDANCE WITH 310 CMR 15.021 (2)
E. FINAL INSPECTION AFTER LOAM AND SEED HAVE BEEN PLACED
2. BENCHMARK IS TOP OF WELL CASING, AS INDICATED ON PLAN ELEVATION= 37.94 (NAVD88)
3. HEAVY EQUIPMENT SHALL NOT BE ALLOWED TO OPERATE OVER THE LIMITS OF THE SEWAGE DISPOSAL FIELD DURING THE COURSE OF CONSTRUCTION OF THE SYSTEM.
4. NO FIELD MODIFICATIONS TO THE SEWAGE SYSTEM SHALL BE MADE WITHOUT PRIOR WRITTEN APPROVAL OF THE ENGINEER AND THE LOCAL BOARD OF HEALTH.
5. UNLESS OTHERWISE NOTED ALL SYSTEM COMPONENTS SHALL BE INSTALLED IN ACCORDANCE WITH THE LATEST VERSION OF 310 CMR 15.000 (TITLE V) AND ANY APPLICABLE LOCAL RULES.
6. SEPTIC TANK AND D-BOX SHALL BE MANUFACTURED BY ACME SHOREY PRECAST OR APPROVED EQUAL AND SHALL WITHSTAND H=10 OR H=20 (AS INDICATED ON PLAN) LOADING CRITERIA.
7. GROUT TO BE USED AT ALL POINTS WHERE PIPES ENTER OR LEAVE ALL CONCRETE STRUCTURES IN ORDER TO PROVIDE A WATERTIGHT SEAL. MORTAR ALL INLET AND OUTLETS NOT USED ON ALL CONCRETE STRUCTURES.
8. THE FIRST TWO FEET OF EACH LINE EXITING THE DISTRIBUTION BOX SHALL BE LEVEL.
9. THIS SYSTEM IS NOT DESIGNED TO ACCOMMODATE A GARBAGE GRINDER.
10. THERE ARE NO KNOWN WELLS WITHIN 100' OF THE PROPOSED SOIL ABSORPTION SYSTEM.
11. IN ACCORDANCE WITH 310 CMR 15.221, ALL SYSTEM COMPONENTS SHALL BE MARKED WITH MAGNETIC MARKING TAPE.
12. INSTALLER SHALL BE TRAINED AND CERTIFIED BY INFILTRATOR WATER TECHNOLOGIES, LLC FOR INFORMATION ON THE INFILTRATOR QUICK4 CHAMBER. SEE CERTIFICATION FOR GENERAL USE TRANSMITTAL NUMBER X259183 DATE OF ISSUANCE FEBRUARY 19, 2015 REV. JUNE 12, 2015. ALSO SEE STANDARD CONDITIONS FOR ALTERNATIVE SOIL ABSORPTION SYSTEMS WITH GENERAL USE CERTIFICATION AND/OR APPROVED FOR REMEDIAL USE REVISED: MARCH 5, 2018.
13. THE PROPERTY IS LOCATED IN A NITROGEN SENSITIVE AREA.
14. LOCATION OF UTILITIES ARE CONSIDERED APPROXIMATE ONLY. THE CONTRACTOR SHALL VERIFY THE ACTUAL LOCATION AND INVERTS OF UTILITIES IN THE FIELD PRIOR TO THE START OF CONSTRUCTION.
15. THE CONTRACTOR IS RESPONSIBLE UNDER MASSACHUSETTS STATE LAW TO NOTIFY DIGSAFE (1.888.DIG.SAFE) TO LOCATE UTILITIES IN THE PROJECT AREA 72 HOURS PRIOR TO THE START OF EXCAVATION.

DANIEL REYNOLDS &
ALEX GREGORY
1 MILL POND ROAD
TRURO, MA 02666



RiverHawk
ENVIRONMENTAL
CIVIL ENGINEERING & ENVIRONMENTAL CONSULTING
2183 OCEAN STREET, MARSHFIELD, MA 02650
781-536-4639 www.riverhawkllc.com

RESIDENTIAL SITE DESIGN
1 MILL POND ROAD
TRURO, MA
DETAILS

D1.1

REV	DATE	DESCRIPTION	BY	APP
4	11/09/23	REVISED CURB CUT	RSR	
3	10/06/23	HOUSE FOOTPRINT GRADING	RSR	
2	8/24/23	ADDED DETAILS FOR NITROE WWTS	RSR	
1	8/14/23	ADDED NITROE WWTS	PJK	

DATE	SCALE	AS SHOWN
AUG. 24, 2023	00381-03-01	



STORMWATER MANAGEMENT & EROSION CONTROL PLAN

**Residential Property
1 Mill Pond Road
Truro, MA 02666**

PREPARED FOR:

**Daniel Reynolds & Alex Gregory
1 Mill Pond Road
Truro, MA 02666**

PREPARED BY:

**River Hawk Environmental, LLC
511 W Grove Street, Suite 301
Middleborough, MA 02346**

December 7, 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:

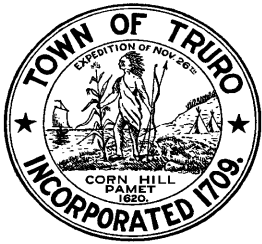
- Stabilization by the 14th day is precluded by snow cover or frozen ground, in which case stabilization measures must be initiated as soon as practicable, or

- Use of the stockpile will resume by the 14th 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: Department of Public Works

REQUESTOR: Jarrod J. Cabral, DPW Director

REQUESTED MEETING DATE: February 13, 2024

ITEM: Review and Possible Approval of Woods Hole Group Proposal for Permit Level Design for the Mill Pond Culvert Replacement Project

EXPLANATION: The Town completed the preliminary design alternatives phase for the Mill Pond culvert replacement project as part of a previous contract agreement. The Town selected an 8-foot-high by 8-foot-wide box culvert as the preferred replacement alternative and this amended scope of work will advance the selected conceptual design to a permit-level ready design. This scope of work also includes additional coastal resilience enhancements to both Mill Pond Road and Depot Road including roadway embankment stabilization and stormwater infrastructure improvements.

FINANCIAL SOURCE (IF APPLICABLE): Total grant awards from DER: \$200,000. This phase is also funded by a previous grant award from NOAA totaling \$2.1M, and technical assistance funds for construction administration support from the USDA are pending.

IMPACT IF NOT APPROVED: Project will not move forward.

SUGGESTED ACTION: *MOTION TO approve the Woods Hole Group proposal and authorize the Town Manager to sign the proposal and associated contract documents.*

ATTACHMENTS:

1. Woods Hole Group Proposal

January 18, 2024

Prop. No. 2018-0189-03

Sent by Electronic Mail

Mr. Jarrod Cabral, Director
Department of Public Works
Town of Truro
P.O. Box 2030
Truro, MA 02666
Email: jcabral@truro-ma.gov
Tel: (774) 722-3747

cc: Darrin Tangeman, Truro Town Manager
Cristina Kennedy, MA DER

RE: Amendment - Mill Pond Culvert Permit Level Engineering Design

Dear Mr. Cabral,

The Woods Hole Group has prepared the following amendment to the existing February 10, 2023 contract with the Town of Truro (Town) to advance the design of the Mill Pond restoration project. Woods Hole Group previously evaluated conceptual design replacement alternatives to restore tidal prism and flushing to benefit habitat, improve storm flooding drainage and increase damage prevention. The current contract provides support for the Town through the process of selecting the preferred alternative including public engagement, regulatory agency pre-permitting consultations, and on-call engineering support. The Town selected an 8-foot-high by 8-foot-wide box culvert as the preferred replacement alternative and this amended scope of work will advance the selected conceptual design to a permit-level ready design. This scope of work also includes additional coastal resilience enhancements to both Mill Pond Road and Depot Road including roadway embankment stabilization and stormwater infrastructure improvements; this additional scope is separated from the culvert work for clarity.

QUALIFICATIONS

Woods Hole Group is nationally recognized as a leading consulting firm for coastal sciences and engineering, metocean data acquisition, computational modeling, environmental restoration, and climate change resilience planning. Scientists and engineers at Woods Hole Group work with clients to develop, design and implement solutions to replace outdated infrastructure with improved solution(s) that benefit both communities by improving storm water conveyance and salt marsh habitat by restoring tidal flushing, tidal prism, and intertidal area. We have experience working with diverse stakeholder groups to better understand collective concerns and build the consensus necessary for developing innovative project solutions. Woods Hole Group also has extensive experience working in the Town of Truro and particularly with the Pamet River basin that includes Mill Pond. We



have assembled a team of coastal scientists and engineers to execute this SOW, which includes project partner Fuss & O'Neill, Inc. as sub-contractor, who will support the civil engineering design work.

SCOPE OF WORK

The current Scope of Work (SOW) was intended to aid the Town in selecting a preferred alternative based on the Mill Pond Restoration Conceptual Design Report prepared by The Woods Hole Group (dated June 30, 2022). The current scope of work is referred to as Task 1 and includes the following four (4) Tasks:

- Task 1.1: Public and Stakeholder Outreach & Engagement
- Task 1.2: Regulatory Agency Pre-Filing Consultations
- Task 1.3: On-Call Engineering Support Services
- Task 1.4: Project Management, Monthly Team Meetings, and Communications

The Amended SOW to this will including the following two Tasks which separate the scope focused on the Mill Pond Road culvert from the roadway improvements to Mill Pond Road and Depot Road:

Task 2A. Mill Pond Road Culvert Crossing Permit Level Design

Task 2A includes the survey and engineering design work needed to develop a set of engineering design plans that would be sufficient for preparing environmental permits. Task 2A includes the following three (3) subtasks:

- *Task 2A.1 Additional Surveys* – Woods Hole Group will complete a supplemental topographic survey and wetland delineation on the portions of Mill Pond Road and Depot Rd needed to support the engineering design and develop the permitting path. The surveys will be completed using trained technical staff who will conduct surveys using survey grade equipment RTK GPS equipment.
- *Task 2A.2 Resource Mapping and Impact Calculations* – Calculate the areas, volumes, linear footage of impacts to mapped wetlands, coastal resources, and private property which will be needed to determine the thresholds and triggers that guide the permitting path. Impacts will be separated into both permanent impacts of the project footprint and temporary impacts from construction for access, staging and limits of work. A table of
- *Task 2A.3 Permitting Level Design Drawings* – Conduct the engineering design work needed to prepare a set of design drawings that will be ready to pursue environmental permits. The design elements to be incorporated will include roadway horizontal and vertical alignments through the roadway segment encompassing the culvert crossing, slope grading and armor design, scour countermeasure apron design and preliminary structural design of the culvert's superstructure and foundation. Drawings will depict proposed features in planimetric (aerial), profile and cross-sectional layouts and include erosion/sedimentation control measures, the anticipated sequence of construction and construction notes. The wetland and coastal resource boundaries will be shown along with a tabulation of the impacts to respective resource areas from subtask 2A.2. Drawings will show parcel boundaries based on available assessors or state GIS sources.

The deliverables for Task 2A will include a set of engineering design drawings for the Mill Pond Culvert and the associated survey data collected for the effort.



Task 2B. Mill Pond Road and Depot Road Roadway Improvement Permit Level Designs

Task 2B includes a set of subtasks needed to develop designs for the roadway slope stabilization and stormwater infrastructure improvements that will complement the culvert design in Task 2A. The following seven (7) subtasks are included in Task 2B:

- *2B.1 Mill Pond Road Subsurface Investigation and Stormwater Improvements* – Develop stormwater design improvement drawings for an approximate 1,500-foot-long stretch of Mill Pond Road between the intersection with Post Drive to approximately the property at 40 Mill Pond Road. Previously a subsurface investigation including geotechnical borings was completed in the vicinity of the culvert, however, additional borings and laboratory gradation analyses are needed to support design of stormwater improvements at three (3) locations along the remaining portions of the roadway.
- *2B.2 Mill Pond Road Slope Stabilization Improvements* – Develop slope stabilization design drawings for the downstream side of the roadway embankment for the approximate 1,500-foot-long stretch of Mill Pond Road between the intersection with Post Drive to approximately the driveway at 40 Mill Pond Road. Accepted engineering design methods and industry practices will be utilized. A wind-wave analysis will be conducted to design the slope armor layers, size the armor units, and calculate the depth of scour for toe placement. While the slope stabilization will primarily consist of a sloping rock revetment, it is anticipated that the northernmost section of the roadway adjacent to the property at 40 Mill Pond Road, approximately 150 feet, will consist of a nature-based/bioengineered slope stabilization practice (e.g. coir, etc.).
- *2B.3 Depot Road Subsurface Investigation, Stability and Stormwater Improvements* – Complete an embankment stability analysis and design stormwater improvements for the portion of Depot Road immediately abutting Mill Pond (approximately 400-feet). A subsurface investigation will be conducted consisting of geotechnical borings and laboratory gradation analyses to support design of stormwater improvements and completion of the embankment/slope stability analysis.
- *2B.4 Depot Road Slope Stabilization* – Design the slope stabilization for the approximate 200-foot section roadway embankment of Depot Road that abuts Mill Pond. Accepted engineering design methods and industry practices will be utilized. A wind-wave analysis will be conducted to design the slope stabilization and calculate the depth of scour for toe placement. It is anticipated that the slope stabilization will consist of a nature based/bioengineered solution, which will be designed incorporating results and recommendations of the stability analyses completed in Task 2B.3.
- *2B.5 Updated Probable Opinion of Construction Cost* – Review the prior probable opinion of construction cost developed in 2022 and update based on current materials costs, labor rates, etc. Develop and include new costs for the roadway slope stabilization and stormwater improvements, which will be itemized separately for Mill Pond Road and Depot Road.
- *2B.6 Preparation of a Stormwater Management Report and UIC Application* – Develop a stormwater management report for respective Mill Pond Road and Depot Road stormwater improvements. Develop DEP Underground Injection Control (UIC) applications for respective stormwater improvements, which are assumed to be filed during future permitting/compliance activities under a separate scope of services.



- 2B.7 Operation and Maintenance Plan – Develop an Operations and Maintenance (O&M) plan for the culvert and respective roadway slope stabilization and stormwater improvements. This is required as part of the regulations and permitting requirements for implementing the project.

The deliverables for Task 2B will include:

- Set of engineering design drawings for the Mill Pond Road and Depot Road slope stabilization and stormwater improvements
- Updated opinion of probable construction costs
- Stormwater Management Report & UIC Applications
- O&M Plan

BUDGET & SCHEDULE

The estimated total budget for the amended scope of services described above is **\$240,285** and a breakdown of the budget by task is provided in the table below. The contract completion date is June 30, 2024 for Tasks 1 and 2A based on the Town's current funding agreement in place, while the contract completion date for Task 2B will be December 31, 2024. If you wish to proceed and prior to any work being started, Woods Hole Group requires receipt of the signed and dated "Acceptance and Authorization to Proceed" form at the end of this proposal. We are prepared to proceed within three (3) days of receiving a signed authorization to proceed. The proposal was assembled under the assumptions for a time and materials services contract. Realistic budgets for planning purposes were estimated based on experience with similar projects and the project to date. Costs will be submitted based on the actual time and expenses required to perform the work. Every effort will be made to conserve costs where possible. Materials and other direct costs will be invoiced at cost plus our standard markup. These cost estimates are inclusive of Fuss & O'Neill subcontract services. Invoices will be submitted monthly based upon percent complete, and payment is due within 30 days of the invoice date. Woods Hole Group reserves the opportunity to withhold work products or pursue legal action to obtain rightful payment.

Current and Amended Scope, Budget, and Schedule.

Contract Tasks	Total Estimated Budget	Completion Schedule
1. Project Outreach, Agency Engagement, & On-Call Services		
1.1 Public and Stakeholder Outreach & Engagement	\$12,000	June 2024
1.2 Regulatory Agency Pre-Filing Consultations	\$10,000	June 2024
1.3 On-Call Engineering Support Services	\$15,000	June 2024
1.4 Project Management, Monthly Team Meetings & Comm.	\$15,000	June 2024
Authorized Scope Total Task 1	\$52,000	June 2024 (FY24)
2A. Mill Pond Rd Culvert Crossing Permitting Level Design		
2A.1 Additional Survey & Delineation	\$15,575	June 2024
2A.2 Resource Mapping & Impact/Dredge Volume Calculations	\$12,425	June 2024
2A.3 Permitting Level Design Drawings for Culvert Crossing	\$70,000	June 2024
Amended Scope Total Task 2A	\$98,000	June 2024 (FY24)
2B. Mill Pond Rd & Depot Road Roadway Improvement Designs		
2B.1 Mill Pond Road Subsurface Investigation and Stormwater Improvements	\$21,505	December 2024
2B.2 Mill Pond Road Slope Stabilization Improvements	\$18,375	December 2024
2B.3 Depot Road Subsurface Investigation, Stability and Stormwater Improvements	\$43,700	December 2024
2B.4 Depot Road Slope Stabilization	\$16,650	December 2024
2B.5 Updated Probable Opinion of Cost	\$11,060	December 2024
2B.6 Stormwater Management Report and UIC Application	\$15,525	December 2024
2B.7 Operation and Maintenance Plans	\$15,470	December 2024
Amended Scope Total Task 2B	\$142,285	December 2024
Total Amended Scope (Task 2A + 2B)	\$240,285	December 2024
Total FY24 – 25 Contract Value (Task 1 + 2A + 2B)	\$292,285	December 2024



We appreciate the opportunity to present this proposal and look forward to continuing our work together on this project. If there are any questions please contact Robert Hamilton by email at bhamilton@woodsholegroup.com or phone at (508) 495-6229, or Mitchell Buck P.E. by email at mbuck@woodsholegroup.com or phone at (508) 495-6210.

Sincerely,

Robert P. Hamilton, Jr.
President & Coastal Engineer
The Woods Hole Group, Inc.

Mitchell Buck, P.E.
Coastal Engineer
The Woods Hole Group Inc.

Acceptance and Authorization to Proceed:

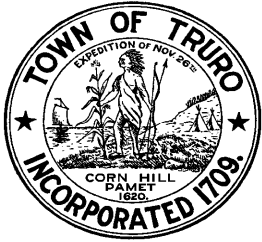
"I authorize Woods Hole Group, Inc. to proceed with the above scope of work for Mill Pond 18-0189-03."

Client Name

Date

Woods Hole Group Representative

Date



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: DPW

REQUESTOR: Jarrod J. Cabral-DPW Director

REQUESTED MEETING DATE: Feb 13, 2024

ITEM: Review and Possible Approval of House Moving Permits

EXPLANATION: At the August 23, 2022 Select Board meeting, the Board designated 25 South Highland Road for the permanent placement of Town-owned housing structures for the purposes of Town of Truro employee transitional and seasonal housing.

By moving these existing structures, the Town saves the time and costs of constructing new structures and the financial and environmental costs of demolishing the structures. Ultimately, these housing structures will be an essential tool in recruiting staff, both year-round and seasonal, as housing costs continue to rise in our area.

The relocation of these two residential structures to 25 South Highland Road will require that the Select Board sign the building move permits associated with the moves. One residential structure from 127 South Pamet Road and one from residential structure from 13 Walsh Way will be moved to 25 South Highland Road. Staff respectfully request permission to move the two residential structures over the public ways in Truro, So Pamet Road, Route 6, Walsh Way, and South Highland Road.

Communications efforts are already underway to help residents prepare for traffic delays associated with the moves.

FINANCIAL SOURCE (IF APPLICABLE): Underutilized Properties Grant (\$900,000) & Truro Affordable Housing Trust Fund monies (\$433,824) as allocated by the Board (as Trustees) at the September 13, 2022 meeting.

IMPACT IF NOT APPROVED: Houses will not be relocated project will not move forward.

SUGGESTED ACTION: Motion to approve and electronically sign the building move permits for 13 Walsh Way and 127 South Pamet Road.

ATTACHMENTS:

1. Building move permits
2. DPW Memo-Traffic Management Plan

3. Police Department-Special Event Objectives



TOWN OF TRURO

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

Permit No. _____

Date _____

TRURO BOARD OF SELECTMEN BUILDING MOVING PERMIT

RDUD 20247570 04/01
ADMT
TOWN OF TRURO

TO THE BOARD OF SELECTMEN:

The undersigned respectfully requests permission to move a building over the public ways in the Town of Truro under the provisions of Massachusetts General Laws, Chapter 85, Section 18.

Current Street Address and Assessors Map and Parcel of building to be moved:

Street Address 13 Walsh Way Town Truro MA 02666 Map 043 Parcel 169

Street Address and Map and Parcel where building is being moved to:

Street Address 25 So Highland Town Truro MA 02666 Map 040 Parcel 169

The building is to be moved utilizing the following route: *(submit separate description and map of route if necessary or for multiple moves)*

Please see attached

Building Size: Height (loaded) 25' Length 45' loaded Width 25' Weight 24,000K

Proposed Date of Move: February 21&22 2024 Proposed Time of Move: 645 am to 945 pm

Alternate Date(s): Feb 23&24 2024

Applicant: *(please print)* Darrin K. Tangeman, Town Manager

Applicant's Signature: _____

Legal Mailing Address: Town of Truro P.O. Box 2030 02666

Telephone: 508 214 0400 Email: jcabral@truro-ma.gov

Property Owner: Town of Truro

Property Owner's Mailing Address: Same as above

Property Owner's Telephone: 508 214 0400 Email: jcabral@truro-ma.gov

**TRURO BOARD OF SELECTMEN
BUILDING MOVING PERMIT**

The representative of the entities listed below do hereby approve the granting of the request: *(Applicants must obtain the approval of the various utility companies prior to submittal of this form to the Board of Selectmen or any other Town Departments.)*

Brian J. Doyle - Verizon 02-08-2024
Telephone Utility (Print Name) Date

Electric Utility (Print Name) Date

Engineer Brian J. Doyle 401-727-9511
Title Signature Telephone #

Title Signature Telephone #

Cable TV Utility (Print Name) Date

Provincetown Water (Print Name) Date

Title Signature Telephone #

Title Signature Telephone #

Building Commissioner(Print Name) Date

Jarrold J. Cabral
Truro DPW Director (Print Name) Date

Signature Telephone #

Signature Telephone #

Fire Chief (Print Name) Date

Tree Warden (Print Name) Date

Signature Telephone #

Signature Telephone #

Police Chief (Print Name) Date

Owner(s) of Private Road(s) (Print Name) Date

Signature Telephone #

Signature of Authorized Representative Telephone #

We, the undersigned Selectmen of the Town of Truro hereby give our written permission to move a building in the ways specified above upon the terms and conditions as set out in the application and as listed below and upon the vote of the Board of Selectmen.

Date

**TRURO BOARD OF SELECTMEN
BUILDING MOVING PERMIT**

The representative of the entities listed below do hereby approve the granting of the request: *(Applicants must obtain the approval of the various utility companies prior to submittal of this form to the Board of Selectmen or any other Town Departments.)*

Telephone Utility (Print Name)	Date	Brian Mello	2-8-24
		Electric Utility (Print Name)	Date

Title	Signature	Telephone #	AE	Brian Mello	339-987-8083
			Title	Signature	Telephone #

Cable TV Utility (Print Name)	Date	Provincetown Water (Print Name)	Date
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Title	Signature	Telephone #	Title	Signature	Telephone #
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Building Commissioner(Print Name)	Date	Jarrod J. Cabral	
		Truro DPW Director (Print Name)	Date

Signature	Telephone #		Telephone #
		Signature	Telephone #

Fire Chief (Print Name)	Date	Tree Warden (Print Name)	Date
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Signature	Telephone #	Signature	Telephone #
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Police Chief (Print Name)	Date	Owner(s) of Private Road(s) (Print Name)	Date
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Signature	Telephone #	Signature of Authorized Representative	Telephone #
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We, the undersigned Selectmen of the Town of Truro hereby give our written permission to move a building in the ways specified above upon the terms and conditions as set out in the application and as listed below and upon the vote of the Board of Selectmen.

Date

**TRURO BOARD OF SELECTMEN
BUILDING MOVING PERMIT**

The representative of the entities listed below do hereby approve the granting of the request: *(Applicants must obtain the approval of the various utility companies prior to submittal of this form to the Board of Selectmen or any other Town Departments.)*

Brian J. Doyle - Verizon 02-08-2024
 Telephone Utility (Print Name) Date

Electric Utility (Print Name) Date

Engineer *Brian J. Doyle* 401-727-9511
 Title Signature Telephone #

Title Signature Telephone #

Cable TV Utility (Print Name) Date

Provincetown Water (Print Name) Date

Title Signature Telephone #

Title Signature Telephone #

Building Commissioner(Print Name) Date

Jarrold J. Cabral
 Jarrold J. Cabral
 Truro DPW Director (Print Name) Date

Signature Telephone #

Jarrold J. Cabral *[Signature]*
 Signature Telephone #

Fire Chief (Print Name) Date

Tree Warden (Print Name) Date

Signature Telephone #

Signature Telephone #

Jamie M. Calise 2/8/2024
 Police Chief (Print Name) Date

Owner(s) of Private Road(s) (Print Name) Date

Jamie Calise 508.487.8730
 Signature Telephone #

Signature of Authorized Representative Telephone #

We, the undersigned Selectmen of the Town of Truro hereby give our written permission to move a building in the ways specified above upon the terms and conditions as set out in the application and as listed below and upon the vote of the Board of Selectmen.

Date

TRURO BOARD OF SELECTMEN BUILDING MOVING PERMIT

The representative of the entities listed below do hereby approve the granting of the request: (*Applicants must obtain the approval of the various utility companies prior to submittal of this form to the Board of Selectmen or any other Town Departments.*)

<p>_____ Telephone Utility (Print Name) Date</p> <p>_____ Title Signature Telephone #</p> <p>COMCAST 02/08/2024 Cable TV Utility (Print Name) Date</p> <p>PC <i>Aaron Kimmel</i> 339-293-2102 _____ Title Signature Telephone #</p> <p>_____ Building Commissioner(Print Name) Date</p> <p>_____ Signature Telephone #</p> <p>_____ Fire Chief (Print Name) Date</p> <p>_____ Signature Telephone #</p> <p>_____ Police Chief (Print Name) Date</p> <p>_____ Signature Telephone #</p>	<p>_____ Electric Utility (Print Name) Date</p> <p>_____ Title Signature Telephone #</p> <p>_____ Provincetown Water (Print Name) Date</p> <p>_____ Title Signature Telephone #</p> <p>Jarrold J. Cabral Truro DPW Director (Print Name) Date</p> <p><i>[Handwritten Signature]</i> <i>[Handwritten Signature]</i> _____ Signature Telephone #</p> <p>_____ Tree Warden (Print Name) Date</p> <p>_____ Signature Telephone #</p> <p>_____ Owner(s) of Private Road(s) (Print Name) Date</p> <p>_____ Signature of Authorized Representative Telephone #</p>
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We, the undersigned Selectmen of the Town of Truro hereby give our written permission to move a building in the ways specified above upon the terms and conditions as set out in the application and as listed below and upon the vote of the Board of Selectmen.

Date

**TRURO BOARD OF SELECTMEN
BUILDING MOVING PERMIT**

The representative of the entities listed below do hereby approve the granting of the request: *(Applicants must obtain the approval of the various utility companies prior to submittal of this form to the Board of Selectmen or any other Town Departments.)*

Brian J. Doyle - Verizon 02-08-2024
Telephone Utility (Print Name) Date

Electric Utility (Print Name) Date

Engineer Brian J. Doyle 401-727-9511
Title Signature Telephone #

Title Signature Telephone #

Cable TV Utility (Print Name) Date

Provincetown Water (Print Name) Date

Title Signature Telephone #

Title Signature Telephone #

Building Commissioner(Print Name) Date

Jarrold J. Cabral
Truro DPW Director (Print Name) Date

Signature Telephone #


Signature Telephone #

Timothy Collins 8 Feb 2024
Fire Chief (Print Name) Date

Tree Warden (Print Name) Date

Timothy Collins
Digitally signed by Timothy Collins
Date: 2024.02.08 15:27:57 -05'00'. 508-740-1832
Signature Telephone #

Signature Telephone #

Police Chief (Print Name) Date

Owner(s) of Private Road(s) (Print Name) Date

Signature Telephone #

Signature of Authorized Representative Telephone #

We, the undersigned Selectmen of the Town of Truro hereby give our written permission to move a building in the ways specified above upon the terms and conditions as set out in the application and as listed below and upon the vote of the Board of Selectmen.

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Electric Utility (Print Name) Date

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Building Commissioner(Print Name) Date

Jarrold J. Cabral
Truro DPW Director (Print Name) Date

Signature Telephone #


Signature Telephone #

Fire Chief (Print Name) Date

Tree Warden (Print Name) Date

Signature Telephone #

Signature Telephone #

Police Chief (Print Name) Date

Darrin K. Tangeman, 2/9/2024
Owner(s) of Private Road(s) (Print Name) Date

Signature Telephone #

 508-776-8819
Signature of Authorized Representative Telephone #

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Date



TOWN OF TRURO

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

Permit No. _____

Date _____

TRURO BOARD OF SELECTMEN BUILDING MOVING PERMIT

RCVD 2024 FEB 20 AM 10:03

ADMINISTRATIVE OFFICE

TOWN OF TRURO

TO THE BOARD OF SELECTMEN:

The undersigned respectfully requests permission to move a building over the public ways in the Town of Truro under the provisions of Massachusetts General Laws, Chapter 85, Section 18.

Current Street Address and Assessors Map and Parcel of building to be moved:

Street Address 127 So Pamet Town Truro MA 02666 Map 048 Parcel 012

Street Address and Map and Parcel where building is being moved to:

Street Address 25 So Highland Town Truro MA 02666 Map 040 Parcel 169

The building is to be moved utilizing the following route: *(submit separate description and map of route if necessary or for multiple moves)*

Please see attached _____

Building Size: Height (loaded) 25' Length 45' loaded Width 25' Weight 24,000K

Proposed Date of Move: February 21&22 2024 Proposed Time of Move: 645 am to 945 pm

Alternate Date(s): Feb 23&24 2024

Applicant: *(please print)* Darrin K. Tangeman, Town Manager

Applicant's Signature: _____

Legal Mailing Address: Town of Truro P.O Box 2030 02666

Telephone: 508 214 0400

Email: jcabral@truro-ma.gov

Property Owner: Town of Truro

Property Owner's Mailing Address: Same as above

Property Owner's Telephone: 508 214 0400

Email: jcabral@truro-ma.gov

**TRURO BOARD OF SELECTMEN
BUILDING MOVING PERMIT**

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Electric Utility (Print Name) Date

Engineer *Brian J. Doyle* 401-727-9511
Title Signature Telephone #

Title Signature Telephone #

Cable TV Utility (Print Name) Date

Provincetown Water (Print Name) Date

Title Signature Telephone #
R *[Signature]*

Title Signature Telephone #

Building Commissioner(Print Name) Date

Jarrold J. Cabral
Truro DPW Director (Print Name) Date

Signature Telephone #

[Signature] Telephone #

Fire Chief (Print Name) Date

Tree Warden (Print Name) Date

Signature Telephone #

Signature Telephone #

Police Chief (Print Name) Date

Owner(s) of Private Road(s) (Print Name) Date

Signature Telephone #


Signature of Authorized Representative Telephone #

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Telephone Utility (Print Name)	Date	Brian Mello Electric Utility (Print Name)	2-8-24 Date
Title	Signature	Telephone #	AE Brian Mello Signature
			339-987-8083 Telephone #
Cable TV Utility (Print Name)	Date	Provincetown Water (Print Name)	Date
Title	Signature	Telephone #	Title
			Signature
			Telephone #
Building Commissioner(Print Name)	Date	Jarrod J. Cabral Truro DPW Director (Print Name)	Date
Signature	Telephone #		Signature
			Telephone #
Fire Chief (Print Name)	Date	Tree Warden (Print Name)	Date
Signature	Telephone #	Signature	Telephone #
Police Chief (Print Name)	Date	Owner(s) of Private Road(s) (Print Name)	Date
Signature	Telephone #	Signature of Authorized Representative	Telephone #

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Electric Utility (Print Name) Date

Engineer Brian J. Doyle 401-727-9511
Title Signature Telephone #

Title Signature Telephone #

Cable TV Utility (Print Name) Date

Provincetown Water (Print Name) Date

Title Signature Telephone #

Title Signature Telephone #

Building Commissioner(Print Name) Date

Jarrold J. Cabral
Truro DPW Director (Print Name) Date

Signature Telephone #

[Signature] [Signature]
Signature Telephone #

Fire Chief (Print Name) Date

Tree Warden (Print Name) Date

Signature Telephone #

Signature Telephone #

Jamie M. Calise 2/8/2024
Police Chief (Print Name) Date

Owner(s) of Private Road(s) (Print Name) Date

Jamie Calise 508.487.8730
Signature Telephone #

Signature of Authorized Representative Telephone #

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Telephone Utility (Print Name) Date

Electric Utility (Print Name) Date

Title Signature Telephone #

Title Signature Telephone #

COMCAST **02/08/2024**
Cable TV Utility (Print Name) Date

Provincetown Water (Print Name) Date

PC *Aaron Kimmel* **339-293-2102**
Title Signature Telephone #

Title Signature Telephone #

Building Commissioner(Print Name) Date

Jarrold J. Cabral
Truro DPW Director (Print Name) Date

Signature Telephone #

Jarrold J. Cabral *[Signature]*
Signature Telephone #

Fire Chief (Print Name) Date

Tree Warden (Print Name) Date

Signature Telephone #

Signature Telephone #

Police Chief (Print Name) Date

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Signature Telephone #

Signature of Authorized Representative Telephone #

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Jarrold J. Cabral
 Jarrold J. Cabral
 Truro DPW Director (Print Name) Date

Signature Telephone #

Jarrold J. Cabral
 Signature Telephone #

Timothy Collins 8 Feb 2024
 Fire Chief (Print Name) Date

Tree Warden (Print Name) Date

Timothy Collins Digitally signed by Timothy Collins
 Date: 2024.02.08 15:29:51 -05'00' 508-487-7548
 Signature Telephone #

Signature Telephone #

Police Chief (Print Name) Date

Owner(s) of Private Road(s) (Print Name) Date

Signature Telephone #

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Darrin K. Tangeman, 2/9/2024
Owner(s) of Private Road(s) (Print Name) Date

Signature Telephone #

 508-776-8819
Signature of Authorized Representative Telephone #

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Date



Agenda Item: 7G2

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004, Fax: 508-349-5505

Department of Public Works

To: DOT Permit Review
From: Jarrod J. Cabral, Public Works Director
Date: January 5, 2024
Subject: House moves on Route 6

- The house moves will begin at the intersection of North Pamet and Route 6 at 6:45am on February 22, 2024.
- The northbound (US-6 EB) convoy will use the right-hand side of the roadway, including the shoulder/bike lane. Assuming that the width of the house is 25 feet, there will be approximately 15 feet remaining to accommodate southbound traffic on US-6 WB (including the travel lane and shoulder).
- The Town will provide cones along the entire route between North Pamet Road and South Highland Road to separate northbound and southbound traffic. Provide breaks in the cones at side streets and major driveways. Police details shall be present to assist side street traffic whose only access is on US-6 (Whitmanville Road).
- Northbound traffic will follow behind the convoy as it proceeds along the route.
- The utility companies will drop the lines ahead of the convoy. The utility companies will have appropriate staff for providing traffic control when actively disconnecting, dropping, and reconnecting the lines. Local PD will also assist to briefly stop traffic in both directions until the lines have been moved.
- The shoulders of Route 6 will be made available for emergency access as will all side streets during the move.
- Drivers will be encouraged to utilize Castle Rd as an alternate route as follows - North bound Route 6 traffic to Provincetown will be encouraged to use Castle Road via the North Pamet Road exit from Route 6.
- Drivers will be encouraged to utilize Castle Rd as an alternate Route as follows - South bound Route 6 traffic from Provincetown will be encouraged to use to Castle Road.
- Truro Police Department will monitor the Route 6 traffic delays for the powerline drops and detours on both the North and South ends of the Route 6 corridor.
- Truro Police along with DPW personnel will monitor all side streets and will manage the travelers as needed for the powerline drops as the convoy moves North.
- Side streets to be temporarily closed as the convoy approaches – Union Field Rd, Town Hall Rd, Truro Center Rd, Snows Rd, Atwood Rd, Josephs Rd, Longnook Rd, Whitmanville Rd.
- Message Boards will be placed on the North and South sides of the closure 2 weeks in advance of the house moves indicating the date, time, and duration of closure.
- The reverse callback system (Rave) or Alert Truro will generate a weekly roadway closure reminder beginning 2 weeks in advance of the house moves.
- All roadway closure details will be posted on the Town website and all Town social media outlets.
- Beginning Feb13^h and during any available open comment periods at Select Board meetings details of the house moves and roadway closures on Route 6 will be announced to the public at each meeting.

- All appropriate MassDOT standard traffic control signs will be utilized where appropriate – Detour M4-9R, Detour M4-9L, Detour M4-9V, Road Closed R11-2, Type 111 barricades as well as traffic cones.
- To expedite the house moves on Route 6 all cutting, splicing, and associated prep work by the utilities will be accomplished prior to the house move date of February 22, 2024, on Route 6. No Route 6 closure will be required for this work to take place.
- During the move the all utilities will raise or lower lines as needed, locations for the utility work are currently uploaded in Shaps for both Verizon and Eversource.

Sincerely,
Jarrod J. Cabral
Director
Department of Public Works

SPECIAL EVENT OBJECTIVES (ICS 202)

1. Special Event Name: **Truro House Move**



2. Operational Period:

Day 1

Date: February 21, 2024

Time From: 0645 hours Time To: End

*Begin the move from 127 South Pamet Road to Route 6 and North Pamet intersection staging area

Day 2

Date: February 22, 2024

Time From: 0645 hours Time To: End

*Continue moving north on Route 6 and end at 25 South Highland

*Move 13 Walsh Way cottage North on Route 6 and end at 25 South Highland

3. Objective(s):

Assist the Truro Department of Public Works, Geddes Building Mover, Verizon, Eversource and Comcast in the transport of two houses. The first house is located at 127 South Pamet Road and will be moved to 25 South Highland Road. The second house is located at 13 Walsh Way and will be moved to the same location at 25 South Highland Road. The Truro Police Department will provide traffic control for the event, to ensure safe transport on the public roadways.

4 Officers will be needed for the detail

Day 1



- Officer 1 (w/cruiser) will be in front of the transport truck and Officer 2 (w/cruiser) will be in the rear upon leaving 127 South Pamet Road in route to the North Pamet Staging Area.
- Once the transport begins Officer 3 (w/cruiser) will post at the intersection of South Pamet Road and Collins Road. This officer will stop all traffic on Collins Road from entering South Pamet Road. Once the convoy passes this intersection, traffic can be released. Officer 3 will then clear this location and post at the North Pamet Staging Area.
- Officer 4 (w/cruiser) will post at the intersection of South Pamet Road and North Pamet Road. This officer will stop all traffic at the intersection from traveling towards the convoy on South Pamet Road.
- When the convoy approaches the intersection of North Pamet Road, where it will be taking a right turn, Officer 3 will stop all traffic near the staging area to allow the convoy to secure.

Day 2

NOTE: For the daytime move MA DOT will not permit a total closure, they have approved a rolling convoy only. This means the Northbound traffic towards Provincetown will follow the Police escorted convoy to South Highland. The Southbound 11' bike lane would remain open for the southbound Route 6 Traffic. There would need to be traffic stops while the lines are dropped and raised for this scenario.

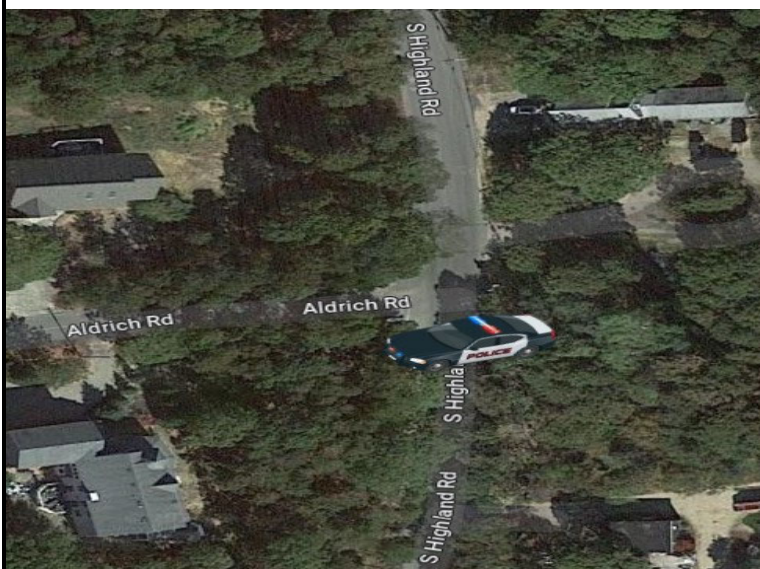
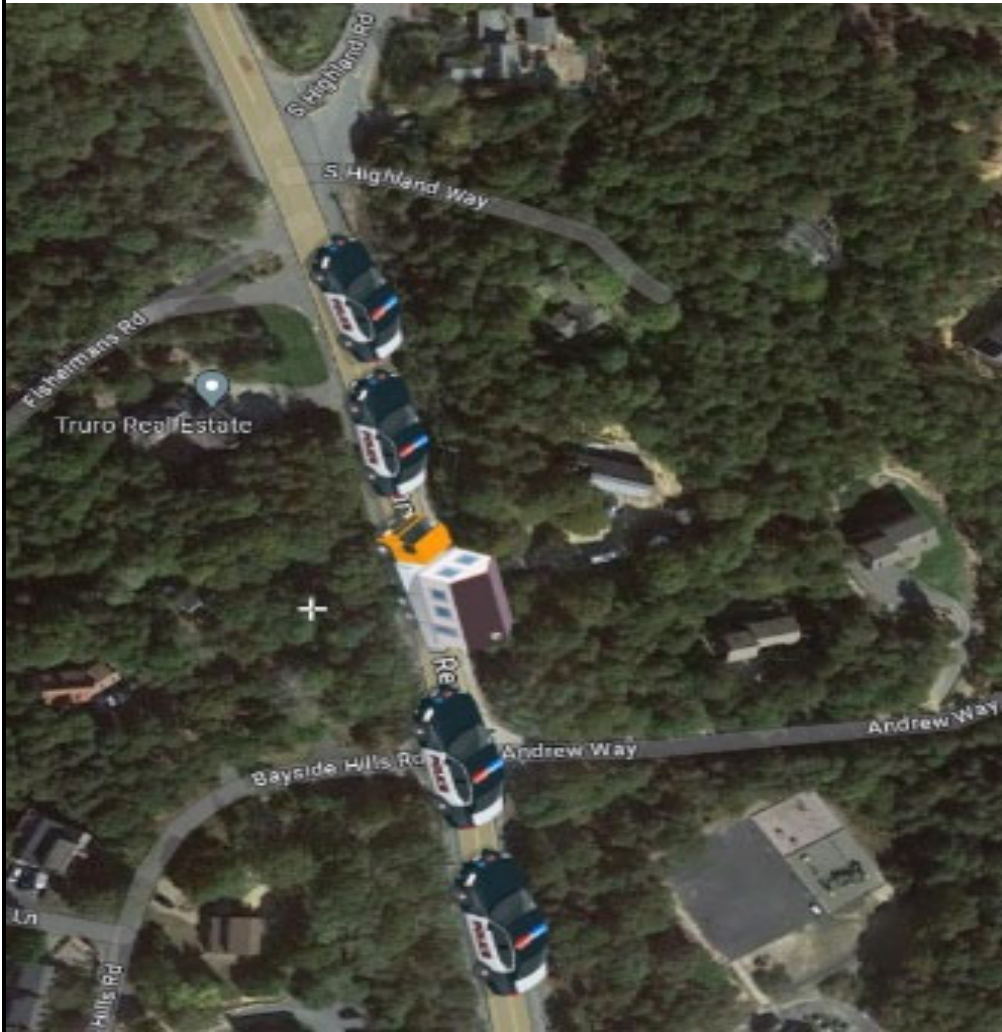
- Once the transport begins, Officer 1 (w/cruiser) will post at the intersection of Route 6 and the Pamet exit off ramp (North Pamet Road). This officer will stop all northbound traffic on Route 6 until the transport truck is on Route 6 and ready to begin traveling north.
- Officer 2 will post just north of Old Pamet Road and Route 6, stopping all southbound traffic until the transport truck is on Route 6 and ready to begin traveling north.
- Officer 3 will travel in front of the transport truck while it is entering onto Route 6 and will maintain this position as the convoy travels northbound, assisting with traffic in front of the convoy.
- Officer 4 will travel in the rear of the transport truck while it is entering onto Route 6 and will maintain this position as the convoy travels northbound, assisting with traffic in the rear of the convoy.



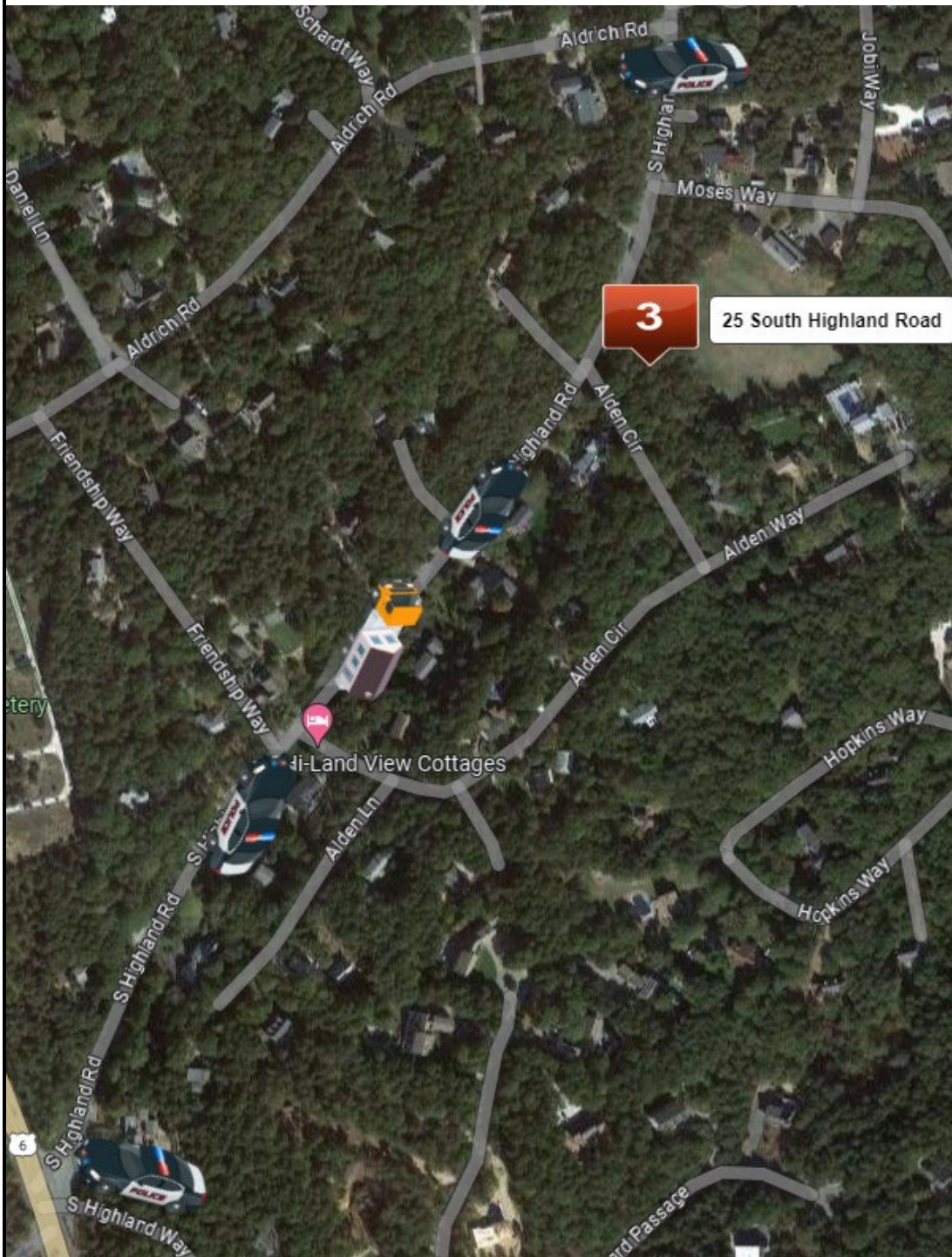
- Once the transport truck is in place on Route 6, and the convoy is ready to begin moving northbound, Officer 2 will then lead the convoy in front of Officer 3. Both Officer 2 and Officer 3 will assist with traffic for the moving detail in front of the convoy.
- Officer 1 will then fall in behind Officer 4. Both Officer 1 and Officer 4 will assist with traffic for the moving detail in the rear of the convoy.



- As the convoy passes Andrew Way on Route 6, Officer 2 will post at the intersection of South Highland Road and Aldrich Road. Officer 2 will direct all traffic from South Highland Road onto Aldrich Road. Officer 3 will then lead the convoy onto South Highland Road, in route to the 25 South Highland location.



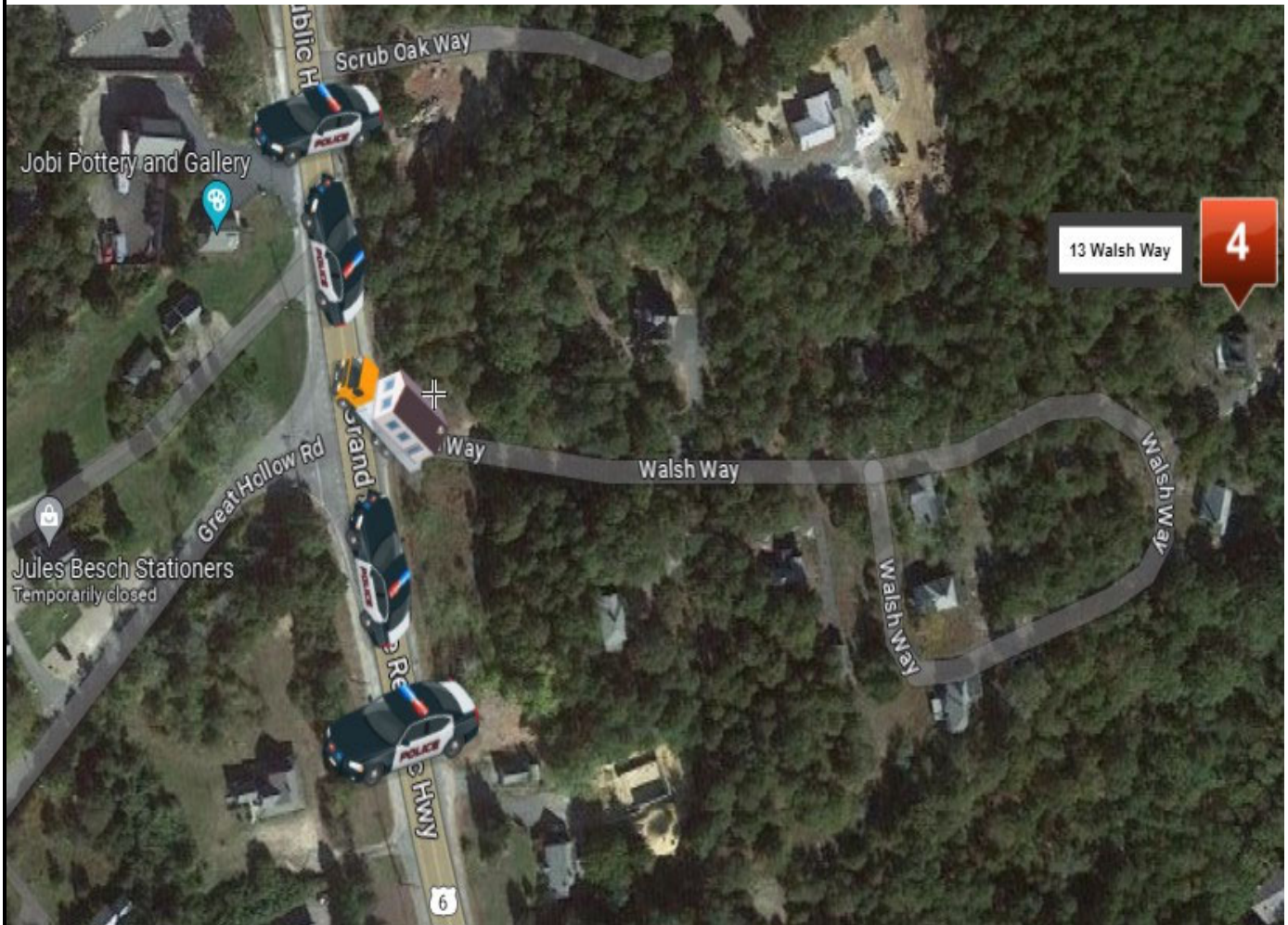
- As the convoy turns right onto South Highland Road from Route 6, Officer 1 will then post at this intersection and stop all traffic from entering onto South Highland Road.



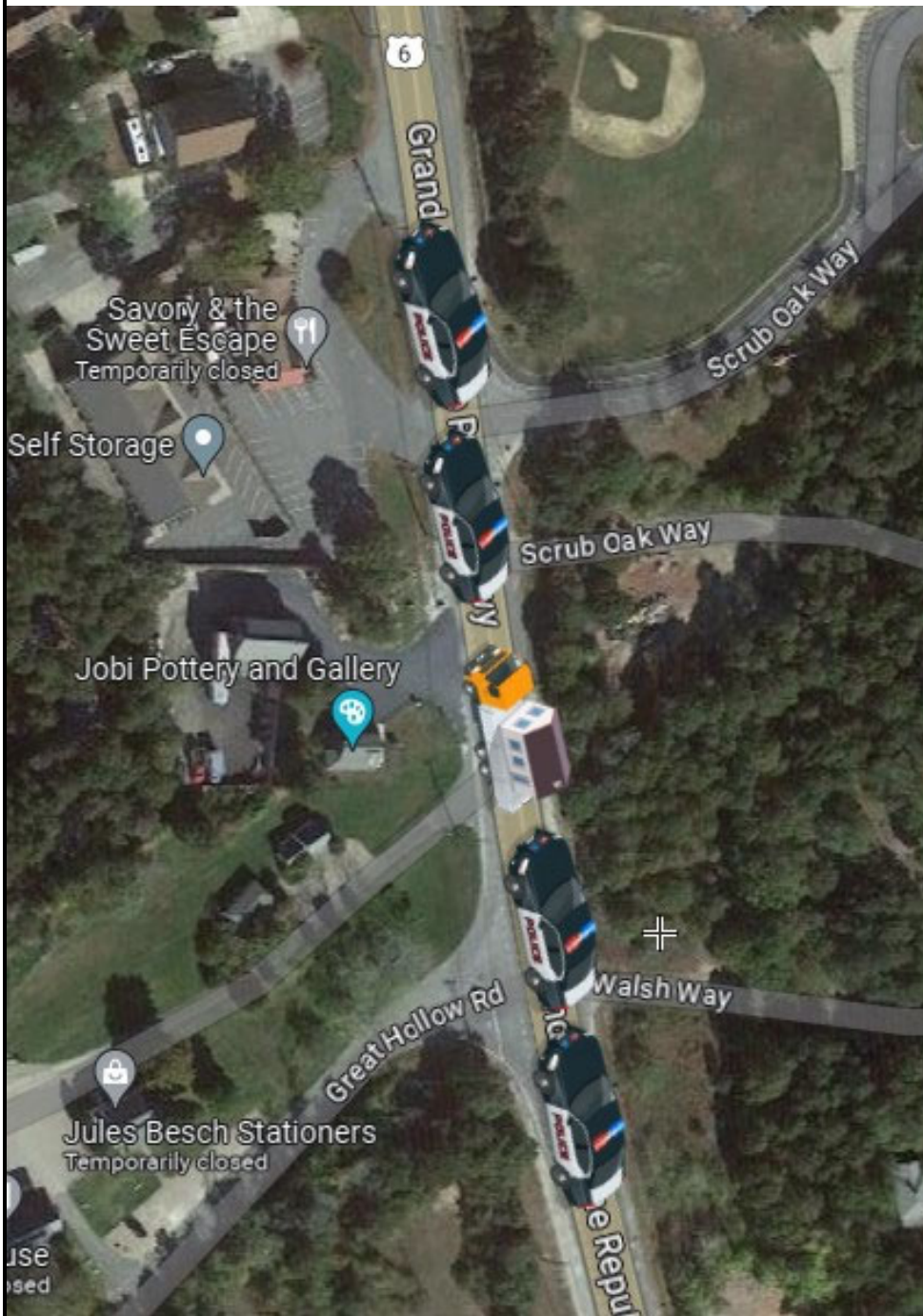
- Once the convoy reaches its destination at 25 South Highland Road, Officer 1 and Officer 2 will clear their posts and assist Officer 3 and Officer 4 with alternating traffic at 25 South Highland Road.

Day 2 (Continued): 13 Walsh Way, cottage move

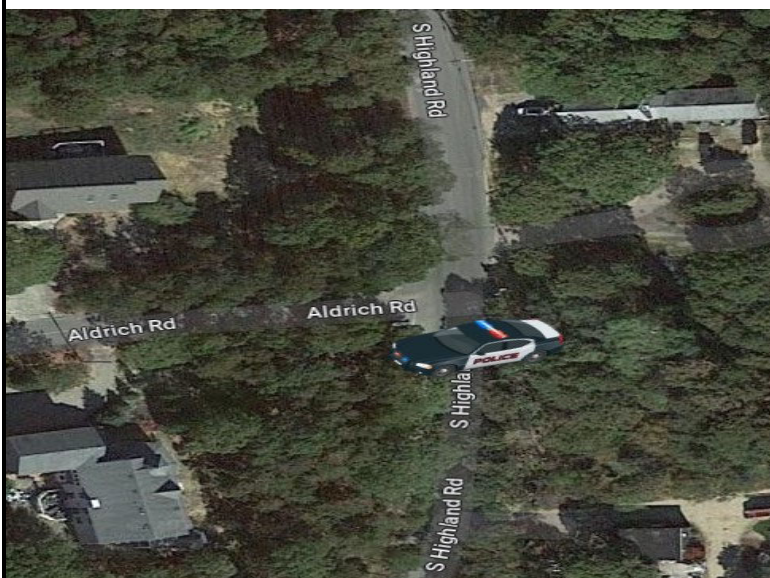
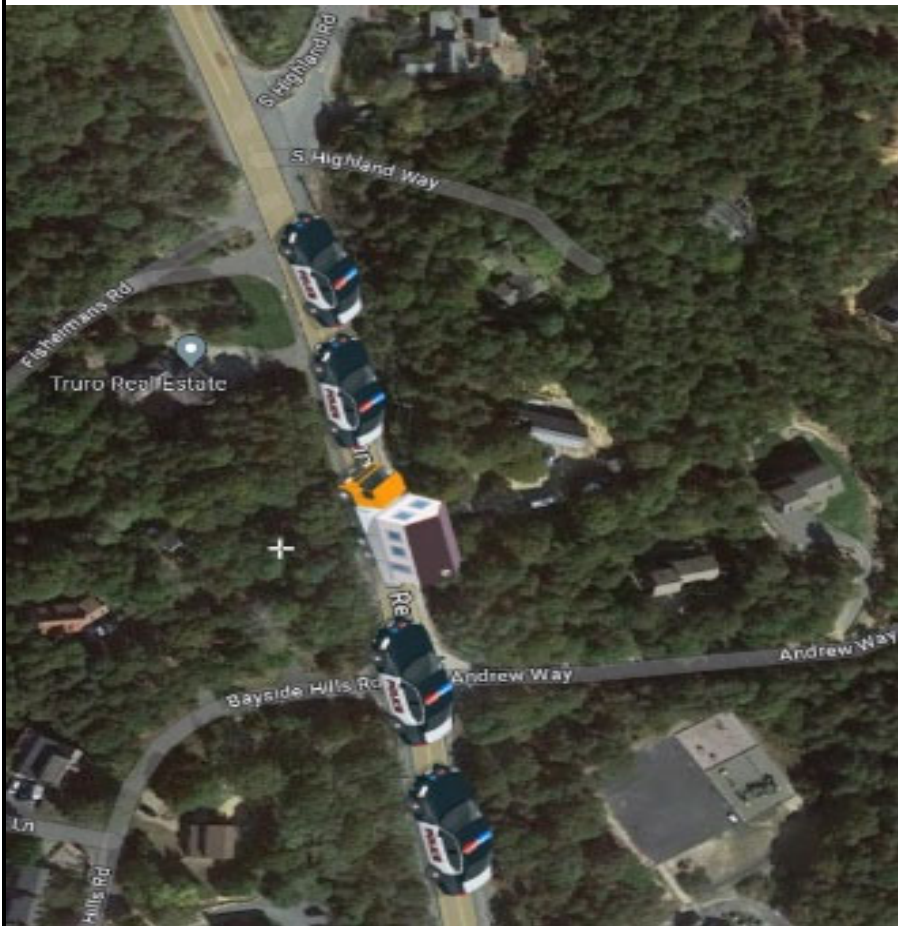
- Once the transport begins, Officer 1 (w/cruiser) and Officer 4 (w/cruiser) will post just south of the intersection of Route 6 and Great Hollow Road. These officers will stop all northbound traffic on Route 6 until the transport truck is on Route 6 and ready to begin traveling north.
- Officer 2 (w/cruiser) and Officer 3 (w/cruiser) will post at the intersection of Route 6 and Scrub Oak Way. These Officers will stop all southbound traffic on Route 6 until the transport truck is on Route 6 and ready to begin traveling north.



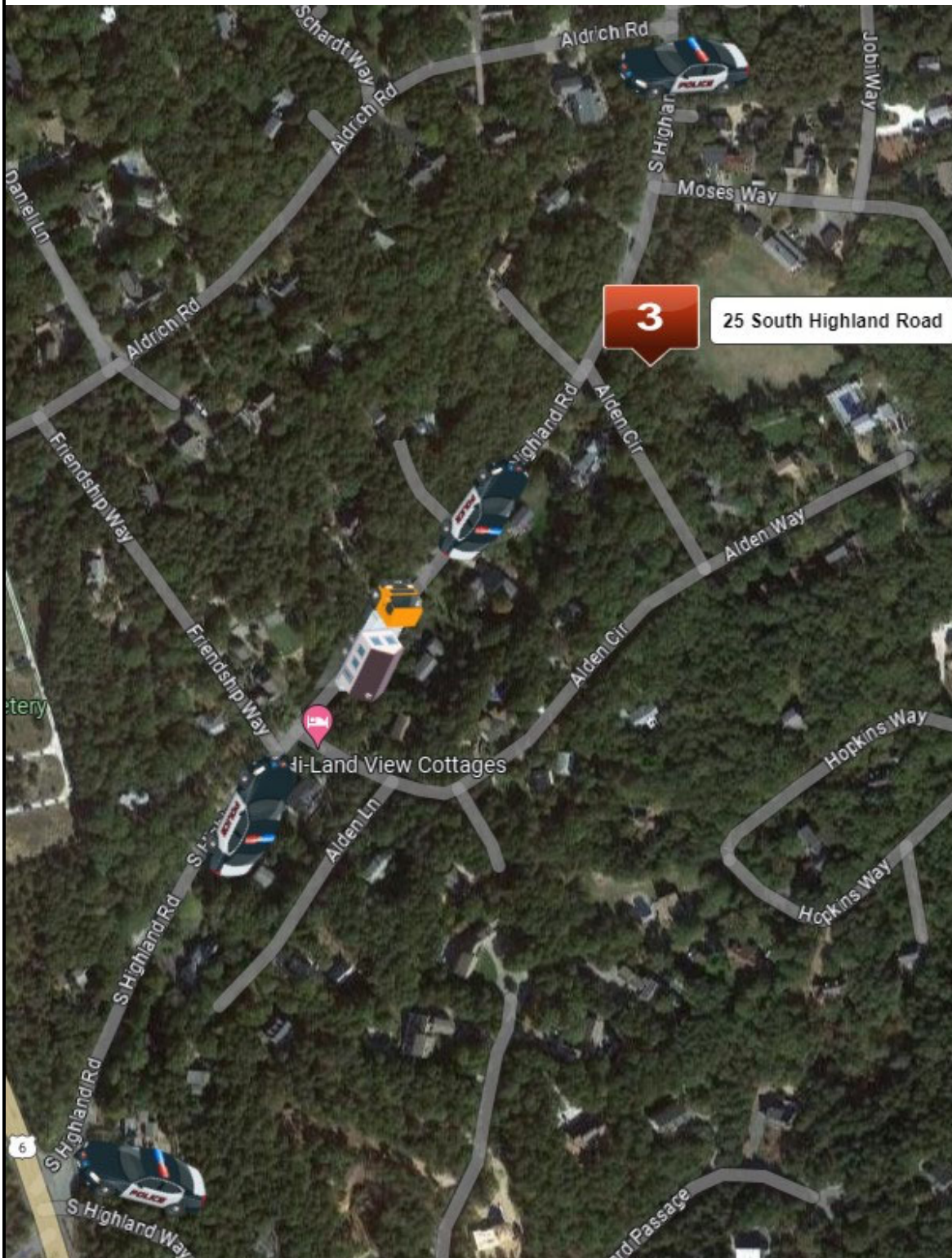
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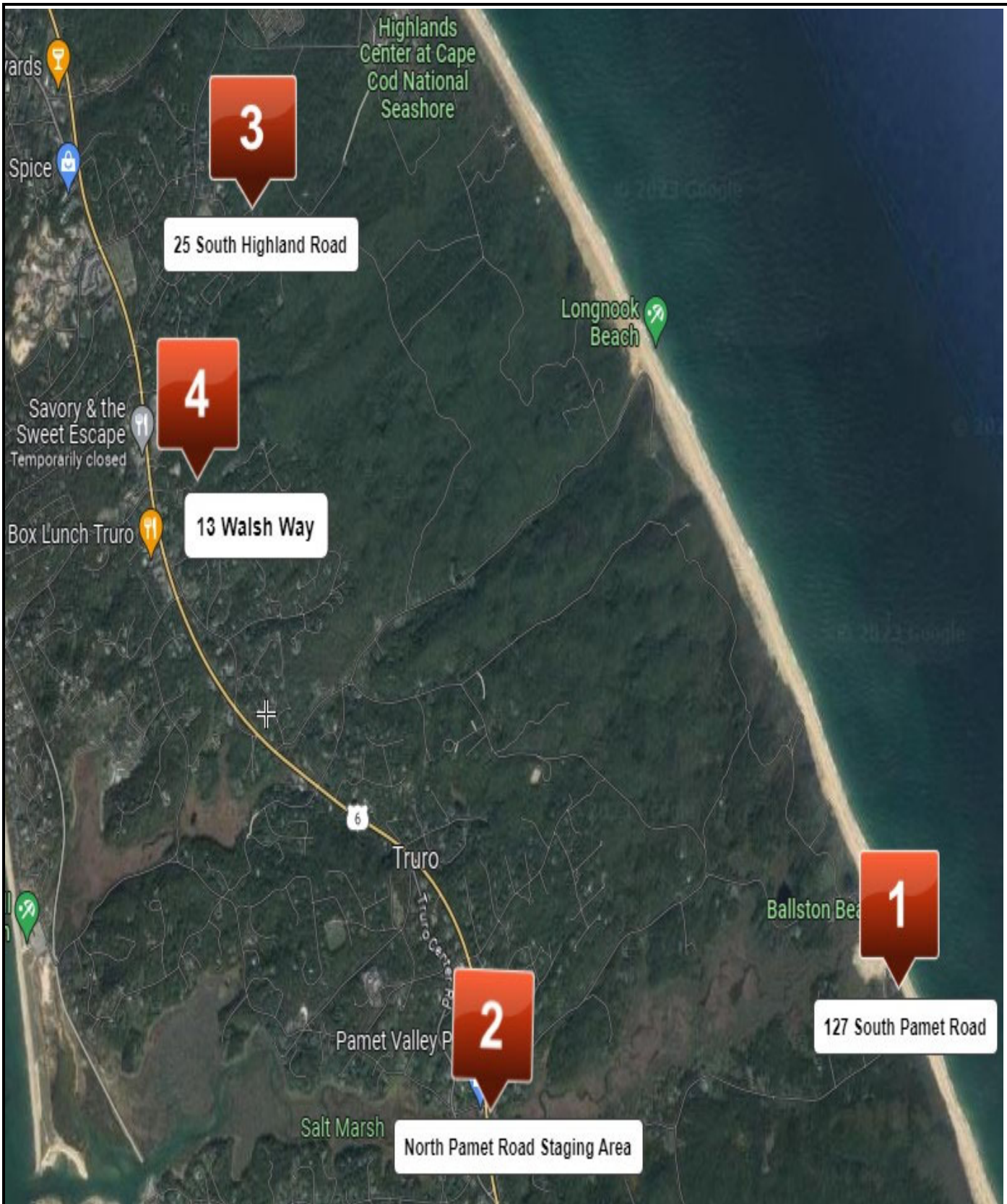
- As the convoy passes Andrew Way on Route 6, Officer 2 will post at the intersection of South Highland Road and Aldrich Road. Officer 2 will direct all traffic from South Highland Road onto Aldrich Road. Officer 3 will then lead the convoy onto South Highland Road, in route to the 25 South Highland location.



- As the convey turns right onto South Highland Road from Route 6, Officer 1 will then post at this intersection and stop all traffic from entering onto South Highland Road.



- Once the convey reaches its destination at 25 South Highland Road, Officer 1 and Officer 2 will clear their posts and assist Officer 3 and Officer 4 with alternating traffic at 25 South Highland Road.



3

25 South Highland Road

4

13 Walsh Way

1

127 South Pamet Road

2

North Pamet Road Staging Area

Highlands Center at Cape Cod National Seashore

Longnook Beach

Ballston Beach

Pamet Valley P

Salt Marsh

Truro

ards

Spice

Savory & the Sweet Escape
Temporarily closed

Box Lunch Truro

6

1

4. Weather:

5. General Safety Message

1. Truro Police Officers assigned to the event will use the main Truro Radio Channel for communications
2. Maintain awareness of traffic
3. Maintain personnel safety (Officers conducting traffic control will wear high visibility vests in accordance with policy)

6. Special Event Action Plan (the items checked below are included in this Special Event Action Plan):

- ICS 203 ICS 206
- Map/Chart Weather Forecast
- ICS 205
- ICS 205A

Other Useful Attachments:

- _____
- _____

7. Prepared by: Name: Deputy Chief Thomas Powers

8. Approved by Special Event Commander: Name: Deputy Chief Thomas Powers

ICS 202	
---------	--

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Special Event Name: Truro House Move		2. Operational Period: Date: February 21, 2024 Time From: 0645 hours Time To: End Date: February 22, 2024 Time From: 0645 hours Time To: End	
3. Special Event Commander(s) and Command Staff: Deputy Chief Thomas Powers		7. Operations Section: Special Event Coordinator	
Special Event Leader	Deputy Chief Thomas Powers	Special Event Coordinator	Deputy Chief Thomas Powers
4. Agency/Organization Representatives:			
Agency/Organization	Name	EMS	
Police Department	Chief Jamie Calise	Medical Lead	Truro Fire Department
Fire Department	Chief Timothy Collins		
5. Planning Section:		Law Enforcement	Day 1 (February 21, 2024)
Deputy Chief of Police	Thomas Powers	Officer 1	
Sergeant		Officer 2	
		Officer 3	
6. Logistics Section:		Officer 4	
Chief of Police	Jamie Calise		
Deputy Chief of Police	Thomas Powers		
Fire Chief	Timothy Collins		
Support Branch	Truro DPW	Law Enforcement	Day 2 (February 22, 2024)
Facilities Unit	Truro DPW	Officer 1	
		Officer 2	
Communications Unit	Truro Telecommunication Center		
Medical Unit	Truro Fire Department	Officer 3	
		Officer 4	
		8. Finance/Administration Section:	
			N/A
9. Prepared by: Name: Deputy Chief Thomas Powers			
ICS 203			

SPECIAL EVENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Special Event Name: Truro House Move	2. Date Prepared: 01/30/24	3. Operational Period: Date: February 21, 2024 Time From: 0645 hours Time To: End Date: February 22, 2024 Time From: 0645 hours Time To: End
--	---	--

4. Basic Radio Channel Use:					
System/ Cache	Channel	Function	Frequency/Tone	Assignment	Remarks
3.5 MHz [Non-Contiguous]	Truro Police Channel: Call Sign 700	Law Enforcement	800 MHz Band	Law Enforcement: Traffic and Crowd Control	All TPD units assigned will use this channel

5. Special Instructions: <div style="margin-left: 20px;"> 1. Assigned officers need to be vigilant in monitoring all radio communications </div>
--

6. Prepared by: Name: Deputy Chief Thomas Powers		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">ICS 205</td> <td style="width: 80%; padding: 5px;"> </td> </tr> </table>	ICS 205	
ICS 205		

MEDICAL PLAN (ICS 206)

1. Special Event Name: Truro House Move	2. Operational Period: Date: February 21, 2024 Time From: 0645 hours Time To: End Date: February 22, 2024 Time From: 0645 hours Time To: End
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3. Medical Aid Stations:			
Name	Location	Contact Number(s)/Frequency	Paramedics on Site?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Transportation:			
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service
Truro Fire Department	Truro Public Safety Building 344 Route 6 Truro, MA 02666	Truro Fire Main Channel 800 Radio Frequency	ALS & BLS

5. Hospitals:						
Hospital Name	Address, Latitude & Longitude	Contact Number(s)/Frequency	Travel Time	Trauma Center	Burn Center	Helipad
			Ground			
Mass General Hospital	55 Fruit Street Boston, MA 02118	617.726.2000	2 hours, 32 minutes	Yes Level: 1	Yes	Yes
Boston Medical Center	111 Huntington Avenue Boston, MA 02118	617.638.8000	2 hours, 24 minutes	Yes Level: 1	Yes	Yes
Brigham and Women's Hospital	75 Francis Street Boston, MA 02118	617.732.5500	2 hours, 34 minutes	Yes Level: 1	Yes	Yes
Boston Children's Hospital	300 Longwood Avenue Boston, MA 02118	617.355.6000	2 hours, 33 minutes	Yes Level: 1	Yes	Yes
Cape Cod Hospital	27 Park Street Hyannis, MA 02601	508.771.1800	56 minutes	No	No	No

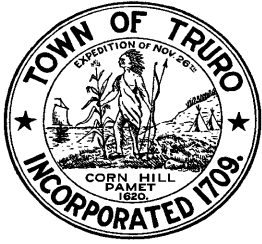
6. Special Medical Emergency Procedures: Med Flight will be requested through Truro Police and Truro Fire Dispatch Landing zones: <ul style="list-style-type: none"> Truro Police Department Marconi Beach: Wellfleet

7. Prepared by: Name: <u>Deputy Chief Thomas Powers</u>
--

8. Approved by: Name: <u>Deputy Chief Thomas Powers</u>
--

ICS 206		
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Notes:



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Town Clerk

REQUESTOR: Elisabeth Verde, Town Clerk

REQUESTED MEETING DATE: February 13, 2024

ITEM: Move Annual Town Election Date from May 14, 2024 to May 20, 2024 or later and Updated Municipal Calendar

EXPLANATION: The Annual Town Meeting would normally held on April 30th, but this year it has been moved to May 4, 2024. Per the charter (referenced below), the Annual Town Election would fall on May 14th, but the Select Board has the discretion to move this date, as long as it is not later than June 30th. There are concerns about the amount of time we will have between Town Meeting and the Election, particularly if Town Meeting takes more than one day. There are many logistics that fall between the two dates, including time needed to print the Election ballots.

Staff recommend that we move the Annual Town Election to Monday, May 20th or later, based on adding back the four days that were lost when Town Meeting was moved and subsequently looking at what would be the next business day after that. After determining this date, I confirmed the rescheduling with Town Counsel and they concurred that this process was in compliance.

If approved, the Municipal Calendar will also need to be updated to reflect the new Election date and any deadlines that are impacted by the change of the Annual Town Election date. A draft of the revised Municipal Calendar is attached.

3-2-1 The Annual Election for all elected town offices shall be by official ballot held each year on the second Tuesday in May. The election date may be moved by vote of the Select Board to a date certain provided that date is on or before June 30th and that the election warrant is posted in accordance with Massachusetts General Law Chapter 39, Section 10.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Town risks not being prepared for the Annual Town Election. If not approved at tonight's meeting, the Board risks not being able to move the Election date because of notice and deadline requirements.

SUGGESTED ACTION: *MOTION TO move the 2024 Annual Town Election from May 14, 2024 to May 20, 2024 in accordance with the Truro Town Charter, Chapter 3, Section 2-1 and update the Municipal Calendar to indicate the new Election date and impacted deadlines.*

ATTACHMENTS:

1. Draft of Updated Municipal Calendar.



Agenda Item: 7H1

TOWN OF TRURO

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

February 13, 2024

To: Select Board
Department Heads
Chairs of Boards, Committees and Commissions
Town Moderator
Finance Committee

From: Darrin Tangeman, Town Manager

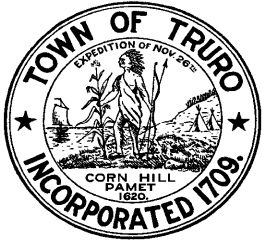
Re: REVISED Annual Municipal Calendar for 2024 ATM and Fiscal Year 2025 Budget Preparation

The Select Board has consented to the following Municipal Calendar for the 2024 Annual Town Meeting and the Fiscal 2025 Budget Preparation. The calendar provides you with the upcoming deadlines for meetings, budget and CIP requirements, Annual Town Report requirements, Town Meeting and Elections. The 2024 Annual Town Meeting will be held on Saturday, May 4, 2024.

- | | |
|----------------------|--|
| Oct. 24, 2023 | Finalize Select Board Budget Message |
| Oct. 25, 2023 | Budget guidance sent to Department Heads/ Committee Chairs (budget packages to follow) |
| Nov. 1, 2023 | CPC deadline for application for possible funding at the 2024 ATM |
| Nov. 22, 2023 | All budget requests must be turned in to the Town Manager and the Town Accountant by noon. |
| Dec. 15, 2023 | Preliminary Draft Budget submitted to Budget Task Force |
| Jan. 9, 2024 | Select Board vote to open the Warrant for the 2024 Annual Town Meeting, effective January 31, 2024. |
| Jan. 31, 2024 | All Annual Town Reports must be submitted electronically to Noelle Scoullar (nscoullar@truro-ma.gov), and/or Nicole Tudor (ntudor@truro-ma.gov) |

Feb. 2, 2024	Annual Town Meeting Warrant Opens
Feb. 13, 2024	Select Board provides Budget Task Force recommendations on FY2025 Town and School Budgets, CIP to Finance Committee
Mar. 5, 2024	Annual Town Meeting Warrant Closes/Last day for Petitioned and Committee Articles at 4:00pm
Mar. 12, 2024	FY2025 “final” Budget and CIP and draft Warrant presented to Select Board for review and approval
Mar. 22, 2024	Last Day for Finance Committee to submit letter to voters on FY2025 Budget/CIP for inclusion in the Town Meeting Warrant
Mar. 26, 2024	Final Select Board review and approval of warrant and last day for the Select Board letter to voters on FY2025 Budget/CIP, etc., for inclusion in the Town Meeting Warrant
Apr. 1, 2024	Last date and time to file nomination papers with the Board of Registrars for certification of signatures. (5:00PM)
Apr. 5, 2024	Warrant to the Printer
April 15, 2024	Last date and time to file objections and/or withdrawal of nomination papers.
April 19, 2024	Post Warrant
April 24, 2024	Last Day to Register to Vote for Annual Town Meeting
TBD	Budget Public Hearing and Pre-Town Meeting, Truro Community Center
TBD	Candidates’ Night, Truro Community Center
May 10, 2024	Last Day to Register to Vote for Annual Town Election
May 4, 2024	Annual Town Meeting
May 20, 2024	Annual Town Election, 7:00 am – 8:00 pm Truro Community Center
June 25, 2024	FY2025 Select Board Goals and Objective Hearing with Town Moderator

Calendar is subject to change. Please visit www.truro-ma.gov or email Noelle Scoullar (nscoullar@truro-ma.gov), and/or Nicole Tudor (ntudor@truro-ma.gov) to confirm dates and deadlines.



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: February 13, 2024

ITEM: Discussion on Potential Articles for 2024 Annual Town Meeting

EXPLANATION: The Select Board held a work session on February 8, 2024 to review the Special Town Meeting warrant. There was some discussion of articles on the Special Town Meeting warrant that will likely need to be indefinitely postponed and brought to the 2024 Annual Town Meeting. Additionally, Board members noted that they had potential articles for the Annual Town Meeting warrant as well.

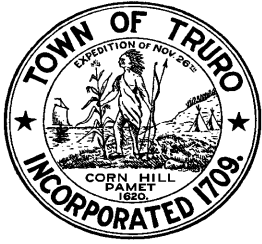
Staff will provide a brief update on a few of the articles that should be discussed or considered for Annual Town Meeting and Board members can provide their proposed articles topics for consideration as well.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Staff will not have guidance about articles to begin preparing.

SUGGESTED ACTION: Discussion only.

ATTACHMENTS: None



Consent Agenda Item: 8A1

TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Town Clerk

REQUESTOR: Elisabeth Verde, Town Clerk

REQUESTED MEETING DATE: February 13, 2024

ITEM: Warrant and Posting of the Warrant for the Presidential Primary Election on March 5, 2024

EXPLANATION: Attached for review and signature by the Board is the Warrant for the Presidential Primary Election on March 5, 2024. The other document attached for review and signature is the official posting of the warrant. The final document for review and approval is the police detail for the election day.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Town will not be in compliance with Massachusetts General Law

SUGGESTED ACTION:

- 1. Motion to Approve and electronically sign the Presidential Primary Election Warrant.*
- 2. Motion to Approve and electronically sign the Posting of the Warrant for the Presidential Primary Election.*
- 3. Motion to Delegate the Chief of Police to Designate the number of Police Officers at Precinct 1 and Designate which Police Officers will work the polls at Precinct 1.*

ATTACHMENTS:

1. Presidential Primary Election Warrant
2. Posting the Warrant for the State Primary Election
3. Police Detail for Election Day

**COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH**

WARRANT FOR 2024 PRESIDENTIAL PREFERENCE PRIMARIES

SS.

To the Constables of the Town of Truro

GREETINGS:

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

Town of Truro, Community Center – Precinct 1
Truro Community Center
7 Standish Way
North Truro, MA 02652

On **TUESDAY, THE FIFTH DAY OF MARCH, 2024**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the Presidential Primaries for the candidates of political parties for the following offices:

PRESIDENTIAL PREFERENCE
STATE COMMITTEE MAN
STATE COMMITTEE WOMAN
WARD OR TOWN COMMITTEE

FOR THIS COMMONWEALTH
CAPE & ISLANDS SENATORIAL DISTRICT
CAPE & ISLANDS SENATORIAL DISTRICT
TOWN OF TRURO

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

Given under our hands this 13th day of February 2024.

Select Board of Truro Massachusetts

Elisabeth Verde
Truro Town Clerk

Constable

Posted: _____

Published Provincetown Independent: _____

POSTING OF THE WARRANT

In conformity with Section 2.3.5 of the Truro Town Charter, you are hereby directed to serve these warrants, by posting duly-attested copies in Town Hall, the United States Post Offices, two other public places in Truro and two other public places in North Truro, fourteen days, at least, before the date of said meeting.

Hereto fail not and make due return of the warrants, together with your doings thereon, to the Town Clerk, at time and place of said meetings. Given unto our hands this 13th Day of February in the Year of our Lord, Two Thousand and Twenty-Four.

We, the members of the Select Board of the Town of Truro, have read the warrant for the Presidential Primary Election to be held from 7:00 am to 8:00 pm on March 5, 2024, at the Truro Community Center, 7 Standish Way, North Truro, MA 02652.

Acting in capacity of the Select Board we do hereby grant approval of and permission for the above mentioned warrant.

Kristen M. Reed, Chair

Susan H. Areson, Vice-Chair

John Dundas, Clerk

Robert M. Weinstein

Stephanie J. Rein

A true copy, attest:

Elisabeth Verde
Town Clerk, Town of Truro

Select Board: I have served this warrant by posting duly attested copies thereof at the following places: Truro Post Office, N. Truro Post Office, Truro Public Safety Facility, Truro Public Library, Truro Transfer Station, Truro Central School, Truro Community Center, and Truro Town Hall.

Constable

Date



TOWN OF TRURO
P.O. Box 2012, Truro, MA 02666
Town Clerk

MEMORANDUM

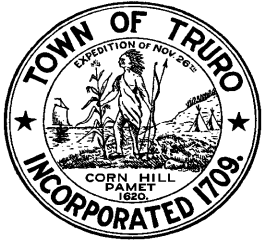
To: Select Board
From: Elisabeth Verde, Town Clerk
Date: February 8, 2024
Subject: Police Detail for Presidential Primary on March 5, 2024

Pursuant to Chapter 92 of the Acts of 2022 (the Votes Act), the Select Board must vote to:

Delegate the Police Chief to Designate the number of Police Officers at Precinct 1 and Designate which Police Officers will work the polls at Precinct 1.

The proposed motion is as follows:

“Move that the Select Board Delegate the Truro Chief of Police to Designate the number of Police Officers at Precinct 1 and Designate which Police Officers will work the polls at Precinct 1.”



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Kelly Clark, Assistant Town Manager

REQUESTED MEETING DATE: February 13, 2024

ITEM: Review and Approve Appointment of Kelly Clark to the Barnstable County Dredge Subcommittee (renewal)

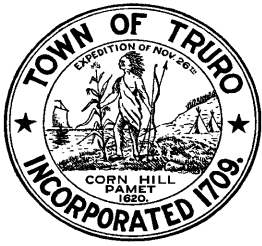
EXPLANATION: Assistant Town Manager Kelly Clark's appointment to the Barnstable County Dredge Advisory Committee has expired. Reappointment for the three-year term effective 1/1/24 to 12/31/26 is needed for her to continue to serve on the Committee.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Town will not have a representative on the Barnstable County Dredge Advisory Committee.

SUGGESTED ACTION: *MOTION TO reappoint Kelly Clark, Assistant Town Manager, to the Barnstable County Dredge Advisory Committee for the three-year term effective 1/1/24 to 12/31/26.*

ATTACHMENTS: NONE



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: February 13, 2024

ITEM: Staff Appointment

EXPLANATION: Town Manager Darrin Tangeman was appointed as Representative of the Cape Cod Regional Transit Authority Advisory Board with Michelle Peterson, Community Services Department Deputy Director (Council on Aging) appointed as the Alternate Representative. Staff respectfully requests to appoint Damion Clements, Community Services Director, to the Alternate Representative position for a three-year term expiring June 30, 2026.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Community Services Director Clements will not be authorized to act as the Advisory Board's Alternate Representative to the Cape Cod Regional Transit Authority.

SUGGESTED ACTION: *Motion to appoint Damion Clements, Community Services Director as the Alternate Representative to the Cape Cod Regional Transit Authority Advisory Board for a three-year term ending June 30, 2026.*

ATTACHMENTS: None



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: February 13, 2024

ITEM: Approval of Renewal of 2024 Business Licenses: Top Mast Café and Savory and Sweet Escape-Common Victualer Licenses

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

If you approve these licenses for renewal, the license will be issued only upon compliance with all regulations, receipt of the necessary fees, proof of taxes paid in full for the current fiscal year, and prior approval of the Food Service License by the Health Agent or Board of Health, if applicable. There were no reported issues with these establishments in 2023.

Mass General Law	Licenses & Permits Issued by Select Board	Names of Businesses
Chapter 140 § 2	Common Victualer-Cook, Prepare & Serve Food	Top Mast Café Savory and the Sweet Escape

IMPACT IF NOT APPROVED: The applicant will not be issued their License to operate.

SUGGESTED ACTION: *MOTION TO approve the 2024 seasonal Common Victualer license for Top Mast Café and Savory and the Sweet Escape upon compliance with all regulations and receipt of the necessary fees.*

ATTACHMENTS:

1. Renewal Application for 2024: Top Mast Café
2. Renewal Application for 2024: Savory and the Sweet Escape

Number: 2024-060

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:

Jason Silva, mgr., d/b/a Top Mast Cafe

Whose place of business is **209 Shore Rd**

Type of business and any restrictions **Restaurant**

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

Permit Expires: **December 31, 2024**

Date Issued: **Jan 11, 2024**

Seating: 72



Truro Board of Health Agent

Number: 2024-060A

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:

Jason Silva, mgr., d/b/a Top Mast Cafe

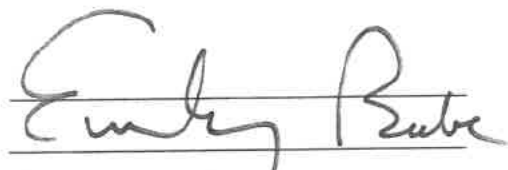
Whose place of business is : **209 Shore Road**

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

To operate a food establishment in **Truro**

Permit Expires: **December 31, 2024**

Date Issued: **Jan 11, 2024**



Truro Board of Health Agent

ADMINISTRATIVE OFFICE
TOWN OF TRURO

FS# 2024-060



**Town of Truro
Board of Health**

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

HEALTH DEPARTMENT
TOWN OF TRURO

DEC 04 2023

RECEIVED BY:

APPLICATION FOR FOOD SERVICE – COMMON VICTUALER

Name of Business: Top Mast Cafe

New Renewal/No Changes (Skip to Section 3)

Section 1 – License Type

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

Type of Food Service Establishment:

- Food Service (restaurant or take out)/ \$75
- 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

CAT # 2024-060A

Section 2 – Business/Owner/Manger Information

Federal Employers Identification Number (FEIN/SS) _____

Business Name: _____

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

Mailing Address: _____

Phone No: _____

Section 3 – Business Operation Details

Number of Seats: Inside: 50 Outside: 22 **Number of Employees:** 8

Length of Permit: Annual Seasonal Operation

Hours of Operation: 7am To 11pm

Days Closed Excluding Holidays: None

If Seasonal: Approximate Dates of Operation: 5 / 1 / 24 To 10 / 31 / 24

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

Name: Jason Silva **Email Address:** vacation@topmastresort.com

Mailing Address: Box 44 N.Truro MA 02652

Phone No: 508-487-1189 **24 Hour Emergency** [REDACTED]



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

Jason Silva

Allergen Awareness Certification (attach copy):

Jason Silva

Has your menu changed from last year? Yes No

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

Section 4 - Attestation

Attestation

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

Signature of Applicant: Jason Silva **Date:** 11/28/23

Application Checklist:

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

FOR HEALTH DEPARTMENT USE ONLY

Comments: _____

Review by _____

Date _____



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

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

Applicant Information

Please Print Legibly

Business/Organization Name: Top Mast Resort dba Top Mast Cafe

Address: 209 Shore Rd

City/State/Zip: N.Truro, MA, 02652 Phone #: 508-487-1189

Are you an employer? Check the appropriate box:

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

Business Type (required):

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

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.
 **If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

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

Insurance Company Name: Associated Employers Insurance Co.

Insurer's Address: 54 Third Ave

City/State/Zip: Burlington, MA 01803

Policy # or Self-ins. Lic. [REDACTED] Expiration Date: 9/30/24

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: 11/28/23

Phone #: 508-487-1189

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

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

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

Contact Person: _____ Phone #: _____



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

FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT

BUSINESS NAME: Top Mast Resort & Cafe

OWNER/MANAGER: Jason Silva

ADDRESS: 209 Shore Rd, N.Truro, MA 02652

PHONE #: 508-487-1189 NUMBER OF UNITS: 77

CONTACT PERSON: Jason Silva-678-230-0377

ADDRESS: 209 Shore Rd. N.Truro, MA 02652

TESTING COMPANY: George Felton-Master Ecectrician

TESTING ELECTRICIAN/TECHNICIAN: Jamie White


COMPANY PHONE #: 508-487-3428 HOME PHONE #: _____

LICENSE #: 11223-B

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

COMMENTS: Fire Alarm Panels Tested OK

DATE OF CERTIFICATION: 11/28/23 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.



TOPMRES-01

HROGERS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/28/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Kaplansky Insurance
PO Box 267
154 Shore Rd
North Truro, MA 02852

CONTACT NAME
PHONE (A/C, No, Ext): (508) 487-6060 FAX (A/C, No): (508) 487-2040
E-MAIL ADDRESS: info@kaplansky.com

COPY

INSURED
Top Mast Resort Inc dba Topmast Cafe
P.O. Box 44
North Truro, MA 02852

INSURER(S) AFFORDING COVERAGE NAIC #
INSURER A: Associated Industries of MA (A.I.M. Mutual)
INSURER B:
INSURER C:
INSURER D:
INSURER E:
INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROTECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Per Occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPI/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE BED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	[REDACTED]	8/30/2023	9/30/2024	FER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 104, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Town of Truro
24 Town Hall Road
Truro, MA 02536

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]

DO NOT REMOVE PER ORDER OF STATE FIRE MARSHAL

DATE OF LAST SERVICE

CLEAN SWEEP NORTH-SOUTH

NEXT SERVICE DUE IN

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

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

- 30 DAYS
- 60 DAYS
- 90 DAYS
- 120 DAYS
- 180 DAYS
- 365 DAYS
- ___ DAYS



No. 1265

HCI-000032

License no. **800** Serviced by **JN**

This system has been Cleaned Inspected

- 2022
- 2023
- 2024
- 2025
- 2026

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

ServSafe® CERTIFICATION

JASON SILVA

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

20298898

CERTIFICATE NUMBER

10748

EXAM FORM NUMBER

3/4/2021

DATE OF EXAMINATION

3/4/2026

DATE OF EXPIRATION

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



#0655

Sherman Brown
Executive Vice President, National Restaurant Association Solutions



CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: JASON SILVA

Certificate Number: 4953693

Date of Completion: 3/7/2021

Date of Expiration: 3/7/2026



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

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

Issued By:



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



800.765.2122
www.restaurant.org



Jason Silva 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.

Diana R. Gaumont, RN, BSN, MPH
Director, Cape Cod Medical Reserve Corps
Date: February 9, 2023



FIRE EQUIPMENT INCORPORATED

HEALTH DEPARTMENT
TOWN OF TRURO

Work Order Report

DEC 04 2023

RECEIVED BY.

Work Order Details:

Account Name: Top Mast Resort

Site Address: 209 Shore Road, North Truro, MA 02652

Work Order Number: WO-00309598

Products:

Product Name:	Equipment #:	Equipment Location:
Portable Fire Extinguisher	FE 00072512	Building
Kitchen Suppression System	K 00072512	#1 Cafe
Kitchen Suppression System	K 00072512	#2 Pool

Description:

Purpose of Visit: PM Inspection

Worked Performed:

Work Performed: Kitchen system, dry chem system and extinguishers

Technician Information:

Item	Technician Name	Hours
1	James Spinoso - T6	2

Closed On: Nov 20, 2023

Signature:

James Spinoso

Date:

Nov 20, 2023

TOTAL # OF EXTINGUISHERS – 14

EXTINGUISHERS DUE SERVICE NEXT YEAR –

New Equipment -

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

Inspection/Recertification –

DryChem	13	KClass	1	Pressurized Water		Halotron	
CO2		Conductivity Test		Wheeled Unit		Emergency Light	
Exit Light		Other Insp					

Recharges –

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

Service –

6 YR Maintenance Halotron		Hydrotest Dry Chem	12
6 YR Maintenance Other	1 k class	Hydrotest Other	

Parts –

Service Collar		ORing		Check Stem		Pull Pin	
Vehicle Bracket		Heavy Duty		Batteries		Battery	

		Bracket				Disposal	
Wall Hook		M1 - 5lb		M2 - 10lb		20lb	
Bulbs		Replacement Cover		Gauge		FEC Cover	
Other Parts		DOT		OSHA		PWM 90	
BL Series Vinyl		Type					
RP Series Plastic		Types					

FIRE EXTINGUISHERS ARE IN COMPLIANCE WITH NFPA 10 CODE -

Recommendations -

Comments -



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
#195 #5519
FS, CV, IC, BAK ✓

APPLICATION FOR FOOD SERVICE - COMMON VICTUALER

Name of Business: Savoury + Sweet

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

Section 1 - License Type

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

Type of Food Service Establishment:

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

Section 2 - Business/Owner/Manger Information

Federal Employers Identification Number (FEIN/SS) _____

Business Name: Savoury + Sweet Escape

Owner Name: Diane Costa Email Address: _____

Mailing Address: POB 690

Phone No: _____

Section 3 - Business Operation Details

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

Length of Permit: Annual Seasonal Operation

Hours of Operation: 7 To 9

Days Closed Excluding Holidays: _____

If Seasonal: Approximate Dates of Operation: 9/1/24 To 12/31/24

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

Name: Diane Costa Email Address: _____

Mailing Address: POB 690

Phone No: 508-237-0647 24 Hour Emergency: Same

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

DIANE COSTA

Allergen Awareness Certification (attach copy):

DIANE COSTA

Has your menu changed from last year? Yes No

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

Section 4 - Attestation

Attestation

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

Signature of Applicant:  Date: 01/03/2024

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: SAVORY + Sweet Escape

Address: _____

City/State/Zip: _____ Phone #: _____

<p>Are you an employer? Check the appropriate box:</p> <p>1. <input checked="" type="checkbox"/> I am an employer with <u>20-30</u> employees (full and/ or part-time).*</p> <p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]</p> <p>3. <input type="checkbox"/> 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]**</p> <p>4. <input type="checkbox"/> We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]</p>	<p>Business Type (required):</p> <p>5. <input type="checkbox"/> Retail</p> <p>6. <input checked="" type="checkbox"/> Restaurant/Bar/Eating Establishment</p> <p>7. <input type="checkbox"/> Office and/or Sales (incl. real estate, auto, etc.)</p> <p>8. <input type="checkbox"/> Non-profit</p> <p>9. <input type="checkbox"/> Entertainment</p> <p>10. <input type="checkbox"/> Manufacturing</p> <p>11. <input type="checkbox"/> Health Care</p> <p>12. <input type="checkbox"/> Other _____</p>
--	---

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.
 **If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

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

Insurance Company Name: Automatic Data Processing Insurance Agency Inc

Insurer's Address: 1 Acta Boulevard 7th Hanover Rd

City/State/Zip: ~~Dorset~~ Florham Park NJ 07932

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: William Cutz Date: 1-3-24

Phone #: 508-237-0519

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 #: _____

Information and Instructions

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, an *employee* is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An *employer* is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that "every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required." Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address and phone number along with a certificate of insurance. Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage. **Also be sure to sign and date the affidavit.** The affidavit should be returned to the city or town that the application for the permit or license is being requested, **not** the Department of Industrial Accidents. Should you have any questions regarding the law or if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigations has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary). A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a home owner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

The Department's address, telephone and fax number:

The Commonwealth of Massachusetts
Department of Industrial Accidents
1 Congress Street
Boston, MA 02114-2017
Tel. # 617-727-4900 ext. 7406 or 1-877-MASSAFE
Fax # 617-727-7749
www.mass.gov/dia



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/02/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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

COVERAGES **CERTIFICATE NUMBER:** 3383462 **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
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			76WEGGE5186	04/09/2023	04/09/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER Town of Truro, Attn: Noelle Scoullar 24 Town Hall Road Truro MA 02666	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

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

**FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT**

BUSINESS NAME: SALOON & the Sweet Escape

OWNER/MANAGER: DIANE COSTA

ADDRESS: 316 RT 6 Truro MA POB 690 02666

PHONE #: 508-487-2225 NUMBER OF UNITS: 1

CONTACT PERSON: DIANE COSTA

ADDRESS: POB 690 Truro MA 02666

TESTING COMPANY: LONG POINT ELECTRIC INC

TESTING ELECTRICIAN/TECHNICIAN: JAMES J MEADS JR

COMPANY PHONE #: ⁵⁰⁸487-2056 HOME PHONE #: _____

LICENSE #: 17239A

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

COMMENTS: _____

DATE OF CERTIFICATION: 1/2/24 BY: James J Meads Jr
Signature of Licensed Electrician

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

Integrity Total Service, LLC

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

RECIPIENT:

Savory

316 Route 6
Truro, MA 02666
Phone: 508-487-2225

SERVICE ADDRESS:

316 Route 6
Truro, MA 02666

Invoice #29130

Issued 09/29/2023

Due 10/29/2023

Total \$725.00

For Services Rendered

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
09/26/2023				
Exhaust Clean	Clean entire kitchen grease exhaust system. 1 Fan 2 Ducts 1 Hood (14 foot) All Filters All work performed to NFPA 96 code standards	1	\$485.00	\$485.00*

Integrity Total Service, LLC

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

RECIPIENT:

Savory

316 Route 6
Truro, MA 02666
Phone: 508-487-2225

SERVICE ADDRESS:

316 Route 6
Truro, MA 02666

Invoice #29130

Issued 09/29/2023

Due 10/29/2023

Total \$725.00

pd cm 5503

For Services Rendered

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
-------------------	-------------	------	------------	-------



TAP SERIES, LLC
Certificate Of Achievement

This is hereby certified that on **01/02/2024**

Diane Costa

*having successfully completed
the course of study*

Approved Manual Choke Saving Procedures Training

This certificate is only valid for the person printed above.
This certificate expires on 01/02/2027

Sandra Kovach

Sandra Kovach, Managing Member

CSPT01958

Rose Lise Obetz

Rose Obetz, Ph.D.

CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: DIANE COSTA

Certificate Number: 6312666

Date of Completion: 4/26/2023

Date of Expiration: 4/26/2028



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

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

Issued By:



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



NATIONAL RESTAURANT ASSOCIATION
800.765.2122
www.restaurant.org



ServSafe® CERTIFICATION

DIANE COSTA

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)-Conferences for Food Protection (CFP).

23881055
CERTIFICATE NUMBER

10795
EXAM FORM NUMBER

4/26/2023
DATE OF EXAMINATION

4/26/2028
DATE OF EXPIRATION

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



Diane Brown
Sherman Brown
Executive Vice President, National Restaurant Association Solutions



In accordance with National Restaurant Association Code 222, members who are employed by a restaurant are required to complete ServSafe Food Protection Manager Certification Examination. All other members are required to complete the ServSafe Food Protection Manager Certification Examination. For more information, visit www.servsafefood.com.

Contact us with questions at 233 S. Wacker Drive, Suite 3600, Chicago, IL 60604-3383 or ServSafeRestaurant.org

Number: 2024-069

Fee \$75.00

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

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

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

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

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

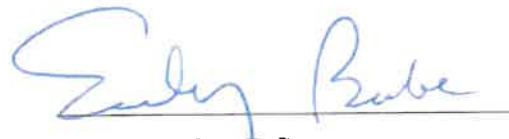
To operate a food establishment in **Truro**

Permit Expires: **December 31, 2024**

Date Issued:

Jan 24, 2024

Seating: **39**



Emily Beebe, R.S.,

Agent for the Truro Board of Health

Number: 2024-069A

Fee \$50.00

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

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

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

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

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

To operate a food establishment in **Truro**

Permit Expires: **December 31, 2024**

Date Issued: *Jan 24, 2024*



Emily Beebe, R.S.,

Agent for the Truro Board of Health

Number: 2024-069C

Fee \$10.00

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

This is to Certify that
Address

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

IS HEREBY GRANTED A LICENSE
FOR THE MANUFACTURING OF
FROZEN DESSERTS AND/OR ICE CREAM MIX
Expiring December 31, 2024

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

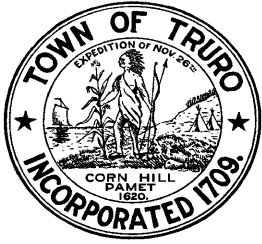
Date

Jan 24, 2024



Emily Beebe, R.S.,

Agent for the Truro Board of Health



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: February 13, 2024

ITEM: Approval of the 2024 Temporary Population Estimate for the Alcoholic Beverages Control Commission (ABCC)

EXPLANATION: Each year, the ABCC requires (under M.G.L. Ch. 138 Section 17) towns or cities to provide an estimate of the temporary increased resident population. This population estimate is used to establish a quota for seasonal package goods stores licensed under M.G.L. c. 138 Section 15. The seasonal population estimate for 2023 was 16,572 and the seasonal population estimate for 2024 comes to 16,594.

The 2024 estimate was reached using the current formula, which is as follows: **16,594** = 2023 estimate (16,572) + (number of new single-family residence homes in 2023 (11 total) x 2 persons). This formula has been used since at least 1994.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The estimate can be tabled for further review, but a figure must be submitted to the State by March 1, 2024.

SUGGESTED ACTION: *MOTION TO approve the 2024 Estimate for Temporary Increased Population Estimate to be 16,594 for the Town of Truro.*

ATTACHMENTS:

1. ABCC Seasonal Population Form 2024

Consent Agenda Item: 8D1

COMMONWEALTH OF MASSACHUSETTS
ALCOHOLIC BEVERAGES CONTROL COMMISSION

95 Fourth Street, Suite 3, Chelsea, MA 02150

2024 Seasonal Population Increase Estimation Form

Municipality:

Date:

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

To Whom It May Concern:

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

estimated that the temporary increased resident population

of , as of July 10, 2024 will be .

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

Very truly yours,

Local Licensing Authorities

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

This certificate must be signed by a majority of the members of the local licensing authority.

Select Board Meeting Minutes

Consent Agenda Item: 8E1

December 5, 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 Tim Collins; Director of Community Services Damion Clements; Deputy Director of Recreation and Beach Austin Smith; Out-of-School-Time Program Leader Robin Huibregtse; Out-of-School-Time Program Leader Julia Morris; Communications and Marketing Coordinator Katie Riconda; Jack Riemer (Planning Board Clerk and Truro Voter); Jon Slater (Truro Voter); Anne Greenbaum (Planning Board Vice Chair and Truro Voter); Michael Forgione (Truro Voter); Tim Hickey (Truro Voter); Lauren Goldberg (Managing Attorney at KP Law); JP Ludwig (Media Production & Communications Consultant)

Chair Reed called the meeting to order at 12:00 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: Mr. Riemer, Mr. Slater, Ms. Greenbaum, Mr. Forgione, and Mr. Hickey.

Town Manager Tangeman replied to several of the public comments regarding logistical issues which arose during the most recent Town Meeting.

PUBLIC HEARINGS

None

INTRODUCTION TO NEW EMPLOYEES

A. Introduction of Out-of-School-Time Program Leaders: Robin Huibregtse and Julia Morris

Director of Community Services Clements introduced Ms. Huibregtse and Ms. Morris to the Members who welcomed both to the Town staff. Director of Community Services Clements then provided an overview of Ms. Huibregtse's and Ms. Morris' responsibilities and duties and noted that approximately 30 children will participate in this program.

B. Introduction of Communications & Marketing Coordinator: Katie Riconda

Town Manager Tangeman introduced Ms. Riconda to the Members who welcomed Ms. Riconda to the Town staff.

BOARD/COMMITTEE/COMMISSION APPOINTMENTS

None

STAFF/COMMITTEE UPDATES

None

TABLED ITEMS

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

Chair Reed led the discussion on this topic with the Members and noted that Town Counsel has provided a revised and clean copy of the Public Comment Policy. Members discussed and agreed upon recommended changes by Vice Chair Areson to the Public Comment Policy.

Chair Reed made a motion to approve Revised Policy 59: Public Comment, Select Board Reports, and Select Board Comments as provided by Town Counsel with the amended changes suggested by Vice Chair Areson and agreed upon by the Board, and to electronically sign.

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 ACTION

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

Presenters: Darrin Tangeman, Town Manager; Lauren Goldberg, Managing Attorney of KP Law

Before the discussion occurred, Chair Reed announced that Managing Attorney Goldberg was present for this agenda item and that the Members would not take a vote this evening on the Select Board statement but will vote on that item on December 12, 2023.

Town Manager Tangeman provided summary of what had occurred at the Special Town Meeting on November 28, 2023, and was continued to May 4, 2024. Town Manager Tangeman noted that there was

no building in Truro that can accommodate more than 523 individuals so this is the impetus for this agenda item. There has been a lawsuit filed in the 2nd District Court in Orleans regarding the continuance so the court may rule that the Town must hold the meeting on an earlier date.

Managing Attorney Goldberg commented that alternative sites for the meeting may include an appropriate venue to accommodate in Provincetown, Wellfleet, or Eastham.

Members discussed and commented on the following highlighted topics: the need to find an appropriate alternate venue to accommodate such a large number voters who want to be engaged in the community and to have their voices heard; Nauset Regional High School is not an option now as it is currently undergoing a major renovation project and there is no projected end date for the construction; Fire Chief Collins reported that the total occupancy of Provincetown Hall is 750 people including the balcony; if approved, Managing Attorney Goldberg noted that this would be a one-time action to hold a Town Meeting outside of Truro; a suggestion to change the Charter to accommodate future situations similar to the November 28, 2023 meeting; DPW Director Cabral reported that the capacity of the Council of Aging is 612 or 613 people; the dependency of technology in different locations in order to conduct meetings may lead to conspiracy theories in the community should technical issues arise; and Managing Attorney Goldberg opined that the approval of Barnstable County is not required yet it could help and it was recommended to obtain the support of State Senator Julian Cyr and State Representative Sarah Peake.

Town Manager Tangeman briefly commented on the Town of Truro's technology capabilities.

Chair Reed recognized Mr. Ludwig who described technical aspects of how he has successfully completed media productions and projects for public meetings in other Cape Cod towns.

Chair Reed asked Managing Attorney Goldberg if Orleans and Brewster should be added to the letter and Managing Attorney Goldberg opined that there is nothing that would prohibit the addition of other communities to the letter.

Town Manager Tangeman noted that the Board of Payomet had recently contacted the Town staff and suggested the use of their facility and tents for the upcoming May 4, 2024 meeting. Town Manager Tangeman also said that the current plan for the proposed new DPW facility could accommodate over 1,000 people.

Member Weinstein made a motion to pursue a special act, called Governor's Bill, per Section 8 of the Home Rule Amendment to the Massachusetts Constitution, to give the Town flexibility to hold the Town Meeting elsewhere that provides for increased capacity, by authorizing the Chair to sign the letter prepared by Town Counsel on behalf of the Select Board and the Town's legislative delegation. 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.

Since there would be no vote this evening, Chair Reed asked Members for their comments on the draft Select Board statement prepared by Chair Reed.

Members discussed and commented on the following highlighted topics: this should be effort to heal the community, be positive, and be non-partisan; not assess blame; and Fire Chief Collins was well within his legal authority to ensure public safety at the Special Town Meeting on November 28, 2023.

Chair Reed reiterated that the Members would vote on the statement on December 12, 2023.

B. Review and Authorize Truro Housing Authority's Community Preservation Act Application
Presenter: Darrin Tangeman, Town Manager

Chair Reed noted that Housing Authority Chair Kevin Grunwald was not present at the meeting and Chair Reed then recognized Town Manager Tangeman who presented this agenda item.

Members discussed the availability of Community Preservation Committee (CPC) funds for various other projects such as Open Space and Recreation.

Chair Reed made a motion to authorize the Truro Housing Authority to submit the application to the Community Preservation Committee for a minimum of 60% of the available Community Preservation Funds to go to the Truro Affordable Housing Trust Fund.

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 Approval of Town Manager Evaluation Process
Presenter: Kristen Reed, Select Board Chair

Chair Reed led a review of the Town Manager's evaluation process with the Members.

Members discussed and commented on the following highlighted topics: recommendation that the Town Manager provide a detailed written and verbal update on each of the workplan tasks on December 12, 2023; issues raised by residents during the "Coffee with the Town Manager" events and what has been done; the input from the Members as to what they have observed in the Town Manager's efforts put forward; a proposed work session next month to discuss this agenda item in more detail and where the public may listen but not participate; the suggestion that there be a public meeting where the public may voice their opinion about the Town Manager's performance; and the public posting of the items listed on the Town Manager's workplan so the public is aware of what items were assessed by the Members for the Town Manager's evaluation.

Chair Reed made a motion to approve the proposed Town Manager evaluation review process and hold a work session on the evaluation on December 12, 2023.

Member Dundas seconded the motion.

Prior to the vote on this agenda item, Town Manager Tangeman asked Vice Chair Areson about her intent to have a public meeting in order to gather the public's opinion about the Town Manager's performance as he reports directly to the Select Board and not to the public. Vice Chair Areson reiterated that the public should have the opportunity to express their views and that the Members should hear those views. Member Weinstein noted that Town Manager Tangeman was correct and that he was not responsible to answer to the public at large and the Select Board was the representative of the public at large.

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 Curb Cut Application for 101 Castle Road

Presenter: Jarrod Cabral, DPW Director

Prior to DPW Director Cabral's review of the application, Chair Reed noted that the applicant had received all of the required signatures. DPW Director Cabral noted that a representative of Schmidt Site Work, Incorporated was present to answer any questions. DPW Director Cabral provided a review of the application and the proposed project.

Chair Reed made a motion to approve the curb cut application for 101 Castle Road.

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.

E. Review and Approve Request to Declare Fire Department 2013 Ford Explorer as Surplus

Presenter: Tim Collins, Fire Chief

Fire Chief Collins provided a review of the declaration of the Fire Department's 2013 Ford Explorer as surplus and noted that the request to purchase a new vehicle was approved at the Town Meeting.

Members discussed and commented on the following highlighted topics with Chief Collins and DPW Director Cabral: Truro's designation as a "Green Community" and if there were EVs or hybrid vehicles available for the fire department for future purchases; the lack of hybrid vehicles (for the DPW and emergency services) available through state contracts; the availability of spare parts for aging vehicles in the DPW; and the trade-in of the 2013 Ford Explorer will reduce the cost of the new vehicle.

Member Rein made a motion to declare the Fire Department 2013 Ford Explorer as surplus.

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.

CONSENT AGENDA

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

Chair Reed announced her recusal on items regarding Chequessett Chocolate.

Vice Chair Areson noted that she had submitted minor and not substantive edits to the minutes from July 11, 2023 and August 8, 2023, to Assistant Town Manager Clark and Town staff. There were no objections.

Chair Reed made a motion to approve the Consent Agenda as printed, Chair Reed’s recusal from previously mentioned items, and the acceptance of Vice Chair Areson’s editorial 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 REPORT/COMMENTS

Member Rein reported that she had met recently with Health and Conservation Agent Emily Beebe and Climate Action Committee Chair Carol Harris to work on the Climate Action Plan and determine priorities before returning to the Select Board in early 2024. Member Rein thanked Truro’s first responders for their professionalism and kindness when they came to her home for a family member who needed medical attention.

Member Weinstein thanked the Council on Aging (CoA) for moving forward to explore the hiring of a transportation coordinator. Member Weinstein noted that he had discussed the CoA’s desire to hire a transportation coordinator at last week’s Select Board meeting.

Member Dundas thanked the Town staff for their help in setting up the Special Town Meeting and he appreciated the efforts of Town Moderator Paul Wisotzky. The Concert Committee has published the Truro 2024 Concert Schedule so the public was encouraged to look at the great talent scheduled for concert appearances. The Cemetery Commission and the Congregational Church have continued ongoing discussions about the church's request that Cemetery Commission manage its cemetery. Member Dundas will provide more information about the Cemetery Commission at the next Select Board meeting. The VFW has developed two more scholarships for veterans pursuing careers in the trades in the names of Ozzy Rose and Richard Scoullar. Member Dundas thanked the Massachusetts Deputy Adjutant General, Brigadier General Christopher Faux, and his wife, for attending the recent VFW scholarship ceremony.

Vice Chair Areson reported that the Finance Committee met before Thanksgiving and approved \$10,500 for a public records management consultant through April 2024. Vice Chair Areson noted that Town Planner/Land Use Counsel Barbara Carboni has offered to prepare a draft charge for the Ad Hoc Zoning Task Force and it will then be submitted to the Ad Hoc Housing Committee for review and comments. Vice Chair Areson said that she was hopeful that the draft charge can then be presented to the Select Board in January. Vice Chair Areson expressed concerns about protestors targeting and criticizing specific individuals who are Town staff.

Chair Reed commented that she wanted to stop the fighting between neighbors and hoped that Truro could heal. Chair Reed then commented on a strange encounter she had in Boston with a family member of a corporate entity which wants to expand its purchasing of businesses and homes on Cape Cod. Chair Reed said that these corporations are going to push out businesses, young families, and older residents from Truro like other communities across the nation. Chair Reed noted that the woman with whom she spoke was covered in fur and was proud of her corporate expansion. Chair Reed wants to warn the community of Truro about these pursuits and she wants the Members to consider how to stop all the corporations from purchasing properties and businesses in Truro.

After Chair Reed's comments, Member Weinstein commented on his objections to individuals wearing objectionable sashes at public meetings. Member Weinstein noted one sash that displayed "Keep Truro rural" was a reference that he said was directed at him. Member Weinstein encouraged the Members to invite the new National Seashore superintendent, Jennifer Flynn, to an upcoming Select Board meeting so she can introduce herself, speak about her role, and explain any changes which she sees in the administration of the Seashore District, and issues which may affect Truro such as communication regarding the shared beaches.

TOWN MANAGER REPORT

Town Manager Tangeman announced the closures of the Town Hall on December 22, 2023, December 24, 2023, December 29, 2023, and January 1, 2024, as they fall under the holiday structure for Town staff. This will result in 2 consecutive 4-day weekends for staff.

Town Manager Tangeman reported that he had conducted a Council on Aging questions and answers session (as part of his workplan) during a recent luncheon at the CoA. This was an opportunity to discuss a number of issues to include the hiring of a transportation coordinator. There are positive outcomes which are emerging from the CoA to include increased participation of programs. There have been 134 public records requests this year so there is a need for temporary assistance with a public records management consultant to respond and review for privilege those records. One previous request was

for 15,000 records and resulted in a \$6,000 charge to the person who requested it. Town Manager Tangeman thanked the staff for their quickness to accommodate so many people who attended the Special Town Meeting on November 28, 2023. Town Manager Tangeman announced that there will be a new communications initiative that will be launched over the next couple of months which will help with community engagement. Town Manager Tangeman expressed concern about members of the public who are communicating that the Select Board and Town Manager are corrupt. Town Manager Tangeman cited an example relayed by a citizen recently of a demonstrator carrying a sign alleging corruption at the Town Hall, and when the citizen asked the demonstrator if he had any evidence, the demonstrator replied, "I don't but I am going to find out." Town Manager Tangeman wants to build trust and community.

Town Manager Tangeman reviewed the agenda for the upcoming meeting on December 12, 2023.

Member Dundas requested that the Select Board consider at least a once-a-month midday Select Board meeting at the next meeting and there were no objections. Assistant Town Manager Clark suggested that that may be suitable for a monthly work session as no voting occurs.

Vice Chair Areson requested that a discussion among the Members about the DPW be added to a future agenda. There were no objections.

Member Weinstein made a motion to adjourn at 2:08 pm.

Vice Chair Areson seconded the motion.

Roll Call Vote:

Vice Chair Areson - Aye

Member Dundas - Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

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

Respectfully submitted,



Alexander O. Powers

Board/Committee/Commission Support Staff

Kristen Reed, Chair

Susan Areson, Vice Chair

John Dundas, Clerk

Stephanie Rein, Member

Robert Weinstein, Member

Public Records Material Attachments

Legal Notice

Draft Policy #59 (red-lined by Town Counsel)

Draft Revised Policy #59 (clean copy from Town Counsel)

Policy #59 (current)

Press Release from the Town of Truro on Special Town Meeting (11/29/2023)

Project Application Form

Curb Cut Application

Stamped Engineered Plan

Contractor Narrative

Police and Fire Chief Email on Approval of Curb Cut

Select Board Policy 67: Surplus Policy

Renewal Application for 2024: Montano's Restaurant

Renewal Application for 2024: FarmMaid Foods

Renewal Application for 2024: Truro Vineyards Lodging License

2024 Annual Alcohol ABCC Applications – signed by business owners

Chief of Police Approval Memorandum

2023 Annual Alcohol Licenses

Annual Alcohol Beverages Control Commission Renewal Certification 2024

December 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 (virtually attended)

Select Board Members Absent:

Other Participants: Town Manager Darrin Tangeman; Assistant Town Manager Kelly Clark

Chair Reed read aloud Select Board Policy 56 and noted that the meeting was open to the public; however, comments from the public will not be taken and votes will not be taken.

Review Progress of Town Manager’s Work Plan and Discuss Town Manager’s Evaluation

Chair Reed announced the process for today’s work session and then recognized Town Manager Tangeman who provided an update, to include his written responses, of his mutually agreed upon work plan regarding the following nine evaluated criteria for Town Manager Tangeman’s evaluation:

1. Conduct monthly “Town Manager Coffees” to discuss and advocate for key community initiatives and topics and to promote these events on the Town’s website splash page, social media, and Town Manager page.
2. The Town Manager will schedule two meetings – at least one of them in person during the summer season. During the Town Manager’s regular business hours – with the Truro Part-Time Residents Taxpayer Association to solicit feedback and ideas on community matters.
3. Attend at least one Senior Luncheon per month. Host at least one community update to take place by December 31, 2023 with a participant question and answer session. Promote these events on the Town’s website splash page, social media, and Town Manager page.
4. Clearly promote weekly community office hours offering both in person and virtual meetings with members of the community. Establish a virtual signup and provide a phone number so that community members can schedule time with the Town Manager.
5. Secure an ICMA mentor to work with the Town Manager on communication and engagement and meet monthly to discuss progress.
6. Complete an ICMA training program or equivalent, “Evaluating Your Community Engagement Strategy.”
7. Organize community wide engagement meetings and the Town Manager will introduce the topic, establish ground rules, convey information, and participants encourage community participation to maximize community engagement.
8. Collaborating with the appropriate staff, the Town Manager will develop surveys and polls on current and ongoing relevant initiatives and topics that communicates a matter of respect to the individuals.
9. Collaborating with the appropriate staff, the Town Manager will conduct a Community Satisfaction Survey during this work plan period to gauge the critical issues within the community and seek feedback on Town services and initiatives.

Town Manager Tangeman and Members discussed in more detail, during his presentation, the following highlighted topics: Town Manager Tangeman had several meetings with the Board of the Truro Part-Time Residents Taxpayer Association but members of that organization were not available to meet with Town Manager Tangeman despite his best efforts to schedule meetings with them which were confirmed by Vice Chair Areson; any insights as to why only 6 individuals have scheduled meetings with Town Manager Tangeman in his office and steps which can be made to improve participation; the 7 core values from an introductory ICMA course that Town Manager Tangeman completed and by applying those core values when engaged with community members may be a helpful way to heal some of the divisiveness in the community; and a plan to train select members of the Town staff on the 7 core values from the introductory ICMA course and obtain ICMA certifications for those individuals once the course is successfully completed.

Upon completion of Town Manager Tangeman's presentation, Chair Reed asked each Member for their input as to whether Town Manager Tangeman had completed most of his work plan and should keep up the good work moving forward. Chair Reed also asked Members to provide any other relevant comments.

Member Dundas noted that the work plan has not yet been completed but it is a continuum. Member Dundas said that feedback will adjust parts of Town Manager Tangeman's strategy. Member Dundas agreed with Town Manager Tangeman that engagement is very important and the work plan was an opportunity to benchmark success.

Member Weinstein thanked Town Manager Tangeman for addressing the work plan issues as outlined and he was very much encouraged in a positive way to the response by Town Manager Tangeman and the community. Member Weinstein noted that Town Manager Tangeman has come away as to how he engages with the community and the way Town Manager Tangeman explains to community members as to how decisions are made affecting policies which the Select Board sets forward. Member Weinstein concluded that he was encouraged at the way Town Manager Tangeman was open and now comprehensive he has been working on the work plan.

Member Rein stated that Town Manager Tangeman had met the benchmarks of the work plan so far and Member Rein appreciated Town Manager Tangeman's efforts in meeting the people of the community outside of the office. Member Rein also appreciated Town Manager Tangeman's focus on the seven core values and spending time with his mentors. Member Rein noted that the Select Board did not obtain feedback from Town staff, and moving forward, Member Rein recommended that this should be included in the future. Member Rein said that she was impressed with Town Manager Tangeman's putting in the time and dedication to moving forward and being approachable to Town staff and community members. Member Rein concluded that Town Manager Tangeman is doing a great job and she appreciated it.

Vice Chair Areson said that this update on Town Manager Tangeman's work plan was a great start and needed to continue. Vice Chair Areson said that the focus on the seven core values should be applied as soon as possible to the community members who feel distrustful of Town administration or feel unheard. Vice Chair Areson concluded that this was good work by Town Manager Tangeman.

Chair Reed said that she agreed with her colleagues and government is ever-changing. Chair Reed noted Town Manager Tangeman's pedigree and experience when he was hired by the prior Select Board. Chair

Reed said that Town Manager Tangeman had made a significant difference and it was noted by members of the community.

Town Manager Tangeman thanked the Members and committed to making progress on all of the issues and to complete the Community Satisfaction Survey by April 1, 2024. Town Manager Tangeman stated that he will provide the community and the Select Board with the results of the Community Satisfaction Survey and utilize those results to shape the future of how services are provided and engage with the community in the future.

At 4:44 pm, Chair Reed announced that since this was a work session there would be no vote to adjourn but after a brief break the regular Select Board meeting would convene at 5:00 pm.

Respectfully submitted,



Alexander O. Powers
Board/Committee/Commission Support Staff

Kristen Reed, Chair

Susan Areson, Vice Chair

John Dundas, Clerk

Stephanie Rein, Member

Robert Weinstein, Member

Public Records Material Attachments

Legal Notice

Consent Agenda Item: 8E3

Select Board Meeting Minutes

January 9, 2024, Budget Task Force (BTF) Meeting

Via Zoom Platform

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

Select Board Members Absent: Stephanie Rein-Member

Others Present: Darrin Tangeman-Town Manager, Kelly Clark-Assistant Town Manager, Alex Lessin-Finance Director, Jarrod Cabral-DPW Director, Tony Jackett-Harbormaster, Trudi Brazil-Town Accountant, Robert Panessiti-Finance Committee Chair, Michael Fee-Finance Committee Member, and Michael Forgione (Truro Voter).

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

Town Manager Tangeman asked Chair Reed to give Finance Director Lessin an opportunity to provide an update to the Members and the members of the public.

Chair Reed recognized Finance Director Lessin who provided background information and an update regarding today's budget proposals. Finance Director Lessin noted that information regarding Budget Task Force is posted on the Town website.

Chair Reed led the discussion and review of the FY2025 Budget for the following departments: Capital Improvement Plan, the Department of Public Works, and the Harbor/Shellfish Pamet Harbor Dredge.

Capital Improvement Projects (CIP)

DPW Director Cabral reviewed the Capital Improvement Projects (CIP) for FY2025. DPW Director covered the projected capital needs for Town Hall, Council on Aging, IT, Recreation & Beach, Police Department, Fire Department, Department of Public Works, Public Building Maintenance, Transfer Station, Truro Central School, Truro Library, Environmental, DPW Facility, Housing, Pond Village, Public Water, and Harbor Jetty.

During his presentation, DPW Director Cabral also provided updates as to timelines for the start and completion of projects, grant funding sources and grant funding application deadlines, the impact and the cost of potential flooding on the operational budget of Mill Pond Road and the recommendation to amend the borrowing authorization for the Pamet Harbor jetty.

Following DPW Director Cabral's presentation, the following individuals asked questions or commented:

Mr. Forgione asked about the enhanced equipment and technology upgrade for the Community Center to conduct remote/hybrid meetings, the cost for virtual meetings, the inclusion of inflation as a new line item for the DPW Facility budget, the future consideration and the need for a bunkroom at the Fire Department as the department's operation is now 24/7/365 and the expansion of a bunkroom should

be included in future CIPs, and the process for the unused funds for an appropriated project which may cost less upon completion. DPW Director Cabral, Town Manager Tangeman, Vice Chair Areson, Chair Reed and Finance Director Lessin responded to Mr. Forgione's comments and questions.

Member Dundas asked about the security system upgrades for the school and DPW Director Cabral responded and noted that the police department could monitor activities at the school with the upgrades.

Finance Committee Chair Panessiti commented on the CIP (appropriations versus borrowing) and the DPW Facility Project. Following Finance Committee Chair Panessiti comments, Town Manager Tangeman provided additional comments.

DPW Director Cabral noted that he is working on a bunkroom expansion for the Fire Department for next year.

Department of Public Works

DPW Director Cabral reviewed the DPW budget narrative with the Members and noted that he has been in discussion with the Climate Action Committee regarding the DPW budget.

DPW Director Cabral reviewed the responsibilities of the DPW. DPW Director Cabral then provided status update on the following projects: DEP and Eversource regarding the charging stations, Mill Pond Road, the DPW Facility, Pamet River restoration project, 25 South Highland staff housing project, Great Hollow staircase rebuild, Pamet Harbor jetty, environmental monitoring, 71 North Pamet staff housing project, cost increases in the DPW operational budget, potential additional revenue sources for the Transfer Station, no requests for DPW staffing changes, exploration of purchasing hybrid vehicles in the future, and a streamlined process for the credit card purchases through a portal for residents and nonresidents.

DPW Director Cabral then presented his proposed budget to the Members. Finance Director Lessin noted that there was a slight increase in anticipated overtime wages at a cost of less than \$700. DPW Director Cabral highlighted the following budget items: purchase of services and supplies.

Mr. Forgione commented on the budget proposed by DPW Director Cabral and then requested an actual expenditure update for FY2024 to compare budgeted to actual versus FY2023. Town Accountant Brazil noted that a comparison to FY2024 would be incomplete as the year is not completed. Chair Reed noted that there has been a purchase for software that is a municipal finance tool and would have the capability to do the comparisons. Town Manager Tangeman noted that budgets increase for some departments during the summer due to the influx of tourists and that any budget actual data collected now would be only for three months (October – December). Finance Director Panessiti said that it would be helpful for department heads to brief staffing levels to include any vacancies and both Chair Reed and Town Manager Tangeman concurred. Finance Director Panessiti then commented on the policies and control measures in place. He noted that intra-department transfers can be made without Finance Committee approval; however, inter-department transfers do require Finance Committee approval.

DPW Director Cabral then reviewed the Transfer Station budget and highlighted the following: salary and wages and purchase of services. Finance Director Lessin asked DPW Director Cabral to review the

current staffing levels and openings at the DPW and the Transfer Station and DPW Director Cabral provided that information. DPW Director Cabral then reviewed building maintenance, streetlights, and snow removal.

Mr. Forgione asked DPW Director Cabral about the status of questions which he had submitted regarding the DPW Facility and Chair Reed stated that this conversation can continue offline.

Harbor/Shellfish

Harbormaster Jackett presented a narrative summary for the Harbor/Shellfish 2025 fiscal year budget. Harbormaster Jackett covered the following topics: the dredge at Pamet Harbor was completed, mooring installation in the mooring field, the loss of an employee who passed away unexpectedly so there will be a need for a seasonal employee to be hired, a need to monitor the 23 parking spots at Pamet Harbor to ensure that they are used properly, wages and salary (the need for a seasonal employee), revenues (increase in shellfish permits and waterway fees), and shellfish stock.

Pamet Harbor Dredge

Vice Chair Areson asked Harbormaster Jackett for his thoughts about the increased cost of dredging. Harbormaster Jackett said that next year the Pamet Harbor channel will be dredged, and the cost increase will be minimal. Assistant Town Manager Clark noted that she agreed with Harbormaster Jackett and due to the Town's continuous appropriate maintenance dredging the Town is in good shape to absorb whatever cost increases are approved for FY2025. Assistant Town Manager Clark said that the Town had slowly built up the budget capacity and the Town would apply for dredge grants. Harbormaster Jackett thanked the Town Hall staff for their support.

Chair Reed thanked the Town Hall staff and asked Finance Committee Director Panessiti to comment, and he noted that individuals who participate in this process should identify themselves as an individual had joined the meeting with their initials only. Chair Reed concurred.

Chair Reed then reviewed the Budget Task Force schedule for January 16, 2024, with Finance Director Lessin.

Chair Reed adjourned the meeting at 10:20 am without a vote.



Alexander O. Powers
Board/Committee/Commission Support Staff

Kristen Reed, Chair

Susan Areson, Vice Chair

John Dundas, Clerk

Stephanie Rein, Member

Robert Weinstein, Member

Public Records Material Attachment

Legal Notice