



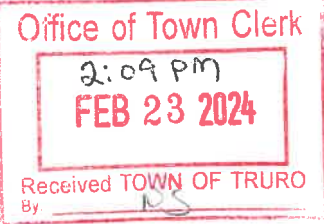
Truro Select Board Hybrid Meeting

Tuesday, February 27, 2024

Executive Meeting-4:00pm

Regular Meeting-5:00pm

Truro Town Hall, 24 Town Hall Road



EXECUTIVE SESSION 4:00

<https://us02web.zoom.us/j/89404894296>

1-305-224-1968 Meeting ID: 894 0489 4296

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

Move that the Select Board enter into Executive Session for the following purposes: in accordance with the provisions of Massachusetts General Law, Chapter 30A, §21 (a) 6, to consider the purchase, exchange, lease or value of real estate, if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body (and the Chair so declares); and not to reconvene in open session.

REGULAR MEETING 5:00

<https://us02web.zoom.us/j/87463753584>

1-305-224-1968 Meeting ID: 874 6375 3584

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 1-305-224-1968 and enter the following access code when prompted: 874 6375 3584 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/87463753584>** Please note that there may be a slight delay (15-30 seconds) between the meeting and the live-stream (and television broadcast). If you are watching the meeting and calling in, please lower the volume on your computer or television during public comment so that you may be heard clearly. We ask that you identify yourself when calling in to help us manage multiple callers effectively.

1. PUBLIC COMMENT

2. PUBLIC HEARINGS

- A. Renewal of an Aquaculture Shellfish Grant License for Grant #16-20, Five-Acres in the Aquaculture Development Area, Orion Z. White, 27 Longnook Road

3. INTRODUCTION TO NEW EMPLOYEES – NONE

4. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Interview and Possible Appointment of Election Officers
- B. Interview and Possible Appointment of Ad Hoc Building Committee – For the Future Public Works Facility

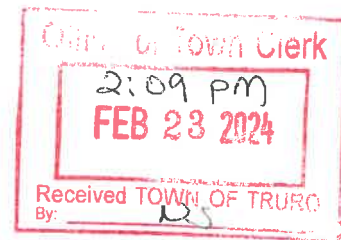
5. STAFF/ COMMITTEE UPDATES

- A. Energy Committee Quarterly Report
Presenters: Brian Boyle and Bob Higgins-Steele

6. TABLED ITEMS – NONE

7. SELECT BOARD ACTION

- A. Discussion and Possible Vote on Warrant Article for 2024 Annual Town Meeting to Acquire 2 Sandpit Road (Noon's Property)
Presenter: Darrin Tangeman, Town Manager
- B. Discussion and Possible Vote on New Positions
Presenter: Darrin Tangeman, Town Manager
- C. Discussion on Petitioned Articles for 2024 Annual Town Meeting Related to Snow Removal on Private Roads
Presenter: Clint Kershaw, Lead Petitioner
- D. Discussion and Possible Vote on Fractional and Corporate Ownership Articles for 2024 Annual Town Meeting
Presenter: Kristen Reed, Chair
- E. Goals & Objectives Update
Presenter: Darrin Tangeman, Town Manager



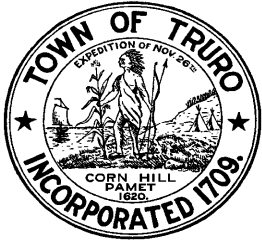
8. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 - 1. None
 - 2. Review and Approve Appointment Renewals: NONE
 - 3. Review and Approve 2024 Seasonal Business Licenses: Truro General Store (Common Victualer and Transient Vendor), Hillside Farmstand, Adventure Bound Camping Resort at Horton's and North Truro Camping Area (Transient Vendor)
 - 4. Review and Approval of Extension of Hours Liquor License-Beach Point Health and Swim Club LLC
 - 5. Review and Approve Select Board Meeting Minutes: Regular Meeting Minutes of 12.5.2023

9. Select Board Reports/Comments

10. Town Manager Report

11. Next Meeting Agenda: Regular Meeting March 12, 2024; Possible Additional Meetings To Be Determined



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Shellfish Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: February 27, 2024

ITEM: Public Hearing for the Renewal of a Five-Acre Shellfish Grant License in the Aquaculture Development Area-Orion White-27 Longnook Rd

EXPLANATION: The Public Hearing for the renewal of the five-acre shellfish grant license in the Aquaculture Development Area for Orion White of 27 Longnook Road.

Mr. White requires Select Board approval for his five-acre shellfish grant license in the Aquaculture Development Area so that he can continue to work on his shellfish grant. Mr. White was licensed to use the grant in April 2021 for two growing seasons expiring on the 31st of December following the second growing season.

The license now qualifies for a five (5) year lease. Mr. White is current with the propagation permit and fees and is in compliance with all rules and regulations.

The Truro Regulations for Aquaculture Licenses (p. 3, #10) allows for renewals to be made for five (5) year periods subsequent to the first-time license.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The applicant will not be authorized to conduct aquaculture operations at the site and may discourage future applicants.

SUGGESTED ACTION: *MOTION TO renew the five-acre Shellfish Aquaculture Grant License in the Aquaculture Development Area for Orion White for five (5) years ending February 27, 2029.*

ATTACHMENTS:

1. Renewal Aquaculture Hearing Notice
2. White Shellfish License Renewal Application, Current Aquaculture License and 2023 Annual Report,

2023 Propagation Permit (DMF is working on issuing 2024 Permits)

3. Aquaculture Regulations
4. Photos



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

TOWN OF TRURO PUBLIC HEARING RENEWAL OF SHELLFISH AQUACULTURE GRANT LICENSE

In accordance with MGL Chapter 130 § 60 with an application filed on December 26, 2023, by Orion Z. White, 27 Longnook Road, Truro, MA for a renewal of a Shellfish Aquaculture Grant License in the Aquaculture Development Area, pursuant to the Regulations for Aquaculture Licenses, the Select Board will conduct a public hearing on Tuesday, February 27, 2024, at 5:00 pm.

The renewal application is for a Five-Acre Shellfish Aquaculture Grant License with the following grant coordinates in Cape Cod Bay:

Grant #16 - #20 (5 Acres) Coordinates:

NW 42° 2' 51.02" N / 70° 8' 28.02" W;
SW 42° 2' 47.6" N / 70° 8' 29.04" W;
NE 42° 2' 49.26" N / 70° 8' 20.16" W;
SE 42° 2' 45.9" N / 70° 8' 21.52" W

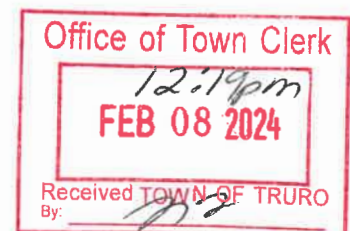
Please join the hybrid Select Board meeting from your computer, tablet, or smartphone at the Zoom Login information below or by attending in person at Truro Town Hall, 24 Town Hall Rd, Truro MA.

Zoom Login: <https://us02web.zoom.us/j/87463753584>

Meeting ID: 874 6375 3584

Call-in Number: 1 301 715 8592 US

Kristen Reed, Chair
Select Board
Town of Truro





TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

RCVD 2024 JAN 10 PM 201

ADMINISTRATIVE OFFICE

TOWN OF TRURO

AQUACULTURE LICENSE RENEWAL APPLICATION

NAME OF APPLICANT: Orion White

MAILING ADDRESS: PO Box 332 NORTH Truro MA 02652

TELEPHONE: [REDACTED]

EMAIL: [REDACTED]

GRANT NUMBER/ SITE LOCATION: A.D.A. #16-#20

SITE DEVELOPMENT: ATTACH TO THIS APPLICATION YOUR PLANS FOR DEVELOPMENT OF THE SITE OVER THE NEXT ONE, TWO AND THREE-YEAR TERMS. INCLUDE THE NUMBER OF RAFTS/RACKS/FLOATS, SIZE, CONSTRUCTION MATERIAL AND WORKING AREA IN SQUARE FEET OF THE AQUACULTURE SITE. YOUR PLAN SHALL INCLUDE SHELLFISH BY SPECIES, AMOUNT AND SIZES INTENDED TO INTRODUCE TO THE WATER AND/OR SUBSTRATUM.

SIGNATURE OF APPLICANT

12/26/23

DATE



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

\$ PAID
53-7346/2113
\$125.00

2023DEC27 10:22
ADMINISTRATIVE
TOWN OF TRURO

ANNUAL AQUACULTURE LICENSE REPORT

GRANT HOLDER NAME: Orion White

ADA GRANT LOCATION: #16-#20

Amount and kind planted: 150,000 R 3/8" oyster

Amount and kind harvested: 16,529 petite/select oysters

Amount and kind currently on site: 250,000 conservative estimate, lost roughly 250,000 CONSERVATIVE ESTIMATE. I lost roughly 20k-30k seed. Actual population may be more than 250k

Signature of Grant Holder Orion White

Date: 12-26-23



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

AQUACULTURE LICENSE
(Transfer)

Grant Number: 2021 16-20

We, the Truro Select Board, in accordance with the provisions of Chapter 130 of the General Laws, and all other powers thereto enabling, do grant to Orion Z. White of Truro, Massachusetts, for the term of 2 years, beginning April 13, 2021 and expiring December 31, 2023 a license to plant, grow, cultivate and harvest shellfish at all times during the term of this license in and upon the flats and waters situated in Cape Cod Bay, on a certain parcel of land bounded and described as follows:

Grant #16 - #20 (5 Acres) Coordinates:

NW 42° 2' 51.02" N / 70° 8' 28.02" W;
SW 42° 2' 47.6" N / 70° 8' 29.04" W;
NE 42° 2' 49.26" N / 70° 8' 20.16" W;
SE 42° 2' 45.9" N / 70° 8' 21.52" W

The above described parcel contains an area of 5 acres, more or less, and is shown on a plan dated February 11, 2021.

This license is granted under the provisions of MGL Chapter 130 and in accordance with the Aquaculture Regulations of the Town of Truro, the Conservation Commission Order of Conditions, and the conditions as noted in the correspondence from the US Army Corps of Engineers, and the Division of Marine Fisheries which are made a part hereof by reference and will be in compliance with any gear requirements that are promulgated by the Division of Marine Fisheries.











Select Board Members
Town of Truro

4/13/2021

Date of Approval

NGM Insurance Company
55 West Street
P.O. Box 2054
Keene NH 03431-7000

Report of Execution - Renewal

Thank you for choosing NGM Insurance Company for your Surety needs

Kaplansky Insurance Agency Inc
PO Box 267
North Truro, MA 02652

Agency Code: [REDACTED]
Bond Number: [REDACTED]
Bond Effective Date: 4/15/2023
Bond Expiration Date: 4/15/2024
Type of Renewal: Continuation Certificate

Principal: Orion White 27 Longnook Rd Truro, MA 02666	Obligee: Town of Truro PO Box 2030 Truro, MA 02666
-----------------------------------------------------------------------	--------------------------------------------------------------------

Type of Bond	Classification	Penalty Amt	Premium Amt	Comm Rate
License/Permit	Compliance Runs to State or Municipality	\$10,000	[REDACTED]	0.500
			TOTAL PREMIUM	[REDACTED]

Remarks:
Shellfish Grant Bond

BOND DEPARTMENT

AGENCY: 20-0051 Kaplansky Insurance Agency Inc

CONTINUATION CERTIFICATE	BOND	S-903769
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Principal:
 Orion White
 27 Longnook Rd
 Truro, MA 02666

Obligee:
 Town of Truro
 PO Box 2030
 Truro MA 02666

Bond Term in Months: 12 **Effective Date:** 4/15/2023 **Expiration Date:** 4/15/2024

Penalty Amount: \$10,000.00 **Type of Bond:** License/Permit

Classification: Compliance Runs to State or Municipality

Remarks:
 Shellfish Grant Bond

It is hereby agreed that the captioned numbered Bond is continued in force in the above amount for the period of the continued term stated above and is subject to all the covenants and conditions of said Bond.

This continuation shall be deemed a part of the original Bond, and not a new obligation, no matter how long the Bond has been in force or how many premiums are paid for the Bond, unless otherwise provided for by statute or ordinance applicable.

In witness whereof, the company has caused this instrument to be duly signed, sealed and dated as of the above "continuation effective date".

NGM INSURANCE COMPANY

By: *Nancy S. de Ra*
 Attorney-in-fact



This Continuation Certificate needs to be filed with the obligee. No other proof of renewal has been sent to any other party.

Direct Bill



The Commonwealth of Massachusetts
Division of Marine Fisheries

(617) 626-1520 | www.mass.gov/marinefisheries



MAURA T. HEALEY
Governor

KIMBERLEY DRISCOLL
Lt. Governor

REBECCA L. TEPPER
Secretary

THOMAS K. O'SHEA
Commissioner

DANIEL J. MCKIERNAN
Director

Private Aquaculture/Propagation Permit No. 181744

Class 3 Type 1

EFFECTIVE: 7/31/2023 EXPIRES: 12/31/2023

FEE: \$	[REDACTED]
FTN: T	[REDACTED]
CHEC	[REDACTED]

TO WHOM IT MAY CONCERN:

Pursuant to Sections 17, 17A, 17B, 69, 75, 80 and 83 of Chapter 130 of the Massachusetts General Laws and 322 CMR 6.08; 6.10; 6.20; 7.01(4)(c) and 15:00, permission is hereby given, subject to the attached Shellfish Aquaculture Permit Conditions to:

**ORION Z. WHITE
LONGNOOK FISHERIES
P.O. BOX 332
NORTH TRURO, MA 02652**

To collect and possess naturally occurring seed shellfish, seed shellfish transplanted under previously issued permits and to transplant seed and/or adult shellfish from Division of Marine Fisheries approved sources at and to the permit holder's private shellfish aquaculture site, licensed under authority of Chapter 130, Section 57 of the Massachusetts General Laws; or at other locations authorized by endorsements made part of this permit. You must carry this permit while engaged in the activities this permit authorizes.

LOCATION OF AQUACULTURE SITE(S): TOWN: TRURO

SITE NUMBER(S): 16	DSGA: CCB4-PROVINCETOWN HARBOR	LOCATION: TRURO ADA
SITE NUMBER(S): 17	DSGA: CCB4-PROVINCETOWN HARBOR	LOCATION: TRURO ADA
SITE NUMBER(S): 18	DSGA: CCB4-PROVINCETOWN HARBOR	LOCATION: TRURO ADA
SITE NUMBER(S): 19	DSGA: CCB4-PROVINCETOWN HARBOR	LOCATION: TRURO ADA
SITE NUMBER(S): 20	DSGA: CCB4-PROVINCETOWN HARBOR	LOCATION: TRURO ADA

<p>A. AUTHORIZED SPECIES FOR SEED PURCHASES, GROW-OUT AND POSSESSION</p> <p>OYSTER</p> <p>SEE SPECIAL CONDITIONS</p>

<p>B. INTERMEDIATE GROW-OUT</p> <p>ON-SITE: NO OFF-SITE: NO</p> <p>TYPE:</p> <p>SPECIES:</p> <p>LOCATION:</p>

<p>C. OFF-SITE CULLING</p> <p>OFF-SITE CULLING ALLOWED: YES</p> <p>LOCATION: 27 LONGNOOK RD. TRURO</p> <p>(Pursuant to 322 CMR 15.08(5), off-site culling locations are subject to inspection.)</p>

<p>D. SEED SALES</p> <p>SEED SALES ALLOWED: YES</p> <p>SPECIES: OYSTER</p> <p>WITHIN THE WATERS OF CCB4</p>

E. OFF-SITE OVERWINTERING

OVERWINTERING ALLOWED: NO

METHOD:

LOCATION:

F. SPAT COLLECTION

SPAT COLLECTION ALLOWED: YES

LOCATION: SITE #'s 16-20

METHOD: HATS

G. INDIVIDUALS AUTHORIZED TO MOVE PRODUCT OFF LICENSE SITE FOR CULLING, OVERWINTERING & TRANSPORT TO WHOLESALE DEALER:

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

H. SPECIAL CONDITIONS:

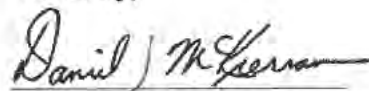
ALL SEED SOURCES FOR SHELLFISH MUST BE ADDED TO THE 2023 APPROVED SEED SOURCE LIST ON THE DIVISION OF MARINE FISHERIES WEBSITE PRIOR TO YOU TAKING POSSESSION OF THE SEED. IF YOU WISH TO PURCHASE SEED FROM SOURCES NOT LISTED ON DMF'S WEBSITE YOU MUST FIRST OBTAIN AUTHORIZATION FROM DMF.

THE OPERATIONAL PLAN FOR DETERRING BIRDS FROM FLOATING GEAR SUBMITTED INCLUDES THE USE OF: SPIKES ZIPTIES

Signature: _____

This document is your Division of Marine Fisheries permit and receipt. Your Permit is not valid until you sign the Signature line above. You must carry this permit while engaged in the activities this permit authorizes.

Sincerely,



Daniel J. McKiernan, Director
MA Division of Marine Fisheries

CC:
SHELLFISH CONSTABLE(S): TRURO
DMF: J. KENNEDY, C. PETITPAS, G. LUNDGREN

ORION Z. WHITE
LONGNOOK FISHERIES
P.O. BOX 332
NORTH TRURO, MA 02652

Permit #: 181744

SHELLFISH PROPAGATION (AQUACULTURE) PERMIT CONDITIONS

Effective January 1, 2023 - December 31, 2023

General Conditions

1. All activities conducted under authority of this permit shall be completed in accordance with the provisions of **322 CMR** (Code of Massachusetts Regulations): **6.00: Regulation of Catches; 12.00: Protected Species; 14.00: Regulation of Aquaculture Products; 15.00: Management of Marine Aquaculture; 16.00: Shellfish Sanitation, Harvest, Handling and Management**; all pertinent sections of **Chapter 130, Massachusetts General Laws (MGL)**, and all other Division of Marine Fisheries (DMF) regulations and statutes pertaining to shellfish and shellfisheries, unless exempted by this permit. **No seed or adult shellfish may be introduced, transplanted, or planted into coastal waters unless listed on this permit.**
2. Any violations of the conditions of this permit may result in fines, suspensions, revocation, or prosecution under pertinent sections of Chapter 130, MGL, and 322 CMR.
3. All activities conducted under authority of this permit and associated records are subject to inspection at any reasonable time by **DMF** employees, *Office of Law Enforcement* environmental police officers and local **Shellfish Constables** (Chapter 130, section 98, MGL).
4. An annual report must be filed with **DMF AND your municipal shellfish authority** (city council or select board) indicating the type, amount and source of shellfish planted, produced and/or marketed during the preceding year, including a list of all seed sales, not later than February 28, 2024 (Chapter 130, section 65, MGL).
5. All shellfish obtained for transport and propagation must be of a species and from a source approved by **DMF**. Authorized species must be listed on this permit and shall be obtained only from hatcheries/sources listed on DMF's website as approved sources for seed purchases for the current year. Sources not on the approved list require special individual authorization. **Transplanting and storage of naturally occurring shellfish from public beds on an aquaculture license site is prohibited.**
6. The sale of shellfish for consumption must comply with the provisions of Chapter 130, sections 2, 80, 81, 82, and 83, MGL; 322 CMR, 6.00, 7.00, 14.00 and 16.00, and 105 CMR 500.000 (**Good Manufacturing Practices for Food-Department of Public Health**) and provisions of this propagation permit.
7. This permit is valid until midnight December 31, 2023 for the possession of seed shellfish and unsold, market-sized cultured product on the licensed aquaculture site, and other locations authorized on this permit, unless sooner revoked for cause.
8. In the event of shellfish closures to protect public health under authority of Chapter 130, section 74A, MGL, such as those resulting from unusual rainfall, red tide or oil spills, no activity other than emergency maintenance of gear and shellfish shall be conducted unless prior permission is obtained from **DMF** or the local shellfish constable who must notify **DMF**.
9. All permit holders are required to maintain a list of individuals authorized to work on the permit holder's licensed aquaculture site. Permit holders are required to update the list regularly and to provide a copy of the most recent list of authorized individuals to their local **Shellfish Constable**. Non-permitted individuals authorized by the permit holder to work on an aquaculture site are not allowed to transport seed or market-size shellfish for culling and/or overwintering unless they are named on this permit and possess a copy of this permit. *Employees or other authorized individuals may sell shellfish to a wholesale dealer on behalf of the aquaculture license holder if they possess an Employee Transaction Card linked to at least one of the permit holder's DMF-issued Commercial Fisherman Permits with a shellfish endorsement.*
10. **Bulk Tagging for Culling and Overwintering**
If a permit is endorsed for **off-site culling** or **off-site overwintering**, the permit holder may bulk tag individual lots of shellfish during transport to and from the aquaculture license site and the off-site location.

A single green waterproof tag may be used indicating the permit holder's name, Shellfish Propagation (Aquaculture) Permit number, date of removal, and location of the licensed site (town, water body and site license ID), number of containers in the lot with the following statement: *All shellfish containers in this lot have the same removal date and are from the same licensed site.*

Additionally, one of the following statements must be on the tag:

1. *Aquaculturally Reared: To be culled or overwintered.*
2. *Aquaculturally Reared: Culled or overwintered, for return to License Site.*

The permit holder shall have a **bound logbook** with the same information on the green tag recorded in ink and the book shall be kept with the shellfish in the cargo area and not in the driving compartment of the motor vehicle.
BULK TAGGING OF SHELLFISH IN TRANSPORT FOR COMMERCIAL PURPOSES IS PROHIBITED EXCEPT IN THE CASE OF GROWER-DEALERS IN POSSESSION OF A BULK TAGGING LETTER OF AUTHORIZATION ISSUED BY DMF.

Grower-Dealer means the vertically integrated entity that holds a Commercial Fisherman Permit, Propagation Permit, and Wholesale Dealer Permit with DMF, and as a wholesale dealer purchases from themselves the shellfish grown under their Propagation Permit and harvested under their Commercial Fisherman Permit.

Shellfish transported off the licensed site for any reason requires a tag that communicates intended disposition of shellfish.

It is unlawful for any person to possess or transport shellfish (shellstock) for commercial purposes that is not tagged, as required in 322 CMR 16.05

11. Oyster growers must read and implement the current-year *Vibrio* Control Plan. During the *Vibrio* Control Season, the *Vibrio* logbook shall be in the possession of the grower/harvester at all times while on the license ("grant") site or handling cultured oysters for culling or antifouling activities or transport to dealer.

12. Due to the threat of food source contamination, pets/animals are not authorized on aquaculture license sites. Should growers on intertidal license sites witness or get a secondary witness account of product contamination with feces or urine from a land-based animal, the adulterated product must be segregated on the license site and re-submerged for 10 days prior to harvest for human consumption.

Endorsement Conditions

A. Seed Purchases and Grow-out

The permit holder is authorized to purchase seed and grow shellfish as endorsed at *A.* from sources approved by DMF.

B. Intermediate Grow-out

This permit may authorize the intermediate grow-out of seed in an upweller, downweller, FLUPSY or other device as endorsed at **B.** *If these devices are in coastal waters they must be located on a licensed aquaculture site and authorized by this permit at B.* Land-based upwellers and downwellers may be authorized without a site license if endorsed on this permit at **B.**

- Prior to transport and transplant of any seed from an intermediate grow-out site to a licensed aquaculture site, or other location, permission must be obtained from DMF through an amendment to this permit.

DMF MAY ALSO REQUIRE SHELLFISH DISEASE TESTING BEFORE SUCH PERMISSION IS GRANTED.

C. Off-Site Culling

Permitted shellfish seed and/or market-sized shellfish may be transported to an off-site location away from the permit holder's private shellfish aquaculture site as endorsed at *C.* for the purpose of culling subject to the following conditions. **Permit holders culling market-sized oysters during the *Vibrio parahaemolyticus* (*Vp*) control season must also adhere to *Vibrio* Management regulations in 322 CMR 16.05 (4) and the 2023 *Vibrio* Control Plan.**

1. The permit holder informs the local Shellfish Constable that their permit is endorsed for off-site culling.
2. All shellfish in transport to and from the off-site culling location shall adhere to the **Bulk Tagging** provisions at **General Conditions no.10** of this permit or each container may be individually tagged using the same record keeping requirements at the permit holder's discretion.
3. This permit endorsement does not authorize the possession or transport of seed shellfish of any kind other than those listed on this permit.
4. All off-site culled shellstock must be returned to the aquaculture license site prior to final harvest and sale to a wholesale dealer. Outside of the *Vibrio* Control Season shellstock that has been off-site culled may be harvested on the next calendar day.

D. Seed Sales

This permit may authorize the sale of seed shellfish as endorsed at *D.* subject to the following conditions:

1. Sale of seed shellfish shall be made only to persons holding a valid propagation permit from DMF or to persons holding a similar permit from other states or provinces.
2. Prior to the sale or transplant of any species of seed or adult shellfish from a licensed aquaculture site, upweller or other location, permission must be obtained from DMF through an amendment to this permit.

DMF MAY ALSO REQUIRE SHELLFISH DISEASE TESTING BEFORE SUCH PERMISSION IS GRANTED.

E. Overwintering

This permit may authorize the overwintering of seed and/or market-sized shellstock at locations other than the aquaculture site as endorsed at *E.* subject to the following conditions:

1. Overwintering shellstock off a licensed culture site is only authorized for the purpose of subsequent re-planting on the permit holder's aquaculture site(s) for additional grow-out.
2. Oysters, both seed and market-size, may be stored or overwintered out of water in pits, or cold storage units as endorsed at *E.*
3. In-water, off-site overwintering of oysters shall only be conducted at another licensed site as authorized at *E.*
4. **No direct marketing of shellfish is allowed from any type of land-based overwintering location.** All market-sized oysters overwintered out of water must be **re-submerged** (re-conditioned) and segregated on the licensed aquaculture site for a **minimum of 14 days** prior to harvest for human consumption.
5. All shellfish in transport to and from the overwintering location shall adhere to the **Bulk Tagging** provisions at **General Conditions no. 10** of this permit or each container may be individually tagged using the same record keeping requirements, at the permit holder's discretion.

F. Spat Collection

The permit holder may be authorized to conduct shellfish spat collection as endorsed at *F.* subject to the following conditions:

1. Off-site spat collection may only be conducted in the same body of water where the permit holder's license site is located or as determined by **DMF** and endorsed at *F.* Off-site spat collection, if endorsed, may occur on another licensed site or municipal propagation site in partnership with the local shellfish department. If authorized, spat collection on municipal propagation sites shall commence on June 15th or later and cease on or before September 15th. No gear shall be placed in the water prior to or remain in the water after the inclusive dates. This does not release the permit holder from obtaining local permission.
2. On-site spat collection shall be in accordance with the provisions of this permit and **U.S. Army Corps of Engineers** permit conditions.

G. Size and Season Exemptions for Aquaculture Reared Shellfish

DMF allows the sale of non-conforming sizes of "**aquaculture reared**" or "**farm raised**" quahogs, oysters, surf clams and bay scallops for market consumption subject to **DMF** regulations at 322 CMR: 6.08, 6.20 and 14.03, and the conditions of this permit. **DMF** also exempts **aquaculture reared bay scallops** from the wild harvest Season Closure pursuant to Chapter 130, section 71, MGL.

1. Only **aquaculture reared** oysters, quahogs, surf clams and bay scallops grown on and harvested from the permit holder's licensed private aquaculture site may be sold under this size and closed season exemption authorization. **No bay scallops shall be harvested from public beds during the Closed Season (April 1st-October 1st) and no naturally occurring shellfish from public beds below the wild minimum sizes defined at 322 CMR 6.08, 6.11 and 6.20 shall be harvested and sold as aquaculture reared.**
2. All containers that hold aquaculture reared oysters, quahogs, surf clams and bay scallops that are smaller than the wild minimum size and/or aquaculture raised bay scallops harvested during the Closed Season must have the words "**AQUACULTURE REARED**" or "**FARM RAISED**" on the shellfish tag.
3. Aquaculture reared quahogs that do not conform to the wild caught minimum size shall only be sold as shellstock outside of the Commonwealth. Propagation permit holders shall only sell undersized quahogs to authorized wholesale dealers who are approved primary buyers by the Director pursuant to 322 CMR: 7. 07: *Dealers Acting as Primary Buyers*, and 14.03: *Regulation of Aquaculture Products* and certified by the Department of Public Health for transport and sale of shellfish outside the Commonwealth.

A. If the license site has been inactive for a period of more than two years the Harbor Master Shellfish Constable shall make an inspection of the license area together with the Division of Marine Fisheries which shall prepare a written report on the standing shellfish within the license area in order to determine productivity of the site

B. If the license is approved, the Selectmen shall issue a license permit and license number in accordance with established regulations. Final location of the license is subject to decision by the Board.

10. In the event that an applicant is approved for a license, the initial period will be for two (2) growing seasons and expire on the 31st of December following the second growing season. The license holder shall comply will all Federal, State and Town regulations while holding the license. The license holder shall provide information related to activity on the license site at least annually. License renewals following the initial period may be applied for at anytime during year two. Established license holders with a five year period may apply for renewal at anytime during years four or five of the license period. License renewals following the initial two year period may be made for a period of five year period. In order to be reviewed and considered for renewal, the license holder must have complied with all of the following four items:

- a) All Town fees paid in full
- b) Compliance Bond must be current and in full force
- c) Evidence of Propagation Permit from DMF
- d) Compliance with Annual Activity Report Submission

If the license holder fails to comply with any or all of the items listed above, the license renewal will not be recommended by the Shellfish Advisory Committee or Harbor Master Shellfish Constable. All renewals shall be subject to approval by the Board of Selectmen with recommendations by the Harbor Master Shellfish Constable.

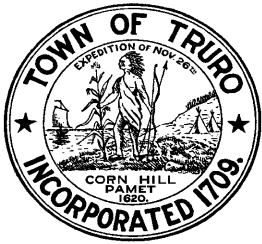
11. Annual reporting shall be completed on forms provided by the Harbor Master Shellfish Constable to each license holder on or before December 31 of each year for the previous year's effort. Within a reasonable amount of time, the Harbor Master Shellfish Constable shall review the license report submitted by the license holders and submit a copy of said report to the Board of Selectmen. The license holder shall produce documents at the request of the Harbor Master Shellfish Constable Harbor Master Shellfish Constable showing shellfish purchase and sales slips.

12. Each license shall be reviewed annually by the Board of Selectmen and the Harbor Master Shellfish Constable involving a review of the license holder's yearly production report. If it cannot be shown by the license holder that a reasonable amount of shellfish has been produced on the license area during the preceding year the license may be deemed forfeited by the Board of Selectmen. As a minimum for the purposes stated a reasonable amount shall not be less than the statutory requirements as set forth by Section 65 of MGL Chapter 130. Applicant shall be responsible for state reports.









TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Town Clerk

REQUESTOR: Elisabeth Verde, Town Clerk

REQUESTED MEETING DATE: February 27, 2024

ITEM: Interview and Possible Appointment of Election Officers

EXPLANATION: Election Officers are needed for upcoming elections

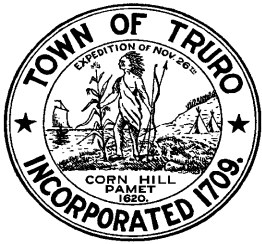
FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Non-compliance with MGL

SUGGESTED ACTION: *Motion to appoint _____ to the position of _____ for a term ending _____.*

ATTACHMENTS:

1. *To be provided at the 2/27/24 Select Board Meeting*



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: February 27, 2024

ITEM: Interview and Possible Appointment of Applicants for the Ad Hoc Building Committee- For the Future Public Works Facility

EXPLANATION: An Ad Hoc Building Committee has been established to assist in the Department of Public Works facility project. Eight applications have been received and the Select Board may interview and appoint five full members and one alternate member to serve. The Committee will include one member of the Energy Committee, and 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.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Ad Hoc Building Committee will not have members to help in the planning of the DPW facility.

SUGGESTED ACTION:

For full members: MOTION TO appoint _____ for a term expiring on June 30, 2025.

For Energy Committee Member (full member seat): MOTION TO appoint _____ as the Energy Committee member on the Ad Hoc Building Committee for a term expiring on June 30, 2025.

For alternate member: MOTION TO appoint _____ for a term expiring on June 30, 2024.

ATTACHMENTS:

1. Application to Serve-Brian Boyle
2. Application to Serve-Michael Cohen
3. Application to Serve-Anthony Garrett
4. Application to Serve-Robert Higgins-Steele
5. Application to Serve-Clinton Kershaw
6. Application to Serve-Christopher Lucy
7. Application to Serve-Leif Hamnquist
8. Application to Serve-Todd Schwebel
9. Ad Hoc Building Committee - For The Future Public Works Facility Charge

Truro

Application to Serve on a Board or Committee

Last Name

Boyle

RCVD 2023 JUN 29 09:40:4

First Name

Brian

ADMINISTRATIVE OFFICE

Middle Initial

TOWN OF TRURO

Email Address

Phone Number

Address (Street)

11 Toms Hill Path

Address (City)

Truro

Address (State)

MA

Address (Zip Code)

02666

Mailing Address (Please indicate box number and zip code)

PO Box 786. 02666

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

Are you a full-time resident of Truro?

Yes

No

Are you registered to vote in Truro?

Yes

No

What Board/ Committee Are You Applying For?

Building Committee

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

I feel that my experience and expertise in building science, energy related areas, and general and construction management can serve the town that I have been a resident of for 42 years.

Have you attended a meeting of the committee listed above?

Yes

No

Have you read the charge of the committee?

Yes

No

Have you met with the chair of the committee?

Yes

No

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

Yes

No

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

Yes

No

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

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

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

Fifty plus years of professional experience including building and other systems, facilities, communications, and teams. Thirteen years on the Truro Energy Committee. All in a team environment. Chaired several committees in Truro, including Energy, Cultural Council, Charter Review, Town Manager Search.

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.

Several degrees in engineering from M.I.T. Served in US Army Transportation Corp until discharged with rank of Captain (US Army Reserves). Gained significant leadership experience in logistics and operations. CEO of several successful technology startup companies.

Signature

Brian E Boyle

Date

Jun 29, 2023

Application to Serve on a Board or Committee

Applicant Information

Last Name

COHEN

First Name

MICHAEL

Middle Initial

E

Email Address

Phone Number

Address (Street)

6 YELLOW BRICK RD

Address (City)

NORTH TRURO

Address (State)

MA

Address (Zip Code)

02652-0701

Mailing Address (Please indicate box number and zip code)

PO BOX 701 02652

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

Are you a full-time resident of Truro?

Yes

No

Are you registered to vote in Truro?

Yes

No

Board/ Committee Information

What Board/ Committee Are You Applying For?

BUILDING COMMITTEE

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

I was a former co-owner of a commercial real estate business in Pittsburgh, Pennsylvania. The properties i co-owned were similar to the proposed Truro DPW. I co-owned single family homes and commercial real estate that were rehabilitated, rented or sold. From a commercial real estate square foot prospective, the range was between 7,400 and 20,000

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.

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 completed this when I submitted my Charter Review Committee application in June 2022.

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 completed this when I submitted my Charter Review Committee application in June 2022.

Signature

Michael E. Cohen

Date

01/11/2024

Truro

Application to Serve on a Board or Committee

Last Name

Garrett

First Name

Anthony

Middle Initial

RCVD 2023JUL28 09:04:09

ADMINISTRATIVE OFFICE

TOWN OF TRURO

Email Address

Phone Number

Address (Street)

5 Tryworks Road

Address (City)

Truro

Address (State)

MA

Address (Zip Code)

02666

Mailing Address (Please indicate box number and zip code)

6 Glenwood Dr. Motville, NJ 07045

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

Are you a full-time resident of Truro?

Yes

No

Are you registered to vote in Truro?

Yes

No

What Board/ Committee Are You Applying For?

Building Committee

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

I would like to utilize my Professional expertise as an Architect to assist the town with developing appropriate strategies for addressing the building needs to properly serve the needs of the 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 met with the chair of the committee?

Yes

No

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

Yes

No

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

Yes

No

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

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

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

Current member of the Design Review Committee in Montville NJ Former Chairman of the Town of Boonton.

NJ

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

Signature

Date

Jul 26, 2023

Truro

Application to Serve on a Board or Committee

Last Name

Higgins-Steele

RCUD 2023/JUN23 14:01:10

ADMINISTRATIVE OFFICE

First Name

Robert

TOWN OF TRURO

Middle Initial

E

Email Address

Phone Number

Address (Street)

3 Whitmanville Rd

Address (City)

Truro

Address (State)

MA

Address (Zip Code)

02666

Mailing Address (Please indicate box number and zip code)

PO BOX 1039 02666

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

Are you a full-time resident of Truro?

Yes

No

Are you registered to vote in Truro?

Yes

No

What Board/ Committee Are You Applying For?

Standing Building Committee

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

Truro's municipal building stock is aging. There are a number of projects like the DPW building, Walsh property, and potential development of the Noons property in progress or on the horizon. In order to be fiscally responsible, prepare for the future and comply with the updated building code, state Climate goals and laws, Truro needs to have an active standing building committee for municipal projects. The Committee's purpose as I understand it is to advise and assist the Town as well as appropriate boards and committees in making informed decisions.

Have you attended a meeting of the committee listed above?

Yes

No

Have you read the charge of the committee?

Yes

No

Have you met with the chair of the committee?

Yes

No

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

Yes

No

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

Yes

No

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

Educating, Understanding, and Integrating new building codes i.e. the stretch code or specialized code into all phases of building planning, affordable housing stock development seems to be lacking. A reconstituted standing committee

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

I am a member of the Energy Committee

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

Energy Committee, Truro's alternate on the Cape Light Compact Board, former member of the Climate Action 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.

4 year state indentured apprenticeship (Massachusetts) Former Union Carpenter and Cabinetmaker, 50 years experience as a carpenter and cabinetmaker working in Boston and the Western suburbs, Active Massachusetts Construction Supervisor's license, active Massachusetts Home Improvement Contractors license. Ran Custom cabinet and Woodworking business for 25 years expanded into Renovation and removing and renovations for an additional 25 years

Signature

REH-S

Date

Jun 28, 2023

Truro

Application to Serve on a Board or Committee

Last Name

Kershaw

First Name

Clinton

Middle Initial

Email Address

Phone Number

Address (Street)

9 Highland Ave

Address (City)

North Truro

Address (State)

MA

Address (Zip Code)

02652

Mailing Address (Please indicate box number and zip code)

PO box 909

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.

RCUB 2023#1023 #2002
ADMINISTRATIVE OFFICE

TOWN OF TRURO

Are you a full-time resident of Truro?

Yes

No

Are you registered to vote in Truro?

Yes

No

What Board/ Committee Are You Applying For?

As Hoc Building Committee

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

I think it is important that the DPW be built properly. I also feel it can be done affordably. I have experience with large trucks and their maintenance. I have run businesses with trucks and equipment. I am familiar with building and building materials.

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:

Conservation Commission.

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

Have served on Boards and Committees both for profit and non profit. Have served on regulatory boards and acted as chairman.

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.

Have run businesses with both large and small trucks and equipment as well. I am familiar with their requirements and needs. I am familiar with building and all of its components.

Signature

Clint Kershaw

Date

Aug 23, 2023

Application to Serve on a Board or Committee

Applicant Information

Last Name

LUCY

First Name

CHRISTOPHER

RCVD 2023DEC11 04:03

Middle Initial

ADMINISTRATIVE OFFICE

Email Address

TOWN OF TRURO

Phone Number

Address (Street)

PO BOX 944, 16 GLACIER DRIVE

Address (City)

TRURO

Address (State)

MA

Address (Zip Code)

02666

Mailing Address (Please indicate box number and zip code)

PO BOX 944, TRURO, MA 02666

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

Are you a full-time resident of Truro?

Yes

No

Are you registered to vote in Truro?

Yes

No

Board/ Committee Information

What Board/ Committee Are You Applying For?

AD HOC BUILDING COMMITTEE

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

AS A TAXPYER AND AS A DPW EMPLOYEE, I HAVE A LOT OF VESTED INTERST IN THE DPW PROJECT AS WELL AS OTHER PROJECTS THAT WILL COME BEFORE THIS COMMITTEE. MY BACKGROUND IN CONSTRUCTION, READING PLANS AND SURVEYING PRIOR TO EMPLOYMENT WITH THE DPW WILL ALLOW ME TO UNDERSTAND THE PROJECTS THAT WILL COME BEFORE THE COMMITTEE. MY EMPLOYMENT WITH THE DPW WILL GIVE AN ACTUAL VOICE TO THE CONCERNS OF THE DEPARTMENT AND OFFER THAT INSIGHT TO THE COMMITTEE ON THE DPW PROJECT. I HAVE FOLLOWED THE PROJECT SINCE IT'S BEGINNINGS BACK IN THE EARLY 2000'S WHEN IT STARTED TO APPEAR IN THE CIP FOR THE TOWN. OF COURSE, IF THERE IS ANYTHING TO DISCLOSE OR FILE AS FAR AS CONFLICT OF INTEREST ISSUES, I AM MORE THAN WILLING, AS I ALWAYS HAVE BEEN, TO FILE WHATS NEEDED.

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.

FORMER PLANNING BOARD MEMBER 2000-2002, 2012(?) - 2014
FORMER SELECT BOARD MEMBER 2002-2011
CURRENT MEMBER CHARTER REVIEW COMMITTEE SINCE 2020
CURRENT MEMBER (CHAIR) OF ZBA SINCE 2018

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.

-BS IN EARTH SCIENCE (FOCUSING IN GLACIAL GEOLOGY) NORWICH UNIVERSITY 1986
- SURVEYING FIELD CREW CHIEF WORKING FOR A LOCAL SURVEYOR/ENGINEER INVOLVED WITH MOST OF THE CONSTRUCTION LAYOUT THAT OCCURED IN THE LATE 80'S AND EARLY 90'S IN TRURO AND PROVINCETOWN INCLUDING THE TRURO CENTRAL SCHOOL, NUMEROUS PRIVATE HOMES, BUSINESSES AND SUBDIVISIONS INCLUDING THE STOP & SHOP IN PROVINCETOWN (THEN THE A&P)
- PRIVATE CONTRACTOR FOR 23 YEARS (WITH CURRENT CSL) PRIOR TO WORKING FOR THE TRURO DPW AND PERFORMED ALL ASPECTS OF CONSTRUCTION AND CONSTRUCTION LAYOUT INCLUDING SITE LAYOUT AND DEVELOPMENT, CONCRETE WORK, FRAMING, SEPTIC INSTALLATION, HEAVY MACHINERY OPERATION AND FINAL LANDSCAPING.
- CURRENTLY WORKING AS HEAVY MACHINERY OPERATOR FOR TRURO DPW AND AS GENERAL LABORER. MY KNOWLEDGE OF THE TOWNS NEEDS COUPLED WITH KNOWING WHAT THE DPW NEEDS AND DOESN'T NEED IN A NEW FACILITY WILL HELP FACILITATE THE RIGHT PROJECT.

Signature

CHRISTOPHER LUCY

Date

12/08/2023

Application to Serve on a Board or Committee

Applicant Information

Last Name

First Name

Middle Initial

Email Address

Phone Number

Address (Street)

Address (City)

Address (State)

Address (Zip Code)

Mailing Address (Please indicate box number and zip code)

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

Are you a full-time resident of Truro?

Yes

No

Are you registered to vote in Truro?

Yes

No

Board/ Committee Information

What Board/ Committee Are You Applying For?

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

Have you attended a meeting of the committee listed above?

Yes

No

Have you read the charge of the committee?

Yes

No

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

Yes

No

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

Yes

No

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

Yes

No

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

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

No

Experience

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

I served on the Police Station Building Committee in Provincetown for 10 years, the Provincetown ZBA for 3 years.

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 registered architect in the State of Massachusetts. I have over 15 years of experience in the design and construction of buildings on Cape Cod.

Signature

Leif D. Hamnquist

Date

08/23/2023

Application to Serve on a Board or Committee

Applicant Information

Last Name

First Name

Middle Initial

Email Address

Phone Number

Address (Street)

Address (City)

Address (State)

Address (Zip Code)

Mailing Address (Please indicate box number and zip code)

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

Are you a full-time resident of Truro?

Yes

No

Are you registered to vote in Truro?

Yes

No

Board/ Committee Information

What Board/ Committee Are You Applying For?

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

I have been having fun in Pamet harbor for 50 years! I currently have a mooring in Pamet Harbor and wish to help with its future.
I am a building contractor and would like to help with the DPW building project and hopefully the buildings that will be buildt on the Walsh property.

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 have been on the Recreation, Historic, Energy, Agriculture and Walsh committees. I have also coached Truro rec soccer and basketball. I am currently coaching 3-4 grade boys basketball.

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 Massachussets licenced contractor with over 30 years of experience.

Signature

R. Todd Schwebl

Date

02/08/2024



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, and 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.

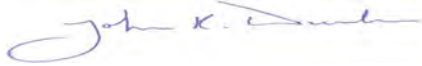
The annual report shall be presented in a timely manner to allow the Select Board to include those aspects of the Committee's findings that the Select Board deems appropriate in the annual update of Truro's Capital Improvement Plan (CIP) and future Town Meeting votes to fund the facility.



Kristen Reed, Chair



Susan Areson, Vice-Chair



John Dundas, Clerk

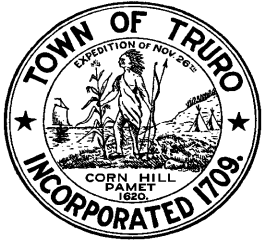


Stephanie Rein



Robert Weinstein

Select Board
Town of Truro



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Brian Boyle and Bob Higgins-Steele-Energy Committee

REQUESTED MEETING DATE: February 27, 2024

ITEM: Quarterly Report by the Energy Committee

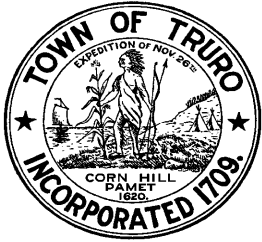
EXPLANATION: Brian Boyle and Bob Higgins-Steele, of the Energy Committee, will present a quarterly report on the Energy Committee.

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: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: February 27, 2024

ITEM: Discussion and Possible Vote on Warrant Article to Acquire 2 Sandpit Road (Noons' Property)

EXPLANATION: The Truro Select Board has negotiated a purchase and sale agreement for the acquisition of 2 Sandpit Road (Noons' Property). The Board will discuss preparing an article for Town Meeting that will authorize the purchase and borrowing for a parcel of land located at 2 Sandpit Road, containing 23.75 acres, as well as rights in portions of Noons Heights Road and Sandpit Road and a perpetual access easement across the remaining portion of 2 Sand Pit Road in the amount of \$6,056,250.

As part of the negotiations, a site visit was conducted in May 2023 (see press release attached), and an ASTM Phase I Environmental Site Assessment and Phase II Limited Subsurface Investigation Report, appraisal and title work have been completed.

The Board will discuss the merits of including this article on the 2024 Annual Town Meeting warrant, potential uses of the site, and other related considerations.

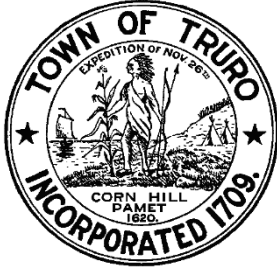
FINANCIAL SOURCE (IF APPLICABLE): The acquisition, if approved by Annual Town Meeting voters and Annual Town Election voters, would likely be funded by a debt exclusion.

IMPACT IF NOT APPROVED: The Select Board will not include a warrant article on the 2024 Annual Town Meeting warrant for voter consideration.

SUGGESTED ACTION: *MOTION TO direct staff to work with Town Counsel and Bond Counsel to develop an article to authorize the purchase and borrowing for 2 Sandpit Road.*

ATTACHMENTS:

1. Press Release May 11, 2023



TOWN OF TRURO

24 Town Hall Road
P.O. Box 2030, Truro, MA 02666
Tel: (508) 349-7030 Ext. 140 or 124
Fax: (508) 349-5505

PRESS RELEASE –

May 11, 2023 (Truro, MA) - Members of the Truro Select Board and Town staff toured a portion of the Noons Property in North Truro that is being considered for purchase.

The 40-acre property being offered is two contiguous parcels with a water view at 2 Sandpit Road and 9 Noons Drive for which the Town is negotiating a purchase price.

The site visit was publicly posted for noon on May 11, 2023, and the Select Board was joined by two members of the public, Town Manager Darrin Tangeman, Assistant Town Manager Kelly Clark, and Public Works Director Jarrod Cabral. This historic property has been owned by the same family for multiple generations and the Town is grateful to the Noons' for offering the parcels for purchase.

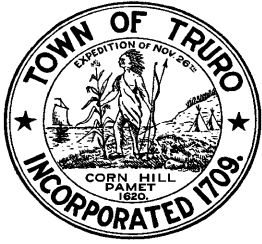
As consideration of this purchase continues, the Select Board will provide more information. Any final purchase would require Town Meeting approval.

XXX



Photo Credit: Truro Health & Conservation Agent Emily Beebe

CONTACT INFORMATION:
TOWN MANAGER, DARRIN TANGEMAN
(508) 214-0201 | DTANGEMAN@TRURO-MA.GOV



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: February 27, 2024

ITEM: Discussion and Possible Vote on New Positions

EXPLANATION: At the February 13, 2024, Budget Task Force meeting, Town Manager Darrin Tangeman presented an overview of four new positions under consideration. The positions are:

Assistant Town Clerk
Climate Action Coordinator
Housing Coordinator
Human Resources Coordinator

This discussion is to review the proposed positions and prioritize them in order of necessity. Possible funding mechanisms for the positions will be discussed and direction from the Board may be provided.

FINANCIAL SOURCE (IF APPLICABLE): To Be Determined

IMPACT IF NOT APPROVED: Staff will not have direction related to these positions.

SUGGESTED ACTION: *Discussion and possible direction related to one or more of the new positions may be offered by the Board.*

ATTACHMENTS:

1. Assistant Clerk Job Description and Position Justification
2. Climate Action Coordinator Job Description and Position Justification
3. Housing Coordinator Job Description and Position Justification
4. Human Resources Coordinator Job Description and Position Justification



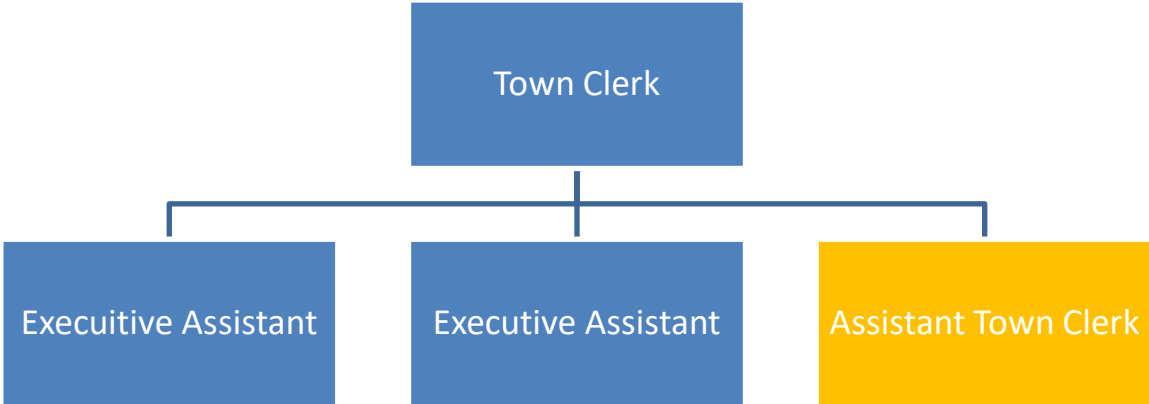
TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004, Extension: 110 or 124 Fax: 508-349-5505

POSITION JUSTIFICATION FORM (BUDGETARY)

Complete this form to request additional personnel for your department. This form is to be used for full-time, part-time, temps anticipated for longer than two weeks and intern requests.

Town Clerk's Office



Position title (position requested): Assistant Town Clerk

Department: Town Manager

Division: Town Clerk's Office

Supervisor (direct supervisor): Town Clerk

Start Month:

F/T P/T **40** hours per week

Intern Winter/Spring Summer Fall/Winter

Temp (List start and end dates) _____

POSITION SUMMARY

1. What are the major responsibilities of this position? What is the history and circumstances necessitating this position request? (Include 2-4 brief, clear, concise statements.) **Supports all Records Access Officer functions in accordance with Massachusetts General Law. Receives Public Records requests, tracks timeframes and responses, coordinates collection of records, and assesses appropriate fees as permitted by law. Supports the Town Clerk in all election activities; records votes taken at town meetings and notifies appropriate agencies. Provides assistance in supervising all aspects of voter registration. Assists Clerk in managing all voter and election and requirements for the Town of Truro.**

History: Prior to 2022, the Town only experienced periodic records requests that never exceeded double digits in previous years. Since January 2023, the Town has recorded 145 records requests for Town Hall and well over 100 records request for the Police Department. These 245 requests in approximately a year's time has inundated staff and does not appear to be slowing down. Additionally, the staff time committed to these requests is only covered by a nominal fee that only covers a small portion of the actual staff time to complete these requests. It is estimated that these fees failed to cover at least \$75,000 in additional staff time for these 2023 public records requests, which other Truro taxpayers ultimately subsidized.

2. What major new work will be done with the addition of this new position? **A historically significant increase in Public Records Requests over the last two years and increasing election requirements from the state has necessitated the need for this position and supplemental support.**
3. Why won't reorganizing existing personnel work? **There is not capacity in any related positions/ departments. An historical increase over two consecutive years in public records requests has necessitated the need for this position.**
4. Was a combined position with another department or division considered? **The Town has utilized a temporary contract to supplement this significant increase in staff workload. This contract is expected to be expended in the next 2-3 months.**
5. Why now? What increase in workload has changed to necessitate this new position? Please provide specific data (hours, calls for service, permits, inspections, etc) that demonstrates why this position is now needed to address increased services, new organizational responsibilities or increased workload. **See above.**
6. How does this position fit in with your Department's mission and/or what impact does this position have on achieving the organizations overall goals and objectives? **Public records requests and election operations are statutory requirements and can not be ignored. Most activities within the Town Clerk's office are**

statutorily required. The hiring of this position will have a significant impact on improving operations within the Town Clerk's office.

7. Are there efficiency, efficacy, accuracy, or financial benefits (including cost-savings elsewhere) to creating this position? Please explain. **We believe the utilization of a one year contracted consultant will allow for a pilot program to more accurately determine the precise demand and trend analysis to properly structure and distribute the workload of this position.**
8. Is there a statutory requirement for this position? Please explain. **Yes, Chapter 66, Section 10, of Mass General Law, requires statutory compliance with Public Records requests.**

KNOWLEDGE/EXPERIENCE

1. What is the minimum level of education required for this position (i.e., Bachelor's, 2-year technical degree, H.S. Diploma)? **High school degree or equivalent required. Associate degree preferred. Minimum of one to three years of experience in a municipal setting desired. Responsible experience in an office setting with responsibilities in records management, voting/elections and/or licensing preferred.**
2. Experience in what area(s) would be necessary for this job (i.e., sales, accounting, marketing, customer service)? **Minimum of one to three years of experience in a municipal setting desired. Responsible experience in an office setting with responsibilities in records management, voting/elections and/or licensing preferred.**
3. What certifications are necessary for this position? **Certification through International Institute of Municipal Clerks and/ or Massachusetts Town Clerks Association preferred. Ability to obtain either certification within three years of hire is required. Any equivalent combination of education, certification and experience will be considered. Commissioned as a Notary Public or willingness to be commissioned upon appointment to the position.**
4. **In addition to a degree**, how many years of experience does this job require? **See above**
5. **In lieu of a degree**, how many years of experience does this job require? **See above**

Skills:

What are the skills necessary for this position?

X Oral and written communication skills.

- Presentation skills.
- Decision-making skills.
- Problem-solving skills.
- Leadership skills.
- Organization skills.
- Interpersonal skills.
- Other:

Ability to:

- Interact in a positive manner with internal contacts.
 - Interact in a positive manner with external contacts.
 - Understand verbal/written instructions.
 - Complete tasks within critical deadlines.
 - Maintain highest level of confidentiality.
 - Knowledge/ability to use various software programs (Windows, Outlook, Excel, Word, email, etc.). List software used:
-

- Use basic math skills.
- Other: Judgement, discretion and confidentiality are essential abilities.

Knowledge of:

- Municipal government
- Other: Records management, elections and municipal office operations.

FINANCIAL

List the financial responsibilities of the position (i.e., signing authority, budgeting, expenditures, contract authority, etc.).

Makes recommendations for implementation of classification & compensation scales, calculates buybacks, performs financial analysis related to union negotiations and personnel-related budget lines.

SUPERVISION EXERCISED

Which of the following best describes what supervisory responsibility the position has?

- No supervisory responsibility.
- No direct supervisory responsibility, provides assistance to lower level employees.
- Limited supervision, allocates and organizes work, provides guidance.
- Direct supervision of at least one employee.

What position(s) does this position have direct responsibility for managing (including recruitment, selection, performance management)?

UNION AFFILIATION OF PROPOSED POSITION

- Non-Union
- LIUNA
- AFSCME
- Police Federation
- Fire Union

STARTING

SALARY \$60,706.00

SALARY RANGE FOR THIS POSITION: (2024) \$60,706-\$79,207

PROPOSED GRADE FOR THIS POSITION: Grade 4

TOTAL COST OF BENEFITS FOR THIS POSITION FTE

Signatures

Town Manager:

Department Director:

Town Clerk:

Please send this completed form to HR

For internal use only (Budget Task Force)

Date: _____

Approved

Denied

REASON:

ASSISTANT TOWN CLERK

Position Purpose:

The purpose of this position is to support the Town Clerk to provide professional administrative, supervisory and technical work in connection with the keeping of official municipal records, the issuing of various license and official documents, and the direction of election and census activities; performs all other related work as required.

Supervision:

Supervision Scope: Performs routine functions under specific instructions from supervisor and with some independent judgment required as to methods, procedures, and in the interpretation and application of laws and regulations. Performs a variety of responsible functions in accordance with state statutes and local bylaws.

Supervision Received: Work is performed under the administrative direction of the Town Clerk in accordance with applicable Massachusetts General Laws, town policies, town bylaws and relevant state, federal, and local regulations and standards with considerable latitude for independent judgment and action.

Supervision Given: Supervision provided to election workers, town meeting volunteers, constables, Committee/Commission/ Board Support personnel, etc. as needed.

Job Environment:

Work is performed under typical office conditions; work environment is moderately noisy.

Operates computer and general office equipment, such as calculator, copier, facsimile machine, and telephone.

Makes frequent contacts with the public, federal and state agencies, town departments, vendors, and the MA Clerk Association. Most contacts require an information exchange dialogue.

Has access to sensitive information, which requires the application of appropriate judgment, discretion and professional protocols.

Errors could result in delay and confusion in the provision of services, and have significant legal and/or financial repercussions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Supports all *Records Access Officer* functions in accordance with Massachusetts General Law. Receives requests, tracks timeframes and responses, coordinates collection of records, and assesses appropriate fees as permitted by law.

Supports the Town Clerk in all election activities; records votes taken at town meetings and notifies appropriate agencies. Provides assistance in supervising all aspects of voter registration; and hiring, training and supervising part-time election personnel. Assists Clerk in managing voter list and related functions using automated State voter registration information system. Prepares and receives nomination papers of candidates for town elections and posts lists of candidates duly nominated. Prepares and orders ballots and other necessary forms for local elections. Makes arrangements for application, mailing and return of absentee ballots at all elections. Makes arrangement to get voting equipment to the precincts. In the absence of the Town Clerk, transmits to the Secretary of State after every annual election, a complete list of town officers elected and qualified, and reports any changes in such offices as they occur.

Assists the Town Clerk in providing information to the town departments and the general public regarding all federal, state and local regulations and town bylaws, rules and regulations.

Assists the Town Clerk in *Custodian of all Town Records*' duties. May attend court on behalf of the Town when served. Under the supervision of the Town Clerk, has custody of books, reports, and laws received from the Commonwealth.

Assists Town Clerk in Clerk's role as *Registrar of Vital Statistics*, recording births, marriages and deaths; serves as custodian of town records and issues certified copies of same; records and issues certified copies of births, deaths and marriages; submits reports to state and other authorities as required. Assists the public in conducting genealogical research, using such records.

Assists Town Clerk's Municipal Licensing Agent duties. The Licensing Agent shall be responsible for preparing and coordinating all activities in a timely manner for the renewal and issuance of licenses issued and approved by the Select Board in conformity with provisions of any policies, rules, regulations and general laws in place and as set forth and in accordance with the Town Charter (4-2-9).

The Licensing Agent shall also prepare and coordinate all activities in cooperation with Town departments as it relates to new businesses which call for Select Board licenses including applications and documentation in conformity with provisions of any policies, rules, regulations and general laws in place and as set forth and in accordance with the Town Charter (4-2-9).

Assists the Town Clerk in recording *Town Meeting Votes* and, in the absence of or as directed by Town Clerk, sends accepted bylaws to the Attorney General's office for approval. In the absence of Town Clerk, certifies town budget in order for Assessor to set tax rate; certifies votes of all Town Meeting actions, as required.

Records and files applications, maps and decisions of the Planning Board. Records and maintains files on preliminary and definitive subdivision plans; receives and records decisions of Zoning Board of Appeals and all appeals to such decisions.

Assists Town Clerk with administration of the *Annual Town Census*; responsible for the updating, printing, and mailing of the census; conducts follow-up calls for unreturned census; prepares annual street list.

Receives and files meeting notices of all town boards and committees.

Issues a variety of *State and Town Licenses, Permits and Certificates*, including burial permits; provides for adequate maintenance of associated records and the collection of fees; submits monthly reports and fees to the Treasurer; maintains bank accounts. Issues annual dog licenses, ensuring that vaccination against rabies is current. Responsible for the notifications, issuance of citations to dog owners, and the collection of all related fees related to late licensing. Issues fishing/game licenses.

Supports Town Clerk in role as *Keeper of the Official Seal of the Town*; administers oaths as necessary to all elected officials, appointed members of boards and committees, and police and fire department personnel.

Handles *Public Notice Filings*. Records telephone pole locations; bills for pole locations and collects fees. Records, files and indexes business certificates, tax liens, and other documents. Searches for records for public and furnishes certified copies.

As directed by or in the absence of Town Clerk, submits copy of Annual Town Report to the DOR Director of Accounts and also furnishes to said Director, copies of all votes to authorize the incurrence of indebtedness within 48 hours after such votes become effective. Sends notices to State of all Chapter 90 actions taken and certifies annually all funds appropriated for road work.

Assists in all operations of the Town Clerk's office. Collects and records all fees.

Assists Town Clerk in monitoring, reviewing and implementing new legislation concerning the functions of the office.

Receives, records and tracks non-criminal ticket fines, provides notification to issuing agency when same are paid and/or remain unpaid.

Supports Town Clerk in receiving and recording Planning Board and Board of Appeals applications; notifies Board of same and tracks definitive subdivision approvals and/or recorded decision for 20-day appeal period, signs off on the original plan or decision and signs off on the original plan if no complaint is filed.

In absence of or as directed by Town Clerk, receives court complaints, as filed or served, notifies Town Manager, town insurer and/or town counsel (as appropriate) of same and forwards information available in the office on the case and provides copies to the Select Board.

Records and posts all agendas, minutes, and public notices in accordance with MA Open Meeting Law, including legal advertising through local newspapers. Posts agendas and minutes to the Town website.

As directed by or in absence of Town Clerk, packages and remits all zoning and general bylaw amendments to the Office of the Attorney General, posts and/or advertised approved bylaws and provides notification to the Select Board and various boards/committees.

As directed by or in absence of Town Clerk, receives, records and files state tax liens, and business UCC (Uniform Commercial codes) forms, terminations, continuances and researches as requested.

Issues raffle/bazar permits to qualifying organizations; issues dog licenses, prepares monthly and semiannual reports, and provides remittance of funds due the county, prepares monthly listing of licenses issued; issues sporting licenses (hunting, sporting, archery stamps, etc.), prepares monthly report and remittance of funds due the state.

Receives voter registrations, party change affiliations, voter cancellations from various sources (in person, registry of motor vehicles, mail, social service agencies) – process in the central voter registry system. Prepares and manages voter's list.

Coordinates and compiles the annual street list, oversees the gathering of information and checks results with the database.

Reports all unusual cases and legal matters to Town Clerk and/or to Town Manager as appropriate.

General Management Responsibilities:

Supports Town Clerk in drafting and administration of department budget.

Prepares various local, state and federal forms as required by law.

Answers inquiries from other interested parties regarding any matter related to the department of the Town Clerk.

Maintains the Central Voter Registry Information System (VRIS) as outlined in Massachusetts General Laws.

Assists Clerk in managing the organization and access to files; managing the retention schedules and developing procedures for the disposal of obsolete records; maintains the physical condition and control of records preservation.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience:

High school degree or equivalent required. Associate degree preferred. Minimum of one to three years of experience in a municipal setting desired. Responsible experience in an office setting with responsibilities in records management, voting/elections and/or licensing preferred. Certification through International Institute of Municipal Clerks and/ or Massachusetts Town Clerks Association preferred. Ability to obtain either certification within three years of hire is required. Any equivalent combination of education, certification and experience will be considered. Commissioned as a Notary Public or willingness to be commissioned upon appointment to the position.

Knowledge, Ability and Skill:

Knowledge: General knowledge of local, state and federal laws, regulations and procedures applicable to the duties and responsibilities of a town clerk's office. General knowledge of office procedures and the ability to supervise support staff in an effective and harmonious manner.

Ability: Ability to interact effectively and appropriately with the public and other personnel, assess situations and formulate appropriate resolutions. Ability to deal with disgruntled members of the public. Ability to apply legal interpretations and precedents to current problems. Ability to communicate effectively in written and oral form. Ability to establish and maintain complex recordkeeping systems. Ability to manage and prioritize multiple tasks in a detailed and organized manner. Ability to prepare accurate records.

Skill: Effective diplomacy skills in dealing with the public. Proficient written and oral communication skills and administrative skills. Skill in computers and appropriate software applications. Excellent customer service skills and skill in working with details.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to maintain a stationary position, move about the inside of the building, position self to reach low objects (objects under desks, in filing cabinet drawers); must be able to manipulate objects, tools or controls, and be able to pick up and use paper, books, and other common office objects. Ability to communicate with

members of the public and exchange accurate information. Ability to view computer screens and work with details for extended periods of time. Ability to operate a keyboard and calculator at an efficient speed. Ability to move/ set up small equipment (up to 30 lbs).

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)



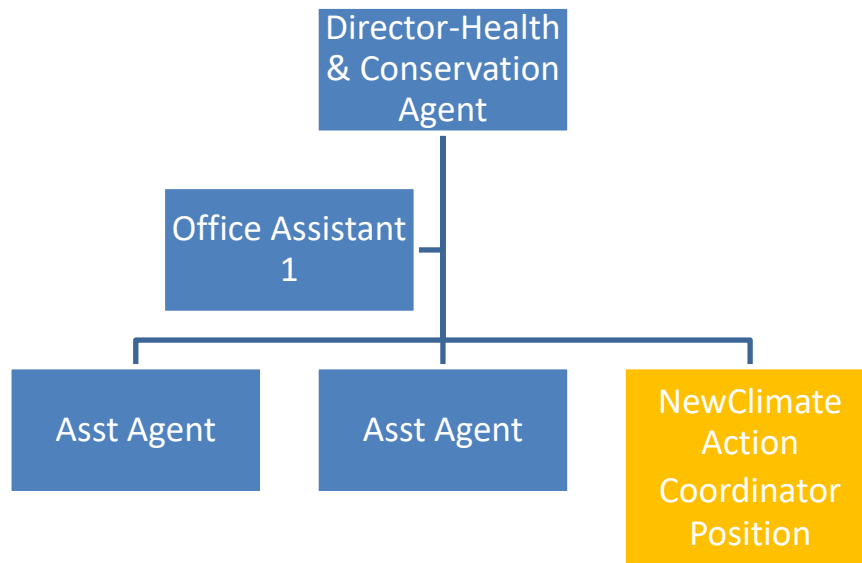
TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004, Extension: 110 or 124 Fax: 508-349-5505

POSITION JUSTIFICATION FORM (BUDGETARY)

Complete this form to request additional personnel for your department. This form is to be used for full-time, part-time, temps anticipated for longer than two weeks and intern requests.

Conservation & Health Department Organizational Structure



Position title (position requested): Climate Action Coordinator

Department: Health & Conservation

Division:

Supervisor (direct supervisor): Emily Beebe

Start Month:

F/T P/T _____ hours per week

Intern Winter/Spring Summer Fall/Winter

Temp (List start and end dates) _____

POSITION SUMMARY

1. What are the major responsibilities of this position? What is the history and circumstances necessitating this position request? (Include 2-4 brief, clear, concise statements.)
 - Responsible for developing climate change mitigation and adaptation policy and implementation plans for adoption by the Select Board and Administration.
 - Communicate and coordinate with state and local climate agencies, boards and committees, residents, municipal staff, and business owners.
 - The impact of climate change in Truro will affect the health, safety, and livelihood of Truro's municipality, residents, and business owners. Municipal, residential, and commercial buildings will also be impacted. Addressing the impact requires on-going coordination among these major stakeholders.
2. What major new work will be done with the addition of this new position?
 - Assessing the impact on municipal and business revenues, health, and safety, coordinating responses among municipal departments, residents, local businesses, and county and state agencies, and widespread communication and outreach.
 - Identifying and coordinates opportunities for climate-change and sustainability related program funding
3. Why won't reorganizing existing personnel work?

Existing personnel are already at capacity conducting their statutory obligations.
4. Was a combined position with another department or division considered?

Yes, there was discussion about this position working from the DPW department.
5. Why now? What increase in workload has changed to necessitate this new position?

Please provide specific data (hours, calls for service, permits, inspections, etc.) that demonstrates why this position is now needed to address increased services, new organizational responsibilities, or increased workload.

Truro was designated a Green Community by Governor Deval Patrick in 2011, which makes the Town eligible for grants and planning opportunities. In 2013 the Town Meeting adopted a resolution on the Climate Crises, pledging to commit to meet our responsibility to address the increasing climate crises. In 2019 the Town Meeting voted to establish the Climate Action Committee (CAC) to begin working "without delay" on a local plan to address the climate crises. The Climate Action Committee, a small and dedicated group of citizens have worked arduously on their charge, but support and follow-through on their work requires a dedicated staff person. And while

support of the CAC has been taken up by the Health & Conservation Department and the Public Works Director, all of the climate-related work is in addition to the current responsibilities of municipal staff.

6. How does this position fit in with your department's mission and/or what impact does this position have on achieving the organization's overall goals and objectives?

Values: Collaboration and Sustainability

Goals: Goal C Protect and restore our fragile ecosystem

Goal D Use long-term and strategic planning to guarantee the future health and well-being of our community.

Objective: #10 The Select Board will provide support to and collaborate with the Climate Action Committee and the Energy Committee on the goals of creating a Climate Action Plan for the Town of Truro, and researching the hiring of a Climate Action Agent, as well as to work with the Climate Action Committee to develop a policy memorandum that facilitates and guides progress in all relevant areas toward a "Net Zero Truro" by 2050 and will ask for updates at least twice per year.

7. Are there efficiency, efficacy, accuracy, or financial benefits (including cost-savings elsewhere) to creating this position? Please explain.

To appropriately address the impact of climate change, Truro should assess financials, property, roads, health, and infrastructure that may be affected and the cost of responding or doing nothing.

An inappropriate response will waste money and effort. Doing nothing may incur greater expense and effort.

8. Is there a statutory requirement for this position? Please explain.

No.

KNOWLEDGE/EXPERIENCE

1. What is the minimum level of education required for this position (i.e., Bachelor's, 2-year technical degree, H.S. Diploma)?

Bachelor's degree in Environmental Science, Conservation, Engineering, Communication, or similar training and/or experience.

2. Experience in what area(s) would be necessary for this job (i.e., sales, accounting, marketing, customer service)?

Training and/or experience in the impacts of climate change, conservation, and/or environmental management.

Listening to and effectively communicating with a variety of constituents.

Researching grants and developing grant applications.

In addition to a degree, how many years of experience does this job require?

Three to five

In lieu of a degree, how many years of experience does this job require?

Five to seven

Skills:

What are the skills necessary for this position?

Oral and written communication skills.

Presentation skills.

Decision-making skills.

Problem-solving skills.

Leadership skills.

Organization skills.

Interpersonal skills.

Other: Research

Ability to:

Interact in a positive manner with internal contacts.

Interact in a positive manner with external contacts.

Understand verbal/written instructions.

Complete tasks within critical deadlines.

Maintain highest level of confidentiality.

Knowledge/ability to use various software programs (Windows, Outlook, Excel, Word, email, etc.). List software used:

Word, Excel, Windows, Email, PowerPoint

Use basic math skills.

Other:

Knowledge of:

Municipal government

Other: State funding programs, grant writing, federal energy rebate programs

FINANCIAL

List the financial responsibilities of the position (i.e., signing authority, budgeting, expenditures, contract authority, etc.).

None

SUPERVISION EXERCISED

Which of the following best describes what supervisory responsibility the position has?

No supervisory responsibility.

No direct supervisory responsibility, provides assistance to lower-level employees.

Limited supervision, allocates and organizes work, provides guidance.

Direct supervision of at least one employee.

What position(s) does this position have direct responsibility for managing (including recruitment, selection, performance management)?

UNION AFFILIATION OF PROPOSED POSITION

Non-Union LIUNA AFSCME Police Federation Fire Union

STARTING SALARY \$57,500

SALARY RANGE FOR THIS POSITION \$60,706 to 79,207

PROPOSED GRADE FOR THIS POSITION grade 4

TOTAL COST OF BENEFITS FOR THIS POSITION \$19,177 to \$39,802_____

Signatures

Town Manager:

Department Director:

Human Resources:

Please send this completed form to HR

For internal use only (Budget Task Force)

Date: _____

Approved

Denied

REASON:

Job Title: Climate Action Coordinator/Sustainability Director

Reports to: Health and Conservation Agent or DPW director

Position Purpose:

Responsible for developing **climate change mitigation and adaptation policy and implementation plans for adoption by the Select Board and Administration**. The coordinator will also communicate and coordinate with state and local climate agencies, boards and committees, residents, municipal staff, and business owners.

Supervision:

Supervision Scope: Performs routine functions under specific instructions from supervisor with some independent judgement.

Supervision Received: Works under the direction of the Health and Conservation Agent and/or DPW director

Job Environment:

Work is generally performed in a moderate noise environment under general office conditions with some interruptions from the general public. Field work is conducted as needed outdoors with exposure to various weather conditions. Evening and weekend work as events require.

Operates computer equipment, printer, facsimile machine, telephone, copier, and all other standard office equipment; research using proper on-line sources; uses word processing, presentation, email, and spreadsheet software.

Interacts with municipal staff, boards and committees, residents, business owners, Federal, state and county organizations, and climate-related organizations.

Essential Functions:

The essential functions or duties listed below are intended to illustrate the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Work with and attend, as needed, meetings of the Climate Action Committee to address climate change.
2. Communication: develop and deliver information and actions about climate change impacts town employees, residents, and business owners.
3. Data Analysis: identify financial, health, and commercial impact of climate change on Truro and track and report changes over time.
4. Develop actions/responses for the municipality, boards and committees, residents, and businesses to minimize Truro's carbon footprint.
5. Identify and develop responses to the town's vulnerabilities (health, economic, etc.).
6. Draft policies for the Select Board.
7. Collaborate with state and county agencies, Cape Light Compact, and local organizations.
8. Research and respond to grant opportunities for addressing climate change.

Recommended Minimum Qualifications:

Education, Training, and Experience:

- Bachelor's degree in Environmental Science, Conservation, Engineering, Communication, or similar training and/or experience.
- Training and/or experience in the impacts of climate change
- Listening to and effectively communicating with a variety of constituents
- Researching grants and developing grant applications

Special Requirements: none

Knowledge, Ability, and Skills:

1. Knowledge: awareness of and/or willingness to learn about the impact of climate change, green building/LEEDs, and conservation.
2. Ability: engage with a variety of constituents, keep up to date with state and local climate policies, continuously learn about advances in addressing the impacts of climate change; collaborative approach to work.
3. Skills: Researching and responding to grants; strong communication skills, including presentation and writing; community engagement and relationship building; able to partner and collaborate with various local and regional stakeholders.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee must regularly maintain a stationary position for long periods of time. Frequently required to move in and around Town buildings, parks, beaches, and other terrain. Employee may move and lift equipment of varying weights including objects of up to 30 pounds. Frequently required to operate office equipment, computers, and handheld devices for long periods of time.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



TOWN OF TRURO

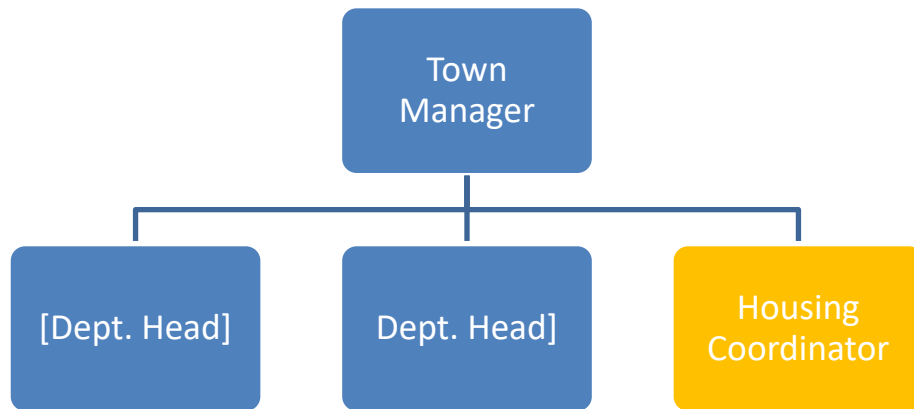
P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004, Extension: 110 or 124 Fax: 508-349-5505

POSITION JUSTIFICATION FORM (BUDGETARY)

Complete this form to request additional personnel for your department. This form is to be used for full-time, part-time, temps anticipated for longer than two weeks and intern requests.

OPTION 1

Organizational Structure



Position title (position requested): Housing Coordinator

Department: Housing Department (New)

Division:

Supervisor (direct supervisor):Town Manager

Start Month:

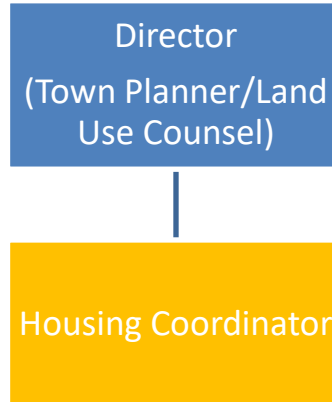
x F/T P/T hours per week

Intern Winter/Spring Summer Fall/Winter

Temp (List start and end dates) _____

OPTION 2

Planning Department Structure



Position title (position requested): Housing Coordinator

Department: Planning Department

Division:

Supervisor (direct supervisor): Town Planner/Land Use Counsel

Start Month:

x F/T P/T hours per week

Intern Winter/Spring Summer Fall/Winter

Temp (List start and end dates) _____

POSITION SUMMARY

1. What are the major responsibilities of this position? What is the history and circumstances necessitating this position request?

The major responsibilities of the Housing Coordinator are to lead initiatives that promote Truro's housing goals and policies; to perform professional, technical and administrative work in support of housing-related programs, projects, and activities; and to coordinate with Town departments on the implementation of strategies to meet the Town's housing goals. *Please see attached Housing Coordinator Job Description for complete description of responsibilities (Ex. 1).*

The Town has recently updated its Housing Needs Assessment and Housing Production Plan (HPP), which are essential first steps. However, a Plan and a consensus on the urgency of housing needs are not enough to move the needle. The HPP's goals cannot be achieved without expanding the Town's capacity – *time and expertise* – to pursue the strategies identified in the HPP, as well as other strategies that may develop. The increased capacity provided by a Housing Coordinator unlocks the Town's potential to achieve the goals of the HPP - and to capitalize on future opportunities as yet unknown. *Please see the attached Proposal for the creation of Housing Coordinator position (Ex. 2, "Proposal")*

2. What major new work will be done with the addition of this new position?

Please see attached Housing Coordinator Job Description. Most of the Essential Functions listed describe work not currently performed. A few of the Essential Functions are currently performed in part by the Town Planner/Land Use Counsel, but not at a level or expertise adequate to meet existing and future need.

3. Why won't reorganizing existing personnel work?

Housing is an increasingly complex and specialized field. Programs and projects are governed by complicated federal and state regulatory schemes, and are driven by an ever-changing landscape of funding sources, policies and initiatives. Neither a generalist town planner, nor a volunteer board has the time or expertise to research and pursue rising opportunities; manage existing and new programs; or lead a multi-phase project. Recognizing the specialized knowledge and dedicated staff time required to navigate this field, an increasing number of Massachusetts towns have added Housing Planner or Housing Coordinator positions. Regarding the necessity of adding staff in order to increase capacity, the following represents the experience of two Cape towns:

"The Housing Coordinator position has been the number one key to the success of the Brewster Housing Program. . . Working in conjunction with Town Administration, the Housing Coordinator has been instrumental in multiple housing initiatives, both in the development and support of community housing."

2021 Application for Community Preservation Act (CPA) funding, Town of Brewster (submitted by Assistant Town Administrator)

"[The Town of Dennis], with the hiring last year of the housing coordinator, now

has the resources and staffing to get the work done. Private projects now have a dedicated local contact to guide them through the development process. The Town has an individual who can initiate and guide town projects. The Town now has an individual charged with tracking all deed restricted units for local compliance."

2017 Application for CPA funding (submitted by Dennis Planning Department).

Please see also attached Proposal.

4. Was a combined position with another department or division considered?

A combined position with the Town of Wellfleet may be considered, as there is a both a logic and potentially an economy to a regional approach. Informal staff-to-staff discussion of the subject occurred last year, but Wellfleet decided to pursue creation of a full time Wellfleet staff position. This position was approved at Town Meeting, but rejected on the subsequent ballot. Staff-to-staff discussion of a shared position has been revived, but as there is no certainty that this will yield results, the Department believes that these options should be pursued in parallel.

5. Why now? What increase in workload has changed to necessitate this new position? Please provide specific data (hours, calls for service, permits, inspections, etc) that demonstrates why this position is now needed to address increased services, new organizational responsibilities or increased workload.

Why now? The creation of a Housing Coordinator position is arguably overdue. The fact that ten other towns on the Cape have *already* established such a position bears this out. *See section II of the attached Proposal.* These towns have recognized that existing planning or community development staff did not have the capacity - *time or expertise* - to take the lead on housing; navigate this specialized field; and to undertake the necessary work.

Declining to create a Housing Coordinator position would be a choice by the Town not to build the additional capacity needed to pursue strategies in the HPP and to achieve its goals.

6. How does this position fit in with your Department's mission and/or what impact does this position have on achieving the organizations overall goals and objectives?

This position would have substantial impact in achieving the Select Board's goals and objectives relating to housing and economic development. The position is proposed as a direct report to the Town Manager - reflecting his significant involvement in housing issues and production - and forming a separate department, reflecting the significance of its mission ("Option 1" above). In the alternative, the position is proposed within the Planning Department ("Option 2" above). The addition of a Housing Coordinator would also have substantial impact on achieving the Planning Department's goal of increasing housing opportunity.

7. Are there efficiency, efficacy, accuracy, or financial benefits (including cost-savings elsewhere) to creating this position? Please explain.

A Housing Coordinator could provide efficiency, cost savings, and programmatic value in at least two additional ways. First, the creation of a full-time Housing Coordinator could enable the Town to bring the administration of certain programs, such as Rental Assistance and CDBG Housing Rehabilitation, in-house. This would result in significant savings in fees currently paid to consultants for these services under contract. Also of significance, a Housing Coordinator could undertake the monitoring of regulatory requirements and deed restrictions applicable to residential units –a task not currently assigned – which is essential to maintaining the long-term affordability of such units, and to maintaining a supply of year-round rental units created through ADUs.

8. Is there a statutory requirement for this position? Please explain.

No.

KNOWLEDGE/EXPERIENCE

1. What is the minimum level of education required for this position (i.e., Bachelor's, 2-year technical degree, H.S. Diploma)?

Associate's degree in government, business, planning or related field.

2. Experience in what area(s) would be necessary for this job (i.e., sales, accounting, marketing, customer service)?

Previous experience in housing strongly preferred; previous experience in project administration preferred.

3. What certifications are necessary for this position?

None additional.

In addition to a degree, how many years of experience does this job require?

One to three years experience in housing, government administration, planning or related field; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities to perform the functions of the job.

In lieu of a degree how many years of experience does this job require?

Please see above and attached Housing Coordinator Job Description

Skills:

What are the skills necessary for this position?

Oral and written communication skills.

Presentation skills.

Decision-making skills.

Problem-solving skills.

Leadership skills.

Organization skills.

Interpersonal skills.

Other:

Ability to:

Interact in a positive manner with internal contacts.

Interact in a positive manner with external contacts.

Understand verbal/written instructions.

Complete tasks within critical deadlines.

Maintain highest level of confidentiality.

Knowledge/ability to use various software programs (Windows, Outlook, Excel, Word, email, etc.). List software used:

Use basic math skills.

Other:

Knowledge of:

Municipal government

Other:

FINANCIAL

List the financial responsibilities of the position (i.e., signing authority, budgeting, expenditures, contract authority, etc.).

Budgeting (if separate department)

Expenditures (if separate department)

SUPERVISION EXERCISED

Which of the following best describes what supervisory responsibility the position has?

No supervisory responsibility.

No direct supervisory responsibility, provides assistance to lower level employees.

Limited supervision, allocates and organizes work, provides guidance.

Direct supervision of at least one employee.

What position(s) does this position have direct responsibility for managing (including recruitment, selection, performance management)?

UNION AFFILIATION OF PROPOSED POSITION

Non-Union LIUNA AFSCME Police Federation Fire Union

STARTING SALARY _____

SALARY RANGE FOR THIS POSITION _Proposed: \$73,454 - \$87,128_____

PROPOSED GRADE FOR THIS POSITION _____6_____

TOTAL COST OF BENEFITS FOR THIS POSITION ___\$22,364 to \$41,782_____

Signatures

Town Manager:

Department Director:

Human Resources:

Please send this completed form to HR

For internal use only (Budget Task Force)

Date: _____

Approved

Denied

REASON:



Town of Truro
Planning Department
24 Town Hall Road
P.O. Box 2030
Truro, MA 02666
(508) 349-7004

STAFF MEMORANDUM

To: Truro Select Board
Truro Finance Committee
Darrin Tangeman, ICMA-CM, Town Manager
Kelly Clark, Assistant Town Manager
Alex Lessin, Director of Finance
Trudi Brazil, Town Accountant

From: Barbara Carboni, Town Planner/Land Use Counsel, Planning Department

Date: December 12, 2023

Re: Proposal for creation of **Housing Coordinator** position

"The Housing Coordinator position has been the number one key to the success of the Brewster Housing Program. . . Working in conjunction with Town Administration, the Housing Coordinator has been instrumental in multiple housing initiatives, both in the development and support of community housing."¹

"[The Town of Dennis], with the hiring last year of the housing coordinator, now has the resources and staffing to get the work done. Private projects now have a dedicated local contact to guide them through the development process. The Town has an individual who can initiate and guide town projects. The Town now has an individual charged with tracking all deed restricted units for local compliance."²

I. Introduction

This memorandum does not describe the Town's (and region's) acute housing needs; these are well-known and well-documented in the Housing Needs Assessment and Housing Production Plan prepared by JM Goldson. Rather, this memorandum proposes a tool essential to pursuing many of the goals and strategies identified in the HPP. The HPP's goals cannot be achieved

¹ 2021 Application for Community Preservation Act (CPA) funding, Town of Brewster (submitted by Assistant Town Administrator).

²2017 Application for CPA funding (submitted by Dennis Planning Department).

without expanding the Town's capacity – *time and expertise* - to pursue these and other strategies. This memo proposes the creation of a Housing Coordinator to expand the Town's capacity to realize the potential of the HPP.

The Need: Housing is an increasingly complex and specialized field. Programs and projects are governed by complicated federal and state regulatory schemes, and are driven by an ever-changing landscape of funding sources, policies and initiatives. Neither a generalist town planner, nor a volunteer board has the time or expertise to research and pursue rising opportunities; manage existing and new programs; or lead a multi-phase project. Recognizing the specialized knowledge and dedicated staff time required to navigate this field, an increasing number of Massachusetts towns have added Housing Planner or Housing Coordinator positions, typically within to their Planning or Community Development departments. Not surprisingly, towns on the Cape are among those who have created such positions. These positions are surveyed below.

The Potential: Truro has demonstrated an ongoing commitment to creating and supporting affordable housing. This commitment is expressed through Town Meeting votes to acquire property; allocate funds; and support projects in Truro and the region. The commitment is also expressed through housing-forward policy development, and through the yeoman's work of housing advocates on volunteer boards. Clearly, the will is there.

With the completion of the Housing Production Plan, the roadmap is also there. However, the will and the Plan are not sufficient, on their own, to achieve the Town's housing goals. What is missing is the capacity to undertake the work necessary to achieve these goals. Such capacity would be provided by a Housing Coordinator.

A Housing Coordinator could provide value in two additional ways: first, in monitoring compliance with regulatory requirements and deed restrictions relating to residential units (a responsibility not currently assigned); and second, in undertaking program administration currently performed on a contract basis with outside consultants.

II. Survey of Cape Cod Towns

Ten towns on the Cape have expanded their capacity to achieve housing goals through the creation of a Housing Coordinator position: seven full-time (Provincetown, Eastham, Chatham, Harwich, Yarmouth, Barnstable and Falmouth), and three part-time (Orleans, Brewster, and Dennis).³ Sandwich, Mashpee, Bourne, and Wellfleet do not have Housing Coordinator positions.

Full Time

³ Official job descriptions are provided for a number of towns; these are included in the Appendix. Job descriptions for the other towns could be obtained as desired.

Provincetown: Community Housing Specialist

The Community Housing Specialist is a full-time, salaried position with benefits. Truro resident Michelle Jarusiewicz (soon to retire), has served Provincetown in this position, and in fact is responsible for its evolution from a grant-funded, part-time position. The Community Housing Office was established in 2007 and initially funded by Community Preservation Act (CPA) funds. In FY 2021, the Housing Office was folded into the Town's operating budget. The FY 2024 budget indicates a salary of \$109,155 and the FY2025 proposal is \$125,000.

The Community Housing Specialist is equivalent to the Town Planner, and reports to the Community Development Director/Assistant Town Manager.

Attached in Appendix:

Excerpt from Town of Provincetown FY 2024 Budget

Eastham: Housing Coordinator

The Housing Coordinator job is a full-time, salaried position with benefits; the salary is currently \$66,100 (per posted FY 2023 budget). The position was previously part-time and funded by CPA funds. The current year is the position's first in the operating budget. Rachel Butler started in December 2021. She previously worked at Community Housing Resource, Inc.⁴

The Housing Coordinator job has evolved somewhat since its origination; it currently includes some property management duties.

The Housing Coordinator position is in the Department of Community Development, which also includes the Director/Town Planner and Economic Development Coordinator. The Housing Coordinator reports to the Director of the Department, but also to Town Administration, as the Select Board is very involved in housing initiatives.

Attached in Appendix:

Town of Eastham Position Description - Housing Coordinator

Chatham: Housing and Sustainability Director

The Housing and Sustainability Director job is a full-time, salaried Town position with benefits; it was created in 2022 and posted with a salary range of \$87,921 - \$92,331. Prior to the creation of this job, the Town had contracted since 2018 with CDP for services as Affordable Housing Coordinator, funded by Community Preservation Act (CPA) funds. In 2022, \$30,000 of CPA funds were approved "to continue the contract with CDP to provide continuity as the Town seeks to employ a Housing & Sustainability Director to provide this service full-time." Gloria McPherson was hired as the Housing and Sustainability Director in August 2022, out of a field of 11 applicants. She was previously Town Planner in Provincetown.

⁴Where known, the jobs held previously by the current Coordinators are identified to give a sense of the potential talent pool.

Interestingly, as reported by the Town's Director of Community Development, the "sustainability" in the job title includes *economic* sustainability - evidently a recognition of the connection between housing and the local economy.

The Housing and Sustainability Director is within the Community Development Department and reports to the Department's Director. This Department also includes the Town Planner.

Attached in Appendix:

Employment Posting - Housing and Sustainability Director

Harwich: Housing Advocate

The Housing Advocate job was created last year; it is a full-time, salaried Town position with benefits. The current salary is \$75,987 (Grade M-3, Step 2). CPA funds had previously funded a part-time position.

The Town had initially posted the Housing Advocate job as a part-time position, without success. Funding for a full-time position was approved at Town Meeting in May 2022, and the job posting drew several applicants. Brianna Nickerson started in December 2022. She worked previously at the Housing Assistance Corporation.

The Town Administrator deliberately titled the position "Housing Advocate," rather than "Housing Coordinator," and established a new and separate department, the Department of Housing Advocacy, for its home. (The Housing Advocate is a department head position). Both choices were intended to signal the administration's view of the significance and mission of the Housing Advocate's work.

The Housing Advocate reports directly to the Town Administrator. One reason provided is that the Town Administrator and Select Board are closely involved in many housing initiatives. The Advocate also works with the Town Planner.

Attached in Appendix:

Harwich Housing Advocate Job Description

Housing Advocacy home page, including mission statement

Yarmouth: Affordable Housing /CDBG Program Administrator

This is blended position, currently paying \$69,000, funded in part by the Town's Affordable Housing Trust, and in part by Yarmouth's share of the CDBG funds. The position is held by Mary Waygon, who has worked for the Town for eighteen years. Ms. Waygon's description of her job indicates a particularly broad portfolio, including work with committees, residents, and developers:

"I administer the Town's Affordable Housing Program: I staff the Community Housing Committee and the Affordable Housing Trust (write and post agendas, staff meeting, prepare minutes), assist residents find housing, provided technical assistance to developers of affordable housing, help the Trust issue RFPs and award funds, hover over

all related legal documents (grant agreements, contracts, regulatory agreement, deed riders, mortgages), manage all resales and monitoring, speak on affordable housing."

The position is located in the Department of Community Development. This Department includes the Director of Community Development and the Town Planner.

Attached in Appendix:

Email from Mary Waygan dated January 19, 2023

Barnstable: Housing Coordinator

The Town of Barnstable recently (December 2022) advertised for a full-time Housing Coordinator, at a salary of \$1,592/week with benefits (\$82,784/year). It appears that this position has existed for at least several years. The position is located with the Planning and Development Department, which contains six programs, one of which is Housing and Community Development. Of all Housing Coordinator positions surveyed, Barnstable's requires the most work experience: 7 years with a Bachelor's degree in planning or related field; 6 years with a Master's degree.

Attached in Appendix:

Job posting on MassPlanners listserv

Falmouth: Housing Coordinator

The Housing Coordinator job is a full-time, salaried Town position with benefits, posted most recently with a salary range of \$67,745 - \$88,337. The job was created in 2016, with \$300,000 in CPA funds allocated to fund the position for three years in a newly-created Department of Community Development. The position is currently held by Kimberly Fish. She was a previously a paralegal in the Town Counsel's office.

The Housing Coordinator spends significant time staffing the Falmouth Housing Trust, a Community Development Corporation (CDC) independent of (but working with) the Town. The Coordinator also reviews and prepares comment all applications to the Falmouth Affordable Housing Fund, whose trustees are the Select Board. Meeting with developers is also a part of the Coordinator's job.

The Housing Coordinator position is located within the Town's Community Development Department, technically reporting to the Town Planner; at times there is direct report to the Town Manager. The Planning division of the Department includes a Town Planner; a Community Development Planner; an Assistant Town Planner; and the Housing Coordinator.

Attached in Appendix:

Housing Coordinator Job Description

Falmouth Affordable Housing Fund Application Review Process

Part-time

Orleans: Housing Coordinator

The Housing Coordinator is a half-time position, paying \$37,379 in FY 2023. FY2025 request is \$39,680. The position was created in 2020; it is currently held by Marsha Allgeier.

The Housing Coordinator works under the supervision of the Director of Planning and Community Development.

Attached in Appendix:
Housing Coordinator Job Description

Brewster: Housing Coordinator

The Housing Coordinator position was created in 2017 at 19 hours per week, funded with CPA funds. In 2020, the position was increased to 25 hours per week, then in 2022 to 30 hours a week. CPA funds are used to fund the Housing Coordinator's salary (in FY2022, \$66,900.00); benefits for the position are provided from the Town's budget.⁵ Jill Scalise has held the position since 2017. She was previously a Homeless Ministries case manager for the Cape Cod Council of Churches.

The 2022 application for CPA funding for the Housing Coordinator (submitted by the Assistant Town Administrator), seeking the increase to 30 hours per week, noted that "[w]orking in conjunction with Town Administration, the Housing Coordinator has been instrumental in multiple housing initiatives, both in the development and support of community housing" and that "[t]he Housing Coordinator position has been the number one key to the success of the Brewster Housing Program."

As the Housing Coordinator's monthly updates indicate - noting, for each action item, the HPP strategy or Select Board Strategic Plan goals associated with that item - the Coordinator's job is closely tied to the execution of these Plans.

Organizationally, the Brewster Housing Office is listed as a department, physically located within the Planning Department. The job description states that the position "is under general supervision of the Town Planner," but it is evident that the position works closely with Town administration.

Attached in Appendix:

Brewster Housing Coordinator Job Description, supplemented by email from Jill Scalise
Brewster Housing Coordinator Updates
Application for Community Preservation Act Funding for FY 2022

Dennis: Housing Coordinator

⁵ \$22,250, inferred from \$89,150 "Total Cost of Proposed Project" indicated on application.

This is a contract, part-time (19 hours/week) position. It originated in 2016 with CPA funding. It appears that it may be currently funded through the Affordable Housing Trust (per 2021 Select Board meeting minutes). Maggie Spade-Aguilar started as Housing Coordinator in September 2022.

The Housing Coordinator position is within the Planning Department, which also includes the Town Planner. The Coordinator also works with Community Development staff in Yarmouth; for example, on a joint "Ready Renter" list. The position was most recently (2021) advertised as "Dennis Municipal Affordable Trust Housing Coordinator," suggesting close work with that body.

In its 2017 application for CPA funding (\$23,600), the Planning Department noted:

"The town, with the hiring last year of the housing coordinator, now has the resources and staffing to get the work done. Private projects now have a dedicated local contact to guide them through the development process. The Town has an individual who can initiate and guide town projects. The Town now has an individual charged with tracking all deed restricted units for local compliance."

Attached in Appendix:

Application to the Dennis Community Planning Committee, May 5, 2017 (excerpts)

Remaining towns

Bourne:

The Town of Bourne does not appear to have a housing coordinator on staff. The Town's Affordable Housing Trust, a five-member body appointed by the Select Board, has an administrative assistant. Its page notes that the Trust is provided part-time staff support by the Affordable Housing Programs Administrator, and a part-time administrative assistant through cooperation with the Bourne Housing Partnership and the use of CPA funds.

The Town's Planning Department includes a Town Planner and Assistant Town Planner.

Mashpee:

The Town of Mashpee does not appear to have a housing coordinator position. The Planning Department includes the Town Planner.

Sandwich:

Sandwich does not have a housing coordinator position. The Planning and Development Department includes the Director of Planning and Economic Development and a Town Planner/Special Projects Administrator.

Wellfleet:

The Town of Wellfleet does not currently have a housing coordinator position. Like Truro, Wellfleet Town Meeting approved a full-time Housing Coordinator position, but an override for funding was defeated at the ballot. There was informal staff-to-staff discussion last year about the possibility of a position jointly serving Wellfleet and Truro, but Wellfleet then elected to pursue creation of full-time Wellfleet staff position. Staff-to-staff discussions are restarting, but it is not clear whether this will be fruitful.

Wellfleet has a full-time Town Planner position, which is currently unfilled.

III. Job Creation Options

As the above survey indicates, there are several options available for creating and funding a Housing Coordinator position in Truro.

Full time Housing Coordinator

Truro could join Provincetown, Eastham, Chatham, Harwich, Yarmouth, Falmouth and Barnstable in creating a full-time, salaried staff position. The Housing Coordinator could be located within the Planning Department (as is typical), or it could be a separate department head position (as in Harwich, the Department of Housing Advocacy).

As noted by staff in several towns, this position works closely with Town administration, particularly where the Select Board is involved in housing issues. Given the Truro Town Manager's prioritization of, and involvement in housing, direct report by the Housing Coordinator to the Town Manager is feasible, but the Town Manager has indicated that report to the Town Planner is preferable from a management perspective.⁶

The significance of a Housing Coordinator to the Town - and the impact a Coordinator will have on achieving the Town's housing goals - would justify creating a permanent position, funded in the Town's operating budget.

Proposing a new staff position will always elicit the question "does the Town really need this?" From the Planning Department's perspective, the answer is a categorical "yes." As discussed above, a Housing Production Plan and a consensus on the urgency of housing needs is not enough to move the needle. The increased capacity provided by a Housing Coordinator unlocks the Town's potential to achieve the goals of the Town's HPP- and to capitalize on future opportunities as yet unknown.

Moreover, the creation of a full-time Housing Coordinator could enable the Town to bring the administration of certain programs, such as Rental Assistance and CDBG Housing

⁶ A direct report to the Town Planner would be neither logical nor efficient, as there is no basis (or need) for the Town Planner to "supervise" the Housing Coordinator's work. Such work is specialized and outside the Planner's area of expertise.

Rehabilitation, in-house. This would result in significant savings in fees currently paid to consultants for these services under contract.⁷ Also of significance, a Housing Coordinator could undertake the monitoring of regulatory requirements and deed restrictions applicable to residential units – a task not currently assigned – which is essential to maintaining the long-term affordability of such units, and to maintaining a supply of year-round rental units created through ADUs.⁸

An alternative funding source might be allocations from the Affordable Housing Trust Fund (assuming permissible).⁹ However, having the Coordinator's salary contingent every year on a discretionary allocation would not seem consistent with the significance of this job, nor would it provide the job stability that most candidates seek. The same would be true for annual funding through CPA funds by Town Meeting vote, assuming such use of funds is lawful.¹⁰ The creation of a full-time Housing Coordinator would require approval of a warrant article by Town Meeting, and presumably approval of a ballot question authorizing an override.

Part-time Housing Coordinator

Truro could join Orleans, Dennis, and Bourne in creating a part-time Housing Coordinator position, from the half-time model to the more robust, 30 hours/week model (Orleans). The part-time Housing Coordinator could be located within the Planning Department, as is typical - and as might be warranted for organizational efficiency.¹¹ A direct report to the Town Manager would be feasible, but as noted above, the Town Manager has indicated that report to the Town Planner is preferable from a management perspective.¹²

⁷ Brewster is among the Towns whose Housing Coordinator performs these functions. See email of Jill Scalise dated January 9, 2023 (#2). Brewster's position is 30 hours/week; it is possible that a part-time position in Truro could also absorb these functions.

⁸ For example, the Zoning Bylaw requires that either an Accessory Dwelling Unit (ADU) or the principal dwelling on a lot with an ADU must be leased for a term of at least twelve (12) months. The purpose of this requirement is to increase the number of year-round rental units in the Town. A Zoning Bylaw amendment proposed by the Planning Board to reinstate duplex use will contain the same requirement. Without structured and consistent monitoring, the requirement of a 12-month lease will exist on paper only, and the Town will likely see an increase in short-term rentals only.

⁹ Subject to the opinion of Town Counsel.

¹⁰ Another question for Town Counsel.

¹¹ Given the more limited time a part-time Coordinator would spend in Town Hall, as compared to a full-time Coordinator.

¹² To the extent the part-time nature of the job did not fully lend itself to a direct report to the Town Manager, report could be to the Town Manager and Town Planner.

The part-time Housing Coordinator position could be funded through incorporation into the operating budget. The absence of benefits would soften impact on the budget. In the alternative, the position could be funded by yearly allocations of CPA funds (or Affordable Housing Trust Funds, under a consultant model.¹³The drawback of this funding model with respect to stability - having the Coordinator's salary contingent every year on discretionary allocations - would also apply to a part-time position, but perhaps less so.

The creation of a part-time Housing Coordinator position, assuming it is not a salaried position incorporated into the Town's operating budget, would require annual CPA articles recommended by the Community Preservation Committee and approved by Town Meeting.

"The no-build" option - create no Housing Coordinator position

A project alternatives analysis always includes a "no-build" scenario, and in fact the analogy is apt here. Failure to create a part-time or full-time Housing Coordinator position will be a choice by the Town *not to build the capacity* needed to pursue the strategies in the HPP and to achieve its goals.

Full-time vs. part-time position

A part-time position funded year-to-year through CPA funds would be the least costly, most flexible way of creating a Housing Coordinator position for the Town. This option would allow the Town to build the position incrementally, assessing operation and value yearly, and increasing the number of hours as needed. A full-time, salaried staff position could evolve over time; this has been the pattern in several towns, as described above.

Notwithstanding the appeal of incremental change and lower cost, there are two overriding factors that render a full-time position the better option for a Truro Housing Coordinator.

First, the Housing Coordinator position must be an attractive proposition for potential applicants. The experience of Harwich is instructive. A part-time job listing drew no interest; a subsequent full-time job listing was competitive, drawing four applications, and leading to the hiring of a highly-qualified and mission-driven applicant. Although there may certainly be qualified individuals seeking part-time work (for any number of personal reasons), Truro cannot ignore the fact that it took a *full-time* position with benefits to draw out applicants for a job in a mid-Cape town.

Second, while a part-time Housing Coordinator would certainly be of benefit the Town, more substantial progress on housing goals would be made through the capacity-building potential of a full-time Coordinator. Such accelerated capacity-building is needed *now*. We have used the term "five alarm fire" to describe the housing situation in Truro and attendant need for immediate action. The five alarm fire calls for the maximum response we can muster.

¹³ This has been the model used to fund the services of the incomparable Leedara Zola as Housing Consultant, chiefly working for the Truro Housing Authority.

The Planning Department's recommendation is to seek Town Meeting approval for a full-time, salaried Truro Housing Coordinator position, to be followed by a ballot question for an override as needed.

Previously-allocated CPA funds as back-up or bridge

The Town Accountant advises that there are CPA funds allocated in previous years to fund the housing consultant's contract work. These funds (\$65,850) could be repurposed to fund the services of a consultant as part-time Housing Coordinator. Such repurposing would require Town Meeting approval in April.

It is recommended that a warrant article be prepared authorizing the repurposing of these funds, or a portion of them, from use for a Housing Consultant to use for a Housing Coordinator. If the full-time Housing Coordinator position is not approved by Town Meeting or by ballot question, the CPA funds could be used to contract for a part-time Housing Coordinator. The work of the Housing Coordinator would establish the value of such position, and likely build support for creating and funding a full-time Coordinator position in the future.

IV. Job description and requirements

A draft Housing Coordinator job description is below.

TOWN OF TRURO

HOUSING COORDINATOR

Position Purpose:

The purpose of this position is to lead initiatives that promote Truro's housing goals and policies; to perform professional, technical and administrative work in support of housing-related programs, projects and activities; and to coordinate with Town departments on the implementation of strategies to meet the Town's housing goals.

Supervision:

Supervision Scope: Exercises sound judgment and initiative in the development of procedures for Housing Advocacy; in coordinating with departments, boards and committees; and in interaction with public. Employee exercises considerable judgment to work independently. Performs a variety of responsible functions in accordance with state statutes/regulations and local bylaws.

Supervision Received: Work is performed under the general direction of the Town Administrator, in occasional consultation with Town Planner/Land Use Counsel, in accordance with applicable Massachusetts General Laws, town policies, town bylaws and relevant state, federal, and local regulations and standards.

Supervision Given: Currently none.

Job Environment:

Work is performed under typical office conditions; work environment is moderately noisy.

Operates computer and general office equipment, such as calculator, copier, facsimile machine, and telephone.

Makes frequent contacts with the public, state, and regional agencies, Town departments; personnel in other towns, consultants, vendors, developers, and financial institutions. Most contacts require an information exchange dialogue.

Has access to confidential information pertaining to residents, employees and other participants in housing programs, which requires the application of appropriate judgment, discretion and professional protocols.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position).

Provides professional-level support to the Truro Housing Authority (THA), Community Preservation Committee (CPC), and other boards/committees for housing-related projects and initiatives. Attends regular meetings of the THA and other board/committee meetings as needed.

Research and prepare memoranda, program support documents and other materials (e.g., FAQ sheets).

Coordinates with and assists Town Administration in setting annual priorities for implementation of the Town's Housing Production Plan.

Administers town-supported housing assistance programs, such as Rental Assistance Program and CDBG Housing Rehabilitation.

Maintains an inventory of the Town's Subsidized Housing Inventory (SHI) and monitors compliance with affordability requirements.

Coordinates the Town's administrative, contractual, and technological resources to manage the administrative requirements for the Town's short-term rental registration process and compliance.

Coordinates the development of the business plan and property management approach for the Town's workforce housing inventory.

Identifies affordable housing opportunities, including maintaining list of suitable Town-owned parcels; identifying potential public-private partnerships; and seeking available grant opportunities.

Advises and assists Town departments in implementing strategies to meet the goals of the Town's Housing Production Plan (HPP).

Collaborates with local, regional and state agencies to preserve existing affordable housing units. Monitors resale of affordable units; advises property owners of resale requirements.

Advocates for allocation of Community Preservation Act funds for affordable housing projects and purposes. Ensures compliance of funded projects with terms of award and contract.

With respect to any Town-initiated affordable housing projects, works with Town Administration, Planning Department, and Truro Housing Authority in developing scope, schedule and terms of requests for proposals (RFPs) and other project documents; coordinates review by other Town boards and departments and public comment. Coordinates plan review with technical experts and consulting engineers, as needed.

Assists the Town Planner/Land Use Counsel in preparing and/or reviewing proposed Zoning Bylaw amendments, as well as amendments to Town board regulations.

Provides outreach to the community about housing programs and opportunities. Develops and executes housing-related public educational programs and events.

Responds to questions and requests for information from the public and other Town departments. Provides guidance and technical assistance as necessary. Refer residents to appropriate services.

Collaborates with local housing organizations and neighboring towns.

Keeps current with state and federal housing policy issues.

Attends regional and professional development meetings as necessary.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience:

Associate's degree in government, business, planning or related field; one to three years experience in housing, government administration, planning or related field; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities to perform the essential functions of the job. Previous experience in housing strongly preferred. Previous experience in project administration preferred.

Knowledge, Ability and Skill:

Knowledge: Well-developed understanding of affordable housing issues. General understanding of the functions of municipal government; of Massachusetts General Laws with respect to housing and zoning; and of the interaction between local, state and federal government. Good working knowledge of office practices and procedures, forms and equipment.

Ability: Ability to interact effectively and appropriately with the public; boards and committees, and other Town personnel. Ability to prioritize and complete multiple tasks in a timely, detailed and accurate manner. Ability to communicate effectively in written and oral form. Ability to work independently and to maintain sensitive, confidential information.

Skill: Planning and organizational skills. Skills in oral and written communication and in presentation. Skill in computers and appropriate software applications.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to maintain a stationary position, move about the inside of the building, position self to reach low objects (objects under desks, in filing cabinet drawers); must be able to manipulate objects, tools or controls, and be able to pick up and use paper, books, and other common office objects. Ability to communicate with members of the public and exchange accurate information. Ability to view computer screens and work with details for extended periods of time. Ability to operate a keyboard and calculator at an efficient speed. Ability to move/ set up small equipment (up to 30 lbs).

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004, Extension: 110 or 124 Fax: 508-349-5505

POSITION JUSTIFICATION FORM (BUDGETARY)

Complete this form to request additional personnel for your department. This form is to be used for full-time, part-time, temps anticipated for longer than two weeks and intern requests.

Assistant Town Manager's Office



Position title (position requested): Human Resources Coordinator

Department: Assistant Town Manager

Division: Human Resources

Supervisor (direct supervisor): Assistant Town Manager

Start Month:

F/T P/T **40** hours per week

Intern Winter/Spring Summer Fall/Winter

Temp (List start and end dates) _____

POSITION SUMMARY

1. What are the major responsibilities of this position? What is the history and circumstances necessitating this position request? (Include 2-4 brief, clear, concise statements.) **The work of this position was previously completed by an administrative assistant under the supervision of the Assistant Town Administrator and then the Assistant Town Manager took on many of the functions when the administrative assistant position was restructured to manage permit sales, and support accounting, administrative and licensing functions. As this position evolved to provide more planning support (now titled "Planning Assistant" all HR functions have now been absorbed by the Assistant Town Manager, and to some extent, the Assistant Accountant. With complexity increasing in employment law, an extremely challenging recruitment environment, and additional Assistant Town Manager responsibilities outside of HR functions, there is little capacity left to address all the human resource functions for the town.**
2. What major new work will be done with the addition of this new position? **Primary focus will be on addressing existing needs within the personnel functions. New work could entail establishing more efficient systems; better ensuring compliance with policies, procedures, and law; improving onboarding experience and recruitment efforts.**
3. Why won't reorganizing existing personnel work? **There is not capacity in any related positions/departments.**
4. Was a combined position with another department or division considered? **Regionalization was considered, however, due to the nature of the position (manages highly confidential and sensitive information, competitive labor market, ability to be available to employees as needed) this was not deemed appropriate. Other departments that have related responsibilities include Treasurer's Office (benefits, union negotiation involvement and analysis) and Accounting Office (payroll, paid time off tracking, personnel budgeting). Neither of these departments have capacity to accept responsibilities beyond their existing responsibilities and furthermore, taking on these duties may conflict with municipal finance law.**
5. Why now? What increase in workload has changed to necessitate this new position? Please provide specific data (hours, calls for service, permits, inspections, etc) that demonstrates why this position is now needed to address increased services, new organizational responsibilities or increased workload. **In general, COVID impacted the service provision models, which led to increased workloads (providing hybrid meetings, requiring greater and more varied levels of communications,**

etc). Additionally, Select Board goals and new Town Meeting-approved programs over the past few years have added additional responsibilities to all positions but specifically to Administration. Major projects that had been delayed for years are being moved forward and these require staff capacity. In the last 18 months, these demands have reached a tipping point where critical human resource tasks are being deprioritized, best practices are not able to be followed, and work is being completed in a reactionary mode rather than efficiently and deliberately.

6. How does this position fit in with your Department's mission and/or what impact does this position have on achieving the organization's overall goals and objectives? **Human resources addresses the most important asset of our organization: the employees. The functions described in the job description are all based on legal requirements, best practices, and/or asset protection and risk management.**
7. Are there efficiency, efficacy, accuracy, or financial benefits (including cost-savings elsewhere) to creating this position? Please explain. **A dedicated HR Coordinator could create or implement systems that would provide for greater capacity in the position over time. The job description is built so that the position could take on additional tasks to alleviate Finance Department and Administration if there are vacancies in the future that need to be covered or if the trend of increasing workloads continues.**
8. Is there a statutory requirement for this position? Please explain. **This position would have statutory responsibilities related to: ensuring compliance with employment law, Equal Opportunity Employer (EOE) requirements, Fair Labor Standards Act (FLSA) requirements, Division of Industrial Accidents reporting (workers comp), criminal record requirements, maintaining permanent personnel records, and other related requirements.**

KNOWLEDGE/EXPERIENCE

1. What is the minimum level of education required for this position (i.e., Bachelor's, 2-year technical degree, H.S. Diploma)? **Bachelor's plus 1 year of experience in admin/human resources OR Associate's plus 3 years of experience in admin/human resources or equivalent**
2. Experience in what area(s) would be necessary for this job (i.e., sales, accounting, marketing, customer service)? **Human resources; administration; knowledge of benefits, unions, employment laws, diversity/equity/inclusion.**
3. What certifications are necessary for this position? **None**

In addition to a degree, how many years of experience does this job require? See

above

In lieu of a degree, how many years of experience does this job require? **See above**

Skills:

What are the skills necessary for this position?

Oral and written communication skills.

Presentation skills.

Decision-making skills.

Problem-solving skills.

Leadership skills.

Organization skills.

Interpersonal skills.

Other:

Ability to:

Interact in a positive manner with internal contacts.

Interact in a positive manner with external contacts.

Understand verbal/written instructions.

Complete tasks within critical deadlines.

Maintain highest level of confidentiality.

Knowledge/ability to use various software programs (Windows, Outlook, Excel, Word, email, etc.). List software used:

Use basic math skills.

Other: Judgement, discretion and confidentiality are essential abilities.

Knowledge of:

Municipal government

Other: human resources best practices, basic employment laws, benefits programs, unions.

FINANCIAL

List the financial responsibilities of the position (i.e., signing authority, budgeting, expenditures, contract authority, etc.).

Makes recommendations for implementation of classification & compensation scales, calculates buybacks, performs financial analysis related to union negotiations and personnel-related budget lines.

SUPERVISION EXERCISED

Which of the following best describes what supervisory responsibility the position has?

No supervisory responsibility.

No direct supervisory responsibility, provides assistance to lower level employees.

Limited supervision, allocates and organizes work, provides guidance.

Direct supervision of at least one employee.

What position(s) does this position have direct responsibility for managing (including recruitment, selection, performance management)?

UNION AFFILIATION OF PROPOSED POSITION

Non-Union LIUNA AFSCME Police Federation Fire Union

STARTING

SALARY \$60,706.00

SALARY RANGE FOR THIS POSITION: (2024) \$60,706-\$79,207

PROPOSED GRADE FOR THIS POSITION: Grade 4

TOTAL COST OF BENEFITS FOR THIS POSITION FTE

Signatures

Town Manager:

Department Director:

Human Resources:

Please send this completed form to HR

For internal use only (Budget Task Force)

Date: _____

____ Approved

____ Denied

REASON:

HUMAN RESOURCES COORDINATOR

Position Purpose:

The purpose of this position is to administer and otherwise support the Human Resource functions of the Town, including recruitment and onboarding; human resource policy implementation; tracking of benefits; managing personnel files and human resource databases; assisting with insurance, workers' comp, and unemployment claims; assisting with personnel and union negotiations, completing clerical and data entry work, and preparing reports and analyses as directed. Maintains strict confidentiality across all functions.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough knowledge of pertinent departmental operations, human resource law and best practices, Fair Labor Standards Act, diversity, equity and inclusion best practices, collective bargaining contracts, personnel contracts, and Personnel Bylaw requirements as they relate to the personnel processes, and the exercise of considerable judgment to independently complete assigned tasks and analyze the facts or circumstances surrounding individual problems in situations not clearly defined by precedent or established procedures. Regularly has access to confidential and sensitive information and must maintain strict confidentiality.

Supervision Received: Works under the general direction of the Assistant Town Manager.

Supervision Given: None.

Job Environment:

Work is performed under typical office conditions; the noise level is moderate at times. Operates a computer, scanner, facsimile machine, copier, typewriter, and other standard office equipment. Regular use of various software including, but not limited to: payroll software, human resources software, Excel, Word, policy software, online databases, etc.

Works closely with Assistant Town Manager and with Accounting Department to execute department functions. Works regularly with the other town departments and employees. Works occasionally with vendors, software customer support, job applicants, and volunteers. Contacts are in person, in writing, by email and by telephone.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Recruitment and Onboarding

Drafts/ revises job descriptions, prepares job postings in accordance with policy and/or collective bargaining agreements, advertises openings, employs various standard and innovative recruitment strategies.

Fields and tracks applications and inquiries, facilitates hiring processes, serves on interview panels as assigned, communicates with applicants.

Drafts offer letters, facilitates pre-employment hiring processes, onboards new employees, reviews new hire paperwork and transmits to appropriate departments.

Human Resource Policy Implementation

Maintains and implements personnel policies and procedures, ensuring consistent interpretation and application. Recommends to the Town Administration changes to personnel policies as needed.

Provides personnel policy information to employees and advises on interpretation. Advises staff on a variety of personnel matters including Benefits, FMLA, Sexual Harassment, Workplace Violence, and Employee Education and Training.

Oversees compliance with Federal and State employment law as well as Town policies and collective bargaining agreements, as required.

Develop forms, systems, and compliance measures in accordance with policy and law.

Tracking of Compensation and Benefits and Benefits Administration

Supports Finance Department in administration of employee benefit programs, including health, life, voluntary dental, and employee assistance programs. Communicates benefit plan features to employees and retirees.

Administers the compensation and classification in accordance with Town policies, collective bargaining agreements, and Federal and State statutes. Evaluates and makes recommendations to Town Administration regarding compensation and classification actions. Prepares new hire forms, step forms, reclassification forms, separation forms, and other appropriate personnel action forms.

Oversees and tracks the implementation of vacation, sick, and other forms of leave by employees, consistent with municipal policies and union agreements.

Managing Personnel Files and Human Resource Databases

Compiles and manages database of all job descriptions. Monitors and reviews job classifications and salary structures and recommends changes as required; revises and maintains job descriptions.

Maintains official personnel records, ensuring individual employee files are current and complete. Implement and maintain central computerized personnel system; handles the maintenance of its records, data, and information.

Assists with implementation and oversight of related salary and classification studies.

Insurance, Workers' Comp, and Unemployment Claims

Functions as the/a designated agent for the Town in such matters as workers ' compensation, affirmative action/EEO, ADA, HIPAA, ACA and FLSA.

Administers workers' compensation program and injured on duty programs, including the review and approval of injury reports and workers' compensation calculations, monitoring of medical treatment, interaction with state Department of Industrial Accidents, assists in development of internal policies and procedures to reduce employee accidents and absences.

May be assigned to serve on committees and working groups, including safety committee and Insurance Advisory Committee.

Investigate and respond to unemployment claims as necessary, track claims, submit Unemployment Assistance invoices to payroll for processing, attend legal hearings to defend the Town's position on particular claims.

Personnel and Union Communications and Negotiations

Supports Town Administration in labor and collective bargaining negotiations by completing analyses; preparing documents, memoranda, and notes; providing recommendations to Town Administration.

May be required to participate in or serve as a witness to negotiations, disciplinary actions, interactive dialogues with employees, and/or other sensitive conversations. Conducts exit interviews as directed.

Identifies organizational training needs and develops training plans and programs for appropriate employee development.

Develop and maintain human resources communications, compliance notifications and human resources bulletin boards.

Administer and/or maintain employee portals as assigned.

Prepares and submits employment-related and/or personnel data reports as required by the State and Federal law or as directed.

Respond to salary and benefit surveys from other municipalities, regional and State agencies.

Conducts special projects and other assignments as needed.

Assists in the preparation of personnel information for budgeting analysis, budget preparation, and yearly Town Reports.

Performs various clerical functions including, but not limited to data entry, typing, copying, filing, faxing, telephone communications and general office practices.

Maintains confidentiality and exercises more than ordinary tact, courtesy, and judgement.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience:

Bachelor's degree, plus one year of professional experience in administration/human resources OR an Associate's degree or Humans Resources-certification and at least three years of professional experience in administration/ human resources; or any equivalent combination of education and experience. Experience in a municipal environment strongly preferred.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of office procedures, practices and terminology. Knowledge of basic employment laws, human resources principles, practices and procedures. Familiarity of benefits programs and unions.

Ability: Ability to maintain confidentiality as required by certain sensitive types of information, including but not limited to employee/personnel information, union contracts and periodic investigations. Ability to maintain complex records and prepare reports from such records. Ability to exercise emotional and behavioral regulation and execute an advanced level of tact and discretion. Ability to exercise sound judgement and problem-solving skills. Ability to assist in the development and maintenance of effective personnel procedures. Ability to carry assigned projects to their timely completion. Ability to communicate effectively both verbally and in writing. Ability to work cooperatively with others. Ability and willingness to assist in support other offices of the Town. Commitment of doing all work through a lens of diversity, equity and inclusion.

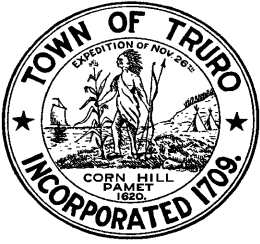
Skill: Exceptional interpersonal skills required. Excellent attention to detail required. Skill in detecting errors which could be costly or time-consuming to correct. Skill in the use of computer technology, bookkeeping, and record keeping. Skill in creating special reports and in presenting data in clear and effective manner. Skills in utilizing charts, graphs, spreadsheets and narratives to communicate data. Skills in operating above mentioned equipment. Internal customer service skills required.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to maintain a stationary position, move about the inside of the building, position self to reach low objects (objects under desks, in filing cabinet drawers); must be able to manipulate objects, tools or controls, and be able to pick up and use paper, books, and other common office objects. Ability to communicate clearly and exchange accurate information. Ability to view computer screens and work with details for extended periods of time. Ability to operate a keyboard and calculator at an efficient speed. Employee is occasionally required to move objects up to 20 lbs.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Resident Request

REQUESTOR: Clinton Kershaw, Lead Petitioner

REQUESTED MEETING DATE: February 27, 2024

ITEM: Discussion and Select Board Policy Recommendation of Resident Petitioned Article to Accept a Massachusetts General Law that will Allow the Town to Plow Private Roads

EXPLANATION: To get approval from citizens of the Town to allow the Town to plow private roads. Discussion of procedure, cost and process.

FINANCIAL SOURCE (IF APPLICABLE): Town Budget

IMPACT IF NOT APPROVED: Discussion only

SUGGESTED ACTION: Discussion only

ATTACHMENTS:

1. Copy of MA Gen Law Chapter 40-Section 6D
2. Proposed Warrant Article-Accept a Massachusetts General Law that will allow the Town to plow private roads.
3. Proposed Warrant Article-To pay for the plowing of qualified private roads in the Town of Truro.
4. Budget Summary
5. Proposed Warrant Article-To purchase a pickup truck with a snow plow for the Department of Public Works.
6. Proposed Warrant Article-To set policy for plowing private roads in the Town of Truro

Chapter 40 Section 6D of Massachusetts General Law must be accepted at Town Election.

Section 6C: Removal of ice and snow from private ways; conditions

Section 6C. A city or town which accepts this section in the manner provided in section six D may appropriate money for the removal of snow and ice from such private ways within its limits and open to the public use as may be designated by the city council or selectmen; provided, that, for the purposes of section twenty-five of chapter eighty-four, the removal of snow or ice from such a way shall not constitute a repair of a way.

Section 6D: Removal of ice and snow from private ways; submission to electorate; ballot

Section 6D. Section six C shall be submitted for acceptance to the registered voters of a city at a regular city election if the city council thereof so votes, and of a town at an annual town election upon petition of two hundred registered voters or of twenty per cent of the total number of registered voters, substantially in the form of the following question, which shall be placed on the official ballot used for the election of officers at such city or town election:

Shall the city (or town) vote to accept the provisions of section six C of chapter forty of the General Laws, which authorize cities and towns to appropriate money for the removal of snow and ice from private ways therein open to public use?

If a majority of the votes in answer to said question is in the affirmative, then said section shall thereupon take full effect in such city or town, but not otherwise.

Section 25: Repairs made on way within six years of injury

Section 25. If, upon the trial of an indictment or action brought to recover damages for an injury received by reason of a defect or want of repair or want of sufficient railing in any way, it appears that the defendant has, within six years before such injury, made repairs on such way, it or he shall not deny the location thereof.

Petitioned Article with full cost of truck and Plow \$140,015.51

Petitioned article with 25% of the truck cost included \$116,265.51.

37 miles Town owned roads

34 miles private roads

Year	Emergency Snow Removal Budget	Actual Expenditures
2010	25,000.00	51,813.79
2011	25,000.00	52,850.37
2012	25,000.00	19,233.06
2013	25,000.00	49,163.73
2014	25,000.00	64,413.75
2015	25,000.00	96,832.20
2016	25,000.00	49,703.42
2017	25,000.00	53,290.34
2018	25,000.00	56,783.41
2019	25,000.00	62,911.52
2020	25,000.00	15,761.39
2021	25,000.00	57,871.87
2022	25,000.00	60,090.43
2023	25,000.00	26,665.77
14 Year average:		51,073.50
Average per mile (37)		1,380.50
Additional miles requested (34)		46,537.00
Total based on 14-year average:		98,015.51
Additional Truck		65,000.00
Add'l cost to DPW Ops Budget		2,000.00 Fuel, parts, services, state inspection
Total projected annual cost including private roads:		165,015.51
Less traditional budget figure:		25,000.00 One of only two operational budgets allowed by statute to be deficit spent.
Projected additional tax burden:		140,015.51 Year 1
Projected additional tax burden:		103,015.97 Year 2w/ 3% cost escalation

The Town of Truro CITIZEN PETITION

May 4, 2024 Annual Town Meeting Article

In accordance with M.G.L. c. 29 § 10

INSTRUCTION TO PETITIONER

1. The Petitioner will be the contact name listed in the Warrant and should be the first registered voter to sign this petition form.
2. Return this citizen petition to the Town Clerk's Office when complete. A minimum of 10 signatures is required for an Annual Town Meeting article. It is suggested you obtain more than that for verification.
3. Before gathering signatures, please be sure that the language of your article is actionable. It will be voted at Town Meeting exactly as worded in your typed submission.
4. In addition to the actual warrant language, the petitioner must include any petitioner explanation/comment to be included in the warrant before getting any signatures.
5. Explanations/comments must be part of the petition that is signed by the required number of registered voters. No explanations/comments will be accepted for inclusion in the warrant by any single signer or proponent of the petition.
6. Starting on Monday, February 5th, Petitioners with the draft language of their article may elect to coordinate with the Town Manager's Office to schedule an appointment for an informal staff consult with insight on operational impacts, financial impacts, and technical assistance to the extent possible.

Date and Time received by Town Clerk/Registrar

DEADLINE: 4 PM, March 5, 2024

Name of

Petitioner: **Clinton Kershaw**

Address: **9B Highland Ave North Truro MA 02652**

Street & number apartment/unit Truro zip code

Phone: n/a _____ Cell: _____

Email: _____

Proposed Warrant Article:

Article : To set policy for plowing private roads in the Town of Truro.

1. Purpose

a. To provide standards for maintaining paved private roads that are eligible to be plowed by the Town to ensure safe and adequate access for Town vehicles. The following standards were compiled to address surface conditions, widths, clearances, and roadside obstacles that are identified as obstructions to safe, cost-effective snow removal operations. These obstructions can also inhibit or delay emergency response by EMS, fire, and police personnel and can cause considerable damage to Town vehicles. Damaged vehicles or equipment may need to be removed from service, causing delays in the snow removal process throughout the Town or in emergency response.

b. Residents may choose not to have their private road(s) plowed by the Town. Written notice must be sent to the Department of Public Works Director and signed by over 50% of the abutters of the road.

2. Minimum clearance and maintenance standards

- a. There must be at least one paved travel lane for a plow to work, with a minimum width of 12 feet.
- b. Roadside clearance of any obstacles, including vegetation, shall be maintained no less than 3 feet on either side. This includes but is not limited to, fences, mailboxes, stonewalls, rocks, shrubs, trees, or any other object that may be damaged by snow removal equipment. It also includes a raised shoulder that prevents snow removal.
- c. Height clearance shall be no less than 14 feet from the road surface. This ensures that branches or any other objects overhanging the roadway, when laden with snow, do not impede access to snowplows and emergency vehicles.
- d. Space at the end of the paved private road shall be of sufficient size for Town vehicles to be able to turn around safely.
- e. Paved private roads shall have no defects (potholes, ruts, etc.) exceeding two (2) inches in depth or speed bumps. Manhole covers, catch basins, roots, or other obstructions shall not protrude above the paved surface.
- f. All paved roads covered by this policy shall have a visible street sign and be open to the public. The Town will provide, install, and maintain these signs.
- g. These standards shall serve as basic requirements. Modest variations to these standards will be considered upon written request on a case-by-case basis. Certain sections of roads may require more stringent standards. These sections include, but are not limited to, intersections, sharp corners, cul-de-sacs, and areas near water sources.

3. List of paved private roads covered and not covered by this policy

- a. A list of paved private roads covered and not covered by this policy will be posted on the Town of Truro's website on the Department of Public Works page. The list will be updated by July one (1) triennially. To allow enough time for non-qualifying roads to correct any defects. One reinspection may be requested annually.

3. Inspections for maintenance to minimum standards

- a. The Department of Public Works, Fire Department, and Police Department, or their designee, will perform inspections of all paved private roads triennially at a minimum. These inspections will be completed by July one (1). The town will post a listing of approved and not approved roads with deficiencies listed.

4. Failure to maintain minimum standards

- a. Roads that do not meet the standards will not be plowed.
- b. Homeowners are advised that failure to maintain these standards may result in a delayed response by emergency personnel.

5. Opportunity for corrective action

- a. Property owners can take corrective action for the roads that fail to meet the minimum standards. When repairs or other necessary measures are completed, the Department of Public Works, Fire Department, and Police Department will, or their designee, upon request, re-inspect a road to ensure that it complies with the standards. One reinspection may be requested annually. The road will be plowed the following winter if it is brought up to standards.

6. Plowing of paved private roads

- a. The Department of Public Works will not plow any paved private road that is not maintained to the standards of Section 2. However, maintaining a paved private road to the standards of Section 2 does not obligate the DPW to plow the road. The DPW Director will make the final decision on whether to plow a private paved road. Eligible private roads will be plowed after all primary Town-owned roads and Town parking lots are cleared and plowed first.

7. Implementation

- a. Upon implementing this policy, residents who live on paved private roads can look on the Town's website under the DPW page to see if their road qualifies and, if not, what the deficiencies are.

8. Town maintenance work of private ways

To allow for the ready passage of emergency and other vehicles, the DPW Director may, as he deems necessary, smooth out irregularities on private primary residential access roads in the Town of Truro on the following conditions in accordance with MGL Chapter 40 Section 6N:

a. That these roads are open to the public

(1) The task of major maintenance, repair, drainage, and surfacing remains the obligation of the abutters regardless of the action of the Town under the authority of this article.

(2) Instead of any betterment charges being assessed, the road, while remaining private, be open to public use for the purposes for which public roads are commonly used.

(3) The Town would be indemnified and held harmless, as at present, in connection with any personal and property injury resulting from any Town work on or any defects in such road. The Town is responsible for snow removal, and sanding/salting will take place on private roads only during and after active snow events. Sweeping of private roads will be done in the spring on an as-needed basis only to be determined by the DPW Director, and no catch basins will be cleaned as part of private road snow removal.

Petitioner Comments: This is to establish the rules and regulations for Town Staff to follow and set of regulations that the town can accomplish and works best for everyone involved.

INSTRUCTIONS TO SIGNERS

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

SIGNERS' STATEMENT

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

	CHECK	SIGNATURE To be made in person with name as registered	PRINT NAME LEGIBLY	ADDRESS As registered to vote in Truro <i>street, number, unit and zip code</i>	PRECINCT
1					
2					
3					
4					
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6					
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8					
9					
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INSTRUCTIONS TO REGISTRARS

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

CERTIFICATION OF NAMES

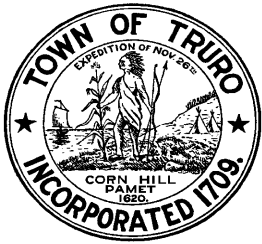
At least three registrars names must be signed or stamped below:

Month and day

We certify that:

Number of names certified (use numbers and words)

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



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Kristen Reed, Chair

REQUESTED MEETING DATE: February 27, 2024

ITEM: Discussion and Possible Vote on Fractional and Corporate Ownership Articles for 2024 Annual Town Meeting

EXPLANATION: Select Board Chair Kristen Reed will propose including three Select Board articles related to fractional and corporate ownership on the 2024 Annual Town Meeting warrant. These articles intend to provide greater local control over corporation-owned short-term rentals and multiple short-term rentals owned by the same individual(s), and, similarly, a ban on “fractional ownership” described as properties owned by multiple parties who each own a percentage, along with sharing usage rights, resulting short-term stays in the community by each party. Similar to timeshares, fractional ownership properties operate through central management agreements and by limiting shareholders’ occupancy to a certain time frame.

Provincetown presented similar articles at its 2023 Special Town Meeting (see links below). Staff has engaged Town Counsel to begin working on modifying Provincetown’s articles for Truro. The Select Board will discuss the merits of the articles, provide direction to staff if needed. Chair Reed recommends offering a public forum on these articles to garner community feedback on either Monday, March 4th or Tuesday, March 5th. One of the proposed articles is a zoning bylaw amendment and will require a referral to the Planning Board for public hearing at the March 12th meeting when all other zoning articles are referred. If approved at Town Meeting, the zoning article would also be subject to Attorney General review prior to being enacted.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: No articles will be prepared by the Select Board for the 2024 Annual Town Meeting warrant and Truro will not have regulations related to corporate ownership of short-term rentals, multiple short-term rentals owned by the same individual(s), and “fractional ownership.”

SUGGESTED ACTION: *MOTION TO direct staff to prepare the draft articles as described and to schedule a public forum for community feedback on {Select one: Monday, March 4th or Tuesday, March 5th} at {insert time here}.*

ATTACHMENTS:

1. Preliminary draft articles prepared by Town Counsel
2. Provincetown 2023 Special Town Meeting Articles 11, 12, and 13
3. Provincetown Special Town Meeting informational pamphlet on relevant articles
4. News articles (4) on similar efforts by Cape & Island communities

General Bylaw Amendment – Prohibitions Related To Short-Term Rental Of Residential Properties. To see if the Town will vote to amend the Truro General By-Laws, Chapter II, Licensing and Permits by deleting Section 1 in its entirety and replacing it with the following:

1. Prohibitions Related to Short-Term Rental of Residential Properties.

1.1 Purpose and Intent. This bylaw is enacted pursuant to the Town's Home Rule Authority and the authority set forth in General Laws c. 64G, §14 and is intended to:

- (1) provide for an orderly process for identifying, registering, and regulating Short-Term Rentals within the Town so as to ensure that such Short-Term Rentals do not create or cause any nuisance conditions within the Town.
- (2) Protect the time-honored tradition of home rentals in Truro and preserve economic opportunities through Short-Term Rentals for persons to keep their homes, now and into the future, so they may afford to live either full-time or part-time in Truro;
- (3) avoid adverse impacts on the local economy stemming from a loss of existing Short Term Rental revenue, including rooms excise tax revenue, and visitor spending.
- (4) prohibit additional corporate ownership and discourage investment-only ownership of residential properties for the exclusive purpose of operating them as Short-Term Rentals rather than housing for either full-time or part-time residences.
- (5) reduce the neighborhood churn caused by numerous turnovers of occupancy of Short-Term Rentals in residential neighborhoods.
- (6) limit the conversion of residential units to Short-Term Rentals which has had the deleterious effect of removing residential units from the available year-round rental housing stock.

1.2. Definitions.

For purposes of this Chapter, the following terms shall have the definitions indicated.

“Corporation”. All businesses and charitable entities required to file Articles of Incorporation and Annual Reports with the Massachusetts Secretary of State or an equivalent agency of another state, pursuant to G.L. c. 156D, § 2 or G.L. c. 180, §4, respectively.

“Owner”. Any person who alone, or severally with others, has legal or equitable title or beneficial interest in any dwelling unit; a mortgagee in possession; or agent, trustee or person appointed by the courts. An Owner can be a single person, a marital unit, a group of people, LLC, or a Trust. The Owner may also be referred to as the operator, or the Host.

“Short-Term Rental”. The rental of a whole or a portion of a residential or secondary dwelling unit, in exchange for payment, as residential accommodations for not more than thirty consecutive days, excluding a Hotel, Motel, or Lodging House or Tourist Home for Transient Guests as defined in Massachusetts General Laws Chapter 64G

1.3 Prohibitions.

1.3.1. Registration Requirement. No dwelling unit or part thereof may be offered as a Short-Term Rental within the Town of Truro unless it is registered with the Board of Health and in compliance with regulations issued by the Board of Health and is registered with the Commonwealth of Massachusetts Department of Revenue in accordance with applicable laws.

1.3.2. Intentionally Omitted

1.3.3. Corporate Ownership. Short-Term Rentals are prohibited in dwelling units owned by a Corporation. Short-Term Rentals are permitted in dwelling units owned by an LLC, Trust, or S Corporation only when every shareholder, partner, or member of the legal entity is a natural person, as established by documentation provided by the applicant at the time of registration.

1.3.4. Affordable Housing Dwelling Units. Short-Term Rentals are prohibited in dwelling units designated as affordable or otherwise income-restricted, which are subject to an affordability restriction or are otherwise subject to housing or rental assistance under local, state, or federal programs or law.

1.3.4. Protection for Existing Short-Term Rentals. Any person or other legal entity who holds a current Certificate of Registration on the effective date of this bylaw may continue to engage in Short-Term Rentals in accordance with the existing Certificate of Registration, until the dwelling unit is transferred or conveyed, or the certificate of registration is not renewed. If a property is bequeathed to a person or other beneficiary through a will, the new owner may continue to engage in Short-Term Rental activities in accordance with this section.

1.4. Regulations and Fees. The Board of Health may promulgate regulations to carry out and enforce the provisions of this bylaw, and may, subject to the approval of the Select Board, set fees for the issuance of Certificates of Registration for Short-Term Rentals.

1.5. Penalties and Enforcement.

1.5.1. Enforcement Options. Whoever violates any provision of this bylaw, or a regulation promulgated hereunder may be penalized by indictment or on complaint brought in the district court. The Town may seek to enjoin violations thereof through any lawful process, and the election of one remedy by the Town shall not preclude enforcement through any other lawful means.

1.5.2. Non-Criminal Disposition. Whoever violates any provision of this bylaw, or a regulation promulgated hereunder may be penalized by a noncriminal disposition process as provided in Massachusetts General Laws, Chapter 40, section 21D and the Town's non-criminal disposition by-law (Chapter 2). If non-criminal disposition is elected, then any person who violates any provision of this bylaw or regulation shall be subject to a penalty in the amount of one hundred dollars (\$100) for the first offense; two hundred dollars (\$200) for the second offense; and three hundred dollars (\$300) for a third and subsequent offense. Each day or portion thereof shall constitute a separate offense. The Board of Health or its agent, or any police officer of the Town,

shall be the enforcing authority.

1.5.3. Suspension of Certificate of Registration. If a notice of violation of this bylaw or any regulation promulgated hereunder or other order is issued to the Owner of a dwelling unit operated as a Short-Term Rental by the Board of Health or its designee, after a Certificate of Registration is issued, the Board of Health, after a hearing, may suspend for a period of time determined by the Board of Health or revoke said Certificate of Registration until the violation has been cured or otherwise resolved. Multiple violations by any Owner may, at the discretion of the Board of Health and after a hearing, disqualify that Owner from obtaining a Certificate of Registration for a period of up to three years.

1.5.4. Civil Penalty. In accordance with G.L. c. 64G, §14(v), the Town may assess a civil penalty not to exceed \$5,000 for any violation of this bylaw or a regulation issued hereunder. Each day a violation continues shall be considered a separate offense.

1.6. Severability.

If any provision in this chapter shall be held to be invalid by a court of competent jurisdiction, then such provision shall be considered separately and apart from the remaining provisions, which shall remain in full force and effect.

Or to take any other action relative thereto.

General Bylaw Amendment – Prohibitions Related To Short-Term Rental Of Residential Properties – Additional Regulations

To see if the Town will vote to amend the Truro General By-Laws, Chapter II, Licensing and Permits by adding a new Section 1.3.2 as follows:

1.3.2 Limitation on Number of Short-Term Rentals.

An Owner may register to operate only two dwelling units as Short-Term Rentals. If a person owns or is listed as a manager and/or is an agent for four or more dwelling units, that person must choose only three units to be registered as Short-Term Rentals. No person shall have more than three legal or equitable title or beneficial interest in dwelling units used for Short-Term Rentals except as provided for above. An Owner may hire a property management company to list and manage Short-Term Rentals, but the registration must be in the Owner's name.

Zoning Bylaw Amendment - Ban on Fractional Ownership of Short-Term Rentals.

To see if the Town will vote to amend the Truro Zoning By-Laws by adding a new Section _____, entitled: Time Share, Interval and Fractional Ownership Units, as set forth below:

Time Share, Fractional and Interval Ownership Units:

1. **Findings and Purpose.** The purpose of this section is to preserve and protect limited housing stock in the Town from the market pressures attendant to time share, interval

and fractional ownership uses and to protect neighborhoods from the impacts of such uses.

- a. Fractional ownership, interval and time share units have similar character as commercial hotels, motels, lodges, and other commercial occupancy uses due to their transient nature and multiple short-term occupancies. Such commercial or quasi-commercial use is inappropriate in residential areas due to the increased traffic generation and multiple occupancies disturbing the peace and quiet of residential neighborhoods.
- b. The needs of transient occupants are averse to the interests sought to be protected and preserved in residential neighborhoods, because commercial uses for transient occupants may sacrifice other values critical to residential neighborhoods.
- c. The Town deems it necessary and appropriate to protect the existence of year-round residences and the quiet and peace of the Town by preventing unwarranted commercialization from encroaching therein, including commercialization caused by the misuse of single-family residences.

2. Definition.

- a. Time Share, Interval or Fractional Ownership Unit. Any Dwelling Unit which is owned by a limited liability company, corporation, partnership, or other joint ownership structure in which unrelated persons or entities own, sell, purchase or otherwise for consideration create or acquire any divided property interest including co-ownership or fractional or divided estates, shares, leaseholds, or memberships which are subject to, or subsequently bound by any agreement limiting the right or functional ability of interest holders or their designees to occupy or use the property to their respective interests or any other agreement which limits interest holders' or their designees' use of the property to fractional reservations through stay limitations of any duration. Such use is established by any of the following elements:
 1. co-ownership or fractional or divided estates, shares, leaseholds, or memberships which are openly advertised, marketed, or offered for sale and sold individually at separate times.
 2. centralized or professional management.
 3. reservation systems.
 4. maximum or minimum day limits on each interest holder's occupancy or use of the property; or
 5. management agreements or fees reflective of interval use or ownership, irrespective of whether the agreement may be cancelled individually or by any party.

3. Prohibition of fractional ownership, interval, and time share units.

The use of any dwelling unit in the Town as a fractional ownership, interval or time share unit is prohibited in all zoning districts.

a. Exceptions.

1. This section shall not be deemed to preclude the creation of mortgages, liens, easements or other similar interests encumbering the residential property as a whole to secure a loan or for any other legitimate purposes.
2. This section shall not apply to non-commercial groups, such as families, partnerships, associations, or trusts with divided interests or agreements in which the real estate is held and transferred within the family, partnership, association or trust, as opposed to sold in fractional or divided interests on the open market.

4. Severability.

If any section, subsection, sentence, clause or phrase of this section is for any reason held to be invalid or unconstitutional by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this section.

Or to take any other action relative thereto.

Conservation and Affordable Housing Project. The rear two-thirds of the property will be dedicated as open space and the front third will be developed as housing. This article allows the Select Board to issue a Request for Proposal to receive developer submission on how to develop the property and could allow the Select Board to enter into a lease or sale agreement to achieve the Town's housing goals.

Article 11. General Bylaw Amendment – Prohibitions Related To Short-Term Rental Of Residential Properties. To see if the Town will vote to amend the Provincetown General By-Laws by adding a new Section 13-8 entitled: Prohibitions Related to Short-Term Rental of Residential Properties, as set forth below:

13-8. Prohibitions Related to Short-Term Rental of Residential Properties.

13-8-1. Purpose and Intent. This bylaw is enacted pursuant to the Town's Home Rule Authority and the authority set forth in General Laws c. 64G, §14 and is intended to:

- (1) provide for an orderly process for identifying, registering, and regulating Short-Term Rentals within the Town so as to ensure that such Short-Term Rentals do not create or cause any nuisance conditions within the Town.
- (2) Protect the time-honored tradition of home rentals in Provincetown and preserve economic opportunities through Short-Term Rentals for persons to keep their homes, now and into the future, so they may afford to live either full-time or part-time in Provincetown;
- (3) avoid adverse impacts on the local economy stemming from a loss of existing Short Term Rental revenue, including rooms excise tax revenue, and visitor spending.
- (4) prohibit additional corporate ownership and discourage investment-only ownership of residential properties for the exclusive purpose of operating them as Short-Term Rentals rather than housing for either full-time or part-time residences.
- (5) reduce the neighborhood churn caused by numerous turnovers of occupancy of Short-Term Rentals in residential neighborhoods.
- (6) limit the conversion of residential units to Short-Term Rentals which has had the deleterious effect of removing residential units from the available year-round rental housing stock.
- (7) protect the existence of year-round residences and the quiet and peace of the Town by preventing unwarranted commercialization from encroaching therein, including commercialization caused by the misuse of single-family residences. Fractional ownership, interval and time share units have similar character as commercial hotels, motels, lodges, and other commercial occupancy uses due to their transient nature and multiple short-term occupancies. Such commercial or quasi-commercial use is inappropriate in residential areas due to the increased traffic generation and multiple occupancies disturbing the peace and quiet of residential neighborhoods.

13-8-2. Definitions.

For purposes of this Chapter, the following terms shall have the definitions indicated.

13-8-2-1. "Corporation". All businesses and charitable entities required to file Articles of Incorporation and Annual Reports with the Massachusetts Secretary of State or an equivalent agency of another state, pursuant to G.L. c. 156D, § 2 or G.L. c. 180, §4, respectively.

13-8-2-2. "Owner". Any person who alone, or severally with others, has legal or equitable title or beneficial interest in any dwelling unit; a mortgagee in possession; or agent, trustee or person appointed by the courts. An Owner can be a single person, a marital unit, a group of people, LLC, or a Trust. The Owner may also be referred to as the operator, or the Host.

13-8-2-3. "Short-Term Rental". The rental of a whole or a portion of a residential or secondary dwelling unit, in exchange for payment, as residential accommodations for not more than thirty consecutive days, excluding a Hotel, Motel, or Lodging House or Tourist Home for Transient Guests as defined in Massachusetts General Laws Chapter 64G.

13-8-2-4. "Time Share, Interval or Fractional Ownership Unit." Any Dwelling Unit which is owned by a limited liability company, corporation, partnership, or other joint ownership structure in which unrelated persons or entities own, sell, purchase or otherwise for consideration create or acquire any divided property interest including co-ownership or fractional or divided estates, shares, leaseholds, or memberships which are subject to, or subsequently bound by any agreement limiting the right or functional ability of interest holders or their designees to occupy or use the property to their respective interests or any other agreement which limits interest holders' or their designees' use of the property to fractional reservations through stay limitations of any duration. Such use is established by any of the following elements:

- (1) co-ownership or fractional or divided estates, shares, leaseholds, or memberships which are openly advertised, marketed, or offered for sale and sold individually at separate times;
- (2) centralized or professional management;
- (3) reservation systems;
- (4) maximum or minimum day limits on each interest holder's occupancy or use of the property; or
- (5) management agreements or fees reflective of interval use or ownership, irrespective of whether the agreement may be cancelled individually or by any party.

13-8-3. Prohibitions.

13-8-3-1. Registration Requirement. No dwelling unit or part thereof may be offered as a Short-Term Rental within the Town of Provincetown unless it is operated in accordance with a Short-Term Rental Certificate issued by the Board of Health and is in compliance with regulations issued by the Board of Health, and is registered with the Commonwealth of Massachusetts Department of Revenue in accordance with applicable laws.

13-8-3-2. *Reserved.*

13-8-3-3. Corporate Ownership. Short-Term Rentals are prohibited in dwelling units owned by a corporation. Short-Term Rentals are permitted in dwelling units owned by an LLC, Trust, or S Corporation only when every shareholder, partner, or member of the legal entity is a natural person, as established by documentation provided by the applicant at the time of registration.

13-8-3-4. Affordable Housing Dwelling Units. Short-Term rentals are prohibited in dwelling units designated as affordable or otherwise income-restricted, which are subject to an affordability restriction or are otherwise subject to housing or rental assistance under local, state, or federal programs or law.

13-8-3-5. Time Share, Fractional and Interval Ownership Units. No Fractional Ownership, Interval or Time Share unit may engage in Short-Term Rental activities or be eligible to receive a Certificate of registration for such unit; except that this section shall not apply to the creation of mortgages, liens, easements or other similar interests encumbering the residential property as a whole to secure a loan or for any other legitimate purposes; and this section shall not apply to non-commercial groups, such as families, partnerships, associations, or trusts with divided interests or agreements in which the real estate is held and transferred within the family, partnership, association or trust, as opposed to sold in fractional or divided interests on the open market.

13-8-3-6. Protection for Existing Short-Term Rentals. Any person or other legal entity, including Corporations, LLC's, Trusts, and S Corporations, which hold a current Long-Term Rental Certificate issued prior to January 1, 2023 and/or a Short-Term Rental Certificate issued after

January 23, 2023 on the effective date of this bylaw may continue to engage in Short-Term Rentals in accordance with the existing Rental Certificate, until the dwelling unit is transferred or conveyed, or the Rental Certificate is not renewed or is revoked by the Board of Health.. If a property is bequeathed to a person or other beneficiary through a will, trust, or other instrument, the new owner may continue to engage in Short-Term Rental activities in accordance with this section.

13-8-4. Regulations.

13-8-4-1. Regulations and Fees. The Board of Health may promulgate regulations to carry out and enforce the provisions of this bylaw, and may, subject to the approval of the Select Board, set fees for the issuance of Rental Certificates for Short-Term Rentals.

13-8-5. Penalties and Enforcement.

13-8-5-1. Enforcement Options. Whoever violates any provision of this bylaw, or a regulation promulgated hereunder may be penalized by indictment or on complaint brought in the district court. The Town may seek to enjoin violations thereof through any lawful process, and the election of one remedy by the Town shall not preclude enforcement through any other lawful means.

13-8-5-2. Non-Criminal Disposition. Whoever violates any provision of this bylaw, or a regulation promulgated hereunder may be penalized by a noncriminal disposition process as provided in Massachusetts General Laws, Chapter 40, section 21D and the Town's non-criminal disposition by-law (Chapter 2). If non-criminal disposition is elected, then any person who violates any provision of this bylaw or regulation shall be subject to a penalty in the amount of one hundred dollars (\$100) for the first offense; two hundred dollars (\$200) for the second offense; and three hundred dollars (\$300) for a third and subsequent offense. Each day or portion thereof shall constitute a separate offense. The Board of Health or its agent, or any police officer of the Town, shall be the enforcing authority.

13-8-5-3. Suspension of a Rental Certificate. If a notice of violation of this bylaw or any regulation promulgated hereunder or other order is issued to the Owner of a dwelling unit operated as a Short-Term Rental by the Board of Health or its designee, after a Rental Certificate is issued, the Board of Health, after a hearing, may suspend for a period of time determined by the Board of Health or revoke said Rental Certificate until the violation has been cured or otherwise resolved. Multiple violations by any Owner may, at the discretion of the Board of Health and after a hearing, disqualify that Owner from obtaining a Rental Certificate for a period of up to three years.

13-8-5-4. Civil Penalty. In accordance with G.L. c. 64G, §14(v), the Town may assess a civil penalty not to exceed \$5,000 for any violation of this bylaw or a regulation issued hereunder. Each day a violation continues shall be considered a separate offense.

13-8-6. Severability.

If any provision in this chapter shall be held to be invalid by a court of competent jurisdiction, then such provision shall be considered separately and apart from the remaining provisions, which shall remain in full force and effect.

Or to take any other action relative thereto.

[Requested by the Select Board]

Explanation of Article 11: *This article creates a General Bylaw to regulate short-term rentals with items that appear to have broad support amongst the housing advocates, including banning corporations from obtaining STR certificates.*

Article 12. General Bylaw Amendment – Prohibitions Related To Short-Term Rental Of Residential Properties – Additional Regulations. To see if the Town will vote to amend the Provincetown General By-Laws by adding a new Section 13-8 entitled: Prohibitions Related to Short-Term Rental of Residential Properties, as set forth below:

13-8. Prohibitions Related to Short-Term Rental of Residential Properties.

13-8-1. Purpose and Intent. This bylaw is enacted pursuant to the Town's Home Rule Authority and the authority set forth in General Laws c. 64G, §14 and is intended to:

- (1) provide for an orderly process for identifying, registering, and regulating Short-Term Rentals within the Town so as to ensure that such Short-Term Rentals do not create or cause any nuisance conditions within the Town.
- (2) Protect the time-honored tradition of home rentals in Provincetown and preserve economic opportunities through Short-Term Rentals for persons to keep their homes, now and into the future, so they may afford to live either full-time or part-time in Provincetown;
- (3) avoid adverse impacts on the local economy stemming from a loss of existing Short Term Rental revenue, including rooms excise tax revenue, and visitor spending.
- (4) prohibit additional corporate ownership and discourage investment-only ownership of residential properties for the exclusive purpose of operating them as Short-Term Rentals rather than housing for either full-time or part-time residences.
- (5) reduce the neighborhood churn caused by numerous turnovers of occupancy of Short-Term Rentals in residential neighborhoods.
- (6) limit the conversion of residential units to Short-Term Rentals which has had the deleterious effect of removing residential units from the available year-round rental housing stock.
- (7) protect the existence of year-round residences and the quiet and peace of the Town by preventing unwarranted commercialization from encroaching therein, including commercialization caused by the misuse of single-family residences. Fractional ownership, interval and time share units have similar character as commercial hotels, motels, lodges, and other commercial occupancy uses due to their transient nature and multiple short-term occupancies. Such commercial or quasi-commercial use is inappropriate in residential areas due to the increased traffic generation and multiple occupancies disturbing the peace and quiet of residential neighborhoods.

13-8-2. Definitions.

For purposes of this Chapter, the following terms shall have the definitions indicated.

13-8-2-1. "Corporation". All businesses and charitable entities required to file Articles of Incorporation and Annual Reports with the Massachusetts Secretary of State or an equivalent agency of another state, pursuant to G.L. c. 156D, § 2 or G.L. c. 180, §4, respectively.

13-8-2-2. "Owner". Any person who alone, or severally with others, has legal or equitable title or beneficial interest in any dwelling unit; a mortgagee in possession; or agent, trustee or person appointed by the courts. An Owner can be a single person, a marital unit, a group of people, LLC, or a Trust. The Owner may also be referred to as the operator, or the Host.

13-8-2-3. "Short-Term Rental". The rental of a whole or a portion of a residential or secondary dwelling unit, in exchange for payment, as residential accommodations for not more than thirty consecutive days, excluding a Hotel, Motel, or Lodging House or Tourist Home for Transient Guests as defined in Massachusetts General Laws Chapter 64G.

13-8-2-4. "Time Share, Interval or Fractional Ownership Unit." Any Dwelling Unit which is owned by a limited liability company, corporation, partnership, or other joint ownership structure in which unrelated persons or entities own, sell, purchase or otherwise for consideration create or acquire any divided property interest including co-ownership or fractional or divided estates, shares, leaseholds, or memberships which are subject to, or subsequently bound by any agreement limiting the right or functional ability of interest holders or their designees to occupy or use the property to their respective interests or any other agreement which limits interest holders' or their

designees' use of the property to fractional reservations through stay limitations of any duration. Such use is established by any of the following elements:

- (1) co-ownership or fractional or divided estates, shares, leaseholds, or memberships which are openly advertised, marketed, or offered for sale and sold individually at separate times;
- (2) centralized or professional management;
- (3) reservation systems;
- (4) maximum or minimum day limits on each interest holder's occupancy or use of the property; or
- (5) management agreements or fees reflective of interval use or ownership, irrespective of whether the agreement may be cancelled individually or by any party.

13-8-3. Prohibitions.

13-8-3-1. Registration Requirement. No dwelling unit or part thereof may be offered as a Short-Term Rental within the Town of Provincetown unless it is registered with the Board of Health and in compliance with regulations issued by the Board of Health and is registered with the Commonwealth of Massachusetts Department of Revenue in accordance with applicable laws.

13-8-3-2. Limitation on Number of Short-Term Rentals. An Owner may register to operate only two dwelling units as Short-Term Rentals. If a person owns or is listed as a manager and/or is an agent for three or more dwelling units, that person must choose only two units to be registered as Short-Term Rentals. No person shall have more than two legal or equitable title or beneficial interest in dwelling units used for Short-Term Rentals except as provided for above. An Owner may hire a property management company to list and manage Short-Term Rentals, but the registration must be in the Owner's name.

13-8-3-3. Corporate Ownership. Short-Term Rentals are prohibited in dwelling units owned by a corporation. Short-Term Rentals are permitted in dwelling units owned by an LLC, Trust, or S Corporation only when every shareholder, partner, or member of the legal entity is a natural person, as established by documentation provided by the applicant at the time of registration.

13-8-3-4. Affordable Housing Dwelling Units. Short-Term rentals are prohibited in dwelling units designated as affordable or otherwise income-restricted, which are subject to an affordability restriction or are otherwise subject to housing or rental assistance under local, state, or federal programs or law.

13-8-3-5. Time Share, Fractional and Interval Ownership Units. No Fractional Ownership, Interval or Time Share Dwelling Unit may engage in Short-Term Rental activities or be eligible to receive a Certificate of Registration for such unit; except that this section shall not apply to the creation of mortgages, liens, easements or other similar interests encumbering the residential property as a whole to secure a loan or for any other legitimate purposes; and this section shall not apply to non-commercial groups, such as families, partnerships, associations, or trusts with divided interests or agreements in which the real estate is held and transferred within the family, partnership, association or trust, as opposed to sold in fractional or divided interests on the open market.

13-8-3-6. Protection for Existing Short-Term Rentals. Any person or other legal entity who holds a current Certificate of Registration on the effective date of this bylaw may continue to engage in Short-Term Rentals in accordance with the existing Certificate of Registration, until the dwelling unit is transferred or conveyed, or the certificate of registration is not renewed. If a property is bequeathed to a person or other beneficiary through a will, the new owner may continue to engage in Short-Term Rental activities in accordance with this section.

13-8-4. Regulations.

13-8-4-1. Regulations and Fees. The Board of Health may promulgate regulations to carry out and enforce the provisions of this bylaw, and may, subject to the approval of the Select Board, set fees for the issuance of Certificates of Registration for Short-Term Rentals.

13-8-5. Penalties and Enforcement.

13-8-5-1. Enforcement Options. Whoever violates any provision of this bylaw, or a regulation promulgated hereunder may be penalized by indictment or on complaint brought in the district court. The Town may seek to enjoin violations thereof through any lawful process, and the election of one remedy by the Town shall not preclude enforcement through any other lawful means.

13-8-5-2. Non-Criminal Disposition. Whoever violates any provision of this bylaw, or a regulation promulgated hereunder may be penalized by a noncriminal disposition process as provided in Massachusetts General Laws, Chapter 40, section 21D and the Town's non-criminal disposition by-law (Chapter 2). If non-criminal disposition is elected, then any person who violates any provision of this bylaw or regulation shall be subject to a penalty in the amount of one hundred dollars (\$100) for the first offense; two hundred dollars (\$200) for the second offense; and three hundred dollars (\$300) for a third and subsequent offense. Each day or portion thereof shall constitute a separate offense. The Board of Health or its agent, or any police officer of the Town, shall be the enforcing authority.

13-8-5-3. Suspension of Certificate of Registration. If a notice of violation of this bylaw or any regulation promulgated hereunder or other order is issued to the Owner of a dwelling unit operated as a Short-Term Rental by the Board of Health or its designee, after a Certificate of Registration is issued, the Board of Health, after a hearing, may suspend for a period of time determined by the Board of Health or revoke said Certificate of Registration until the violation has been cured or otherwise resolved. Multiple violations by any Owner may, at the discretion of the Board of Health and after a hearing, disqualify that Owner from obtaining a Certificate of Registration for a period of up to three years.

13-8-5-4. Civil Penalty. In accordance with G.L. c. 64G, §14(v), the Town may assess a civil penalty not to exceed \$5,000 for any violation of this bylaw or a regulation issued hereunder. Each day a violation continues shall be considered a separate offense.

13-8-6. Severability.

If any provision in this chapter shall be held to be invalid by a court of competent jurisdiction, then such provision shall be considered separately and apart from the remaining provisions, which shall remain in full force and effect.

In the event that the motion under this Article and the previous Article are approved, the Town Clerk is hereby authorized to publish the bylaw incorporating the substantial changes in both articles.

Or to take any other action relative thereto.

[Requested by the Select Board]

Explanation of Article 12: *In the event that Article 11 is adopted by Town Meeting, this article amends the General Bylaw to regulate short-term rentals by adding Subsection 13-8-3-2 allowing individuals to obtain no more than two (2) short-term rental certificates. Any person or other legal entity who holds a current Certificate(s) of Registration on the effective date of this bylaw may continue to engage in Short-Term Rentals in accordance with the existing Certificate of Registration, until the dwelling unit is transferred or conveyed, or the certificate of registration is not renewed. This includes individuals/entities who may have three (3) or more STR certificates. If a property is bequeathed to a person or other beneficiary through a will, the new owner may continue to engage in Short-Term Rental activities in accordance with this section.*

Article 13. Zoning Bylaw Amendment - Ban on Fractional Ownership. To see if the Town will vote to amend the Provincetown Zoning By-Laws by adding a new Section 4195, entitled: Time Share, Interval and Fractional Ownership Units, as set forth below:

Time Share, Fractional and Interval Ownership Units:

1. Findings and Purpose. The purpose of this section is to preserve and protect limited housing stock in the Town from the market pressures attendant to time share, interval and fractional ownership uses and to protect neighborhoods from the impacts of such uses.

- a. Fractional ownership, interval and time share units have similar character as commercial hotels, motels, lodges, and other commercial occupancy uses due to their transient nature and multiple short-term occupancies. Such commercial or quasi-commercial use is inappropriate in residential areas due to the increased traffic generation and multiple occupancies disturbing the peace and quiet of residential neighborhoods.
- b. The needs of transient occupants are averse to the interests sought to be protected and preserved in residential neighborhoods, because commercial uses for transient occupants may sacrifice other values critical to residential neighborhoods.
- c. The Town deems it necessary and appropriate to protect the existence of year-round residences and the quiet and peace of the Town by preventing unwarranted commercialization from encroaching therein, including commercialization caused by the misuse of single-family residences.

2. Definition.

- a. Time Share, Interval or Fractional Ownership Unit. Any Dwelling Unit which is owned by a limited liability company, corporation, partnership, or other joint ownership structure in which unrelated persons or entities own, sell, purchase or otherwise for consideration create or acquire any divided property interest including co-ownership or fractional or divided estates, shares, leaseholds, or memberships which are subject to, or subsequently bound by any agreement limiting the right or functional ability of interest holders or their designees to occupy or use the property to their respective interests or any other agreement which limits interest holders' or their designees' use of the property to fractional reservations through stay limitations of any duration. Such use is established by any of the following elements:

1. co-ownership or fractional or divided estates, shares, leaseholds, or memberships which are openly advertised, marketed, or offered for sale and sold individually at separate times.
2. centralized or professional management.
3. reservation systems.
4. maximum or minimum day limits on each interest holder's occupancy or use of the property; or
5. management agreements or fees reflective of interval use or ownership, irrespective of whether the agreement may be cancelled individually or by any party.

3. Prohibition of fractional ownership, interval, and time share units.

The use of any dwelling unit in the Town as a fractional ownership, interval or time share unit is prohibited in all zoning districts.

a. Exceptions.

1. This section shall not be deemed to preclude the creation of mortgages, liens, easements or other similar interests encumbering the residential property as a whole to secure a loan or for any other legitimate purposes.
2. This section shall not apply to non-commercial groups, such as families, partnerships, associations, or trusts with divided interests or agreements in which

the real estate is held and transferred within the family, partnership, association or trust, as opposed to sold in fractional or divided interests on the open market.

4. Severability.

If any section, subsection, sentence, clause or phrase of this section is for any reason held to be invalid or unconstitutional by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this section.

Or to take any other action relative thereto.

[Requested by the Select Board]

Explanation of Article 13: Zoning Bylaw to restrict fractional ownership in Provincetown. "Fractional ownership" describes properties owned by multiple parties who each own a percentage, along with sharing usage rights. Similar to timeshares, fractional ownership properties operate through central management agreements and by limiting shareholders' occupancy to a certain time frame. Under the joint ownership structure, share owners have full discretion regarding selling, purchasing, renting, or further dividing their interest in the property. Many believe fractional ownership poses a direct risk to the year-round residents and their access to stable, year-round housing. West Tisbury passed a similar bylaw at their 2023 Annual Town Meeting, and Nantucket and communities on Martha's Vineyard are proposing similar bans.

Article 14. Zoning Bylaw Amendment – Accessory Dwelling Units. (Deletions shown in strike-through and new text shown as underlined.) To see if the Town will vote to amend the Provincetown Zoning Bylaws, Article 2 Districts and District Regulations, Section 2450 Permitted Accessory Uses as follows:

2450 Permitted Accessory Uses

Footnotes

6. One accessory dwelling unit may be allowed in the Res1 Zoning District, for a total of two dwelling units per lot; and in Res2 Zoning District for a total of three dwelling units per lot; and in the Res3, ResB, TCC and GC Zoning Districts when the lot area limits the number of dwelling units to one or two, and there are no more dwelling units on the lot than the number allowed under this Bylaw, for a total of no more than ~~three~~ four dwelling units per lot. All accessory dwelling units shall meeting the following criteria: the accessory dwelling unit ~~is deed restricted for year-round rental only~~ cannot be used for Short-Term Rentals, i.e. rentals of 31 days or less, as defined by the Massachusetts Department of Revenue; it is limited in size to 600 square feet if it is a free-standing dwelling unit or 40% of the gross floor area if it is located within the a principal residence or accessory to a principal commercial unit; and shall remain under the same ownership as the principal residence or principal commercial unit, such that the accessory dwelling unit cannot be converted into a condominium, cannot be divided onto a separate lot from the principal unit, nor be under separate ownership from the principal dwelling.

or to take any other action relative thereto.

[Requested by the Planning Board]

Explanation of Article 14: Even though accessory dwelling units have been allowed by-right in every residential district in Town since 2017, very few units have ever been created. The proposed amendment removes the deed restriction limiting accessory dwelling units to year-round rental only; allows accessory dwelling units to be accessory to a principal commercial unit; prohibits accessory dwelling units from being used for Short-Term Rentals; and prohibits converting accessory dwelling units into condominiums. The purpose of this amendment is to



Short-Term Rental Regulations

Articles 11 & 12 would create a General Bylaw to regulate short-term rentals with items that appear to have broad support among the Town's housing boards & housing advocates.

While both Articles establish new regulations, neither one takes away any current ability to operate STRs.

HERE'S WHAT YOU SHOULD KNOW



What Article 11 Does: Agenda Item: 7D3

- Creates a General Bylaw defining short-term rentals & establishing regulations.
- Prohibits short-term rentals in dwelling units owned by a corporation.

What Article 12 Does:

- If Article 11 passes, Article 12 amends the General Bylaw to regulate short-term rentals by adding Subsection 13-8-3-2 allowing individuals to obtain no more than two (2) short-term rental certificates. Currently, there is no limit.

What Both Articles Do:

- Protect existing short-term rentals.
- Any person or other legal entity who holds a current Certificate of Registration may continue to engage in short-term rentals in accordance with the existing Certificate of Registration, until the dwelling unit is transferred or conveyed, or the certificate of registration is not renewed. If a property is bequeathed to a person or other beneficiary through a will, the new owner may continue to engage in short-term rental activities.

What Neither Article Does:

- Place an overall cap on the number of short-term rentals allowed in Town.
- Take away anyone's current STR certificates or ability to get a short-term rental certificate or operate an STR.

Have Questions?



Special Town Meeting Forum
October 18, 5:30 p.m.-7 p.m.
Town Hall Auditorium



info@provincetown-ma.gov



Town of
PROVINCETOWN

SPECIAL TOWN MEETING INFORMATION

October 23, 2023, 6:00 p.m.
Town Hall Auditorium

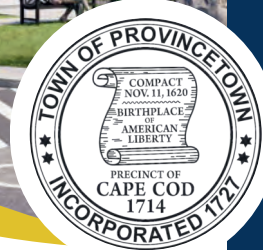


www.provincetown-ma.gov/TownMeeting

Special Town Meeting will be held on Monday, October 23, 2023 to consider important housing-related Articles & other items.

There are many important Articles to be discussed and voted on, but the main reason the Select Board called this Special Town Meeting is for voters to consider the purchase of properties at 22, 22R, and 24 Nelson Avenue for future housing development.

While the Town does not have immediate plans for the redevelopment of these parcels, securing the land is undoubtedly in the Town's best interest. Without the Town's intervention, the likelihood of private development looms large, leading to a proliferation of market-rate condominiums, many of which could potentially become short-term rentals.



HOUSING-RELATED ARTICLES:

Article 7: Capital Funding for 3 Jerome Smith Site Readiness & Preparation

Septic system removal is needed to officially hand the site over to Community Builders to begin construction. The Town recently received a MassWorks Grant in the sum of \$180,000 from the State to fund this removal, however, Town funds are required to provide a 10% grant match and 10% contingency for potential cost overruns.

Article 8: Acquisition of 22, 22R and 24 Nelson Avenue for Future Housing

Under the agreed terms, the Town will purchase 22/22R Nelson Avenue for \$1,270,000 and the property at 24 Nelson Ave for \$765,000. These two properties present an increasingly rare opportunity for the Town to embark on ambitious community housing projects in the coming years. When these parcels are combined, the Town could explore the development of up to 18 units today, or between 48 to 60 units once served by sewer.

Articles 9 & 10: Declaration of Surplus of Property at 26 Shank Painter Rd. / 15 Browne St. & 288A Bradford St.

These articles authorize the Select Board to dispose of Town-owned property at these locations for future housing development.

Articles 11 & 12: General Bylaw Amendment - Prohibitions Related To Short-Term Rental Of Residential Properties

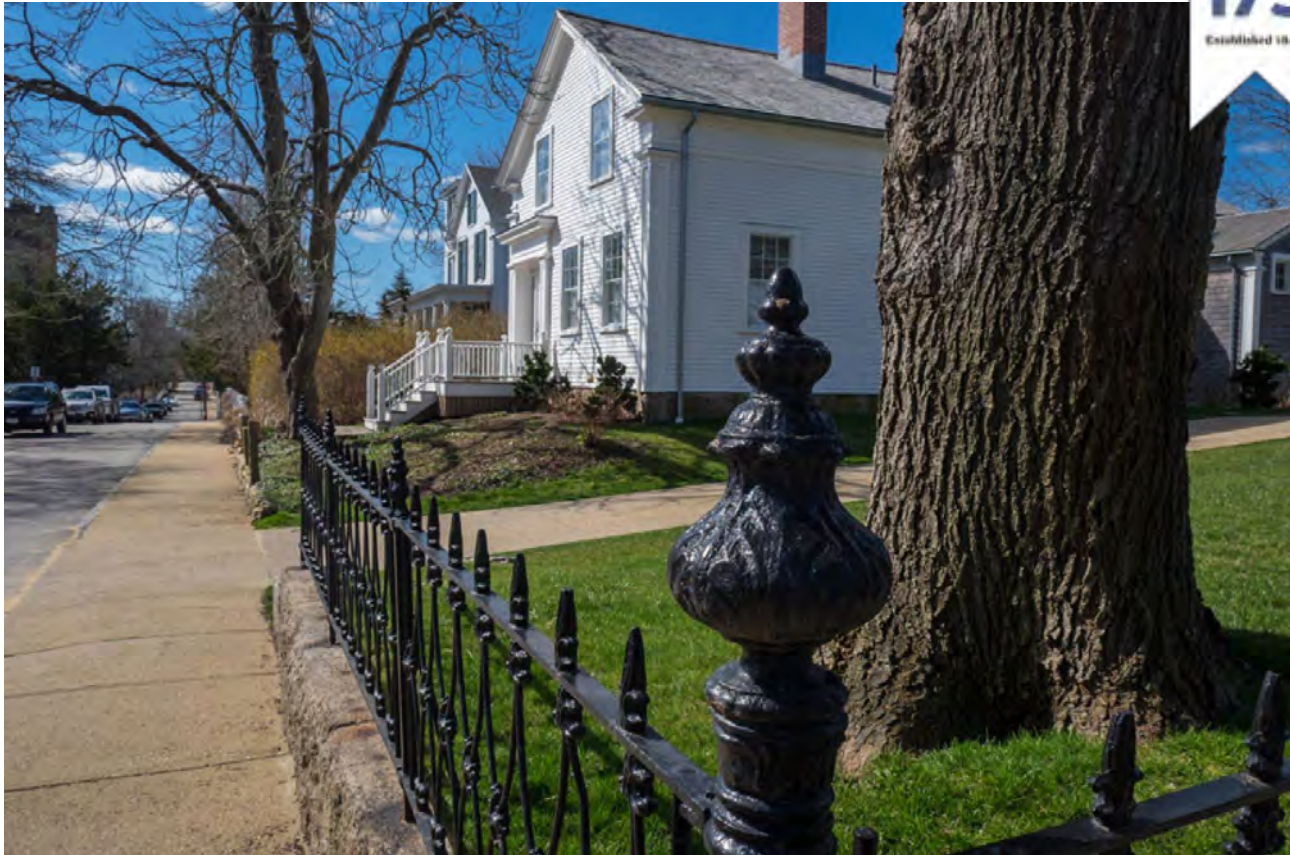
Article 11 creates a General Bylaw to regulate short-term rentals, including banning corporations from obtaining STR certificates. Article 12 would add an additional section to the bylaw allowing individuals to obtain no more than two (2) short-term rental certificates.

Articles 13: Zoning Bylaw Amendment - Ban on Fractional Ownership

"Fractional ownership" describes properties owned by multiple parties who each own a percentage, along with sharing usage rights. Similar to timeshares, fractional ownership properties operate through central management agreements and by limiting shareholders' occupancy to a certain time frame.

Articles 14: Zoning Bylaw Amendment - Accessory Dwelling Units

Even though accessory dwelling units have been allowed by-right in every residential district in Town since 2017, very few units have ever been created. The proposed amendment removes the deed restriction limiting accessory dwelling units to year-round occupancy only; allows accessory dwelling units to be accessory to a principal commercial unit; prohibits accessory dwelling units from being used for Short-Term Rentals; and prohibits converting accessory dwelling units into condominiums. The purpose of this amendment is to make creating an accessory dwelling unit easier by allowing greater flexibility for occupancy, such as allowing seasonal rental for workers.



William Street in Tisbury. *Mark Alan Lovewell*

Tisbury Mulls Ban on Timeshares

Louisa Hufstader *Tuesday, February 21, 2023 - 3:36pm*

Timeshares and fractional ownership of homes could be prohibited in parts of Tisbury if voters approve a new zoning bylaw drawn up by the town's planning board.

The draft bylaw, unveiled earlier this month, aims to shield Tisbury's housing stock from corporations like Pacaso and Ember, which market one-eighth ownership shares of vacation homes in popular destinations from Napa to Nantucket.

If approved, it would ban timeshares and fractional ownership in the town's residential districts.

"It's those commercial platforms and the selling of shares on the open market that's the primary concern," said Laura Silber, housing planner for the Martha's Vineyard Commission, who joined a planning board discussion of the draft bylaw on Feb. 6

San Francisco-based Pacaso, the best-known of at least six fractional-ownership companies that have sprung up in the U.S., Mexico and the European Union, has already begun purchasing homes on Nantucket, where it claims to be unaffected by the town's ban on time shares because it sells ownership shares, not blocks of time.

Ms. Silber said a Utah firm called Ember poses an even greater risk to the Vineyard's already unstable housing market.

"Pacaso's targeting more what's called the luxury home, \$5 million to \$7 million properties. Ember is targeting a younger demographic, and they're targeting more single-family homes in residential neighborhoods," she said.

"This can become a driving platform for short-term rental investment properties," Ms. Silber added. "I think regulating this now makes sense."

Planning board member Elaine Miller agreed.

"I'd like to see it out there as a warning [to the firms]: Don't jump in right now, because we're watching you," Ms. Miller said.

Along with the draft new bylaw, an online public hearing at 5 p.m. Wednesday will also cover several proposed updates to existing bylaws, with multiple changes to the bylaw covering businesses in residential neighborhoods.

The planning board proposes loosening the bylaw's prohibition on storing business materials outside, as long as the stored materials are screened from neighboring homes and public ways.

The draft update also clarifies that only one commercial vehicle can be parked on the lot.

"A common zoning complaint has been a tradesperson parking multiple work vans or trucks on the lot and then workers report to the home early in the morning to get in their van for the day causing extra noise in residential neighborhoods," the planning board notes in the draft.

Another proposed bylaw change strikes the requirement that accessory dwellings are allowed only inside existing homes.

Following Wednesday's hearing, the planning board will finalize language for the articles it will submit to voters on the April 25 town meeting warrant, seeking to update the bylaws.

[More by Louisa Hufstader »](#)

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Edgartown proposal to curtail fractional ownership will come before a special town meeting in the fall. *Ray Ewing*

Edgartown, Tisbury Seek to Limit Fractional Ownership

Brooke Kushwaha *Wednesday, April 19, 2023 - 3:15pm*

A new form of timeshare called fractional ownership has Island towns reexamining their zoning bylaws in an attempt to preserve the Vineyard's dwindling housing stock.

Edgartown and Tisbury have both recently proposed measures to curtail fractional ownership, limiting the practice to business districts and prohibiting it outright in residential areas.

The Edgartown planning board held a public hearing Tuesday on proposed amendments to the town's existing timeshare bylaw and recommended they go to special town meeting this fall. Edgartown is the only Island town with existing timeshare restrictions so the proposed change would only amend prior language to include fractional ownership.

Tisbury voters will decide on new timeshare and fractional ownership bylaw language at their

April 25 town meeting.

Martha's Vineyard Commission housing planner Laura Silber first called attention to the phenomenon earlier this year, watching the model gain popularity in similar resort communities.

Using fractional ownership, investment companies are able to list prospective vacation homes in sought-after areas, invite individuals to purchase and share equity in the property and, in some cases, make offers significantly higher than the asking price for the home, Ms. Silber said. Those investment properties then get shared among the owners on a scheduled basis, in which each stakeholder visits for a couple of weeks out of the year.

The result, she said, is a home that functions very closely to a short-term rental but doesn't pay short-term rental tax.

"This is a natural outgrowth of the sharing economy," Ms. Silber said. "This is the next Uber."

Companies such as Pacaso, Ember, and the Lifestyle Asset Group have already established themselves in vacation towns across the West coast and have started to prospect homes on Nantucket. While Pacaso brands itself as a more accessible way to enjoy luxury homes, companies such as Ember target mid-market homes that have become increasingly elusive on the Vineyard.

Lifestyle Asset Group, which currently lists several properties on the Cape, recently purchased a home in Aquinnah under fractional ownership, Ms. Silber said, bringing the issue to Island shores.

"It's a town planning issue," she said. "We can no longer assume that our residential areas will remain residential. Because of that, municipalities need to figure out how they want those residential areas to look."

While Aquinnah's planning board has not yet made any moves to define fractional ownership in their zoning bylaws, planning board administrator Sophia Welch said the board will be examining the issue alongside other housing priorities.

In Tuesday's public hearing, Edgartown planning board chair Lucy Morrison said she was not against the concept outright but wanted to be thoughtful about how the town introduces a new variable into its housing market.

"Fractional ownership as a concept is kind of interesting and in my opinion, a cool idea," Ms. Morrison said. "It would just crash our housing market right now."

Edgartown resident Joan Lonergan, the lone public voice at Tuesday's hearing, applauded the town's decision.

"We're very pleased that it's going forward," she told the board after the vote.

In an interview with the Gazette ahead of the hearing, Ms. Morrison elaborated on her concerns with the model.

"[Companies] could come in with double over the offer in cash," she said. "A normal person would not be able to compete with that."

"It's just not fair, so we're trying to keep it where it makes sense," she continued.

Tisbury planning board member Ben Robinson agreed. Tisbury, unlike Edgartown, seeks to adopt an entirely new zoning bylaw that would restrict timeshares and similar real estate models to business districts. Both towns grant exceptions to properties shared among family members, bought under trusts or LLCs, or similar cases, only restricting properties sold on the open market.

"It's really going after the corporations," Mr. Robinson said of the proposed bylaw.

Advertisements for fractional ownership opportunities have already popped up around the Cape, Mr. Robinson said, adding a sense of urgency to the measures. Nantucket will vote on similar bylaw language at town meeting this spring.

Oak Bluffs and West Tisbury have yet to deal with the subject but have meetings scheduled with Ms. Silber to discuss potential options.

Mr. Robinson added that while it was too early to tell what kind of presence fractional ownership could take on the Vineyard, he felt it was better to act now and revisit later.

"This is an opportunity to be ahead of something instead of behind," he said.

More by Brooke Kushwaha »

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Tisbury looking to regulate commercial timeshares

The special and annual town meeting warrants will close by March 22.

By Eunki Seonwoo - March 17, 2023



Tisbury is considering a timeshare amendment to its zoning bylaw. — Eunki Seonwoo

Updated April 24

Tisbury is working to regulate the commercial use of timeshare ownership in town, but how to actually implement it is a challenge.



osing a
a way to

protect the limited housing stock, potentially as an article for the spring town meeting.

“We’re noticing the proliferation of companies that are essentially selling fractional ownership of properties,” Tisbury planning board chair Ben Robinson said during a meeting with the town’s select board Wednesday, March 16. He later said the proposed bylaw would prevent companies from marketing existing homes as being available for fractional ownership.

Martha’s Vineyard isn’t the only community that is concerned with these types of arrangements. The Nantucket Current reported that there is an ongoing lawsuit to block Californian startup Pacaso from operating timeshare properties in a Nantucket residential neighborhood.

“Nantucket has a timeshare bylaw in place,” Robinson said, adding that Nantucket is revising the bylaw and planning to send it to voters. “We’re seeing this now on the Cape, and we’re just starting to see it on the Vineyard, and this was an effort to get ahead of it.”

The bylaw will need to be amended over the next several years as the timeshare market develops, but Robinson said getting a bylaw “in the books” early will be beneficial.

According to Robinson, planning boards of the other Vineyard towns are drafting their own timeshare bylaw proposals. Robinson said Tisbury’s

l from existing timeshare bylaws.



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While this can be a good business model for some communities, since it can be a method to share a resource, Robinson says that's not necessarily the case for the Vineyard. "The problem in our condition here is that the second-home market that this falls into is overtaking the year-round home market," he said.

The bylaw would not apply to non-commercial groups, such as families.

Board member John Cahill questioned how the town could know if this was taking place, and what enforcement measures would exist. Robinson acknowledged that enforcement is "always tricky" for this issue.

"You'd have to keep an eye on it," Robinson said, adding that working with real estate agents on the Island is a possibility. "A lot of these are online companies, so you could monitor it by [advertisements]."

Tisbury Fire Chief Greg Leland underscored that the bylaw should not "alienate" people who use fractional ownership in an appropriate way. Regarding enforcement, he later said once a property is deeded and in the register, it is past the enforcement phase. "They already own it at that point," he said. "What are you doing with it at that point? Are we forcing them to sell it? You've got to catch it first."

Tisbury's attorney, David Doneski, pointed out that while zoning can restrict use, it cannot regulate ownership. "Recording a deed is not an enforceable action," he said. "It's the question of using the property as a timeshare or interval ownership, interval time period unit. So the monitoring of the registry, for example, could be done, but that would not



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create an enforceable activity. It's the actual carrying out of within the description of the bylaw."

Tisbury town administrator John Grande said monitoring and enforcement may be an issue because of a lack of available staff. “If we’re not clear about who’s enforcing or managing this, it shouldn’t go forward until you have that all worked out,” he said.

Robinson pointed out that companies interested in marketing timeshare properties pay attention to what towns do. “If they see a town take a step to say, ‘We’re not interested,’ they probably won’t be marketing themselves here,” he said.

After further discussion, Robinson said further work will be done on the proposed bylaw.

The selected board was expected to close the special town meeting and annual town meeting warrants yesterday, after the Times’ print deadline.

The board plans to meet at the Katharine Cornell Theater during its next meeting.

Meanwhile, the Main Street paving project will take place from Monday, April 17, to Friday, April 21.



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CAPE COD TIMES

NEWS

A house divided: What is fractional ownership? Islands, Cape Cod brace for latest trend



Zane Razzaq

Cape Cod Times

Published 5:00 a.m. ET Feb. 10, 2024 | Updated 5:00 a.m. ET Feb. 10, 2024

CHATHAM — A sprawling five-bedroom, 10-bathroom mansion at 558 Fox Hill Road perched along picturesque Crows Pond offers a prime example of a growing real estate trend that is unsettling Cape officials.

Pacaso, a three-year-old San Francisco start-up founded by former Zillow executives, bought the 11,000-square-foot house as its first Cape Cod listing on May 3, 2022 for \$10.1 million, according to the assessor's office. Its website now advertises one-eighth ownership shares for \$1.59 million.

The most recent buyer hails from the South and has grandchildren who live locally on the East Coast, according to a Pacaso spokesperson.

The model is called "fractional home ownership," and local officials, especially on Nantucket and Martha's Vineyard, are scrambling to regulate it.

Edgartown Planning Board Chairwoman Lucy Morrison said she found the concept intriguing but worried the Cape and Islands' fragile housing market is not the right fit.

"Our housing stock is under just so much pressure from people that aren't people," said Morrison. "People are struggling to stay where they were born and getting priced out by corporations that can put down just ridiculous amounts of cash."

The median sales price for a single-family home in Chatham for May 2022 was \$1.49 million, according to data from the Cape Cod Commission. Warren Group data listed the median sale price for a single-family house for December 2023 as \$1.27 million for Edgartown, \$794,500 for Tisbury, and \$2.36 million for Nantucket.

What is fractional ownership?

Fractional ownership companies like Pacaso and Colorado-based Lifestyle Asset Group buy expensive homes in resort destinations, like the Cape and Islands, sunny Los Cabos, or top ski destination Vail, and creates a limited liability company, or LLC, for each property.

The houses are sliced into fractional ownership shares and sold to multiple buyers for whom traditional second home ownership may be out of reach.

When the home has been fully sold, Pacaso does not retain any ownership and instead acts as a property manager.

Owners, often strangers, can stay overnight up to 44 days a year, but not longer than 14 days in a row, according to Pacaso's website.

Each owner, during their stay, occupies the entire house.

What if an owner wants to sell their share?

The most significance difference between Lifestyle Asset Group and Pacaso is the exit strategy.

With Lifestyle Asset Group, the term of co-ownership is defined in the legal documents as between five to 10 years, according to the website. When the term ends, the home is sold, either on the market through a real estate agent or to one of the existing co-owners, and sale proceeds are distributed to the co-owners.

With homes where all ownership interests have been sold, Pacaso owners can sell their ownership interest at any time. If units are still pending, owners can sell their interest after a year of ownership.

Each owner has the independent control over the sale of their share, according to the website.

While co-ownership is not a new concept, the platforms boast that they streamline the process. Property managers are on hand to untangle maintenance issues and cleaning, and homes come fully furnished by a design team.

Pacaso argues it's helping to blunt the housing crisis by reducing competition for middle-tier homes and steering buyers toward luxury homes. Most people who own second homes

only use it four to six weeks each year, said Whitney Curry, Pacaso chief marketing officer.

"Whereas with Pacaso, homes are occupied nearly 90% of the year," she said. "And that consistent occupancy supports the local economy and local jobs." Pacaso serves almost like "carpooling, where we consolidate demand into fewer houses and make better use of our existing housing stock," she said.

Central question: timeshares or co-ownership?

Robert Giese owns a Nantucket house on a quiet dead-end cul de sac near a sleek, six-bedroom house on Meadow Lane that Pacaso has dubbed "Cedar Isle." The company bought the house on Sept. 12, 2022 for \$8.25 million and has just one share left for \$1.35 million, as of Tuesday morning.

"It's not very residential, it's a commercial use of the property basically," said Giese. "I really don't want a hotel by me."

Shortly after Pacaso began advertising the property, Nantucket's zoning enforcement officer sent a letter to chief executive officer Austin Allison saying that time-sharing amounted to a "transient residential facility," which is banned in residential zoning districts.

Pacaso filed an appeal with the Zoning Board of Appeals, but later withdrew the request. The company insisted it is not selling timeshares and thus the bylaw does not apply.

"Pacaso is real estate property ownership. A timeshare, you don't own real estate, you own a right to use time in a property," said Curry. "At its core, that is the most fundamental difference."

Municipalities take steps to restrict fractional ownership

Unconvinced, local officials are moving to amend zoning bylaws to specifically include language about fractional ownership, said state Sen. Julian Cyr, D-Truro.

"What we've seen emerging is our municipalities moving to regulate or restrict commercial fractional ownership, and they're doing so either by adding specific language that references fractional ownership or interval use into existing timeshare bylaws or adopting a combination of a timeshare, fractional ownership, interval use bylaw," said Cyr.

Tisbury and Provincetown residents have passed amended zoning bylaws to limit fractional ownership to just business districts, while Edgartown and Nantucket will mull a similar change at spring town meeting this year.

Officials from those communities say they have few, if any, fractional ownership properties but hope to set restrictions on the trend before it accelerates.

"We said, 'Look, if we can get a bylaw on the books now, we're not going to end up dealing with the ones that are already out there and having to essentially grandfather them in or negotiate it away,'" said Tisbury Planning Board Chairman Ben Robinson.

The business model also means fractional ownership is not subject to the short-term rental tax, Cyr noted, because it's not considered a rental of the property but co-ownership.

'I'm interested in having neighbors'

On Sunday, Feb. 4, Pacaso listed a new "hot prospect" on Nantucket at 11 Fawn Lane, with one-eighth shares estimated at \$552,000.

The model is based off buyer demand, said Curry, the Pacaso chief marketing officer. The company explores buying more properties if it sees an increase in requests for a certain area, and expand elsewhere if not.

"Our mission here at the company is to enrich lives by making second homeownership possible and enjoyable for more people," said Curry. "We deliver by making the price point and barrier to entry through co-ownership less."

Cyr, though, said the trend threatens to exacerbate a dire housing crisis and further escalate real estate costs that are already sky-high. More than half of the properties on the Cape and Islands are second homes and most real estate transactions are either second or third homes or for investment properties, he said.

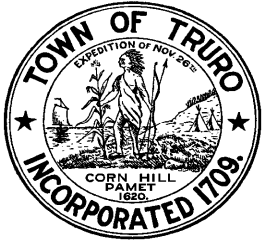
"Locals just simply can't compete," said Cyr.

Giese, the home owner on Nantucket, said he worries how the practice could harm his neighborhood.

"I'm interested in having neighbors," said Giese. "It takes away the community aspect of the street."

Zane Razzaq writes about housing and real estate. Reach her at zrazzaq@capecodonline.com. Follow her on X @zanerazz.

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TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: February 27, 2024

ITEM: Update on Select Board Goals and Objectives

EXPLANATION: A brief update on the status of the FY2024 Select Board Goals and Objectives is attached for the Board's review. Board members are asked to report if there are status updates to share on the items for which they are the Ambassador. The Board may wish to discuss next steps in moving objectives forward.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: Discussion and possible votes on next steps to move objectives forward.

ATTACHMENTS:

1. FY2024 Select Board Goals & Objectives
2. FY 2024 Select Board Goals & Objectives Update



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

Values and Fiscal Year 2024 Goals and Objectives

VALUES:

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

Excellence:

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

Integrity:

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

Openness and Transparency:

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

Collaboration:

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

Sustainability:

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

GOALS AND OBJECTIVES:

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

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



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objectives, with some modifications and new objectives, at the regular Select Board meeting on June 13, 2023. On June 29, 2023 and July 11, 2023, the Select Board prioritized and finalized the FY2024 Goals & Objectives for July 1, 2023 through June 30, 2024. The objectives identified may contribute to the eventual completion of one goal or of multiple goals and are labeled to demonstrate the goals targeted by specific objectives.

FY2024 Goals

The Town of Truro will support policies and programs that:

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

FY2024 Objectives

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

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

Goals Addressed: D, E

Select Board Ambassador: Robert Weinstein

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

Goals Addressed: A, C, D, E

Select Board Ambassador: John Dundas



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- The Select Board will review all Town owned land to assess possibilities for municipal use, housing, economic development, open space, water, wastewater, and/or possible disposition to be completed by September 30, 2023.*

Goals Addressed: A, B

Select Board Ambassador: Kristen Reed

- The Select Board will initiate a revised cost estimate of a multi-phased approach for a new Department of Public Works Facility at a yet to be determined site in the FY2025-FY2029 Capital Improvement Plan. By August 15, 2023, the Town Manager will work with the Public Works Director to welcome the public to site visits of the current Public Works Facility via in-person visits and virtual visits.*

Goals Addressed: D

Select Board Ambassador: Robert Weinstein

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

Goals Addressed: A, D

Select Board Ambassador: Susan Areson

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

Goals Addressed: A, B

Select Board Ambassador: Kristen Reed

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

Goals Addressed: D

Select Board Ambassador: Susan Areson

- The Select Board will hold joint work sessions with participation from the Truro Housing Authority, Planning Board and Zoning Board of Appeals to develop housing initiatives that will diversify the range of seasonal, year-round and transitional housing for people of varying income levels and will develop related articles for the 2023 Fall Special Town Meeting and 2024 Annual Town Meeting. The Select Board will provide an update on these efforts at least semi-annually.*

Goals Addressed: B, D

Select Board Ambassador: Susan Areson



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

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

Goals Addressed: C

Select Board Ambassador: Stephanie Rein

10. *The Select Board will provide resources in the FY2024/FY2025 budget to increase the digitization of town services and records, and address cybersecurity and will lay the groundwork for a five-year digitization and cyber security plan that will be initiated in FY2025. The Select Board Ambassador working with the Town Manager and IT Director will provide an outline to present at a Select Board meeting prior to beginning the FY2025 Budget Process.*

Goals Addressed: A, D, E

Select Board Ambassador: John Dundas

11. *The Select Board will review the Senior Needs Assessment, invite feedback from the community on specific programs and services requested, and explore the feasibility and the cost and social impact of expanding services and programs for seniors to inform the FY2025 budget process.*

Goals Addressed: A, D, E

Select Board Ambassador: Stephanie Rein

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

Goals Addressed: A, B, D, E

Select Board Ambassador: Kristen Reed

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

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

Select Board Ambassador: Susan Areson



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

Goals Addressed: A, C, D, E

Select Board Ambassador: Stephanie Rein

15. *The Select Board will submit a letter each to the Planning Board and the Economic Development Committee by November 30, 2023 outlining the Select Board’s priorities in housing, zoning, land use and economic development in an effort facilitate collaboration and joint efforts.*

Goals Addressed: A, B, C

Select Board Ambassador: John Dundas

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

Goals Addressed: A, D, E

Select Board Ambassador: John Dundas

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

Goals Addressed: A, D, E

Select Board Ambassador: Stephanie Rein

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

Goals Addressed: E

Select Board Ambassador: Susan Areson



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

Goals Addressed: A

Select Board Ambassador: Kristen Reed

Truro Select Board

Kristen Reed, Chair

Susan Areson, Vice-Chair

John Dundas, Clerk

Robert Weinstein

Stephanie Rein

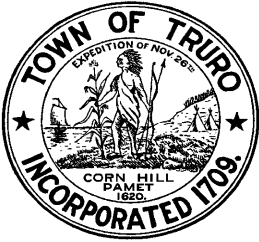
Priority	Score	Objective	Goal(s) Addressed	Select Board Ambassador	Present Status
1	112	<i>To maintain vital EMS services on the Outer Cape the Select Board will support a workplan and synchronized transition plan to include 1) establish a plan and timeline for the Town to provide EMS services without the auxiliary support of Lower Cape with the support of a consultant; 2) hire the four paramedics approved at Annual Town Meeting; 3) collaborate with Lower Cape Ambulance Association and Provincetown to meet the plan and timeline and prepare a contract that will facilitate this plan and timeline; 4) evaluate potential areas for regionalization.</i>	D, E	Robert Weinstein	<p>Lower Cape Ambulance Association ceased operations September 1, 2023. Although this was ahead of schedule, Truro was prepared to ensure continuity of ALS transport services. Truro continues coordinating with our Traveling Paramedic partners, Best Practice Medicine of Montana, and has requested additional paramedics to meet the call demand and to support Fire Academy training for our newly hired paramedics during this transition period. Due to aggressive recruitment efforts and the completion of a collective bargaining agreement that allows Truro to offer competitive wages, the town is ahead of schedule in paramedic recruitment efforts. Recruitment efforts are ongoing.</p> <p>Staff also activated plans to address ambulance procurement, transport billing, and onboarding of the administrative staff position necessary to provide complete ALS service in Truro, all of which were planned for in the April 2023 Town Meeting articles.</p> <p>There are currently 3 open positions for permanent staff. Staff is analyzing funding options for ALS supplemental support for FY25. Being ahead of schedule with hiring will likely result in a smaller request for FY25 free cash for ALS supplemental support.</p>
2	105	<i>Through the Town of Truro representatives and in concert with the Provincetown Water & Sewer Board, the Select Board will support intermunicipal collaboration to determine safe yield estimates for the purpose of developing a water resources management plan. In addition, invite current/future stakeholders & intermunicipal staff to more frequent (2x per year) Select Board updates to discuss shared planning, future water supply protection, and for development of new source(s)</i>	A, C, D, E	John Dundas	<p>Town staff prepared a stormwater management bylaw for consideration at the Special Town Meeting.</p> <p>Town staff has initiated a new joint meeting schedule for key Provincetown and Truro staff so that more regular collaborative planning for water takes place.</p>
3	104	<i>The Select Board will review all Town owned land to assess possibilities for municipal use, housing, economic development, open space, water, wastewater, and/or possible disposition to be completed by September 30, 2023.</i>	A, B	Kristen Reed	<p>The Select Board held a work session to discuss the use of Town-owned land in August 2022 and then voted in a regular meeting to designate 25 South Highland Road for permanent placement of Town-owned structures for the purpose of Town employee housing and to begin a master planning process for 0 Quail Ridge Road. In September, the Board voted to commit \$433,824 of Affordable Housing Trust Funds for the purpose of moving Town-owned and donated housing structures to 25 South Highland Road and to authorize the Town Manager to initiate the relocation of the structures.</p> <p>Staff secured \$900,000 to move existing dwellings to 25 South Highland Road and the project is moving forward under the management of DPW Director Cabral. The moves were completed over February 21st and February 22nd.</p> <p>Staff is also working with the CCNS to determine appropriate Town-owned land for the land swap associated with the Chamber of Commerce Parcel, Herring River low lying roadway, easements for access related to the water line.</p>

4	100 <i>The Select Board will initiate a revised cost estimate of a multi-phased approach for a new Department of Public Works Facility at a yet to be determined site in the FY2025- FY2029 Capital Improvement Plan. By August 15, 2023, the Town Manager will work with the Public Works Director to welcome the public to site visits of the current Public Works Facility via in-person visits and virtual visits.</i>	D	Robert Weinstein	Public Works Facility location and funding appear on the 2023 Special Town Meeting Warrant for consideration by voters. The Public Works Director has hosted weekly office hours, site tours of the existing public works facility, and presented regularly at Select Board meetings and other meetings of public bodies. A video tour of the existing facility is available here: https://vimeo.com/857634946?share=copy An Ad Hoc Building Committee for the Public Works Facility has a final charge and members are expected to be appointed on February 27, 2024.
5	88 <i>The Select Board will promote the Local Comprehensive Planning Committee and process along with the work of the Economic Development Committee and encourage community participation and will provide regular updates.</i>	A, D	Susan Areson	Local Comprehensive Plan is included in the 2023 Special Town Meeting warrant for adoption by the voters.
6	88 <i>The Select Board will appoint a task force of local experts and staff and two members of the Select Board to examine recurrent revenue generation options resulting in a detailed report and recommendations for both short-term and long-term implementation to the Select Board by April 1, 2024.</i>	A, B	Kristen Reed	A charge for the Municipal Revenue Ad Hoc Task Force was approved and appointments to the Task Force are expected in February/ March 2024. The Select Board has also pursued revenue generation efforts with recent fee changes for beach fees (expected to generate approximately \$99,345 in new revenue), changes to rental registration fees (expected to generate approximately \$103,275 in new revenue), and changes to other fees including alcohol licenses, shellfish fees, etc that produce incremental increases in new revenue. At the Board's direction, staff is also working with Town Counsel to craft an article for Town Meeting to adopt a community impact fee for short-term rentals.
7	83 <i>Upon completion of the Local Comprehensive Plan, the Select Board and Town Manager will work jointly to create a Town mission statement.</i>	D	Susan Areson	Pending completion of the LCP.

8	03	<p>The Select Board will hold joint work sessions with participation from the Truro Housing Authority, Planning Board and Zoning Board of Appeals to develop housing initiatives that will diversify the range of seasonal, year-round and transitional housing for people of varying income levels and will develop related articles for the 2023 Fall Special Town Meeting and 2024 Annual Town Meeting. The Select Board will provide an update on these efforts at least semi-annually.</p>	B, D	Susan Areson	<p>Housing Production Plan was approved in October 2023 for adoption.</p> <p>The Planning Board prepared a Duplex Bylaw that is on the 2023 Special Town Meeting warrant.</p> <p>The Select Board recently approved a charge for the Ad Hoc Zoning Task Force and is accepting applications for membership. The Task Force will review the town's zoning and general bylaws with a focus on provisions that may affect housing opportunities or production and will evaluate recommendations in the most recent Local Comprehensive Plan, Housing Production Plan, Walsh Advisory Plan and Economic Development Plan with the goal of proposing specific bylaw or policy changes to promote housing as part of its charge. Appointments to the Task Force are expected in March 2024.</p>
9	02	<p>The Select Board will support and encourage projects that protect and restore our coastal environment including these current and ongoing projects:</p> <p>A) Pamet River Tidal Flow Restoration and Watershed Study B) East Harbor Culvert Replacement C) Mill Pond and Eagle Creek Repairs and Improvement D) Little Pamet Watershed Study and Culvert Repair E) Coastal Management (emphasis on Beach Point)</p>	C	Stephanie Rein	<p>A-D) Updates on environmental projects are provided by the DPW Director during the staff updates portion of Select Board meetings periodically.</p> <p>Highlight: Eagle Neck Creek Bridge reopened on 10/7/22, post project environmental monitoring will continue through 2027. East Harbor culvert replacement has been completed, post project environmental monitoring will continue through 2027. Mill Pond culvert replacement is in the final design and permitting phase. Construction for Mill Pond is scheduled for 2028. Pamet River restoration, and little Pamet watershed study and culvert replacement projects are in the preliminary design and additional modeling phase. All Pamet River related projects will move forward together, and are funded by NOAA.</p> <p>E) The final project report for the Outer Cape project "increasing coastal resiliency through Intermunicipal Shoreline management" was issued by the Center for Coastal Studies on June 14, 2022. Deliverables for phase 2 include assessment to identify locations for potential salt-marsh migration; an inventory of the low lying roads in the 4 town project area; development of a regional sand banking database; and, development of management approach for the littoral cells of our shoreline; each of these topics were developed as an interactive geospatial dataset in the Regional Shoreline Management geodatabase. In spring of 2022, the CCS held 3 public outreach sessions about the underlying processes that drive coastal change. The Outer Cape towns are partnering with the Center for Coastal Studies to continue the Shorefront Management project and have submitted an application for a third CZM Coastal Resiliency grant. The municipal staff team continues to look for other grant sources to develop the organizational framework for the management plan itself.</p>
10	01	<p>The Select Board will provide resources in the FY2024/2025 budget to increase the digitization of town services and records, and address cybersecurity and will lay the groundwork for a five-year digitization and cyber security plan that will be initiated in FY2025. The Select Board Ambassador working with the Town Manager and IT Director will provide an outline to present at a Select Board meeting prior to beginning the FY2025 Budget Process.</p>	A, D, E	John Dundas	<p>Grants received for digitization and records storage to the CPC and the Community Compact Grant Program. Digitization efforts included in the 2022 Annual Town Meeting Warrant: Clerk/ Planning record digitization, additional financial transparency and budgeting software modules, building permit software, and CPA request for digitizing Town records.</p> <p>The FY2024 Budget included funding for some new digitization efforts. The FY2025 budget process also included a pilot effort for creating departmental budgets in the new budget module of the Town's financial transparency software to start to digitize the budget preparation and review process. Town Clerk Verde and Town Planner and Land Use Counsel Carboni are working on the digitization of Clerk/ Planning records. Staff is also currently evaluating an upgraded website code, as well as three modules: Civic Clerk, Civic Rec and Municode, all of which are digitization efforts.</p>
11	00	<p>The Select Board will review the Senior Needs Assessment, invite feedback from the community on specific programs and services requested, and explore the feasibility and the cost and social impact of expanding services and programs for seniors to inform the FY2025 budget process.</p>	A, D, E	Stephanie Rein	<p>Staff met with Caitlin E. Coyle, PhD, Director of the Center for Social & Demographic Research on Aging at the Gerontology Institute of the University of Massachusetts Boston to discuss her team's ability to conduct a Senior Needs Assessment for Truro. She outlined the process for conducting the assessment, provided examples of similar work completed for communities across the Commonwealth and on the Cape and stated that the project kick off for Truro is recommended for March/ April to ensure time to get information from year round and seasonal members of the community. The assessment cost would be approximately \$25,000-\$30,000 and a free cash transfer could be sought at the 2024 Annual Town Meeting for implementation in March/ April of 2025.</p>

12	8.6	<i>The Select Board will work with the Housing Authority and the Housing Consultant to develop a Housing Playbook by October 31, 2023.</i>	A, B, D, E	Kristen Reed	The Consultant who prepared the Housing Needs Assessment and Housing Production Plan was contacted to discuss the scope of work related to developing a housing playbook. A quote and general scope of work and associated timeline was provided but will need further detail to ensure the Playbook adequately addresses this objective. Upon finalizing the contract, the project will take approximately 2-3 months to complete.
13	8.5	<i>The Select Board will work with the Walsh Property Community Planning Committee and the Local Comprehensive Plan Committee to build on areas of common ground and build consensus on the specific initiatives and a more general vision for Truro with special consideration of the Housing Needs Assessment and Housing Production Plan.</i>	A, B, C, D, E	Susan Areson	Walsh Property Community Planning Committee recommendations are included as an article in the 2023 Special Town Meeting warrant for adoption by the voters.
14	8.5	<i>The Select Board will provide support to and collaborate with the Climate Action Committee and the Energy Committee in the creation of a Climate Action Plan for the Town of Truro, as well as to work with the Climate Action Committee and Energy Committee to develop a policy memorandum that facilitates and guides progress in all relevant areas toward a "Net Zero Truro" by 2050, and will ask for updates at least twice per year. The Board will also revise the charges of the Energy Committee and the Climate Action Committee to incorporate the directives from Article 53 of the 2022 Annual Town Meeting.</i>	A, C, D, E	Stephanie Rein	The Select Board voted to assign Member Dundas and Member Rein to work with the Climate Action Committee to organize a Truro Climate Summit at a time TBD. The Select Board voted to identify a funding strategy and prepare an article for the 2024 Annual Town Meeting to fund a Climate Action Coordinator to support the work of the group. Staff is identifying possible funding mechanisms.
15	8.4	<i>The Select Board will submit a letter each to the Planning Board and the Economic Development Committee by November 30, 2023 outlining the Select Board's priorities in housing, zoning, land use and economic development in an effort facilitate collaboration and joint efforts.</i>	A, B, C	John Dundas	Member Dundas presented a draft letter to the Select Board in December 2022. The Board determined that they would like to re-visit the letter in June so that it could be sent in July 2023.
16	8.1	<i>The Select Board will direct staff to apply for ARPA funds for the Broadband Needs Assessment Study by September 30, 2023.</i>	A, D, E	John Dundas	The Cape Cod Commission is conducting a Cape-wide broadband needs assessment and is including Truro. Results are expected in Spring 2024/ Summer 2024. ARPA funds will be reserved for any followup analysis needed after the completion of the Commission's assessment.
17	8.1	<i>A Needs Assessment for Persons with Disabilities will be conducted, the Select Board will invite feedback from the community on specific programs and services requested, and will explore the feasibility and the cost and social impact of expanding services and programs for persons with disabilities to inform the FY2025 budget process.</i> <i>**Collaboration with the objective related to the Senior Needs Assessment would be beneficial as there may be overlap between needs or between populations.</i>	A, D, E	Stephanie Rein	The Town of Truro updated its ADA Self- Evaluation and Transition plan that was revised in 2019 using CDBG Funds to contract Disability Access Consultants to facilitate the plan with staff support. Title II of the ADA and Section 504 requires us, as part of a self-evaluation, to assess our services, policies, and practices to modify any that discriminate against people with disabilities. It also requires that we develop a transition plan to identify physical changes to facilities necessary to achieve "program access." Part of updating the plan included conducting the following surveys: Survey for Town of Truro Program and Facility Users; Survey for Program and Site Administrators; Survey for Organizations Representing Individuals with Disabilities. To meet this particular objective, the Board could engage a consultant to conduct an assessment similar to the proposed Senior Needs Assessment. If the Gerontology Institute of the University of Massachusetts Boston is amenable, the outreach and survey tools and various methodologies could be outlined in a scope of work to engage a consultant to conduct a similar needs assessments for persons with disabilities in Truro. If funding is secured at the 2024 Annual Town Meeting, this process could potentially begin in the spring of 2025.

18	<p>∞</p> <p><i>The Select Board will rework, update and set clearer objectives in Policy 54 and Policy 31, and will work to enhance compliance by December 31, 2023.</i></p>	E	Susan Areson	<p>Vice-Chair Areson prepared a draft Code of Conduct Policy to replace Policy 54 and a draft Communications Policy to replace Policy 31. These policies will be presented to the Select Board at an upcoming meeting, potentially in March or April, for consideration and discussion.</p>
19	<p>∇</p> <p><i>The Select Board will task the Economic Development Committee with inviting the Massachusetts Cultural Council to present to the Select Board, Economic Development Committee and the Truro Cultural Council on the process of creating a designated cultural district in Truro.</i></p>	A	Kristen Reed	<p>The Economic Development Committee appointments expired June 30, 2023 so the Ad Hoc Committee no longer exists.</p>



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: February 27, 2024

ITEM: Approval of Renewal of 2024 Seasonal Business Licenses:

- Truro General Store
- Hillside Farmstand
- Adventure Bound Campground at Horton’s
- North Truro Camping Area

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

Mass General Law	Licenses & Permits Issued by Select Board	Names of Businesses
Chapter 140 § 2	Common Victualer Cooking, Preparing and Serving food	Truro General Store
Chapter 101 § 2	Transient Vendor (Seasonal Retail)	Truro General Store Hillside Farmstand Adventure Bound Campground at Horton’s North Truro Camping Area

FINANCIAL SOURCE (IF APPLICABLE): N/A

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

SUGGESTED ACTION: *Motion to approve the 2024 Seasonal Common Victualer License and Transient Vendor License for Truro General Store, and the Transient Vendor Licenses for Hillside Farmstand, Adventure Bound Campground at Horton's, and North Truro Camping Area, upon compliance with all regulations, receipt of the necessary fees and documentation.*

ATTACHMENTS:

1. Renewal Application for 2024: Truro General Store
2. Renewal Application for 2024: Hillside Farmstand
3. Renewal Application for 2024: Adventure Bound Campground at Horton's
4. Renewal Application for 2024: North Truro Camping Area



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 nrichev@truro-ma.gov

APPLICATION FOR FOOD SERVICE - COMMON VICTUALER

Name of Business: Cape Provisions LLC Truro General Store

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

RCVD 2024JAN16 PM12:22

Section 1 - License Type

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

ADMINISTRATIVE OFFICE
TOWN OF TRURO

Type of Food Service Establishment:

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

Section 2 - Business/Owner/Manger Information

Federal Employers Identification Number (FEIN/SS) _____

Business Name: Cape Provisions LLC DBA TGS

Owner Name: Scott Cloud Email Address: _____

Mailing Address: 35 Epanow Rd EASTHAM MA 02642

Phone No: _____

Section 3 - Business Operation Details

Number of Seats: Inside: _____ Outside: 10 Number of Employees: 6

Length of Permit: Annual Seasonal Operation

Hours of Operation: 8 AM To 6 PM

Days Closed Excluding Holidays: _____

If Seasonal: Approximate Dates of Operation: 2/1/24 To 12/30/24

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

Name: Scott Cloud Email Address: _____

Mailing Address: 35 EPANOW RD EASTHAM 02642

Phone No: _____ 24 Hour Emergency: SAM

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

Lauryn Taylor

Allergen Awareness Certification (attach copy):

Scott Cloud Garrison

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: 12/21/23

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: Cape Provisions LLC DBA TGS

Address: 141 Truro Center Rd

City/State/Zip: Truro MA 02666 Phone #: _____

Are you an employer? Check the appropriate box:

1. I am an employer with 6 employees (full and/or part-time).*
2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

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

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

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

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

Insurance Company Name: ISG of the Southeast

Insurer's Address: PO Box 56119

City/State/Zip: St Petersburg Florida 33732

Policy # or Self-ins. Lic. # WLL-2023A Expiration Date: 3/15/24

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: 1/15/24

Phone #: [Redacted]

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

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

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

Contact Person: _____ Phone #: _____



TOWN OF TRURO

PO Box 2030, Truro MA 02668
Tel: 508-349-7004, Extension: 131 or 124 Fax: 508-349-5508

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

Section 1 - LICENSE TYPE

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

New Renewal/No Changes (Skip to Section 3) Name of Business _____

FACILITY:

Motel-\$50 Cottage Colony-\$50 Condominium-\$50 # Units _____ Lodging-\$50
 Transient Vendor-\$75 Campground-\$50 Gas Station*-\$25 Retail

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

Section 2 - BUSINESS INFORMATION

Federal Employers Identification Number (FEIN/SS) _____

Print Name of Applicant _____ Business Name _____

Owner Name _____

Street Address of Business _____ Mailing Address of Business _____

Business Phone Number _____ Business E-Mail Address _____

Section 3-HOURS OF OPERATION

Annual Seasonal Opening Date: March 24 Closing Date: Jan. 28

Days of the Week Open: 7

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

Section 4-MANAGER INFORMATION

Name of Onsite Manager:

Name: Scott Cloud

Unit Number: _____

Mailing Address: 35 Epanow Rd EAST HAM MA 02660

Phone: (24 Hour Contact): Scott Cloud

Email Address: _____

Manager's Signature (REQUIRED)



Name of Offsite Manager:

Name: _____ Business Name: _____

Business Address: _____

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

Manager's Signature (REQUIRED)

Name of Co- Manager:

Name: _____ Business Name: _____

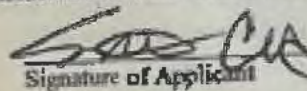
Business Address: _____

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

Co-Manager's Signature (REQUIRED)

Section 5 - ATTESTATION

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



Signature of Applicant

Scott Cloud
Print Name

1/28/24
Date

Additional Applications & Documentation

REQUIRED FOR ALL MOTELS, COTTAGE COLONIES, CONDOMINIUMS & CAMPGROUNDS

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

ADDITIONAL (SEPARATE) APPLICATIONS THAT MAY PERTAIN TO YOUR OPERATION

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/09/2023

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 Dowling & O'Neil Insurance Agency 973 Iyannough Road Hyannis MA 02601	CONTACT NAME: Tina Reeves PHONE (A/C, No, Ext): (800) 640-1620 E-MAIL ADDRESS: treeves@doin.com	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Cape Provisions LLC dba Truro General Store 157 Noah's Mills Rd Georgetown SC 29440	INSURER A: Northern Security Insurance Co., Inc.	NAIC # 25992
	INSURER B: Associated Employers Ins Co	11104
	INSURER C: Mount Vernon Fire Insurance Company	26522
	INSURER D:	
	INSURER E:	
	INSURER F:	


COVERAGES **CERTIFICATE NUMBER:** CL2231404116 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:				03/15/2022	03/15/2023	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 4,000,000
							Hired & Non-Owned Auto	\$ INCLUDED
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below				03/15/2022	03/15/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
C	LIQUOR LIABILITY				03/15/2022	03/15/2023		\$1,000,000

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

Workers Compensation
 Scott Cloud, President, is excluded from coverage.
 Insurance coverage is limited to the terms, conditions, exclusions, other limitations, and endorsements. Nothing contained in the Certificate of Insurance shall be deemed to have altered, waived, or extended the coverage provided by the policy provisions

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

CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: GARRISON CLOUD

Certificate Number: 5487134

Date of Completion: 2/16/2022

Date of Expiration: 2/16/2027



Issued By:



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


800.765.2122
www.restaurant.org

*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.



ServSafe® CERTIFICATION

TAURRYN TAYLOR

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)-Confrence for Food Protection (CFP).

CERTIFICATION NUMBER

5602
EXAM FORM NUMBER

5/22/2023
DATE OF EXPIRATION
Local laws apply. Check with your local health department for recertification requirements.

5/22/2028
DATE OF EXPIRATION



#0655

Sherm

Association Solutions



In accordance with M...
and the ServSafe logo are trademarks of the NRAA - National Restaurant Association® and the arc design
Contact us with questions at 233 S. Wacker Drive, Suite 3600, Chicago, IL 60606-6383 or ServSafe@restaurant.org.



FIRE EQUIPMENT
INCORPORATED

Kitchen Suppression System Inspection Certificate

For

JAMS INC
14 TRURO CENTER ROAD
TRURO, MA 02666

Tested to NFPA Standards

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

Inspection Date:
3/7/2023

Inspector Name: James Spinosa
Title: Service Technician



FIRE EQUIPMENT INCORPORATED

Kitchen Suppression System Inspection Certificate

Property: JAMS INC	Street: 14 TRURO CENTER ROAD	City/State/Zip: TRURO, MA 02666
Frequency: Annual	Inspector Name: James Spinosa	Date: 3/7/2023
Installed Product: <u>K 00076477A</u>	Product: Kitchen Suppression System	Equipment Location: Roaster

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



FIRE EQUIPMENT INCORPORATED

Quantity of 212° F Links Changed	
Quantity of 280° F Links Changed	
Quantity of 360° F Links Changed	
Quantity of 450° F Links Changed	
Quantity of 500° F Links Changed	
Interlocks	
Fuel shutoff	Yes
CERTIFICATE OF INSPECTION	
System tagged and left in service	Yes
Pertinent parties notified after conclusion of tasks	Yes
System returned to service	Yes
COMMENTS:	
6-Year Maintenance Test Are 6-year tests recorded?	
12-Year Tests Are 12-year tests recorded?	

Property: JAMS INC	Street: 14 TRURO CENTER ROAD	City/State/Zip: TRURO, MA 02666
Frequency: Annual	Inspector Name: James Spinosa	Date: 3/7/2023
Installed Product: <u>K 00076477B</u>	Product: Kitchen Suppression System	Equipment Location: Unit 14c

System in service before conducting tasks	Yes
Pertinent parties notified before conducting tasks	Yes
Appliances Left to Right:	4burn under sala
Type of special agent extinguishing system: Wet chemical Dry chemical Prior to performing the required maintenance steps, verify that the system protection is designed and installed correctly for the existing appliance and ventilation system configuration. If not, note deficiencies.	Wet Chemical
Were building alterations/renovations made since last inspection?	No
Is system connected to building fire alarm?	Yes
Automatic Shutdown	
What is fuel source? Electricity Gas or Both	Both
Nozzles	
Are caps in place?	Yes
Quantity of Nozzle Caps Changed	
Quantity of Nozzle Seals Changed	
Are nozzles properly oriented to protect hazard?	Yes



FIRE EQUIPMENT INCORPORATED

Are there signs of damage or clogging?	No
Manual Releases	
Are manual releases clear and unobstructed?	Yes
System Cylinders and Mechanical Controls	
Are system pressure gauges in proper operating range?	Yes
Tanks mounted and secured?	Yes
All visible piping & conduit properly supported and in good condition?	Yes
Proper pipe schedule and fitting weight(s) for hazard design?	N/A
Flexible discharge hoses? Date: Part#: Size: ;	N/A
Portable Fire Extinguishers	
Are fire extinguishers provided?	N/A
Mechanical Detection Line	
Function tested	Yes
Quantity of 165°F Links Changed	
Quantity of 212°F Links Changed	
Quantity of 280°F Links Changed	
Quantity of 360° F Links Changed	
Quantity of 450° F Links Changed	
Quantity of 500° F Links Changed	
Interlocks	
Fuel shutoff	Yes
CERTIFICATE OF INSPECTION	
System tagged and left in service	Yes
Pertinent parties notified after conclusion of tasks	Yes
System returned to service	Yes
COMMENTS:	
6-Year Maintenance Test Are 6-year tests recorded?	
12-Year Tests Are 12-year tests recorded?	



FIRE EQUIPMENT INCORPORATED

FIRE SUPPRESSION CYLINDER RECORD

Kitchen Manufacturer	Model	Hydro	Number of Tanks	Location



FIRE EQUIPMENT INCORPORATED

TOTAL # OF EXTINGUISHERS – 7

EXTINGUISHERS DUE SERVICE NEXT YEAR –

New Equipment -

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

Inspection/Recertification –

DryChem	5	KClass	2	Pressurized Water		Halotron	
CO2		Conductivity Test		Wheeled Unit		Emergency Light	
Exit Light		Other Insp					

Recharges –

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

Service –

6 YR Maintenance Halotron		Hydrotest Dry Chem	
6 YR Maintenance Other		Hydrotest Other	

Parts –

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



FIRE EQUIPMENT INCORPORATED

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

FIRE EXTINGUISHERS ARE IN COMPLIANCE WITH NFPA 10 CODE –

Recommendations -

Comments -

Signature:

JAMES MORRIS

Date:

Mar 07, 2023



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

TAX STATUS REQUEST FOR LICENSING

Date 1/16/2024

Request is coming from the Select Board's Office


Owner's Name LAVAGHAN Company LLC

Business Name Truro General Store

Business Address 14 Truro Center Rd

Map and Parcel 50-155

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


Tax Collector's Signature

January 22, 2024
Date

Number: 2024-072

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:

Garrison Scott Cloud, mgr., Cape Provisions LLC, d/b/a TRURO GENERAL STORE

Whose place of business is **14 Truro Center Rd Unit 1**

Type of business and any restrictions **Grocery/Deli**

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

Permit Expires: **December 31, 2024**

Date Issued:

Jan 24, 2024



Emily Beebe, R.S.

Agent to the Truro Board of Health

Number: 2024-072A

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:

Garrison Scott Cloud, owner/mgr.,

Cape Provisions LLC, dba Truro General Store

Whose place of business is :

14 Truro Center Rd Unit #1

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 to the Truro Board of Health

Number: 2024-072B

Fee \$10.00

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

This is to Certify that

**Garrison Scott Cloud, mgr., Cape Provisions LLC, d/b/a TRURO
GENERAL STORE
14 Truro Center Rd**

IS HEREBY GRANTED A LICENSE

For

a bakery

This license is granted in conformity with the Statutes and ordinances relating thereto, and expires
December 31, 2024 unless sooner suspended or revoked.

Date

1/24/2024



Emily Beebe, R.S.

Agent to the Truro Board of Health

RCVD 2024 JAN 30 PM 1:58
ADMINISTRATIVE OFFICE
TOWN OF TRURO



TOWN OF TRURO

PO Box 2030, Truro MA 02666

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

\$ PAID
#201058 \$96.00
TV/FS Retail

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

Section 1 – LICENSE TYPE

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

New Renewal/No Changes (Skip to Section 3) Name of Business Hillside Farmstand

FACILITY:

Motel-\$50 Cottage Colony-\$50 Condominium-\$50 # Units _____ Lodging-\$50
 Transient Vendor-\$75 _____ Campground-\$50 _____ Gas Station*-\$25

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

Section 2 – BUSINESS INFORMATION

Federal Employers Identification Number (FEIN/SS) _____

Samantha Peery Hillside Farmstand
Print Name of Applicant Business Name

Samantha Peery
Owner Name

300 Rt 6 Truro MA 02666
Street Address of Business

Business Phone Number _____ Business E-Mail Address _____

Section 3-HOURS OF OPERATION

Annual Seasonal Opening Date: 5/1/24 Closing Date: 12/31/24

Days of the Week Open: 7

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

Section 4-MANAGER INFORMATION

Name of Onsite Manager:

Name: _____ Unit Number: _____

Mailing Address: _____

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

Manager's Signature (REQUIRED)

Name of Offsite Manager:

Name: _____ Business Name: _____

Business Address: _____

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

Manager's Signature (REQUIRED)

Name of Co- Manager:

Name: _____ Business Name: _____

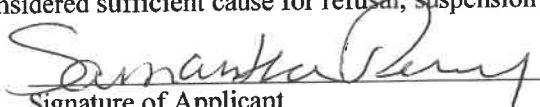
Business Address: _____

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

Co-Manager's Signature (REQUIRED)

Section 5 - ATTESTATION

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

 Samantha Perry 1/29/2024
Signature of Applicant Print Name Date

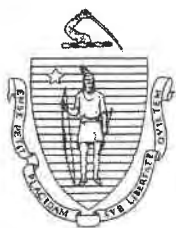
Additional Applications & Documentation

REQUIRED FOR ALL MOTELS, COTTAGE COLONIES, CONDOMINIUMS & CAMPGROUNDS

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

ADDITIONAL (SEPARATE) APPLICATIONS THAT MAY PERTAIN TO YOUR OPERATION

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



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

www.mass.gov/dia

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

Applicant Information

Please Print Legibly

Business/Organization Name: Hillside Farmstand

Address: 300 Rt. 6

City/State/Zip: Truro MA 02469 Phone #: cell

Are you an employer? Check the appropriate box:

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

Business Type (required):

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

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

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

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

Insurance Company Name: Farm Family Casualty Ins CO.

Insurer's Address: P.O. Box 656, Albany, New York 12201-0656

City/State/Zip: Albany New York 12201-0656

Policy # or Self-ins. Lic. # _____ Expiration Date: 4/2024

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

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

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

Signature: Samantha Peay Date: 1/29/24

Phone #: _____

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

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

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

Contact Person: _____ Phone #: _____



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

TAX STATUS REQUEST FOR LICENSING

Date 2-8-24

Request is coming from the Select Board's Office

Owner's Name Samantha Perry

Business Name Hillside Farmstand

Business Address 300 Rt. 6

Map and Parcel 42-186

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



Tax Collector's Signature

02/08/2024

Date

Number: 2024-068

Fee: \$50.00

Town of Truro Board of Health
24 Town Hall Road, Truro, MA 02666
Campground

This is to certify that **James Bourne, mgr., d/b/a North Truro Camping Area**
46 Highland Rd

Has Been Granted a License to Operate **Recreational Camps, Overnight Camps or Trailer**
Coach Parks

This license is issued in conformity with the authority granted to the Truro Board of Health, by Chapter 140, Sections 32A, 32B, 32C, 32D, 32E as amended, and is subject to the provisions of the Laws of the Commonwealth of Massachusetts relating thereto, and upon such terms and conditions, and to the rules and regulations in regard to said Camps or Cabins so licensed as adopted by the Truro Board of Health and expires December 31, 2024 unless sooner suspended or revoked.

Date

Jan 25, 2024

of units: **330 sites**



Emily Beebe, R.S.

Agent to the Truro Board of Health

Number: 2024-068A

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:

Wayne Klekamp, mgr., James Bourne, on-site mgr., d/b/a Adventure Bound Camping
North Truro Camping Area

Whose place of business is **46 South Highland Rd**

Type of business and any restrictions **General Store (prepackaged & microwave food items/dry goods)**

To operate a food establishment in **Truro**

Permit Expires: **December 31, 2024**

Date Issued:

Jan 25, 2024



Emily Beebe, R.S.

Agent to the Truro Board of Health

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

Section 4-MANAGER INFORMATION

Name of Onsite Manager:

Name: James Bourne Unit Number: _____

Mailing Address: PO Box 365 North Truro, MA 02652

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

James D Bourne
Manager's Signature (REQUIRED)

Name of Offsite Manager:

Name: same Business Name: _____

Business Address: _____

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

Manager's Signature (REQUIRED)

Name of Co- Manager:

Name: N/A Business Name: _____

Business Address: _____

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

Co-Manager's Signature (REQUIRED)

Section 5 - ATTESTATION

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

[Signature]
Signature of Applicant

H. Wayne Klekamp

Print Name

12.19.2023

Date

Additional Applications & Documentation

REQUIRED FOR ALL MOTELS, COTTAGE COLONIES, CONDOMINIUMS & CAMPGROUNDS

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

ADDITIONAL (SEPARATE) APPLICATIONS THAT MAY PERTAIN TO YOUR OPERATION

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



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

**FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT**

BUSINESS NAME: A/C Mobile Home Park Inc at Cape Cod

OWNER/MANAGER: H. Wayne Klekamp/James Bourne

ADDRESS: 67 Highland Rd North Truro, MA 02652

PHONE #: 508-487-1847 NUMBER OF UNITS: _____

CONTACT PERSON: James Bourne

ADDRESS: _____

TESTING COMPANY: Fire Equipment Inc

TESTING ELECTRICIAN/TECHNICIAN: James Spinosa

COMPANY PHONE #: 508-775-3473 HOME PHONE #: _____

LICENSE #: 6025

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: 11/06/2023 BY: see attached report

Signature of Licensed Electrician

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



FIRE EQUIPMENT INCORPORATED

HEALTH DEPARTMENT
TOWN OF TRURO

JAN 25 2024

RECEIVED BY:

Work Order Report

Work Order Details:

Account Name: Adventure Bound

Site Address: 46 Highland Road, North Truro, MA 02652

Work Order Number: WO-00305213

Products:

Product Name:	Equipment #:	Equipment Location:
Portable Fire Extinguisher	FE 00075201	Building

Description:

Purpose of Visit: PM Inspection

Worked Performed:

Work Performed: Extinguishers inspection

Technician Information:

Item	Technician Name	Hours
1	James Spinosa - T6	1

Closed On: Nov 12, 2023

Signature:

James Spinosa

Date:

Nov 06, 2023

TOTAL # OF EXTINGUISHERS – 13

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		Pressurized Water		Halotron	
CO2		Conductivity Test		Wheeled Unit		Emergency Light	
Exit Light		Other Insp					

Recharges –

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

Service –

6 YR Maintenance Halotron		Hydrotest Dry Chem	
6 YR Maintenance Other		Hydrotest Other	

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

HEALTH DEPARTMENT
TOWN OF TRURO

JAN 02 2024

RECEIVED BY
36-174

APPLICATION FOR FOOD SERVICE – COMMON VICTUALER

Name of Business: A/C Mobile Home Park at Cape Cod

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: 60828

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

Section 2 – Business/Owner/Manger Information

Federal Employers Identification Number (FEIN/SS) _____

Business Name: _____

Owner Name: _____ Email Address: _____

Mailing Address: _____

Phone No: _____

Section 3 – Business Operation Details

Number of Seats: Inside: 0 Outside: _____ Number of Employees: 0

Length of Permit: Annual Seasonal Operation

Hours of Operation: 8 To 8

Days Closed Excluding Holidays: none

If Seasonal: Approximate Dates of Operation: 04 / 01 / 24 To 11 / 08 / 24

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

Name: James Bourne, Manager Email Address: _____

Mailing Address: PO Box 365 North Truro, MA 02652

Phone No: 508-487-1847 24 Hour Emergency: _____

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

Allergen Awareness Certification (attach copy):

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: 12.19.2023

Application Checklist:

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

FOR HEALTH DEPARTMENT USE ONLY

Comments: _____

Review by _____

Date _____



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

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

Applicant Information

Please Print Legibly

Business/Organization Name: A/C Mobile Home Park at Cape Cod

Address: 46 Highland Road

City/State/Zip: North Truro, MA 02652 Phone #: 508-487-1847

Are you an employer? Check the appropriate box:

1. I am a employer with seasonal 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 Campground

*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: National Casualty Co

Insurer's Address: 1100 Locust St

City/State/Zip: Des Moines, IA 50391

Policy # or Self-ins. Lic. [REDACTED] Expiration Date: 04/01/2024

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

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

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

Signature: [REDACTED] Date: 12.19.2023

Phone: [REDACTED]

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

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

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

Contact Person: _____ Phone #: _____



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004, Extension: 113 or 126 Fax: 508-349-5505

JAN 26 2024

RECEIVED BY:

TAX STATUS REQUEST FOR LICENSING

Date 1/25/2024

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

Owner's Name: A/C Mobile Mobile Park Inc.

Business Name: North Truro Campground

Residential Address: 46 Highland Rd

Map and Parcel: 36-174

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

D. Reynolds
Tax Collector's Signature

01.26.2024
Date

Number:2024-067

Fee: \$50.00

Town of Truro Board of Health
24 Town Hall Road, Truro, MA 02666
Campground

This is to certify that

Wayne Klekamp, mgr., James Bourne, on-site mgr., d/b/a
Adventure Bound Camping Resort at Hortons
67 South Highland Rd

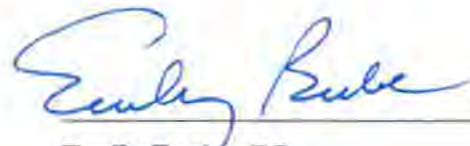
Has Been Granted A License to Operate **Recreational Camps, Overnight Camps or Trailer**
Coach Parks

This license is issued in conformity with the authority granted to the Truro Board of Health, by Chapter 140, Sections 32A, 32B, 32C, 32D, 32E as amended, and is subject to the provisions of the Laws of the Commonwealth of Massachusetts relating thereto, and upon such terms and conditions, and to the rules and regulations in regard to said Camps or Cabins so licensed as adopted by the Truro Board of Health and expires **December 31, 2024** unless sooner suspended or revoked.

Date

Jan 25, 2024

#of units: **218 sites**



Emily Beebe, RS

Agent to the Truro Board of Health

Number: 2024-067A

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:

**Wayne Klekamp, mgr., James Bourne, on-site mgr., d/b/a Adventure Bound Camping Resort
at Horton's**

Highland Dairy General Store

Whose place of business is	67 South Highland Rd
Type of business and any restrictions	General Store (prepackaged & microwave food items/dry goods)
To operate a food establishment in	Truro

Permit Expires: **December 31, 2024**

Date Issued:

Jan 25, 2024


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



FS# 2024-067A

**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 nichev@truro-ma.gov

HEALTH DEPARTMENT
TOWN OF TRURO

JAN 02 2024

RECEIVED BY
37-15

APPLICATION FOR FOOD SERVICE – COMMON VICTUALER

Name of Business: A/C Mobile Home Park at Hortons

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

PAID
6084

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: 0 Outside: _____ Number of Employees: 0

Length of Permit: Annual Seasonal Operation

Hours of Operation: 8 To 8

Days Closed Excluding Holidays: none

If Seasonal: Approximate Dates of Operation: 04 / 01 / 24 To 11 / 08 / 24

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

Name: James Bourne, Manager Email Address: jbourne@abcamping.com

Mailing Address: 46 Highland Road North Truro, MA 02652

Phone No: 508-487-1847 24 Hour Emergency: _____

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

Allergen Awareness Certification (attach copy):

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.

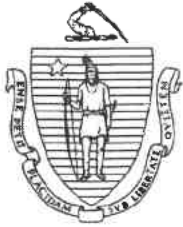
Signature of Applicant: _____

Date: 12.19.2025

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: A/C Mobile Home Park at Hortons

Address: 67 Highland Road

City/State/Zip: North Truro, MA 02652 Phone #: 508-487-1847

Are you an employer? Check the appropriate box:

1. I am a employer with seasonal 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 Campground

*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: National Casualty Co

Insurer's Address: 1100 Locust St

City/State/Zip: Des Moines, IA 50391

Policy # or Self-ins. Lic. # WCC331038A Expiration Date: 04/01/2024

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

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

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

Signature: _____ Date: 12.19.2023

Phone #: 772-584-3628

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 #: _____



CAMP# 2024-067

HEALTH DEPARTMENT
TOWN OF TRURO

JAN 08 2024

TOWN OF TRURO

RECEIVED BY
37-15

PO Box 2030, Truro MA 02666

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

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

Section 1 - LICENSE TYPE

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

New Renewal/No Changes (Skip to Section 3) NAME OF BUSINESS: A/C Mobile Home Park, Inc
at Hortons

FACILITY:

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

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

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

Section 2 - BUSINESS INFORMATION

Federal Employers Identification Number (FEIN/SS) _____

Print Name of Applicant _____ Business Name _____

Owner Name _____

Street Address of Business _____ Mailing Address of Business _____

Business Phone Number _____ Business E-Mail Address _____

Section 3-HOURS OF OPERATION

Annual Seasonal Opening Date: 04/01/24 Closing Date: 11/08/2024

Days of the Week Open: Mon-Sun

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

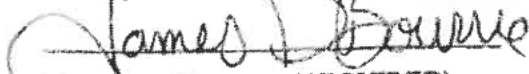
Section 4-MANAGER INFORMATION

Name of Onsite Manager:

Name: James Bourne Unit Number: _____

Mailing Address: PO Box 365 North Truro, MA 02652

Phone (24 Hour Contact): [REDACTED] Email Address: jbourne@abcamping.com


Manager's Signature (REQUIRED)

Name of Offsite Manager:

Name: Same Business Name: _____

Business Address: _____

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

Manager's Signature (REQUIRED)

Name of Co- Manager:

Name: N/A Business Name: _____

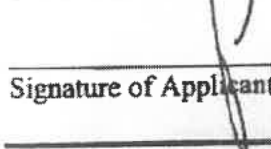
Business Address: _____

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

Co-Manager's Signature (REQUIRED)

Section 5 – ATTESTATION

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

Signature of Applicant:  Print Name: H. Wayne Klekamp Date: 12.19.2023

Additional Applications & Documentation

REQUIRED FOR ALL MOTELS, COTTAGE COLONIES, CONDOMINIUMS & CAMPGROUNDS

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

ADDITIONAL (SEPARATE) APPLICATIONS THAT MAY PERTAIN TO YOUR OPERATION

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



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

**FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT**

BUSINESS NAME: A/C Mobile Home Park Inc at Hortons

OWNER/MANAGER: H. Wayne Klekamp/James Bourne

ADDRESS: 67 Highland Rd North Truro, MA 02652

PHONE #: 508-487-1847 NUMBER OF UNITS: _____

CONTACT PERSON: James Bourne

ADDRESS: _____

TESTING COMPANY: Fire Equipment Inc

TESTING ELECTRICIAN/TECHNICIAN: James Spinosa

COMPANY PHONE #: 508-775-3473 HOME PHONE #: _____

LICENSE #: 6025

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: 11/29/2023 BY: see attached report

Signature of Licensed Electrician

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



FIRE EQUIPMENT INCORPORATED

Work Order Report

Work Order Details:

Account Name: Horton Camp Resort

Site Address: 71 South Highland Road, North Truro, MA 02652

Work Order Number: WO-00305480

Products:

Product Name:	Equipment #:	Equipment Location:
Portable Fire Extinguisher	FE 00075202	Building

Description:

Purpose of Visit: PM Inspection

Worked Performed:

Work Performed: Extinguishers inspection

Technician Information:

Item	Technician Name	Hours
1	James Spinosa - T6	1

Closed On: Nov 29, 2023

James Spinosa

Signature:

Date: Nov 29, 2023

TOTAL # OF EXTINGUISHERS – 3

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	3	KClass		Pressurized Water		Halotron	
CO2		Conductivity Test		Wheeled Unit		Emergency Light	
Exit Light		Other Insp					

Recharges -

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

Service -

6 YR Maintenance Halotron		Hydrotest Dry Chem	
6 YR Maintenance Other		Hydrotest Other	

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 -



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/28/2023

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 K&K INSURANCE GROUP, INC. P.O. BOX 2338 FORT WAYNE, IN 46801	CONTACT NAME: LEISURE PHONE (A/C, No, Ext): 877-355-0315 FAX (A/C, No): 260-459-5990 E-MAIL ADDRESS:													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: NATIONAL CASUALTY COMPANY</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: NATIONAL CASUALTY COMPANY		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
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INSURER B:														
INSURER C:														
INSURER D:														
INSURER E:														
INSURER F:														
INSURED H. WAYNE KLEKAMP, INC. (SEE SCHEDULE) DBA : ADVENTURE BOUND CAMPING RESORTS 905 16TH PL VERO BEACH, FL 32960														

COVERAGES


CERTIFICATE NUMBER: C153036

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR LIQUOR LIMITS - \$1,000,000/\$1,000,000 AGG GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			KKO0000027230000	4/1/2023 12:01 AM	4/1/2024 12:01 AM	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea Occurrence) \$300,000 MED EXP (Any one person) EXCLUDED PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000 LEGAL LIAB TO PARTICIPANTS PROFESSIONAL LIABILITY
A	AUTOMOBILE LIABILITY <input checked="" 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			KKO0000027230100	4/1/2023 12:01 AM	4/1/2024 12:01 AM	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 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 <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WCC331038A	4/1/2023 12:01 AM	4/1/2024 12:01 AM	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
	PARTICIPANT ACCIDENT						AD&D Primary Medical Excess Medical Weekly Indemnity

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

CERTIFICATE HOLDER	CANCELLATION
PROOF OF COVERAGE	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 



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

HEALTH DEPARTMENT
TOWN OF TRURO

JAN 26 2024

RECEIVED BY

TAX STATUS REQUEST FOR LICENSING

Date 1/25/2024

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

Owner's Name: A/C Mobile Mobile Park Inc.

Business Name: Horton's Campground

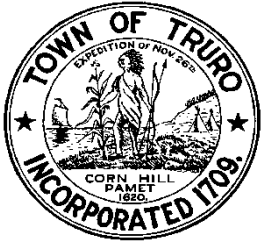
Residential Address: 67 South Highland Rd

Map and Parcel: 37-15

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

B. Reynolds
Tax Collector's Signature

01.26.2024
Date



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: February 27, 2024

ITEM: Application to approve a change in hours for alcohol sales for Beach Point Health and Swim Club

EXPLANATION: Beach Point Health and Swim Club Inc. are requesting a change in hours for the sale of alcohol to their pouring license. Their current license commences the sale of alcohol at 9am. The owners are requesting an hour earlier at 8 am. Current [MGL](#) allows for no earlier than 8 am for weekdays.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Alcohol will continue to be sold on Monday -Saturday from 9am-12am.

SUGGESTED ACTION: *MOTION TO approve Beach Point Health and Swim Club Inc to sell alcohol Monday through Saturday from 8am to 12am.*

ATTACHMENTS:

1. Beach Point Health and Swim Club Application, Chief of Police Memo and Current Alcohol License



RCVD 2024FEB20 PM12:22

ADMINISTRATIVE OFFICE

TOWN OF TRURO

217 Shore Road · P.O. Box 44 · North Truro, MA 02652 · 508-487-7946 (SWIM)
www.topmastresort.com/swimclub · beachpointswimclub@comcast.net

To whom it may concern,

I am writing to request a change to our Alcoholic beverage serving start time at the Beach Point Health and Swim Club.

Currently we start serving at 9am Monday to Saturday. We would like to change it to 8am Monday to Saturday. Our start time of 10am on Sunday is to remain the same.

Our ABCC License number is #00034-GP-1292

Thank you for your consideration.

Albert Silva

Owner/Manager

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

Print Form

ROUND 2024FEB8 PM348
ADMINISTRATIVE OFFICE
TOWN OF TRURO

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

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

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

00034-6P-1292

LICENSEE NAME:

Beach Point Health & Swim Club LLC

ADDRESS:

209 Shore Rd.

CITY/TOWN:

N.Truro

STATE

MA

ZIP CODE

02652

TRANSACTION TYPE (Please check all relevant transactions):

Change of Hours

Change of DBA

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND
SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396

CORPORATE VOTE

The Board of Directors or LLC Managers of

Beach Point Health & Swim Club LLC

Entity Name

duly voted to apply to the Commonwealth of Massachusetts Alcoholic Beverages Control

Commission on 2/16/2024

Date of Meeting

For the following transactions (Check all that apply):

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

“VOTED: To authorize

Albert Silva

Name of Person

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

“VOTED: To appoint

Albert Silva

Name of Liquor License Manager

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

A true copy attest,


Corporate Officer /LLC Manager Signature

For Corporations ONLY

A true copy attest,


Corporation Clerk's Signature



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Licensing Department

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

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

To: Chief Jamie Calise, Truro Police Department
From: Nicole Tudor, Executive Assistant
Date: February 15, 2024
Re: Beach Point Health and Swim Club, LLC, dba Beach Point Health and Swim Club, 217 Shore Road, Truro
Request for a Change of Hours on a Seasonal On-Premise All Alcohol Liquor License; Alcoholic Beverages Control Commission License # 00034-GP-1292

Albert R. Silva, of Beach Point Health and Swim Club, LLC dba Beach Point Health and Swim Club (217 Shore Road) is requesting a Change of Hours for their alcohol liquor license held with the Town of Truro.

Beach Point Health and Swim Club currently has a Seasonal On-Premises All Alcohol Liquor License, ABCC License #00034-GP-1292

Current All Alcohol Liquor License Selling of Alcohol is Monday through Saturday at 9:00AM
Proposed All Alcohol Liquor License Selling of Alcohol is Monday through Saturday at 8:00AM

I have included the accompanying documentation that will be provided to the Alcoholic Beverages Control Commission upon approval of the Select Board at a duly held meeting. This request requires no legal notice or abutters notification.

Please kindly review for purposes of approval with the Local Licensing Authority this request for a Change of Hours and provide any comments below:

POLICE DEPARTMENT REVIEW:

Date: February 16, 2024

Signature: Jamie Calise
Jamie, Calise Police Chief

LICENSE
ALCOHOLIC BEVERAGES

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

GENERAL ON PREMISES

LICENSE TO EXPOSE, KEEP FOR SALE, AND TO SELL
ALL KINDS OF ALCOHOLIC BEVERAGES

TO BE DRUNK ON THE PREMISES

To Beach Point Health & Swim Club, LLC
Albert Silva, Manager

On the following described premises

The building is a 5000 sqft complex housing a 50' pool, kiddie pool,
hot tub, sauna, steam room, exercise room, 3 private showers, & 2
bathrooms. Exits are located on each end of the building & in the rear
of the building. Located at 217 Shore Rd, Truro.

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires January 15th, 2024 unless
revoked. In testimony whereof, the undersigned have hereunto affixed their official signatures this 28th day of March 2023

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

9:00am-12:00am

Sunday 10:00am-12:00am

ABCC Lic. # 00034-GP-1292

Kristen Reed
Albert Silva
John R. Silva
Scott J. R.
Anne Ann

Licensing Board, Town of Truro



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: February 27, 2024

ITEM: Minutes

EXPLANATION: The minutes included in the consent agenda were previously approved at the 2/13/24 Select Board meeting. No action on minutes is needed at tonight’s meeting.

SUGGESTED ACTION: *NONE*