



AMENDED

Truro Select Board Hybrid Meeting

Tuesday, March 19, 2024

Executive Session-4:00 pm

Regular Meeting-5:30pm

Truro Town Hall, 24 Town Hall Road

EXECUTIVE SESSION

<https://us02web.zoom.us/j/82546882305>

1-646-931-3860 Meeting ID: 825 4688 2305

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

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

- (1) in accordance with the provisions of Massachusetts General Law, Chapter 30A, §21 (a) 6, to consider the purchase, exchange, lease or value of real property 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*
- (2) in accordance with the provisions of Massachusetts General Law, Chapter 30A, §21 (a) 3, to discuss strategy with respect to threatened litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares; and*
- (3) in accordance with the provisions of Massachusetts General Law, Chapter 30A, §21 (a) 3, to discuss strategy with respect to potential litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares; and*
- (4) in accordance with the provisions of Massachusetts General Law, Chapter 30A, §21 (a) 7 to comply with, or act under the authority of, any general or special law (Massachusetts General Law, Chapter 30A, §22 (f)(g)(Open Meeting Law), specifically, to review and approve and determine whether continued nondisclosure of the following executive session meeting minutes is warranted: January 9, 2024; and not to reconvene in open session.*

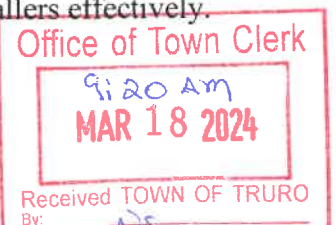
REGULAR MEETING

<https://us02web.zoom.us/j/81657650959>

1-646-931-3860 Meeting ID: 816 5765 0959

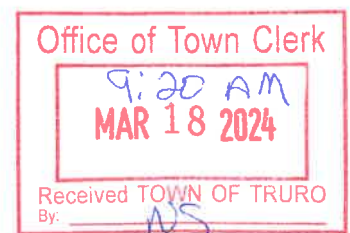
This will be a hybrid (in-person *and* remote) meeting. Citizens can view the meeting on **Channel 8** in Truro and on the web on the "Truro TV Channel 8" button under "Helpful Links" on the homepage of the Town of Truro website. Click on the green "Watch" button in the upper right of the page. **To provide comment during the meeting please call-in at 1-646-931-3860 and enter the following access code when prompted: 816 5765 0959 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/81657650959>** Please note that there may be a slight delay (15-30 seconds) between the meeting and the live-stream (and television broadcast). If you are watching the meeting and calling in, please lower the volume on your computer or television during public comment so that you may be heard clearly. We ask that you identify yourself when calling in to help us manage multiple callers effectively.

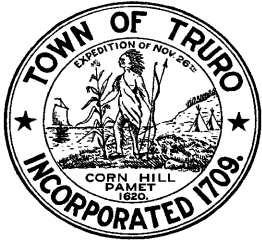
1. PUBLIC COMMENT



2. **PUBLIC HEARINGS** — NONE
3. **INTRODUCTION TO NEW EMPLOYEES** — NONE
4. **BOARD/COMMITTEE/COMMISSION APPOINTMENTS**
 - A. Interview and Possible Appointment of Candidate to the Climate Action Committee-Mark Gebhardt
 - B. Interview and Possible Appointment of Candidate to the Part-Time Resident Advisory Committee-William Bibeau; David Leviatin; Lisa Peets
5. **STAFF/ COMMITTEE UPDATES**
 - A. Update and Possible Vote on Housing Coordinator Position
Presenter: Darrin Tangeman, Town Manager
 - B. Other Staff Announcements (Announcements only; no votes by the Board)
Presenter: Darrin Tangeman, Town Manager
6. **TABLED ITEMS** — NONE
7. **SELECT BOARD ACTION**
 - A. Discussion and Possible Vote on Town Meeting Warrant Article or Motion Consolidations
Presenter: Darrin Tangeman, Town Manager
 - B. Discussion and Possible Vote on Annual Town Meeting Warrant Articles
Presenter: Darrin Tangeman, Town Manager
 - C. Discussion and Possible Vote on Curb Cut Fee
Presenter: Darrin Tangeman, Town Manager, and Jarrod Cabral, Public Works Director
 - D. Nomination of Member to Cape Cod National Seashore Advisory Commission
Presenter: Darrin Tangeman, Town Manager
8. **CONSENT AGENDA**
 - A. Review/Approve and Authorize Signature: Revised Ad Hoc Revenue Committee Charge
 - B. Review and Approve Appointment Renewals: NONE
 - C. Review and Approve 2024 Seasonal Business Licenses: Transient Vendor-North of Highland Camping Area, Common Victualer-Captain's Choice
 - D. Review and Approve Select Board Meeting Minutes: NONE
9. Select Board Reports/Comments
10. Town Manager Report
11. Next Meeting Agenda: Regular Meeting: March 26, 2024

*Agenda amended to reflect correct name of Part-Time Resident Advisory Committee





TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: March 19, 2024

ITEM: Interview and Possible Appointment of Mark Gebhardt to the Climate Action Committee.

EXPLANATION: The Climate Action Committee has two 3-year vacancies and a one-year alternate vacancy. Mr. Gebhardt has submitted an application to serve on the Committee.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Climate Action Committee seats will remain vacant and may result in difficulty for the Committee to reach a quorum.

SUGGESTED ACTION: *Motion to Appoint Mark Gebhardt to the Climate Action Committee for a three-year term expiring June 30, 2026.*

ATTACHMENTS:

1. Application to Serve-Mark Gebhardt

Application to Serve on a Board or Committee

Applicant Information

Last Name

Gebhardt

First Name

Mark

Middle Initial

C.

Email Address

Phone Number

Address (Street)

6 Short Lots Lane

RCVD 2024 FEB 27 4:41 1

Address (City)

PO Box 2010

ADMINISTRATIVE OFFICE

Address (State)

Massachusetts

TOWN OF TRURO

Address (Zip Code)

02666

Mailing Address (Please indicate box number and zip code)

PO Box 2010, 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?

Climate Action Committee

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

I am a (mostly) retired physician with an MD degree and a BS in Biology. I wish to become more involved in Truro and am concerned about our environment. I believe I have the skills to contribute to this 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.

I have not reached out the the Chair or attended a meeting, but I plan to do both.

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:

Board of Health
Community Preservation Committe
Planning Board

Experience

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

I have a wealth of experience serving on hospital Boards and committees including the Medical Executive Committee of Beth Israel Deaconess Medical Center and Chair of the Board of Harvard Medical Faculty Physicians, Inc. in Boston. I have been a member of committees on several medical societies and President of the Association of Bone and Joint Surgeons, President of the Connective Tissue Oncology Society, the Musculoskeletal Tumor Society and a Board Member of the International Symposium of Limb Salvage to name a few. I am a Chaired Professor at Harvard Medical School and I received the Diversity Award from the American Academy of Orthopaedic Surgeons.

I am very much a team player and as a Chair of my Department, ran an open, collegial leadership structure that was transparent and included listening to the voices and opinions of each faculty member. I ran the Department based as much as possible on consensus. I believe the collective wisdom is superior to any one opinion.

I was also involved as a resident in Mission Hill in planning urban development and helping to create affordable housing as well as preserving the character of the Mission Hill neighborhoods.

Briefly list any other relevant experience such as professional work, training, education, etc.

I have taken leadership courses at the Chan School of Public Health at Harvard and business/leadership symposia at the Kellogg School of Business at Northwestern University in Chicago. The later was taught by faculty in their MBA program. I learned skills of negotiation, collaboration and consensus building.

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.

See above.

I am a clarinetist and principle clarinet for the Longwood Symphony Orchestra. I was a member of the Board of the Longwood Symphony for 25 years and Chair of the Board for several years in the past.

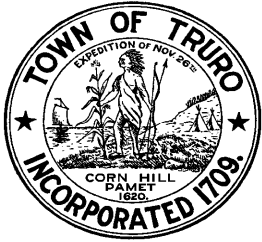
I am also a Board Member of the Apple Hill Center for Chamber Music in Nelson, New Hampshire

Signature

Mark C. Gebhardt

Date

02/26/2024



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: March 19, 2024

ITEM: Interview and Possible Appointment to the Part-Time Resident Advisory Committee

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

The Select Board appointed members to the Committee in February 2024. After the appointments, one appointee withdrew. The Town advertised for the one full-member vacancy (1-year term), and three applications were received; William Bibeau, David Leviatin and Lisa Peets.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The vacancy will remain, and the Committee will begin its work without a full complement of members.

SUGGESTED ACTION: *Motion to Appoint _____ to the Part Time Resident Advisory Committee for a one-year term expiring June 30, 2024.*

ATTACHMENTS:

1. Application to Serve-William Bibeau
2. Application to Serve-David Leviatin
3. Application to Serve-Lisa Peets

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) RCVD 2024/MAR11 @ 10:24

Address (Zip Code) ADMINISTRATIVE OFFICE

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:

Part-Time Resident Committee

Experience

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

I have served on numerous professional committees in my position as Sr. Director of Account Management for Optum/United Health Group. Through these committees we manage physician practices & hospitals to better financial health while still meeting our corporate goals while still obtaining significant higher than average corporate NPS scores

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

Please see attached resume

Signature

William E Bibeau

Date

03/10/2024

Application to Serve on a Board or Committee

Applicant Information

Last Name

Leviatin

RCVD 2020/09/24 04:7:54

First Name

David

ADMINISTRATIVE STAFF

Middle Initial

TOWN OF TRURO

Email Address

Phone Number

Address (Street)

Eton Avenue

Address (City)

London

Address (State)

UK

Address (Zip Code)

NW33EH

Mailing Address (Please indicate box number and zip code)

12a Eton Avenue London UK NW33EH

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

Are you a full-time resident of Truro?

Yes

No

Are you registered to vote in Truro?

Yes

No

Board/ Committee Information

What Board/ Committee Are You Applying For?

Part residents advisory committee

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

My wife Lisa and I have been part time residents since 2018 when we bought our first and only house in Truro. (We live and rent a flat in London). We have been coming to Truro for more than 40 years; for the first 20 years when we were college students in Cambridge and for the last 20 years with our children, the three of whom have spent all of their summers and many of their Christmas and Easter holidays in Truro.

Many moons ago, I got a PhD with a focus in early American history so New England, especially the outer Cape has and continues to be of great interest to me.

Currently, I own and operate a small company in the UK that specialises in the repair of historic timber frame buildings -- exactly the sort of timber frame structures the pilgrims and puritan immigrants from England built throughout the Cape: the remnants of which still exist.

So my interest in Truro is personal, intellectual and practical: my wife and I grew up there part-time and then saw our kids grow up there part-time; I have studied the area's history and culture and I am now engaged in the conservation of historic buildings in England, the style of which became a, if not the, signature houses building type throughout the Massachusetts Bay Colony.

I have many reasons for caring about Truro, from many different perspectives and with many different sets of skills, all of which I am keen to share with my community.

Have you attended a meeting of the committee listed above?

Yes

No

Have you read the charge of the committee?

Yes

No

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

Yes

No

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

Yes

No

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

Yes

No

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

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

Experience

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

Served on several university committees
Served on several Historic Building Construction committees

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.

See above

Signature

David Leviatin

Date

03/02/2024

Application to Serve on a Board or Committee

Applicant Information

Last Name

First Name

Middle Initial

Email Address

Phone Number

Address (Street)

Address (City) RCUW 2024 APR 11 AM 10:25

Address (State) ADMINISTRATIVE OFFICE

Address (Zip Code) TOWN OF TRURO

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've been coming to the Outer Cape since I was a small child; we've owned a home in Truro for the past six years, where we plan to retire; and my three children consider Truro their second home. I care deeply about the Truro community and would welcome the opportunity to serve it. As a woman of color, I am also a strong proponent of diversity and inclusion, and think that is important in committee work.

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 significant experience working with others in consensus-based and collaborative committees. For example, I currently serve on Covington & Burling's global Management Committee, which oversees the operations of the firm; I am one of eight members and the only member based outside of the United States. I also co-chair a practice group at the firm, and in that capacity work with colleagues and clients of all ages, backgrounds and experiences.

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.

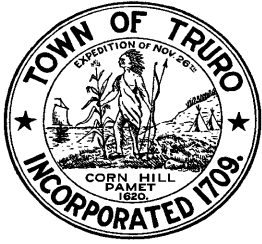
I've been a practicing lawyer for over 30 years

Signature

Lisa Peets

Date

03/08/2024



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: March 19, 2024

ITEM: Staff Update: Housing Coordinator Discussion and Possible Vote

EXPLANATION: On October 24, 2023, the Select Board directed the Town Manager and staff in their budget guidance memo to develop a prioritized list of necessary positions to meet the growing demand of services and subsequent workload facing Town staff. At the February 13, 2024, Budget Task Force meeting, Town Manager Darrin Tangeman presented an overview of four new positions under consideration for fiscal year 2025. The position of Housing Coordinator was previously and unanimously recommended by the Select Board last year for the warrant and approved by 2023 Annual Town Meeting.

The Town Manager and Finance Director have determined the Town now has sufficient funding through the rental registration fees (General bylaw 2-1-6) to defray the costs of rental registration record keeping and through additional occupancy tax receipts to adequately fund the housing coordinator position. Implementing this position is now possible without raising taxes through a raise and appropriate override article or free cash transfer. A detailed time to task analysis has been completed and updated to reflect all housing related tasks and clearly demonstrates a full-time housing coordinator position is warranted.

Under 5-5-4 of the Town Charter, the Town Manager, with approval of the Select Board, is authorized to establish the position of Housing Coordinator. Town Counsel has also been consulted with the knowledge that this position was previously approved by voters at the 2023 Annual Town Meeting. With further approval of the Select Board, the position is expected to be hired in June or July of 2024.

FINANCIAL SOURCE (IF APPLICABLE): Rental Registration Fees and Occupancy Tax Receipts.

IMPACT IF NOT APPROVED: Housing initiatives outlined in the housing production plan, short-term and long-term rental compliance and workforce housing tasks assigned to staff will likely not be accomplished.

SUGGESTED ACTION: *Discussion and possible vote to approve the Housing Coordinator position.*

ATTACHMENTS:

1. Housing Coordinator Job Description and Position Justification
2. Housing Coordinator Time to Task Analysis

Truro Housing Coordinator
Time to Task Analysis

Task	Task Description	Duration of Tasks Months	Hours	Note
1	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.	February -October	10	off-season tasks
2	Coordinates the development of the business plan and property management approach for the Town's workforce housing inventory.	year round	2	
3	Administers town-supported housing assistance programs, including Rental Assistance Program and CDBG Housing Rehabilitation.	year round	2	
4	Monitors and enforces compliance deed restrictions and regulatory requirements to ensure preservation of existing affordable housing units.	year round	2	
5	Monitors and enforces compliance with rental requirements for ADU and Duplex properties; monitors resale of affordable units.	year round	2	
6	Identifies and pursues and grant opportunities and public-private partnerships to amplify housing opportunity and production.	year round	6	
7	Coordinates Town's implementation of strategies in Housing Production Plan (HPP).	year round	8	
8	With Town Administration, develops requests for proposals (RFPs) and other project documents for Town-initiated housing projects. Coordinates regulatory review of projects by local, regional and state authorities, and manages technical assistance	year round	4	
9	Provides outreach to the community about housing programs and opportunities. Develops and executes housing-related public educational programs and events.	year round	4	
10				
		Total Hours	40	
	<i>Additional and Off Season Tasks</i>			
	prepare Zoning Bylaw amendments	November-March		
	support Town boards (THA, CPC, Planning Board) on housing-related projects and initiatives	year round		
	research and prepare memoranda on housing issues and strategies	year round		
	advocate for allocation of CPA funds for affordable housing projects	year round		
	assist the public with questions on housing programs	year round		
	; coordinate initiatives with neighboring towns, regional and state agencies and local housing organizations	year round		

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.

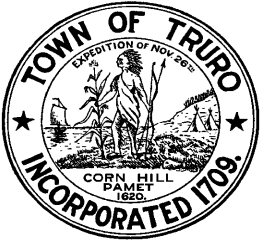
Skill: Planning and organizational skills. Skills in oral and written communication and in presentation. Skill in computers and appropriate software applications.

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

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: March 19, 2024

ITEM: Other Staff Announcements

EXPLANATION: Town Manager Tangeman or other appropriate staff will provide any appropriate announcements or updates. If votes are needed related to any of the announcements, they will be noticed in accordance with Open Meeting Law.

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: March 19, 2024

ITEM: Discussion and Possible Vote on Warrant Article or Motion Consolidations

EXPLANATION: Staff and the Town Moderator have been regularly meeting to address logistical concerns related to Special Town Meeting and Annual Town Meeting and have concerns about the length of the Town Meeting Warrant and how the Warrant length will impact the proceedings of the meeting. There is particular concern of the ability of Truro's seniors and most vulnerable, as well as parents of young children, to participate in a long meeting.

Staff reviewed the Special Town Meeting warrant with the Select Board at the February 8th Work Session. While there are a number of articles that will be indefinitely postponed, there will still be articles that will likely require lengthy discussion on Town Meeting floor. Attached is a draft list of possible warrant articles for the 2024 Annual Town Meeting. The list is not exhaustive and is not in the order it will appear on the warrant, as the Board will vote on the order at a subsequent meeting. Staff highlighted mandatory articles in green (budgetary articles, Charter-required articles, articles that are part of good faith negotiations, and petitioned articles). Articles that may not be needed are indicated in notes.

The Board may wish to consider a few options to try to manage the length of the Annual Town Meeting so that more individuals are able to participate for the duration. These options are: create a consent agenda (as occurred at the 2020 Annual Town Meeting) and move the consent agenda all at once; move Community Preservation Act articles all as one; either move all free cash sections as one OR present all free cash transfers as one article in a table so that it is clear which amounts are associated with each of the transfers; and any other options the Board may determine would be appropriate to prepare for Town Meeting. Staff indicated on the articles list which articles may be appropriate for a consent agenda with a "*C*" marking.

Please note that some of the articles that may be appropriate for consent are also free cash transfer articles so it may be necessary to determine which, if any, “bundle” these articles should appear in.

It is important to note that even if articles are bundled for motions, Town Meeting would always have the opportunity to amend the motion to consider one or more of the articles separately.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: If the Board does not wish to bundle articles in the warrant, each article will be presented separately in the warrant. The Board or Town Meeting voters may still move to bundle articles on Town Meeting floor if they so choose.

SUGGESTED ACTION: *MOTION TO direct staff to prepare warrant articles and motions as determined at tonight’s meeting by the Select Board.*

ATTACHMENTS:

1. Article list

2024 Annual Town Meeting Articles

Authorization to Hear Reports of Multi-Member Bodies *C*

Authorization to Set the Salary of the Select Board *C*

Authorization to Set the Salary of the Moderator *C*

FY2024 Free Cash Transfers: Snow Removal and 2024 Annual Town Meeting Expenses

FY2025 Omnibus Budget Appropriation

Free Cash Transfers:

Section: Free Cash Transfer: To Reduce or Stabilize the FY2025 Tax Rate *C*

Section: Free Cash Transfer: To the OPEB Trust Fund *C*

Section: Free Cash Transfer: To Employee Benefit Account *C*

Section: Free Cash Transfer: To General Fund Reserve Fund *C*

Section: Free Cash Transfer: Senior Needs Assessment

Section: Free Cash Transfer: Automatic Tabulator

Section: Free Cash Transfer: To The Capital Expense Stabilization Fund (Includes Ambulance Rolling Stock Contribution) *C*

Section: Free Cash Transfer: To Stabilization Fund *C*

Section: Free Cash Transfer: Free Cash for Temporary EMS Supplemental Assistance

Section: Free Cash Transfer: Website Upgrades

Section: Free Cash Transfer: RAO Consulting/ Assistant Clerk Pilot Program

Section: Free Cash Transfer: To Fund Climate Action Coordinator

Section: Free Cash Transfer: For Capital Improvement Plan Projects: Community Center Technology Upgrades, Corn Hill Parking Lot Pavement and Striping, Great Hollow Beach Stairway, Preliminary Master Planning And Evaluation For Public Water Supply

Authorization to Expend Funds in Anticipation of Reimbursement for State Highway Assistance Aid *C*

Revolving Fund Expenditure Limits *C*

Transfer of Funds from Affordable Housing Stabilization Fund to Affordable Housing Trust Fund *C*

Borrowing Authorization for Truro Central School HVAC and Roof Repairs

Debt Exclusion for Acquisition of 2 Sand Pit Road

Accept Tax Work Off Program for Persons with Disabilities (Under Town Counsel Review—unlikely to be necessary)

Accept 3% Community Impact Fee

Dedicate Community Impact Fee

General Override for Human Resources Coordinator

Reauthorization Funds for Pamet River System and Jetty

Reauthorization Funds for Town Hall Design and Reconfigure

Land Acquisition/ Transfer Articles

CCNS Land Exchange (Unlikely to be ready for 2024 ATM)

Community Preservation Act Articles

Community Preservation Act: Administrative Support (Administrative Support)

Community Preservation Act: Community Gathering Place Improvements (Historical Preservation)

Community Preservation Act: Displays at Highland House Museum (Historical Preservation)

Community Preservation Act: Historic Cemetery Restoration (Historical Preservation)

Community Preservation Act: Lower Cape Housing Institute (Community Housing)

Community Preservation Act: Contribution to the Affordable Housing Trust Fund (Community Housing)

Community Preservation Act: Regional Contribution for 0 Millstone Road, Brewster, [Spring Rock Village] (Community Housing)

Community Preservation Act: Land Acquisition (Open Space)

Community Preservation Act: TCS Early Childhood Playground (Recreation)

General Bylaw Articles

Amend General Bylaws: Fine Increases

Amend General Bylaws: Town Meeting Location

Amend General Bylaws: Prohibitions Related to Short-Term Rental of Residential Properties

Amend General Bylaws: Prohibitions Related to Short-Term Rental of Residential Properties-
Additional Regulations

Zoning Bylaw Articles

Amend Zoning Bylaws: Ban on Fractional Ownership

Amend Zoning Bylaws: §10.4 Definitions, Amend Zoning Bylaw §50.1 Area and Height
Regulations, and Add Appendix Q

Amend Zoning Bylaws: Add New Bylaw §40.8 Attainable Housing on Undersized Lots And
Amend §30.2 Use Table

Amend Zoning Bylaws: §40.2 Accessory Dwelling Unit, §50.2 Gross Floor Area, and §30.2 Use
Table, Note 9

Amend Zoning Bylaws: §20.3 Location of Districts, §90.5 Overlay Districts, and Appendices

Charter Amendment Articles

(1-2) Possible Articles for Select Board Consideration

Other

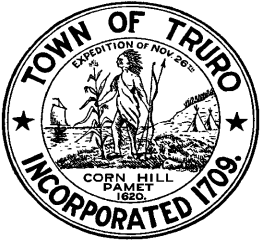
Establish a Town Seal Committee

Citizen Petitioned Articles

Citizen Petitioned Article: An Article to Establish the Truro Senior Perks Pilot Program

Citizen Petitioned Article: Vote to Establish a Climate Resiliency and Infrastructure Stabilization
Fund and to Transfer \$50,000 of Free Cash

Citizen Petitioned Article: New DPW Facility on Town Hall Hill – Engineering and Site Planning
for Two Existing Conceptual Plans



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: March 19, 2024

ITEM: Discussion and Possible Vote on Warrant Articles

EXPLANATION: Attached for review, discussion, and vote to recommend are articles from the Annual Town Meeting Warrant.

Town Counsel's review of the articles is ongoing and staff will provide an update on the status of review at the meeting. The Board may opt to consider some or all of these articles at a subsequent meeting, but it is important to be aware of the limited number of meetings available to take the votes for Town Meeting articles.

The Warrant closed for the submission of petitioned and committee articles on March 5, 2024 at 4 pm. The following articles are included for consideration to vote to recommend at this evening's meeting:

- Authorization to Hear Reports of Multi-Member Bodies
- Authorization to Set the Salary of the Select Board
- Authorization to Set the Salary of the Moderator
- Authorization to Expend Funds in Anticipation of Reimbursement for State Highway Assistance Aid
- Transfer of Funds from Free Cash: SECTION: TO REDUCE OR STABILIZE THE FY2025 TAX RATE
- Transfer of Funds from Free Cash: SECTION: TO THE OPEB TRUST FUND
- Transfer of Funds from Free Cash: SECTION: TO STABILIZATION FUND
- Transfer of Funds from Free Cash: SECTION: TO GENERAL FUND RESERVE FUND
- Revolving Fund Expenditure Limits

- Transfer of Funds from Affordable Housing Stabilization Fund to Affordable Housing Trust Fund
- Borrowing Authorization for Truro Central School HVAC and Roof Repairs
- Debt Exclusion for Acquisition of 2 Sand Pit Road
- Accept 3% Community Impact Fee
- Dedicate Community Impact Fee
- Community Preservation Act: Administrative Support (Administrative Support)
- Community Preservation Act: Community Gathering Place Improvements (Historical Preservation)
- Community Preservation Act: Displays at Highland House Museum (Historical Preservation)
- Community Preservation Act: Historic Cemetery Restoration (Historical Preservation)
- Community Preservation Act: Lower Cape Housing Institute (Community Housing)
- Community Preservation Act: Contribution to the Affordable Housing Trust Fund (Community Housing)
- Community Preservation Act: Regional Contribution for 0 Millstone Road, Brewster, [Spring Rock Village] (Community Housing)
- Community Preservation Act: Land Acquisition (Open Space)
- Community Preservation Act: TCS Early Childhood Playground (Recreation)
- Citizen Petitioned Article: Vote to Establish a Climate Resiliency and Infrastructure Stabilization Fund and to Transfer \$50,000 of Free Cash

The Community Preservation Committee will join the Select Board on March 26th and can answer any questions the Board may have. If there are straightforward Community Preservation Act articles the Board may wish to vote on those this evening. One lead petitioner, Bob Higgins-Steele, was invited to present his citizen petitioned article this evening. The lead petitioners for the other two articles will be invited to a subsequent meeting.

The form of vote is positive, motion to recommend, and will be recorded in the warrant as # of yes votes - # of no votes - # of abstentions in favor, e.g. 5-0-0 in favor. Once the votes are completed, they will be added to the draft Warrant. Article numbers will be assigned as the Warrant is finalized.

The draft Town Meeting Articles list is also included (Agenda Item 7A1) , and the Board may wish to discuss or provide guidance to staff on any of the articles listed or articles that should be listed.

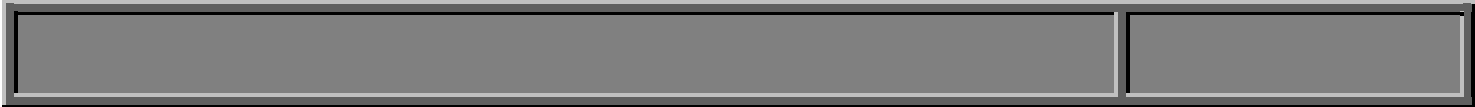
FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Board may opt to consider some or all of these articles at a subsequent meeting, but it is important to be aware of the limited number of meetings available to take the votes for Town Meeting articles.

SUGGESTED ACTION: *Motion to recommend {insert article title here} as printed.*

ATTACHMENTS:

1. Articles for 2024 Annual Town Meeting Warrant
2. Citizen Petitioned Article: Vote to Establish a Climate Resiliency and Infrastructure Stabilization Fund and to Transfer \$50,000 of Free Cash



CUSTOMARY & FINANCIAL ARTICLES

Article: Authorization to Hear the Report of Multi-member Bodies

To see if the Town will vote to hear reports of any multi-member body, whose annual report was not published in the 2023 Annual Town Report, or take any other action relative thereto.

Requested by the Select Board

Select Board Recommendation			
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Article: Authorization to Set the Salary of the Select Board

To see if the Town will vote to determine and set the salary for the Select Board for Fiscal Year 2025 at \$6,000.00 per member for a total of \$30,000.00, or take any other action relative thereto.

Requested by the Finance Committee

Explanation: This is a customary article included in each Annual Town Meeting Warrant. This year's salary amount is level-funded from last year.

Finance Committee Recommendation	3	0	0
Select Board Recommendation			

Article: Authorization to Set the Salary of the Moderator

To see if the Town will vote to determine and set the salary for the Town Moderator at \$500.00 per completed Town Meeting or Special Town Meeting; and any appointed Assistant Town Moderators at \$250.00 per completed Town Meeting or Special Town Meeting for Fiscal Year 2025, or take any other action relative thereto.

Requested by the Select Board

Explanation: This is a customary article included in each Annual Town Meeting Warrant but this year there is language included for town meetings where any Assistant Town Moderators may be appointed. This year’s salary amount for the Moderator is level-funded from last year.

Finance Committee Recommendation	3	0	0
Select Board Recommendation			

Article: Transfer of Funds from Free Cash

SECTION: TO REDUCE OR STABILIZE THE FY2025 TAX RATE

To see if the Town will vote to transfer Seven Hundred Thousand Dollars and no cents (\$700,000.00) from Free Cash to reduce or stabilize the FY2025 Tax Rate, or to take any other action relative thereto.

Requested by the Select Board

Explanation: This is a customary article that transfers funds to offset the tax rate for the upcoming fiscal year. Annually, the Select Board uses certified Free Cash (unexpended funds) as a revenue source to reduce the impact on the tax rate. Staff recommends gradually reducing the amount of Free Cash used in this manner in an effort to prepare for years that less Free Cash is available. For this reason, staff recommends transferring \$700,000.00 of Free Cash to stabilize the FY2025 tax rate. In FY2023, \$900,000.00 of Free Cash was used to offset the tax rate. In FY2024, \$800,000.00 of Free Cash was used to offset the tax rate.

Finance Committee Recommendation			
Select Board Recommendation			

SECTION: TO THE OPEB TRUST FUND

To see if the Town will vote to transfer the sum of Four Hundred Thousand Dollars and no cents (\$400,000.00) from Free Cash to the Other Post-Employment Benefits (OPEB) Trust Fund, or take any other action relative thereto.

Requested by the Select Board

Explanation: This is a customary article that began at the 2014 ATM to transfer funds into the Other Post-Employment Benefits (OPEB) Trust Fund to cover further liability in accordance with government accounting standards. This year's proposal is to transfer four hundred thousand dollars (\$400,000.00). The balance as of {{DATE}} in the fund is \${{VALUE}}.

Finance Committee Recommendation			
Select Board Recommendation			

SECTION: TO STABILIZATION FUND

To see if the Town will vote to transfer the sum of One Hundred Thousand Dollars and no cents (\$100,000.00) from Free Cash to the Stabilization Fund, or take any other action relative thereto.

Requested by the Select Board

Explanation: This transfer will add funds to the Town's Stabilization Fund, which helps the Town maintain its strong bond rating and provides a 'rainy day fund.' The balance as of {{DATE}} in the Stabilization Fund is \${{VALUE}} or {{VALUE}}% of the proposed FY2025 Operating Budget. This transfer will bring the Town closer to the Government Finance Officers Association's recommended 6-10% of operating expenditure budget for the Stabilization Fund.

Finance Committee Recommendation			
Select Board Recommendation			

SECTION: TO GENERAL FUND RESERVE FUND

To see if the Town will vote to transfer the sum of One Hundred Twenty-five Thousand Dollars and no cents (\$125,000.00) from Free Cash to the Reserve Fund (01013257) to be available for extraordinary or unforeseen expenditures in Fiscal Year 2025, or take any other action relative thereto.

Requested by the Select Board

Explanation: In accordance with MGL Chapter 40, Section 6, the Reserve Fund is a sum of money appropriated at Town Meeting to be used for “extraordinary or unforeseen expenditures.” The Finance Committee approves or denies Reserve Fund Transfer requests in accordance with Massachusetts General Law and Truro Select Board Policy #42. In recent years, Town Meeting has appropriated \$100,000.00 in the Omnibus Budget to the Reserve Fund. This year, similar to last year, \$100,000.00 is included in the FY2025 Omnibus Budget and \$125,000.00 of Free Cash is requested to bring the FY2024 Reserve Fund total to \$225,000.00. This request brings the reserves of the Town more in line with Government Finance Officers Association recommendations.

Finance Committee Recommendation			
Select Board Recommendation			

Article: Revolving Fund Expenditure Limits

To see if the Town will vote pursuant to Section 1.1.8 of the General Bylaws to set the following spending limits Revolving Funds for Fiscal Year 2025

Revolving Fund	Spending Limit
Council on Aging	\$40,000.00
Shellfish Program	\$2,000.00

or to take any other action relative thereto.

Requested by the Finance Director

Explanation: This is a customary article required by Massachusetts General Law that sets expenditure limits annually for the Revolving Accounts established under MGL Chapter 44 Section 53E½.

Finance Committee Recommendation	3	0	0
Select Board Recommendation			

Article: Authorization to Expend Funds in Anticipation of Reimbursement for State Highway Assistance Aid

To see if the Town will vote to appropriate all sums provided to the Town pursuant to the Chapter 90 Highway Assistance Program of the Massachusetts Department of Transportation for purposes consistent with said program; or to take any other action relative thereto.

Requested by the Finance Director

Explanation: The amount of the Chapter 90 funds to be awarded to Truro by the State for FY2025 is \$170,665.05.

Finance Committee Recommendation	3	0	0
Select Board Recommendation			

Article: Transfer of Funds from Affordable Housing Stabilization Fund to Affordable Housing Trust Fund

To see if the Town will vote to transfer a sum of money from the Affordable Housing Stabilization Fund to the Affordable Housing Trust Fund; or to take any other action relative thereto.

Requested by the Select Board

Explanation: At the 2021 Annual Town Meeting, voters approved Article 20: To Establish an Affordable Housing Stabilization Fund and to Dedicate a Percentage of the Local Room Occupancy Tax to Said Fund. Thirty-three percent of the Local Room Occupancy Excise Tax was authorized by Town Meeting voters to be automatically transferred to an Affordable Housing Stabilization Fund, as a Stabilization Fund is the only acceptable way under the associated section of Massachusetts General Law to dedicate these reoccurring receipts. This article is now a customary article that transfers the funds received since the last Annual Town Meeting transfer to the Affordable Housing Trust Fund so that monies can be accessed in a more timely manner when appropriate affordable housing opportunities are presented, rather than needing to wait for or call a town meeting to expend said funds. The current balance of the Affordable Housing Stabilization Fund is \${{VALUE}}.

Finance Committee Recommendation	3	0	0
Select Board Recommendation			

TRURO CENTRAL SCHOOL DEBT EXCLUSION ARTICLE

**TWO-THIRDS
VOTE**

Article X: Borrowing Authorization for Truro Central School HVAC and Roof Repairs

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of One Million Four Hundred Thousand Dollars (\$1,540,000) more or less, associated with engineering services, construction, and repairs related to the HVAC system and roof repairs at Truro Central School, including, but not limited to, the flat rubber roof with associated components, all HVAC ventilation components and heating system and controls, and for the payment of all other costs incidental and related thereto; provided that no sums shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts needed to repay any bonds or notes issued pursuant to this vote from the limitations imposed by G.L c.59, §21C (proposition 2 ½) or take any other action relative thereto.

Requested by the Public Works Director

Explanation: This article appeared on the 2023 Special Town Meeting Warrant, but as the meeting was continued to May 2024, the cost associated with this project escalated from \$1,400,000 to \$1,540,000. The Special Town Meeting article will be moved to be indefinitely postponed and Annual Town Meeting voters will vote on this article.

As indicated in the Capital Improvement Budget in the 2023 Annual Town Meeting, a \$100,000 grant funded engineering services related to evaluating the existing HVAC system as well as evaluating the roof. The engineering evaluation for both the HVAC system and the roof has been completed and this article would fund the costs associated with construction for both the roof and the HVAC system. This article requests voter approval to place a temporary increase in the tax levy for the period required to pay the principal and interest on the authorized borrowing for the Truro Central School HVAC and Roof Repairs project. The exclusion only applies for the life of the borrowing - when the borrowing is paid off, the temporary exclusion terminates. If approved at Town Meeting and at the ballot, the exclusion is added to the tax levy only during the year in which the project is being funded and may increase the tax levy above the levy ceiling.

	In Favor	Not In Favor	Abstain
Finance Committee Recommendation			
School Committee Recommendation			
Select Board Recommendation			

POTENTIAL IMPACT

Truro Central School HVAC & Roof Debt Service- \$1.4M	*Debt Service	\$100K Assessed Value	\$500K Assessed Value	2024 Avg Residential Value of \$1,042,804
20 year bond at 4.5%, level debt. Year 1 (FY2025 debt service shown)	\$108,000	\$2.95	\$14.77	\$30.81
<p><i>*This is the first time a borrowing authorization has been placed in front of Town Meeting since passage of Article 39, ATM 9/26/2021. The article requested that "all financial warrant articles, outside the omnibus budget, which could incur expenditures in excess of \$50,000.00 be required to delineate their cost and the estimated tax impact on an average home..."</i></p> <p><i>The impact presented above is an estimate. Borrowing authorizations allow the Treasurer to sell debt to pay for a given project; the debt for the above project has not yet been sold. Debt service cost is projected. The debt service listed is for the first year of principal + interest cost of the projected debt service. The debt service and timing may change due to project changes or interest rate changes. The impact to a specific household or tax bill will vary. Tax impacts are based on the total residential valuation of every residential property in the Town as of the first of the calendar year. In the chart above, the Fiscal Year 2024 (FY2024) tax base/valuation used to calculate impacts was assessed by the Board of Assessor's as of January 1, 2023 and certified by the Department of Revenue in the fall of 2023.</i></p>				

SAND PIT ROAD DEBT EXCLUSION ARTICLE

**TWO-THIRDS
VOTE**

Article X: Debt Exclusion for Sand Pit Road

To see if the Town will vote to authorize the Select Board to acquire, by purchase, gift, and/or eminent domain, on such terms and conditions as the Select Board deems in the best interest of the Town, a parcel of land located at 2 Sand Pit Road, containing 23.75 acres, more or less, identified as a portion of Assessors' Parcel 39-107-0, and being a portion of the property described in a deed recorded with the Barnstable Registry of Deeds in Book 279, Page 34, as well as rights in portions of Noons Heights Road and Sand Pit Road and a perpetual access easement across the remaining portion of 2 Sand Pit Road, **for general municipal purposes, including, without limitation, for housing purposes, for the site of a public works facility, and other uses**; further, to raise and appropriate, transfer from available funds, and/or borrow a sum of money for the acquisition of said property and costs incidental or related thereto in the amount of \$6,056,250; and authorize the Treasurer, with the approval of the Select Board, to borrow all or a portion of said sum under G.L. c. 44, §7 or any other enabling authority and to issue bonds or notes of the Town therefor, provided that no sums shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts needed to repay any bonds or notes issued pursuant to this vote from the limitations imposed by G.L. c. 59, §21C (Proposition 2½); or take any other action relative thereto.

Requested by the Select Board

Explanation: The Noons' Family offered the Select Board the opportunity to purchase 2 Sand Pit Road (23.75 acres of land). After months of negotiations and an ASTM Phase I Environmental Site Assessment and Phase II Limited Subsurface Investigation Report, appraisal, title work, the Board and the sellers' agreed to a purchase price of \$6,056,250 (\$255,000 per acre), contingent on approval at Town Meeting and at the ballot.

	In Favor	Not In Favor	Abstain
Select Board Recommendation			
Finance Committee Recommendation			

Article X: Acceptance of Massachusetts General Law: Adoption of Community Impact Fee on Professionally Managed Short-Term Rentals

To see if the Town will vote to accept the provisions of General Laws Chapter 64G, Section 3D(a), authorizing the imposition of a community impact fee of 3 percent on the transfer of occupancy of a short-term rental in a “professionally-managed unit”, which term is defined as 1 of 2 or more short-term rental units that are located in the same city or town, operated by the same operator and are not located within a single-family, two-family, or three family dwelling that includes the operator’s primary residence; or take any action relative thereto.

Requested by the Select Board

Explanation: In its efforts to manage corporate ownership of short term rentals and also to identify potential revenue sources, the Board proposes acceptance of a 3% community impact fee on professionally-managed units.

Finance Committee Recommendation			
Select Board Recommendation			

Article X: Dedication of Community Impact Fees to the Capital Stabilization Fund

To see if the Town will vote to establish, pursuant to the provisions of General Laws Chapter 40, Section to accept Paragraph 4 of Chapter 40, Section 5B of the General Laws and dedicate, without further appropriation, 100 percent of any community impact fees received by the Town pursuant to General Laws Chapter 64G, Section 3D(a) or (b) on the transfer of occupancy of a short-term rental to the Special Purpose Stabilization Fund for Capital Projects; provided that said dedication shall take effect beginning in Fiscal Year 2025 which begins on July 1, 2024; and provided further that the Town may not revoke its acceptance of this Act for at least three fiscal years; or to take any other action relative thereto.

Requested by the Select Board

Explanation: This article dedicates all fees received from the Community Impact Fees accepted in the previous article to the Capital Stabilization Fund. This helps the community plan for significant capital purchases or projects that will occur several years in the future. When the project or purchase is ready to be funded, a Town Meeting vote will be required to appropriate the funds.

Finance Committee Recommendation			
Select Board Recommendation			

COMMUNITY PRESERVATION ACT ARTICLES

Article X: Community Preservation Act: Administrative Support

To see if the Town will vote to appropriate the sum of Thirty-nine Thousand, Forty-three Dollars and No cents (\$39,043.00) from Projected Fiscal Year 2025 Community Preservation Act Surcharge Revenue for the administrative expenses of the Community Preservation Committee or take any other action relative thereto.

Requested by Community Preservation Committee

Explanation: The Community Preservation Act and the Truro Community Preservation Bylaws permit 5% of the projected Community Preservation Act surcharge revenue to be used for management of CPC operations, as well as for workshops, seminars, membership in the Community Preservation Coalition, printing, advertising, and supplies. Any money remaining at the end of the Fiscal year will revert to the Community Preservation Act Undesignated Fund Balance.

Community Preservation Committee Recommendation	7	0	0
Finance Committee Recommendation			
Select Board Recommendation			

Article X: Community Preservation Act: Community Gathering Place Improvements

(Historical
Preservation)

To see if the Town will vote to appropriate the sum of Thirty-two Thousand Four Hundred Ninety-three dollars and no cents (32,493.00) from Projected Fiscal Year 2025 Community Preservation Act Revenue to restore and improve the Truro Meetinghouse Community Gathering Place at 3 First Parish Lane, by the Friends of the Truro Meeting House, and to enter into a grant agreement to set forth the terms and conditions thereof and to authorize the Select Board to acquire an historic preservation restriction on said property; or take any other action relative thereto.

Requested by Friends of the Truro Meetinghouse

Explanation: According to historic records, the existing wall was added in 1845 to create a room for winter gathering. This renovation will restore some of the expansiveness of the original design and create an improved community gathering space by removing part of the wall between the

main meeting hall and the vestry/meeting room creating a broad opening with a set of sliding doors to provide space for gathering after events and to accommodate more social program activities.

Community Preservation Committee Recommendation	7	0	0
Finance Committee Recommendation			
Select Board Recommendation			

Article X: Community Preservation Act: Displays at Highland House Museum

(Historical Preservation)

To see if the Town will vote to appropriate the sum of Twenty-five Thousand Four Hundred Thirty-eight and no cents (\$25,438.00) from Projected Fiscal Year 2025 Community Preservation Act Surcharge Revenue, to preserve and display historic materials at the Highland House Museum for the Truro Historical Society, and to enter into a grant agreement to set forth the terms and conditions thereof or take any other action relative thereto.

Requested by Truro Historical Society

Explanation: There are 5 specific items being addressed:

1. Framing and mounting of Miss Holsbery's Classroom 1858 walling map and 1726 enslavement document. This grant will enable Highland House Museum to mount the map as part of a permanent exhibition titled "Miss Holsbery's Classroom".
2. Moveable panels for the railroad exhibit that will describe how the coming of the railroad altered commerce in Truro and initiated the era of modern tourism.
3. Printing of educational materials pertaining to permanent exhibits.
4. Acquisition of climate-controlled flat file cabinets for unframed prints, vintage maps and works on paper.
5. Consultation fees for digital preservation of historic documents which will provide public access to the documents. This project is similar to the digitizing project underway at the Truro Town Hall and funded by a previous CPC grant.

Community Preservation Committee Recommendation	7	0	0
Finance Committee Recommendation			
Select Board Recommendation			

Article X: Community Preservation Act: Historic Cemetery Restoration

(Historical Preservation)

To see if the Town will vote to appropriate the sum of Twenty Thousand One Hundred Fifty-six (\$20,156.00) from Projected Fiscal Year 2025 Community Preservation Act Surcharge Revenue, and a sum of Thirteen Thousand Once Hundred forty-four (\$13,144.00) from the Community Preservation Act Undesignated Fund Balance for a total amount of Thirty-three Thousand Three hundred dollars and no Cents (\$33,300.00) for the repair and preservation of Damaged Gravestones in Truro’s Historic Cemeteries, and to enter into a grant agreement to set forth the terms and conditions thereof; or take any other action relative thereto.

Requested by the Truro Cemetery Commission

Explanation: Repairing the most damaged historic gravestones within Truro’s four town cemeteries (Old North, Pine Grove, Snow, and Methodist) to meet state and national preservation standards. The cemeteries contain some of the oldest surviving artifacts in Truro. The people buried are a record of the town’s history and the gravestones are a gallery of the art and craftsmanship of multiple eras: Colonial, Revolutionary, Civil War and Reconstruction, and Industrial as well as the Progressive and Modernist movements. Open and free to the public, Truro’s cemeteries are a “public good.”

Community Preservation Committee Recommendation	7	0	0
Finance Committee Recommendation			
Select Board Recommendation			

Article X: Community Preservation Act: Lower Cape Housing Institute

(Community Housing)

To see if the Town will vote to appropriate the sum Twenty Thousand Dollars and no cents (\$20,000.00) from Community Preservation Undesignated Fund Balance, to provide support for the regional Lower Cape Housing Institute offered by the Community Development Partnership, Inc., and to enter into a grant agreement to set forth the terms and conditions thereof; or take any other action relative thereto.

Requested by Community Development Partnership

Explanation: The Lower Cape Housing Institute provides training and technical assistance to the Town of Truro to create, preserve and support community housing in the town and across the Lower and Outer Cape region. This grant will cover two years (FY25-26) of funding.

Community Preservation Committee Recommendation	7	0	0
Finance Committee Recommendation			
Select Board Recommendation			

Article X: Community Preservation Act: Contribution to the Affordable Housing Trust Fund

(Community Housing)

To see if the Town will vote to appropriate the sum Four Hundred Sixty-eight, Five Hundred Nineteen Dollars and no cents (\$468,519.00) from Community Preservation Act Projected FY25 Surcharge Charge Revenue, and One Hundred Seventeen thousand, One Hundred Twenty-nine Dollars and no cents (\$117,129.00) from FY 2025 Optional Funding balance, for a total of Five Hundred Eighty-Fifty Thousand six Hundred Forty-eight Dollars and no cents (\$585,648.00) to contribute to the Truro Affordable Housing Trust Fund, and to enter into a grant agreement to set forth the terms and conditions thereof; or take any other action relative thereto.

Requested by the Truro Housing Authority for The Truro Affordable Housing Trust

Explanation: To create, support and preserve affordable housing. The committee has agreed to an additional 15% over the 60% requested in order to help with the critical problem facing affordable housing in our community.

Community Preservation Committee Recommendation	7	0	0
Finance Committee Recommendation			
Select Board Recommendation			

Article X: Community Preservation Act: Regional Contribution for 0 Millstone Road, Brewster, [Spring Rock Village]

(Community Housing)

To see if the Town will vote to appropriate the sum of One Hundred Thousand Dollars and no cents (\$100,000.00) from the Community Preservation Act Undesignated Fund Balance to provide a regional contribution for community

housing at 0 Millstone Road, Brewster by Horsley Witten Group, Inc., and to enter into a grant agreement to set forth the terms and conditions thereof and to authorize the Select Board to acquire an affordable housing restriction on said property; or take any other action relative thereto.

Requested by Preservation of Affordable Housing & Housing Assistance Corporation

Explanation: Creation of 45 units of permanent affordable rental housing for families of Brewster and surrounding towns with contributions initiating preference for the contributing towns. Spring Rock Village will benefit the Town of Truro and its citizens by providing 45 units of permanently affordable housing with preference to regional applicants to become residents. With the Town of Brewster's request to EOHLC for regional leasing preference, people in Truro looking for housing will be eligible to apply to live in Spring Rock and will receive preference.

Community Preservation Committee Recommendation	7	0	0
Finance Committee Recommendation			
Select Board Recommendation			

Article X: Community Preservation Act: Land Acquisition (Truro Conservation Trust)

(Open Space)

To see if the Town will vote to appropriate the sum of **Seventy-eight Thousand, Eighty-seven Dollars and no cents (\$78,087.00)** from Projected Fiscal Year 2025 Community Preservation Act Surcharge Revenue, and Ninety-six Thousand, Nine Hundred Thirteen Dollars and no cents (\$96,913.00) from Open Space Reserves for a total amount of One Hundred Seventy-five Thousand Dollars and no cents (\$175,000.00) to contribute to the acquisition by the Truro Conservation Trust of property off Depot Road, in the Pamet River watershed, and for the purpose of creating public trails, and to enter into a grant agreement to set forth the terms and conditions thereof and to authorize the Select Board and/or the Conservation Commission to acquire a conservation restriction on said property; or to take any other action relative thereto.

Requested by the Truro Conservation Trust

Explanation: To assist with the acquisition of two adjacent parcels of a combined 6 acres located off Depot Rd. of environmentally sensitive Pamet River marsh and wetland with the proviso that the lots will be open space conservation land in perpetuity. This property lies within the Pamet River watershed, the longest estuary in Truro or Provincetown. The Truro Conservation Trust (TCT) will develop a new public-access trail by extending the existing Keezer trail across adjacent land owned by the TCT to this property and down to the Pamet marsh and wetlands.

Community Preservation Committee Recommendation	7	0	0
Finance Committee Recommendation			
Select Board Recommendation			

Article X: Community Preservation Act: TCS Early Childhood Playground

(Recreation)

To see if the Town will vote to appropriate the sum of One Hundred Twenty-eight, Eight Hundred five Dollars and no cents (\$128,805.00) from the Community Preservation Act Undesignated Fund Balance to improve the current condition of

the Early Childhood Playground at Truro Central School, and to enter into a grant agreement to set forth the terms and conditions thereof; or take any other action relative thereto.

Requested by the Truro Central School

Explanation: To replace the deteriorating early childhood playground that supports the learning and development of our youngest students. The proposal includes the cost of resurfacing, playground equipment and installation. In line with the Local Comprehensive Plan's vision to be an innovative, sustainable rural community that supports the needs of all residents, the renovation of this playground will invigorate the early childhood program, making it accessible not only during the school day but also to families and members of our community after school hours.

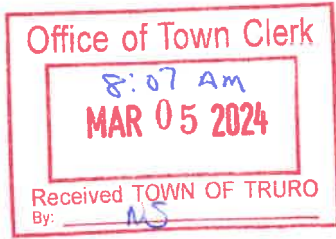
Community Preservation Committee Recommendation	7	0	0
Finance Committee Recommendation			
Select Board Recommendation			



The Town of Truro CITIZEN PETITION

May 4, 2024 Annual Town Meeting Article

In accordance with M.G.L. c. 39 § 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.

DEADLINE: 4 PM, March 5, 2024

Name of Petitioner: ROBERT HIGGINS- STEELE

Address: 3 WHITMANVILLE RD TRURO 02666
Street & number apartment/unit Truro zip code

Phone: 978-424-5749 Work/Cell: 978-424-5749

Email: rehigginssteele@gmail.com

Proposed Warrant Article:

Article: To see if the Town will vote to establish a Climate Resiliency and Infrastructure Stabilization Fund pursuant to General Laws Chapter 40, Section 5B, and further, to raise and appropriate, borrow or transfer from available funds a sum of money for the Climate Resiliency and Infrastructure Stabilization Fund, or take any other action in relation thereto.

MOTION: We move that the Town vote to establish a Climate Resiliency and Infrastructure Stabilization Fund in accordance with the provisions of General Laws Chapter 40, Section 5B, and further to appropriate the sum of \$ 50,000 for the purposes of this Article, and to meet this appropriation, to transfer the sum of \$50,000 from free cash.

A YES or AYE vote in favor of the motion would authorize the Town to establish and fund a Climate Resiliency and Infrastructure Stabilization Fund. This fund would support planning to identify key climate-related hazards, vulnerabilities and strengths, and to develop adaptation actions

A NO or NAY vote opposed to the motion would mean a Climate Resiliency and Infrastructure Stabilization Fund would not be established or funded..

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 2024 ANNUAL Town Meeting.

	CHECK	SIGNATURE	PRINT NAME	ADDRESS	PRECINCT
		To be made in person with name as registered	LEGIBLY	As registered to vote in Truro street, number, unit, and zip code	
1		<i>Joan Holt</i>	JOAN HOLT	3 DAISY LANE	
2		<i>Robert R Holt</i>	ROBERT R HOLT	3 DAISY LANE	
3		<i>M Holt</i>	MICHAEL HOLT	"	
4					
5					
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11					
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INSTRUCTIONS TO REGISTRARS

You must time stamp or write in date and time these papers are received. Check thus ✓ 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:

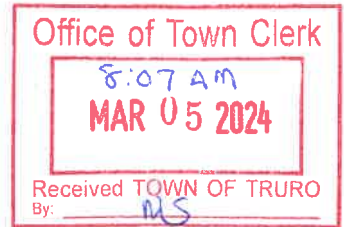
Number of names certified (use numbers and words)

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

The Town of Truro CITIZEN PETITION

May 4, 2024 Annual Town Meeting Article

In accordance with M.G.L. c. 39 § 10



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	CHECK	SIGNATURE To be made in person with name as registered	PRINT NAME LEGIBLY	ADDRESS As registered to vote in Truro street, number, unit, and zip code	PRECINCT
1			ROBERT HIGGINS-STEEL	3 WHITMANVILLE RD	
2			Elizabeth Higgins-Steele	3 Whitmanville Rd	
3			Alex Limpaecher	24 Parker Dr.	
4			Ariel Higgins-Steele	24 Parker Dr.	
5			Marie-Danielle Tanguay	7 Fisher Rd Truro 02666	
6			John Riemer	7 Fisher Rd Truro 02666	
7			Desmond Brissett	5 Joseph Rd Truro 02666	
8			Christopher W Clark	1 Higgins Hollow Rd Truro 02666	
9			Jane Moon Clark	1 Higgin Hollow Rd Truro 02666	
10			SALLY C. BROTMAN	24 TOMS HILL RD.	
11			CARL J. BROTMAN	24 Toms Hill Rd	
12			Bruce Adam Pichnykowski	13 SNOWS RD	
13			Suzanne Bergeron	13 SNOWS RD	
14			John Beale	64 Highland Rd.	
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INSTRUCTIONS TO REGISTRARS

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CERTIFICATION OF NAMES

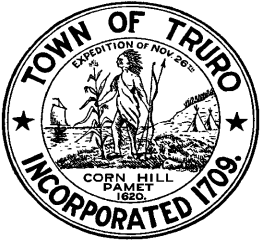
At least three registrars names must be signed or stamped below:

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: Jarrod Cabral, DPW Director

REQUESTED MEETING DATE: March 19, 2024

ITEM: Discussion and Possible Vote on Curb Cut Fee

EXPLANATION: At the March 12, 2024 Select Board meeting, staff presented amendments to Policy 28: Curb Cuts and recommended instituting an application fee. At that meeting a \$25.00 application fee was suggested, however, upon Board discussion and a review of other building permit fees in Truro, a higher fee is recommended.

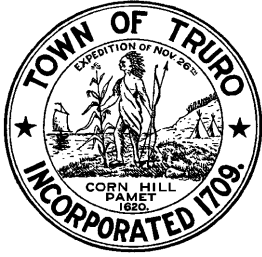
FINANCIAL SOURCE (IF APPLICABLE): Fees would be deposited in Receipts Reserved for Appropriation, similar to other building permit fees.

IMPACT IF NOT APPROVED: No fee will be collected for curb cut applications.

SUGGESTED ACTION: *MOTION TO set the fee for curb cuts at \$150.00 for curb cut applications effective immediately.*

ATTACHMENTS:

1. Building Permit Fees
2. Electrical Permit Fees
3. Plumbing & Gas Permit Fees



Town of Truro
Building Department
P.O. Box 2030
Truro, Massachusetts 02666
Phone:(508)349-7004 Ext. 131; Fax:(508)349-5508

At a duly held public hearing conducted by the Truro Board of Selectmen on Tuesday, February 14, 2023, the board unanimously approved the following building permit application fee schedule. The fee schedule will take effect on February 15, 2023.

BUILDING PERMITS

Residential

Application Review Fee (all full building permits)	\$50.00
New Construction	\$0.65 per sq. ft.
Alteration	\$0.50 per sq. ft.
Other Accessory Structures (over 200 sq. ft.) & Decks	\$0.40 per sq. ft.
Foundation only	\$50 fee plus \$0.25 per linear ft.
Sustaining/Retaining wall	\$50 fee plus \$0.25 per linear ft.
Express Permit	\$50 fee per check box
(Tents greater than 400 sq ft.)	\$100.00
Pools /Solar	1% of construction costs + application fee
Signs	\$50 fee
Beach Stairs	\$50 fee
Mechanical/Sheet Metal	1% of construction cost
Demolition	\$50.00 less than 300 sq. ft \$150.00 301 sq. ft & greater
Certificate of Occupancy	\$75.00
Replacement of Lost Permit Card	\$75.00

Commercial (Anything other than 1-2 family, R-4 & R-5)

Apply residential fees and add 15%

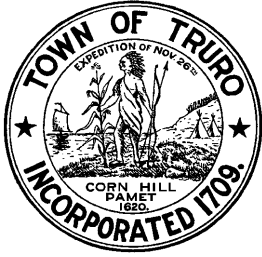
Re-inspection and/or Extra Inspection Fees

Residential	\$75.00
Commercial	\$100.00
Emergency Inspection/After Hours or Weekends	\$150.00

** For any work with out a permit, the fees will be tripled.

*** Any work not covered by the above fee schedule will be assessed a fee of 1% of construction cost

**** Fees are non-refundable once permit has been issued.



Town of Truro
Building Department
P.O. Box 2030
Truro, Massachusetts 02666
Phone:(508)349-7004 Ext. 31
Fax:(508)349-5508

At a duly held public hearing conducted by the Truro Board of Selectmen on Tuesday, February 14, 2023, the board unanimously approved the following building permit application fee schedule. The fee schedule will take effect on February 15, 2023.

WIRING PERMITS

Residential (One and Two Family)

New Construction	\$150.00
Alteration/Addition	\$100.00
Temporary/Change of Service	\$75.00

Commercial (Anything other than 1-2 family, R-4 & R-5)

New Construction	\$200.00 plus \$50.00 per unit
Alteration/Addition	\$100.00
Temporary/Change of Service	\$75.00

Miscellaneous

Swimming Pools	\$100.00
Alarm Systems (Security/Fire)	\$75.00
Signs, Oil burners, A.C., generators	\$75.00
Solar Service	\$100.00
Charging Station	\$100.00
Power Walls	\$100.00

Re-inspection and/or Extra Inspection Fees

\$40 fee Residential
\$60 fee Commercial

** For any work with out a permit, the fees will be tripled.

*** Fees are non-refundable once permit has been issued.



Town of Truro
Building Department
P.O. Box 2030
Truro, Massachusetts, 02666
Phone:(508)349-7004 Ext. 131
Fax:(508)349-5508

At a duly held public hearing conducted by the Truro Board of Selectmen on Tuesday, February 14, 2023, the board unanimously approved the following building permit application fee schedule. The fee schedule will take effect on February 15, 2023.

PLUMBING & GAS PERMITS

Residential Single & Multiple Dwelling (on per unit basis)

Permit (basic fee) \$90.00 (includes first fixture/appliance)
Plus..... \$10.00 per fixture/appliance

Commercial (Anything other than 1-2 family, R-4 & R-5)

Permit (basic fee) \$105.00 (includes first fixture/appliance)
Plus.....\$15.00 per fixture/appliance

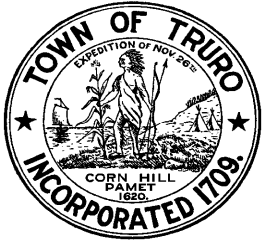
Replacement of single appliance or fixture (i.e., Water Heater, Range, Propane Tank, Sink)

Residential \$50.00
Commercial \$75.00

Re-inspection and/or Extra Inspection Fees

\$50 fee Residential
\$75 fee Commercial

- ** For any work without a permit, the fees will be tripled.
- *** Fees are non-refundable once permit has been issued.



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: March 19, 2024

ITEM: Appointment to Cape Cod National Seashore Advisory Commission

EXPLANATION: The National Park Service reached out to Chair Reed in January 2023 inviting the Board to nominate two individuals for consideration in appointing one voting member and one voting alternate member to the Cape Cod National Seashore Advisory Commission. At the February 28, 2023 meeting, the Select Board nominated Robert Weinstein as the voting member and Susan Areson as the alternate voting member. Member Weinstein was not appointed to the Commission so the Select Board must nominate another member to serve as the voting member.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Truro will not have representatives on this Commission.

SUGGESTED ACTION: *Motion to nominate XXX to the Cape Cod National Seashore Advisory Commission as a voting member, with a term to last two years.*

ATTACHMENTS:

1. Letter Regarding CCNS Advisory Commission Appointment Nominations (January 2023)



IN REPLY REFER TO:

United States Department of the Interior

NATIONAL PARK SERVICE
Cape Cod National Seashore
99 Marconi Site Road
Wellfleet, MA 02667

January 23, 2023

Kristen Reed, Chair
Select Board of Truro
24 Town Hall Road
P.O. Box 2030
Truro, MA 02666

Dear Ms. Reed,

The Cape Cod National Seashore Advisory Commission (Commission) was originally authorized in 1961 as a part of Public Law 87-126, Cape Cod National Seashore's enabling legislation, and began operation in 1966. The Commission was last authorized for a ten-year period by Public Law 111-11 in 2009 and expired on September 26, 2018. Recently, the Commission has been reestablished as part of the Consolidated Appropriations Act signed by President Biden on December 29, 2022, until September 26, 2029. Pursuant to the Cape Cod National Seashore enabling legislation, the Secretary of the Interior appoints one member from nominations submitted by the Board of Selectmen of Truro, MA.

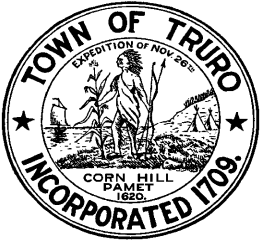
Accordingly, I invite you to nominate, within 30 days of the date of this letter, two individuals for consideration in appointing one voting member and one voting alternate member to the Commission. All appointments are for two-year terms. For each nomination, please include a resume with home and business addresses, telephone numbers, and date of birth. Please indicate which individual you are nominating as the voting member and alternate member respectively.

Nominations should be submitted to Superintendent, Cape Cod National Seashore, 99 Marconi Site Road, Wellfleet, MA 02667. We will forward all nominations to the Department of the Interior once we have received a complete package with all requested information. The Secretary of the Interior will make the final decision on appointments to the Commission and will send the appointment letter directly to each appointee.

If you have any questions about the appointment process or other matters related to the park, please contact me at 508-957-0701 or email at Leslie_Reynolds@nps.gov

Sincerely,

Leslie Reynolds
Acting Superintendent



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Kelly Clark, Assistant Town Manager

REQUESTED MEETING DATE: March 19, 2024

ITEM: Review, Approve and Authorize Signature Revised Municipal Revenue Ad Hoc Task Force Charge

EXPLANATION: The existing Municipal Revenue Ad Hoc Task Force Charge includes that: *“Its mission is to explore revenue-generating options and present a comprehensive report with detailed short-term and long-term implementation recommendations to the Select Board by April 1, 2024.”*

A revised timeline for the Task Force is recommended. Staff prepared a revised charge that includes revenue options and implementation recommendations be presented to the Board by June 30, 2024.

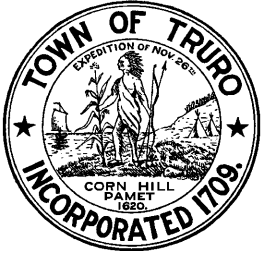
FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Applicants may be discouraged from applying and the timeline will not reflect a realistic timeline of when work can be completed.

SUGGESTED ACTION: *Motion to approve the revised Municipal Revenue Ad Hoc Task Force Charge and authorize electronic signatures.*

ATTACHMENTS:

1. Municipal Revenue Ad Hoc Task Force Charge (current)
2. Draft Revised Municipal Revenue Ad Hoc Task Force Charge (redlined)



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

Ad Hoc Truro Municipal Revenue Task Force Charge

Adopted November 14, 2023

I. Introduction

We, the citizens and town officials of The Town of Truro, recognize the importance of ensuring the financial stability and prosperity of our community. To meet this goal, we hereby establish the Ad Hoc Truro Municipal Revenue Task Force.

II. Purpose

The purpose of the Ad Hoc Truro Municipal Revenue Task Force is to undertake a comprehensive evaluation of the town's revenue sources, pinpoint opportunities for revenue enhancement, and provide recommendations aimed at fortifying our town's fiscal standing. The task force is dedicated to optimizing our financial resources to sustain critical services, infrastructure projects, and community development. Its mission is to explore revenue-generating options and present a comprehensive report with detailed short-term and long-term implementation recommendations to the Select Board by April 1, 2024.

III. Scope of Work

The task force shall undertake the following:

1. Review existing revenue sources:

- a. Examine the current revenue streams of the town, including taxes, fees, grants, and other sources.
- b. Evaluate the effectiveness and efficiency of each revenue source. Consider resources, including staff time, needed for implementation of each initiative.
- c. Analyze historical revenue data to identify trends and challenges.

2. Identify potential revenue enhancements:

- a. Investigate new revenue-generating opportunities that align with the town's priorities.
- b. Consider the potential for optimizing existing revenue sources, such as adjusting tax rates or fees.
- c. Explore partnerships, grants, and economic development initiatives that could boost revenue.
- D. Explore the appendix provided for options that may be appropriate for Truro.

- 3. Engage the community:**
 - a. Hold public hearings, town hall meetings, and outreach efforts to gather ideas and comments from residents and stakeholders.
 - b. Foster transparency and public participation in revenue-related decision-making.

- 4. Develop recommendations:**
 - a. Based on the findings and community feedback, create comprehensive recommendations for revenue enhancement.
 - b. Prioritize these recommendations in terms of feasibility, impact, direct and indirect costs of implementation, and alignment with the town's vision.

- 5. Present findings and recommendations:**
 - a. Submit quarterly reports to the Truro Select Board and Truro Finance Committee detailing the progress and findings of the task force.
 - b. Provide a final report with actionable recommendations to the Select Board and Finance Committee for consideration.

IV. Composition

The task force will be appointed by the Select Board for a definite period of time, not to exceed two years and composed of two Select Board members and five individuals representing diverse backgrounds and expertise, including but not limited to:

- Town officials
- Financial experts
- Business and community leaders
- Residents with an interest in town revenue matters
- Subject matter experts in relevant fields

V. Duration

In accordance with Town Charter 6-4-4, the task force shall be established as an Ad Hoc multi-member body, with the option for renewal or extension as deemed necessary by the Truro Select Board.

VI. Reporting

The task force shall regularly report its progress and findings to the Select Board and the community.

VII. Conclusion

The Ad Hoc Truro Municipal Revenue Task Force is committed to enhancing the financial health of our town and ensuring a prosperous future for all residents. This charge sets forth the framework within which the task force shall operate, and we look forward to the contributions and recommendations it will provide to strengthen our community's financial well-being.

Approved and adopted by the Truro Select Board on November 14, 2023.



Kristen Reed, Chair



Susan Areson, Vice-Chair



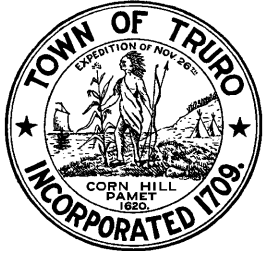
John Dundas, Clerk



Robert Weinstein



Stephanie Rein
Select Board
Town of Truro



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

Ad Hoc Truro Municipal Revenue Task Force Charge

Adopted November 14, 2023; Revised March 19, 2024

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- c. Analyze historical revenue data to identify trends and challenges.

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- b. Consider the potential for optimizing existing revenue sources, such as adjusting tax rates or fees.
- c. Explore partnerships, grants, and economic development initiatives that could boost revenue.

d. Explore the appendix provided for options that may be appropriate for Truro.

3. Engage the community:

- a. Hold public hearings, town hall meetings, and outreach efforts to gather ideas and comments from residents and stakeholders.
- b. Foster transparency and public participation in revenue-related decision-making.

4. Develop recommendations:

- a. Based on the findings and community feedback, create comprehensive recommendations for revenue enhancement.
- b. Prioritize these recommendations in terms of feasibility, impact, direct and indirect costs of implementation, and alignment with the town's vision.

5. Present findings and recommendations:

- a. Submit quarterly reports to the Truro Select Board and Truro Finance Committee detailing the progress and findings of the task force.
- b. Provide a final report with actionable recommendations to the Select Board and Finance Committee for consideration.

IV. Composition

The task force will be appointed by the Select Board for a definite period of time, not to exceed two years and composed of two Select Board members and five individuals representing diverse backgrounds and expertise, including but not limited to:

- Town officials
- Financial experts
- Business and community leaders
- Residents with an interest in town revenue matters
- Subject matter experts in relevant fields

V. Duration

In accordance with Town Charter 6-4-4, the task force shall be established as an Ad Hoc multi-member body, with the option for renewal or extension as deemed necessary by the Truro Select Board.

VI. Reporting

The task force shall regularly report its progress and findings to the Select Board and the community.

VII. Conclusion

The Ad Hoc Truro Municipal Revenue Task Force is committed to enhancing the financial health of our town and ensuring a prosperous future for all residents. This charge sets forth the framework within which the task force shall operate, and we look forward to the contributions and recommendations it will provide to strengthen our community's financial well-being.

Approved and adopted by the Truro Select Board on November 14, 2023.

Kristen Reed, Chair

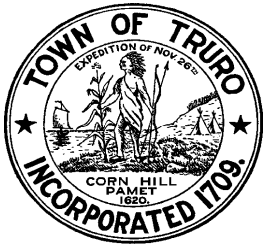
Susan Areson, Vice-Chair

John Dundas, Clerk

Robert Weinstein

Stephanie Rein
Select Board
Town of Truro

DRAFT



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: March 19, 2024

ITEM: Review and possible approval of North of Highland Camping Area Transient Vendor license.

Review and possible approval of Captain’s Choice Common Victualer license (housekeeping matter)

EXPLANATION: North of Highland Camping Area has submitted their application for a Transient Vendor license.

Kristi and Bob Wageman have purchased Captain’s Choice from Christopher King. They request to amend their license (approved at the March 12 Select Board meeting) to reflect the change of ownership.

This license is under the authority of the Select Board as the Local Licensing Authority. If you approve this license for renewal, the license 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 this establishment in 2023.

Mass General Law	Licenses & Permits Issued by Select Board	Names of Businesses
Chapter 101 § 2	Transient Vendor (Seasonal Retail Store)	North of Highland Camping Area
Chapter 140 § 2	Common Victualer Cooking, Preparing and Serving Food	Captain’s Choice

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: North of Highland Camping Area will not have the appropriate license to operate their seasonal retail store.

Captain’s Choice’s license will not reflect accurate ownership.

SUGGESTED ACTION: *Motion to approve the 2024 Transient Vendor license for North of Highland Camping Area.*

Motion to approve the amended 2024 Common Victualer license for Captain's Choice.

ATTACHMENTS:

1. Seasonal Application-North of Highland Camping Area
2. Seasonal Application-Captain's Choice

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

Section 4-MANAGER INFORMATION

Name of Onsite Manager:

Name: Brandon T Carrier Unit Number: 52 Head of the Meadow Road

Mailing Address: P.O. Box 297 North Truro MA 02652

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

Brandon Carrier

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: Gregory S. Carrier Business Name: North of Highland Camping Area

Business Address: 52 Head of the Meadow Road North Truro, MA 02652

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

Gregory S. Carrier

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.

Brandon Carrier Brandon T Carrier 3-12-2024
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
- Entertainment License
- Business certificate with the clerk's office
- Septic System Inspection Report (submitted every 3 years)
- Application to Name a Manager
- Application for Food Service Permit
- Application to sell Tobacco

(rev 10/2022)



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

HEALTH DEPARTMENT
TOWN OF TRURO

MAR 12 2024

RECEIVED

**FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT**

BUSINESS NAME: North of Highland Camping Area
OWNER/MANAGER: Brandon T Carrier, Gregory S. Carrier
ADDRESS: 52 Head of the Meadow Road, North Truro, MA 02652
PHONE #: 508-487-1191 NUMBER OF UNITS: 237
CONTACT PERSON: Brandon T Carrier
ADDRESS: 52 Head of the Meadow Road, North Truro, MA 02652

TESTING COMPANY: Forbes Electric
TESTING ELECTRICIAN/TECHNICIAN: Gary Forbes
COMPANY PHONE #: 508-922-8811 HOME PHONE #: _____
LICENSE #: 14601A and 28065E

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: 3-10-2024 BY: _____

Signature of Licensed Electrician
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.**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/21/2024

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must 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 Leavitt Recreation & Hospitality 942 14th Street Sturgis SD 57785	CONTACT NAME: Terri Wedderburn
	PHONE (A/C, No, Ext): (800) 525-2060 FAX (A/C, No): (866) 465-2797
	E-MAIL ADDRESS: terri-wedderburn@leavitt.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A: Philadelphia Indemnity Insurance Compar NAIC # 18058
	INSURER B: Markel Insurance Company 38970
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: 24-25 COI REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			FEPR2639377	1/1/2024	1/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 Trailer Spotting Endorsement \$ 100,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			FEPR2639377	1/1/2024	1/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB994997	1/1/2024	1/1/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	ANCO008781-05	1/1/2024	1/1/2025	PER STATUTE OTH-ER E.L. EACH ACCIDENT DEPA \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

MAR 12 2024
RECEIVED

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

Proof of Insurance

Location: 52 Head of Meadow Rd, North Truro, MA, 02652

CERTIFICATE HOLDER Proof of Insurance	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 Jimmy Tumblin/JOGALS

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

www.mass.gov/dia

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

HEALTH
 OFFICE
 MAR 12 2014

Applicant Information

Please Print Legibly

Business/Organization Name: North of Highland Camping Area

Address: 52 Head of the Meadow Road

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

Are you an employer? Check the appropriate box:

- 1. I am an employer with 14 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: Markel Insurance Company

Insurer's Address: 4521 Highwoods Parkway

City/State/Zip: Glen Allen, VA 23060

Policy # or Self-ins. Lic. # AWC 0008781-05 Expiration Date: 01-01-2025

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: Brandon Currier Date: 3-12-2024

Phone #: in season office : 508-487-1191

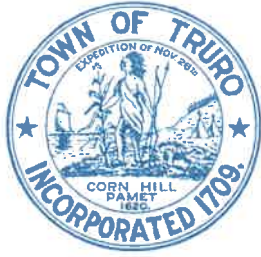
Official use only. Do not write in this area, to be completed by city or town official.

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 3-12-2024

Request is coming from the Select Board's Office

Owner's Name Stephen Currier / Currier Nominee Trust TR

Business Name North of Highland Campig Area

Business Address 52 Head of Meadow Rd.

Map and Parcel 33-32

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

3/12/2024

Date

Number: 2024-070

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:

Robert & Kristi Wageman, mgrs., d/b/a Captain's Choice

Whose place of business is **4 Highland Rd**

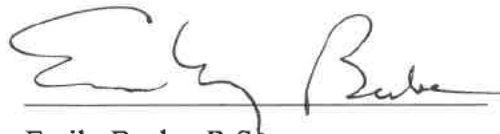
Type of business and any restrictions **Restaurant**

To operate a food establishment in **Truro**

Permit Expires: **December 31, 2024**

Date Issued: **2/22/2024**

Seating: **16 inside/24 outside**



Emily Beebe, R.S.

Truro Board of Health Agent



Town of Truro Board of Health

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

APPLICATION FOR FOOD SERVICE – COMMON VICTUALER

Name of Business: Captain's Choice

New Renewal/No Changes (Skip to Section 3)

Section 1 – License Type

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

Type of Food Service Establishment:

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

Section 2 – Business/Owner/Manger Information

Federal Employers Identification Number (FEIN/SS) _____

Business Name: _____

Owner Name: _____ Email Address: _____

Mailing Address: _____

Phone No: _____

Section 3 – Business Operation Details

Number of Seats: Inside: 16 Outside: 24 Number of Employees: 15

Length of Permit: Annual Seasonal Operation

Hours of Operation: 3 PM To 10 PM

Days Closed Excluding Holidays: _____

If Seasonal: Approximate Dates of Operation: 4,1,24 To 10,31,24

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

Name: Kristi Wageman Email Address _____

Mailing Address: Po Box 1072 N Truro _____

Phone No _____ 24 Hour Emergency: _____

com

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

Robert Wageman

Allergen Awareness Certification (attach copy):

Kristi Wageman

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: Kristi A Wayne Date: 1.30.24

Application Checklist:

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

FOR HEALTH DEPARTMENT USE ONLY	
Comments: _____	
Review by _____	Date _____



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

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

Applicant Information

Please Print Legibly

Business/Organization Name: Captain's Choice

Address: 4 Highland Rd.

City/State/Zip: N. Truro MA 02152 Phone #: _____

Are you an employer? Check the appropriate box:

- 1. I am an employer with 15 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: Norfolk + Dedham Mutual Fire

Insurer's Address: 222 Ames St.

City/State/Zip: Dedham MA 02026

Policy # or Self-ins. Lic. #: _____ Expiration Date: 5.21.24

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: Kristina Wax Date: 1.30.24

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 #: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/12/2024

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must 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 Benson Young & Downs Ins 56 Howland Street PO Box 559 Provincetown MA 02657-0559	CONTACT NAME: Carl Goveia	FAX (A/C, No.): (508) 487-4135	
	PHONE (A/C, No., Ext): (508) 487-0500	E-MAIL ADDRESS: certdesk@byandd.com	
INSURED Captain's Choice Inc 18 Old Colony Way Orleans MA 02653-	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Mount Vernon Fire Insurance Company		26522
	INSURER B: Norfolk & Dedham Mutual		23965
	INSURER C:		
	INSURER D:		
INSURER E:			
INSURER F:			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:				06/01/2023	06/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ 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		Y/N N	N/A	05/21/2023	05/21/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	LIQUOR LIABILITY				04/06/2023	04/06/2024	PER PERSON 1,000,000 PER ACCIDENT 1,000,000 AGGREGATE 2,000,000

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

SEASONAL TAKE-OUT RESTAURANT LOCATED 4 HIGHLAND RD, UNIT D, NORTH TRURO MA 02652;

CERTIFICATE HOLDER**CANCELLATION**

AI 045639

Town of Truro Licensing Department PO Box 2030 Truro MA 02666-	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 <i>Carl R. Goveia</i>

Fax: (508)349-5505

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FIRE EQUIPMENT
INCORPORATED

HEALTH DEPARTMENT
TOWN OF TRURO

MAR 27 2023

RECEIVED BY:

Kitchen Suppression System Inspection Certificate

For

Captains Choice
4 Highland Road
North Truro, MA 02652

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:

3/22/2023

Inspector Name: James Spinosa - T6

Title: Service Technician



FIRE EQUIPMENT INCORPORATED

Kitchen Suppression System Inspection Certificate

Property: Captains Choice	Street: 4 Highland Road	City/State/Zip: North Truro, MA 02652
Frequency: Annual	Inspector Name: James Spinosa - T6	Date: 3/22/2023
Installed Product: <u>K 00079008</u>	Product: Kitchen Suppression System	Equipment Location: Kitchen

System in service before conducting tasks	Yes
Pertinent parties notified before conducting tasks	Yes
Appliances Left to Right:	6 burn, griddle, 1r char, fry, fry, fry
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



FIRE EQUIPMENT INCORPORATED

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

I N C O R P O R A T E D

FIRE SUPPRESSION CYLINDER RECORD

Kitchen Manufacturer	Model	Hydro	Number of Tanks	Location



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 Adams

Date:

Mar 22, 2023



FIRE EQUIPMENT INCORPORATED

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							

Inspection/Recertification –

DryChem	2	KClass	1	Pressurized Water		Halotron	
CO2		Conductivity Test		Wheeled Unit		Emergency Light	
Exit Light		Other Insp					

Recharges –

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

Service –

6 YR Maintenance Halotron		Hydrotest Dry Chem	
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:

[Signature]

Date:

Mar 22, 2023

Business Name: Captain's Choice
 Address: 4 Highland Rd
 City & State: North Truro, MA
 Business Phone: _____

Tech Name: Leslie Ostapchuk
 Signature: Leslie Ostapchuk
 Date: Oct 24 2022
 MA C of C# 1095 Exp: 7-31-25

Comments

1. Are filters clean:	<input checked="" type="radio"/> Yes <input type="radio"/> No	
2. Is grease load <2000 microns		
a) horizontal	<input type="radio"/> Yes <input type="radio"/> No	HEALTH DEPARTMENT TOWN
b) vertical	<input checked="" type="radio"/> Yes <input type="radio"/> No	
c) hood	<input checked="" type="radio"/> Yes <input type="radio"/> No	FEB 23 2023
3. Is the grease load in the fan <3175 microns?	<input checked="" type="radio"/> Yes <input type="radio"/> No	RECEIVED
4. Last service cleaning date		___/___/___ Co Name _____
5. Is on-site exhaust system posted and accurate?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
6. Cleaned and inspected entire system as specified on on-sited diagram?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
7. Has Certificate of Performance been dated and placed on hood?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Sticker # <u>264</u>
8. Are filters in place and intact?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
9. Do fans operate?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
10. Were exhaust fans cleaned?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
11. Have exhaust fan belts and pulleys been inspected and in good working order?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
12. Were grease cups cleaned?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
13. The system appears to be liquid tight?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
14. Has horizontal duct(s) been cleaned or inspected?	<input type="radio"/> Yes <input type="radio"/> No	<u>N/A</u>
15. Has vertical duct(s) been cleaned or inspected?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
16. Are sufficient access panels provided?	<input type="radio"/> Yes <input type="radio"/> No	
17. Does access panel(s) have proper signage?	<input type="radio"/> Yes <input type="radio"/> No	
18. Are all areas of exhaust system accessible?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
19. Is hood and exhaust system free of obstruction?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
20. Cleaning complied with NFPA 96	<input checked="" type="radio"/> Yes <input type="radio"/> No	
21. Type of cooking system (circle all that apply)	<input checked="" type="radio"/> Solid Fuel <input type="radio"/> Wok <input type="radio"/> Charbroil <input type="radio"/> Other: _____	

Owner/Rep Name _____ Date _____ Owner/Rep Signature _____

ServSafe
National Restaurant Association

HEALTH DEPARTMENT
TOWN OF TRURO

APR 05 2021

RECEIVED BY:

ServSafe® CERTIFICATION

Robert Wageman

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

3/17/2021

DATE OF EXPIRATION
Local laws apply. Check with your local health department for recertification requirements.



#0065

3/17/2028

DATE OF EXPIRATION
Check with your local health department for recertification requirements.

HEALTH DEPARTMENT
TOWN OF TRURO
FEB 23 2023
RECEIVED BY:

Association Solutions

In accordance with... the ServSafe logo are trademarks of the NRAEF, 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

CERTIFICATE

of

COMPLETION

Kristi Wageman

has successfully completed the required Allergen Awareness program for

Allergen Awareness Certification

Date Completed:	2024-2-6	Valid through:	2027-2-6
Certificate Number:	3306228	Course Reference:	FH



The Always Food Safe Company
899 Montreal Circle, St. Paul, 55102
www.alwaysfoodsafecompany.com



Nick Eastwood
President
The Always Food Safe Company

A handwritten signature in black ink, appearing to read 'Nick Eastwood'.



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004, Extension: 113 or 126 Fax: 508-349-5505

TAX STATUS REQUEST FOR LICENSING

Date 2/15/2024

HEALTH DEPARTMENT
TOWN OF TRURO
FEB 15 2024
RECEIVED

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

Owner's Name:

Business Name: Captains Choice

Residential Address: 4 Highland Rd

Map and Parcel: 36-93

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

O. Reynolds
Tax Collector's Signature

02/15/2024
Date