



# Truro Select Board Hybrid Meeting

Thursday, April 25, 2024

Regular Meeting-5:00pm

Truro Town Hall, 24 Town Hall Road

## REGULAR MEETING

<https://us02web.zoom.us/j/89351845059>

1-646-931-3860 Meeting ID: 893 5184 5059

This will be a hybrid (in-person *and* remote) meeting. Citizens can view the meeting on **Channel 8** in Truro and on the web with 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: 893 5184 5059** you may join the meeting from a computer, tablet, or smartphone by entering the following URL into your web browser <https://us02web.zoom.us/j/89351845059> 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 – NONE

### 5. STAFF/ COMMITTEE UPDATES

#### A. Ad Hoc Building Committee - For the Future Public Works Facility Update and Possible Recommendations

Presenters: Ad-Hoc Building Committee Co-Chairs, Michael Cohen and Bob Higgins-Steele

*\*\*A quorum of the Ad Hoc Building Committee - For the Future Public Works Facility may be present for this agenda item.\*\**

#### B. Update on Transfer Station Operations

Presenter: Jarrod Cabral, Public Works Director

#### C. Updates on Beach Closures

Presenter: Jarrod Cabral, Public Works Director

### 6. TABLED ITEMS – NONE

### 7. SELECT BOARD ACTION

#### A. Discussion and Possible Vote on Use of Dennis Family Gift Fund Monies for the Possible Eminent Domain Taking of Truro Motor Inn

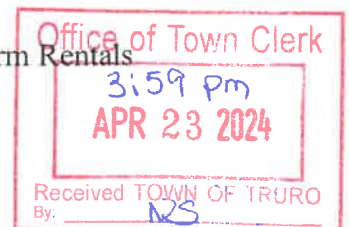
Presenter: Darrin Tangeman, Town Manager

#### B. Discussion and Approval of Special and Annual Town Meeting Motions

Presenter: Darrin Tangeman, Town Manager

#### C. Discussion and Possible Approval of Regulations for Short-Term and Long-Term Rentals

Presenter: Darrin Tangeman, Town Manager



- D. Discussion and Vote on Nominees for the Fred Todd Community Service Award  
Presenter: Darrin Tangeman, Town Manager
- E. Determination and Possible Vote on Date(s) for Select Board Meeting(s) for After Election  
Presenter: Darrin Tangeman, Town Manager

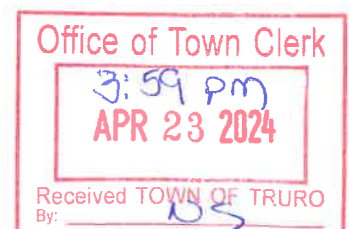
**8. CONSENT AGENDA**

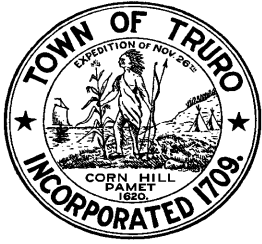
- A. Review/Approve and Authorize Signature:
  - 1. Seasonal 7-Day Entertainment License for Payomet Performing Arts Center
  - 2. 5135 State Highway Eastham MA, Subordination of Mortgage
  - 3. Approval of Event Notification Form for MassDOT for New England Endurance Events
  - 4. Letter from Select Board to Republican Town Committee Chair Requesting List of Enrolled Members Seeking Appointment as Election Officers
- B. Review and Approve Appointment Renewals: NONE
- C. Review and Approve 2024 Seasonal Business Licenses: Highland Links (Common Victualer and Transient Vendor), Lewis Brother's Ice Cream (Hawker Peddler), Blackfish Restaurant (Common Victualer)
- D. Review and Approve Select Board Meeting Minutes: NONE

9. Select Board Reports/Comments

10. Town Manager Report

11. Next Meeting Agenda: Regular Meeting: Tuesday, May 14, 2024





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** DPW

**REQUESTOR:** Ad Hoc Building Committee Co-Chairs, Michael Cohen & Bob Higgins- Steele

**REQUESTED MEETING DATE:** April 25, 2024

**ITEM:** Ad Hoc Building Committee – For the Future Public Works Facility Update and Possible Recommendation to the Select Board

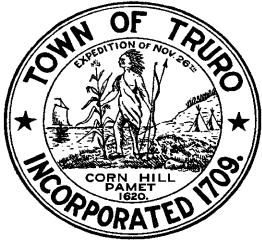
**EXPLANATION:** The Ad Hoc Building Committee – For the Future Public Works Facility Co-Chairs will provide a recommendation on an overall project cost and a preliminary conceptual design and layout for the new DPW facility. The Select Board will use the information provided in this update to inform the motions associated with the pertinent articles.

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

**IMPACT IF NOT APPROVED:** N/A

**SUGGESTED ACTION:** N/A

**ATTACHMENTS:** NONE



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** DPW

**REQUESTOR:** Public Works Director Jarrod J. Cabral

**REQUESTED MEETING DATE:** April 25, 2024

**ITEM:** Update on Transfer Station Operations

**EXPLANATION:** Public Works Director Cabral will provide an update on the current staffing levels of the Department of Public Works and the impact on the seasonal Transfer Station schedule.

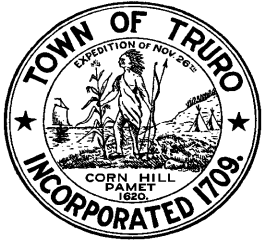
**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** N/A

**SUGGESTED ACTION:** N/A

**ATTACHMENTS:** NONE





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Department of Public Works

**REQUESTOR:** Jarrod Cabral, DPW Director

**REQUESTED MEETING DATE:** April 25, 2024

**ITEM:** Updates on Beach Closures

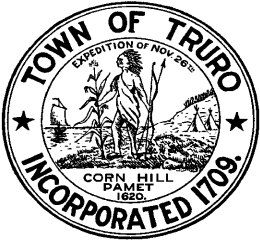
**EXPLANATION:** Public Works Director Jarrod Cabral will update the Select Board on current beach closures at Longnook and Noons' Landing.

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

**IMPACT IF NOT APPROVED:** N/A

**SUGGESTED ACTION:** N/A

**ATTACHMENTS:** NONE



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** April 25, 2024

**ITEM:** Discussion and Possible Vote on Use of Dennis Family Gift Fund Monies for the Possible Eminent Domain Taking of Truro Motor Inn.

**EXPLANATION:** The Select Board prepared Article 11: Acquisition of Truro Motor Inn with Debt Exclusion Contingency for the proposed eminent domain taking of 296 Route 6 for the purpose of developing affordable housing, including, but not limited to workforce housing, and for the purpose of conveyance and/or lease to further the foregoing, and for general municipal purposes. The article offers the funding flexibility required to include the meeting on the warrant, however, as further financial review was conducted, and a funding mechanism for the taking that would use existing funds (as opposed to requesting a debt exclusion) has been identified. Staff recommends that the Board vote to use Dennis Family Fund monies for the taking of Truro Motor Inn upon approval by Town Meeting. The appraised price for the property that would be paid to the owners of the property is \$1,600,000. Back taxes that are due to the town would be paid from the \$1,600,000 allocation to the appropriate account and the remaining portion of the allocation would cover the costs associated with the taking.

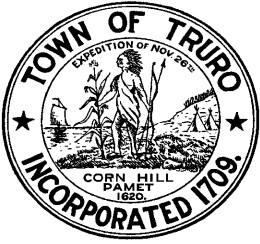
Presently, the Dennis Family Fund has a balance of \$1,790,652.78.

**FINANCIAL SOURCE (IF APPLICABLE):** Dennis Family Fund

**IMPACT IF NOT APPROVED:** An alternative funding source would need to be identified and a new motion should be prepared for Article 11. Motion books will be sent to the printer on 4/26/24.

**SUGGESTED ACTION:** *MOTION TO allocate \$1,600,000 of Dennis Family Funds for the acquisition of Truro Motor Inn, contingent on approval of Article 11 at Town Meeting.*

**ATTACHMENTS:** NONE



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** April 25, 2024

**ITEM:** Discussion and Approval of Special and Annual Town Meeting Motions

**EXPLANATION:** Historically, the Board prepares motions for each Town Meeting article and determines which Select Board member will move each article. This year, staff has prepared a Motion Book that will be available online on Friday, April 26, 2024, and print copies will be available at Town Meeting. The 2023 Special Town Meeting motions were approved at the April 9, 2024 Select Board Meeting, however, if the Board wishes to make any changes to motions, those changes could be included as part of tonight's motion to approve the Motion Book.

*It is important to note that these motions are the Board's recommended way of moving an article. Town Meeting voters may offer alternative motions on the floor of Town Meeting.*

All motions and assignments have been drafted for the Board's consideration. The Select Board may wish to make changes as to which member will read the proposed motion. Some articles may be more appropriately moved by a petitioner, a Planning Board member, or another registered voter. Staff offered these recommendations. Please note that petitioned articles are assigned to the lead petitioner, although that individual may wish to delegate the motion to another registered voter. A Select Board member was also assigned to these motions to ensure that a voter is available to move the motion as proposed.

Town Counsel has reviewed all motions, however, some minor outstanding and non-substantive may still be made to the Motion Books, if directed by Town Counsel (correcting quantum of votes, etc.). The following notes are offered by staff:

- STM Article 3: Borrowing Authorization for the Engineering and Construction of Public Works Facility: *Dollar value highlighted will be amended based on Update from Ad Hoc Building Committee Co-Chairs*

- STM Article 4: Borrowing Authorization for the Engineering of Public Works Facility: *Dollar value highlighted will be amended based on Update from Ad Hoc Building Committee Co-Chairs*
- ATM Article 11: Acquisition of Truro Motor Inn: *The proposed motion assumes that the Select Board approved the use of the Dennis Family Fund contingent on Town Meeting approval.*
- ATM Article 13: Borrowing Authorization for the Engineering and Construction of Public Works Facility: *Dollar value highlighted will be amended based on Update from Ad Hoc Building Committee Co-Chairs*

The Motion Book will be sent to the printer on April 26, 2024.

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

**IMPACT IF NOT APPROVED:** Motions and movers of articles will not be prepared for Town Meeting and Motion Books will not be prepared and distributed.

**SUGGESTED ACTION:** *MOTION TO approve the Motion Book, including the motions and movers of articles, for 2023 Special Town Meeting and 2024 Annual Town Meeting, with the changes discussed.*

**ATTACHMENTS:**

1. Motion Book for May 4, 2024 Town Meetings

Truro

Agenda Item: 7B

SPECIAL  
TOWN  
MEETING

&

ANNUAL  
TOWN  
MEETING

MOTION  
BOOK

SATURDAY, MAY 4, 2024  
TRURO CENTRAL SCHOOL





## TRURO'S TOWN MEETING GUIDE

### TRURO'S LEGISLATURE

As the registered voters who come to Town Meeting and vote, you constitute the legislative branch of Truro's town government. Together as citizens we vote on the Town's operating budgets, capital budgets, bond issues and other financial matters; local statutes, which are called by-laws; the town's budget; and, to convey, acquire, or approve the use of Town owned land.

Truro's Town Meeting is governed by the following: Truro's Charter, Sections 1-3; *Town Meeting Time, A Handbook of Parliamentary Law*, available from the Massachusetts Moderators Association; Truro's Bylaws; and Massachusetts General Laws.

### THE WARRANT

The Warrant is prepared by the Select Board and consists of articles submitted by the Select Board, by other elected and appointed multi-member Boards, and by petitioned articles submitted by registered voters (10 voters, if submitted for inclusion in the Annual Town Meeting Warrant; 100 for inclusion in a Special Town Meeting Warrant).

Board and Committee votes to recommend the article to Town Meeting are recorded in the Warrant and are presented in the following order: Yes, No, Abstain.

**QUORUM** - 100 registered voters, must be present before Town Meeting can be convened and begin.

### THE MODERATOR

The Moderator is elected by the people and presides over Town Meeting. In addition to making sure the meeting is efficient and follows required procedures, the Moderator works to ensure that the proceedings are conducted in a kind, respectful and civil manner.

### PROCEDURES:

**CHECK IN** – All voters must first check-in upon arrival at Town Meeting. Check-in will begin 90 minutes before the meeting starts. It is recommended to leave plenty of time for check-in so that the meeting can begin on time. You will be given a voter card when you check in. The card entitles you to vote and cannot be given to another person to vote on your behalf.

**SEATING** – If you are a voter, you may sit anywhere, except in one area that is reserved for non-voters. Non-voters will be seated in a designated area, and non-voters may be asked to wait to be seated until voters are seated.

**VOTING** – When the Moderator calls for a vote, please raise your voter card so that it is visible to the Moderator. If the outcome of the vote is not visually obvious to the Moderator or if seven voters

challenge the Moderators call, individual votes will be tallied by tellers. If this occurs, please keep your card raised until the teller has registered it.

**PARTICIPATING AT TOWN MEETING** – Voters and non-voters can speak at Town Meeting. If you wish to speak to an issue on the floor, please proceed to a microphone to be recognized by the Moderator. If you cannot go to the microphone, please raise your hand and one will be brought to you. You must be recognized by the Moderator in order to speak. The only exception to this is to make a point of order or a point of personal privilege.

**INTRODUCE YOURSELF** – Once recognized by the Moderator, all speakers must introduce themselves. Please state your full name and whether or not you are a Truro voter. If you are a staff member, please indicate this. If you are speaking on behalf of a committee, please state this. If you are a member of a committee but speaking personally and not on behalf of the committee, please disclose this during your introduction.

**QUESTIONS OF MOVERS, STAFF OR OTHER PARTICIPANTS** – All participation at Town Meeting is through the Moderator. For example, if you have a question for a mover of an article or amendment, or for staff, once recognized please say, “through the Moderator, I would like to ask...”

**NON-VOTERS** – As noted, non-voters can speak at Town Meeting unless there is an objection by a voter and a vote is taken where a majority of voters support the objection.

**TIME LIMITS** – Once recognized, speakers have a maximum of three minutes, except for movers of articles who may have more time if needed. Time allotments are at the discretion of the Moderator. Timekeepers will assist the Moderator to make sure time limits are followed equitably. We gratefully ask that all speakers abide by time requirements and wrap-up quickly if requested by the Moderator.

**PLEASE DO NOT INTERRUPT – EXCEPT TO:**

**MAKE A POINT OF ORDER** – A point of order is related to the process. For example if you believe the speaker has not been properly recognized or if you believe a motion has not been properly made you make a point of order. A point of order is not an opportunity to state your opinion or ask a question through the Moderator.

**MAKE A POINT OF PERSONAL PRIVILEGE** – An example here is that you can't hear a speaker or see a visual presentation. Or if you believe the personal safety of you or other participants is in jeopardy.

**MOTIONS AND AMENDMENTS** – All motions and amendments must be made in writing at the meeting. If possible, please provide three copies so that the Moderator, Town Clerk and Town Counsel can review the motion/amendment simultaneously in order to make the review process during the meeting more efficient. If possible, typed copies are preferred over handwritten. If copies are handwritten, please make sure they are legible. If you can share your proposed amendment with the

Moderator in advance of the meeting this will allow for prior review and will save time at the meeting. While this is encouraged, it is not required.

The Moderator, most often in consultation with Town Counsel and the Town Clerk, determines whether the motion/amendment is “within scope” of the original article and this judgment is at the sole discretion of the Moderator.

The Moderator is available prior to Town Meeting for consultation regarding amendments and motions.

Thank you for your cooperation.

**MOTIONS** – Please see the included table for a listing and explanations of the most common motions and their intended actions.

**TO END THE DEBATE** – call for **THE PREVIOUS QUESTION DEBATE** – "I move the previous question" – This ends the debate. You must be properly recognized by the Moderator to make this motion; it requires a 2nd, is generally not debatable, and needs a 2/3 vote. At the Moderator’s discretion, such motion may not be allowed or may be subject to debate, particularly if the motion would restrict informed consideration of the meeting or comes before an appropriate discussion has taken place on the main motion.

**TO RECONSIDER AN ARTICLE** – a motion to reconsider must be made on the same day as the vote to be reconsidered; must be made within one hour, after intervening business; requires a 2nd, and a majority vote.

**TO PREVENT AN ARTICLE FROM BEING HEARD** – make a motion to **POSTPONE INDEFINITELY** – "I move that this matter be postponed indefinitely." The motion requires a 2nd and a majority vote. This is different than making a motion to have an article **LAI D ON THE TABLE**. If a matter is laid on the table, it must be taken off the table and debated before Town Meeting can be adjourned.

**TO END TOWN MEETING** – When all the articles have been debated, voted on, and dealt with, a motion must be made to **DISSOLVE** the meeting. The motion requires a 2nd, and a majority vote.

**LASTLY, please be kind, civil and respectful.** Please do not make things personal. Please refrain from applause. If you speak out of turn repeatedly and have been warned repeatedly by the Moderator, you are at risk of being removed from the meeting.



**Motion Chart**

Application of rules is indicated by the Motion’s Numerical Sequence.

Motions	Description	Debatable	Non-Debatable	Amendable	Non-Amendable	Second Required	Second Not Required	Vote Required	May Reconsider	May Not Reconsider
1. Point of Order	<i>Raises a question about process e.g. time limit or improper procedure.</i>		X				X	N/A		
2. Previous Question Terminate Debate	<i>Ends debate. At the Moderator’s discretion, such motion may not be allowed or may be subject to debate, particularly if the motion would restrict informed consideration of the meeting or comes before an appropriate discussion has taken place on the main motion.</i>		X		X	X		2/3		
3. Postpone Indefinitely	<i>Removes the article from consideration for that Town Meeting.</i>	X			X	X		MAJ	X	
4. Lay on Table	<i>Intended to postpone deliberation until later in the same Town Meeting. If the intent is to end debate, a motion to postpone indefinitely is in order.</i>		X		X	X		MAJ	X	
5. Amendment	<i>Modifies the main motion under consideration. All amendments must be made in writing.</i>	X		X		X		MAJ	X	
6. Accept and Adopt	<i>Officially recognizes or disposes of the findings or recommendations of a report.</i>	X		X		X		MAJ	X	
7. Consider Articles Out of Order	<i>Changes the order of articles from the published Warrant.</i>	X		X		X		MAJ		X
8. Reconsider	<i>Reconsiders an article that has already been voted on. Must be made on the same night as the vote to be reconsidered; must be made within one hour, after intervening business.</i>	X			X	X		2/3		X
9. Adopt a Resolution	<i>Advises the Town or a board, committee or commission to take an action or position but does not require it to do so.</i>	X		X		X		MAJ		X
10. Adjourn to a Fixed Time	<i>Temporarily suspends the meeting until the date and time specified.</i>	X		X		X		MAJ	X	
11. Adjourn or Dissolve	<i>Ends the meeting and the consideration of the Warrant.</i>		X		X	X		MAJ		X

While a motion to amend is under discussion, a motion to postpone indefinitely displaces the previous motion, but a motion to adjourn cannot be taken.

*The following motions are proposed by the Truro Select Board for the 2023 Special Town Meeting and 2024 Annual Town Meeting. Town Meeting voters may offer alternative motions on the floor of Town Meeting.*

*The quantum of vote is simple majority unless otherwise indicated.*

## ***Open the Meeting***

I move to open and immediately continue the 2024 Annual Town Meeting until the completion of the 2023 Special Town Meeting.

MOVER: Kristen Reed

## ***2023 Special Town Meeting***

### **TRURO CENTRAL SCHOOL DEBT EXCLUSION ARTICLE**

**TWO-THIRDS VOTE**

#### **Article 1: Borrowing Authorization for Truro Central School HVAC and Roof Repairs**

I move to postpone this article indefinitely.

MOVER: Susan Areson

## DEPARTMENT OF PUBLIC WORKS FACILITY ARTICLES

**TWO-THIRDS VOTE****Article 2: Authorization of Use of 340 Route 6 for Public Works Facility**

I move that the Town transfer the care, custody and control of a parcel of land, with all improvements thereon, located at 340 Route 6, Truro, containing 2.693 acres, more or less, being Parcel ID No. 039-323, and being a portion of the premises described in an Order of Taking recorded with the Barnstable County Registry of Deeds in Book 7197, Page 177 from the Select Board or other board or officer having custody thereof for a police station or a fire station or other purposes for which such parcel is currently held, to the Select Board for a public works facility and general municipal purposes.

MOVER: Robert Weinstein

**TWO-THIRDS VOTE****Article 3: Borrowing Authorization for the Engineering and Construction of Public Works Facility**

I move that the Town appropriate **Thirty-Five Million Dollars (\$35,000,000)**, to pay costs of engineering and constructing a new Department of Public Works Facility, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to p M.G.L. c. 44, §7(1), or any other enabling authority, and to issue bonds or notes of the Town therefor. 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 M.G.L. c. 59, §21C (Proposition 2 1/2 ), and further authorize the Select Board and/or Town Manager to apply for and accept any Federal, State, County or other funds that may be available for this purpose and to enter into any agreements for acceptance of any such grants or funds which shall be used to offset the total appropriation authorized herein.

MOVER: Kristen Reed

**TWO-THIRDS VOTE****Article 4: Borrowing Authorization for the Engineering of Public Works Facility**

I move that the Town appropriate **Three Million Five Hundred Thousand Dollars (\$3,500,000.00)**, to pay engineering costs of a new Department of Public Works Facility, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to p M.G.L. c. 44, §7(1), or any other enabling authority, and to issue bonds or notes of the Town therefor. 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 M.G.L. c. 59, §21C (Proposition 2 ½ ), and further authorize the Select Board and/or Town Manager to apply for and accept any Federal, State, County or other funds that may be available for this purpose and to enter into any agreements for acceptance of any such grants or funds which shall be used to offset the total appropriation authorized herein.

**(If Article 3 passes)**

I move to postpone this article indefinitely.

MOVER: John Dundas

**Article 5: Adoption of Walsh Property Community Planning Committee****Recommendations**

I move that the Town adopt the recommendations of the Walsh Property Community Planning Committee (WPCPC) for uses of the Walsh Property, as contained in the WPCPC Report and Recommendations dated September 13, 2023, and as printed in the Warrant.

MOVER: Local Comprehensive Plan Committee Chair

**Article 6: Establish an Ad Hoc Walsh Property Advisory Committee**

I move that the Town establish an Ad Hoc Walsh Property Advisory Committee to be charged as printed in the Warrant.

MOVER: Stephanie Rein

**LOCAL COMPREHENSIVE PLAN**

**Article 7: Adoption of Local Comprehensive Plan**

I move that the Town adopt an updated Local Comprehensive Plan for Truro which has been developed by the Local Comprehensive Plan Committee, a copy of which plan is on file at the Town Clerk’s office and posted on the Town’s website, to constitute Truro’s Local Comprehensive Plan as defined in Section 9 of the Cape Cod Commission Act (Chapter 716 of the Acts of 1989).

MOVER: Walsh Property Community Planning Committee Co-Chairs

**SENIOR PASS NON-BINDING RESOLUTION**

**Article 8: Advisory Vote on Implementation of a Senior Pass Pilot Program**

I move to recommend by way of a non-binding advisory vote that the Select Board research a Senior Pass Pilot Program that results in elimination or reduction of fees for transfer station access and beach permits for Truro property owners and resident seniors of an age to be determined and as defined by the Select Board on a one-year pilot program basis that would be effective in Fiscal Year 2026. The terms, requirements and costs of this Program shall be determined by the Select Board and shall require Board of Health approval as appropriate and may be contingent on an appropriation vote at the 2025 Annual Town Meeting. The administration of the program shall be overseen by the Select Board or its designee.

MOVER: Susan Areson

**GENERAL BYLAW ARTICLES**

**Article 9: Amend General Bylaws to Add New Chapter IX Stormwater Management by Drainage, Erosion and Sediment Control**

I move to postpone this article indefinitely.

MOVER: John Dundas

**Article 10: Amend General Bylaws Chapter IV Public Safety to Add New Section 8 Curb Cuts**

I move to postpone this article indefinitely.

MOVER: Robert Weinstein

**ZONING BYLAW ARTICLES**

**TWO-THIRDS VOTE**

**Article 11: Amend Zoning Bylaw §30.8(B) Special Permits**

I move to amend the Zoning Bylaw Section 30.8(B), Special Permits as printed in the Warrant.

MOVER: Kristen Reed

**Article 12: Amend Zoning Bylaw §40.1 Duplex Houses and Apartments; and §30.2 Use Table**

I move to amend Section 40.1, Duplex Houses and Apartments, and Section 30.2, Use Table, of the Zoning Bylaw as printed in the Warrant.

MOVER: Planning Board Chair

**PETITIONED ARTICLES**

**Article 13: Article to Continue Community Involvement in the Walsh Design and Development Process- Petitioned Article**

I move to postpone this article indefinitely.

MOVER: Lead Petitioner OR Stephanie Rein

**Article 14: DPW Campus Design and Development Project for Town Hall Hill- Petitioned Article**

I move to postpone this article indefinitely.

MOVER: Lead Petitioner OR Robert Weinstein

**Article 15: Senior Pass Program- Petitioned Article**

I move to postpone this article indefinitely.

MOVER: Lead Petitioner OR John Dundas

## ***2024 Annual Town Meeting***

### **OPERATING BUDGET ARTICLES**

#### **Article 1: FY2025 Omnibus Budget Appropriation**

I move to raise and appropriate and transfer from available funds the sum of Twenty-six Million, Four Hundred Sixty-five Thousand, Three Hundred Fifty-three Dollars and Zero Cents (\$26,465,353.00) to defray the expenses and charges of the Town of Truro in Fiscal Year 2025 (the period from July 1, 2024 through June 30, 2025), including the costs of public education, debt service and interest payments, and to meet said appropriation as printed in warrant.

MOVER: Kristen Reed

#### **Article 2: Amendments to the FY2024 Operating Budget Funded by Free Cash**

I move to appropriate from Free Cash the amounts listed in the warrant to supplement the operating budgets of the various Town departments for the current fiscal year.

MOVER: Susan Areson

#### **Article 3: Transfer of Funds from Free Cash**

I move to appropriate from Free Cash the amounts listed in the warrant to the funds and departments listed in the warrant for the current fiscal year.

MOVER: Stephanie Rein



**CONSENT AGENDA: CUSTOMARY & HOUSEKEEPING ARTICLES**

*The Select Board intends to offer a motion at Town Meeting to move the following articles in this section as one.*

**CONSENT AGENDA: Articles 4-10**

MOTION 1: I move to consider Articles 4-10 as a whole.

MOVER: John Dundas

**(if passes)**

MOTION 2: I move to approve Articles 4, 5, 6, 7, 8, and 10 as printed in the warrant and approve Article 9 to transfer \$670,532.36 from the Affordable Housing Stabilization Fund to the Affordable Housing Trust Fund.

MOVER: John Dundas

**(if fails)**

**Article 4: Authorization to Hear the Report of Multi-member Bodies**

I move to hear reports of any multi-member body, whose annual report was not published in the 2023 Annual Town Report.

MOVER: Robert Weinstein

**Article 5: Authorization to Set the Salary of the Select Board**

I move to set the salary for the Select Board for Fiscal Year 2025 as printed in the warrant.

MOVER: Finance Committee Chair

**Article 6: Authorization to Set the Salary of the Moderator**

I move to set the salary for the Town Moderator for Fiscal Year 2025 as printed in the warrant.

MOVER: Kristen Reed

**Article 7: Revolving Fund Expenditure Limits**

I move to set the spending limits for Revolving Funds for Fiscal Year 2025 as printed in the warrant.

MOVER: Susan Areson

**Article 8: Authorization to Expend Funds in Anticipation of Reimbursement for State Highway Assistance Aid**

I move 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.

MOVER: Stephanie Rein

**Article 9: Transfer of Funds from Affordable Housing Stabilization Fund to Affordable Housing Trust Fund**

I move to transfer \$670,532.36 from the Affordable Housing Stabilization Fund to the Affordable Housing Trust Fund.

MOVER: John Dundas

**Article 10: Acceptance of M.G.L. Chapter 60, §15B Tax Title Collection Revolving Fund**

I move to accept General Laws Chapter 60, Section 15B.

MOVER: Robert Weinstein

## FINANCIAL ARTICLES

TWO-THIRDS VOTE

**Article 11: Acquisition of Truro Motor Inn**

I move that the Town authorizes the Select Board to acquire by gift, purchase, eminent domain, or otherwise, a parcel of land consisting of 1.01 acres, more or less, with the improvements thereon, located at 296 Route 6 in Truro, identified as Assessor's Map 43-116-0, described in a deed recorded with the Barnstable County Registry of Deeds in Book 2793, Page 228, for the purpose of developing affordable housing, including, but not limited to, workforce housing, and for the purpose of conveyance and/or lease to further the foregoing, and for general municipal purposes; and that to pay costs of this acquisition, including the payment of all costs incidental and related thereto, \$1,600,000 Million Dollars shall be transferred from the Dennis Family Fund. The Select Board is authorized to enter into all agreements and take any and all actions as may be necessary or convenient to accomplish the foregoing purposes.

MOVER: Kristen Reed

TWO-THIRDS VOTE

**Article 12: Borrowing Authorization for Truro Central School HVAC and Roof Repairs**

I move that the Town appropriates One Million Five Hundred Forty Thousand Dollars (\$1,540,000) to pay costs of 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, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to G.L. c, 44, §7(1), or any other enabling authority, and to issue bonds or notes of the Town therefor; provided, however, 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).

MOVER: Susan Areson

**TWO-THIRDS VOTE****Article 13: Borrowing Authorization for the Engineering and Construction of Public Works Facility**

I move that the Town appropriates **Thirty-Five Million Dollars (\$35,000,000)** to pay costs of engineering and constructing a new Department of Public Works Facility at 340 Route 6, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(1) or any other enabling authority, and to issue bonds or notes of the Town therefor; provided, however, that such vote shall not take effect until the Town votes to exempt from the limitations on total property taxes imposed by G.L. c. 59, §21C (Proposition 2½) the amounts required to pay the principal of and interest on the borrowing approved by this vote and further that the Select Board and/or Town Manager are authorized to apply for and accept any Federal, State, County or other funds that may be available for this purpose and to enter into any agreements for acceptance of any such grants or funds which shall be used to offset the total appropriation authorized made by this motion.

MOVER: Robert Weinstein

**TWO-THIRDS VOTE****Article 14: Borrowing Authorization for Mill Pond Culvert Replacement and Salt Marsh Restoration**

I move that the Town appropriates One Million Five Hundred Thousand Dollars (\$1,500,000) to pay costs associated with engineering services, construction, and remediation related to tidal restoration and drainage improvements at Mill Pond, including, but not limited to, the removal and replacement of a failed 36 inch culvert on Mill Pond Road, and for the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to G.L. c, 44, §7(1), or any other enabling authority, and to issue bonds or notes of the Town therefor; provided, however, 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).

MOVER: Stephanie Rein

**Article 15: General Override for Human Resources Coordinator**

I move to add (1) full-time human resources coordinator position to the Town Manager Department's staffing, to raise and appropriate the sum of One Hundred Thirteen Thousand, One Hundred Fifty-eight Dollars and no cents (\$113,158.00) to be appropriated to the Town Manager Department Budget (010129), and further to make this appropriation contingent upon the passage of an override ballot question under Chapter 59, Section 21C(g) of the General Laws (Proposition 2 ½).

MOVER: John Dundas

**TWO-THIRDS VOTE****Article 16: Debt Exclusion for Sand Pit Road**

I move that the Select Board is authorized 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 any lawful general municipal purposes, including, without limitation, for housing purposes, and other uses; that the Town appropriates Six Million Fifty-Six Thousand Two Hundred Fifty Dollars (\$6,056,250) to pay costs of the aforesaid acquisition, and that to meet this appropriation, the Treasurer, with the approval of the Select Board is authorized to borrow said amount under and pursuant to G.L. c. 44, § 7(1) or any other enabling authority, for the acquisition of said property and the payment of all costs incidental or related thereto and to issue bonds or notes of the Town therefor; provided, however, 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).

MOVER: Kristen Reed

**Article 17: Reappropriate Authorized Excess Borrowing Proceeds from the Town Hall Construction Project to a Future Capital Project for Town Hall Facility Engineering, Design, and Construction Purposes**

I move that the Town reappropriates the excess borrowing proceeds from the Town Hall Construction project, which project is complete and for which no further financial liability remains, in the sum of One Hundred Fifty-three Thousand, Three Hundred Sixty-nine Dollars (\$153,369.66) to a future capital project for Town Hall facility engineering, design, and construction.

MOVER: Susan Areson

**TWO-THIRDS VOTE****Article 18: Reappropriate Authorized Borrowing Balances from Environmental Projects to Capital Expenses for Environmental Projects**

I move that the Town reappropriates the authorized borrowing balances from the Eagle Neck Creek Restoration, Repair and Improvement culvert replacement and salt marsh restoration project authorized at the April 24, 2012 Annual Town Meeting (Article 10) and at the April 30, 2019 Annual Town Meeting (Article 12) to Department of Public Works Capital (01040058); and also reappropriates the authorized borrowing balances of the Repair and Replace Failing Culvert from Cape Cod Bay to Route 6 East Harbor project authorized at the April 25, 2017 Annual Town Meeting (Article 10), to pay costs of pre- and post- construction and engineering services for the Truro Center Road culvert, Mill Pond Road culvert, Little Pamet culverts, Eagle Neck Creek culvert, East Harbor culvert environmental projects, the Pamet Harbor Parking Lot and Jetty repairs.

MOVER: Stephanie Rein

**Article 19: Acceptance of Massachusetts General Law: Adoption of Community Impact Fee on Professionally Managed Short-Term Rentals**

I move to accept 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.

MOVER: John Dundas

**Article 20: Acceptance of Massachusetts General Law: Adoption of Community Impact Fee on Owner- Occupied Short-Term Rentals**  
**(if Article 19 passes)**

I move to accept General Laws Chapter 64G, Section 3D(b), authorizing the imposition of a community impact fee of 3 percent on the transfer of occupancy of a short-term rental that is located within a two-family or three-family dwelling that includes the operator’s primary residence.

MOVER: Robert Weinstein

**(if Article 19 fails)**

I move to postpone this article indefinitely.

MOVER: Robert Weinstein

**Article 21: Dedication of Community Impact Fees to the Capital Stabilization Fund**  
**(if Article 19 passes, regardless of outcome of Article 20)**

I move to accept the provisions of 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.

MOVER: Susan Areson

**(if Article 19 fails)**

I move to postpone this article indefinitely.

MOVER: Susan Areson



**CONSENT AGENDA: COMMUNITY PRESERVATION ACT ARTICLES**

*The Select Board intends to offer a motion at Town Meeting to move the following Community Preservation Act articles as one block of articles.*

**CONSENT AGENDA: Community Preservation Act Articles 22-30**

MOTION 1: I move to consider Articles 22-30 as a whole.

MOVER: Community Preservation Committee Co-Chairs

**(if passes)**

MOTION 2: I move to approve Community Preservation Act Articles 22, 23, 24, 25, 26, 27, 28, 29, and 30 as printed in the warrant.

MOVER: Community Preservation Committee Co-Chairs

**(if fails)**

**Article 22: Community Preservation Act: Administrative Support**

I move 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 Estimated Annual Revenue for the administrative expenses of the Community Preservation Committee.

MOVER: Community Preservation Committee Co-Chairs

**Article 23: Community Preservation Act: Community Gathering Place Improvements**

I move 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.

MOVER: Community Preservation Committee Co-Chairs

**Article 24: Community Preservation Act: Displays at Highland House Museum**

I move 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 Estimated Annual 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.

MOVER: Community Preservation Committee Co-Chairs

**Article 25: Community Preservation Act: Historic Cemetery Restoration**

I move to appropriate the sum of Twenty Thousand, One Hundred Fifty-six Dollars (\$20,156.00) from Projected Fiscal Year 2025 Community Preservation Act Estimated Annual Revenue, and a sum of Thirteen Thousand, One Hundred Forty-four Dollars (\$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.

MOVER: Community Preservation Committee Co-Chairs

**Article 26: Community Preservation Act: Lower Cape Housing Institute**

I move to appropriate the sum of 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.

MOVER: Community Preservation Committee Co-Chairs

**Article 27: Community Preservation Act: Contribution to the Affordable Housing Trust Fund**

I move to appropriate the sum Four Hundred Sixty-eight, Five Hundred Nineteen Dollars and no cents (\$468,519.00) from Community Preservation Act FY2025 Estimated Annual Revenue, and an additional One Hundred Seventeen thousand, One Hundred Twenty-nine Dollars and no cents (\$117,129.00) from FY2025 Estimated Annual Revenue, 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.

MOVER: Community Preservation Committee Co-Chairs

**Article 28: Community Preservation Act: Regional Contribution for 0 Millstone Road, Brewster, [Spring Rock Village]**

I move 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.

MOVER: Community Preservation Committee Co-Chairs

**Article 29: Community Preservation Act: Land Acquisition (Truro Conservation Trust)**

I move 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 Estimated Annual 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.

MOVER: Community Preservation Committee Co-Chairs

**Article 30: Community Preservation Act: TCS Early Childhood Playground**

I move 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.

MOVER: Community Preservation Committee Co-Chairs

**GENERAL BYLAW ARTICLES**

**Article 31: Add New General Bylaw Section 1.1.8 Town Meeting Geographic Limits**

I move to add new section 1.1.8 Town Meeting Geographic Limits by adding new language as printed in the warrant.

MOVER: Kristen Reed

**Article 32: General Bylaw Amendment – Prohibitions Related To Short-Term Rental Of Residential Properties**

I move to amend the Truro General By-Laws, Chapter II, Licensing and Permits by deleting Section 1 in its entirety and replacing it with the text as printed in the warrant.

MOVER: Stephanie Rein

**Article 33: General Bylaw Amendment – Prohibitions Related To Short-Term Rental Of Residential Properties – Additional Regulations**

**(if Article 32 passes)**

I move to amend Truro General By-Laws, Chapter II, Licensing and Permits by adding a new Section 1-3-2 as printed in the warrant.

MOVER: John Dundas

**(if Article 32 fails)**

I move to postpone this article indefinitely.

MOVER: John Dundas

**ZONING BYLAW ARTICLES**

**TWO-THIRDS VOTE**

**Article 34: Zoning Bylaw Amendment - Ban on Fractional Ownership of Short-Term Rentals**

I move to amend the Truro Zoning By-Laws by adding a new Section §40.9, entitled: Time Share, Interval and Fractional Ownership Units, as printed in the warrant.

MOVER: Kristen Reed

**TWO-THIRDS VOTE**

**Article 35: Amend Zoning Bylaw §20.3 Location of Districts, §90.5 Overlay Districts, and Appendices**

Move to amend the Truro Zoning By-Laws §20.3 Location of Districts, §90.5 Overlay Districts, and Appendices, as set forth below by deleting the language in strikethrough and adding new language as printed in the warrant and by deleting “Truro/Provincetown Aquifer Assessment and Groundwater Protection Plan” (appearing after Appendix A, Zoning Map) and creating new Appendix B, consisting of the “Water Resources Protection Overlay District” map dated August 18, 2015 as printed in the warrant.

MOVER: Robert Weinstein

**TWO-THIRDS VOTE**

**Article 36: Amend Zoning Bylaw §10.4 Definitions, Amend Zoning Bylaw §50.1 Area and Height Regulations, and Add Appendix Q**

Move to amend Section §10.4, Definitions, §50.1 Area and Height Regulations, and add Appendix Q, of the Zoning Bylaw by deleting the language in strike through, adding the bold underlined wording as printed in the warrant.

MOVER: Planning Board Chair

**Article 37: Add New Zoning Bylaw §40.8 Attainable Housing on Undersized Lots And Amend §30.2 Use Table**

Move to amend §40 and §30.2, Use Table, of the Zoning Bylaw by amending §40 to add §40.8., Attainable Housing on Undersized Lots, of the Zoning Bylaw and by amending §30.2, Use Table, by adding the bold underlined wording as printed in the warrant.

MOVER: Planning Board Chair

**TWO-THIRDS VOTE**

**Article 38: Amend Zoning Bylaw §40.2 Accessory Dwelling Unit, §50.2 Gross Floor Area, and §30.2 Use Table, Note 9**

Move to amend §40.2 Accessory Dwelling Unit, §50.2 Gross Floor Area, and §30.2 Use Table, Note 9, of the Zoning Bylaw by deleting the language in strike through, adding the bold underlined wording as printed in the warrant.

MOVER: Planning Board Chair

**ADVISORY ARTICLE**

**Article 39: Advisory Vote to Establish a Town Seal Committee**

Move to recommend to the Select Board to establish an Ad Hoc Town Seal Committee in accordance with Section 6-4-4 of the Town Charter. The Committee will be charged generally with correcting the cultural imagery of the Wampanoag tribe on the Town of Truro Seal and offering a revised seal for future consideration by Town Meeting. The Select Board issues the complete charge of the Committee and will be the appointing body for this Committee.

MOVER: Stephanie Rein

**PETITIONED ARTICLES**

**Article 40: Climate Resiliency and Infrastructure Stabilization Fund - Petitioned Article**

Move to establish a Climate Resiliency and Infrastructure Stabilization Fund in accordance with the provisions of General Laws Chapter 40, Section 5B.

MOVER: Lead Petitioner OR John Dundas

**Article 41: An Article to Establish the Truro Senior Perks Pilot Program - Petitioned Article**

Move to postpone this article indefinitely.

MOVER: Lead Petitioner OR Susan Areson

**Article 42: New DPW Facility on Town Hall Hill – Engineering and Site Planning for Two Existing Conceptual Plans - Petitioned Article**

Move to postpone this article indefinitely.

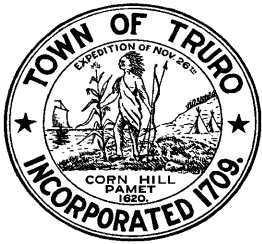
MOVER: Lead Petitioner OR Robert Weinstein





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# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** April 25, 2024

**ITEM:** Discussion and Possible Approval of Regulations for Short-Term and Long-Term Rentals

**EXPLANATION:** The 2024 Annual Town Meeting Warrant includes Article 32: General Bylaw Amendment – Prohibitions Related To Short-Term Rental Of Residential Properties. Section 1-4 Regulations and Fees specifies the following:

*1-4 Regulations and Fees. The Select Board may promulgate regulations to carry out and enforce the provisions of this bylaw and to regulate short-term and long-term rentals, and may set fees for the issuance of Certificates of Registration for Short-Term Rentals.*

As the intent of Article 32 is to replace the existing General Bylaw, Chapter II, Licensing and Permits by deleting Section 1, Town Counsel has recommended memorializing the pertinent sections of the existing bylaw in regulations. Town Counsel prepared a draft set of regulations that was provided to the Board at the April 9, 2024 meeting, but had a few areas that needed clarification or amending. Staff prepared amendments to the regulations to address these areas and other portions of the regulations discussed by the Board. A new draft of the regulations is available for the Board to consider.

Please note that section 2-1-5 of the existing Bylaw related to beach stickers is not included in the draft Regulations. Staff and Counsel recommend adding any necessary clarifying language to the RULES AND REGULATIONS FOR BEACH STICKER ELIGIBILITY FOR TAXPAYERS, RESIDENTS and VISITORS (found here: [https://www.truro-ma.gov/sites/g/files/vyhlf9766/f/uploads/rules\\_and\\_regulations\\_for\\_beach\\_sticker\\_eligibility-edits\\_2022.pdf](https://www.truro-ma.gov/sites/g/files/vyhlf9766/f/uploads/rules_and_regulations_for_beach_sticker_eligibility-edits_2022.pdf)) at a future meeting.

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

**IMPACT IF NOT APPROVED:** While adopting these regulations will be beneficial to provide voters with an understanding of what regulations will be in place if Article 32 passes, if not approved tonight, they could be approved at a later meeting.

**SUGGESTED ACTION:** *MOTION TO adopt the regulations as drafted, contingent on the passing of Article 32: General Bylaw Amendment – Prohibitions Related To Short-Term Rental Of Residential Properties at the 2024 Annual Town Meeting, and to format the regulations on letterhead and authorize electronic signature.*

**ATTACHMENTS:**

1. Existing General Bylaw, Chapter II, Section 1
2. Article 32: General Bylaw Amendment – Prohibitions Related To Short-Term Rental Of Residential Properties
3. Draft Regulations

## CHAPTER II LICENSING AND PERMITS

### Section 1 RENTING OR LEASING BUILDINGS

- 2-1-1 No building may be leased or rented residentially for any period of one hundred twenty (120) or fewer days until the building or appropriate portion of it has been registered with the Licensing Agent. (Separate rental or lease periods totaling more than one hundred twenty (120) days in any calendar year will not excuse compliance with this Bylaw if any single rental or lease period is one hundred twenty or fewer days in length.) The rental or lease of summer homes is the principal, but not exclusive, subject of this Bylaw. *(09/2020 [eff 06/11/2021])*
- 2-1-2 The Town's Licensing Agent shall determine the number of persons that the premises can legally accommodate and shall issue a certificate of registration of the premises. The Licensing Agent will follow the Board of Health regulations and the Board of Health's bedroom count in such determination. The certificate shall be posted conspicuously on the registered premises and reflect this number.
- 2-1-3 Every property owner who offers registered living accommodations for rent shall have available, when absent, an agent authorized to act in case of an emergency that endangers the property or the welfare of any person on the premises. Failure to provide the services of a competent person to act in an emergency shall be deemed sufficient cause, upon an Order of Violation from the Licensing Agent for a fine and/or for the revocation or suspension of the certificate of registration, as described in Appendix A of this document.
- 2-1-4 Any building or portion thereof which must be registered in accordance with this Bylaw must be so registered each year, and a fee may be charged for this registration. This fee shall be fixed annually by the Select Board, and the amount of this fee shall bear a reasonable relationship to both the cost of administering the rental registration program and the benefits conferred upon the property owners and the tenants.
- 2-1-5 The tenant occupying a portion or all of a building registered in accordance with the provisions of this Bylaw shall be eligible to park at all Town beach parking lots, including those available only to holders of a resident's beach sticker, and shall be eligible for a beach parking sticker at a non-resident's rate. Regardless of the length of their occupancy, such tenants shall become eligible for off-road vehicle (ORV) permits at non-resident rates, and they shall also become eligible for transfer-station stickers at non-resident rates.
- 2-1-6 The funds generated by the rental registration fees shall be available generally to defray the costs of registration record keeping, the administration of the beach program, the maintenance and improvement of Town beaches and parking lots, the installation of signs, the furnishing of sanitary facilities, the provision of facilities for the physically handicapped, and the supply and operation of associated amenities.
- 2-1-7 Failure to comply with any section of this Bylaw shall subject the owner to a fine for each offense as described in Appendix A and loss of rental certificate.

## Article 32: General Bylaw Amendment – Prohibitions Related To Short-Term Rental Of Residential Properties

To see if the Town will vote to amend the Truro General By-Laws, Chapter II, Licensing and Permits by deleting Section 1 in its entirety and replacing it with the following:

1. Prohibitions Related to Short-Term Rental of Residential Properties.
  - 1-1 Purpose and Intent. This bylaw is enacted pursuant to the Town’s Home Rule Authority and the authority set forth in General Laws c. 64G, §14 and is intended to:
    - (1) provide for an orderly process for identifying, registering, and regulating Short-Term Rentals within the Town so as to ensure that such Short-Term Rentals do not create or cause any nuisance conditions within the Town.
    - (2) Protect the time-honored tradition of home rentals in Truro and preserve economic opportunities through Short-Term Rentals for persons to keep their homes, now and into the future, so they may afford to live either full-time or part-time in Truro;
    - (3) avoid adverse impacts on the local economy stemming from a loss of existing Short Term Rental revenue, including rooms excise tax revenue, and visitor spending.
    - (4) prohibit additional corporate ownership and discourage investment-only ownership of residential properties for the exclusive purpose of operating them as Short-Term Rentals rather than housing for either full-time or part-time residences.
    - (5) reduce the neighborhood churn caused by numerous turnovers of occupancy of Short-Term Rentals in residential neighborhoods.
    - (6) limit the conversion of residential units to Short-Term Rentals which has had the deleterious effect of removing residential units from the available year-round rental housing stock.

### 1-2 Definitions.

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

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

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

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

1-3 Prohibitions.

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

1-3-2 Intentionally Omitted

1-3-3 Corporate Ownership. Short-Term Rentals are prohibited in dwelling units owned by a Corporation. Short-Term Rentals are permitted in dwelling units owned by an LLC, Trust, or S Corporation only when every shareholder, partner, or member of the legal entity is a natural person, as established by documentation provided by the applicant at the time of registration.

1-3-4 Affordable Housing Dwelling Units. Short-Term Rentals are prohibited in dwelling units designated as affordable or otherwise income-restricted, which are subject to an affordability restriction or are otherwise subject to housing or rental assistance under local, state, or federal programs or law.

1-3-5 Time Share, Fractional and Interval Ownership Units. No Fractional Ownership, Interval or Time Share unit may engage in Short-Term Rental activities or be eligible to receive a Certificate of registration for such unit; except that this section shall not apply to the creation of mortgages, liens, easements or other similar interests encumbering the residential property as a whole to secure a loan or for any other legitimate purposes; and this section shall not apply to non-commercial groups, such as families, partnerships, associations, or trusts with divided interests or agreements in which the real estate is held and transferred within the family, partnership, association or trust, as opposed to sold in fractional or divided interests on the open market.

1-3-6 Protection for Existing Short-Term Rentals. Any person or other legal entity who holds a current Certificate of Registration on the effective date of this bylaw may

continue to engage in Short-Term Rentals in accordance with the existing Certificate of Registration, until the dwelling unit is transferred or conveyed, or the certificate of registration is not renewed. If a property is bequeathed to a person or other beneficiary through a will, the new owner may continue to engage in Short-Term Rental activities in accordance with this section.

- 1-4 Regulations and Fees. The Select Board may promulgate regulations to carry out and enforce the provisions of this bylaw and to regulate short-term and long-term rentals, and may set fees for the issuance of Certificates of Registration for Short-Term Rentals.
- 1-5 Penalties and Enforcement.
- 1-5-1 Enforcement Options. Whoever violates any provision of this bylaw, or a regulation promulgated hereunder may be penalized by indictment or on complaint brought in the district court. The Town may seek to enjoin violations thereof through any lawful process, and the election of one remedy by the Town shall not preclude enforcement through any other lawful means.
- 1-5-2 Non-Criminal Disposition. Whoever violates any provision of this bylaw, or a regulation promulgated hereunder may be penalized by a noncriminal disposition process as provided in Massachusetts General Laws, Chapter 40, section 21D and the Town's non-criminal disposition by-law (Chapter 2). If non-criminal disposition is elected, then any person who violates any provision of this bylaw or regulation shall be subject to a penalty in the amount of one hundred dollars (\$100) for the first offense; two hundred dollars (\$200) for the second offense; and three hundred dollars (\$300) for a third and subsequent offense. Each day or portion thereof shall constitute a separate offense. The Board of Health or its agent, or any police officer of the Town, shall be the enforcing authority.
- 1-5-3 Suspension of Certificate of Registration. If a notice of violation of this bylaw or any regulation promulgated hereunder or other order is issued to the Owner of a dwelling unit operated as a Short-Term Rental by the Board of Health or its designee, after a Certificate of Registration is issued, the Board of Health, after a hearing, may suspend for a period of time determined by the Board of Health or revoke said Certificate of Registration until the violation has been cured or otherwise resolved. Multiple violations by any Owner may, at the discretion of the Board of Health and after a hearing, disqualify that Owner from obtaining a Certificate of Registration for a period of up to three years.
- 1-5-4 Civil Penalty. In accordance with G.L. c. 64G, §14(v), the Town may assess a civil penalty not to exceed \$5,000 for any violation of this bylaw or a regulation

issued hereunder. Each day a violation continues shall be considered a separate offense.

1-6 Severability.

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

Or take any other action relative thereto.

Requested by the Select Board

*Explanation: This article was prepared collaboratively with the Planning Board, and it replaces Chapter II: Section 1 Renting or Leasing Buildings in the existing Bylaws with a General Bylaw to regulate short-term rentals, including banning corporations from obtaining short-term rental certificates. The Select Board intends to prepare regulations prior to Annual Town Meeting to carry out and enforce the provisions of this bylaw and to regulate short-term and long-term rentals, and to memorialize components of the existing Bylaw, as provided in Section 1-4. The next article would add an additional section to the bylaw allowing individuals to obtain no more than two (2) short-term rental certificates.*

Select Board Recommendation	5	0	0
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**Town of Truro Select Board**  
**Prohibitions Related To Short-Term and Longer-Term Rental Of Residential Properties**

**REGULATION XX.00**

**XX.01 -- Authority**

The Select Board promulgates these Regulations pursuant to §2-1-1 of the General Bylaws of the Town of Truro and Massachusetts General Laws c. 64G, §14.

**XX.02 -- Purpose**

These regulations are promulgated to provide for an orderly process for identifying, registering, and regulating Short-Term Rentals and Longer-Term Rentals within the Town of Truro, and to ensure that such Short-Term Rentals do not create or cause a nuisance to the surrounding neighborhood due to unreasonable noise, the creation of public health and safety issues associated with traffic and parking congestion, or any other nuisance conditions.

**XX.03 -- Effective Date for Short-Term Rental Registration Required**

As of the date that that Section 2-1 of the General Bylaws take effect, no person shall operate a Short-Term Rental (as defined in Section 2-1-2 of the General Bylaws) or a Longer-Term Rental (defined as the rental of a whole or a portion of a residential or secondary dwelling unit, in exchange for payment, as residential accommodations for more than 30 consecutive days but not more than 120 consecutive days) without having first obtained a Certificate of Registration from the Select Board or its designee. For the purpose of this Regulation, Longer-Term Rentals as defined above will be subject to the same procedures, operations, recordkeeping, compliance, inspection and enforcement as Short-Term Rentals and will be subject to the Short-Term Rental Certificate of Registration program. The Certificate of Registration must be renewed annually by May 1<sup>st</sup>.

**XX.04 -- Procedure for Obtaining Certificate of Registration**

- A. Applicants for a Short-Term Rental Certificate of Registration shall submit an application on a form to be established by the Town.
- B. The annual fee of \$450 per unit for such Certificate of Registration shall be submitted with the application.
- C. All applicants must submit the following information and documentation with the application for a Certificate of Registration:
  1. Ownership information, as set forth in the application form, including but not limited to the legal form of ownership, whether the unit is a professional managed unit or an owner-occupied unit as defined in General Laws chapter 64G. The form shall also include the mailing



address and contact information, and authorization from Owner to short-term rent the property if the Owner is not the proposed Operator and shall include an attestation that all persons and entities with an ownership interest in the unit have been notified that a Certificate of Registration has been applied for. The attestation shall also include a statement as to whether the unit is subject to any deed restriction or covenant that restricts or prohibits the use of the unit as a short-term rental.

2. The address of the proposed short-term rental and a description of the premises including square footage per records of the Truro Assessor, and number of bedrooms, bathrooms and parking spaces;
3. A copy of the Certificate of Registration currently on file with the Massachusetts Department of Revenue;
4. The name, address, and contact information for at least one individual who will be available to be physically on site 24 hours a day to address any issues at the short-term rental within two (2) hours' notice ("Local Designated Person"), including, but not limited to, any conditions which may endanger or impair the health, or safety and well-being of a person or persons occupying the premises, as set forth in 105 Code of Massachusetts Regulations 410.750;
5. A certificate of insurance evidencing liability insurance coverage for operation of the premises as a Short-Term Rental with liability limits of at least \$ 1 Million per claim, unless such short-term rental is offered through a hosting platform that maintains equal or greater coverage.
6. An attestation that the Owner and Operator (if applicable) are in compliance with all applicable federal, state and local laws, including but not limited to G.L. c. 64G and the Fair Housing Act, G.L. c. 151B and local equivalents and regulations related thereto, and all other regulations applicable to residential dwellings, and that the Owner and Operator (if applicable) are current with all Town taxes, water, and sewage charges and other fees.

D. The Select Board, or its agent, may reject any application that it deems incomplete.

## **XX.05 -- Operation of Short-Term Rental**

- A. **Occupancy.** Occupancy of a Short-Term Rental shall be limited to two people per bedroom plus two additional people in the unit.
- B. **Parking.** Parking at a short-term rental shall not create public health or public safety issues or create undue traffic congestion. The Select Board may refer violation of these parking requirements to the appropriate Town enforcing agent(s)

- C. Advertising a Short-Term Rental.** All advertisements for Short-Term Rentals, whether online or at a real estate agency, shall include the Operator's Certificate of Registration number and shall be consistent with the Short-Term Rental information provided in the application to the Town.
- D. Information for Prospective Renters.** The Operator must provide all renter(s) the following information:
1. Renters: Rental solicitations including written and on-line advertising and descriptions of property shall include the following information: a copy of the Operator's Certificate of Registration, the maximum number of occupants and vehicles allowed, policy(ies) regarding parties, events and weddings, and whether or not the unit is under professional management; and
  2. On-site or Prior to Arrival: (i) contact information for the Operator and at least one Local Designated Person; (ii) emergency-exit diagrams, which also must be posted at the Short-Term Rental premises in all bedrooms and on all egresses; (iii) instructions for Waste Disposal and Recycling, including but not limited to the requirement that trash be removed from the premises at each turnover or weekly, whichever comes first.

#### **XX.06 -- Record-Keeping Requirements for Operators**

- A.** Operators shall maintain for a period of at least three (3) years records of the following information for each Short-Term Rental stay: (A) type of rental (room, apartment, or whole house); and (B) dates and number of nights. The Operator shall also keep a record of the income derived for a Short-Term Rental and evidence that the Rooms Occupancy Tax due on the unit has been remitted to the Department of Revenue. As a condition of maintaining a Certificate of Registration, the Operator shall provide copies of the records set forth in this section to the Select Board upon request.
- B.** Every Operator with any listings for Short-Term Rentals shall provide to the Select Board on a quarterly basis an electronic report, in a format specified by the Select Board. The report shall include a breakdown of where each listing is located; whether the listing is a room, an apartment or whole-house rental; number of nights each unit was reported as occupied during the applicable reporting period; and the Operator's name and full contact information.

#### **XX.07 -- Compliance with Statutes, Bylaws and Regulations**

- A.** The Operator at all times bears responsibility for ensuring compliance at the Short-Term Rental, including compliance by Short-Term Renters, with all applicable statutes, bylaws and regulations, including but not limited to these

Short-Term Rental Regulations and the applicable building, health, sanitary, zoning and fire codes.

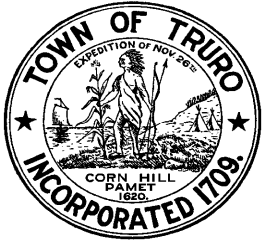
- B.** Any violation of such applicable statutes, bylaws and regulations, including but not limited to the Town's noise and lighting bylaws, at the Short-Term Rental shall also be deemed to be a violation of these Regulations.

#### **XX.08 -- Inspection of Short-Term Rental Premises**

To verify compliance with all applicable statutes, bylaws and regulations, Operators are subject to inspection of the Short-Term Rental by the Select Board or its agent upon reasonable notice via consent or administrative warrant, or without such notice, in the event of an imminent threat to public health or safety.

#### **XX.09 -- Enforcement of Short-Term Rental Regulations**

The Select Board, or its agent, shall enforce these Regulations in accordance with the Town's Short-Term Rental Bylaw. The Select Board, or its agent, also has the discretion to set hearings to determine whether any specific violation warrants suspension or revocation of the Operator's Certificate of Registration. In exercising this discretion, the Select Board may, after a public hearing, issue a warning letter for the first offense, Thereafter, the Select Board may assess a fine or civil penalty for subsequent violations as set forth in Section 2-1-5 of the Truro General Bylaws. Operators or Owners with multiple violations may have their Certificate(s) of Registration revoked and not renewed for a period of up to three (3) years.



# TOWN OF TRURO

## Select Board Agenda Item

**BOARD/COMMITTEE/COMMISSION:** Select Board

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** April 25, 2024

**ITEM:** Discussion and Vote on Nominees for the Fred Todd Community Service Award

**EXPLANATION:** The Select Board created the Fred Todd Community Service Award in 2023.

In acknowledgment of Mr. Todd's service, the Town recognizes a current/and former board or committee member annually for volunteer service to the Town of Truro that best reflects the community service exemplified by Fred Todd. Last year's nominee was Monica Kraft.

Nominations are included for the Board's consideration, including a nomination submitted by the Chair.

**FINANCIAL SOURCE (IF APPLICABLE):** Minimal funding is needed for certificates and will be paid for from the Select Board's budget.

**IMPACT IF NOT APPROVED:** There will not be a recipient of the 2024 Fred Todd Community Service Award presented at the May 4, 2024 Annual Town Meeting

**SUGGESTED ACTION:** *MOTION TO award \_\_\_\_\_ with Truro's second Fred Todd Community Service Award, to be presented at the Annual Town Meeting on May 4, 2024.*

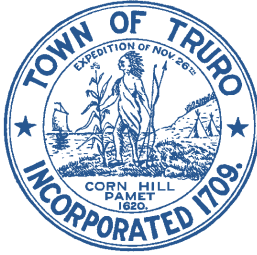
**ATTACHMENTS:**

1. Fred Todd Community Service Award Nominations -Robert Masson
2. Fred Todd Community Service Award Nominations-Ken Oxtoby
3. Fred Todd Community Service Award Nominations-Pat Wheeler
4. Free Todd Community Service Award Nominations-Carl Brotman (Chair Nomination)

# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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



Text

## Fred Todd Community Service Award

In tribute to this long-term Truro resident, activist, board member, and colleague, we wish to recognize a current or former board/committee member annually who exemplifies Fred Todd's selfless volunteer service and dedication to the Town of Truro.


Screening Criteria (must have):

- Is the nominee a full-time resident? Yes  No
- Has a nominee served/volunteered at least 5 years total on Truro project, board, or committee?  
List the name of the Board or Committee/Commission: Truro Cemetery Commission
- Number Of Years 26+ years
- Is the nominee in good standing? Yes  No
- Date Submitted: 19 March 2024

Nominee Name: Robert Masson

Evaluation Criteria (overall assessment)

1. **Leadership: displays a sense of unity and purpose in the community (ex: role model, professionalism, creativity, mission-focused)** Bob has led the Cemetery Commission consistently as other commission members have come and gone. During this time he has been the epitome of professionalism, serving the public in their need to purchase gravesites and conduct burials, and transformed the record-keeping of the commission, spending over 300 hours converting handwritten records to digital form for the public. It is a testament to the skill and stability of his leadership that we hear the commission is a model for other towns today.
2. **Social Responsibility: seeks to improve the community (ex: civic engagement, volunteerism, outreach)** The Cemetery Commission is a lot of work. It entails not only monthly meetings but record keeping, interaction with funeral directors and gravediggers, managing landscape maintenance, overseeing historic preservation, community outreach, sale of lots, measurement and tracking of gravesites, and fielding regular calls from citizens looking for information on how to buy a lot or bury a deceased person. Bob has done this without fail for two decades, completely unpaid, contributing significant social and economic value to the Town of Truro. His professionalism and polite and respectful demeanor is a model of civic engagement.
3. **Mentorship: demonstrates positive values, consideration, and behavior (ex: through deed and action).** During my first year on the commission, Bob undertook a comprehensive program of training to enable me to not only learn the skills necessary to successfully manage the commission, but to share the values and vision he has upheld for two decades. He has been generous with his time. To the public, Bob is an unfailingly kind and supportive guide, treating the bereaved with empathetic respect and advising potential lot purchasers on the best ways to achieve their desires. He is a welcoming presence, always eager to educate those interested in cemeteries.
4. **Change Agent: influences others to effect positive changes (ex: through trust & credibility, representing stakeholders).** Bob is old school in his approach and is an open-minded manager who continually seeks to effect positive change. His work to capture all the handwritten cemetery records in a digital form was an invaluable service to the Town and gave the Commission credibility with the public for the accuracy and comprehensiveness of the information the Commission provides. The stakeholders include the dead who are buried, the owners of gravesites, and those who purchase plots today. Bob ensures their needs are met in a professional manner, always welcoming inquiries and participants in monthly meetings to answer questions and provide knowledgeable guidance.

Applicant Name Holly Ballard-Gardner Print and Sign 

Fred Todd Award Application 2024  
Robert Masson  
Cemetery Commission

Page 2

I know of no other volunteer who has consistently upheld and worked tirelessly for so long in such a focused way. Not everyone wants to be a Cemetery Commissioner—it is a lot of work, physical staking of cemetery plots, emotional in talking and meeting with bereaved families, administrative tasks from financial, record-keeping, burial permit and deed issuance, and engaging with the public when they inquire. As a colleague, Bob represents the epitome of the Fred Todd Award. I can think of no one more deserving and it would be a signal of the Town's appreciation for Bob's long tenure (Bob will be 89 years old in May).

RESPECTFULLY SUBMITTED,

Holly Ballard-Gardner  
*Cemetery Commission Chairwoman*

# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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



## Fred Todd Community Service Award

In tribute to this long-term Truro resident, activist, board member, and colleague, we wish to recognize a current or former board/committee member annually who exemplifies Fred Todd's selfless volunteer service and dedication to the Town of Truro.

Screening Criteria (must have):

- Is the nominee a full-time resident? Yes  No
- Has a nominee served/volunteered at least 5 years total on Truro project, board, or committee?  
List the name of the Board or Committee/Commission: Truro School Committee, Walsh Committee
- Number Of Years 20+
- Is the nominee in good standing? Yes  No
- Date Submitted: March 14, 2024

Nominee Name: Ken Oxtoby

Evaluation Criteria (overall assessment)

1. Leadership: displays a sense of unity and purpose in the community (ex: role model, professionalism, creativity, mission-focused)

Ken Oxtoby has served the students and families of the Truro Central School in the capacity of member, Vice Chair, and Chair of the Truro School Committee for well over twenty years. His leadership, knowledge of the community and its needs, and devotion to the school is unparalleled. His kind, respectful approach combined with his historical knowledge of the schools in this region have been instrumental in creating a path forward for our students and families.

2. Social Responsibility: seeks to improve the community (ex: civic engagement, volunteerism, outreach)

Although Ken's children graduated from TCS many years ago, he continually seeks to maintain and improve our presence in the community. Ken's participation in the Walsh property committee is an excellent example of his dedication to the Truro community. He is a strong advocate for the school as well as the members of this town.

3. Mentorship: demonstrates positive values, consideration, and behavior (ex: through deed and action).

As a new Superintendent, Ken has provided the mentorship and support to carry on the traditions of TSC while guiding a committee of newer members of their charge.

4. Change Agent: influences others to effect positive changes (ex: through trust & credibility, representing stakeholders).

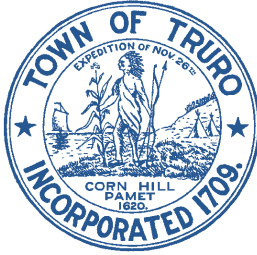
Ken has always been an excellent representative of our community in keeping the values and mission of TCS at the forefront. Through his consistent presence and effective communication with stakeholders, Ken has been a tremendous advocate for our school and the Truro community as a whole. He is an invaluable member of our community and we are indebted to him for his many years of service.

Applicant Name Stephanie Costigan Print and Sign Stephanie Costigan 3/14/24

*Attached more information if needed*



# TOWN OF TRURO



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

## Fred Todd Community Service Award

In tribute to this long-term Truro resident, activist, board member, and colleague, we wish to recognize a current or former board/committee member annually who exemplifies Fred Todd's selfless volunteer service and dedication to the Town of Truro.

Screening Criteria (must have):

- Is the nominee a full-time resident? Yes\_\_\_\_No\_\_\_\_\_
- Has a nominee served/volunteered at least 5 years total on Truro project, board, or committee?  
List the name of the Board or Committee/Commission:
  - Number Of Years 20 Years on Committee - 14 Years as Chair!
- Is the nominee in good standing? Yes\_\_\_\_No\_\_\_\_\_
- Date Submitted:

Nominee Name: Pat Wheeler

Evaluation Criteria (overall assessment)

1. Leadership: displays a sense of unity and purpose in the community (ex: role model, professionalism, creativity, mission-focused)
2. Social Responsibility: seeks to improve the community (ex: civic engagement, volunteerism, outreach)
3. Mentorship: demonstrates positive values, consideration, and behavior (ex: through deed and action).
4. Change Agent: influences others to effect positive changes (ex: through trust & credibility, representing stakeholders).

Applicant Name Ken Field Print and Sign 

*Attached more information if needed*

# TOWN OF TRURO

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## Fred Todd Community Service Award

In tribute to this long-term Truro resident, activist, board member, and colleague, we wish to recognize a current or former board/committee member annually who exemplifies Fred Todd's selfless volunteer service and dedication to the Town of Truro.

Screening Criteria (must have):

- Is the nominee a full-time resident? Yes  No
- Has a nominee served/volunteered at least 5 years total on Truro project, board, or committee? Yes  
List the name of the Board or Committee/Commission: Truro Housing Authority 2011-2021, Truro Police Chief Search Committee 2017/2018, Highland Affordable Housing, Truro Conservation Trust and Outer Cape Chorale (citizen organizations)
- Number Of Years 10 years
- Is the nominee in good standing? Yes  No
- Date Submitted: Evaluation Criteria (overall assessment) April 2024

Nominee Name: Carl Brotman

Evaluation Criteria (overall assessment)

### 1. Leadership: displays a sense of unity and purpose in the community (ex: role model, professionalism, creativity, mission-focused)

Since his election to the Truro Housing Authority in 2011, Carl Brotman has held the position of chairman, guiding the board with dedication and expertise. He has played a pivotal role in our community. His leadership has been instrumental in spearheading initiatives to address the challenge of affordable housing in Truro, a community renowned for its soaring real estate prices. Leveraging preservation act funding, Carl has championed the creation of new affordable housing opportunities, attempting to ensure that all residents have access to safe and affordable housing. His steadfast commitment to this cause underscores his unwavering dedication to the welfare of the Truro community.

### 2. Social Responsibility: seeks to improve the community (ex: civic engagement, volunteerism, outreach)

Carl Brotman embodies the spirit of social responsibility by his unwavering commitment to making a positive difference in Truro. Carl's efforts were crucial in securing 4 acres of land from the state Department of Transportation for affordable housing. This achievement, after two years of hard work, marked a significant step towards addressing housing challenges in our community. Carl's leadership in negotiating this transaction underscores his dedication to improving the lives of those in need of housing and a quality of life. With the backing of grants and local officials, Carl's vision for affordable housing is coming to fruition, with a goal towards offering essential opportunities for working families in North Truro. His tireless advocacy and collaborative approach reflect a deep understanding of the community's needs and a steadfast commitment to social responsibility.

### 3. Mentorship: demonstrates positive values, consideration, and behavior (ex: through deed and action).

Mentorship embodies positive values, consideration, and behavior, exemplified through deeds and actions. Carl Brotman's commitment to affordable housing in Truro serves as a testament to the transformative power of community initiatives. His leadership as chairman of the Truro Housing Authority has been pivotal in overcoming long standing challenges, ensuring that families have access to safe and affordable housing. The development of Sally's Way stands as a beacon of progress, offering hope and opportunity to those in need. Carl Brotman working alongside dedicated organizations such as Community Housing Resource Inc., reflect his effort to unite members of the community in its pursuit of inclusivity and social welfare. As Truro continues to strive towards meeting its affordable housing goals, it's clear that with determination and collective action, positive change is not only possible but achievable. Through these endeavors, the fabric of the community is strengthened, embodying the true essence of unity and support for all its members.

### 4. Change Agent: influences others to effect positive changes (ex: through trust & credibility, representing stakeholders).

As a change agent, Carl Brotman has had a profound impact on our community, influencing others like myself to effect positive changes through trust, and dedication to representing stakeholders. His leadership and vision have inspired others to join in making a difference, creating a lasting legacy that will endure for years to come. Carl Brotman's recognition as a recipient of the Robert Huehn Community Preservation Award underscores the significance of his contribution to the ongoing success of the Community Preservation Act (CPA). His dedication as Chair of the Truro Housing Authority exemplifies the qualities of a change agent, driving meaningful change within our community. Former Governor Charlie Baker, Former Speaker of the House Robert DeLeo, and Former Senate President Stanley Rosenberg all commended the Community Preservation Act (CPA) for its significant impact on the state, emphasizing the pivotal role of individuals like Brotman in advocating for and implementing legislation that bolsters communities and tackles societal challenges. Brotman's dedication to affordable housing in Truro perfectly aligns with CPA's objectives, underscoring its focus on affordable housing, parks, open spaces, museums, and historic resource preservation. His recognition stands as a testament to the collaborative efforts of individuals rallying behind a shared objective, showcasing the effectiveness of community-driven initiatives in fostering positive change.

Applicant Name Kristen Reed Print and Sign Kristen Reed

Attached more information if needed



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** April 25, 2024

**ITEM:** Determination and Possible Vote on Date(s) for Select Board Meeting(s) for After Election

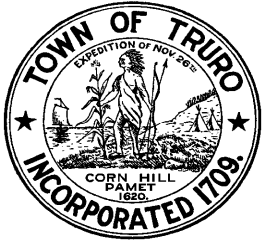
**EXPLANATION:** With the change of date of the Annual Town Election, the Board may wish to consider when to hold their first meeting (or meetings) after the Election. The current Board is scheduled to meet on May 14<sup>th</sup> and May 28<sup>th</sup> (the second and fourth Tuesdays of the month). The Election is on May 29<sup>th</sup>. The Board's next scheduled meeting after May 29<sup>th</sup> is June 11<sup>th</sup>, followed by June 25<sup>th</sup>. Please note that Candidates' Night is scheduled for May 7th.

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

**IMPACT IF NOT APPROVED:** Select Board Meetings will stay as May 14<sup>th</sup>, May 28<sup>th</sup>, June 11<sup>th</sup> and June 25<sup>th</sup>.

**SUGGESTED ACTION:** *MOTION TO add/amend Select Board meeting(s) to the following date(s): \_\_\_\_\_.*

**ATTACHMENTS:** NONE



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** April 25, 2024

**ITEM:** Payomet Theater Seasonal 7-Day Entertainment Request

**EXPLANATION:** MGL Chapter 140 § 181 provides local authority to license performance events. Payomet Performing Arts has submitted an Entertainment License application for their 2024 Season, with a Commonwealth of Massachusetts License for Public Entertainment on Sunday.

Performances will commence on weekdays starting Saturday, June 15, 2024, through September 29, 2024, including Sunday dates of June 23, through September 29, 2024, from 4:00 pm-10:00 pm, and morning programs from 10:00 am-12:00 pm.

The Entertainment application was reviewed with proper thoroughness for safety and security and approved by the Chief of Police.

**FINANCIAL SOURCE (IF APPLICABLE):** Performances will not continue for Payomet Performing Arts Center at 29 Old Dewline Rd (Highland Center) in Truro.

**IMPACT IF NOT APPROVED:** Performances will not continue for Payomet Performing Arts Center at 29 Old Dewline Rd (Highland Center) in Truro.

**SUGGESTED ACTION: MOTION TO** *approve the Seasonal Weekday Entertainment License and Sunday Entertainment License for Payomet Performing Arts Charitable Trust for the 2024 Season and the Commonwealth of Massachusetts License for Public Entertainment on Sunday and to Authorize the Chair to electronically sign the applications and the Board to electronically sign the licenses.*

**ATTACHMENTS:**

1. 2024 Entertainment Application and Sunday State Entertainment Application



# TOWN OF TRURO

## Licensing Department

PO Box 2030, Truro, MA 02666

PH: 508-349-7004, Ext. 110 or 124 Fax: 508-349-5505

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

**PAID**  
\$350.00 N/P RATE  
#8050 1/4/2024

### Application for an Entertainment License

- Annual
- Seasonal
- Weekday
- Seven-Day
- Saturday
- Sunday

\*Please complete the Commonwealth's Public Entertainment on Sunday Application

The undersigned hereby applies for a license in accordance with the provisions of Mass. General Laws, c.140 §183A amended, Ch. 140§181 & Ch.136§4

#### BUSINESS/ORGANIZATION INFORMATION

Name of Applicant: Payomet Performing Arts Center  
 Business/Organization Name: Payomet Performing Arts Center  
 Mailing Address of Business/Organization: PO Box 1202, Truro, MA 02666

Is this a Non-profit or For-profit Entity (Check the appropriate box)  Yes  No  
 If yes, proof of Non-profit status **must** accompany this application

Contact Person: Allison Welch  
 Phone Number: [REDACTED]  
 Email: [REDACTED]

#### INDIVIDUAL APPLICANT INFORMATION

Individual's Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### EVENT INFORMATION

Day (s)/Date (s) of Event for License to be issued: Please see attached schedule  
 Purpose of Event (example: fundraiser): \_\_\_\_\_

Hours of Event (from - to): \_\_\_\_\_

Location (Must provide facility name, if any, street number and name): Highland Center, 29 Old Dewline Road  
 Event is:  Indoor  Outdoor Event  
 (Please check applicable box)

Property Owner Name and Address: Cape Cod National Seashore  
 Phone number: [REDACTED]

Seating Capacity: \_\_\_\_\_ Occupancy Number: 700

Approximate number of people attending varies

Name of Caterer (if applicable): \_\_\_\_\_  
 Truro Application for Entertainment License

If the event is catered please return Caterer Food Service Form to Health Agent at Fax # 508.349.5508

Will an admission fee be collected?  Yes  No

Will there be a One Day Alcohol License  Yes  No

If yes; you must also apply for a One Day Alcohol License

Will there be Police Traffic Control?  Yes  No

**ENTERTAINMENT INFORMATION**

Type of Entertainment: Please check the appropriate boxes.

Dancing:  By Patron  By Entertainers  No Dancing

Music:  Recorded  Juke Box  Live  No Music

Number of Musicians & Instruments (Type) varies

Amplified System:  Yes  No

Shows:  Theater  Movies  Floor Show  Light Show  
 No Show

Other:  Video Games  Pool/Billiard Tables (Please indicate quantity) \_\_\_\_\_

**Applicant's Signature**

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable regulations of the Town of Truro.

*[Signature]*  
Signature

3-28-24  
Date

- A valid entertainment license must be on the premises before the entertainment is commenced.
- No entertainment shall be offered, conducted, or otherwise provided by any establishment licensed under MGL Chapter 140 without first obtaining an entertainment license from the Board of Selectmen.
- Sunday entertainment must be specifically requested and addressed in the permitting process, under MGL 136.
- These regulations are intended to allow the Board of Selectmen to determine the appropriate parameters to limit impacts to the neighbors of the establishment and to the community by the establishment and the entertainment provided therein.
- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

**Office Use Only**

**APPROVAL**

License No. \_\_\_\_\_

Select Board Chair \_\_\_\_\_ Meeting Date \_\_\_\_\_

Police Department Jamie Calise Date April 5, 2024

Restrictions/Conditions attached to the license by the Board of Selectmen or its Delegate: \_\_\_\_\_



**THE COMMONWEALTH OF MASSACHUSETTS**  
OF \_\_\_\_\_



State Fee, \$ \_\_\_\_\_  
Municipal Fee, \$ \_\_\_\_\_

**LICENSE**

For

**PUBLIC ENTERTAINMENT ON SUNDAY**

The Name of the Establishment is Payomet Performing Arts Center in or on the property at No. 29 Old Dooline Road, Truro, MA 02666 (address)

The Licensee or Authorized representative, Kevin Rice, Exec officer in

accordance with chapter 136 of the General Laws, as amended, hereby request a license for the following program or entertainment:

DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion
		See attached listing of all events

Hon. \_\_\_\_\_ Mayor/ Chairman of Board of Selectman, \_\_\_\_\_ (City or Town)

**Fees per occurrence (Individual Sunday(s): Regular Hours (Sunday 1:00pm – Midnight): \$2.00 Special Hours (Sunday 12:00 am- Midnight): \$5.00. Annual Fee (For Operating on every Sunday in calendar year): Regular Hours (Sunday 1:00pm – Midnight): \$50.00 Special Hours (Sunday 12:00 am- Midnight): \$100.00**

This license is granted and accepted, and the entertainment approved, upon the understanding that such entertainment that the licensee shall comply with the laws of the Commonwealth applicable to licensed entertainments, and also to the following terms and conditions: The licensee shall at all times allow any person designated in writing by the Mayor, Board of Selectmen, or Commissioner of Public Safety, to enter and inspect his place of amusement and view the exhibitions and performances therein; shall permit regular police officers, detailed by the Commissioner of Public Safety or Chief of the local Police Department to enter and be about this place of amusement during performances therein; may employ to preserve order in his place of amusement only regular or special police officers designated therefore by the Chief of Police, and shall pay to said Chief of Police for the services of the regular police officers such amount as shall be fixed by him; shall permit at all times to enter and be about his place of amusement such members of the Fire Department as shall be detailed by the Chief of the Fire Department to guard against fire; shall keep in good condition, go as to be easily accessible, such standpipes, hose, axes, chemical extinguishers and other apparatus as the fire department may require; shall allow such members of the fire department in case of any fire in such place, to exercise exclusive control and direction of his employees and of the means and apparatus provided for extinguishing fire therein; shall permit no obstruction of any nature in any aisle, passageway or stairway of the licensed premises, nor allow any person therein to remain in any aisle passageway or stairway during an entertainment; and shall conform to any other rules and regulations at any time made by the Mayor or Board of Selectmen. This license shall be kept on the premise where the entertainment is to be held, and shall be surrendered to any regular police officer or authorized representative of the Department of Public Safety. This license is issued under the provisions of Chapter 136 of the General Laws, as amended, and is subject to revocation at any time by the Mayor, Board of Selectmen, or Commissioner of Public Safety.

**Do not write in this box**

**This application and program must be signed by the licensee or authorized representative of entertainment to be held. No Change to be made in the program without permission of the authorities granting and approving the license.**

**THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES**

## Payomet Confirmed Shows + Events at Highland Center as of 4/2/24

<b>Date</b>	<b>Artist</b>
Saturday, June 15	<b>Cape Cod Women's Music Fest</b>
Saturday, June 22	<b>Start Making Sense</b>
Sunday, June 23	<b>Jake Shimabukuro</b>
Sunday, June 30	<b>Dakha Brakha</b>
Tuesday, July 2	<b>Roomful of Blues</b>
Friday, July 5	<b>Instant Circus   The Wailers</b>
Saturday, July 6	<b>Man In Black</b>
Sunday, July 7	<b>Shadowgrass</b>
Wednesday, July 10	<b>Buckwheat Zydeco Jr</b>
Thursday, July 11	<b>TUSK</b>
Friday, July 12	<b>Tanglewood Marionettes   Aparna Nancherla</b>
Sunday, July 14	<b>Los Lobos</b>
Monday, July 15	<b>Nora Brown</b>
Wednesday, July 17	<b>Wayne Potash Family Music   Aoife O'Donovan</b>
Tuesday, July 18	<b>Couch w/ Alisa Amador</b>
Wednesday, July 19	<b>Tanglewood Marionettes</b>
Saturday, July 20	<b>Dulce Sloan</b>
Tuesday, July 23	<b>Tab Benoit &amp; Anders Osborne</b>
Friday, July 26	<b>Magic w/ Houdini</b>
Sunday, July 28	<b>The String Queens</b>
Tuesday, July 30	<b>Sierra Hull Duo</b>
Thursday, August 1	<b>Ruthie Foster</b>
Friday, August 2	<b>Tanglewood Marionettes</b>
Saturday, August 3	<b>Steel Pulse</b>
Sunday, August 4	<b>Deadgrass Spreadgrass</b>
Monday, August 5	<b>John Pizzarelli</b>
Tuesday, August 6	<b>Garrison Keillor</b>
Friday, August 9	<b>Piti Theater</b>
Monday, August 12	<b>Roseanne Cash</b>







PAYOINC-01

PAN

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/23/2023

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

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

**PRODUCER**  
Kaplanky Insurance  
PO Box 267  
164 Shore Rd  
North Truro, MA 02652

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

**INSURER(S) AFFORDING COVERAGE** NAIC #

**INSURER A:** Utica National of TX Insurance Company

**INSURER B:**

**INSURER C:**

**INSURER D:**

**INSURER E:**

**INSURER F:**

**INSURED**  
Payomet, Inc.  
c/o Kevin Rice  
P.O. Box 1202  
Truro, MA 02666

### 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 SUBR NSD YWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Eg occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ OTHER: \$
	<b>GEN'L AGGREGATE LIMIT APPLIES PER:</b> POLICY <input type="checkbox"/> PROJE CT <input type="checkbox"/> LOC <input type="checkbox"/>					
	<b>AUTOMOBILE LIABILITY</b> ANY AUTO OWNED AUTOS ONLY   SCHEDULED AUTOS HIRED AUTOS ONLY   NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Eg accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ OTHER: \$
	<b>UMBRELLA LIAB</b> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> CLAIMS-MADE <input type="checkbox"/>					EACH OCCURRENCE \$ AGGREGATE \$
	<b>DED</b> RETENTION \$					
<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MA) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N/A		6/25/2023	6/26/2024	<b>X</b> PER STATUTE   OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

HEALTH DEPARTMENT  
TOWN OF TRURO  
APR 11 2024  
RECEIVED BY

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

### CERTIFICATE HOLDER

Town of Truro  
24 Town Hall Rd.  
Truro, MA 02666

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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

BUILDING DEPARTMENT  
 TOWN OF TRURO

APR 11 2024

RECEIVED BY:

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

**Applicant Information**

Please Print Legibly

Business/Organization Name: Payomet, Inc

Address: 29 Old Dewline Rd

City/State/Zip: Truro, MA 02666 Phone #: 508 487 5400

Are you an employer? Check the appropriate box:

- 1.  I am an employer with 20 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: Utica National Insurance Group

Insurer's Address: 180 Genesee St., New Hartford, NY 13413

City/State/Zip: \_\_\_\_\_

Policy # or Self-ins. Lic. # \_\_\_\_\_ Expiration Date: 6-28-24

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

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

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

Signature: [Signature] Date: 4-11-24

Phone #: 508 487 5400

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

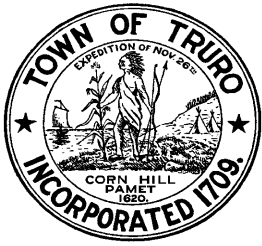
City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

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

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Attorney at Law Christopher S. Fiset

**REQUESTED MEETING DATE:** April 25, 2024

**ITEM:** Subordination of Mortgage Request on behalf of Seamen's Bank for Property Located at 5135 State Highway, North Eastham, MA

**EXPLANATION:** The property owner, of 5135 State Highway, North Eastham, MA, Daria Rose currently has a 1st mortgage with Santander Bank which she seeks to refinance with a Seamen's Bank loan in the original principal amount of \$60,000.00.

Upon satisfaction of the Santander mortgage (with the proceeds of the refinance loan), the Town of Truro would move into the 1st position ahead of Seamen's unless the Town of Truro executes the subordination of the mortgage.

Accordingly, Seamen's is requesting the subordination to ensure the refinance loan is in the 1st position and Truro is in the 2nd position.

**FINANCIAL SOURCE (IF APPLICABLE):** State of MA Community Development Block Grant Funds

**IMPACT IF NOT APPROVED:** There will not be a refinance of the property located at 5135 State Highway, North Eastham, MA.

**SUGGESTED ACTION: MOTION TO** *Approve and Sign the Mortgage Subordination on behalf of the Town of Truro for property located at 5135 State Highway, North Eastham, MA.*

**ATTACHMENTS:**

1. Subordination of Mortgage
2. Original Mortgage dated May 19, 2023, with TRI (Grant Administrator)

Property Address:  
*5135 State Highway*  
*Eastham MA*

*a/k/a*

*5135 State Highway*  
*North Eastham, MA*

### **SUBORDINATION OF MORTGAGE**

Whereas, the Town of Truro, (“the Lender”) which is organized and existing as a municipal corporation under the Commonwealth of Massachusetts whose address is 24 Town Hall Rd, P.O. Box 2030, Truro, Massachusetts 02666, the mortgagee named in a Housing Rehabilitation Loan Program Mortgage (“the Mortgage”), dated May 19, 2023 to Daria M. Rose (“the Borrower”), whose address is P.O. Box 2030, North Eastham, Massachusetts 02651, in the principal amount of One Hundred Twenty-Two Thousand Six Hundred Eighty-One and 40/100 (\$122,681.40) Dollars, recorded with the Barnstable County Registry of Deeds in Book 32068, at Page 43 on November 1, 2023, and whereas the Lender is the holder of a Promissory Note (the “Note”) from the Borrower dated May 19, 2023.

The Lender hereby acknowledges, assents, and subordinates said Mortgage to a Seamen’s Bank Refinance Loan in the original principal amount of Sixty Thousand and 00/100 (\$60,000.00) Dollars to be recorded with the Barnstable County Registry of Deeds without impairing its collateral in the premises.

Executed as an instrument under seal this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

Signed in the presence of:

SELECT BOARD  
TOWN OF TRURO

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Kristen Reed, Chair

By: \_\_\_\_\_  
Susan Areson

By: \_\_\_\_\_  
John Dundas

By: \_\_\_\_\_  
Robert Weinstein

By: \_\_\_\_\_  
Stephanie Rein

Commonwealth of Massachusetts  
County of Barnstable

On this \_\_\_\_ day of \_\_\_\_\_, 2024, before me, the undersigned notary public, personally appeared Kristen Reed, proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, proved to me to be the person whose name is signed on the preceding or attached document as his/her free act and deed in my presence, and who swore and affirmed to me that the contents of the document are truthful and accurate to the best of his/her knowledge and belief, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

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

Commonwealth of Massachusetts  
County of Barnstable

On this \_\_\_\_ day of \_\_\_\_\_, 2024, before me, the undersigned notary public, personally appeared Robert Weinstein proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, proved to me to be the person whose name is signed on the preceding or attached document as his/her free act and deed in my presence, and who swore and affirmed to me that the contents of the document are truthful and accurate to the best of his/her knowledge and belief, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

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

Commonwealth of Massachusetts  
County of Barnstable

On this \_\_\_\_ day of \_\_\_\_\_, 2024, before me, the undersigned notary public, personally appeared Susan Areson, proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, proved to me to be the person whose name is signed on the preceding or attached document as his/her free act and deed in my presence, and who swore and affirmed to me that the contents of the document are truthful and accurate to the best of his/her knowledge and belief, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

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

Commonwealth of Massachusetts  
County of Barnstable

On this \_\_\_\_ day of \_\_\_\_\_, 2024, before me, the undersigned notary public, personally appeared Stephanie Rein, proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, proved to me to be the person whose name is signed on the preceding or attached document as his/her free act and deed in my presence, and who swore and affirmed to me that the contents of the document are truthful and accurate to the best of his/her knowledge and belief, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

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

Commonwealth of Massachusetts  
County of Barnstable

On this \_\_\_\_ day of \_\_\_\_\_, 2024, before me, the undersigned notary public, personally appeared John Dundas, proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, proved to me to be the person whose name is signed on the preceding or attached document as his/her free act and deed in my presence, and who swore and affirmed to me that the contents of the document are truthful and accurate to the best of his/her knowledge and belief, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

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



**The Resource Inc. (TRI)**

**Housing Rehabilitation Loan Program**

**Mortgage**

**THIS MORTGAGE** (“Security Instrument”) is given on **May 19, 2023**. The Mortgager is **DARIA M. ROSE**, with a mailing address of **PO BOX 120, NORTH EASTHAM, MA 02651** (“Borrower”). This Security Agreement is given to **The Town of Truro, Massachusetts** whose mailing address is **Attn: CDBG Grant Administrator, 24 Town Hall Lane, P.O. Box 2030, Truro, MA 02666** (“Lender”).

**Background and Granting Clause**

Borrower is indebted to Lender in the principal sum of **One Hundred Twenty Two Thousand Six Hundred Eighty One Dollars and 40 Cents (\$122,681.40)** (the “Loan”) which indebtedness is evidenced by Borrower’s Promissory Note of even date herewith (the “Note”) providing for repayment of the Loan under certain conditions and providing for other conditions of the Loan.

This Security Instrument secures to the Lender the repayment under the Note and the performance of the covenants and agreements of the Borrower contained in this Security Instrument and in the Declining Loan Agreement of even date between Borrower and Lender (“Loan Agreement”). For this purpose, Borrower does hereby mortgage, grant, and convey to Lender, with power of sale, the following property located in the Town of North Eastham, Barnstable County, Massachusetts:

For legal description, see Exhibit A attached hereto and incorporated herewith.

Which has a property address of **5135 STATE HIGHWAY, NORTH EASTHAM, BARNSTABLE COUNTY, MASSACHUSETTS** (“Property Address”).

**TOGETHER** with all the buildings and improvements now or hereafter erected on such real property, and all fixtures, easements, rights, licenses, appurtenances, and rents, all of which shall be deemed to be and remain a part of the property covered by this Security Instrument; and all of the foregoing, together with said real property are hereinafter referred to as the “Property.”

Borrower covenants that Borrower is lawfully seized of the estate hereby conveyed and has the right to mortgage, grant, and convey the Property, and that the Property is unencumbered, except for that certain mortgage by and between Borrower and Compass Bank for Savings (the “Senior Mortgage”). Borrower warrants and covenants to defend generally the title to the Property against all claims and demands, subject to encumbrances of record.

The Lender has a mailing address of **Attn: CDBG Grant Administrator, 24 Town Hall Lane, P.O. Box 2030, Truro, MA 02666**. All notices and payments to the Lender under this Security Instrument or the Loan Documents shall be made to the Lender at this address.

### Covenants

Borrower and Lender agree as follows:

1. **Repayment:** In the event the Borrower sells or transfers the property or fails to rent to low- or moderate-income tenants at an affordable rent before the fifteenth (15<sup>th</sup>) anniversary of the Note or is in default under any other provisions of this Note or Mortgage, the Borrower shall repay to the Lender an amount as calculated under this Note.
2. **Prior Mortgages; Charges; Liens:** Borrower shall perform all of Borrower's obligations under the Senior Mortgage, including Borrower's covenants to make payments when due. Borrower shall pay or cause to be paid all taxes, assessments, and other charges, fines and impositions attributable to the Property which may attain a priority over this Mortgage and leasehold payments or ground rents, if any.
3. **Hazard Insurance:** Borrower shall keep improvements now existing or hereafter erected on the Property insured against loss by fire, hazards as Lender may require and, in such amounts, and for such periods as Lender may require, subject to the terms and conditions of the Senior Mortgage.

All insurance policies and renewals thereof shall include a standard mortgage clause in favor of the Lender. Lender shall have the right to hold the policies and renewals thereof, subject to the terms of any mortgage or other security agreements with a lien which has priority over this Security Instrument.

In the event of loss, Borrower shall give prompt notice to the insurance carrier and to Lender. Lender may make proof of loss if not made promptly by Borrower.

If the Property is abandoned by the Borrower, or if the Borrower fails to respond to Lender within Thirty (30) days from the date notice is mailed by Lender to Borrower that the insurance carrier offers to settle a claim for insurance benefits, subject to the rights of the mortgagee under the Senior Mortgage, Lender is authorized to collect and apply the insurance proceeds at Lender's option either to restoration or repair of the Property or to the sums secured by this Security Instrument.

4. **Preservation and Maintenance of Property, Protection of Lender's Security:** Borrower shall keep the Property in good repair and shall not commit waste or permit impairment or deterioration of the Property.

If borrower fails to perform the covenants and agreements contained in this Security Instrument, or there is a legal proceeding that may significantly affect Lender's rights in the Property (such as proceeding in bankruptcy, probate, for condemnation or forfeiture or to enforce laws or regulations), then Lender may do and pay for whatever is necessary to protect the value of the Property and Lender's rights in the Property. Lender's actions may

include paying any sums secured by a lien which has priority over this Security Instrument, appearing in court, paying reasonable attorney's fees and entering on the Property to make repairs. Although Lender may take action under this paragraph 4, Lender does not have to do so.

Any amounts disbursed under this paragraph 4 shall become additional debt of the Borrower secured by this Security Instrument.

5. **Rental Restrictions (if applicable):** Regulation of the Federal Department of Housing and Urban Development (HUD) relating to the use of rental rehabilitation funds as from time to time shall be in effect shall be complied with by the Borrower. These restrictions shall endure for a period of Fifteen (15) years from the date of this Security Instrument. Such regulations include, but are not limited to, the following: (I) restrictions of occupancy of units in the Property to individuals or families whose annual incomes, at the time of the Loan Closing, do not exceed various percentages of the median family income as determined by HUD; (II) prohibition of rental increases for a Two (2) year period following the signing of this Security Instrument; (III) establishment of a ceiling on rents which may be charged for such units; and (IV) requirement of annual certification of tenant income, rents charged and utility allowance.

6. **Inspection:** Lender may make or cause to be made reasonable entries upon and inspections of the Property, provided that Lender shall give Borrower reasonable notice prior to any such inspection specifying reasonable cause therefore relating to Lender's interest in the Property.

7. **Condemnation:** The proceeds of any award of any claim for damages, direct or consequential, in connection with any condemnation or other taking of the Property, or part thereof, or for conveyance in lieu of condemnation are hereby assigned and shall be paid to the Lender to the extent of the Lender's interest in the Property, subject to the terms and conditions of the Senior Mortgage.

8. **Borrower Not Released; Forbearance by Lender Not a Waiver:** Extension of the time for payment or modification of the conditions of the terms for payment of the sums secured by this Security Instrument granted by the Lender to any successor in interest of Borrower shall not operate to release, in any manner, the liability of the original.

Borrower/s and Borrowers' successors in interest. Lender shall not be required to commence proceedings against such successor or extend time for payment or otherwise modify amortization of the sums secured by this Security Instrument by reason of any demands made by the original Borrower and Borrower's successors in interest. Any forbearance by Lender in exercising any right or remedy hereunder, or otherwise afforded by applicable law, shall not be a waiver of or preclude the exercise of any right or remedy.

9. **Successors and Assigns Bound; Joint and Several Liability; Co-Signers:** The Borrower/s interest under the Note and this Security Instrument may not be transferred, assigned, or assumed without the written consent of the Lender. The covenants and agreements herein contained shall bind, and the rights hereunder shall inure to, the

respective successors and assigns of Lender and Borrower. All covenants and agreements of Borrower shall be joint and several.

10. **Notice:** Except for any notice required under applicable law to be given in another manner, (a) any notice to Borrower provided for in this Security Instrument shall be given by delivering it or mailing such notice by certified mail addressed to Borrower at the Property Address, and (b) any notice to the Lender shall be given by hand delivery or certified mail to Lender's address stated herein or to such other address Lender may designate by notice to the Borrower as provided herein. Any notice provided for in this Security Instrument shall be deemed to have been given to Borrower or Lender when given in the manner designated herein.

11. **Governing Law; Severability:** This Security Instrument shall be governed by the laws of the Commonwealth of Massachusetts. The foregoing sentence shall not limit the applicability of Federal law to this Security Instrument. In the event that any provision or clause of this Security Instrument or the Note conflicts with applicable law, such conflict shall not affect other provisions of this Security Instrument or the Note which can be given effect without the conflicting provision, and to this end the provisions of this Security Instrument and the Note are declared to be severable. As used herein, "costs," "expenses," and "attorneys' fees" include all sums to the extent not prohibited by applicable law or limited herein.

12. **Breach; Remedies:** Subject to the terms and conditions of the Senior Mortgage, upon Borrower's breach of the Statutory Condition or any covenant or agreement of Borrower in the Note, the Loan Agreement or this Security Instrument including the covenant to pay sums when due secured by this Security Instrument, Lender, prior to acceleration shall give notice to Borrower as provided in paragraph 10 hereof specifying: (1) the breach; (2) the action required to cure such breach; (3) a date, not less than 10 days from the date the notice is mailed to Borrower, by which such breach must be cured; and (4) that failure to cure such breach on or before the date specified in the notice may result in acceleration of sums secured by this Security Instrument and the sale of the Property. The notice shall further inform Borrower of the right to reinstate after acceleration and the right to bring a court action to assert the nonexistence of a default or any other defense of Borrower to acceleration and sale.

If the breach is not cured on or before the date specified in the notice, Lender, at Lender's option, may declare all of the sums secured by this Security Instrument to be immediately due and payable without further demand and may invoke the Statutory Power of Sale and any other remedy permitted by applicable law. Lender shall be entitled to collect all reasonable costs and expenses incurred in pursuing the remedies provided in this paragraph 12, including, but not limited to, reasonable attorneys' fees, all of which shall be secured by this Security Instrument.

If Lender invokes the Statutory Power of Sale, Lender shall mail a copy of a notice of sale to Borrower, and to any other person required by applicable law, in the manner provided by applicable law. Lender shall publish the notice of sale and the Property shall be sold in the manner provided by applicable law. Lender or Lender's designee may purchase the



**The Resource Inc. (TRI)**  
**Housing Rehabilitation Loan Program**

**Mortgage**

**EXHIBIT A**

NORTHERLY by land now or formerly of Walter H. and Marion H. Brockner, as shown on a hereinafter mentioned plan, one hundred seventy four and 46/100 (174.46) feet;

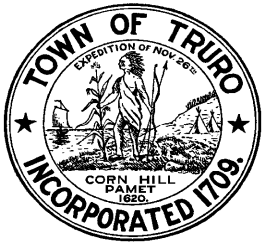
WESTERLY by land now or formerly of Jay M. Glerum et us, as shown on said plan, two hundred nineteen and 46/100 (219.46) feet;

SOUTHERLY by land now or formerly of said Glerum et ux, as shown on said plan, one hundred sixty and 25/100 (160.25) feet; and

EASTERLY by Route 6 (State Highway) as shown on said plan, one hundred fifty five and 17/100 (155.17) feet.

Being a parcel containing 30,002 square feet, more or less, as shown on a plan of land entitled "Plan of Land in Eastham, Mass. made for Jay M. Glerum and Leslie Glerum, September 7, 1977, Scale 1" - 40', Nickerson & Berger, Inc., R.L.S. & P.E., Orleans, Mass.", a copy of said plan being duly recorded with the Barnstable County Registry of Deeds in Plan Book 317, Page 59.

For Title reference, see Book **18062** and Page **0193** in the Barnstable County Registry of Deeds.



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** April 25, 2024

**ITEM:** Review and Possible Approval of MassDOT Event Notification Form for New England Endurance Events

**EXPLANATION:** New England Endurance Events has submitted an application to hold an event in Wellfleet/Truro. The running/swimming event will be held on Saturday, September 21, 2024. Route description has been submitted and all Department Heads have approved. The MassDOT form must be signed by the Chair of the Select Board for the event organizers to submit to MassDOT.

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

**IMPACT IF NOT APPROVED:** New England Endurance Events will not have permission to cross into Truro for a portion of their event and will need to seek alternate routes.

**SUGGESTED ACTION:** *Motion to approve the MassDOT Event Notification Form and Authorize the Chair to Sign Electronically.*

**ATTACHMENTS:**

1. Application for Permit for Organized Bike and Road Race by New England Endurance Events.



# TOWN OF TRURO

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

## APPLICATION FOR PERMIT FOR ORGANIZED BIKE & ROAD RACES

ROAD 2024-00119  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

Applicant: Andrew Scherding Email: \_\_\_\_\_

Group Affiliation (If Any): New England Endurance Events

Mailing Address: 39 Eldridge Rd. City: Brewster State: MA Zip: 02631

Phone: \_\_\_\_\_ Cell Phone: same

Type of Event (Please be specific as to number of persons, equipment to be used (if any), whether food or beverages will be served, parking arrangements, etc.):

Running/swimming event. 175 participants. Charity partner is Habitat for Humanity of Cape Cod.  
Participants will be bused from Wellfleet to race start at Ballston Beach. Buses will immediately leave.  
Participants will begin running below high tide mark of beach heading south. Race ends in Wellfleet.

Permits for this year's event have been issued by NPS as well as the Town of Wellfleet.

Streets &/or Roads to be Used:

Crossing Collins Rd. near Fox Bottom Rd.

Date(s) and Hours Race/Event:

Sept 21, 2024, 8am start, all participants into Wellfleet by 9am. Day: Saturday

Applicant is responsible for obtaining all necessary permits and inspections (see page 2)

If Town Beaches are being used the Use of Town Property MUST be completed in addition to this application. I, as applicant for the above, do hereby acknowledge that the town is exempt from any liability for this activity. I, as applicant for the above, additionally guarantee that the area to be used will be cleaned and left free of any debris at the completion of said activity.

March 20, 2024

Signature of Applicant

Date

Action by the Town Manager :

Date: \_\_\_\_\_

\_\_\_\_ Approved as submitted

\_\_\_\_ Approved with the following condition(s): \_\_\_\_\_

\_\_\_\_ Disapproved with the following reason(s): \_\_\_\_\_

Signature of the Town Manager: \_\_\_\_\_



# EVENT NOTIFICATION FORM

Date: \_\_\_\_\_

Ms. Mary-Joe Perry  
District Highway Director, District Five  
MassDOT, Highway Division  
1000 County Street  
Taunton, MA 02780

Dear Sir:

Please be advised that the Grantee(s) of this Event \_\_\_\_\_ has notified the Board of Selectmen/City Council, Local Police Department, Local Fire Department and if applicable the State Police of its intention to conduct **road work/parade/race/ride** or other events impacting State Highways on Route(s) \_\_\_\_\_ in or through the City/Town(s) of \_\_\_\_\_ benefiting \_\_\_\_\_

The Grantee(s) of this Event understands that it must give the Police and Fire Departments at least 48 hours notice before the commencement of the proposed event.

The Grantee(s) must supply a Traffic Management Plan when the roadway is occupied and for all detours associated with said events to this Department and to all officials listed below. The Grantee(s) must notify the local and/or state police to set up a detour of this area with appropriate signs and barricades. The local Fire Department must be notified of the detour to ensure that measures will be taken to minimize disruption to the Fire Department's emergency service during the event. The Grantee(s) must also notify local media (newspapers, radio) of this proposed event.

The following signatures are required prior to the issuance of the Permit.

## LOCAL POLICE DEPARTMENT

Signed: Jamie Calise  
Title: \_\_\_\_\_  
City/Town: \_\_\_\_\_

## FIRE DEPARTMENT

Signed: Fire Chief  
Title: Fire Chief  
City/Town: Taunton

## BOARD OF SELECTMEN/CITY COUNCIL

Signed: \_\_\_\_\_  
Title: \_\_\_\_\_  
City/Town: \_\_\_\_\_

## STATE POLICE DEPARTMENT

Signed: \_\_\_\_\_  
Title: \_\_\_\_\_  
City/Town: \_\_\_\_\_

**APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS & INSPECTIONS**

<b>Health/Conservation Agent Signature:</b>  _____ <b>Comments/Conditions:</b>  <b>Permits/Inspections needed:</b> 	<b>Building Commissioner Signature:</b> _____ <b>Comments/Conditions:</b>  <b>Permits/Inspections needed:</b>
<b>Police Department Signature:</b> _____ <b>Comments/Conditions:</b>	<b>Fire Department Signature:</b>  _____ <b>Comments/Conditions:</b>  <i>No issue</i>
<b>DPW Signature:</b>  _____ <b>Comments/Conditions:</b>	<b>Harbormaster Signature:</b> _____ <b>Comments/Conditions:</b>
<b>Recreation &amp; Beach Director:</b> <i>Damion Clements</i> _____ <b>Comments/Conditions:</b>  See memo.	<b>OTHER:</b> _____ <b>Comments/Conditions:</b>

**APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS & INSPECTIONS**

<b>Health/Conservation Agent Signature:</b> <hr/> Comments/Conditions:  Permits/Inspections needed:	<b>Building Commissioner Signature:</b> <hr/> Comments/Conditions:  Permits/Inspections needed:
<b>Police Department Signature:</b> <i>Jamie Calise</i> <hr/> Comments/Conditions:	<b>Fire Department Signature:</b> <i>[Signature]</i> <hr/> Comments/Conditions:  <i>No issue</i>
<b>DPW Signature:</b> <hr/> Comments/Conditions:	<b>Harbormaster Signature:</b> <hr/> Comments/Conditions:
<b>Recreation and Beach Director:</b> <hr/> Comments/Conditions:	<b>Other:</b> <hr/> Comments/Conditions:

TRURO VILLAGE



START  
Ballston Beach, Truro



# SWIMRUN CAPECOD

TRURO HIGHLANDS

6

1

Run 1



2

3

Snow Pond

6

Run 2

4

Slough Pond

Run 3

Run 4

5

Higgins Pond

Gull Pond

WELLFLEET  
KETTLE PONDS

6

Run 5

Gull Pond Road

Gross Hill Road

FINISH

Wellfleet Elementary School

7

Long Pond

Run 6

8

Long Pond Road

WELLFLEET VILLAGE



6

Run 8

10

Dyer Pond

9

Great Pond

Run 7

Cahoon Hollow Road

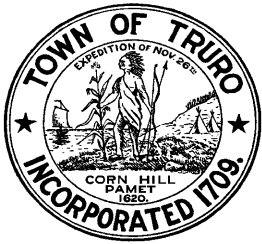
Ocean View Drive

SWIM (1.6 MILES)



RUN (9.0 MILES)





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Town Clerk

**REQUESTOR:** Elisabeth Verde, Town Clerk

**REQUESTED MEETING DATE:** April 25, 2024

**ITEM:** Letter from the Select Board to the Chair of the Republican Town Committee

**EXPLANATION:** The Select Board is required to make written notification to the Chairs of the town committee of each political party to file with the registrars a list of enrolled members of their party who desire appointment as election officers. Truro has a Republican Town Committee and currently there is no Democratic Town Committee. A draft letter is attached that asks the Chair of the Republican Town Committee to submit candidates to the Board of Registrars by May 14, 2024. The Board of Registrars would then make their recommendation to the Select Board.

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

**IMPACT IF NOT APPROVED:** Non-compliance with MA General Law.

**SUGGESTED ACTION:** *MOTION TO approve the draft of the attached letter to be sent to the Chair of the Republican Town Committee from the Select Board and authorize electronic signature.*

**ATTACHMENTS:**

1. MGL Part I, Title VIII, Chapter 54, Section 12: ELECTION OFFICERS IN TOWNS; PROCEDURES; ELIGIBILITY; EXAMINATIONS
2. Draft Letter from the Select Board to the Republican Town Committee

<b>Part I</b>	ADMINISTRATION OF THE GOVERNMENT
<b>Title VIII</b>	ELECTIONS
<b>Chapter 54</b>	ELECTIONS
<b>Section 12</b>	ELECTION OFFICERS IN TOWNS; PROCEDURE; ELIGIBILITY; EXAMINATIONS

Section 12. The selectmen of every town shall annually, not earlier than July fifteenth nor later than August fifteenth, appoint as election officers for each voting place or precinct, except as provided in section twenty-four, one warden, one deputy warden, one clerk, one deputy clerk, two inspectors and two deputy inspectors, who shall be enrolled voters in the commonwealth, except as otherwise provided in this section. They may, in like manner, appoint two inspectors and two deputy inspectors in addition, and such number of tellers as may be necessary to count the ballots cast. Said tellers shall be appointed for the counting of said ballots at the close of the polls. In the event that the selectmen fail to appoint such election officers on or before August fifteenth, the board of registrars of voters shall forthwith appoint said officers. The state secretary shall establish a waiver system to allow a town to request to appoint fewer election officers than specified in this paragraph.

The chairman of the town committee of each political party may, not later than June first in each year, file with the registrars a list of enrolled members of such party who desire appointment as election officers. The selectmen shall, not later than April fifteenth of each year, make written notification to the chairman of record of the town committee of each political party that said list must be submitted no later than June first of the same year. Upon the filing of such lists the registrars shall forthwith proceed to the consideration thereof, and shall, on or before June thirtieth submit to the selectmen the names of persons whose names appear on the lists who in their opinion are qualified to act as election officers. The lists submitted by town committees shall contain not more than eight names for each office to be filled. Supplemental lists may be filed with the selectmen and registrars by the said chairman at any time before the appointments are made, for the purpose of filling vacancies which may occur in the original lists. No person shall be appointed as an election officer until he is found qualified to act as such as herein provided.

Appointments shall be made from the original list before any names are taken from any supplemental list. All persons listed on the original list who have not been appointed as election officers shall be notified by certified mail of the appointment of a person listed on the supplemental list at least five days prior to such appointment.

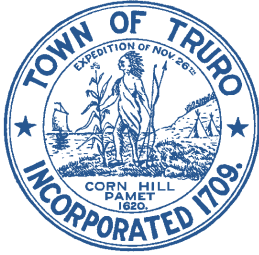
If, upon the expiration of fifteen days after notice given in writing prior to June fifteenth in any year by the selectmen to the chairman of any political committee who has not filed original or supplemental lists, and to the chairman of the state committee of such political party, neither the state nor town chairman shall have filed such lists, the selectmen may appoint as election officers registered voters in the commonwealth,

except as otherwise provided in this section and recommended by the town clerk, who in the opinion of the selectmen, are qualified to act as such.

Not more than 2 such election officers may be appointed who: (1) are 16 or 17 years of age; (2) are residents of the commonwealth; (3) are United States citizens when appointed; (4) are able to speak, read and write the English language; (5) have provided a letter from a parent or guardian giving permission for them to serve as election officers; (6) have provided a letter from their school principal giving permission for them to be absent from school to serve as election officers if the election or a training will take place when school is in session or, if home schooled, have provided a copy of the document indicating approval to be home schooled; and (7) agree to attend required training sessions. If an election officer under this paragraph attends a school that encourages or requires community service, serving as an election officer may be considered a community service activity. In no case shall a person 16 or 17 years of age serve as an election officer on the day of an election for more than the number of hours permitted for such a person to work pursuant to section 66 of chapter 149.

The registrars may, if they deem it necessary, conduct examinations of persons whose names appear on the lists filed hereunder. Five days' notice shall be given of any such examination. The chairman of each town committee may appear and be heard either in person or by counsel, during the conduct of such examinations.





# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

**Office of the Select Board**

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

April 26, 2024

Dear Chair Sollog,

This letter is to notify you, as the Chair of the Republican Town Committee, that the Truro Select Board is required to appoint Election Officers for the Town. Your committee has the opportunity to put forward candidates for these positions. We ask that you submit a list of up to eight candidates that are registered to vote as Republican in the Town of Truro. Please submit that list to the Board of Registrars, via the Town Clerk's office, by 10am on Tuesday, May 14, 2024. The Board of Registrars will then make a recommendation to the Select Board. Please contact the Town Clerk, Elisabeth Verde, at [everde@truro-ma.gov](mailto:everde@truro-ma.gov) if you need any further information.

Best Regards,

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Kristen Reed-Chair

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Susan Areson-Vice Chair

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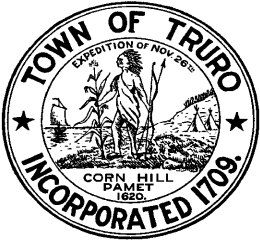
John Dundas-Clerk

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Robert Weinstein-Member

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Stephanie Rein-Member



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Licensing Department

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** April 23, 2024

**ITEM:** Review and Approval of 2024 Seasonal Business Licenses: Highland Links Golf Course (Common Victualer and Transient Vendor) and Lewis Brothers Ice Cream (Hawker Peddler), Blackfish Restaurant (Common Victualer)

**EXPLANATION:** Highland Links Golf Course, Lewis Brothers Ice Cream, and Blackfish Restaurant have submitted their applications to renew their seasonal 2024 Common Victualer, Transient Vendor, and Hawker Peddler Licenses.

These licenses are under the authority of the Select Board as the Local Licensing Authority. If you approve these licenses for renewal, they 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, and issuance of Health licenses if applicable. There were no reported issues with these establishments in 2023.

Mass General Law	Licenses & Permits Issued by Select Board	Names of Businesses
Chapter 101 § 2	<b>Transient Vendor</b> (Seasonal Retail Store)	<b>Highland Links</b>
Chapter 140 § 2	<b>Common Victualer</b> Cooking, Preparing and Serving Food	<b>Highland Links</b> <b>Blackfish Restaurant</b>

Chapter 101 § 13	<b>Hawker Peddler</b> Mobile Food Truck	<b>Lewis Brother's Ice Cream (Mobile Truck)</b> Route: Cold Storage, Great Hollow, Corn Hill, Ballston, Longnook, Coast Guard, Head of the Meadow, Puma Park, Adventure Bound Campgrounds, Truro Center for the Arts at Castle Hill and Truro Vineyards
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**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** If not approved, these businesses will not have the required permits to operate.

**SUGGESTED ACTION:**

*Motion to approve the Transient Vendor Licenses and Common Victualer license for Highland Links and Lewis Brothers' Ice Cream Truck-Hawker Peddler's License, and the Common Victualer License for Blackfish Restaurant upon compliance with all regulations and receipt of the necessary fees.*

**ATTACHMENTS:**

1. Renewal Application for 2024: Highland Links Café and Pro-Shop
2. Renewal Application for 2024: Lewis Brothers Ice Cream
3. Renewal Application for 2024: Blackfish Restaurant



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


**Section 4-MANAGER INFORMATION**

**Name of Onsite Manager:**

Name: Jason Laramee Unit Number: \_\_\_\_\_

Mailing Address: PO Box 11659 Harwich MA 02645

Phone: (24 Hour Contact) \_\_\_\_\_ Email Address: \_\_\_\_\_



Manager's Signature (REQUIRED)

**Name of Offsite Manager:**

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone: (24 Hour Contact): \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_\_  
Manager's Signature (REQUIRED)

**Name of Co- Manager:**

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

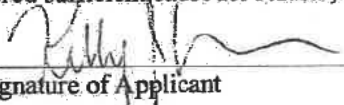
Business Address: \_\_\_\_\_

Phone: (24 Hour Contact): \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_\_  
Co-Manager's Signature (REQUIRED)

**Section 5 - ATTESTATION**

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

  
Signature of Applicant

Kelly Laramee  
Print Name

3/12/24  
Date

**Additional Applications & Documentation**

**REQUIRED FOR ALL MOTELS, COTTAGE COLONIES, CONDOMINIUMS & CAMPGROUNDS**

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

**ADDITIONAL (SEPARATE) APPLICATIONS THAT MAY PERTAIN TO YOUR OPERATION**

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



# Town of Truro

## Board of Health

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

### APPLICATION FOR FOOD SERVICE – COMMON VICTUALER

Name of Business: Highland Links/Johnson Golf

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) 04 305 1506

Business Name: Highland Links/Johnson Golf

Owner Name: Kelly Laramie Email Address: klaramie@johansongolfmanagement.com

Mailing Address: PO Box 1659 Harwich MA 02645

Phone No: 508-487-9201

#### Section 3 – Business Operation Details

Number of Seats: Inside: 12 Outside: 18 Number of Employees: 2-4

Length of Permit:  Annual  Seasonal Operation

Hours of Operation: 6 To 6

Days Closed Excluding Holidays: \_\_\_\_\_

If Seasonal: Approximate Dates of Operation: 4 / 1 / 24 To 11 / 30 / 24

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

Name: Jason Laramie Email Address: [REDACTED]

Mailing Address: PO Box 1659 Harwich MA 02645

Phone No: [REDACTED] 24 Hour Emergency: same

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

Jason Laramie Thaddia Wheeler

Allergen Awareness Certification (attach copy):

Jason Laramie

Has your menu changed from last year?  Yes  No

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

**Section 4- Attestation**

**Attestation**

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

Signature of Applicant:

Date:

3/12/24

\*\*\*\*\*

**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 \_\_\_\_\_



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

**FIRE PROTECTION SYSTEMS  
ANNUAL TEST REPORT**

BUSINESS NAME: Highland Links  
OWNER/MANAGER: Jason Laramee  
ADDRESS: 10 Highland Light Rd. N. Truro MA 02652  
PHONE #: 508 487 9201 NUMBER OF UNITS: \_\_\_\_\_  
CONTACT PERSON: Jason Laramee  
ADDRESS: 22 Dalze Dr. Hamich MA 02645

TESTING COMPANY: \_\_\_\_\_

TESTING ELECTRICIAN/TECHNICIAN: \_\_\_\_\_

COMPANY PHONE #: \_\_\_\_\_ HOME PHONE #: \_\_\_\_\_

LICENSE #: \_\_\_\_\_

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

COMMENTS: \_\_\_\_\_

DATE OF CERTIFICATION: \_\_\_\_\_ BY: \_\_\_\_\_

Signature of Licensed Electrician

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





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: Highland Links/Johnson Golf Management, Inc.

Address: 10 Highland Light Rd.

City/State/Zip: N. Twp PA 02652 Phone #: 508 487 9201

Are you an employer? Check the appropriate box:

- 1.  I am an employer with 90 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 golf course

\*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: Guard

Insurer's Address: PO Box AH 39 Public Sq.

City/State/Zip: Wilkes - Barre, PA 18703-0020

Policy # or Self-ins. Lic. # [redacted] Expiration Date: 1/10/24

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: Kelly [Signature] Date: 3/12/24

Phone #: 774 408 7661

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 ALLERGEN AWARENESS TRAINING

Name of Recipient: JASON LARAMEE

Certificate Number: 6949424

Date of Completion: 3/18/2024

Date of Expiration: 3/18/2029



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

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

Issued By:



Massachusetts Restaurant Association  
333 Turnpike Road, Suite 102  
Southborough, MA 01772  
508-303-9905  
[www.marestaurantassoc.org](http://www.marestaurantassoc.org)

NATIONAL  
RESTAURANT  
ASSOCIATION  
800.765.2122  
[www.restaurant.org](http://www.restaurant.org)

# Certificate

OF COMPLETION

IN RECOGNITION OF SUCCESSFUL COMPLETION IN:

**Healthcare - CPR / AED**

(Adult / Child / Infant / Choking)

Automated External Defibrillator (AED)

THIS CERTIFICATE IS PROUDLY PRESENTED TO:

**Jason Laramee**

The above mentioned Student is now certified in the above mentioned course by demonstrating proficiency in the subject by passing the examination in accordance with the Terms & Conditions of National CPR Foundation - Valid for 2 years. Course administered in accordance with the **2020** ECC/ILCOR and AHA guidelines. ID#: **8D514E**

Completion: **March 19, 2024**

Instructor: **Paul J. Scruton**

Signature: *Paul Scruton*



COURSE PROVIDED BY:

**NationalCPRFoundation™**



**TOWN OF TRURO**  
**BOARD OF HEALTH**  
24 Town Hall Road, P.O. Box 2030, Truro, MA 02666  
Tel: 508-349-7004 x131 Fax: 508-349-5508  
Email: [ebecbe@truro-ma.gov](mailto:ebecbe@truro-ma.gov) or [adavis@truro-ma.gov](mailto:adavis@truro-ma.gov)

FORM 2024 (REV. 04/2023)  
ADMINISTRATIVE (A) (1)  
TOWN OF TRURO

**APPLICATION FOR MOBILE FOOD SERVICE PERMIT**

New       Renewal

**Section 1 – Type of Mobile Food Service**

- Mobile Food Truck (potentially hazardous foods)
- Ice Cream Truck
- Pushcart (limited to non-potentially hazardous foods)

**Section 2 – Business/Owner/Manager Information**

Business Name: LEWIS BROTHERS, INC. FEIN: [REDACTED]  
Owner Name: DAVID LEWIS Email Address: [REDACTED]  
Mailing Address: 155 SAMOSET RD. EASTHAM, MA 02642  
Phone No: [REDACTED] 24 Hour Emergency: SAME

Certified Food Manager(s) (attach copy):  
DAVID LEWIS

Allergen Awareness Certification (attach copy):  
DAVID LEWIS

List fixed or stationary location(s) where food will be sold:  
SAME AS 2023

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 3 – Base of Operations**

(All Mobile Food Vendors must operate out of a fixed Licensed Establishment)  
Name: LEWIS BROTHERS HOMEMADE ICE CREAM Telephone: [REDACTED]  
Address: 310 COMMERCIAL ST. TOWN Owner/Manager: DAVID LEWIS  
Type of Establishment: RETAIL FOOD SERVICE

## Section 4 – Waste

### **WATER SYSTEM/WASTE RETENTION:**

Site has potable water hookup

Potable water supply tank on unit. Capacity 5 gal.

Capacity of waste retention tank 7 gal (should be greater than supply)

How and where will the liquid waste water be disposed of?

BASE OF OPERATIONS

## Section 5 - 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 mobile vending truck or pushcart as specified under § 8-402.11. I affirm that the mobile food service 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: David S. Jenkins

Date: 4/16/24

## Application Checklist:

Smoke detector/fire protection certification.

Copy of inspection of commercial hood/ventilation system report (if applicable)

IF YOU HAVE EMPLOYEES- Workers Compensation Affidavit & Certificate of Insurance

IF YOU DO NOT HAVE EMPLOYEES- Workers Compensation Affidavit

Copy of valid food service permit for base of operations (if located outside Truro)

Copy of most recent food service inspection report for base of operations (if located outside of Truro)

Copy of the commissary agreement (base of operations).

ICE CREAM TRUCKS ONLY: complete CORI form and permit to engage in ice cream vending mgl 270 §25

Copy of state Hawker Peddler License





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: LEWIS BROTHERS, INC

Address: 310 COMMERCIAL ST.

City/State/Zip: PROVINGTOWN, MA 02057 Phone #: [REDACTED]

**Are you an employer? Check the appropriate box:**

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

**Business Type (required):**

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

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

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

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

Insurance Company Name: AEIC

Insurer's Address: 54 THIRD AVE

City/State/Zip: BURLINGTON, MA 01803

Policy # or Self-ins. Lic. #: [REDACTED] Expiration Date: 8/21/24

**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: [Signature] Date: 4/16/24

Phone #: [REDACTED]

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

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

**Issuing Authority (circle one):**

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

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY  
 INFORMATION PAGE

**Associated Employers Insurance Company**  
 54 Third Avenue, Burlington, Massachusetts 01803-0970  
 (800) 876-2765

NCCI NO 40959

POLICY NO.  
 PRIOR NO.



ITEM

1. The Insured: Lewis Brothers Inc  
 DBA:  
 Mailing address: C/O David Lewis  
 155 Samoset Road  
 Eastham, MA 02642

FEIN: \*\*-\*\*\*3840

Legal Entity Type: Corporation

Other workplaces not shown above: See Location

2. The policy period is from 08/21/2023 to 08/21/2024 12:01 a.m. standard time at the insured's mailing address.
3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: MA  
 B. Employers' Liability Insurance: Part Two of the policy applies to work in each state listed in item 3.A.

The limits of liability under Part Two are:

Bodily Injury by Accident	\$	100,000	each accident
Bodily Injury by Disease	\$	500,000	policy limit
Bodily Injury by Disease	\$	100,000	each employee

C. Other States Insurance: Coverage Replaced by Endorsement WC 20 03 06 B

D. This Policy includes these Endorsements and Schedules: SEE SCHEDULE

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

Classifications	Premium Basis		Rates	
	Code No.	Estimated Total Annual Remuneration	Per \$100 Of Remuneration	Estimated Annual Premium

INTRA 000183786

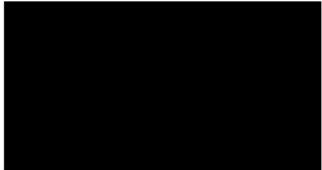
INTER SEE CLASS CODE SCHEDULE

Minimum Premium \$207

GOV	GOV
STATE	CLASS
MA	8017

Total Estimated Annual Premium  
 Deposit Premium

State Assessments/Surcharges  
 \$1,520.00 x 4.8200%



This policy, including all endorsements, is hereby countersigned by

*[Signature]*  
 Authorized Signature

07/20/2023  
 Date

Service Office:  
 54 Third Avenue  
 Burlington MA 01803

Benson Young & Downs Ins  
 P.O. Box 559  
 56 Howland Street  
 Provincetown, MA 02657

WC 00 00 01 A (7-11)

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# Commonwealth of Massachusetts

## Division of Standards

### Hawker / Peddler

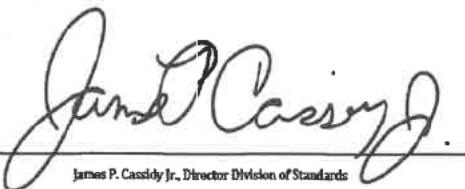
DAVID LEWIS  
LEWIS BROTHERS INC.  
155 SAMOSET RD  
EASTHAM MA 02642

2025

**License No: HP0128208**

Date of Issue: February 5, 2024

Date of Expiration: April 27, 2025



James P. Cassidy Jr., Director Division of Standards

**This license is not transferable**

For current status visit [www.mass.gov/standards](http://www.mass.gov/standards)



# CERTIFICATE OF ALLERGEN AWARENESS TRAINING

**Name of Recipient: David Lewis**

**Date of Completion: January 10, 2021**

**Date of Expiration: January 10, 2026**

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

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

Issued By:

Berkshire  
**AHEC**

Area Health Education Center  
Pittsfield, Massachusetts

[www.mafoodallergytraining.org](http://www.mafoodallergytraining.org)

**ServSafe**  
National Restaurant Association

# ServSafe® CERTIFICATION

## DAVID LEWIS

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).

21774211

CERTIFICATE NUMBER

5554

EXAM FORM NUMBER

2/14/2022

DATE OF EXAMINATION

2/14/2027

DATE OF EXPIRATION

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



#0655

Sherman Brown  
Executive Vice President, National Restaurant Association Solutions



In accordance with Minnesota License Commission 2006, Resolution ADM 14-069-2013 (Regulation 3.2, Standard A.3.7).

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This document cannot be reproduced or altered.  
(X11081)

v.1211

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



**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**LICENSE / 106 INSPECTION FORM**

PROPERTY ADDRESS: 304 Commercial BUSINESS NAME: Lewis Bros  
 EMAIL ADDRESS: \_\_\_\_\_ BUSINESS OWNER: \_\_\_\_\_  
 INSPECTION DATE: 4/9/24 TELEPHONE NO: \_\_\_\_\_

TYPE OF LICENSE(S): FS ENTERTAINMENT: YES  NO   
 NEW:  Seating Capacity: \_\_\_\_\_  
 RENEWAL:  # Rental Rooms: \_\_\_\_\_ # Guests Allowed: \_\_\_\_\_  
 OTHER:  # Units: \_\_\_\_\_ #Apts.: \_\_\_\_\_ # Guests Allowed: \_\_\_\_\_  
 # Cottages: \_\_\_\_\_ # Guests Allowed: \_\_\_\_\_  
 LICENSING YEAR: 2024 APPLICATION DATE: \_\_\_\_\_

**HEALTH DEPARTMENT:**

	PASS	FAIL	N/A		PASS	FAIL	N/A
Septic/Cesspool Review:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sanitation Overview:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Connected to Municipal Sewer:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trash Receptacles:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grease Trap/Monitor:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recycling Receptacles:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restrooms: Public <input type="checkbox"/> Private <input type="checkbox"/>				Food Manager Certificate:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HEALTH COMMENTS: \_\_\_\_\_  
 Health Inspector Initials: \_\_\_\_\_ Health Agent Initials: \_\_\_\_\_ Approved: YES  NO

**BUILDING DEPARTMENT:**

	PASS	FAIL	N/A		PASS	FAIL	N/A
Proper Number of Egresses:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted Seating Capacity:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear Exits/Stairs/Aisles:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted Room Capacity:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approved Signs:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exit Signs Lighted:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Address Number:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor Display Permit: YES <input type="checkbox"/> NO <input type="checkbox"/>				110 Inspection Certification:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

BUILDING COMMENTS: \_\_\_\_\_  
 Building Inspector Initials: JN Approved: YES  NO

**WIRING/FIRE COMPLIANCE INSPECTOR:**

	PASS	FAIL	N/A		PASS	FAIL	N/A
Proper use of Extension Cords:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hanging Wires:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Lights:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Main Service Panel:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extinguishers/Charged:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <u>APM</u>	Fire Alarm:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extinguishers/Certified:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Protective Systems:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
General Housekeeping:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Class A/Type 1:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Boiler Area Condition:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heat/Smoke/CO Detectors:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WIRING/FIRE COMMENTS: \_\_\_\_\_  
 Wiring/Fire Inspector Initials: \_\_\_\_\_ Approved: YES  NO

OTHER COMMENTS/CONDITIONS: \_\_\_\_\_

APPLICANT'S SIGNATURE: David S. Lewis DATE: 4/9/2024

**TOWN OF PROVINCETOWN**

**CERTIFICATE OF INSPECTION  
LICENSE TO CONDUCT BUSINESS**

In accordance with Provincetown's General By-Law, 8-2: NO CORPORATION, FOREIGN OR DOMESTIC, (AND NO PERSON, PARTNERSHIP OR ASSOCIATION NOT REQUIRED BY LAW TO OBTAIN A LICENSE FOR THE CONDUCT OF ITS BUSINESS) SHALL WITHIN THE TOWN OF PROVINCETOWN CONDUCT ANY RETAIL OR WHOLESALE BUSINESS INVOLVING THE SALE OR RENTAL OF GOODS, WITHOUT FIRST HAVING REGISTERED WITH THE LICENSING AGENT. General By-Law 8-7: FOLLOWING REGISTRATION, ALL PREMISES SHALL UNDERGO AN ANNUAL INSPECTION SCHEDULED BY THE LICENSING AGENT, CONDUCTED BY THE DEPARTMENT OF REGULATORY MANAGEMENT, AND ARE SUBJECT TO ALL REGISTRATION FEES AND INSPECTION FEES AND WILL HAVE FILED A CURRENT CERTIFICATE OF GOOD STANDING OR A CERTIFICATE OF CORPORATE LEGAL EXISTENCE, AND WILL HAVE FILED A COPY OF ARTICLES OF ORGANIZATION ATTESTING TO THE CORPORATE STATUS OF THE REGISTRANT.

Issued to: **Lewis Brothers, Inc.**

**David Lewis**

Doing Business as: Lewis Brothers Homemade Ice Cream

Location: 308 COMMERCIAL ST 10UA2

For the Purpose of: **Food Service; Retail;**

**License Number:  
LIC-21-147**

**License Issued:  
April 9, 2024**

**Expiration Date:  
December 31, 2024**

  
\_\_\_\_\_  
**Building/Health Official**

\_\_\_\_\_  
**Electrical Inspector**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Licensing Board**



Last Septic Insp: 11/8/22  
Smoke exp: 4/19/24

HEALTH DEPARTMENT  
TOWN OF TRURO

APR 10 2024

RECEIVED BY \_\_\_\_\_



### Town of Truro Board of Health

24 Town Hall Road, P.O. Box 2030, Truro, MA 02666  
Tel: 508-349-7004, Extension: 131 Fax: 508-349-5508  
Email: [ebeebe@truro-ma.gov](mailto:ebeebe@truro-ma.gov) or [adavis@truro-ma.gov](mailto:adavis@truro-ma.gov)

#### APPLICATION FOR FOOD SERVICE - COMMON VICTUALER

New  Renewal

#### Section 1 - License Type

FS# 2024-090

Type of License:  Food Service  Common Victualer

#### Type of Food Service Establishment:

- Food Service (restaurant or take out)
- Retail Food (commercially prepared foods)
- Residential Kitchen
- Bed & Breakfast w/Continental Breakfast

- Catering
- Manufacturer of Ice Cream/Frozen Dessert
- Bakery

CAT# 2024-091A

#### Section 2 - Business/Owner/Manger Information

#### Federal Employers Identification Number (FEIN/SS)

[Redacted]

Business Name: Blackfish

Owner Name: Eric Janssen

Email Address: [Redacted]

Mailing Address: P.O. Box 1207

Phone No: 508-349-3399

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

Name: Eric Janssen

Email Address: [Redacted]

Mailing Address: 612 Box 258

Phone No: [Redacted] 24 Hour Emergency: \_\_\_\_\_

#### Section 3 - Business Operation Details

Number of Seats: Inside: \_\_\_\_\_ Outside: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Length of Permit:  Annual  Seasonal Operation

Hours of Operation: 5 To 1 AM

Days Closed Excluding Holidays: \_\_\_\_\_

If Seasonal: Approximate Dates of Operation: 5/1/24 To 12/31/24

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

Kevin Mandeville

Allergen Awareness Certification (attach copy):

Kevin Mandeville

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: [Signature] Date: 1/10/24

\*\*\*\*\*

**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 EMC
- Copy of Service report of mechanical washing equipment (Dishwasher)
- Copy of ServSafe Certification and Allergy Awareness
- Copy of Choke Saver (for food service establishment w/seating capacity of 25 or more)

<b>FOR HEALTH DEPARTMENT USE ONLY</b>	
Comments: _____	
Review by _____	Date _____





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

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

**Applicant Information**

**Please Print Legibly**

Business/Organization Name: Dick's / Crusier

Address: 17 Two Cent Rd

City/State/Zip: Town 02666 Phone #: 588-349-3399

**Are you an employer? Check the appropriate box:**

1.  I am an employer with 25 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: Pratt & Whitney Benson Toy & Co

Insurer's Address: P.O. Box 559

City/State/Zip: Princeton, Ma. 02657

Policy # or Self-ins. Lic. # [Redacted] Expiration Date: 6/19/27

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

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

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

Signature: [Signature] Date: 4/11/24

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

Number: 2024-091A

Fee \$50.00

**Town of Truro Board of Health**

**24 Town Hall Road, Truro, MA 02666**

**Permit To Operate As A Food Caterer**

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

**Eric Jansen**

Whose place of business is: **Blackfish Restaurant**


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

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

Permit Expires: **December 31, 2024**

Date Issued:

*April 16, 2024*



Emily Beebe, R.S.,

Agent for the Truro Board of Health

Number: 2024-091

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:

**Eric Jansen, mgr., d/b/a Blackfish Restaurant**

Whose place of business is **17 Truro Center Rd**

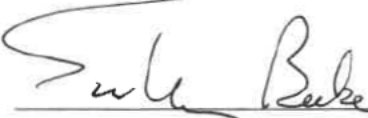
Type of business and any restrictions **Restaurant**

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

Permit Expires: **December 31, 2024**

Date Issued:

*APRIL 16, 2024*

  
\_\_\_\_\_  
Emily Beebe, R.S.,

Agent for the Truro Board of Health



HEALTH DEPARTMENT  
TOWN OF TRURO

APR 11 2024

RECEIVED BY

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

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

*Diana Gaumond*

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

Date: 4/28/2022

**ServSafe**  
National Restaurant Association

# ServSafe CERTIFICATION

## KEVIN MANDEVILLE

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).

HEALTH DEPARTMENT  
TOWN OF TRURO  
MAY 02 2023  
RECEIVED BY:

CERTIFICATION NUMBER

10749  
EXAM FORM NUMBER

3/18/2021  
DATE OF EXPIRATION  
Local laws apply. Check with your local health department for recertification requirements.

3/18/2026  
DATE OF EXPIRATION



#0655

*Kevin Mandeville*  
Signature

Association Solutions



In accordance with...

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

# CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: KEVIN MANDEVILLE

Certificate Number: 4502250

Date of Completion: 5/12/2020

Date of Expiration: 5/12/2025

HEALTH DEPARTMENT  
TOWN OF TRURO  
MAY 02 2023  
RECEIVED BY:



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

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

Issued By:



Massachusetts Restaurant Association  
333 Turnpike Road, Suite 102  
Southborough, MA 01772  
508-303-9905  
[www.marestaurantassoc.org](http://www.marestaurantassoc.org)

NATIONAL  
RESTAURANT  
ASSOCIATION  
800.765.2122  
[www.restaurant.org](http://www.restaurant.org)



# CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: BRIAN ERSKINE

Certificate Number: 5612568

Date of Completion: 5/5/2022

Date of Expiration: 5/5/2027

RECEIVED BY:  
MAY 02 2023

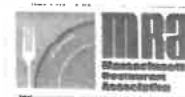
BUILDING DEPARTMENT  
HEALTH DEPARTMENT  
TOWN OF TRURO  
MAY 05 2022  
MAY 05 2022  
RECEIVED BY:  
RECEIVED BY:



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**FIRE EQUIPMENT**  
INCORPORATED

HEALTH DEPARTMENT  
TOWN OF TRURO

MAY 03 2023

RECEIVED BY:

## Kitchen Suppression System Inspection Certificate

*For*

Blackfish Restaurant  
17 Truro Center Road  
Truro, MA 02666

Tested to NFPA Standards

*This Inspection was performed in accordance with NFPA 17 or 17A Standards. The subsequent pages of this report provide performance measurements, listed ranges of acceptable results, and complete documentation of the inspection. Whenever discrepancies exist between acceptable performance standards and actual test results, notes and/or recommended solutions have been proposed or provided for immediate review and approval.*

*Inspection Date:*

4/19/2023

*Inspector Name: James Spinosa - T6*

*Title: Service Technician*





# FIRE EQUIPMENT INCORPORATED

## Kitchen Suppression System Inspection Certificate

Property: Blackfish Restaurant	Street: 17 Truro Center Road	City/State/Zip: Truro, MA 02666
Frequency: Annual	Inspector Name: James Spinosa - T6	Date: 4/19/2023
Installed Product: <b>K 00077910</b>	Product: Kitchen Suppression System	Equipment Location: Kitchen

System in service before conducting tasks	Yes
Pertinent parties notified before conducting tasks	Yes
<b>Appliances Left to Right:</b>	<b>Gr char, 16 burn, griddle, fry, fry</b>
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
<b>Automatic Shutdown</b>	
What is fuel source? Electricity Gas or Both	Both
<b>Nozzles</b>	
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
<b>Manual Releases</b>	
Are manual releases clear and unobstructed?	Yes
<b>System Cylinders and Mechanical Controls</b>	
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?	Yes
Flexible discharge hoses? Date:            Part#:            Size:    :	No
<b>Portable Fire Extinguishers</b>	
Are fire extinguishers provided?	No
<b>Mechanical Detection Line</b>	
Function tested	Yes
Quantity of 165° F Links Changed	



# FIRE EQUIPMENT INCORPORATED

Quantity of 212° F Links Changed	
Quantity of 280° F Links Changed	
Quantity of 360° F Links Changed	5
Quantity of 450° F Links Changed	3
Quantity of 500° F Links Changed	
<b>Interlocks</b>	
Fuel shutoff	Yes
<b>CERTIFICATE OF INSPECTION</b>	
System tagged and left in service	Yes
Pertinent parties notified after conclusion of tasks	Yes
System returned to service	Yes
<b>COMMENTS:</b>	
<b>6-Year Maintenance Test</b> Are 6-year tests recorded?	
<b>12-Year Tests</b> Are 12-year tests recorded?	



# FIRE EQUIPMENT INCORPORATED

## FIRE SUPPRESSION CYLINDER RECORD

<b>Kitchen Manufacturer</b>	<b>Model</b>	<b>Hydro</b>	<b>Number of Tanks</b>	<b>Location</b>



# FIRE EQUIPMENT INCORPORATED

**TOTAL # OF EXTINGUISHERS – 4**

**# EXTINGUISHERS DUE SERVICE NEXT YEAR –**

**New Equipment -**

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

**Inspection/Recertification –**

DryChem	3	KClass	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	



# FIRE EQUIPMENT INCORPORATED

Bulbs		Replacement Cover		Gauge		FEC Cover	
Other Parts		DOT		OSHA		PWM 90	
BL Series Vinyl		Type					
RP Series Plastic		Types					

**FIRE EXTINGUISHERS ARE IN COMPLIANCE WITH NFPA 10 CODE -**

**Recommendations -**

**Comments -**

**Signature:**

James Wilson

**Date:**

Apr 19, 2023