



Truro Board of Selectmen Meeting
Tuesday, January 08, 2019
Regular Meeting – 5:00pm
Truro Town Hall - 24 Town Hall Road

1. PUBLIC COMMENT

- A. Open the Regular Meeting
- B. Public Comment Period - *The Commonwealth's Open Meeting Law limits any discussion by members of the Board of an issue raised to whether that issue should be placed on a future agenda*

2. PUBLIC HEARINGS NONE

3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Review and Interview Denise Seager for Council on Aging Board
- B. Review and Interview Amy Graves for Bike and Walkways Committee
- C. Review and Interview Amy Graves for Agricultural Commission

4. TABLED ITEMS NONE

5. BOARD OF SELECTMEN ACTION

- A. Seal Presentation
Presenter: Lisa Sette, Provincetown Center for Coastal Studies and Dr. Andrea Bogomolni, Northwest Atlantic Seal Research Consortium

6. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 - 1. *None*
- B. Review and Approve Business Licenses: Common Victualer-Truro Box Lunch
- C. Review and Approve Board of Selectmen Minutes: December 11, 2018, December 18, 2018 and Budget Task Force from December 17, 2018

7. SELECTMEN REPORTS AND TOWN MANAGER REPORT

8. SELECTMEN COMMENTS

9. NEXT MEETING AGENDA: Tuesday, January 15 and Tuesday, January 22



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: January 8, 2019

ITEM: Application to serve on the Council on Aging

EXPLANATION: Denise Seager has submitted an application to serve on the Council on Aging Board. We have received an approval from the Chair (Bonnie Sollog), and all paperwork has been completed.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Applicant will not be able to serve on the Council on Aging Board.

SUGGESTED ACTION: MOTION TO appoint Denise Seager to the Council on Aging Board for a three-year term, expiring on June 30, 2021.

ATTACHMENTS:

1. Application to Serve with Approval from Chair



TOWN OF TRURO

TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

TOWN OF TRURO

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Denise Seager HOME TELEPHONE: [REDACTED]

ADDRESS: 525 Shore Rd. WORK PHONE: _____

MAILING ADDRESS: PO Box 1028 E-MAIL: [REDACTED]

FAX: _____ MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: COA

SPECIAL QUALIFICATIONS OR INTEREST: I am a resident of Truro and am interested in enhancing the lives of seniors. As a senior I spend alot of time at the COA. I would like to offer my assistance as a board member.

COMMENTS: _____

RCVD 2018DEC11 AM02
ADMINISTRATIVE OFFICE
TOWN OF TRURO

SIGNATURE: _____ DATE: _____

COMMENT/RECOMENDATION OF CHAIRPERSON OF MULTI-MEMBER BODY (OPTIONAL) _____

I am delighted to welcome Denise as a new Board Member on COA

SIGNATURE: Marie Kelly DATE: 12/13/18

INTERVIEW DATE: _____ APPOINTMENT DATE (IF APPLICABLE): _____



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: January 8, 2019

ITEM: Application to serve on the Bike and Walkways Committee

EXPLANATION: Amy Graves has submitted an application to serve on the Bike and Walkways Committee. We have received an approval from the Chair (Susan Roderick), and all paperwork has been completed.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Applicant will not be able to serve on the Bike and Walkways Committee

SUGGESTED ACTION: MOTION TO appoint Amy Graves to the Bike and Walkways Committee for a three-year term, expiring on June 30, 2021.

ATTACHMENTS:

1. Application to Serve and Approval Email from Chair



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

RCUD 2018NOV2 AM11:28

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

ADMINISTRATIVE OFFICE

TOWN OF TRURO

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Amy K Graves HOME TELEPHONE: [REDACTED]

ADDRESS: 9 Francis Road WORK PHONE: [REDACTED] ← cell, try 1st!

MAILING ADDRESS: PO BOX 672 NORTH TRURO, 02652 E-MAIL: [REDACTED]

FAX: _____ MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: [REDACTED]

bicycling agriculture

SPECIAL QUALIFICATIONS OR INTEREST: bicycling / bike & pedestrian safety

[REDACTED]

COMMENTS: _____

SIGNATURE: Amy K Graves DATE: 10-26-18

COMMENT/RECOMENDATION OF CHAIRPERSON OF MULTI-MEMBER BODY (OPTIONAL) _____

SIGNATURE: _____ DATE: _____

INTERVIEW DATE: _____ APPOINTMENT DATE (IF APPLICABLE): _____

Noelle Scoullar

From: [REDACTED]
Sent: Wednesday, November 14, 2018 7:09 PM
To: Noelle Scoullar
Subject: Re: Application to Serve-Bike and Walkways

BWWC has just met tonight and we are very excited about having Amy Graves join BWWC Sue

On Wed, Nov 7, 2018 at 8:56 AM Noelle Scoullar <nscoullar@truro-ma.gov> wrote:

Good Morning Susan,

Attached is an application to serve from Amy Graves. You have a full member position open. She is in receipt of all the paperwork/forms which she will need to fill out before coming before the BOS for approval. Please reply to this email with your approval/comments on her application.

Thank you!

Noelle

From: scans@smtp.truro-ma.gov <scans@smtp.truro-ma.gov>
Sent: Wednesday, November 07, 2018 7:39 AM
To: Noelle Scoullar <nscoullar@truro-ma.gov>
Subject: Message from Mail Room KM_C458



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: January 8, 2019

ITEM: Application to serve on the Agricultural Commission

EXPLANATION: Amy Graves has submitted an application to serve on the Agricultural Commission. We have received an approval from the Chair (Dave DeWitt), and all paperwork has been completed.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Applicant will not be able to serve on the Agricultural Commission

SUGGESTED ACTION: MOTION TO appoint Amy Graves to the Agricultural Commission for a term, expiring on June 30, 2021.

ATTACHMENTS:

1. Application to Serve and Approval Email from Chair



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

RCUD 2018NOV2 am11:28

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

ADMINISTRATIVE OFFICE

TOWN OF TRURO

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Amy K Graves HOME TELEPHONE: [REDACTED]

ADDRESS: 9 Francis Road WORK PHONE: [REDACTED]

MAILING ADDRESS: PO BOX 672 North Truro, 02652 E-MAIL: [REDACTED]

FAX: _____ MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: bicycling agriculture [REDACTED] cell, try 1st!

SPECIAL QUALIFICATIONS OR INTEREST: [REDACTED]

agriculture/farming/food/bee keeping

COMMENTS: _____

SIGNATURE: Amy K Graves DATE: 10-26-18

COMMENT/RECOMENDATION OF CHAIRPERSON OF MULTI-MEMBER BODY (OPTIONAL) _____

SIGNATURE: _____ DATE: _____

INTERVIEW DATE: _____ APPOINTMENT DATE (IF APPLICABLE): _____

Noelle Scoullar

From: [REDACTED]
Sent: Wednesday, November 07, 2018 10:49 AM
To: Noelle Scoullar
Subject: Re: Application to Serve-Alternate

We welcome Amy Graves to our commission. We will resume regular meetings after special town meeting.
Dave

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Noelle Scoullar <nscoullar@truro-ma.gov>
Date: 11/7/18 8:55 AM (GMT-05:00)
To: Dave's Greens [REDACTED]
Cc: Nicole Tudor <ntudor@truro-ma.gov>, Elizabeth Sturdy <ESturdy@truro-ma.gov>
Subject: Application to Serve-Alternate

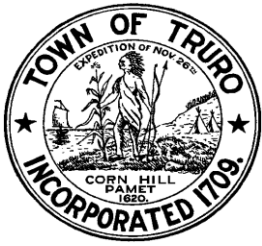
Good Morning Dave!

Amy Graves has applied to serve on the Agricultural Commission. I've checked and there is an Alternate member position available. I've attached her application to serve for you to review. She has all the paperwork/forms which she is to sign before we place her on a BOS agenda for approval. Please respond to this email with your approval/comments to her appointment.

Thank you!

Noelle

From: scans@smtp.truro-ma.gov <scans@smtp.truro-ma.gov>
Sent: Wednesday, November 07, 2018 7:39 AM
To: Noelle Scoullar <nscoullar@truro-ma.gov>
Subject: Message from Mail Room KM_C458



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: January 8, 2019

ITEM: Seal Presentation given by Lisa Sette, Provincetown Center for Coastal Studies, and Andrea Bogomolni from the Northwest Atlantic Seal Research Consortium (NASRC)

EXPLANATION:

Lisa Sette will open the presentation with an overview of the work the Center for Coastal Studies does in Truro regarding seal aerial surveys and seal diet work. Andrea Bogomolni from the Northwest Atlantic Seal Research Consortium (NASRC) will speak to ocean system health. Kimberly Murray from the Northeast Fisheries Science Center (NEFSC) was originally scheduled to participate but is employed by the federal government and her status is unknown.

Additional information can be found by following the link below:

<http://nasrc.whoi.edu/page.do?pid=137436>

ATTACHMENTS:

1. Cape Cod Seals-Center for Coastal Studies



Center for Coastal Studies > Seal Research > Cape Cod Seals

Cape Cod Seals

The word pinniped (fin footed) refers to animals of like appearance, not relatedness. Pinnipeds describe any carnivorous, amphibious mammal with front and hind appendages modified into flippers. Seals, sea lions and walrus, with over 30 species worldwide, fit the description, and are often lumped together.

Different species of seals occupy NE waters, but only two types remain throughout the year; Harbor and gray seals are often sighted throughout the year in the water and resting on shore in large groups or herds. Both species are abundant throughout the coastal NE.



Three other species which birth in areas such as Canada and Greenland are harp, hooded and ring seals. These animals may migrate to NE.

Harbor seals (*Phoca vitulina*) and gray seals (*Halichoerus grypus*), may be the most commonly spotted seals on Stellwagen Bank. Highly adaptable and widespread, they are also found in the subarctic and temperate areas of the Pacific and Arctic oceans.

At sea, harbor seals and gray seals are usually found alone or in small, very loose groups that reduce competition while foraging. On Stellwagen Bank, it is believed that they feed mostly on sand lance and herring. On land, they often gather at low tide on sandy or rocky beaches, preferably islands, where they can scan the environment for danger.

For information on how to protect seals and become a responsible seal observer, please responsible seal watching please read the [Northeast Seal Watching Guidelines](#).

Harbor seals are relatively small (1.5 meters, or 5 feet long), with a coat that varies somewhat with age, wetness and between individuals. Some pups are born with a light colored, lanugo coat (fetal fur that most mammals shed before birth). The lanugo coat is

shed within a few weeks of birth. Most seals, though, are born with an adult coat that darkens with age.

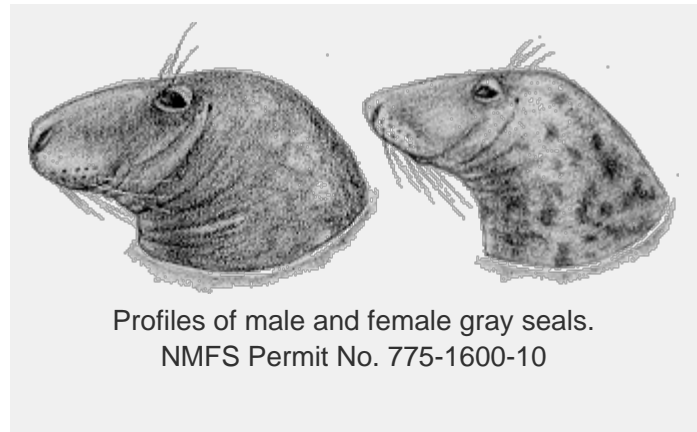
Females in this area usually give birth in late spring and early summer. It is thought that females from Massachusetts migrate to quiet islands in New Hampshire and southern Maine to pup. Historically, harbor seals pupped in Massachusetts, and there are increasing sightings of very small pups here in May and June. Pups are able to swim within minutes after birth and can travel with the female while she hunts. On Stellwagen, small pups are often found treading water while waiting for mom to return from a dive.

Adults of both sexes are similar in appearance, with lighter undersides, brown to gray topsides and differing amounts of irregular spots throughout. Harbor seals' front flippers have relatively small claws, and the claws of their hind flippers are tiny. At sea, they can be hard to spot. Only their heads are visible as they come up for air, their snouts are small and pointed, and they have a small but definite brow. If you have binoculars, you can spot ear openings just behind the eyes.



A female harbor seal hunting sand lance.
NMFS Permit No. 775-1600-10

Gray seals, *Halichoerus gypus*, are the largest seal found in the area, with males growing to 8 feet and weighing over 900 pounds (2.3 m. and 300-350 kg.). Females are somewhat smaller, measuring 7 feet and weighing less than 600 pounds (2 m. and 150-200 kg.). Besides size, the sexes differ in a number of ways: males tend to be darker with few light spots, while females tend to be light with dark, irregular blotches. Young can be easily confused with harbor seals. With a head-on view, gray seals have wide-set nostrils that form a W, while harbor seals have close-set nostrils that form a small V. Sometimes called horseheads, gray seals of both sexes have broad, long snouts that become more pronounced, especially in males.



Profiles of male and female gray seals.
NMFS Permit No. 775-1600-10

Gray seals are endemic to the North Atlantic, ranging from the Baltic, western Europe to Canada and Northeastern United States. In recent years, the number of gray seals in New England seems to have grown. It is not yet clear if the Canadian population is simply growing and moving south, or if there are other, environmental factors at work.

Highly gregarious, gray seals are often found in large groups hauled out on quiet sand or rock beaches for rest and breeding. Females in this area, such as Monomoy Island in Nantucket Sound, give birth to one, white-coated pup from late December to mid February. The pup is nursed intensively for about 15 to 20 days on an increasingly fatty milk. Females come into estrus about 2 weeks after weaning their pups. Males are highly competitive over access to groups of females on shore. After fertilization, the embryo stops development and "rests" for 3 to 4 months before development resumes (delayed implantation).



Harp seals, *Pagophilus groenlandicus*, grow to about a meter and a half, weighing about 130 kg. (5.5 feet and 280 pounds). Usually they have light gray or white coats marked with dark brown patches about the head and back. These dark markings may form a U on the back, much like the base of a hand held, musical harp. Young animals go through a complicated series of molts, changing from infant “whitecoats” (principal aim of the annual Canadian seal hunt) to “bedlamers” and “spotted harps” of the juveniles.

Despite the fact that harp seals are considered a northern species, dependent upon pack ice habitats for pupping, sightings of juveniles in the southern Gulf of Maine have increased in the last decade, during the winter months. Sightings of adults are less common but increasing.



Unspotted coat of a “blueback”:
juvenile hooded seal. NMFS
Permit No. 775-1600-10

Hooded seals, *Cystophora cristata*, are somewhat sexually dimorphic in size, with males reaching 2.5 m. and 300 kg. (8 feet, 600 pounds) and females reaching 2m. and 160 kg. (7 feet, 350 pounds). In form though, the sexes are quite different: males have an inflatable sac drooping from the top of the nose.

When inflated, it forms a black, oval hood. Further, they can inflate the red, inner lining of the nose out of one nostril. This spectacular display may be used to reduce actual fighting during conflicts with other seals. Adults are silvery blue or white with irregular dark brown

patches. Juvenile stages include the handsome “blueback” of first year animals: bluish gray on the back, cream colored belly and dark flippers and mask.

In this area, hooded seals are a rare sight. They share much of their range with harp seals but give birth on pack ice, a little later (last two weeks of March). Young are nursed for a mere four days and may double their birth weight by weaning. Most sightings locally are of the young of the year.

Ringed seals, *Phoca hispida*, are the smallest seal to make an appearance in this area at about 1.5 m. long and 70 kg. in weight (4.5 feet and 150 pounds). Males and females differ little and their mass changes radically throughout the year, especially during the molt when animals are unable to feed. They are generally dark gray above and cream below with a constellation of light rings scattered across the head and back. Their front flippers are short and strong, outfitted with long, curved claws.



Note the blunt-nosed profile and dark face of juvenile hooded seal.
NMFS Permit No. 775-1600-10

These small stocky seals are true ice seals, rarely straying far from ice habitats in the Arctic and Subarctic. Adults especially prefer land-fast ice and juveniles stray out to the fringes and pack ice. Their long claws allow ringed seals to keep breathing holes open through the ice. Young may wander far and each year a few come ashore on Cape Cod to rest, especially during the winter months. Despite these appearances, ringed seals play only the most minimal role in the ecology of Stellwagen Bank.



Profile of a ringed seal.
NMFS Permit No. 775-1600-10

Cape Cod Seals

> Cape Cod Seals

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tel: 508 487 3622

entanglements: 800 900 3622



ccs@coastalstudies.org

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5 Holway Avenue, Provincetown, MA 02657



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TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

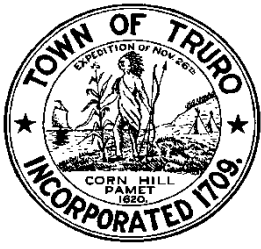
6. CONSENT AGENDA

A. Review/Approve and Authorize Signature:

1. *None*

B. Review and Approve Business Licenses: Common Victualer-Truro Box Lunch

C. Review and Approve Board of Selectmen Minutes: December 11, 2018, December 18, 2018 and Budget Task Force from December 17, 2018



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant on behalf of Truro Box Lunch

REQUESTED MEETING DATE: January 8, 2019

ITEM: Approval of Renewal of 2019 Business Licenses:
Common Victualler License-Truro Box Lunch

EXPLANATION: The Common Victualler License is under the authority of the Board of Selectmen as Local Licensing Authorities. The owners of Truro’s Box Lunch have decided to be open year-round. The Board of Health reviewed and approved this request December 18th. The year-round Common Victualler license will be issued upon the Board of Selectmen’s approval. A temporary license was issued for January 1st until January 9th.

If you approve this license for renewal, the license will be issued only upon compliance with all regulations, receipt of the necessary fees, proof of taxes paid in full for the current fiscal year and prior approval of the Food Service Licenses by the Health Agent or Board of Health. There were no reported issues related to the Food Service License for Truro Box Lunch in 2018.

| Mass General Law | Licenses & Permits Issued by Board of Selectmen | Names of Businesses |
|------------------|---|------------------------|
| Chapter 140 § 2 | Common Victualler (Cooking, Preparing and Serving food) | Truro Box Lunch |

IMPACT IF NOT APPROVED: The applicants will not be issued their Licenses to operate.

SUGGESTED ACTION: *MOTION TO approve the 2019 annual Common Victualler License for Truro Box Lunch, upon compliance with all regulations and receipt of the necessary fees.*

ATTACHMENTS:

1. Renewal Application for 2019: Truro Box Lunch

Number: 2019-049A

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:

Julie & Frank Grande, mgrs., d/b/a The Box Lunch

Whose place of business is **300 Route 6, Unit 4**

Type of business and any restrictions **Restaurant**

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

Permit Expires: **December 31, 2019**

Date Issued:

December 18, 2018



Emily Beebe, R.S.,

Health Agent, Truro Board of Health

SEE
CONDITIONS
ATTACHED

Number: 2019-049B

Fee \$10.00

Town of Truro Board of Health
24 Town Hall Road, Truro, MA 02666
Bakery License

This is to Certify that

Julie & Frank Grande, mgrs., d/b/a The Box Lunch
300 Route 6, Unit 4

IS HEREBY GRANTED A LICENSE

For

a bakery

This license is granted in conformity with the Statutes and ordinances relating thereto, and expires
December 31, 2019 unless sooner suspended or revoked.

Date

December 20, 2019



Emily Beebe, R.S.,

Health Agent, Truro Board of Health

Number: 2019-06CV-TEMP

Fee: \$50.00

The Commonwealth of Massachusetts
Town of Truro
Common Victualler's License
TEMPORARY

This is to Certify that **Julie Grande, Manager/Owner d/b/a**
The Box Lunch-Truro
Address **300 Route 6-Unit #4**

IS HEREBY GRANTED A COMMON VICTUALLER'S LICENSE

in said Truro and at that place only and is valid from **January 1, 2019** and expires **January 9, 2019** unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of Common Victualler's. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

Date Issued: 12/27/18



Rae Ann Palmer, Town Manager

The Truro Board of Health requires the following conditions be met when an establishment has its own source of ground or surface water but does not use the water for the preparation of food served to the public:

1. Only bottled water may be used in the preparation of food.
2. Bottled water may be used for cleaning and sanitizing under the following guidelines:
 - a. All food contact surfaces must be washed and sanitized:
 - i. after each use.
 - ii. when you begin working with another type of food
 - iii. any time the tools and items you have been working with may have been contaminated.
 - iv. at four hour intervals if the items are in constant use.
 - b. Mild alkaline detergents may be used to remove freshly soiled equipment and utensils.
 - c. Food contact surfaces must be cleaned and rinsed before they can be effectively sanitized. (Chemical sanitizers are most effective at temperatures of 75-100 degrees F. Solutions at the lower ranges last longer).

3. Manual cleaning and sanitizing procedures:

Set up a three-compartment sink. All sinks should have thermometers. (a) Flush, scrape or soak items before washing. (b) Wash items in a detergent solution at least 110 degrees F. (c) Rinse in a second compartment of clear water at 120 degrees F. (d) Sanitize in the third compartment by submerging items in hot water at 170 degrees F or a chemical sanitizing solution at least 75 degrees F., or follow the manufacturer's instructions. (e) Air dry all items.

4. The preceding temperatures and procedures must be used as well for all clean-in-place equipment. The Board will consider for approval any proposed procedure which will have the same results as those specified.

5. Businesses having private wells who are licensed by the Town of Truro and serving food to the public must comply with the following water sampling schedule:

| | |
|-------------------------|-------------------|
| January 1 - March 31 | Routine* |
| April 1 - June 30 | Routine* |
| July 1 - September 30 | Routine and VOC** |
| October 1 - December 31 | Routine* |

*Routine analysis should include Coliform bacteria, PH, Conductance, Nitrate-N/Nitrite-N, Sodium, Iron and Manganese. **Volatile Organic Compounds

6. All water samples must be conducted by a certified water operator, with reports submitted to the Board of Health. Also, a copy of a contract with a bottled water supplier must be submitted to the Truro Board of Health before a license will be issued.

Article 8 Enforcement and Penalties

The Board shall have the authority to enforce these regulations and permits issued thereunder via all procedures forth in Section I of these regulations. Violations may also be sanctioned by the suspension or revocation of local license and permits allowing operation of the food service establishment.

• SMOKE EXPIRES:

3.1.2019

\$ PAID
BoS

HEALTH DEPARTMENT
TOWN OF TRURO

DEC 05 2018

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 or adavis@truro-ma.gov

APPLICATION FOR FOOD SERVICE - COMMON VICTUALER

New Renewal

Section 1 - License Type

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

Section 2 - Business/Owner/Manger Information

Federal Employers Identification Number (FEIN/SS) [REDACTED]

Business Name: JCG, LLC BOX LUNCH

Owner Name: Julie Grande Email Address: boxlunchptown@gmail.com

Mailing Address: 355 Commercial St #4 Provincetown, Ma 02657

Phone No: 508 427 4545

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

Name: Julie Grande [REDACTED] Email Address: boxlunchptown@gmail.com

Mailing Address: Same as above [REDACTED]

Phone No: Frank Grande [REDACTED] 24 Hour Emergency: _____

Section 3 - Business Operation Details

Number of Seats: Inside: 0 Outside: _____ Number of Employees: 6/7

Length of Permit: Annual Seasonal Operation

Hours of Operation: 7 To 4 winter (summer 7 to 6)

Days Closed Excluding Holidays: Winter: 7-4 M to Sat Summer: 7 days 7 to 6pm

If Seasonal: Approximate Dates of Operation: / / To / /

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

Julie Grande Frank Grande

Allergen Awareness Certification (attach copy):

Julie Grande Frank Grande

Has your menu changed from last year? Yes No

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

Section 4 - Attestation

Attestation

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

Signature of Applicant: J Grande Date: 12/4/18

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 _____ |

DEC 14 2018

RECEIVED BY:



Your Local Distributor of Quality and Service

P.O. Box 91
20 Province Road
Provincetown, MA 02657
Order Line : (508)487-3627
Fax Line : (508)487-3663
Email orders : orders@jeproduce.com

To whom it may concern,

This letter is to confirm that JCG, LLC d/b/a Box Lunch in Truro is a current and longtime customer of ours and that we will be supplying their bottled water for the upcoming 2019 season.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Enos II", with a long horizontal flourish extending to the right.

Robert A. Enos II
General Manager
J&E Fruit and Produce, Inc.

DEC 14 2018

RECEIVED BY:

Cleaning and Inspection of Commercial Hood and Ventilation System & Deficiency Report


CLEAN SWEEP NORTH & SOUTH

Business Name: Box Lunch
 Address: Rte 6 300 hill side
 City & State: Truro MA
 Business Phone: 508 487 4545

P. O. Box 649
 South Yarmouth, MA 02664

**24 Hour Emergency Phone Number
 508-292-4404**

Tech Name: J Reed
 Signature: _____
 Date: 10/24/18
 BFD Reg. #: 747 Exp Date: _____

| Section A | Responses | Comments |
|---|---|--|
| 1. Are the filters Clean? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 2. Are the precipitators/pollution control devices clean? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A | |
| 3. Is the grease load < 2000 microns: a). horizontal b). vertical c). hood | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| 4. Is the grease load in the fan < 3175 microns? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| 5. Last service cleaning date? | <u>8 / 10 / 17</u> | Co. Name: _____ <input type="checkbox"/> Not Available |
| 6a. Is the on-site exhaust system diagram posted and accurate? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| 6b. Did you clean or inspect entire system as specified in on-site exhaust system diagram? If no specify on page 2. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| 7. Has the Certificate of Performance been dated and placed in the immediate vicinity of the hood? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| 8a. Are all filters in place and intact? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| 8b. If wash system is main water valve in open position? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A | |
| 9. Do fan(s) operate? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| 10. Have exhaust fan louvers been cleaned and checked? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A | |
| 11. Were exhaust fan(s) cleaned? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| 12. Have exhaust fan belts and pulleys been inspected and in good working order? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| 13. Were grease cup(s) cleaned? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| 14. The system appears to be liquid tight? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| 15. Has horizontal duct(s) been cleaned or inspected? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 16. Has the vertical duct(s) been cleaned or inspected? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 17. Are sufficient access panels provided? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A | |
| 18. Does access panel(s) have proper signage? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 19. Are all areas of exhaust system accessible? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| 20. Is hood and exhaust system free of obstructions? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| 21. Cleaning complied with NFPA 96. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| 22. Type of cooking system (check all that apply) | <input type="checkbox"/> Solid Fuel <input type="checkbox"/> Wok <input checked="" type="checkbox"/> Charbroil <input checked="" type="checkbox"/> Other (please specify): <u>1 flat grill</u> | |
| Owner Rep Name: _____ | Date: _____ | Owner Rep Signature:  |

Additional Comments:

| Section / Item # | Description of Deficiencies |
|------------------|-----------------------------|
| | |
| | |
| | |

RALPH J. PERRY

P.O. BOX 139 • HYANNIS, MA 02601 • 508-775-3473
MA-CR#0117 • EXT CERT #A-850

FIRE PROTECTION INSPECTION REPORT/WORK ORDER# No 60797

NAME Box LUNCH
LOCATION 300 RT 6
TRURO

DATE: 3/1/18 ACCOUNT# _____
NEW _____ CHARGE COD _____

ANNUAL NEW EQUIP _____ SERVICE RETURNS _____

TOTAL # OF EXTINGUISHERS 3

EXTINGUISHERS DUE SERVICE NEXT YEAR 1/5*

BILL TO 355 COMM ST #4
PT

INSPECTION DUE 3/19

CONTACT FRANK/JULIE PHONE [REDACTED] MAIL _____
SERVICE LABOR 1

NEW EQUIPMENT

DRY CHEM 2 1/2 ABC _____ 5ABC _____ 10ABC _____ 31ABC _____ 10BC _____ 20BC _____ 40BC _____ 20PK _____
CO2 5lb _____ 10lb _____ 15lb _____ 20lb _____ PW _____ CLASS K _____ HALON/HALOTRON 2 1/2 lb _____ 5lb _____ 10lb _____ 15 lb _____
ALARM SYSTEM _____ EMERGENCY LIGHTS _____ EXIT LIGHTS _____ OTHER _____

INSPECTION / RECERTIFICATION

DRY CHEM 2 1/2 CLASS 1 PW _____ HALON/HALOTRON _____ CO2 _____ COND TEST _____ MARINE CYLINDER _____
EMERGENCY LIGHTS _____ EXIT LIGHTS _____ OTHER _____

RECHARGE / SERVICE / HYDROTEST

RECHARGES _____ SERVICE _____
DRY CHEM 2 1/2 lb _____ 5lb _____ 10lb _____ 30lb _____ 6 YEAR MAINTENANCE _____ HYDROTEST _____
PW _____ CLASS 1 _____ 2 1/2 _____ HYDROTEST _____
HALOTRON 2 1/2 lb _____ 5lb _____ 11 lb _____ 15 1/2 lb _____ 6 YEAR MAINTENANCE _____ HYDROTEST _____
CO2 5 lb _____ 10lb _____ 15lb _____ 30lb _____ COND TEST _____ HYDROTEST _____

PARTS

SERVICE COLLAR _____ WALL HOOK _____ M1-5lb _____ Other _____
GRIND _____ VEHICLE BRACKET _____ M2-10lb _____
CHECK STEM _____ HEAVY DUTY BRACKET _____ 30lb _____
PULL PIN _____ BULBS _____ REPLACEMENT COVER _____
GAUGE _____ BATTERIES _____ BATTERY DISPOSAL _____ REC COVER _____

SIGNS / LABELS

FIRST AID

DOT _____ OSHA _____ PWM 90 _____ FIRST AID KIT 8161 _____ 8162 _____ 8163 _____ J-KIT _____ REPT I _____
BI-MERIT'S VINYL _____ TYPE _____ EYEWASH STATION _____ REFUL _____ INSPECTA SHIELD _____
EPI-SHIELD ANTI _____ TYPE _____ OTHER _____

FIRE EXTINGUISHERS ARE IN COMPLIANCE WITH NFPA 10 CODE YES NO

RECOMMENDATIONS _____

This date the above fire extinguishers and fire equipment were inspected or serviced in accordance with the provisions of the NFPA 10 and the manufacturer's published instructions.

[Signature]
SERVICE TECHNICIAN

5342
LIC #

[Signature]
CUSTOMER AUTHORIZED REPRESENTATIVE

The above service technician certifies that the fire extinguishers and emergency lights were properly inspected and found compliant with NFPA 10.

MASS FIRE SERVICE, 1307-300 (11)

ServSafe

ServSafe® CERTIFICATION

FRANK GRANDE

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).

13678856

CERTIFICATE NUMBER

5160

EXAM FORM NUMBER

5/23/2016

DATE OF EXAMINATION

5/23/2021

DATE OF EXPIRATION

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



#0855

Sheridan Brown
Sheridan Brown
SNT, National Restaurant Association Solutions



In accordance with Maritime Labour Convention 2006, Annex A, 2006 (ILO 185) 2017 Regulation 1.2, Revised A.2.2.
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National Restaurant Association® and the red stripes are trademarks of the National Restaurant Association.
This document cannot be reproduced or altered.
1-800-551-1234

Contact us with questions at 175 W. Jackson Blvd. Ste 1600, Chicago, IL 60604 or ServSafe@restaurant.org.

CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: FRANK GRANDE

Certificate Number: 2785471

Date of Completion: 2/20/2017

Date of Expiration: 2/20/2022



*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.massrestaurantassoc.org


NATIONAL
RESTAURANT
ASSOCIATION
800.765.2122
www.restaurant.org



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

TAX STATUS REQUEST FOR LICENSING

Date November 28, 2018

Request is coming from the Selectmen's Office

Owner's Name Tulie Grande (TCG LLC, dba Boy Ranch)

Business Name Boy Ranch, The

Business Address 300 Route 6

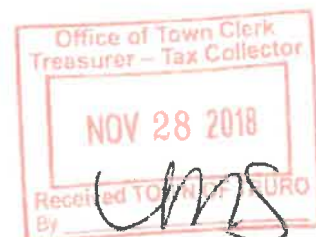
Map and Parcel 42-186

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

All set through 2018.

Molly Stevens
Tax Collector's Signature

11/28/18
Date





HEALTH DEPARTMENT
TOWN OF TRURO

Policy Information Page

| | | |
|--|---|---|
| <p>[1] Named Insured and Mailing Address Box Lunch of Provincetown & J.C.G., LLC DBA/TA Box Lunch Truro 353 Commercial Street #4 Provincetown, MA 02657</p> | <p>Agency FIRESIDE INSURANCE AGENCY, INC. 36 Shank Painter Road #10 P.O. Box 760 Provincetown, MA 02657 Agency Code: MAFIRE10</p> | <p>DEC 14 2018 RECEIVED BY: _____</p> |
| <p>Federal Employer's ID 45-5074207 Risk ID Number 957668</p> | <p>Insured is Limited Liability Co. (LLC)</p> | |
| <p>Additional Names of Insured (N2) Box Lunch Truro</p> <p>Locations on Policy (L2) 300 State Highway , Truro, MA 02666 (03/26/2018 - 03/26/2019) *</p> | | |

[2] Policy Period
 From March 26, 2018 to March 26, 2019, 12:01 AM, standard time at the insured's mailing address.

[3] Coverage

A. Workers' Compensation Insurance - **Part One** of this policy applies to the Workers' Compensation Law of the following states: Massachusetts

B. Employer's Liability Insurance - **Part Two** of this policy applies to work in each of the states listed in item [3]A. The limits of our liability under Part Two are:

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

C. Other States Insurance - Part Three of this policy applies to all states, except any state listed in item [3]A. and the states of North Dakota, Ohio, Washington, and Wyoming.

D. This policy includes these endorsements and schedules:
 See Extension of Information Page - Schedule of Forms

[4] Premium
 The Premium Basis and, therefore, the premium will be determined by our Manual of Rules, Classifications, Rates, and Rating Plans. All required information is subject to verification and change by audit. (Continued on another page)

| | | |
|---------------------------------------|----|------------|
| Total Estimated Policy Premium | \$ | [REDACTED] |
| Total Surcharges/Assessments | \$ | [REDACTED] |
| Total Estimated Cost | \$ | [REDACTED] |

GDDW18UZZU11550.0001.00.00.00000000



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: Box Lunch (JCG, LLC)
 Address: 300 RT 6
 City/State/Zip: Truro, MA 02666 Phone #: 508-487-6026

Are you an employer? Check the appropriate box:

1. I am an employer with 6-8 employees (full and/or part-time).*
2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]*
4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

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

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

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

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

Insurance Company Name: Guard Insurance
 Insurer's Address: P.O. Box A-H 16 S. River St
 City/State/Zip: Wilkes-Barre, PA 18703-0020

Policy # or Self-ins. Lic. # [REDACTED] Expiration Date: 3/20/19

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

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

Signature: J Grande Date: 11/29/18
 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 #: _____

DRAFT

**Truro Select Board Meeting
Wednesday, December 11, 2018
Truro Town Hall Selectmen's Chambers**

Select Board Members Present: Chair Robert Weinstein; Maureen Burgess, Kristen Reed, Paul Wisotzky

Regrets: Janet Worthington

Present: Town Manager Rae Ann Palmer, Assistant Town Manager Kelly Clark

Chair Robert Weinstein called meeting to order at 5:00 p.m.

PUBLIC COMMENT

Steve Parker, the new Town Planner, came forward and introduced himself.

PUBLIC HEARING

Chair Weinstein opened the public hearing at 5:10 p.m.

Edward Pare, Jr., outside counsel to AT&T, explained their proposal to mount one small cell site on an Eversource utility pole located within the public right of way near 47 Truro Center Road. The small cell site will work in conjunction with the existing macro sites installed on rooftops, towers and other structures in and around Truro. The small cell site will work to offload demand on the macro sites and allow for increased data capacity and speed within the immediate vicinity of the site. Attorney Pare displayed a slide depicting specifications of an installation and locating the utility pole on a map. He submitted the emissions report on small cell sites.

Mr. Pare answered questions on cellular coverage in Truro in addition to the small cell site; improving service; alternatives to macro sites; identification of dead spots; appurtenances on existing macro sites; and zoning bylaws. Chair Weinstein stressed the importance of cellular coverage to Truro's public safety. Town Manager Rae Ann Palmer said that AT&T had not responded to Truro's inquiries about coverage for the ocean beaches.

Paul Wisotzky moved to approve the Petition for Grant of Location from New Cingular Wireless PCS, LLC ("AT&T") in conjunction with Eversource Energy d/b/a NSTAR Electric for Grant Location for Telecommunication Wires and Wireless attachments and Appurtenances at Existing Eversource Pole #1466A at 47 Truro Center Rd. Maureen Burgess seconded, and the motion carried 4-0.

Chair Weinstein closed the public hearing, and the regular meeting continued.

BOARD OF SELECTMEN ACTION

Representatives for Provincetown Shared Services Working Group

Rae Ann Palmer said two Selectmen were needed as advisory representatives for quarterly meetings with a regional group of Lower Cape towns. Chair Weinstein volunteered. Kristen Reed and Paul Wisotzky indicated they would be willing to serve on a rotating basis. Maureen Burgess said department head input would also be of value. The first sessions will determine when this could happen.

Paul Wisotzky moved to approve Robert Weinstein and Paul Wisotzky as representatives from the Truro Board of Selectmen to participate in the first meeting of the Provincetown Shared Services Working Group. Maureen Burgess seconded, and the motion carried 4-0.

CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 - 1. Application for a Curb Cut Permit – 2 Higgins Hollow Road
 - 2. Woods Hole Group Phase II & III Proposal for the East Harbor Culvert Replacement
 - 3. One Day Entertainment and Alcohol License for Castle Hill at Edgewood Farms December 14, 2018
 - 4. Review and Approve Community Development Partnership Contract for Housing Rehab program for the FY18 CDBG Grant
- B. Review and Approve Business Licenses: Lodging – Truro Vineyards; Common Victualer – Farm Maid Foods, Top Mas Café Restaurant, Salty Market
- C. Review and Approve Dan Smith’s Tidal Grant Coordinate Change at Beach Point
- D. Review and Approve Tom Bow Appointment for Open Space Committee
- E. Review and Approve Board of Selectmen Minutes October 16, 2018, November 7, 2018

Paul Wisotzky moved to approve the Consent Agenda as printed. Maureen Burgess seconded, and the motion carried 4-0 with Kristen Reed abstaining from item B.

SELECTMEN REPORTS AND TOWN MANAGER’S REPORT

Kristen Reed thanked Provincetown for the invitation to the Shared Services meeting. She learned at a Recycling meeting that Truro is planning a residential food waste composting program. The Recycling Committee is working on ways to provide recycling education to the public. Information on the Swap is still forthcoming. The Transfer Station is the place to dispose of Christmas trees, she said. Maureen Burgess reported that the Board of Health has been updating their regulations and will be presenting the changes to the Selectmen soon. Paul Wisotzky thanked the school for the Thanksgiving luncheon. Cloverleaf work is underway, he said. Climate change is one topic that he and the Truro Connections is planning for the summer program. The School Committee is working on their FY20 Budget taking into account this year’s increased enrollment at Nauset Middle and High School. CPC is working on five grant applications, he said. Finally, he noted the need for new Recreation Committee members. Chair Weinstein thanked Provincetown for the shared services meeting. He also had attended the Cloverleaf meeting with two bidders. He met with new counsel for the Herring River Restoration Project.

Rae Ann Palmer had attended the briefing with Attorney Fogel, who will attend the next meeting of the Board of Selectmen. She had met with Brian Carlstrom, National Seashore Superintendent, to work on communications at the beaches. They discussed the old Air Force Base and the possibilities for public-private uses including housing. She had met with her counterparts in the other towns and discussed sharing services. On Monday, the Budget Task Force meetings begin, using a new format with Excel spreadsheets. Town Hall will close at 1 p.m. on Friday for the annual holiday party. She and the Police Chief have almost completed Police negotiations, which will be presented in an Executive Session. Kelly Clark is setting up a Comcast negotiation meeting with Town Counsel. Senator Cyr is planning a winter flounder study in the Pamet Chanel. The Town has been talking to Verizon about small cell sites for ocean beaches. The High Dune Craft Cooperative is seeking a Host Community Agreement with the Town.

SELECTMEN COMMENTS

Kristen Reed read a letter from Senator Julian Cyr stating that the Senate had commemorated Tim McCarthy with an Senate adjournment in his memory. She read the full statement by the Senate made at its adjournment on Thursday, November 1, 2018 in honor of Tim McCarthy’s life achievements. Maureen Burgess thanked Planning Board and the voters for the successful passing of two important bylaws. She mentioned the Cape Cod Climate Change Collaborative and Richard Delaney for Truro Connections expected summer program. Chair Weinstein announced a meeting of the Cape Cod Selectmen’s Association on Friday at 7:30 a.m. at the Daniel Webster Inn in Sandwich. Rae Ann Palmer said that DPW Director Jarod Cabral and Health/Conservation Agent Emily Beebe will be honored at Castle Hill’s Holiday Bash at Edgewood Farm this Friday.

NEXT MEETING AGENDA

Rae Ann Palmer reviewed agenda items for the December 18, 2018 meeting: Herring River Restoration Project role; initial contract for East Harbor culvert; first condo conversion request; an update on Board of Health revised regulations; ideas for Annual Report theme and cover; the Town Manager’s Annual Review; and licenses.

ADJOURNMENT

Paul Wisotzky moved to adjourn. Maureen Burgess seconded, and the motion carried 4-0. The meeting was adjourned at 6:18 p.m.

Respectfully submitted,

Mary Rogers, Secretary

Robert Weinstein, Chair

Maureen Burgess, Vice-chair

Kristen Reed

Paul Wisotzky

Janet Worthington, Clerk

Public Records Material of 12/12/18

1. Cingular Wireless petition materials
2. Application for a Curb Cut Permit – 2 Higgins Hollow Road
3. Woods Hole Group Phase II & III Proposal for the East Harbor Culvert Replacement
4. One Day Entertainment and Alcohol License for Castle Hill at Edgewood Farms Dec. 14, 2018
5. Community Development Partnership Contract for Housing Rehab program for the FY18 CDBG Grant Business Licenses: Lodging – Truro Vineyards; Common Victualer – Farm Maid Foods, Top Mas Café Restaurant, Salty Market
6. Dan Smith’s Tidal Grant Coordinate Change at Beach Point
7. Tom Bow Appointment for Open Space Committee

DRAFT

**Truro Select Board Meeting
Wednesday, December 18, 2018
Truro Town Hall Selectmen's Chambers**

Select Board Members Present: Chair Robert Weinstein; Kristen Reed, Paul Wisotzky, Janet Worthington

Regrets: Maureen Burgess

Present: Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Sullivan-Clark

Chair Robert Weinstein called meeting to order at 5:00 p.m.

BOARD OF SELECTMEN ACTION

Truro's Role in the Herring River Restoration Project

Attorney Barry Fogel, Truro's special counsel for the Herring River Restoration Project (HRRP), explained what he has done so far. He had proposed to the other parties involved in the project that Truro would not continue as a participant. However, Truro would still support the project's ecological objectives. The Town of Wellfleet and the Cape Cod National Seashore are expected to prepare a fourth Memorandum of Understanding (MOU 4) without Truro. He presented a draft Declaration for the Selectmen's approval. Future permitting in Truro would be handled by the Town, but the cost would be covered by the HRRP. The Board scrutinized the draft Declaration, discussed it, and made some changes in language. The next step would be the termination of MOU 2 and MOU 3, which will be replaced by MOU 4.

Paul Wisotzky moved to approve the Declaration as prepared by Attorney Fogel with the proposed amendments. Kristen Reed seconded, and the motion carried 4-0.

East Harbor Project Phase I Contract

DPW Director Jarrod Cabral presented the contract for Phase 1 outfall for East Harbor. He said there will be daily reports on the work on the bayside end of the culvert. He explained procedure for the project, which is expected to be completed in May. There will be some temporary accommodations for traffic lane reduction. Town Counsel has reviewed the contract, Town Manager Rae Ann Palmer said. She said the Town anticipates money for the larger pipe under Route 6.

Paul Wisotzky moved to approve and sign the contract for Phase 1 of the East Harbor project. Janet Worthington seconded, and the motion carried 4-0.

Update on Board of Health Regulations

Health and Conservation Agent Emily Beebe and DPW Director Jarrod Cabral presented an update on revisions to the *Board of Health Regulations*. Jarrod Cabral explained changes in the Transfer Station section. These include: the wood chip arrangement, fees for commercial tonnage, future fees for soft furniture, acceptance of toilets from residents for a \$15 fee, acceptance of food waste, and elimination of receiving commercial yard waste. Emily Beebe gave the Board of Health changes for: Farmers' Market permits, a tiered fee schedule for permits, and updates on Title 5 regulations.

Annual Town Report

Town Manager Rae Ann Palmer said it was time to plan a dedication and cover for the 2018 Annual Report. Kristen Reed distributed sample photos from an artist she knows. Her work will be added to the other possible photographs for the cover. Janet Worthington will once again participate in planning the Annual Report. Paul Wisotzky suggested a theme that involved children. Truro residents who had died during the year were candidates for a dedication, but no decision was reached.

Town Manager's Performance Evaluation

Chair Robert Weinstein noted that a performance evaluation was not done last year. Every member of the Board has had a discussion with Rae Ann Palmer on her performance as Town Manager. Chair Weinstein thanked the Rae Ann Palmer and stated her achievements of the past year: East Harbor work, the Cloverleaf property progress, grant money for dredging the Harbor, Eagle Creek work, and the study of the Pamet Valley. Kristen Reed added: the analysis of the Corn Hill culvert and the Little Pamet, condo conversion, technological improvements in communications, budget process improvements and management, and her open-door policy. Paul Wisotzky noted her four years of service, her commitment to excellence, and her support to him while he was Chair of the Board of Selectmen. He praised the already stated achievements and added: meeting objectives, tech upgrades, better service, more delegation through her mentorship, working with the neighboring towns, and future plans for the website. Janet Worthington concurred with her colleagues and said that she appreciates how much Ms. Palmer gets done even with "bumps in the road." Chair Weinstein said the Board had unanimously voted to give Ms. Palmer a cost of living increase and a one-time performance bonus.

CONSENT AGENDA

- A. Review/Approve and Authorize Signature: *none*
- B. Review and Approve Business Licenses: Common Victualer – Savory and Sweet Escape
- C. Review and Approve Alcoholic Beverages Control Commission 2018 Annual Report
- D. Review and Approve Reappointment of Brian Boyle, Chair of the Energy Committee
- E. Review and Approve Board of Selectmen Minutes November 27, 2018 Joint Meeting with Provincetown

Paul Wisotzky moved to approve the Consent Agenda as printed. Kristen Reed seconded, and the motion carried 4-0.

SELECTMEN REPORTS AND TOWN MANAGER'S REPORT

Janet Worthington mentioned the Chamber of Commerce party, which the entire Board had attended. She said the Emergency Preparedness Group is developing neighborhood storm preparedness groups. Emergency kits will be available at a meeting planned in February. Paul Wisotzky said that although the Local Comprehensive Planning Committee did not have a quorum for the last meeting, they were able to hear a presentation by Sharon Rooney from the Cape Cod Commission. The Regional Policy Plan is now in its final draft for the Assembly of Delegates. CPC is in the process of reviewing the five applicants, but again this year requests exceed money available. The first Budget Task Force meeting was held on Monday, December 17th. He had been at the meetings for selecting a developer for the Cloverleaf Property. He reported on the holiday party held last week. Kristen Reed attended the recent Barnstable County Selectmen Association's meeting in Sandwich, which featured a talk on problems caused by alcohol. She recommended scheduling the speaker for a future Selectmen's meeting. Ms. Reed also had attended the Budget Task Force meeting, and she invited the public to the next meeting. Robert Weinstein reported on the Selectmen Association's meeting. He said it would be beneficial to invite the presenter to speak on substance abuse at a meeting in Truro. Chair Weinstein thanked the Chamber of

Commerce for their recent dinner. He enjoyed the Christmas party with the staff. He had been at the meeting with the two bidders for developing the Cloverleaf Property. The finalist, chosen by the Selection Committee, will be invited to a Board of Selectmen’s meeting.

Rae Ann Palmer said she had met with the other towns with land inside the National Seashore to discuss shark precautions for next year. The emergency response kits and communications need to be improved. A collaborative purchase of the satellite boxes offers a savings to the towns. The Seashore uses satellite phones on their beaches, she said. There are other options for call boxes. The towns were looking for solutions for better lifeguard coverage. The Town Manager wished everyone a happy holiday season.

SELECTMEN COMMENTS

Janet Worthington noted with sorrow the recent passing of Artie Joseph. Chair Weinstein and Kristen Reed added their sympathy and pleasant memories of Artie Joseph. There were warm holiday and New Year’s wishes all around. Robert Weinstein thanked his colleagues, Rae Ann Palmer and staff for making his first year as Chair a rewarding experience.

NEXT MEETING AGENDA

Rae Ann Palmer reviewed agenda items for the January 8, 2019 meeting: appointments, a seal presentation by the Center for Coastal Studies, a condo conversion, and licenses.

ADJOURNMENT

Paul Wisotzky moved to adjourn. Kristen Reed seconded, and the motion carried 4-0. The meeting was adjourned at 6:56 p.m.

Respectfully submitted,

Mary Rogers, Secretary

Robert Weinstein, Chair

Maureen Burgess, Vice-chair

Kristen Reed

Paul Wisotzky

Janet Worthington, Clerk

Public Records Material of 12/18/18

East Harbor Phase I contract

Revised draft *Board of Health Regulations*

Common Victualer licenses for Savory and Sweet Escape

Alcoholic Beverages Control Commission's 2018 Annual Report

Reappointment papers to the Energy Committee for Brian Boyle

DRAFT

**Truro Budget Task Force
Monday, December 17, 2018
Truro Town Hall Selectmen's Chambers**

Finance Committee Members Present: Chair Richard Panessiti, Vice-chair Richard Wood, Susan Areson

Board of Selectmen Member Present: Chair Robert Weinstein, Maureen Burgess, Kristen Reed, Paul Wisotzky

Present: Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Sullivan-Clark; Town Accountant Trudi Brazil

Board of Selectmen Chair Robert Weinstein and Finance Committee Chair Robert Panessiti called to order the meeting at 8:00 a.m.

Fiscal Year 2020 Budget for COA

Council on Aging Director Susan Travers reviewed changes in salaries, service increases for the COA Café, and supplies that include new exercise chairs. Ms. Travers answered questions on the fuel request, tracking usage of the COA, the 11% increase, and the COA Café program. She said the COA will be doing a survey on their program offerings. Chair Panessiti asked about fees for programs and seeking money from grants for their offerings.

New Budget Feature

The Budget is prepared in a new format, which Town Manager Rae Ann Palmer explained presented the details of each line item. With a visual aid of a slide, the Town Manager explained the new Excel format for the FY 2020 Budget. Town Accountant Trudi Brazil gave further features of the categories for each department budget. Chair Panessiti reviewed how a municipal budget process works. Robert Weinstein suggested one more column that indicates FY20 requests are greater or less than last year's budget. Ms. Palmer said the new format is a first step in introducing ClearGov, a software program for municipal budgets.

Department of Public Works FY20 Budget

Richard Wood recused himself from discussion of the DPW Budget.

DPW Director Jarrod Cabral explained: DPW increases in the salary and wage line, services with the addition of energy services, vehicle repairs, and portable toilets. The total service line went down because of the energy savings. Mr. Cabral said supplies had a slight increase. Other items included licenses, training, CDL renewals and physicals for staff. His next part of the Budget was Snow Removal, an appropriation that must be at least as much as was budgeted the previous year. Rae Ann Palmer said the Town spends approximately \$30,000 on snow removal. The Street Light Budget was the same as last year. Mr. Cabral explained the Transfer Station requests. Salary and Wages has increases with the elimination of seasonal workers in favor of one full time, year-round position. The DPW Director explained the winter schedule at the Transfer Station. Services for the Transfer Station had increased, he said. Single stream recycling tonnage will be budgeted the same as last year. Transfer Station supply line had not

changed significantly, Mr. Cabral said. The “Other Expenses” section that covers licenses and tipping fees was about the same. The DPW Director gave an update on the removal and replacement of the Swap Shop in accordance to DEP regulations. Building Maintenance had decreased for FY20. Salaries and Wages had increased; services moved to Capital Improvement; supplies had increased; and other charges covering licenses and education had not changed.

Capital Improvement Plan (CIP)

Jarrod Cabral presented the 5-year Capital Improvement Plan (CIP). He explained that he gathered the requests from all the departments. He said there is one season left for the Beach Department vehicle. Satellite Call Boxes are in the CIP but doesn't show in the total since the method of payment has not yet been determined. Police items included radios and two SUVs. The Fire Department requested a five million-dollar utility truck which will require bonding. Public Works asked for major component maintenance for three machines. Road maintenance was included in the CIP for items not allowed in Chapter 90, state money for roads. The maintenance truck needs to be replaced. A water buffalo request is for a way to supply emergency water and also work as a pressure washer. A message board request was in the CIP. HVAC mini-split replacement units would start with the ten at the Library. Mr. Cabral has programed the other units into the 5-year plan. The Library door needs ADA equipment added or a replacement door. The Transfer Station needs work on the office area and the hazardous waste shed. The School CIP will be presented when the School Committee comes before the Budget Task Force. More shelves at the Library are in the 2020 Capital plans. Ms. Palmer said the Environmental projects are included in the CIP. East Harbor and Eagle Neck Creek are in as place holders.

Ms. Palmer said the CIP at around \$400,000 was a realistic plan. Based on staff recommendations, it provides a way to take care of needs without pushing them off to a future year. Mr. Panessiti reiterated an explanation of the Budget process and welcomed more participation from the public. Ms. Palmer and Trudi Brazil said that the ClearGov software should add efficiency and a level of transparency to preparing the Budget. Chair Weinstein thanked staff for the efforts on this year's Budget materials.

ADJOURNMENT

Chairs Weinstein and Panessiti closed the Budget Task Force meeting at 10:05 a.m.

Respectfully submitted,

Mary Rogers,
Secretary

Robert Weinstein, Chair

Maureen Burgess, Vice-chair

Kristen Reed

Paul Wisotzky

Janet Worthington, Clerk

Public Records Material of the 12/17/18 meeting
Draft FY 2020 Budget spreadsheets