



Truro Select Board

Tuesday, December 10, 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. Interview and Appoint Local Comprehensive Plan Committee Applicant-Mara Glatzel

4. TABLED ITEMS

- A. Application for a Curb Cut Permit-Lisa Maria Tobia-65 Depot Road

5. SELECT BOARD ACTION

- A. Review of DPW Needs Assessment
Presenter: Jarrod Cabral, DPW Director; Weston & Sampson
- B. Discussion of Select Board Vacancy
Presenter: Jan Worthington, Chair
- C. FY21 Budget Task Force Schedule
Presenter: Rae Ann Palmer, Town Manager

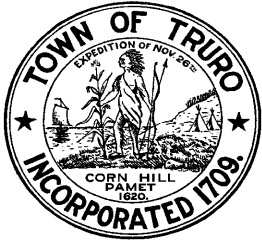
6. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 1. *Application for a Curb Cut Permit-McArdle-15 North Pamet Road*
- B. Review and Approve 2020 Annual Business Licenses: Montano's Restaurant, Truro Vineyards of Cape Cod, and Chequessett Chocolate
- C. Review and Approve the Appointment of Jeffrey Ribeiro to Barnstable HOME Consortium and as Truro's Regulatory Liaison to the Cape Cod Commission
- D. Review and Approve Select Board Minutes-November 12, 2019, November 19, 2019, and November 21, 2019

7. SELECT BOARD REPORTS/COMMENTS

8. TOWN MANAGER REPORT

9. NEXT MEETING AGENDA: December 17, January 14, and January 28



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: December 10, 2019

ITEM: Application to Serve

EXPLANATION: Mara Glatzel has submitted an application to serve on the Local Comprehensive Plan Committee. Chair, Christopher Clark has included his comments.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The applicant will not be allowed to participate on the Local Comprehensive Plan Committee.

SUGGESTED ACTION: *Motion to appoint Mara Glatzel to the Local Comprehensive Committee as a full member until such time as the Local Comprehensive Plan is completed.*

ATTACHMENTS:

1. Application to Serve and Chair's Comments



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

RECD 2019NOV1 PM12:55

ADMINISTRATIVE OFFICE
TOWN OF TRURO

NAME: Mara Glabek HOME TELEPHONE: [REDACTED]

ADDRESS: 10 old firehouse Rd, N. Truro WORK PHONE: _____

MAILING ADDRESS: Po box 493, N. Truro E-MAIL: [REDACTED]

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

SPECIAL QUALIFICATIONS OR INTEREST: Local Comprehensive plan committee
As a local resident, homeowner,
and parent, I have a vested interest in the creation of a
comprehensive local plan that reflects the interest of all
local citizens. After having participated in the creation of Wellfleet's

COMMENTS: comprehensive plan when we lived there, I was able
to see how powerful the experience can be for cultivating a
shared vision, measurable benchmarks, and accountability
to ensure follow-through. It would be an honor to participate
in the process here in Truro.

SIGNATURE: Mara Glabek DATE: 10/31/19

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

SIGNATURE: _____ DATE: _____

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

From: Christopher W. Clark, LCPC Chair

Subject: Comments on [REDACTED]

Date: 19 November 2019

Mara Glatzel

Mara Glatzel has several qualifications that make her an excellent candidate for the LCPC, as well as an excellent replacement for Morgan Clark (the LCPC member who resigned earlier this year). Mara has been and is a well-known, local resident for many years. She has young children and has an inherent vested interest in a comprehensive plan that serves the interests of the town's highly diverse residents, especially younger families. She participated in the creation of Wellfleet's Comprehensive Plan, which reinforced her motivation to develop and cultivate a shared vision for the local community. I highly recommend that Mara be nominated to become a member of the Truro's LCPC.



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Department of Public Works

REQUESTOR: Jarrod Cabral, Public Works Director

REQUESTED MEETING DATE: December 10, 2019

ITEM: Department of Public Works Feasibility Study

EXPLANATION: In FY 2016 funds were appropriated to complete a feasibility analysis to identify the requirements and potential sites for a new DPW facility. Weston and Sampson was selected as the Town's consultant after a formal request for proposals was issued in July 2018. The results of the DPW Feasibility Study will be presented by DPW Director Cabral and Town Consultant Jeff Alberti from Weston & Sampson. The presentation will include proposed next steps and funding requirements as well as cost estimates for the whole project.

The Board may wish to consider the next steps as part of the upcoming budget process.

SUGGESTED ACTION: *MOTION TO*

ATTACHMENTS:

1. Feasibility Study-Update Presentation (*Weston and Sampson*)



Town of Truro New Public Works Facility



Feasibility Study - Update Presentation

December 10, 2019

Town of Truro

New Public Works Facility

Agenda |

- Public Works Responsibilities
- Why does the Town need a new facility
- What is proposed & costs
- What are the benefits of a new / improved facility
- Questions / comments

Town of Truro
New Public Works Facility

Public Works Responsibilities

Town of Truro New Public Works Facility

The DPW touches the lives of the residents everyday by maintaining the infrastructure that the community relies on including...

- Town roads
- Storm drainage system
- Street sweeping
- Sidewalks
- Roadside brush cutting
- Public buildings
- Vehicle Maintenance
- Beaches
- Transfer Station operations
- Management of capital improvement projects



Town of Truro New Public Works Facility

The DPW touches the lives of the residents everyday by maintaining the infrastructure that the community relies on including...

On call 24 hours a day to handle incidents & emergencies including:

- Snow and ice removal operations
- Hurricane / windstorm cleanup
- Flooding
- Removal of road hazards
- Oil spills / accidents
- Emergency road repairs
- Emergency response / consequence management
- The support of other emergency departments



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Town of Truro
New Public Works Facility

Why Does the Town Need a New Facility?

Town of Truro New Public Works Facility

Why does the Town need a new Public Works facility?

- Operating out of multiple buildings ranging from 40 - 70 years old
- Responsibilities have increased significantly but facility has not
- The facilities no longer serve the needs of the Town
- Facility does not meet current codes
- Efficiency of operations and employee safety are negatively impacted



Town of Truro New Public Works Facility

Employee Support Spaces



Inadequate basic employee support spaces – Muster / Training / Storm Event Room

Town of Truro New Public Works Facility

Vehicle Maintenance Area

- Does not meet acceptable industry and safety standards
- Undersized for today's equipment (length and height)
- Poor ventilation - antiquated mechanical system
- Inadequate separation of maintenance fluids
- Non code compliant shop clearances

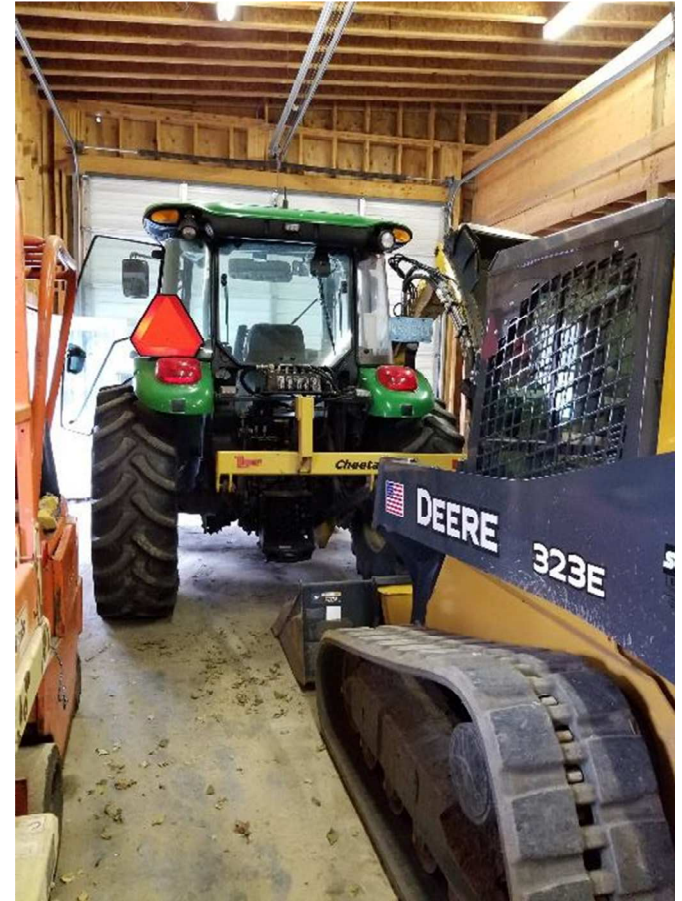


Maintenance bays and support space are undersized to safely and efficiently maintain vehicles and equipment

Weston & Sampson

Town of Truro New Public Works Facility

Why does the Town need a new Public Works facility?



Vehicle/Equipment Storage Facilities are Undersized

Town of Truro New Public Works Facility

Why does the Town need a new Public Works facility?



Vehicle/Equipment Storage Facilities are Undersized

Town of Truro New Public Works Facility

Unprotected vehicle/equipment storage due to undersized facility



Inadequate storage results in a portion of the multi-million dollar fleet and equipment being stored outdoors

Town of Truro New Public Works Facility

Unprotected vehicle/equipment storage due to undersized facility



Inadequate storage results in a portion of the multi-million dollar fleet and equipment being stored outdoors

Town of Truro
New Public Works Facility

What is Proposed?

Town of Truro
New Public Works Facility

Programming Results

<u>Space Needs Assessment</u>	<u>Initial Needs</u>	<u>Rev 1</u>
• Office / Office Support	2,035 SF	1,525 SF
• Employee Facilities	2,144 SF	1,936 SF
• Workshops	3,929 SF	3,192 SF
• Vehicle Maintenance	7,279 SF	5,532 SF
• Wash Bay	1,750 SF	1,350 SF
• Vehicle & Equipment Storage	19,551 SF	18,953 SF

Subtotal:

36,689 SF

32,487 SF

**Revised program
represents a
11.5% reduction**

Town of Truro
New Public Works Facility

Programming Results

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Subtotal:	36,689 SF	32,487 SF

Vehicle storage garage is 58% of the facility - so why does the DPW need to put the equipment indoors

Town of Truro New Public Works Facility

Why put the vehicles and equipment indoors.....

- 1. Employee Safety**
2. Public Safety
3. Protection of Equipment
4. Stormwater Pollution Control
5. Cost Effective Operations
6. Efficient Operations



Employee safety is compromised when trying to clear off large equipment in inclement weather conditions as shown above

Town of Truro New Public Works Facility

Why put the vehicles and equipment indoors.....

1. Employee Safety
- 2. Public Safety**
3. Protection of Equipment
4. Stormwater Pollution Control
5. Cost Effective Operations
6. Efficient Operations



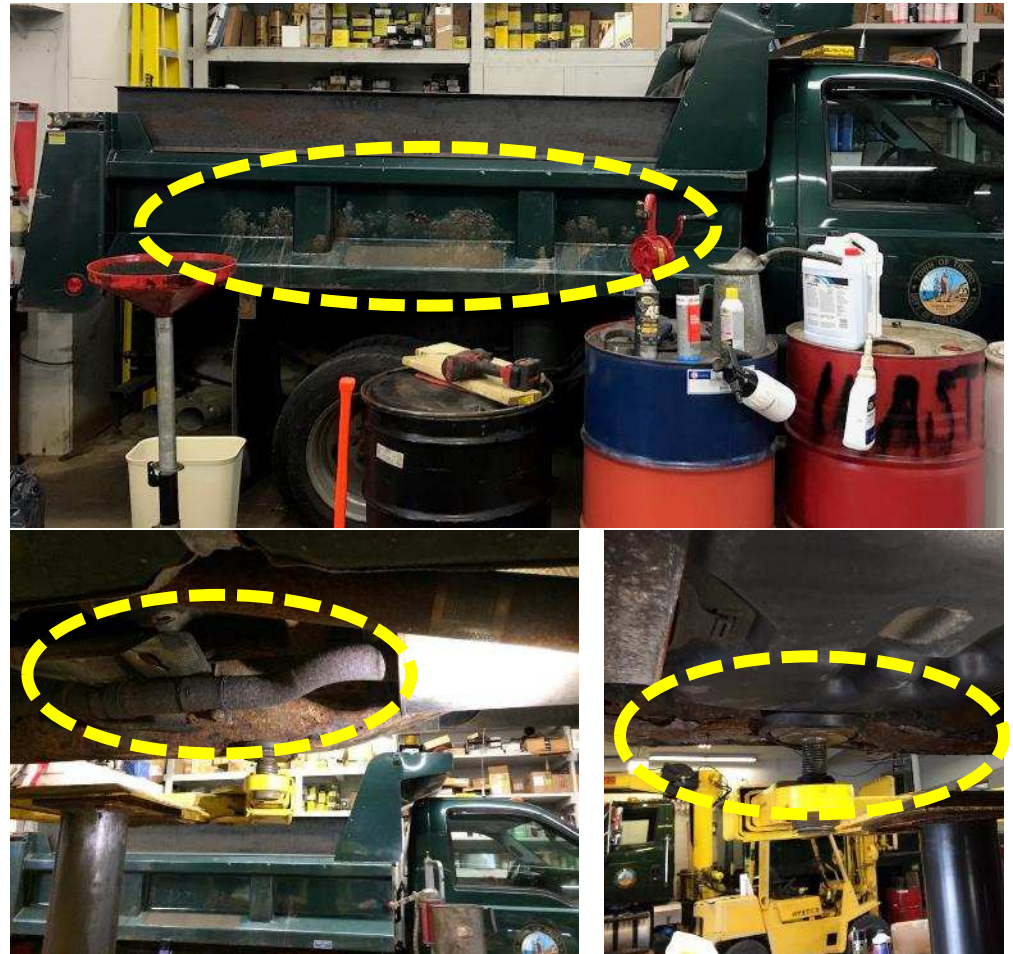
Vehicles / equipment which are covered by snow or ice may take longer to respond to the needs of the community which could result in unsafe conditions for the public



Town of Truro New Public Works Facility

Why put the vehicles and equipment indoors.....

1. Employee Safety
2. Public Safety
- 3. Protection of Equipment**
4. Stormwater Pollution Control
5. Cost Effective Operations
6. Efficient Operations



Outdoor storage contributes to accelerated equipment deterioration

Town of Truro New Public Works Facility

Why put the vehicles and equipment indoors.....

1. Employee Safety
2. Public Safety
3. Protection of Equipment
- 4. Stormwater Pollution Control**
5. Cost Effective Operations
6. Efficient Operations



Vehicles stored outdoors on the existing site
have inadequate environmental control
measures

Town of Truro New Public Works Facility

Why put the vehicles and equipment indoors.....

1. Employee Safety
2. Public Safety
3. Protection of Equipment
- 4. Stormwater Pollution Control**
5. Cost Effective Operations
6. Efficient Operations

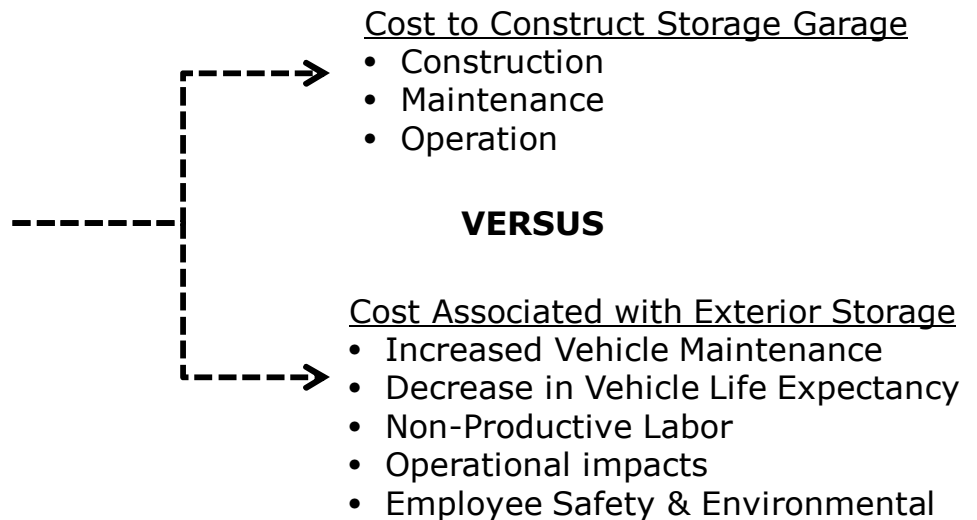


Any drips or spills from vehicles stored inside will be collected in a closed floor drain system preventing them from reaching the environment

Town of Truro New Public Works Facility

Why put the vehicles and equipment indoors.....

1. Employee Safety
2. Public Safety
3. Protection of Equipment
4. Stormwater Pollution Control
- 5. Cost Effective Operations**
6. Efficient Operations



Analyses has shown that it will cost 2 – 3 times more to store equipment outdoors over the life of a building

Town of Truro New Public Works Facility

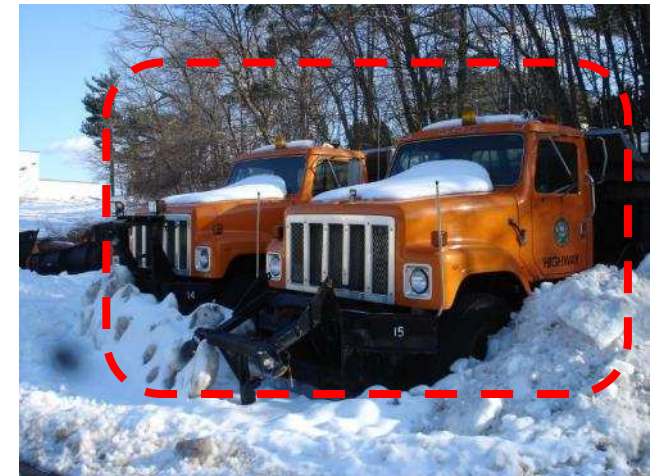
Why put the vehicles and equipment indoors.....

Case Study for increased vehicle life expectancy associated with storage of equipment indoors

- A Town purchased three large dump trucks
- Town only had room to store one indoors
- Remaining two vehicles were stored outdoors
- Two vehicles stored outdoors were removed from service early due to equipment deterioration. Equipment conditions were so poor that they were sold as scrap.
- The vehicles which was stored indoors **remained in service for three more years** and was in suitable condition when it reached its service life that it was able to be sold at auction



Only room to store one (1) new dump truck indoors



Two (2) vehicles stored outdoors due to limited availability of covered storage

Town of Truro
New Public Works Facility

Why put the vehicles and equipment indoors.....

1. Employee Safety
2. Public Safety
3. Protection of Equipment
4. Stormwater Pollution Control
5. Cost Effective Operations
- 6. Efficient Operations**



**Vehicle starting when stored outdoors
Excessive exhaust due to cold engine start**

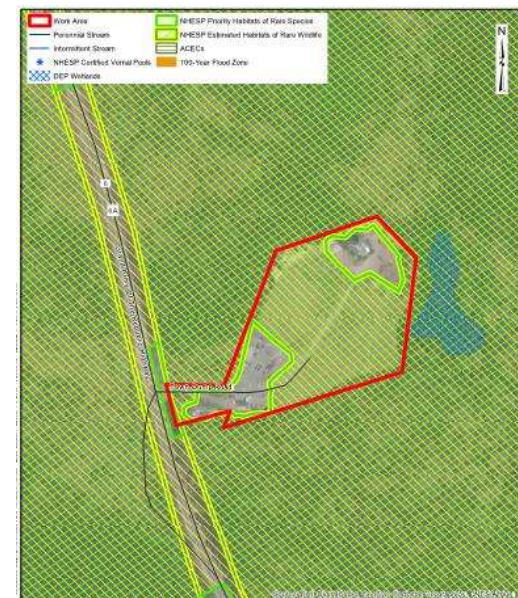
Town of Truro
New Public Works Facility

Site Selection Process

Town of Truro New Public Works Facility

Site Selection Process

- Worked with the Town to identify potential sites
 - **Site 1** – 340/344 Route 6 (Town owned)
 - **Site 2** – 5 Town Dump Road Transfer Station (Town owned)
 - **Site 3** – Lot 104 Route 6 Adjacent State Parcel (State owned)
 - **Site 4** – 24 Town Hall Road Existing DPW Site (Town owned)
- Conducted a screening analysis of the parcels
 - **Size** – Prepared conceptual generic “test-fit” site plans to determine if site can meet DPW operational requirements.
 - **Environmental Receptor Maps** – Prepared receptor maps to identify potential permitting restrictions which could hinder development.
- Sites which do not pass the initial screening analysis were eliminated



Town of Truro New Public Works Facility

Site Selection Process

- Site 1 – 340/344 Route 6
 - Size: **Passed**
 - Environmental Receptors: **Passed**



Town of Truro New Public Works Facility

Site Selection Process

- Site 2 & 3 – 5 Town Dump Road & Lot 104
 - Size: **Failed**
 - Environmental Receptors: **Failed**

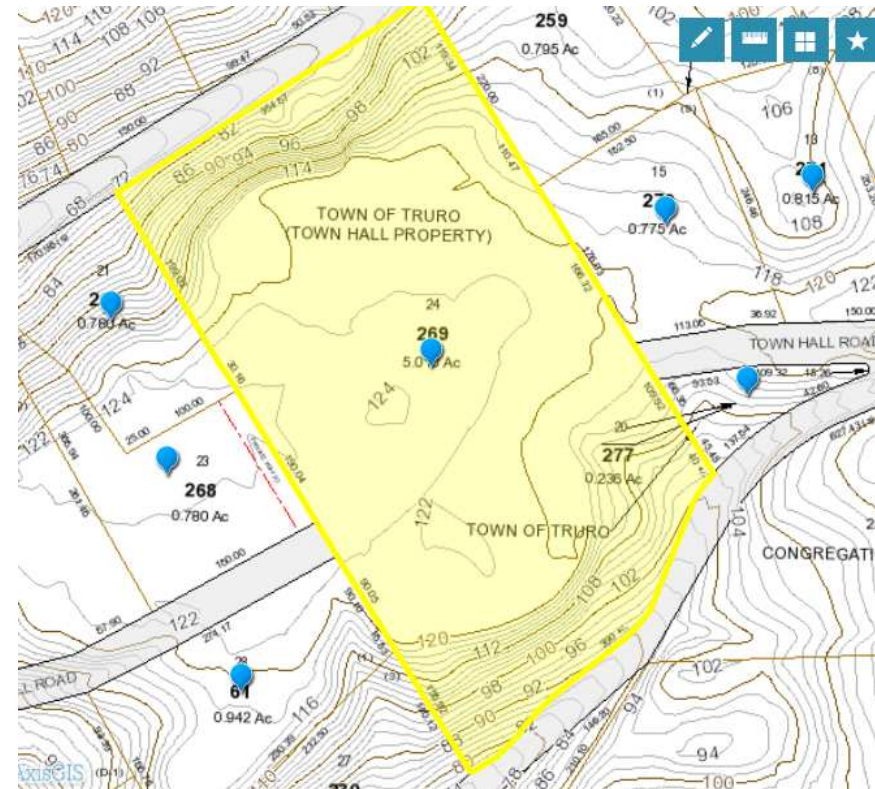


Program does not fit on site

Town of Truro New Public Works Facility

Site Selection Process

- Site 4 – 24 Town Hall Road
 - Size: **Passed**
 - Environmental Receptors: **Failed**



Town of Truro
New Public Works Facility

**Conceptual Alternative Development
For Preferred Site
SITE 1 – 340/344 Route 6**

Town of Truro New Public Works Facility



Town of Truro New Public Works Facility Concept Development



Town of Truro
New Public Works Facility

Preferred Concept

Town of Truro New Public Works Facility

Preferred Site Plan

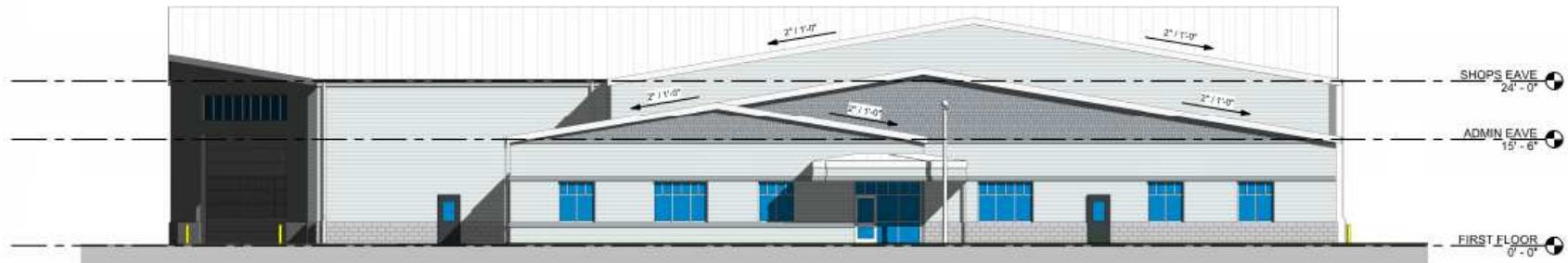


Advantages of preferred option:

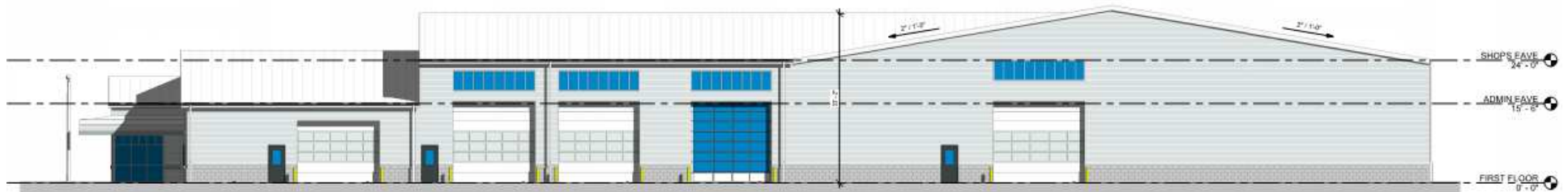
- Consolidated facility with adequate covered storage for vehicles and equipment
- Maximized green space at front of building along Route 6
- Shared DPW/Public Safety access driveway reducing curb cuts along Route 6
- Added parking at DPW which can be shared for public meetings
- Counter-clockwise site access provides safe turning movements
- Door openings have been orientated to maximize screening of abutters

Town of Truro New Public Works Facility

Conceptual Building Elevations



① EAST ELEVATION
1" = 10'-0"



② NORTH ELEVATION
1" = 10'-0"

Town of Truro New Public Works Facility

Overall Massing Model



② 3D VIEW - SITE OVERVIEW

Town of Truro
New Public Works Facility

Conceptual Rendering



Town of Truro
New Public Works Facility

Anticipated Costs

Town of Truro
New Public Works Facility

Conceptual Cost Estimate

Building Construction Costs:	\$9,210,000
Mezzanines:	\$340,000
Industrial Equipment:	\$589,000
Fuel System Relocation:	\$283,000
Site Development:	\$1,653,000
Salt/Sand Storage Structure:	\$280,000
Market & Location Adjustment Factor:	\$1,875,000
Design Contingencies & Escalation:	\$2,445,000
Construction Contingencies:	\$1,000,000
Owner's Project Development Costs:	<u>\$2,980,000</u>

**Construction
Cost per SF
\$513**

TOTAL PROJECT COST: \$20,655,000

Town of Truro

New Public Works Facility

Construction Cost Comparison (Does not include soft costs)

Description	Size (SF)	Bid Date	Average Bid Price	2019 Avg Cost per SF	2020 Avg Cost per SF	2021 Avg Cost per SF
Wayland Public Works Facility	39,869	2014	\$ 10,519,754	\$397	\$421	\$438
Medford Public Works Facility	45,000	2014	\$ 12,340,333	\$413	\$438	\$455
Bourne Public Works Facility	39,040	2014	\$ 11,063,598	\$427	\$452	\$470
Norwood Public Works Facility	53,870	2014	\$ 15,437,343	\$431	\$457	\$476
Boylston Highway Facility	13,926	2015	\$ 3,935,419	\$408	\$432	\$449
Hopkinton Public Works Facility	42,410	2016	\$ 12,112,833	\$395	\$419	\$435
Orleans Public Works Facility	42,278	2017	\$ 12,833,834	\$373	\$396	\$412
Andover Municipal Services Facility	54,088	2017	\$ 18,413,675	\$418	\$443	\$461
Longmeadow Public Works Facility	44,858	2018	\$ 14,773,364	\$374	\$396	\$412
Grafton DPW Facility	33,710	2018	\$ 12,399,201	\$418	\$443	\$460
Middleboro DPW Facility	34,000	2019	\$ 14,355,199	\$422	\$448	\$465
Yarmouth DPW Facility	37,990	2019	\$ 16,367,227	\$431	\$457	\$475
Burlington DPW Facility	66,200	2019	\$ 26,074,333	\$394	\$418	\$434
Average Cost per SF:				\$411	\$436	\$453

Truro DPW 2021 Construction Cost per SF: \$513
(higher cost per SF due to location factor & higher contingencies associated with early nature of project)

Town of Truro New Public Works Facility

Proposed Funding Schedule

- Phase I - Request \$1,800,000 for funding of design & bidding at Spring 2020 Town Meeting and ballot (debt exclusion override)
- Complete design and obtain bids (+/- 10 months from time funds become available)
- Phase II – Request construction funds at Spring 2021 Town Meeting and ballot (debt exclusion override) based on actual low bid price
- Construct Facility

	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Town Meeting - Design Funds																			
Design Funds Available																			
Design / Bidding						DESIGN & BIDDING													
Town Meeting - Construction Funds																			
Construction Funds Available																			
Construction																			CONSTRUCTION – 15 months

Town of Truro
New Public Works Facility

Benefits of an Improved / Code Compliant Facility

Town of Truro New Public Works Facility

What are the benefits?

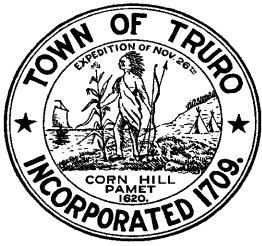
What will an improved / code compliant facility do for the DPW and the community.....

- Code compliant and safe work environment for Town employees
- Protect the Town's multi-million dollar investment in vehicles and equipment
- More efficient work space and response times to better serve the public
- Eliminates the need to invest money (band-aids) in the existing substandard facility
- Replaces a facility long past its useful life before it becomes a mandated emergency replacement



Town of Truro
New Public Works Facility

Thank You



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: December 10, 2019

ITEM: Discussion of Select Board Vacancy

EXPLANATION: The Board must determine how to handle the vacancy created on the Select Board due to the sad and untimely passing of Vice-Chair Maureen Burgess. To help clarify next steps, I requested that Town Counsel John Giorgio provide an interpretation of the Massachusetts General Law, Chapter 41, Section 10 which directs the procedures to fill a vacancy. Attorney Giorgio advised that the Board may decide to operate with only four members until the next municipal election, scheduled for Tuesday May 12, 2020, or the Board may wish to call a special election. Since Ms. Burgess's seat will be up for vote at the May 2020 election, an individual elected through special election would only hold the seat until May 12, 2020. If the Board decides to call a special election, it must allow for 64 days from the date the election is called until the date of the election. In addition, 200 voters of the Town may petition for a special election provided that the request is filed with the Board not less than 100 days prior to the date of the next election.

In addition to considering a special election, the Board will need to discuss how to reassign the liaison roles held by Vice-Chair Burgess. A copy of the FY20 Liaison list is attached. In addition to these roles, Vice-Chair Burgess also served as Truro's representative to the Cape Cod National Seashore Advisory Commission.

FINANCIAL SOURCE (IF APPLICABLE): The Operating Budget will absorb the cost of a special election, if held.

SUGGESTED ACTION: (Possible motions)

Motion to call a special election on February 18, 2020 to fill the vacancy on the Select Board.

OR

Take no action to fill the vacant Select Board seat.

Motion to appoint {Name} as the liaison to {Board/Committee/Commission}.

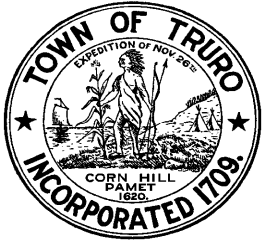
Motion to appoint {Name} as the representative to the Cape Cod National Seashore Advisory Commission.

ATTACHMENTS:

1. FY20 Liaison list

BOARDS AND COMMITTEES LIAISON LIST FY2020

Board/Committee/Commission	Select Board Liaison
Agricultural Commission	Maureen Burgess
Appeals, Zoning Board of	Susan Areson
Assessors, Board of	Maureen Burgess
Beach Commission	Jan Worthington
Bike and Walkways Committee	Bob Weinstein
Cable and Internet Advisory Committee	Kristen Reed
Cemetery Commission	Jan Worthington
Charter Review Committee	Maureen Burgess
Commission on Disabilities	Maureen Burgess
Community Preservation Committee	Bob Weinstein
Conservation Commission	Maureen Burgess
Council on Aging Board	Jan Worthington
Cultural Council	Kristen Reed
Energy Committee	Bob Weinstein
Finance Committee	Susan Areson
Fire & Rescue Department	Jan Worthington
Health, Board of	Maureen Burgess
Historical Commission	Susan Areson
Housing Authority	Kristen Reed
Human Services Committee	Kristen Reed
Library Trustees	Bob Weinstein
Local Comprehensive Planning Committee	Susan Areson
Open Space Committee	Susan Areson
Pamet Harbor Commission	Jan Worthington
Part-Time Resident Advisory Committee	Maureen Burgess
Planning Board	Maureen Burgess
Recreation Commission	
Recycling Committee	Kristen Reed
School Committee	Bob Weinstein
Shellfish Advisory Committee	Bob Weinstein
Taxation Aid Committee	Jan Worthington
Truro Concert Committee	Jan Worthington
Water Resources Oversight Committee	Maureen Burgess



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: December 10, 2019

ITEM: FY21 Budget Task Force Meeting Schedule

EXPLANATION: For your review is a proposed schedule for the Budget Task Force's review of the FY2021 draft budget. The schedule was sent to the Finance Committee Chair for review. As requested, the schedule includes varied start times for the meetings. Upon review of the overall budget at the January 10, 2020 Budget Task Force meeting, departments will be assigned to specific meeting dates.

FINANCIAL SOURCE (IF APPLICABLE): N/A

SUGGESTED ACTION: *Motion to approve the schedule for the Fiscal Year 2021 Budget Task Force meetings.*

ATTACHMENTS:

1. Proposed FY2021 Budget Task Force Meeting Schedule



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

Budget Task Force –Preliminary Meeting Schedule – FY2021 Budget

All meetings on the following dates and times are to convene in the Selectmen's Meeting Room

Friday, January 10 at 2:00 P.M.
Complete Budget Overview

Monday, January 13 at 2:00 P.M.
CIP

Monday, January 27 at 4:00 P.M.
Departments TBD

Monday, February 3 at 10:00 A.M.
Departments TBD

Tuesday, February 11 at 5:00 P.M.
Budget Submitted to Selectmen



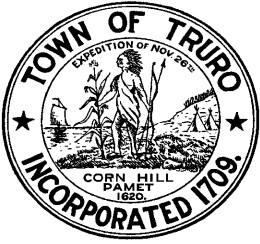
TOWN OF TRURO

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. *Application for a Curb Cut-15 North Pamet Road*
- B. Review and Approve 2020 Annual Business Licenses:
- C. Review and Approve Alcoholic Beverages Control Commission 2019 Annual Report
- D. Review and Approve Renewal of Aquaculture Development Area Licenses-John Burns and Stephen Roderick
- E. Review and Approve Common Victualer License for Ellery Althaus, d/b/a Salty Market
- F. Review and Approve Select Board Minutes-



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: December 10, 2019

ITEM: Curb Cut Application-15 North Pamet Road

EXPLANATION: Mark Kinnane, of Cape Associates, has submitted an application for a Curb Cut for the owners of 15 North Pamet Road. Original curb cut will be closed off with a split-rail fence and be replanted. The new driveway will consist of 3/8" stone with a hardened berm to prevent erosion of driveway exit/entrance which would cause sand or stone to be washed onto North Pamet Road.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Owners of 15 North Pamet Road will not be given approval to move location of driveway.

SUGGESTED ACTION: *Motion to approve the curb cut for 15 North Pamet Road and authorize the Chair to sign.*

ATTACHMENTS:

1. Letter from DPW Director Cabral and email correspondence.
2. Curb Cut application along with existing site plan and proposed site plan.



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

To: Select Board
Rae Ann Palmer, Town Manager
From: Jarrod J. Cabral, Director Department of Public Works
Date: December 3, 2019
Subject: Curb Cut, 15 North Pamet

The original curb cut for 15 North Pamet will be closed off with split rail fence and replanted. The new driveway will consist of 3/8" stone with hardened berm to prevent erosion of driveway exit/entrance which would cause sand or stone to be washed onto Town North Pamet Road.

Thanks – Jarrod

Jarrod J. Cabral

Director

Department of Public Works

Truro MA 02666

508 214 0400

Jarrold Cabral

From: Mark Kinnane <mkinnane@capeassociates.com>
Sent: Tuesday, December 3, 2019 7:29 AM
To: Jarrod Cabral
Subject: RE: 15 N. Pamet

That is correct. They may want something like cobble stone set in concrete

Mark Kinnane
Executive Vice President | **Cape Associates, Inc. BUILDERS**

345 Massasoit Road | Eastham, MA 02642
Office: 508.255.1770 | Ce [REDACTED]
mkinnane@capeassociates.com | www.capeassociates.com
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From: Jarrod Cabral <jcabral@truro-ma.gov>
Sent: Tuesday, December 3, 2019 7:17 AM
To: Mark Kinnane <mkinnane@capeassociates.com>
Subject: RE: 15 N. Pamet

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you can confirm the sender and know the content is safe.

Good morning, Installation will be completed with 3/8" stone with hot mixed berm, or hardened with such materials to the road/property sideline so as to prevent erosion of driveway exit/entrance which would cause sand or stone to be washed onto Town road. Is this correct?

Thanks - Jarrod

From: Mark Kinnane <mkinnane@capeassociates.com>
Sent: Monday, December 2, 2019 4:07 PM
To: Jarrod Cabral <jcabral@truro-ma.gov>
Subject: RE: 15 N. Pamet

Hi Jarrod
3/8" pea stone

Mark Kinnane
Executive Vice President | **Cape Associates, Inc. BUILDERS**

345 Massasoit Road | Eastham, MA 02642
Office: 508.255.1770 | Cell: [REDACTED]
mkinnane@capeassociates.com | www.capeassociates.com
Like us on [Facebook](#) | Follow us on [Twitter](#)

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From: Jarrod Cabral <jcabral@truro-ma.gov>
Sent: Monday, December 2, 2019 11:40 AM
To: Mark Kinnane <mkinnane@capeassociates.com>
Subject: RE: 15 N. Pamet

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you can confirm the sender and know the content is safe.

Thanks, What materials are being used for the driveway?

Thanks – Jarrod

Jarrold J. Cabral
Director
Department of Public Works
Truro MA 02666
Office (508) 214-0400

From: Mark Kinnane <mkinnane@capeassociates.com>
Sent: Monday, December 2, 2019 11:20 AM
To: Jarrod Cabral <jcabral@truro-ma.gov>
Subject: FW: 15 N. Pamet

Let's try this again

Mark Kinnane
Executive Vice President | **Cape Associates, Inc. BUILDERS**

345 Massasoit Road | Eastham, MA 02642
Office: 508.255.1770 | Cell: [REDACTED]
mkinnane@capeassociates.com | www.capeassociates.com
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sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying or storage of this message or its attachments is strictly prohibited.

From: Mark Kinnane
Sent: Monday, December 2, 2019 10:52 AM
To: 'jcabral@truro.MA.gov' <jcabral@truro.MA.gov>
Subject: 15 N. Pamet

Hi Jarrod

As per the attached plan once the new Curb Cut is approved the existing drive will be removed and the area replanted.

Thanks Mark

Mark Kinnane
Executive Vice President | **Cape Associates, Inc. BUILDERS**

345 Massasoit Road | Eastham, MA 02642
Office: 508.255.1770 | Cell: [REDACTED]
mkinnane@capeassociates.com | www.capeassociates.com
Like us on [Facebook](#) | Follow us on [Twitter](#)

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RCVD 2019NOV15 PM1:35
ADMINISTRATIVE OFFICE
TOWN OF TRURO

EXHIBIT 1

TOWN OF TRURO
APPLICATION FOR A CURB CUT PERMIT

Note: This permit application must be accompanied by a plan. If this permit is being applied for by someone other than the Owner of the property, the owner's signature must appear at the bottom of the application.

Date: 10/24/19

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

Re: **APPLICATION FOR A CURB CUT**

Dear Board Members:

The applicant(s) hereby make application for a curb cut as follows:

Name(s): Mark Kinnane

Address: 345 Massasoit Rd Eastham MA 02642

Curb Cut Street Location: 15 N. Pamet

Affected Town or State road: N. Pamet

Truro Assessor's Map Number: 51 Parcel Number: 13

Name of contractor: Cape Associates Inc.

Reason/explanation: Change location of driveway entrance

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

Applicant's Signature: Mark Kinnane

Owner's Signature (if different): [Signature] Date: 10/24/19

Owner's Address (if different): _____

Director, Department of Public Works Preliminary Approval:

Approved Disapproved Not Applicable
Please see Attached Comm's/Email

Director, Department of Public Works Date Nov 15, 2019

Chief of Police Approval:

Approved Disapproved Not applicable

Chief of Police Date Nov 19, 2019

Board of Selectmen Approval:

Approved Disapproved

Chairman, Board of Selectmen Date

Planning Board Approval (if required):

Approved Disapproved Not Applicable

Chairman, Planning Board Date

Building Commissioner Approval:

Approved Disapproved Building Permit Number _____

Building Commissioner Date

Mass Highway Referral (if required):

Date Forwarded _____
Signature _____

Director, Department of Public Works Declaration of Compliance:

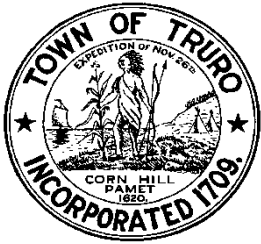
I have inspected the property located at _____ and found the work requested on the Application for a Curb Cut dated _____ to be in compliance with the Board of Selectmen Policy #28 - Curb Cut Policy.

Director, Department of Public Works Date

Building Commissioner Final Approval:

Approved Disapproved Certificate of Occupancy _____

Building Commissioner Date



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: December 10, 2019

ITEM: Approval of Renewal of 2020 Business Licenses:

Common Victualler License- Montano's Restaurant, and Chequessett Chocolate
Lodging House License-Truro Vineyards of Cape Cod

EXPLANATION: The Common Victualler License and Lodging License are under the authority of the Select Board as Local Licensing Authorities.

If you approve these licenses for renewal, the license will be issued only upon compliance with all regulations, receipt of the necessary fees, proof of taxes paid in full for the current fiscal year and prior approval of the Food Service License by the Health Agent or Board of Health. The Food Service Licenses for Montano's, Chequessett Chocolate and Truro Vineyards were issued by the Health Agent. There were no reported issues with these establishments in 2019.

Mass General Law	Licenses & Permits Issued by Select Board	Names of Businesses
Chapter 140 § 2	Common Victualler (Cooking, Preparing and Serving food)	Montano's Restaurant Chequessett Chocolate
Chapter 140 § 23	Lodging House License	Truro Vineyards of Cape Cod

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

SUGGESTED ACTION: *MOTION TO approve the 2020 annual Common Victualler License for Montano's Restaurant, Chequessett Chocolate and the annual 2020 Lodging License for Truro Vineyards of Cape Cod upon compliance with all regulations and receipt of the necessary fees.*

ATTACHMENTS:

1. Renewal Application for 2020: Montano's Restaurant
2. Renewal Application for 2020: Truro Vineyards of Cape Cod
3. Renewal Application for 2020: Chequessett Chocolate



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) Catering
- Retail Food (commercially prepared foods) Manufacturer of Ice Cream/Frozen Dessert
- Residential Kitchen Bakery
- Bed & Breakfast w/Continental Breakfast

Section 2 – Business/Owner/Manger Information

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

Business Name: MONTANO'S RESTAURANT

Owner Name: BOB MONTANO Email Address: [REDACTED]

Mailing Address: P.O. BOX 710

Phone No: [REDACTED]

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

Name: BOB MONTANO Email Address: _____

Mailing Address: _____

Phone No: _____ 24 Hour Emergency: _____

Section 3 – Business Operation Details

Number of Seats: Inside: 188 Outside: _____ Number of Employees: _____

Length of Permit: Annual Seasonal Operation

Hours of Operation: 430 To 930

Days Closed Excluding Holidays: NONE

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

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

See ATTACHED

Allergen Awareness Certification (attach copy):

SEE ATTACHED

Has your menu changed from last year? Yes No

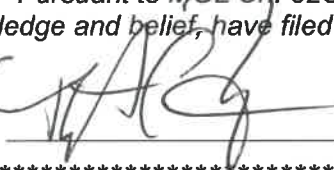
If yes please attach copy of menu or provide description of food to be prepared and sold:

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:

10/21/19

Application Checklist:

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

FOR HEALTH DEPARTMENT USE ONLY

Comments: _____

Review by _____

Date _____



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

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

Applicant Information

Please Print Legibly

Business/Organization Name: BAODOCS INC D/B/A Montano's

Address: 481 Route 6

City/State/Zip: NO. TRURO Phone #: 508 487 2026

<p>Are you an employer? Check the appropriate box:</p> <p>1. <input checked="" type="checkbox"/> I am an employer with <u>20</u> employees (full and/or part-time).*</p> <p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]</p> <p>3. <input type="checkbox"/> We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**</p> <p>4. <input type="checkbox"/> We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]</p>	<p>Business Type (required):</p> <p>5. <input type="checkbox"/> Retail</p> <p>6. <input checked="" type="checkbox"/> Restaurant/Bar/Eating Establishment</p> <p>7. <input type="checkbox"/> Office and/or Sales (incl. real estate, auto, etc.)</p> <p>8. <input type="checkbox"/> Non-profit</p> <p>9. <input type="checkbox"/> Entertainment</p> <p>10. <input type="checkbox"/> Manufacturing</p> <p>11. <input type="checkbox"/> Health Care</p> <p>12. <input type="checkbox"/> Other _____</p>
--	---

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

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

Insurance Company Name: HANOVER INSURANCE

Insurer's Address: 440 Lincoln Street

City/State/Zip: Worcester MA 01653

Policy # or Self-ins. Lic. # [REDACTED] Expiration Date: _____

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

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

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

Signature: [Signature] Date: 10/21/19

Phone #: 508 487 2026

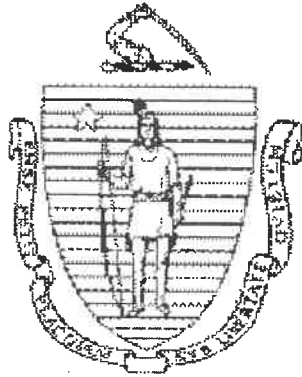
Official use only. Do not write in this area, to be completed by city or town official.

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 #: _____

NOTICE
TO
EMPLOYEES



NOTICE
TO
EMPLOYEES

The Commonwealth of Massachusetts

DEPARTMENT OF INDUSTRIAL ACCIDENTS

1 Congress Street, Suite 100, Boston, Massachusetts 02114-2017
617-727-4900 - <http://www.state.ma.us/dia>

As required by Massachusetts General Law, Chapter 152, Sections 21, 22 & 30, this will give you notice that I (we) have provided for payment to our injured employees under the above-mentioned chapter by insuring with:

CITIZENS INSURANCE COMPANY OF AMERICA

NAME OF INSURANCE COMPANY

440 Lincoln Street, Worcester MA, 01653

ADDRESS OF INSURANCE COMPANY

[REDACTED]
POLICY NUMBER

OCEANPOINT INS AGENCY, INC
NAME OF INSURANCE AGENT

500 W MAIN RD
ADDRESS

05/22/2019
EFFECTIVE
DATES

401-847-5200
PHONE

BADDOCS INC
EMPLOYER

PO BOX 718
ADDRESS

EMPLOYER'S WORKERS' COMPENSATION OFFICER (IF ANY)

DATE

MEDICAL TREATMENT

The above named insurer is required in cases of personal injuries arising out of and in the course of employment to furnish adequate and reasonable hospital and medical services in accordance with the provisions of the Worker's Compensation Act. A copy of the First Report of Injury must be given to the injured employee. The employee may select his or her own physician. The reasonable cost of the services provided by the treating physician will be paid by the insurer, if the treatment is necessary and reasonably connected to the work related injury. In cases requiring hospital attention, employees are hereby notified that the insurer has arranged for such attention at the

NAME OF HOSPITAL

ADDRESS

TO BE POSTED BY EMPLOYER

Frank A Vitale

5 Lynch Ln Harwich, MA 02645

508-430-2959 LIC# 000365

7/22/19

Montano's Restaurant

481 US-6

N Truro, MA 02652

508-487-2026

Services conducted: Cleaned + Inspected
All OK.

HOOD CLEANING STICKER IS AFFIXED YES NO

DATE OF LAST HOOD CLEANING DATE 7/22/19

GREASE ACCUMULATION HEAVY MODERATE LIGHT

FILTERS ARE INTACT YES NO

FAN IS IN OPERATING ORDER YES NO UNK

LIGHTING IN HOOD IS PROPERLY PROTECTED FROM DAMAGE YES NO N/A UNK

Check here if Notice of Non-Compliance was issued to local Fire Department.

Date sent to Fire Department _____

Attach copy of Notice of Non-Compliance

Note: A copy of this report shall be kept by both the Service Company and the customer for a period of 3 years. Such records shall be open for the inspection of the Local Fire Department during regular business hours of operation.

ID#: 4839658 Name: VESELINA M RUSKOVA

Exam Date: 6/13/2018

Expiration Date: 6/13/2021



On Premise

CERTIFIED

Issued: 6/27/2018

Expires: 6/13/2021

ID#: 4839658

VESELINA M RUSKOVA

336 Commercial St

Provincetown, MA 02657-2335

For service visit us online at www.gettips.com

TIPS Trainer: Rebekah Powers, 58096

medical
reserve
corps



Bob Montano attended a one hour training in "Anti-Choking Procedures for Food Establishments" as required by the Massachusetts Department of Public Health 105 CMK590.009. This training was conducted by the Cape Cod Medical Reserve Corps American Heart Association certified trained instructors. This certificate is good for two years from the date of issuance.

Diana R. Gaumont BSN, MPH

Director Cape Cod Medical Reserve Corps

A handwritten signature in cursive script that reads "Diana Gaumont".

Date: 6/28/17

ServSafe
National Restaurant Association

ServSafe® CERTIFICATION

ROBERT MONTANO

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).

13322916

CERTIFICATE NUMBER

5129

EXAM FORM NUMBER

2/25/2016

DATE OF EXAMINATION

2/25/2021

DATE OF EXPIRATION

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



#0885

In accordance with Maritime Labour Convention

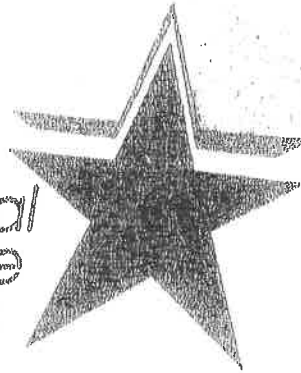
©2015 National Restaurant Association

ServSafe logo are trademarks of the NRAEF.



Contact us with questions at 175 W Jackson Blvd, Ste 1500, Chicago, IL 60604 or ServSafe@restaurant.org.

medical
reserve
corps



Zana Weber attended a one hour training in "Anti-Choking Procedures for Food Establishments" as required by the Massachusetts Department of Public Health 105 CMK590.009. This training was conducted by the Cape Cod Medical Reserve Corps American Heart Association certified trained instructors. This certificate is good for two years from the date of issuance.

Diana R. Gaumont BSN, MPH

A handwritten signature in cursive script that reads "Diana Gaumont".

Director Cape Cod Medical Reserve Corps

Date: 6/28/17

CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: ZANA WEBER

Certificate Number: 2240789

Date of Completion: 3/4/2016

Date of Expiration: 3/4/2021



*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

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 (from the Select Board's Office)

Date 10/21/2019

Owner's Name Robert Montano

Business Name Montano's Restaurant

Business Address 481 Route 6

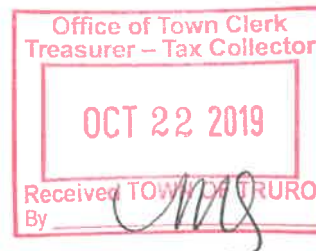
Map and Parcel 32/31

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 FY 2019

Molly Stevens
Tax Collector's Signature

10/22/2019
Date



TRURO FIRE DEPARTMENT

344 ROUTE 6
POST OFFICE BOX 2013
TRURO, MASSACHUSETTS 02666

TIMOTHY COLLINS
CHIEF

PHONE: (508) 487-7548
FAX (508) 487-6808

November 13, 2019

FIRE ALARM TEST REPORT

BUSINESS NAME: MONTANO'S RESTAURANT
OWNER/MANAGER: BOB MONTANO
ADDRESS: 481 ROUTE 6
PHONE #: 508-487-2026
NUMBER OF UNITS: RESTAURANT; 1 APARTMENT
CONTACT PERSON: SAME
ADDRESS: SAME
PHONE #: SAME

ALARM TESTING COMPANY: LONG POINT ELECTRIC, INC
TESTING ELECTRICIAN/TECH: Michael Wisniewski
LICENSE #: 17239A
PHONE #: (508) 487-2056

THE FIRE ALARM SYSTEM AT THE ABOVE-MENTIONED BUSINESS ADDRESS WAS TESTED, AND ALL PARTS OF THE SYSTEM WERE FOUND TO BE, OR CORRECTED TO BE, FULLY OPERATIONAL.

COMMENTS: _____

DATE OF TEST: 11/13/19 BY: Michael Wisniewski

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/25/2019

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 Oceanpoint Insurance Agency 500 West Main Rd Middletown RI 02842		CONTACT NAME: Christina DeCastro PHONE (A/C, No, Ext): (401) 847-5200 E-MAIL ADDRESS: cdecastro@oceanpointins.com		FAX (A/C, No): (401) 848-5071	
INSURED Baddoc, Inc., George & Robert Montano DBA Montano's Restaurant P. O. Box 718 North Truro MA 02652		INSURER(S) AFFORDING COVERAGE		NAIC #	
		INSURER A: Greater New York Ins Co.			
		INSURER B: Hanover Insurance Co.			
		INSURER C:			
		INSURER D:			
		INSURER E:			
		INSURER F:			


COVERAGES**CERTIFICATE NUMBER:** CL19102510420**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			[REDACTED]	09/01/2019	09/01/2020	EACH OCCURRENCE	\$ 1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:							MED EXP (Any one person)	\$ 5,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY	\$ 1,000,000	
	AUTOMOBILE LIABILITY						GENERAL AGGREGATE	\$ 2,000,000	
	<input type="checkbox"/> ANY AUTO						PRODUCTS - COMP/OP AGG	\$ 2,000,000	
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					Hired/Non Owned Auto	\$ 1,000,000	
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident)	\$	
	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR					BODILY INJURY (Per person)	\$	
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					BODILY INJURY (Per accident)	\$	
	DED	RETENTION \$					PROPERTY DAMAGE (Per accident)	\$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A	[REDACTED]	05/22/2019	05/22/2020	PER STATUTE	OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)							E.L. EACH ACCIDENT	\$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - EA EMPLOYEE	\$ 100,000
A	Liquor Liability			[REDACTED]	09/01/2019	09/01/2020	E.L. DISEASE - POLICY LIMIT	\$ 500,000	
							\$1,000,000		

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

CERTIFICATE HOLDER**CANCELLATION**

Truro Town Hall 24 Town Hall Road Truro MA 02666	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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Number: 2020-016

Fee \$75.00

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

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

Robert Montano, mgr., d/b/a Montano's Restaurant

Whose place of business is **481 Route 6**

Type of business and any restrictions **Restaurant**

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

Permit Expires: **December 31, 2020**

Date Issued:
11/21/19

Seating: 188



Emily Beebe, RS
Truro Board of Health Agent

Smoke exp: 11/13/20

RCVD 2019OCT21 PM1:43
ADMINISTRATIVE OFFICE
TOWN OF TRURO

HEALTH DEPARTMENT
TOWN OF TRURO



**Town of Truro
Board of Health**

FS#2020-016

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: MONTANO'S RESTAURANT

Owner Name: BOB MONTANO Email Address: bobmontano@comcast.net

Mailing Address: P.O. BOX 710

Phone No: 508-237-0755

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

Name: BOB MONTANO Email Address: _____

Mailing Address: _____

Phone No: _____ 24 Hour Emergency: _____

Section 3 – Business Operation Details

Number of Seats: Inside: 100 Outside: _____ Number of Employees: _____

Length of Permit: Annual Seasonal Operation

Hours of Operation: 430 To 930

Days Closed Excluding Holidays: NONE

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

Lynne Budnick

From: Lynne Budnick
Sent: Thursday, October 24, 2019 3:00 PM
To: Bob Montano (bobmontano@comcast.net)
Cc: Nicole Tudor
Subject: updated documents
Attachments: Montanos.pdf

Good afternoon Bob,

Please view the items attached here. We will need : 1) Updated Choke Saver Certifications; 2) Fire Alarm Test Report and ; 3) Certificate of Liability Insurance in order to proceed with the licensing process for your establishment. Thank you.

Best wishes,



Lynne G. Budnick

Principal Office Assistant/Building/Conservation/Health
Town of Truro
P.O. Box 2030
24 Town Hall Road
Truro, MA 02666
Phone: (508) 349-7004, ext. 131
Direct Line: (508) 214-0920
Fax: (508) 349-5508



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 (from the Select Board's Office)

HEALTH DEPARTMENT
TOWN OF TRURO

OCT 22 2019

RECEIVED BY:

Date 10/21/2019

Owner's Name Robert Moxtano

Business Name Moxtano's Restaurant

Business Address 481 Route 6

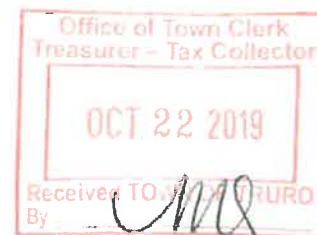
Map and Parcel 32/31

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 FY 2019

Molly Stevens
Tax Collector's Signature

10/22/2019
Date





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 TRAURO

OCT 24 2019

RECEIVED BY:

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

Applicant Information

Please Print Legibly

Business/Organization Name: BAODOCS INC D/B/A Montano's

Address: 481 Route 6

City/State/Zip: NO. TRURO Phone #: 508 487 2026

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: HANOVER INSURANCE

Insurer's Address: 440 Lincoln Street

City/State/Zip: Worcester MA 01653

Policy # or Self-ins. Lic. # WBE - A901414 - 03 Expiration Date: _____

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

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

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

Signature: [Signature] Date: 10/21/19

Phone #: 508 487 2026

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

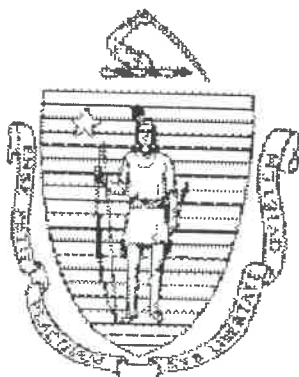
City or Town: _____ Permit/License # _____

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 #: _____

NOTICE
TO
EMPLOYEES



OCT 24 2019
RECEIVED BY:
NOTICE
TO
EMPLOYEES

The Commonwealth of Massachusetts

DEPARTMENT OF INDUSTRIAL ACCIDENTS

1 Congress Street, Suite 100, Boston, Massachusetts 02114-2017

617-727-4900 - <http://www.state.ma.us/dia>

As required by Massachusetts General Law, Chapter 152, Sections 21, 22 & 30, this will give you notice that I (we) have provided for payment to our injured employees under the above-mentioned chapter by insuring with:

CITIZENS INSURANCE COMPANY OF AMERICA

NAME OF INSURANCE COMPANY

440 Lincoln Street, Worcester MA, 01653

ADDRESS OF INSURANCE COMPANY

WBE-A901414-03

POLICY NUMBER

05/22/2019

EFFECTIVE
DATES

OCEANPOINT INS AGENCY, INC

NAME OF INSURANCE AGENT

500 W MAIN RD

ADDRESS

401-847-5200

PHONE

BADDOCS INC

EMPLOYER

PO BOX 718

ADDRESS

EMPLOYER'S WORKERS' COMPENSATION OFFICER (IF ANY)

DATE

MEDICAL TREATMENT

The above named insurer is required in cases of personal injuries arising out of and in the course of employment to furnish adequate and reasonable hospital and medical services in accordance with the provisions of the Worker's Compensation Act. A copy of the First Report of Injury must be given to the injured employee. The employee may select his or her own physician. The reasonable cost of the services provided by the treating physician will be paid by the insurer, if the treatment is necessary and reasonably connected to the work related injury. In cases requiring hospital attention, employees are hereby notified that the insurer has arranged for such attention at the

NAME OF HOSPITAL

ADDRESS

TO BE POSTED BY EMPLOYER

Frank A Vitale

5 Lynch Ln Harwich, MA 02645

508-430-2959 LIC# 000365

BUILDING DEPARTMENT
TOWN OF TRURO

OCT 24 2019

RECEIVED BY:

7/22/19

Montano's Restaurant

481 US-6

N Truro, MA 02652

508-487-2026

Services conducted: Cleaned + Inspected
ALL OK.

HOOD CLEANING STICKER IS AFFIXED YES NO

DATE OF LAST HOOD CLEANING DATE 7/22/19

GREASE ACCUMULATION HEAVY MODERATE LIGHT

FILTERS ARE INTACT YES NO

FAN IS IN OPERATING ORDER YES NO UNK

LIGHTING IN HOOD IS PROPERLY PROTECTED FROM DAMAGE YES NO N/A UNK

Check here if Notice of Non-Compliance was issued to local Fire Department.

Date sent to Fire Department _____

Attach copy of Notice of Non-Compliance

Note: A copy of this report shall be kept by both the Service Company and the customer for a period of 3 years. Such records shall be open for the inspection of the Local Fire Department during regular business hours of operation.

ID#: 4839658 Name: VESELINA M RUSKOVA

Exam Date: 6/13/2018

Expiration Date: 6/13/2021



On Premise

CERTIFIED

Issued: 6/27/2018

Expires: 6/13/2021

ID#: 4839658

VESELINA M RUSKOVA

336 Commercial St

Provincetown, MA 02657-2335

BUILDING DEPARTMENT
TOWN OF TRURO

OCT 24 2019

RECEIVED BY

For service visit us online at www.gettips.com

TIPS Trainer: Rebekah Powers, 58096

ServSafe
National Restaurant Association

BUILDING DEPARTMENT
TOWN OF TRURO

OCT 24 2019

RECEIVED BY:

ServSafe® CERTIFICATION

ROBERT MONTANO

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).

13322916

CERTIFICATE NUMBER

5129

EXAM FORM NUMBER

2/25/2016

DATE OF EXAMINATION

2/25/2021

DATE OF EXPIRATION

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



#0655

In accordance with Maritime Labour Convention

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Contact us with questions at 175 W Jackson Blvd. Ste 1500, Chicago, IL 60604 or ServSafe@restaurant.org.

OCT 24 2019

RECEIVED BY:

CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: ZANA WEBER

Certificate Number: 2240799

Date of Completion: 3/4/2016

Date of Expiration: 3/4/2021



*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.mnrestaurantssoc.org

NATIONAL
RESTAURANT
ASSOCIATION
800.765.2122
www.restaurant.org

ServSafe
National Restaurant Association

BUILDING DEPARTMENT
TOWN OF TRURO

OCT 24 2019

RECEIVED BY:

ServSafe® CERTIFICATION

ZANA WEBER

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).

13322919

CERTIFICATE NUMBER

5129

EXAM FORM NUMBER

2/25/2020

DATE OF EXAMINATION

2/25/2021

DATE OF EXPIRATION

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



#0655

Zana Weber
Shera [Signature]
ServSafe National Restaurant Association

In accordance with Maritime Labour Convention 2006, I hereby certify that the holder of this certificate is qualified to perform the duties of a Food Protection Manager in the United States of America.
©2015 National Restaurant Association, International Brotherhood of Teamsters (IBT), and the Conference for Food Protection (CFP). All rights reserved. ServSafe and the ServSafe logo are trademarks of the NRAEF.
National Restaurant Association, 1775 W. Jackson Blvd., Suite 1500, Chicago, IL 60604-3901. Phone: (773) 399-1401. Fax: (773) 399-1402. Email: ServSafe@restaurant.org



Contact us with questions at 175 W Jackson Blvd. Ste 1500, Chicago, IL 60604 or ServSafe@restaurant.org

HEALTH DEPARTMENT
TOWN OF TRURO

NOV 15 2019

RECEIVED BY:



Robert Montano 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 Gaumont

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

Date: 11-14-2019

HEALTH DEPARTMENT
TOWN OF TRURO

NOV 15 2019

RECEIVED BY

TRURO FIRE DEPARTMENT
344 ROUTE 6
POST OFFICE BOX 2013
TRURO, MASSACHUSETTS 02666

TIMOTHY COLLINS
CHIEF

PHONE: (508) 487-7548
FAX (508) 487-6808

November 13, 2019

FIRE ALARM TEST REPORT

BUSINESS NAME: MONTANO'S RESTAURANT
OWNER/MANAGER: BOB MONTANO
ADDRESS: 481 ROUTE 6
PHONE #: 508-487-2026
NUMBER OF UNITS: RESTAURANT; 1 APARTMENT
CONTACT PERSON: SAME
ADDRESS: SAME
PHONE #: SAME

ALARM TESTING COMPANY: LONG POINT ELECTRIC, INC
TESTING ELECTRICIAN/TECH: Michael Wisniewski
LICENSE #: 17239A
PHONE #: (508) 487-2056

THE FIRE ALARM SYSTEM AT THE ABOVE-MENTIONED BUSINESS ADDRESS WAS TESTED, AND ALL PARTS OF THE SYSTEM WERE FOUND TO BE, OR CORRECTED TO BE, FULLY OPERATIONAL.

COMMENTS: _____

DATE OF TEST: 11/13/19 BY: Michael Wisniewski

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

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/25/2019

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 Oceanpoint Insurance Agency 500 West Main Rd Middletown RI 02842		CONTACT NAME: Christina DeCastro PHONE (A/C, No, Ext): (401) 847-5200 FAX (A/C, No): (401) 848-5071 E-MAIL ADDRESS: cdecastro@oceanpointins.com	
INSURED Baddoc, Inc., George & Robert Montano DBA Montano's Restaurant P. O. Box 718 North Truro MA 02652		INSURER(S) AFFORDING COVERAGE INSURER A: Greater New York Ins Co. INSURER B: Hanover Insurance Co. INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL19102510420 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			[REDACTED]	09/01/2019	09/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Hired/Non Owned Auto \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	[REDACTED]	05/22/2019	05/22/2020	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability			[REDACTED]	09/01/2019	09/01/2020	\$1,000,000

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


CERTIFICATE HOLDER

CANCELLATION

Truro Town Hall
24 Town Hall Road

Truro MA 02666

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

AUTHORIZED REPRESENTATIVE


Number: 2020-034

Fee \$15.00

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:

Kristen Roberts, mgr., d/b/a Truro Vineyards of Cape Cod

Whose place of business is **11 Shore Rd**

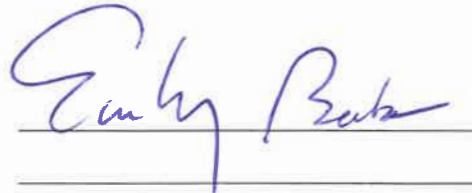
Type of business and any restrictions **Prepackaged Commercial Goods**

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

Permit Expires: **December 31, 2020**

Date Issued:

November 20, 2019



Truro Board of Health Agent

Smoke exp: 11-8-20

HEALTH DEPARTMENT
TOWN OF TRURO

NOV 05 2019

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) 20-8197091

Business Name: Truro Vineyards of Cape Cod

Owner Name: Kristen Roberts Email Address: kristen@trurovineyardsofcapecod.com

Mailing Address: PO BOX 834 North Truro, MA 02652

Phone No: 508-487-6200

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

Name: Kristen Roberts Email Address: kristen@trurovineyardsofcapecod.com

Mailing Address: Po Box 834 North Truro, MA 02652

Phone No: 508-487-6200 24 Hour Emergency: 207-632-1217

Section 3 - Business Operation Details

Number of Seats: Inside: _____ Outside: _____ Number of Employees: _____

Length of Permit: Annual Seasonal Operation

Hours of Operation: 11 To 5

Days Closed Excluding Holidays: _____

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

NOV 05 2019

RECEIVED BY:

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

Allergen Awareness Certification (attach copy):

Has your menu changed from last year? Yes No

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

Section 4 - Attestation

Attestation

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

Signature of Applicant:



Date: 11-5-19

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 _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/17/2019

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 Mark Sylvia Insurance Agency, LLC 404 Main Street Centerville, MA 02632		CONTACT NAME: Kris Kopreski PHONE (A/C, No, Ext): (508)957-2125 E-MAIL ADDRESS: mark@marksylviainsurance.com FAX (A/C, No): (508)957-2781	
INSURED Truro Vineyards of Cape Cod, LLC 11 Shore Road PO Box 834 North Truro MA 02652		INSURER(S) AFFORDING COVERAGE INSURER A : Farm Family Casualty Insurance INSURER B : Scottsdale Ins Co INSURER C : INSURER D : INSURER E : INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	2001L6799	11/15/2018	11/15/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	2001C5732	11/15/2018	11/15/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	N	N	2001E1216	11/15/2018	11/15/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	2001W6404	6/5/2019	6/5/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	LIQUOR LIABILITY	N	N	CPS3269085	10/1/2019	10/1/2020	Per Person \$1,000,000 Per Occurance \$1,000,000 Gen Aggregate \$2,000,000

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

WINERY

Insurance coverage is limited to the terms, conditions, exclusions, other limitations and endorsements. Nothing contained in the certificate of insurance shall be deemed to have altered, waived or extended the coverage provided by the policy provisions.

HEALTH DEPARTMENT
TOWN OF TRURO

NOV 06 2019


CERTIFICATE HOLDER**CANCELLATION**

RECEIVED BY

Town of Truro
24 Town Hall Road
PO Box 2030
Truro MA 02666

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

AUTHORIZED REPRESENTATIVE



Fax: 5083495505

Email:

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ACORD 25 (2016/03)

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TRURO FIRE DEPARTMENT
344 ROUTE 6
POST OFFICE BOX 2013
TRURO, MASSACHUSETTS 02666

HEALTH DEPARTMENT
TOWN OF TRURO

NOV 15 2019

RECEIVED BY:

TIMOTHY COLLINS
CHIEF

PHONE: (508) 487-7548
FAX (508) 487-6808

November 8, 2019

FIRE ALARM TEST REPORT

OCCUPANCY: TRURO VINEYARDS
OWNER/MANAGER: DAVE ROBERTS
ADDRESS: 11 SHORE ROAD
PHONE #: 508-487-6200
NUMBER OF UNITS: GIFT SHOP - BARN- BARREL ROOM-DISTILLERY
CONTACT PERSON: AMY ROBERTS
ADDRESS: SAME
PHONE #: SAME

ALARM TESTING COMPANY: LONG POINT ELECTRIC, INC.
TESTING ELECTRICIAN/TECHNICIAN: _____
LICENSE #: 17239A
PHONE #: (508) 487-2056

THE FIRE ALARM SYSTEM AT THE ABOVE-MENTIONED BUSINESS ADDRESS WAS TESTED, AND ALL PARTS OF THE SYSTEM WERE FOUND TO BE, OR CORRECTED TO BE, FULLY OPERATIONAL.

COMMENTS: _____

DATE OF TEST: 11-8-19 BY: 

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

NOV 06 2019

RECEIVED BY:



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 (from the Select Board's Office)

Date 11/1/2019

Owner's Name David Roberts

Business Name Truro Vineyards

Business Address 11 Shore Road

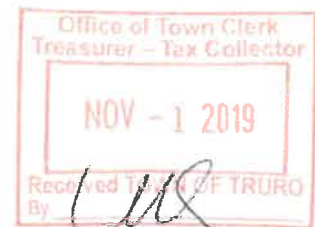
Map and Parcel 39/137

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 FY19

Molly Stevens
Tax Collector's Signature

11/6/19
Date





The Commonwealth of Massachusetts

Town of Truro




New and Renewal Certificate of Inspection

In accordance with 780 CMR, Chapter 1 (*The Ninth Edition of the Massachusetts State Building Code*) and Chapter 304 of the Acts of 2004 (*an Act to further enhance fire and life safety*), this certificate of inspection is issued to the premise or structure or part thereof as herein identified.

Issued to	<i>Identify Name of Establishment</i>					<i>Certificate No.</i>
	Truro Vineyards of Cape Cod, LLC					19-016
Located at	<i>Identify property address including street number, name, city or town and county</i>					<i>Certificate Expiration</i>
	11 Shore Rd Map 39 Parcel 137					5/7/2020
Use Group Classification	<i>Basement</i>	<i>First Floor</i>	<i>Second Floor</i>	<i>Third Floor</i>	<i>Fourth Floor</i>	<i>Other</i>
		Mercantile & 2 units, R-1	3 Units, R-1			
Allowable Occupant Load		35	6			

This *certificate of inspection* is hereby issued by the undersigned to certify that the premise, structure or portion thereof as herein specified has been inspected for general fire and life safety features. This certificate shall be framed behind clear glass and/or laminated and posted in a conspicuous place within the space as directed by the undersigned. *Failure to post or tampering with the contents of the certificate is strictly prohibited.*

Name of Municipal Fire Chief	TIMOTHY COLLINS	Name of Municipal Building Inspector	RICHARD STEVENS	Date of Inspection	5/7/2019
Signature of Municipal Fire Chief		Signature of Municipal Building Inspector		Date of Issuance	5/7/2019

HEALTH DEPARTMENT
TOWN OF TRURO

NOV 05 2019

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: Chequessett Chocolate

Owner Name: Katherine Reed Email Address: farmmaidfoods@gmail.com

Mailing Address: P.O. Box 250, N. Truro, MA 02652

Phone No: [REDACTED]

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

Name: Katherine Reed Email Address: [REDACTED]

Mailing Address: P.O. Box 250, N. Truro, MA 02652

Phone No: [REDACTED] 24 Hour Emergency: [REDACTED]

Section 3 – Business Operation Details

Number of Seats: Inside: _____ Outside: _____ Number of Employees: _____

Length of Permit: Annual Seasonal Operation

Hours of Operation: 8:00 To 10:00

Days Closed Excluding Holidays: N/A

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

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

Katherine Reed

Allergen Awareness Certification (attach copy):

Katherine Reed

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: Katherine Reed Date: 10/1/19

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 _____

Number: 2020-032A

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:

Katherine Reed, mgr., d/b/a Farm Maid Foods Inc./Chequesett Chocolate

Whose place of business is

8 Highland Rd

Type of business and any restrictions

Chocolate Manufacturing/Retail Sales

To operate a food establishment in

Truro

Permit Expires: **December 31, 2020**

Date Issued:

December 3, 2019

Seating: 12



Emily Beebe, R.S.,

Agent for the Truro Board of Health

Number: 2020-032B

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:

Katherine Reed, mgr., d/b/a Farm Maid Foods, Inc./Chequesett Chocolate

Whose place of business is: **8 Highland Rd**

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

To operate a food establishment in **Truro**

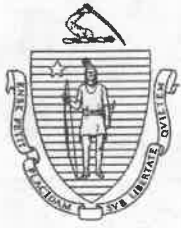
Permit Expires: **December 31, 2020**

Date Issued: *December 3, 2019*



Emily Beebe, R.S.,

Agent for the Truro Board of Health



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: FarmMaid Foods Inc

Address: P.O. Box 250

City/State/Zip: North Truro, MA 02652 Phone #: 774-538-0219

Are you an employer? Check the appropriate box:

1. I am an employer with 5 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: The Hartford Fire Insurance Company

Insurer's Address: One Park Place 300 South State St. 7th Floor

City/State/Zip: Syracuse NY 13202

Policy # or Self-ins. Lic. # 08 WEL CTD922 Expiration Date: 6/2/20

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: Katherine Reed Date: 10/1/12

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 #: _____

NOTICE TO EMPLOYEES

NOTICE TO EMPLOYEES

The Commonwealth of Massachusetts DEPARTMENT OF INDUSTRIAL ACCIDENTS

1 Congress Street, Suite 100, Boston, Massachusetts 02114-2017

617-727-4900 – <http://www.state.ma.us/dia>


As required by Massachusetts General Law, Chapter 152, Sections 21, 22, & 30, this will give you notice that I (we) have provided for payment to our injured employees under the above mentioned chapter by insuring with:

The Hartford Fire Insurance Company

NAME OF INSURANCE COMPANY

One Park Place, 300 South State St, 7th Floor Syracuse NY 13202

ADDRESS OF INSURANCE COMPANY

		06/04/19
POLICY NUMBER		EFFECTIVE DATES
BENSON YOUNG & DOWNS INS AGCY INC	PO BOX 559 PROVINCETOWN MA 02657	(508)-487-0500
NAME OF INSURANCE AGENT	ADDRESS	PHONE
CHEQUESSETT CHOCOLATE	PO BOX 250 NORTH TRURO MA 02652	
EMPLOYER	ADDRESS	

EMPLOYER'S WORKERS COMPENSATION OFFICER (IF ANY)

DATE

MEDICAL TREATMENT

The above named insurer is required in cases of personal injuries arising out of and in the course of employment to furnish adequate and reasonable hospital and medical services in accordance with the provisions of the Workers Compensation Act. A copy of the First Report of Injury must be given to the injured employee. The employee may select his or her own physician. The reasonable cost of the services provided by the treating physician will be paid by the insurer, if the treatment is necessary and reasonably connected to the work related injury. In cases requiring hospital attention, employees are hereby notified that the insurer has arranged for such attention at the

NAME OF HOSPITAL

ADDRESS

TO BE POSTED BY EMPLOYER



ServSafe
National Restaurant Association

ServSafe® CERTIFICATION

KATHERINE REED

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).

13475116

CERTIFICATE NUMBER

5128

EXAM FORM NUMBER

4/6/2016

DATE OF EXAMINATION

4/6/2021

DATE OF EXPIRATION

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



#0655

Sherman Brown

Sherman Brown
SVP, National Restaurant Association Solutions



In accordance with Maritime Labour Convention 2006, Regulation ADM 11.01(5)(2)(3) (Regulation 5.2, Standard A1.3)

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14102410

Contact us with questions at 175 W Jackson Blvd, Ste 1500, Chicago, IL 60604 or ServSafe@restaurant.org.

CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: Katherine Reed

Date of Completion: October 31, 2019

Date of Expiration: October 30, 2024

*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



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

FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT

BUSINESS NAME: FARMMMAID FOOD, INC/ RESIDENTIAL UNITS

OWNER/MANAGER: Katie Reed

ADDRESS: 8 HIGHLAND ROAD N. TRURO, MA 02652

PHONE #: [REDACTED] KATE NUMBER OF UNITS: ONE (1) COMMERCIAL
FOUR (4) RESIDENTIAL

CONTACT PERSON: Katie Reed

ADDRESS: 8 HIGHLAND ROAD N. TRURO, MA 02652

TESTING COMPANY: Carlos Silva Electrician

TESTING ELECTRICIAN/TECHNICIAN: Carlos A. Silva

COMPANY PHONE #: 508 487 6218 HOME PHONE #: _____

LICENSE #: E38932

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

COMMENTS: _____

DATE OF CERTIFICATION: 11/4/19 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.

NEW

Renewal of Number

Mount Vernon Fire Insurance Company
1190 Devon Park Drive, Wayne, Pennsylvania 19087
A Member Company of United States Liability Insurance Group

Direct Bill Policy

POLICY DECLARATIONS

No. CL 2745868

NAMED INSURED AND ADDRESS:

FARMAID FOODS INC
PO BOX 250
NORTH TRURO, MA 02652

POLICY PERIOD: (MO. DAY YR.) From: 04/20/2019 To: 04/20/2020

12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE

FORM OF BUSINESS: Corporation

BUSINESS DESCRIPTION: Restaurant

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

Liquor Liability Coverage Part

PREMIUM


TOTAL:

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

See Endorsement EOD (1/95)

Agent: **BENSON YOUNG & DOWNS INSURANCE AGENCY, INC.**
(PROVINCETOWN) (2502)
P.O. Box 559
Provincetown, MA 02657

Issued: 04/11/2019 2:21 PM

By: 
Authorized Representative

UPD (08-07)

THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS, COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

**INFORMATION PAGE
WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY**

INSURER: The Hartford Fire Insurance Company
ONE HARTFORD PLAZA HARTFORD CT 06155



NCCI Company Number: [REDACTED]
Company Code: 1

POLICY NUMBER: [REDACTED]
Previous Policy Number: [REDACTED]

Suffix	
LARS	RENEWAL
	4

1. Named Insured and Mailing Address: CHEQUESSETT CHOCOLATE
(No., Street, Town, State, Zip Code) PO BOX 250
NORTH TRURO MA 02652

FEIN Number: 45-1582420

State Identification Number(s):

The Named Insured is: Corporation
Business of Named Insured: Nonchocolate Confectionery Manufacturing
Other workplaces not shown above: See Endorsement - [REDACTED]

2. Policy Period: From 06/04/19 To 06/04/20 ANNUAL
12:01 a.m., Standard time at the insured's mailing address.

Producer's Name: BENSON YOUNG & DOWNS INS AGCY INC
PO BOX 559
PROVINCETOWN MA 02657

Producer's Code: 08082722

Issuing Office: THE HARTFORD BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251
(877) 853-2582

Total Estimated Annual Premium: [REDACTED]

Deposit Premium: [REDACTED]

Policy Minimum Premium: [REDACTED] (Includes Increased Limit Min. Prem.)

Audit Period: ANNUAL

Installment Term: Four Pay (30%Down+2@25%+1@20%)

The policy is not binding unless countersigned by our authorized representative.

Countersigned by Suzan J. Castaneda
Authorized Representative

04/25/19
Date

INFORMATION PAGE (Continued)

Policy Number: [REDACTED]

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 our liability under Part Two are:

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

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:

ALL STATES EXCEPT NORTH DAKOTA, OHIO, WASHINGTON, WYOMING, U.S.TERRITORIES AND STATES DESIGNATED IN ITEM 3.A. OF THE INFORMATION PAGE.

D. This policy includes these endorsements and schedule:

SEE ENDORSEMENT-WC 99 03 68

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 Code Number and Description	Premium Basis Total Estimated Annual Remuneration	Rates Per \$100 of Remuneration	Estimated Annual Premium
--	--	--	---

Total Standard Premium

Expense Constant

Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement

Estimated Annual Premium (before Surcharges)

Total Estimated Surcharges

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

*See the attached Schedule(s) of Operations for Location and State Level Premium Information

Total Estimated Annual Premium: [REDACTED]

Deposit Premium:

Policy Minimum Premium: [REDACTED]

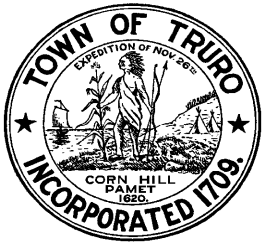
[REDACTED] A (Includes Increased Limit Min. Prem.)

Interstate/Intrastate Identification Number: Refer to Schedule of Operations

Labor Contractors Policy Number:

NAICS: 311340

SIC: 2064



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: December 10, 2019

ITEM: Review and Approve the Appointment of Jeffrey Ribeiro, Town Planner to the County Home Consortium and as Truro's Regulatory Liaison on the Cape Cod Commission

EXPLANATION: Jeffrey Ribeiro, Truro's Town Planner will be Truro's Representative to the Barnstable County HOME Consortium which is a three-year term and Truro's Regulatory Liaison on the Cape Cod Commission which has an indefinite term.

IMPACT IF NOT APPROVED: The Town currently is not represented on either group.

SUGGESTED ACTION: ***MOTION TO** Appoint Jeffrey Ribeiro, as Truro's Representative to the Barnstable County HOME Consortium for a three-year term and Truro's Regulatory Liaison on the Cape Cod Commission and to Authorize the Chair to sign letter.*

ATTACHMENTS:

1. Draft Letter to HOME Program Manager
2. HOME Advisory Council



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

December 10, 2019

Renie Hamman, HOME Program Manager
Barnstable County Commissioners
P.O. Box 427
3195 Main St., Barnstable, MA 02630

RE: Truro Representative to the Barnstable County HOME Consortium

Dear Ms. Hamman,

This letter will serve as notification that at a duly held meeting on December 10, 2019 the Truro Select Board voted to nominate Jeffrey Ribeiro, Truro's Town Planner, as Truro's Representative to the Barnstable County HOME Consortium. The Select Board has every confidence that he will be an excellent representative. Mr. Ribeiro can be contacted at the following address and at his direct line:

Jeffrey Ribeiro Town Planner
Town of Truro
PO Box 2030
Truro, MA 02666
(508) 214-0928

Should you require anything further, please feel free to contact the Select Board Office.

Sincerely,

Jan Worthington
Chair, Select Board
Town of Truro



**BARNSTABLE COUNTY
DEPARTMENT OF HUMAN SERVICES**

3195 Main Street, Post Office Box 427
Barnstable, Massachusetts 02630
Office: 508-375-6628 | Fax: 508-362-0290
www.bchumanservices.net

Barnstable County HOME Consortium Advisory Council

The HOME Consortium Advisory Council consists of seventeen members: one representative from each town and two at-large members. The primary tasks of the Advisory Council include the following:

1. Determine the allocation of federal HOME funds received by the County (currently about \$400,000 per year) and approve specific housing development funding requests within that allocation.
2. Establish local HOME program policies as allowed by regulations.
3. Remain current on local, state, and federal housing issues and to advocate for policies that will promote the creation and preservation of affordable housing in the region.
4. Act as a liaison with their local housing partnership/committee to report relevant regional, state, or federal housing policy information and to share local successes and/or concerns with the Advisory Council.

Advisory Council town members are nominated by the governing bodies in all fifteen towns and are appointed by the County Commissioners. At large members are recommended by HOME Consortium staff and are appointed by the County Commissioners. The term of each member is three years with no limit established on the number of terms any member can serve.

The Advisory Council has a standard meeting schedule of once a month on the second Thursday at 8:30 a.m. in the Innovation Room at the Barnstable County Complex.

Creating a Healthy Connected Cape Cod

The Mission of the Department of Human Services is to plan, develop, and implement programs which enhance the overall delivery of human services in Barnstable County and promote the health and social well-being of County residents through regional efforts that improve coordination of services.

DRAFT

**Truro Select Board Meeting
Tuesday, November 12, 2019
Truro Public Safety Facility**

Select Board Members Present: Janet Worthington, Chair; Susan Areson, Robert Weinstein
Regrets: Kristen Reed

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

Chair Janet Worthington called the regular meeting to order at 1:40 p.m.

Appointment of Assistant Town Clerk/Treasurer

Town Manager Rae Ann Palmer recommended that the Select Board appoint Susan Joseph as temporary Assistant Town Clerk and temporary Assistant Town Treasurer to provide continuity during any absences of the Town Clerk/Treasurer/Collector.

Susan Areson moved to approve the appointment of Susan Joseph as temporary Assistant Town Clerk and Assistant Town Treasurer until her services are no longer needed. Robert Weinstein seconded, and the motion carried 3-0.

Approval of Letter to DHCD for Cloverleaf Property.

Rae Ann Palmer had prepared a letter to the Massachusetts Department of Housing and Community Development (DHCD) to acknowledge the eligibility of the Cloverleaf project as a 40B and asked that the Chair be authorized to sign the letter.

Robert Weinstein moved to approve that the Chair sign the comment letter to the Department of Housing and Community Development on behalf of the Select Board. Susan Areson seconded, and the motion carried 3-0.

Unexpected Loss

Stricken by the news of the death of Select Board Vice-chair Maureen Burgess earlier in the day, Select Board members discussed ways to pay her tribute.

Robert Weinstein moved to fly flag lowered to half-staff for a week's time in memory of Maureen Burgess and her service to the Town. Janet Worthington seconded, and the motion carried 3-0.

Membership Options

Ms. Palmer outlined options for membership on the Select Board. Janet Worthington suggested waiting for the regular meeting on December 10 to make a decision.

Meeting Schedule

The Chair and the Board were not prepared to go forward with the work session. Ms. Palmer reviewed business that needs to be included in upcoming meetings. She said that the November 19 meeting agenda is full. The work session will be moved to Thursday, Nov. 21. The December meetings will consist of two regular meetings. When the whole Budget is ready, the Budget Task Force will be scheduled. Susan Areson made suggestions that more metrics on staff and hours be included in the Budget presentations, and Rae Ann Palmer said a performance measure is something that could be added in the future.

Adjournment

Robert Weinstein moved to adjourn the regular meeting and postponed the work session. Susan Areson seconded, and the motion carried 3-0.

The meeting was adjourned at 2:05 p.m.

Respectfully submitted,

Mary Rogers, Secretary

Janet Worthington, Chair

Susan Areson

Kristen Reed, Clerk

Robert Weinstein

DRAFT

**Truro Select Board Meeting
Tuesday, November 19, 2019
Truro Town Hall Select Board Chambers**

Select Board Members Present: Janet Worthington, Chair; Susan Areson, Kristen Reed, Robert Weinstein

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

Chair Janet Worthington called the meeting to order at 5:00 p.m. In recognition of the passing of Vice-chair Maureen Burgess, flowers were placed in front of her empty seat, a photo of her was projected onto the screen, and the Chair called for a moment of silence. Select Board members gave testimonials to Ms. Burgess' dedication, service, thoughtfulness, humor, style, love of Truro, love of the natural world particularly the moon, devotion to her husband Peter, agreeable manner, thoroughness, civility, her involvement in IFAW, her poise, and altruism.

PUBLIC COMMENT

Peter Burgess thanked the Select Board for their remarks, and he read from his wife's obituary, which also expressed her dedication and love of Truro.

APPOINTMENTS

Susan Girard-Irwin explained her background and her interest in joining the COA Board. Robert Weinstein moved to appoint Susan Girard-Irwin to the Truro Council on Aging Board for a three-year term which will expire on June 30, 2022. Kristen Reed seconded, and the motion carried 4-0.

Dan Schreiner gave his background in senior care and health programs.

Susan Areson moved to appoint Dan Schreiner to the Truro Council on Aging Board for a three-year term which will expire on June 30, 2022. Kristen Reed seconded. The motion carried 4-0.

SELECT BOARD ACTION

Walsh Property Committee and Process

Stacie Smith, Associate Managing Director and Senior Mediator of Consensus Building Institute (CBI), explained the draft plan for the Walsh Property Community Process. She presented CBI's mission, outlined the history of the purchase and planning for the Walsh Property, ideas for forming a planning committee, a sampling of comments from the survey, and an improved name for the committee. The purpose of the Walsh Community Planning Committee is to guide the development of a plan for use of the property to be voted on by Town Meeting. This is to be a consensus-based process.

Robert Weinstein suggested another change to the title of the committee because there is no "Walsh Community." John Slater asked about the intended purpose of the committee because he believed the objective for the committee had changed from setting a process for use of property to presenting a plan for it. Janet Worthington said the committee was meant as a starting point.

Stacie Smith said the committee's charge could include both process and planning. Susan Areson suggested the charge could be "to consider the *uses* of the property."

Stacie Smith stressed the importance of balanced representation in the composition of the committee and displayed the categories identified so far. Members from existing boards could be liaisons to the committee, Ms. Smith said. Kristen Reed suggested adding representation from the Bike & Walkways Committee instead of Recreation, which is not functioning at this time. Stacie Smith said alternate members could be useful. Mr. Weinstein cautioned that the size of the group could become unwieldy. He said the School Committee should be included in representation since the school is the largest abutter to the Walsh Property.

Audience members had more suggestions and questions. Sheryl Best discussed representation for the environment. Christopher Clark asked about CBI's experience with a large piece of land acquired by a town. Ms. Smith said CBI has worked on similar situations. Mr. Clark suggested using a term other than "advocate," which he considers a loaded word. Ms. Smith said that the term refers to people who care for Truro. Sheryl Best returned to discuss how to measure success for the plan and to again stress considering the ecosystem first in any planning. Russ Braun said he didn't see any mention of cultural representatives on the list. Ann Greenbaum discussed collective representation favorably and placed trust in the future committee and facilitator. Elsa Tarantal asked about conflict of interest for members of the committee. Ms. Smith stated that the strongest example of conflict of interest is someone that would have a financial benefit. Ms. Palmer said committee members will be required to take the state's ethics test and disclose any conflict of interest. Phil Golden said the Select Board will need to encourage people to join the committee. Susan Areson said there has been a lot of interest in joining the committee. Stacie Smith said that she had tailored criteria for membership to Truro's needs. Kristen Reed said a statement of interest should be a part of the application process for the committee. Susan Areson asked about the initial screening of applicants by a neutral party. She also wanted to know who would be creating the application.

The CBI report considered the role of liaisons to the committee. Liaisons from other boards have expertise to offer the committee. Liaisons may deliberate at meetings, but they would not be making decisions. Ms. Smith presented the preliminary list of liaisons. Russell Braun suggested adding DPW and Public Safety to the liaison list. Stacie Smith said she puts staff in the technical expert category. She will add Public Safety to the list. A Select Board liaison is extremely important, she said. Kristen Reed asked for clarification of eligible committees for liaisons. Ms. Smith said she had compiled the list based on regulatory boards. Robert Weinstein discussed potential complications from participation by liaisons from the regulatory boards. Ms. Smith said this consideration would be incorporated into the process.

In the interest of the large number of audience members present for other agenda items, Robert Weinstein moved to suspend the topic of the Walsh Property. Kristen Reed seconded, and the motion carried 4-0.

Sunrise Cottages – Year-round Condominium Use

Health and Conservation Agent Emily Beebe presented the plan to convert the seven-unit Sunrise Cottages Condominium to year-round use. She had submitted the completed paperwork to the Select Board in advance.

Robert Weinstein moved to approve the year-round use and removal of the seasonal covenant for Sunrise Condominium, located at 497 Shore Road. Kristen Reed seconded. The motion carried 4-0.

Unit 19 Stones Throw at Truro Condominium – Year-round Condominium Use

Emily Beebe said all the other Stones Throw units had already converted to year-round use. The owner of Unit 19 has decided to convert as well.

Kristen Reed moved to approve the year-round use and removal of the seasonal covenant for Unit 19 of the Stone's Throw at Truro Condominium, located at 6 Shore Road. Susan Areson seconded, and the motion carried 4-0.

Ban on Plastic Bottles Initiative

Co-chair of the Recycling Committee Diane Messinger and member Amy Wolff were present to explain the Cape Bottle Ban. Diane Messinger distributed a proposed bylaw, prepared by the Sustainable Practices group. Eleven Cape towns have already voted to ban the use of plastic bottles on Town property, Ms. Messinger said. Amy Wolff highlighted the negative impacts of single use plastic bottles on the environment. Diane Messinger gave examples of alternatives that have been used by other towns. Amy Wolff discussed hydration stations. Susan Areson said she has been researching hydration stations in Wellfleet and will continue to do so with Provincetown. David Neskey reported on the plastics ban in Concord, Massachusetts, voted in by its residents. Ms. Wolff said the Recycling Committee is willing to brainstorm with concerned citizens about a municipal use plastic bottle ban. A sample bylaw from the Town of West Tisbury had been included in the meeting packet.

Patrick Otton of Harwich said he was the person who proposed the bylaw in his town. He gave the Board his contact information and discussed the ban exception in emergency situations. Susanna Nickerson, Chatham's liaison for Sustainable Practices, commended the Truro Recycling Committee and expressed her hope that Truro becomes the twelfth town to join the initiative. Kristen Reed said the Select Board goal would be to prepare a bylaw for Annual Town Meeting. She said that if the single use plastic bottles are taken away, other options will be need to be provided. Dave Neskey said that even Coke and Pepsi are planning to produce non-plastic water containers.

Walsh Property Committee and Process Discussion (Cont.)

Stacie Smith resumed discussion with the liaisons' role in the Walsh Property Committee. The technical advisors are the town staff. If there is a need for expertise that is not available, the committee could request funding.

Further information dealt with seeking consensus, actual meeting protocols, compliance with open meeting law, minute taking, videotaping, public outreach and engagement, and site visits. John Slater returned to discuss holding another town-wide presentation before the final recommendations are made. Stacie Smith said that would happen.

The next section of the draft on process was ground rules for the committee. Ms. Smith said guidelines for e-mails could be added here. Guidelines for talking to the press and posting on social media can also be added. Facilitation was the next topic. A facilitator has not yet been chosen, but that person should be neutral and concentrate on process to keep things moving forward. Lastly, the initial draft work plan is meant to introduce members to each other, the property, and to identify goals. The next step would be getting the community at large involved, Ms. Smith said. Additional meetings would deal with data collection and input from the general public. The committee would need to reach out to the public as needed and offer options. The public will need to weigh in before a final plan is completed.

There was more discussion of keeping the public informed and engaged/participating. Rae Ann Palmer said there is a plan to bring engineers to survey the property which should help inform the committee of feasibility of uses. Sheryl Best asked about the end plan and asked about hiring a firm to do an environmental impact study. Ms. Palmer said engineering work will address some of the environmental concerns.

Ms. Smith said she will make the suggested revisions and return, if that is the Select Board's wish, with another draft. She is available for review of the first applications to serve on the committee. Ms. Palmer asked that Ms. Smith prepare the draft for the December 10th Select Board meeting.

CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 - 1. Application for a Curb Cut Permit – Lisa Maria Tobia – 65 Depot Road
 - 2. Special One-Day Entertainment and Alcohol Licenses – Truro Center for the Arts at Castle Hill
- B. Review and Approve 2020 Annual Business Licenses: Days' Market and Deli
- C. Review and Approve the 2020 Annual Alcohol Licenses and ABCC Applications – Montano's Restaurant, Truro Vineyards of Cape Cod (Winery and Distillery), Pamet Valley Package and Chequessett Chocolate
- D. Review and Approve the Alcohol Beverages Control Commission 2020 Renewal Certification
- E. Review and Approve the Select Board 2021 Fiscal Year Budget Message
- F. Review and Approve Select Board Minutes – October 22, 2019

Items A-1 for Depot Rd. was tabled and removed from the Consent Agenda. Item E was removed from the Consent Agenda. Susan Areson amended the minutes. Kristen Reed recused herself from voting on item C for Chequessett Chocolates.

Susan Areson moved to approve the Consent Agenda with Items A -1 for Depot Rd. and Item E removed and with the amended minutes of October 22, 2019. Robert Weinstein seconded, and the motion carried 4-0 with Kristen Reed abstaining for item C- Chequessett Chocolates.

SELECT BOARD REPORTS/COMMENTS

Three Select Board members had reports. Kristen Reed said on Saturday, Nov. 23 there will be an environmental summit at Cape Cod Community College. Susan Areson reported that she and Janet Worthington had attended the most recent Selectmen's Association meeting where they received information on municipal vulnerability preparedness; given grant strategies of breaking projects into phases; and were encouraged to submit letters of support against hydraulic dredging. She mentioned praise for the Truro Library from a person who had greatly enjoyed the use of a telescope through their lending system. Robert Weinstein said he had attended the Shellfish Advisory Board meeting which dealt with protecting aquaculture grants from draggers; the shellfish warden/harbor master's graphs on increases in shellfish, of permits; and in value the of shellfish. He had attended a meeting of the Oversight Committee for Cloverleaf Project where local preference for units was one of the topics discussed. Mr. Weinstein had attended the monthly Metropolitan Planning Organization (MPO) meeting and shared information from a Cape Cod *Times* story on bus lines providing transportation for people to medical appointments. The public should be aware of this offering and take advantage of the service, he said.

TOWN MANAGER REPORT

Town Manager Rae Ann Palmer announced that Truro has been awarded a \$1.2 million grant for water infrastructure to the Cloverleaf site. She had attended the Housing Choice meeting in Provincetown. Ms. Palmer said that the Town has offered the COA Director position to Mary-Elizabeth Briscoe, who will start on December 16, 2019.

NEXT MEETING

Ms. Palmer shared the planned agenda for the next meetings:

Nov. 21 at 2 p.m. at Public Safety Committee - Work Session on Budget & Services

December 10 at 5 p.m.– Regular Meeting for a presentation of the DPW Feasibility Analysis, Local Comprehensive Plan Committee interviewing, discussion of next steps for the unexpected Select Board vacancy.

ADJOURNMENT

Before the meeting was adjourned, Robert Weinstein noted with deep regret the absence of Maureen Burgess. Janet Worthington thanked the Select Board for their testimonials, and Ms. Palmer complimented members on the wonderful tributes they had paid to their departed colleague.

Robert Weinstein moved to adjourn the meeting. Susan Areson seconded, and the motion carried 4-0.

The meeting was adjourned at 8:06 p.m.

Respectfully submitted,

Mary Rogers, Secretary

Janet Worthington, Chair

Susan Areson

Kristen Reed, Clerk

Robert Weinstein

Public Records Materials of 11/19/2019

1. Draft plan for Walsh Property Community Process
2. Application papers of Susan Girard-Irwin and Dan Schreiner
3. Sunrise Condominium Application for Year-round Use
4. Unit 19 Stones Throw Application for Year-round Use
5. West Tisbury Bylaw on Plastic Bottle Ban
6. Application for a Curb Cut Permit – Lisa Maria Tobia – 65 Depot Road
7. Special One-Day Entertainment and Alcohol Licenses – Truro Center for the Arts at Castle Hill
8. 2020 Annual Business Licenses: Days’ Market and Deli
9. 2020 Annual Alcohol Licenses and ABCC Applications – Montano’s Restaurant, Truro Vineyards of Cape Cod (Winery and Distillery), Pamet Valley Package and Chequessett Chocolate
10. Alcohol Beverages Control Commission 2020 Renewal Certification
11. Select Board 2021 Fiscal Year Budget Message

DRAFT

**Truro Select Board Meeting
Tuesday, November 21, 2019
Truro Public Safety Facility**

Select Board Members Present: Janet Worthington, Chair; Susan Areson, Robert Weinstein, Kristen Reed

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

Chair Janet Worthington called the meeting to order at 2:00 p.m.

Fiscal Year 2021 Budget & Service Analysis

Several department heads were present to review and discuss the reports they had submitted on their services, broken down into mandatory, support, and discretionary activities.

Police Department

Police Chief Jamie Calise highlighted key points from his report. Many mandatory activities are state and federal requirements. It is important that Police maintain a state of readiness, he said. Meetings and reporting are a big part of Police activities. Discretionary functions include some of the high visibility interactions with the public. Many of these events are done through a sense of duty, not on a paid basis.

Robert Weinstein said that the Police Department was the second most expensive Town department and asked if Truro really needs fourteen officers on the force. Chief Calise said he believes that there should be more officers on duty. He said there has been a 30% increase in arrests in 2019. The Cape-wide mutual aid is helpful, but it is not completely reliable. There is mandatory staffing of two officers, but occasionally there is only one on duty, Chief Calise said. In summer mandatory staffing of two is essential. Mr. Weinstein discussed the advantages of regionalization of Lower Cape services. Chief Calise said Police already is regionalized in the areas of accident reconstruction, SWAT, and Search & Rescue. Ms. Palmer said that purchasing is another area where regionalization works.

Susan Areson had requested hours involved for services in each department. Ms. Palmer said Police and Fire are 24/7, but the other departments run at 40 hours per week.

Fire Department

Fire Chief Tim Collins introduced Fire Department responsibilities, organized as administration, services, training and operations. He displayed a single book of Fire Safety Code to demonstrate code complexity. The Fire Department also falls under the jurisdiction of the Health Department and state standards, he said. Fire personnel are risk mitigators, here to make Truro safe. Chief Collins said that the mutual aid system is the best one he has worked with on the Cape.

Regionalization is high risk, however, because of many factors, but it could work in the future. He considers the Fire Department's "discretionary" programs as essential.

Standard staffing, Chief Collins said, consists of two people working 24 hours a day. In summer additional per diem staff is on duty. There can be conflicts if a per diem firefighter works for another higher salary in a different town. Janet Worthington discussed the importance of having medics available. Truro has one full time medic and three per diem medics. Because Truro does not provide primary ambulance service, the Fire Department has lost paramedics.

Robert Weinstein left the meeting at 2:53 p.m.

Ms. Palmer discussed the costs of in-house paramedics. If Provincetown hires the Lower Cape Ambulance staff, Truro will need a transition year or two before hiring paramedics for the Fire Department, she said. Susan Areson asked about getting compensation from firefighters who train through the Town but don't stay. Chief Collins said that is a problem in many towns. Unlike the Police Department, the Fire Department cannot require the firefighters to pay back for training.

Department of Public Works

DPW Director Jarrod Cabral said the highway portion of DPW work is very visible. He said the department work is cyclical. He wants to ensure that all his staff knows how to operate all the machinery. He reviewed some of the department's important support functions. Many of these are community based. He said writing bids takes time. Swap Shop, included in the "discretionary" tasks, could become a part time position, he said. He said solid waste costs and recycling will be going up this year. Massachusetts has closed so many landfills that more towns are using SEMASS. Ms. Palmer is trying to continue the contract with them at the current price. A long-term plan is to have the county enter into an agreement for a hazardous waste drop off for the Cape. Mr. Cabral reported on grants, including one he is seeking for charging stations and a mattress grant that will run out in 2021. All DPW staff is year-round because it is more efficient than using part-time personnel.

Harbor/Shellfish

Tony Jacket, Harbor Master/Shellfish Constable, said the dredging will begin thanks to grant money. The harbor is in good shape because the Town dredges every year. The shellfish areas benefit because of better flow in the harbor. The one-week shellfish licenses worked well this year. Mr. Jacket said he has a seasonal staff. He reviewed the items set by federal, state, Select Board, Harbor Commission and Shellfish Advisory Committee regulations. Water testing, financial reporting, maintaining the waiting list, and aquaculture inspections are all are part of these responsibilities. He explained some of the support and discretionary tasks that are needed.

Kristen Reed asked about the fee structure. Mr. Jacket said that State Waterways fee determines that, but the Town charges a launch fee. He expects the launch fee to remain in place for now since it was raised last year. He said that people supported the increase when they understood it was for dredging. The Harbor operations do not support the costs despite the fees that are charged. It is not a money making operation because the State controls the fees.

Recreation & Beach and Council on Aging

Recreation & Beach Director and Interim COA Director Damion Clements summarized the required activities, support functions and discretionary tasks that were included in his report. He noted the seasonal staff for Recreation, Beach and lifeguards and gave the numbers of staff at the COA. Town Accountant Trudi Brazil explained the mechanism for independent contractors who offer classes at the COA. Mr. Clements noted several programs offered at the COA. Ms. Palmer anticipates that the Town will need to cover some of the cost of the Community Luncheon program. Damion Clements discussed what Recreation programs are offered in winter. Ms. Palmer said she was interested in offering more winter programs for seniors. Susan Areson suggested more weekend activities for families. Weekend schedules are already packed for young families, according to Assistant Town Manager Kelly Clark. Janet Worthington asked about outreach for needy children who would benefit from a Big Brother or Big Sister program.

Library

Truro Library Director Tricia Ford said that preparing her report on services had been a good exercise. There are some state mandates which the Library follows. Next are the Town Charter regulations. Library services now go beyond books with electronic technology and research needs. There are many things that the Library does as discretionary activities. These included 140 programs for adults and 170 programs for youth. Ms. Ford plans to update the Library website. The administrative tasks are standard, but the Library needs to remain certified by the Massachusetts Board of Library Commissioners and participate with CLAMS. Truro has lower staffing than the neighboring towns, Ms. Ford said. They depend on volunteers for assistance. Ms. Ford said that the people counter had broken, but even on a low count day there are around 50 users. Many more people use the Library in summer. All staff is on Step 6 of the pay scale, Tricia Ford said.

Town Manager Job Description & Policy #63

Discussion of the Town Manager job description and Policy #63 “Select Board’s Powers of Appointment” was postponed for another meeting.

Next Meetings

Rae Ann Palmer said the Budget Task Force will need a December meeting to look at the whole Budget. The Board discussed scheduling the Budget Task Force meetings. Some will be in the afternoon, and some will be scheduled at night.

Ms. Palmer and the Board scheduled a work session on December 3, 2019 at 3 p.m. to discuss the Town Manager job description.

Adjournment

Kristen Reed moved to adjourn. Susan Areson seconded, and the motion carried 3-0. The meeting was adjourned at 4:22 p.m.

Respectfully submitted,

Mary Rogers, Secretary

Janet Worthington, Chair

Susan Areson

Kristen Reed, Clerk

Robert Weinstein