



## Truro Board of Selectmen Meeting Agenda

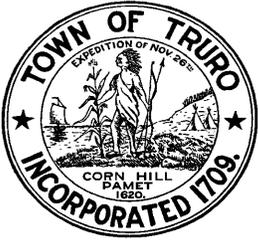
Tuesday, April 7th, 2015

**Executive Session Meeting – 4:00pm**

**Regular Board of Selectmen Meeting – 5:00pm**

Selectmen's Chambers Town Hall 24 Town Hall Road, Truro

1. **EXECUTIVE SESSION:** *"Move that the Board of Selectmen enter into Executive Session in accordance with the provisions of Massachusetts General Law, Chapter 30A, section 21(a) number 3, to discuss strategy relative to pending litigation involving, 181 Route 6 whereas discussion of these matters in open session would have a detrimental effect on the litigating position of the Town (and the Chair so declares it), and to reconvene in open session."*
2. **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*
3. **PUBLIC HEARINGS**
  - A. The Truro Board of Selectmen will hold a Public Hearing on Tuesday, April 7, 2015 at 5:00 p.m. to hear the application of Payomet Performing Arts Charitable Trust dba Payomet Performing Arts Center, Kevin Rice, Manager of Record in request of a New Seasonal Wine & Malt Pouring License (under MGL Chapter 138 §12 General On-Premise) with the Town of Truro. The premises location is 29 Old Dewline Road, Truro, MA 02666. The hearing will take place at the Truro Town Hall, 24 Town Hall Road, Truro, MA, 02666. Presenter: Kevin Rice, Director of Payomet Performing Arts Center  
**Comments from the public will be heard and all interested parties are urged to attend.**
4. **BOARD/COMMITTEE/COMMISSION APPOINTMENTS**
  - A. Review, Approve & Interview -Jillian Cunningham -Recycling Committee
5. **TABLED ITEMS NONE**
6. **BOARD OF SELECTMEN ACTION**
  - A. Update on the Cape Cod Commission  
Presenter: Kevin Grunwald, Truro Representative to the Cape Cod Commission
  - B. Request to Review & Approve Non-Resident Beach Sticker fee increases  
Presenter: Kelly Clark, Beach Director & Eliza Harned, Chair Of Beach Commission
  - C. Update on Ballston Beach  
Presenter: Rae Ann Palmer
7. **CONSENT AGENDA**
  - A. Review & Approve and Authorize the Chair to sign:
    1. MASSDOT Standard Contract for Winter Recovery Assistance Program (WRAP)
    2. Staging Permit/& or Beach Access-Bayberry Gardens-Corn Hill Beach
    3. Staging Permit/& or Beach Access-Greg Morris-Ballston Beach Parking lot
  - B. Review & Approve Common Victualer (food) Licenses: Blackfish Restaurant, Village Cafe
  - C. Review and Approve Minutes of March 17, 2015 Regular
8. **SELECTMEN REPORTS AND LIAISON REPORTS**
9. **NEXT MEETING AGENDA: WEDNESDAY, April 22nd, 2015**
10. **TOWN ADMINISTRATOR'S REPORT**



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Licensing Department

**REQUESTOR:** Noelle Scoullar, Executive Assistant on behalf of Licensee Payomet Performing Arts Charitable Trust dba Payomet Performing Arts Center

**REQUESTED MEETING DATE:** April 7, 2015

**ITEM:** Public Hearing to approve, as Local Licensing Authority for the Town of Truro, a new Seasonal Wine & Malt Pouring License for Payomet Performing Arts Center.

**EXPLANATION:** The Selectmen's office received an application on March 19, 2015 from Kevin Rice, Managing Artistic Director, and Fred Todd, Board President of Payomet Performing Arts Charitable Trust, dba Payomet Performing Arts Center for a seasonal wine & malt pouring license. This license, once approved, would be a General On Premise (no food required) Seasonal Wine & Malt Pouring License (April 1<sup>st</sup> – January 15<sup>th</sup>). Once this request is reviewed and approved at a duly held Board of Selectmen Meeting, the ABCC application will be mailed to the State for final approval. In addition, Form 43 (ABCC) is in the signature file for Selectmen's signature once an approval vote is made. The ABCC will return this document stamped APPROVED, or this office will be contacted with a request for additional information from the applicant.

*There are no recent requests for a permit for temporary signs.*

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

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

**SUGGESTED ACTION:** *MOTION TO Approve Kevin Rice, Managing Artistic Director of Payomet Performing Arts Charitable Trust dba Payomet Performing Arts Center for a General on Premise Seasonal Wine & Malt pouring license located at 29 Old Dewline Road, Truro.*

**ATTACHMENTS:**

1. Public Hearing Notice
2. ABCC Application (Confidential)
3. Police Chief Review
4. Form 43 for LLA signature



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

## Licensing Department

Tel: 508-349-7004, Extension: 10 or 24 Fax: 508-349-5505

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

## TOWN OF TRURO

## PUBLIC HEARING

### NEW SEASONAL WINE AND MALT POURING LICENSE

Please be advised that the Truro Board of Selectmen will hold a Public Hearing on Tuesday, **April 7, 2015 at 5:00 p.m.** to hear the application of Payomet Performing Arts Charitable Trust dba Payomet Performing Arts Center, Kevin Rice, Manager of Record in request of a New Seasonal Wine & Malt Pouring License (under MGL Chapter 138 §12 General On-Premise) with the Town of Truro. The premises location is 29 Old Dewline Road, Truro, MA 02666. The hearing will take place at the Truro Town Hall, 24 Town Hall Road, Truro, MA, 02666. Comments from the public will be heard and all interested parties are urged to attend.

Jay Coburn, Chairman  
Board of Selectmen  
Town of Truro



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

## Licensing Department

Tel: 508-349-7004 , Extension: 10 or 24 Fax: 508-349-5505

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

To: Police Chief, Kyle Takakjian, Truro Police Department  
From: Nicole Tudor, Executive Assistant  
Date: March 26, 2015  
Re: **Application for a New Seasonal –Wine & Malt –General-On-Premise Pouring License**  
Payomet Performing Arts Charitable Trust, dba Payomet Performing Arts Center Located at  
29 Old Dewline Road-Cape Cod National Seashore, Department of Interior

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The Office of the Board of Selectmen is in receipt of an ABCC (Alcoholic Beverages Control Commission) application from, Kevin Rice, Managing Artistic Director & Fred Todd, Board President on behalf of Payomet Performing Arts Charitable Trust, dba Payomet Performing Arts Center.

Payomet Performing Arts Center is requesting a New Seasonal –Wine & Malt –General-On-Premise Pouring License (per MGL Chapter 138 § 12) with the Town of Truro.

Included please find the accompanying ABCC application as submitted by the applicant that will be provided to the Alcoholic Beverages Control Commission once the Board of Selectmen/Local Licensing Authority review and approve the application at a duly held public hearing on April 7, 2015.

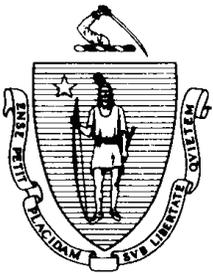
Please kindly review for purposes of approval with the Local Licensing Authority (BOS) this request for a New Seasonal –Wine & Malt –General-On-Premise Pouring License to ensure that the safety and well-being of the public will be protected.

Please provide any comments below:

*As was experienced last year, nights with large crowds and alcoholic beverages will require police details for traffic control.*

POLICE DEPARTMENT  
REVIEW & APPROVAL

Signature: *Kyle Takakjian*  
Police Chief, Kyle Takakjian  
Date: *4/3/15*



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 239 Causeway Street  
 Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

For Reconsideration

**Agenda Item 3A4**

**FORM 43  
 MUST BE SIGNED BY LOCAL LICENSING AUTHORITY**

ABCC License Number

City/Town

Local Approval Date

**TRANSACTION TYPE (Please check all relevant transactions):**

- |   |  |   |   |
|---|--|---|---|
| <input checked="" type="checkbox"/> New License   | <input type="checkbox"/> New Officer/Director            | <input type="checkbox"/> Pledge of License          | <input type="checkbox"/> Change Corporate Name      |
| <input type="checkbox"/> Transfer of License      | <input type="checkbox"/> Change of Location              | <input type="checkbox"/> Pledge of Stock            | <input type="checkbox"/> Seasonal to Annual         |
| <input type="checkbox"/> Change of Manager        | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Transfer of Stock          | <input type="checkbox"/> Change of License Type     |
| <input type="checkbox"/> Cordials/Liqueurs Permit | <input type="checkbox"/> Issuance of Stock               | <input type="checkbox"/> New Stockholder            | <input type="checkbox"/> Other <input type="text"/> |
| <input type="checkbox"/> 6-Day to 7-Day License   | <input type="checkbox"/> Management/Operating Agreement  | <input type="checkbox"/> Wine & Malt to All Alcohol |   |

Name of Licensee  EIN of Licensee

D/B/A  Manager

ADDRESS  CITY/TOWN  STAT  ZIPCODE

Annual or Seasonal

Category: (All Alcohol-Wine & Malt Wine, Malt & Cordials)

Type: (Restaurant, Club, Package Store, General On Premises, Etc.)

**Complete Description of Licensed Premises:**

Facility is seasonal (June through September) performing arts center (music, theater presentations) located in a main tent (50x75) and two adjacent side tents (20x50 & 23x49). Main tent includes a lobby with concession/bar area, stage and fixed seating areas; side tents accommodate additional fixed seating.

Application Filed:  Date & Time  
 Advertised:  Date & Attach Publication  
 Abutters Notified: Yes  No

Licensee Contact Person for Transaction  Phone:

ADDRESS  CITY/TOWN  STAT  ZIPCODE

Remarks:

The Local Licensing Authorities By:

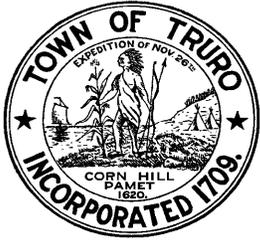
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Alcoholic Beverages Control Commission  
 Ralph Sacramone  
 Executive Director

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 \_\_\_\_\_  
 \_\_\_\_\_

ABCC Remarks:

\_\_\_\_\_



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**BOARD/COMMITTEE/COMMISSION:** Board of Selectmen - Boards and Committees/Commission Appointments

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** April 7, 2015

**ITEM:** Approval of Jillian Cunningham's application to serve as a member with the Recycling Committee.

**EXPLANATION:**

Jillian Cunningham submitted an application to serve that the Selectmen's office received on March 19th for the Recycling Committee, it has been endorsed by the Chair of the Recycling Committee.

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

**IMPACT IF NOT APPROVED:** If the appointment is not approved there will be a vacancy on the Recycling Committee.

**SUGGESTED ACTION:** *MOTION TO appoint Jillian Cunningham to the Recycling Committee as a full member for a three year term ending June 30, 2018.*

**ATTACHMENTS:**

1. Application to Serve –Jillian Cunningham



# 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

NAME: Jillian A. Cunningham HOME TELEPHONE: Personal Information Redacted

ADDRESS: 104 Shore Road WORK PHONE: \_\_\_\_\_

MAILING ADDRESS: POB1017 N. Truro E-MAIL: Personal Information Redacted

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

Recycling

SPECIAL QUALIFICATIONS OR INTEREST: Very interested in reducing our waste and recycling all viable materials, with a focus on Reuse in as many ways as possible.

COMMENTS: I served on this Board in the late '90's and would like to serve again. As a Gardener and a Consumer, I try to Reduce, Reuse and Recycle as much as possible. I'm also interested in teaching Children to respect the Earth and practice R-R-R.

SIGNATURE: Jillian A. Cunningham DATE: 19 March 15  
\*\*\*\*\*

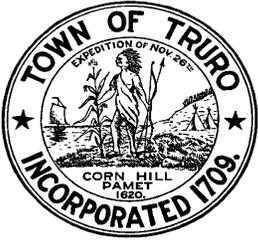
COMMENT/RECOMENDATION OF CHAIRPERSON OF MULTI-MEMBER BODY (OPTIONAL) \_\_\_\_\_

SOUNDS GREAT!

SIGNATURE: [Signature] DATE: 3

INTERVIEW DATE: \_\_\_\_\_ APPOINTMENT DATE (IF APPLICABLE): \_\_\_\_\_





# TOWN OF TRURO

## Board of Selectmen Agenda Item

**BOARD/COMMITTEE/COMMISSION:** Cape Cod Commission

**REQUESTOR:** Kevin Grunwald, Truro's Representative to Cape Cod Commission

**REQUESTED MEETING DATE:** April 7<sup>th</sup> 2015

**ITEM:** Annual Cape Cod Commission Report

**EXPLANATION:** Truro's Representative to the Cape Cod Commission will give an annual report to the Board of Selectmen.

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

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

**SUGGESTED ACTION:** N/A

**ATTACHMENTS:**

1. Cape Cod Commission Report

## **Cape Cod Commission**

### **About the Cape Cod Commission**

The Cape Cod Commission is the regional land use planning, economic development, and regulatory agency for Barnstable County, Massachusetts. It was created in 1990 to serve the citizens and 15 towns that comprise Cape Cod. The Commission works toward maintaining a healthy balance between economic progress and environmental vitality. "Keeping a special place special" describes the agency's mission to protect the region's unique qualities.

### **Section 208 Plan Update**

The update of the 1978 Section 208 Cape Cod Area-Wide Water Quality Management Plan, as directed by the Commonwealth, began in earnest in July 2013 with the first of more than 170 community stakeholder and supporting advisory committees.

The purpose of the Section 208 Plan Update is to develop an integrated water and wastewater management system that includes a series of phased approaches that will remediate groundwater and surface water impairments in each watershed.

The Commission issued a draft report to state and federal regulators in June 2014, with a public draft scheduled for release and review during the first half of FY 2015. A final draft is anticipated by January 2015.

[capecodcommission.org/208](http://capecodcommission.org/208)

### **Fertilizer Management DCPC**

In response to state legislation that would remove the ability of individual communities to regulate fertilizers, the Commission initiated a Cape-wide fertilizer management District of Critical Planning Concern (DCPC). Development of the DCPC and its implementing regulations included stakeholder meetings with landscape, turf management and fertilizer industry professionals, as well as numerous opportunities for public comment and input. The DCPC was approved by Barnstable County and it provides towns with the opportunity to adopt local bylaws consistent with the implementing regulations. Participation was voluntary.

### **Strategic Information Office**

The Commission's Strategic Information Office (SIO) continued its technical support and development of an e-permitting platform for Cape towns.

Other regional SIO projects included Cape-wide aerial flyover for digital mapping for a comprehensive Geographic Information Service (GIS) dataset. Towns historically contracted for such services independently. With most towns participating, an estimated \$1 million in savings was realized.

## **CEDS/Economic Development**

The Commission submitted the first five-year update to the Comprehensive Economic Development Strategy (CEDS) in June 2013, establishing regional priority projects for the next five years. CEDS is an important planning document that provides additional federal economic resources and grant opportunities. Implementation of CEDS initiatives by the Commission and the Cape Cod Economic Development Council was instrumental in demonstrating the County's commitment to economic development, which led to the designation of Barnstable County as an Economic Development District by the U.S. Economic Development Administration in December 2013.

## **Chapter H reform**

On May 8, 2014, the Cape Cod Commission approved the first increased thresholds under authority granted by the elected Assembly of Delegates in fall 2013. Chapter H of the Commission's Code of Regulations allows for increases in developments of regional impact (DRI) review thresholds by the Commission.

Approved was a revised DRI threshold of up to 40,000 square feet for proposed Research & Development and Light Manufacturing Uses in the following designated areas: Jonathan Bourne Drive, Bourne; Edgerton Drive, Falmouth; Falmouth Technology Park, Falmouth; and Sandwich Industrial Park, Sandwich.

In these areas research & development and light manufacturing uses are allowed up to 40,000 square feet without the need for Commission review. The limited areas for which threshold relief was provided represent an initial, but not last step for the use of Chapter H. Interest has already been expressed by several towns in pursuing other such designations at locations across the Cape.

## **Smarter Economy Conference**

The May 2014 Smarter Economy conference introduced a new online planning tool called FRED, Flexible Regional Economic Development. Driven by 17 information layers of land use, economic and social data, FRED helps identify development potential and challenges in user-selected areas of the Cape. For towns, FRED represents a new way to plan and identify the locations best suited for new development, redevelopment and other economic development planning needs. As FRED develops, new layers of data, including local zoning regulations, will be added to increase its application and utility.

[capecodcommission.org/ceds](http://capecodcommission.org/ceds)

## **Regional Solid Waste Negotiations**

The Commission facilitated regional negotiations for solid waste disposal on behalf of 11 Cape communities, as well as a number of off-Cape towns. These negotiations resulted in an initial \$17 per ton reduction in prices offered by Covanta through its SEMASS trash-to-energy plant in Rochester and the timing of the regional negotiation allowed new lower-cost

alternatives to enter the marketplace. This project was funded with District Local Technical Assistance (DLTA) grant fund administered by the Commission.

## **Communications/Outreach**

Under a Joint Initiative with Barnstable County, a Joint Communications Plan developed through the Commission and other County departments was recommended to the Barnstable County Commissioners.

The Commission newsletter, The Reporter, was redeveloped into a website ([capecodcommission.org/newsletter](http://capecodcommission.org/newsletter)) and occasional print publication.

From January through May 2014, Commission Executive Director Paul Niedzwiecki met with all boards of selectmen and the Barnstable Town Council to provide an update on Commission activities and progress of the Section 208 Plan Update.

In spring 2014, citizen-initiative petitions seeking town-level action to begin withdrawal from the Cape Cod Commission were presented as town meeting articles in eight towns and as a citizen petition for Barnstable Town Council action. All were defeated, either on procedural votes or direct votes on the merits.

## **Regulatory Program (Highlights)**

**FALMOUTH HOSPITAL ER RECONSTRUCTION:** On Oct. 17, 2013 the Commission approved, with conditions, the application of Falmouth Hospital Association, Inc. as a DRI-Project of Community Benefit Hardship Exemption. The proposed project involves construction of a new 19,000 square foot addition to the existing Hospital at the Ter Heun campus which will enable the reconfiguration of the Hospital's emergency department in Falmouth, MA.

**LOWE'S HOME IMPROVEMENT CENTER, DENNIS:** After a lengthy review allowing for extensive public comment, both written and through more than 15 public hearings and subcommittee meetings, in January 2014 the full membership of the Commission denied an application by Lowe's Home Centers, Inc. for a new 106,000-square-foot store on Theophilus F. Smith Road in Dennis. An appeal of the Commission's denial of a Development of Regional Impact permit for this proposed development was filed and dismissed by stipulation in June 2014.

**BRIDGES AT MASHPEE:** The Commission unanimously approved the DRI application of ND Acquisitions, LLC for Bridges of Mashpee at its January 30, 2014 meeting. The project is located at the intersection of Old Barnstable Road and Route 151, Mashpee and proposes 54-unit, memory care assisted living residential development, which will occupy approximately 5 acres of the 24 acre +/- project site. The project site consists of five separate lots that will be combined into a single lot in connection with the project. The project site is currently vacant and undeveloped, and approximately 19 acres of the project site is proposed to remain in a natural, undisturbed state dedicated as permanent open space through a conservation restriction. The proposed gross floor area of the project is approximately 45,000 square feet.

The proposed 54 residential apartment units contain a total of 60 beds, grouped into three “household” wings in a single story.

**FALMOUTH SOUTH COAST WATERSHEDS COMPREHENSIVE WASTEWATER MANAGEMENT PLAN:** On February 27, 2014 the Cape Cod Commission approved, with conditions, the application of the Town of Falmouth for the Falmouth Comprehensive Wastewater Management Plan (CWMP)/Targeted Wastewater Management Plan (TWMP) as a Development of Regional Impact. The CWMP/TWMP involves the Little Pond, Great Pond, Green Pond, Bourne Pond, Eel Pond, and Waquoit Bay Watersheds (South Coast Watersheds) and Recommendations for West Falmouth Harbor Watershed. The CWMP/TWMP provides a comprehensive and targeted plan for wastewater management for the South Coast Watersheds and recommendations for upgrade of the existing Wastewater Treatment Facility (WWTF) in the West Falmouth Watershed.

## **Water Resources**

Water Staff provides technical assistance to the towns, citizens and the County on water resources projects including: water supply, wastewater and stormwater management, fresh water ponds, and marine waters,

Project assistance included numerous technical assessments, Cape-wide well monitoring, planning, education and regulatory review on all aspects of Cape Cod’s water resources. Water staff participates on a variety of local and regional committees and strives to develop strategies to implement cost-effective solutions to capitalize on common regional needs across the Cape.

- Presentation on Pamet River overwash and impacts on private wells
- Coordinated PALS (Ponds and Lake Stewards) pond sampling program

## **Transportation**

The Cape Cod Commission's transportation staff provides technical expertise in transportation and traffic-related matters for the Commission, its staff, and the 15 Cape Cod towns. The Cape Cod Commission Act charges the Commission with furthering and coordinating the provision of "adequate capital facilities," including transportation services, through the goals and standards specified in the Cape Cod Regional Policy Plan.

The Commission provides administrative and staff support for the Cape Cod Metropolitan Planning Organization (MPO), and the Cape Cod Joint Transportation Committee (CCJTC).

The CCJTC is the transportation planning advisory group that reviews, discusses, and votes on recommendations to the MPO, which meets to review, direct, and vote on aspects and products of the transportation planning process.

In FY2014, the Commission administered more than \$30 million in Cape-based transportation projects, funded through the Cape Cod Transportation Improvement Program (TIP).

The TIP is a list of transportation system projects to be implemented with federal and state funds available for Cape Cod. Projects may include roadway, bicycle, pedestrian, and transit improvements. The TIP includes four years of projects developed in accordance with federal laws.

[capecodcommission/transportation](http://capecodcommission/transportation)

### **Highlighted Transportation Projects:**

**TRAFFIC COUNTING PROGRAM:** The Commission's transportation staff conducted annual summer traffic counts in Truro, including automatic traffic recorders (ATRs) and turning movement counts (TMCs). Traffic data is available online: [www.capecodcommission.org/counts](http://www.capecodcommission.org/counts)

Roadway segments and intersections in Truro included Route 6 north of Route 6A, Route 6A at the Truro/Provincetown line, Depot Road west of Old County Road, Highland Road east of Route 6, Hughes Road (north end) west of Route 6A, and Truro Center Road north of South Pamet Road.

**OUTER CAPE BICYCLE AND PEDESTRIAN MASTER PLAN:** The Cape Cod Commission, in conjunction with the Cape Cod National Seashore, is working with the towns of Wellfleet, Truro, and Provincetown to develop the Outer Cape Bicycle and Pedestrian Master Plan for creating an interconnected bicycle and pedestrian facility network linking the towns with the Seashore, the Cape Cod Rail Trail, and other destinations within the three communities.

The Master Plan seeks to enhance and expand recreational and transportation opportunities on the Outer Cape, addressing the needs of all levels of bicyclists and pedestrians. The Master Plan will establish a comprehensive long-term vision and direction for developing bicycle and pedestrian infrastructure in the region.

### **Joint Land Use Study (JLUS) for Joint Base Cape Cod**

A final Joint Land Use Study report for Joint Base Cape Cod was issued in October 2013, an update of the 2005 JLUS. The US Department of Defense/Office of Economic Adjustment awarded the Commission a \$128,000 grant to complete the JLUS Update for the installation and the surrounding communities of Bourne, Falmouth, Mashpee, and Sandwich. The base was nominated for this cooperative planning effort because of significant changes in military mission and land use related to the 2005 Base Realignment and Closure (BRAC) process, the need for policy and procedures about potential alternative-energy development on and off the base, and mutual interests between the military and communities to investigate opportunities for shared utility services, public works/administrative shared services, a regional wastewater treatment facility and re-use of the Upper Cape regional transfer station.

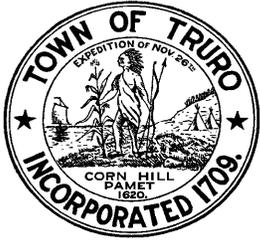
[capecodcommission.org/jbcc](http://capecodcommission.org/jbcc)

## District Local Technical Assistance (DLTA)

For the past several years, the Commonwealth of Massachusetts has allocated funds to each of the state's 14 regional planning agencies, the Cape Cod Commission among them, to help municipalities with sustainable development and to encourage municipalities to form partnerships to achieve planning and development goals consistent with state and regional priorities.

In FY 2014, \$186,965 was committed for five projects with overall regional coordination.

- **CHATHAM:** Support implementation of housing production plan and support for the affordable housing trust fund, \$10,000
- **BREWSTER:** Support the identification of growth opportunities for affordable housing and support services, \$12,000
- **HARWICH:** Support the Town's efforts to develop growth scenario options in the village of East Harwich , \$34,965
- **SANDWICH:** Support development and redevelopment of South Sandwich Village Center, \$80,000; \$14,630 Cape Cod Commission
- **PROVINCETOWN:** Implement Regional Permit, License, and Inspection Program, \$50,000; up to \$7,000 Cape Cod Commission
- **CAPEWIDE:** Program planning, management, reporting, \$9,348, Cape Cod Commission in-kind.



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**BOARD/COMMITTEE/COMMISSION:** Beach Commission

**REQUESTOR:** Kelly Clark, Recreation & Beach Director, on behalf of the Beach Commission

**REQUESTED MEETING DATE:** *April 7, 2015*

**ITEM:** Approval of increased beach parking fees

**EXPLANATION:** At their March 18, 2015 Beach Commission Meeting, the Commission voted to recommend increasing the following fees for the 2015 beach season. Current rates are indicated in parentheses and recommended rates are in bold.

Daily (\$10): **\$15**

Non-resident 1-week (\$40): **\$50**

Non-resident 2-week (\$80): **\$100**

Non-resident 3-week (\$120): **\$150**

Non-resident 4-week (\$160): **\$200**

Non-resident season (\$175): **\$225**

If sales are similar to past years, the Town can conservatively expect more than \$67,500 more in revenue with these increases.

Daily: 4,600 units x \$5 increase= \$23,000

Weekly: 4,000 units x \$10 increase= \$40,000

Season: 90 units x \$50 increase= \$4,500

The recommended rates are similar to those in other Cape communities. Wellfleet, for example charges \$80 per week for non-residents and \$250 for a non-resident season pass. Eastham charges \$65 per week for non-residents and \$180 for the season. Attached is a complete fee survey for most communities on the Cape.

**FINANCIAL SOURCE: (if applicable):** This is a revenue item.

**IMPACT IF NOT APPROVED:** Fees will remain the same.

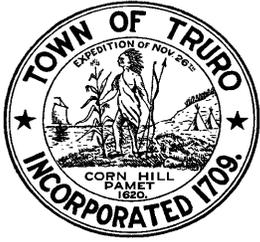
**SUGGESTED ACTION:** *Motion to approve the increase in the beach parking fees as recommended by the Truro Beach Commission, effective immediately.*

**ATTACHMENTS:**

1. 2014 Beach Fee Survey with current and proposed rates for Town of Truro

# BEACH FEE SURVEY 2014

Town	Beach Parking Fees					REPLACEMENT STICKER	Visitor Beach Parking Permits				Resident Taxpayer		Comments
	Daily	Discount Coupons	Pre- Season	Post Season	Weekly		Season		1st Sticker	2nd & additional			
							1 Week	2 Week			In Town	Out of town	
Barnstable	weekdays \$20 wkend/holidays	N/A	\$15	N/A	\$1 w/orig \$35 w/o orig	\$50	N/A	\$200	\$275 landlord	\$35	\$35	proposed res sticker \$35 proposed HC \$10	
CCNS	\$20	N/A	\$20	\$20	\$0	N/A	N/A	\$60 CACO	\$80 Interagency	N/A	N/A	\$10 walk in \$10 bicycle, \$15 motorcycle	
Chatham	\$15	N/A	N/A	N/A		\$60	N/A	\$175	N/A	\$25	\$20		
Dennis	\$20 \$25 wkd	N/A	\$20 \$25 wkd	N/A	\$10	\$75	N/A	\$150	\$300	\$40	\$40		
Eastham	\$15 \$18 wkd	N/A	N/A	N/A	5	\$65	\$100	\$180	\$180	\$25	\$25		
Falmouth Surf drive *Old Silver Beach	\$10 \$15* \$20*	\$10	N/A	N/A	\$10w/orig \$30 w/out	\$60	\$70 \$80 3wk \$90 4wk	\$200	N/A	30- 1 yr	30- 1 yr		
Harwich	\$15 \$20 wkd/holiday	N/A	N/A	N/A	1	\$65	\$125	\$140	N/A	\$25	\$25		
Mashpee	\$15 John's Pond only	N/A	N/A	N/A	5	\$50	N/A	N/A	N/A	\$30	\$30		
Orleans	\$20	N/A	\$15 wkd		0	\$80	\$150	\$175	\$200	\$20	\$20	looking to increase	
Sandwich	\$10	N/A	N/A	N/A	0 w/sticker 5 w/out sticker	N/A	N/A	\$90	N/A	\$30	\$20	Buses- 15 passenger less \$30 16 or more \$50	
Truro CURRENT	\$10	N/A	N/A	N/A	0	\$40	\$80	\$175	N/A	\$15	\$15	\$25 for a three day end-of-season pass	
Truro PROPOSED	\$15	N/A	N/A	N/A	0	\$50	\$100	\$225	N/A	\$15	\$15	\$25 for a three day end-of-season pass	
Wellfleet	\$20	N/A	N/A	N/A	5	\$80 \$45 3DAYS	\$150	\$250	N/A	\$25	\$25		
Yarmouth	\$15	\$10.50	N/A	N/A	5	\$70	N/A	\$175	\$175	\$35	\$35	looking to increase weekend fee from \$15 to \$20 buses \$15 to \$45	



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Rae Ann Palmer, Town Administrator

**REQUESTED MEETING DATE:** April 7, 2015

**ITEM:** Update on Ballston Beach Parking Lot

**EXPLANATION:** Mark Borrelli from the Center from Costal Studies, DPW Director Jay Norton, Health/Conservation Agent Pat Pajaron and I met at Ballston Beach on March 26, 2015 to discuss clearing the parking lot. We met later that day, at Ballston, with Conservation Commission Chair Deborah McCutcheon and received an emergency permit to clear the parking lot. It was agreed by all parties that to the extent possible, sand will be stockpiled to the northwest corner of the parking lot, pedestrian access to the beach will be provided to the northeast corner of the parking lot, and that sand would not be removed from the area. The work was completed on March 27<sup>th</sup> by DPW staff, which uncovered approximately ten (10) parking spaces.

The sheer volume of sand is a deterrent to uncovering more spaces Mr. Norton estimates that approximately fifteen (15) spaces remain inaccessible under sand. Chief Takakjian, Mr. Norton and I walked South Pamet Road to determine if we could add more parking on the street. The conclusion is that nine (9) more spaces can be marked for on street parking. If you care to look at the area, there are markings on the south (right) side of the road heading to the beach that indicate the proposed parking areas. Attached is a map that Mr. Norton prepared to illustrate the location of new parking. Staff recommends that the spaces be marked for parking by permit only, which Town Counsel has advised is permissible.

**SUGGESTED ACTION:** *Motion to authorize the addition of nine parking spaces, location as proposed by Town staff, on South Pamet Road for parking by permit for Ballston Beach.*

**ATTACHMENTS:**

1. Map of Proposed Parking Spaces



Out of approximately 25 Spaces beyond the access road at the end of the Ballston parking lot, we have recovered approximately 10 spaces by moving the sand. The addition of 9 spaces below will bring the deficit of lost parking spaces to approx. 6

BALLSTON BEACH

Aunt Sal's Ln

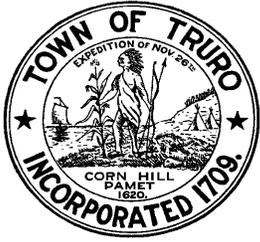
5 Spaces

Long Dune Ln

4 Spaces

S. Pamet Road





# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Public Works

**REQUESTOR:** Jay Norton, Director

**REQUESTED MEETING DATE:** April 7, 2015

**ITEM:** MassDOT Winter Recovery Assistance Program Contract

**EXPLANATION:** Due to record breaking snowfall and extreme weather, the Governor has approved \$30 million statewide as part of the Winter Recovery Assistance Program (WRAP). The monies can be used for patching of potholes, cracking and other surface defects, repair and or replacement of signage, guardrail, storm grates, or road striping or painting. All work must be completed prior to June 30, 2015.

**FINANCIAL SOURCE (IF APPLICABLE):** The Town of Truro was apportioned \$25,592. The Town must expend the funds initially, but will be reimbursed after.

**IMPACT IF NOT APPROVED:** The Town would not be reimbursed through the WRAP to perform the aforementioned maintenance activities.

**SUGGESTED ACTION:** *Motion to accept funds from the State of Massachusetts for the Winter Recover Assistance Program and to authorize the Chair to sign the contract documents.*

**ATTACHMENTS:**

1. MassDOT letter dated March 19, 2015 and
2. MassDOT Standard Contract Form and related documents



Charles D. Baker, Governor  
Karyn E. Polito, Lieutenant Governor  
Stephanie Pollack, MassDOT Secretary & CEO

**Agenda Item: 7A1**

March 19, 2015

Ms Rae Ann Palmer, Town Administrator  
Town of Truro  
P. O. Box 2030  
Truro, MA 02666



Dear Mr. Palmer:

The record breaking snowfall and extreme weather this winter season has left many of the Commonwealth's roadways in poor condition. To assist municipalities in implementing much needed repairs, Governor Baker and Lt. Governor Polito are pleased to announce the Winter Recovery Assistance Program (WRAP). The Governor and Lt. Governor have approved a \$30 million statewide program designed to provide direct aid to all 351 cities and town across the Commonwealth. Although NOT a Chapter 90 program, these funds will be apportioned to the municipalities based on the Chapter 90 formula.

MassDOT is issuing a one-time contract allowing the **Town of Truro** to be reimbursed for up to **\$25,592** of roadway repairs resulting from this year's harsh winter weather. Eligible projects include (a) patching of potholes, cracking and other surface defects, including paving projects, (b) repair and or replacement of signage, guardrail, storm grates, or road striping or painting, and (c) projects identified through written agreement between the MassDOT Highway Division District Office and the **Town of Truro**.

The contract requires that all physical work be completed prior to June 30, 2015. Requests for reimbursement must be submitted to the Highway Division prior to July 31, 2015, in order to be reimbursed. Requests for reimbursement received after this date will not be processed by the Highway Division. The intent of this program is to assist cities and towns in addressing immediate and necessary repairs resulting from the winter weather. Considering the large volume of work and the short time period, it is understood that the general contractor may wish to subcontract a portion of the work.

Should you have any questions, please call Paul Jay at (857) 368-9150 or Maria Conti at (857) 368-9144.

Sincerely,

Stephanie Pollack  
Secretary and Chief Executive Officer



**Winter Recovery Assistance Program  
Rules and Regulations  
March 20, 2015**

- 1) The amount of the funds allocated for each city and town is based upon the parameters of the Chapter 90 program; Road Miles, Population, and Employment. Although the allocation of funding is consistent with the Chapter 90 program, the Winter Recovery Assistance Program and the associated Standard Contract Form are separate and distinct from the Chapter 90 program.
- 2) Eligible activities include (a) patching of potholes, cracking and other surface defects, including paving projects, (b) repair and or replacement of signage, guardrail, storm grates, or road striping or painting.
- 3) Enclosed is a MassDOT Standard Contract Form. The highlighted items must be completed, signed and returned to the respective Highway Division District Highway Director as soon as possible but no later than April 20, 2015.
- 4) The District Highway Director is authorized to sign and execute all documents related to this program unless the contract amount is in excess of \$250,000. In which case the Highway Administrator must sign the Standard Contract Form.
- 5) No work may be performed until the Standard Contract Form is fully executed by the municipality and the appropriate Highway Division District Highway Director or Administrator.
- 6) Monies for each specific city or town will be encumbered by MassDOT. This results in the monies being obligated on the Commonwealth's accounting system for the purpose of effecting the reimbursement of bills paid by the cities and towns for projects as delineated above.
- 7) The city or town is not required to notify the District Office of each specific project or activity prior to commencing work. However, it is essential that the work performed is consistent with the eligible activities described in item 2 above.
- 8) All physical work must be completed prior to June 30, 2015.
- 9) Copies of invoices from the city or town, along with evidence of payment to contractors, must be received by the respective Highway Division District State Aid Engineer contact by July 31, 2015. District Offices will then process the reimbursement paperwork through MassDOT Headquarters. These invoices must be clearly marked as Winter Recovery Assistance Program. Invoices received at the District Offices after July 31, 2015, will not be reimbursed.
- 10) If the total amount of invoices submitted to MassDOT for the Winter Recovery Assistance Program is less than the total funds originally allocated, the remainder of this funding will be de-obligated and as a result, no longer available to the municipality.

- 11)** In the event that a City or Town's contractor claims to be unavailable due to other work, said contractor will be allowed to sub-contract work related to the Winter Recovery Assistance Program.
- 12)** Cities and Towns will be reimbursed by September 30, 2015, for their expenditures pertaining to the Winter Recovery Assistance Program up to the specified allocated amount as per the Secretary's letter of March 19, 2015.

# MASSDOT STANDARD CONTRACT FORM



This form is issued and published by the Massachusetts Department of Transportation (MassDOT or Department). Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at [www.mass.gov/osc](http://www.mass.gov/osc) under [Guidance For Vendors - Forms](#) or [www.mass.gov/osd](http://www.mass.gov/osd) under [OSD Forms](#).

<b>CONTRACTOR LEGAL NAME:</b> Town of Truro (and d/b/a):	<b>DEPARTMENT NAME:</b> Massachusetts Department of Transportation <b>MMARS Department Code:</b> DOT
<b>Legal Address: (W-9, W-4,T&amp;C):</b>	<b>Business Mailing Address:</b> 10 Park Plaza, Boston, MA 02116
<b>Contract Manager:</b> JAY COBURN	<b>Billing Address (if different):</b>
<b>E-Mail:</b>	<b>Contract Manager:</b> Paul Jay
<b>Phone:</b> 508-349-7004 <b>Fax:</b> 508-349-7720	<b>E-Mail:</b> Paul.Jay@state.ma.us
<b>Contractor Vendor Code:</b> VC6000192010	<b>Phone:</b> 857-368-9150 <b>Fax:</b> 857-368-0661
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD __ AD001 (Note: The Address Id Must be set up for <a href="#">EFT</a> payments.)	<b>MMARS Doc ID(s):</b> INTF00X02015S0087448 <b>RFR/Procurement or Other ID Number:</b> WRAP
<p style="text-align: center;"><input checked="" type="checkbox"/> <b>NEW CONTRACT</b></p> <b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> <input type="checkbox"/> <b>Statewide Contract</b> (OSD or an OSD-designated Department) <input type="checkbox"/> <b>Collective Purchase</b> (Attach OSD approval, scope, budget) <input type="checkbox"/> <b>Department Procurement</b> (includes State or Federal grants <a href="#">815 CMR 2.00</a> ) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <b>Emergency Contract</b> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach <a href="#">Employment Status Form</a> , scope, budget) <input checked="" type="checkbox"/> <b>Legislative/Legal or Other:</b> (Attach authorizing language/justification, scope and budget)	<p style="text-align: center;"><input type="checkbox"/> <b>CONTRACT AMENDMENT</b></p> Enter <b>Current Contract End Date</b> <i>Prior</i> to Amendment: __, 20 __. Enter <b>Amendment Amount:</b> \$ __. (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)</b> <input type="checkbox"/> <b>Amendment to Scope or Budget</b> (Attach updated scope and budget) <input type="checkbox"/> <b>Interim Contract</b> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach any updates to scope or budget) <input type="checkbox"/> <b>Legislative/Legal or Other:</b> (Attach authorizing language/justification and updated scope and budget)
The following <a href="#">MassDOT TERMS AND CONDITIONS</a> (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> MassDOT Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services	
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for MassDOT/Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> <b>Rate Contract</b> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <b>Maximum Obligation Contract</b> Enter Total Maximum Obligation for total duration of this Contract (or <i>new</i> Total if Contract is being amended): \$25,592. __.	
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through <a href="#">EFT</a> 45 days from invoice receipt. Contractors requesting <b>accelerated</b> payments must identify a PPD as follows: Payment issued within 10 days __% PPD; Payment issued within 15 days __% PPD; Payment issued within 20 days __% PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: __agree to standard 45 day cycle __ statutory/legal or Ready Payments ( <a href="#">G.L. c. 29, § 23A</a> ); x__ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See <a href="#">Prompt Pay Discounts Policy</a> .)	
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) This agreement is for the Winter Recovery Assistance Program (WRAP)	
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the <b>Effective Date</b> (latest signature date below) and <b>no</b> obligations have been incurred <b>prior</b> to the <b>Effective Date</b> . <input type="checkbox"/> 2. may be incurred as of __, 20 __, a date <b>LATER</b> than the <b>Effective Date</b> below and <b>no</b> obligations have been incurred <b>prior</b> to the <b>Effective Date</b> . <input type="checkbox"/> 3. were incurred as of __, 20 __, a date <b>PRIOR</b> to the <b>Effective Date</b> below, and the parties agree that payments for any obligations incurred prior to the <b>Effective Date</b> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth and MassDOT from further claims related to these obligations.	
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>June 30, 2015</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.	
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the " <b>Effective Date</b> " of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <a href="#">Contractor Certifications</a> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the <a href="#">MassDOT Terms and Conditions</a> , this Standard Contract Form including the <a href="#">Instructions and Contractor Certifications</a> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <a href="#">801 CMR 21.07</a> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.	
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b>  X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) <b>Print Name:</b> JAY COBURN <b>Print Title:</b> CHAIRMAN, BOARD OF SELECTMEN	<b>AUTHORIZING SIGNATURE FOR MassDOT:</b>  X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) <b>Print Name:</b> _____ <b>Print Title:</b> _____



# Massachusetts Department of Transportation CONTRACTOR AUTHORIZED SIGNATORY LISTING

CONTRACTOR LEGAL NAME: **TOWN OF TRURO**  
CONTRACTOR VENDOR/CUSTOMER CODE: VC

## PROOF OF AUTHENTICATION OF SIGNATURE

It is a requirement of MassDOT to obtain authentication of signatures  
for all signatories listed on the attached Contractor Authorized Listing

**This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.**

Signatory's full legal name (print or type): **JAY COBURN**

Title: **CHAIRMAN, BOARD OF SELECTMEN**

**X**

Signature as it will appear on contract or other document (Complete only in presence of notary):

### AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, \_\_\_\_\_ (NOTARY) as a notary public certify that I witnessed the signature of the  
aforementioned signatory above and I verified the individual's identity on this date:

\_\_\_\_\_, 20 \_\_\_\_.

My commission expires on:

AFFIX NOTARY SEAL

I, \_\_\_\_\_ (CORPORATE CLERK) certify that I witnessed the signature of the  
aforementioned signatory above, that I verified the individual's identity and confirm the individual's authority as an  
authorized signatory for the Contractor on this date:

\_\_\_\_\_, 20 \_\_\_\_.

AFFIX CORPORATE SEAL

# Massachusetts Department of Transportation CONTRACTOR AUTHORIZED SIGNATORY LISTING



CONTRACTOR LEGAL NAME: **TOWN OF TRURO**  
CONTRACTOR VENDOR/CUSTOMER CODE: VC

**INSTRUCTIONS:** Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

**NOTICE:** *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
<b>JAY COBURN</b>	<b>CHAIRMAN, BOARD OF SELECTMEN</b>

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

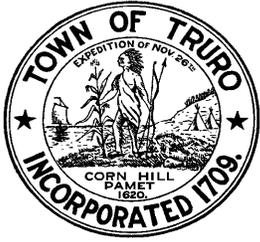
\_\_\_\_\_  
Signature

Date: **APRIL 7, 2015**

Title: **CHAIRMAN, BOARD OF SELECTMEN** Telephone: **508-349-7004**  
Fax: **508-349-7720** Email:

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Licensing Department

**REQUESTOR:** Noelle Scoullar, Executive Assistant on behalf of Applicant, Bayberry Gardens

**REQUESTED MEETING DATE:** April 7, 2015

**ITEM:** Request to use Corn Hill beach to access 53 Fishermans Rd.

**EXPLANATION:** Bayberry Gardens has been contracted by Peter Goldstein, 53 Fishermans Rd., to plant beach grass at toe of sandbank to slow erosion. Corn Hill beach is the closest access point.

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

**IMPACT IF NOT APPROVED:** Erosion will continue without planting of beach grass.

**SUGGESTED ACTION:** *MOTION TO approve the application by Bayberry Gardens to use Corn Hill Beach parking lot as a staging area starting April 8th, 2015 and finishing 7 to 10 days later.*

**ATTACHMENTS:**

1. Application for Staging Permit
2. Policy Memorandum #48
3. Certificate of Liability Insurance

# TOWN OF TRURO

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

## APPLICATION FOR CONSTRUCTION/STAGING PERMIT FOR USE OF TOWN-OWNED PROPERTY AND/OR BEACH ACCESS

Date: 3/16/15

Location of Staging Area/Access: Corn Hill

Contractor: Bayberry Gardens

Legal Mailing Address: PO Box 835, Truro, MA, 02666

Telephone: 508 349 6764 Cell: Personal Information Redacted Gray van Staden

Working for: Peter Goldstein DEP # \_\_\_\_\_

Work Location: 53 Fishermans Rd.

Property Owners Legal Mailing Address: 1 WEST 81st STREET #3DB NY, NY 10024

Telephone: 508 487 2539

Project Description: PLANT BEACH GRASS @ TOE OF SAND BANK TO  
SLOW EROSION DOWN.

Equipment and Materials to be Used: TRUCK, LADDERS, ROPE, DIGLITS,

Estimated Work Start & Finish Dates: start when approved finish 7-10 days after

Contractor's Signature: [Signature]

Date Certification of Liability Insurance and/or Security Received: ✓ MARCH 30, 2015

DPW Director Comments: [Signature] 3/31/15

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Beach Supervisor Comments: [Signature] 4/1/15

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Conservation Agent Comments: Project scheduled for April 6th conscom meeting for approval - P Pagan

\_\_\_\_\_  
\_\_\_\_\_

**Board of Selectmen Signature of Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Restrictions/Conditions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Completion Sign-Off**

We, the undersigned, have inspected the Town property as identified on this application and found it to be in good condition.

**DPW Director Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Beach Supervisor Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**For Beach Access, Conservation Agent Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Board of Selectmen Approval of Release of Certification of Liability Insurance and/or Security:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

# TOWN OF TRURO

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

## POLICY MEMORANDUM #48

**Date:** Adopted September 6, 2011

**Subject:** CONSTRUCTION/STAGING PERMIT FOR USE OF TOWN-OWNED PROPERTY AND/OR BEACH ACCESS

1. Said permit shall be issued by the Truro Board of Selectmen.
2. Said permit issued by the Truro Board of Selectmen must be current and valid.
3. The Board of Selectmen shall forward the application to the Director of the Department of Public Works, the Beach Supervisor and/or the Conservation Agent for review and comment.
4. The Contractor shall submit proof of Certificate of Liability Insurance in the amount of \$1,000,000 and/or a bond or other form of security to be determined by the Board of Selectmen upon approval of application and the release of permit.
5. The parking area and beach access, if applicable, shall be inspected by the Director of the Department of Public Works and the Beach Supervisor prior to any equipment or materials being off-loaded on any town-owned property. Upon completion of the project, an inspection shall be conducted by the Director of the Department of Public Works and the Beach Supervisor. If damage to town-owned property from the scope of the project is observed by the Director of the Department of Public Works and the Beach Supervisor, the Contractor shall promptly make all necessary repairs.
6. A layer of sand or other suitable material(s) shall be deposited on areas designated by the Director of the Department of Public Works, or his designee, prior to the offloading and reloading of equipment and materials. In no case shall the equipment or materials block any access or driveways and shall be so located, as much as possible, away from any dwelling(s). Sweeping of the area, at the contractor's expense, shall be required.
7. The entrance of the beach parking and beach area, if applicable, shall be maintained daily.
8. If and where deemed necessary by the Director of the Department of Public Works poles and posts marking the edge of pavement shall be removed prior to use of the beach slope and returned to their original position upon completion of the project by the contractor. Pavement markers are to be replaced at the end of each workday.
9. Any damage to the facility shall be the responsibility of the contractor to repair to the original state, including, but not limited to, cracking or destruction of pavement, scraping, holes, destruction of concrete posts, telephone poles, or replacement of sand.

10. The contractor shall be required to pay to the Town of Truro an application fee in the amount of \$25.00.
11. A project using the town facility may be conducted during the period of October 15<sup>th</sup> through April 15<sup>th</sup> (the “season”.) The permit is good for the time specified on the application.
12. The Board of Selectmen shall set conditions, including but not limited to, the times of days work may commence, the days of the week, etc.
13. Every contractor and property owner applying for a staging permit to use Town property shall be provided with a copy of these regulations and shall be asked to execute the acknowledgment and application which appear on the following page.
14. This permit does not grant any property rights or any exclusive privileges; it does not authorize any injury to private property or invasion of private rights or approve or imply the approval of access over privately owned properties, including but not limited to the Cape Cod National Seashore.
15. In all cases, the Board of Selectmen may waive any of these provisions.
16. Emergency permission to use Town property may be approved by the Director of the Department of Public Works , Beach Supervisor, Chief of Police, Conservation Agent and/or Health Agent; however, an application must still be made to the Board of Selectmen.
17. Failure to comply with any or all these regulations may result in the suspension and/or revocation of Staging Permit privileges.

\_\_\_\_\_  
Curtis Hartman, Chairman

\_\_\_\_\_  
Gary Palmer, Vice-Chairman

\_\_\_\_\_  
Janet W. Worthington, Clerk

\_\_\_\_\_  
Breon N. Dunigan

\_\_\_\_\_  
William F. Golden

Board of Selectmen  
Town of Truro





# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Licensing Department

**REQUESTOR:** Noelle Scoullar, Executive Assistant on behalf of applicant Greg Morris

**REQUESTED MEETING DATE:** April 7, 2015

**ITEM:** Application for staging permit for use of Town Owned Property for Beach Access

**EXPLANATION:** The Selectmen's office received an application on March 31, 2015 from Greg Morris to use Ballston Beach parking lot as a staging area. He will be storing 6 x 6 wood blocking and 1 I-Beam. No machinery, no sand, no materials. Work start date is 4/11 and will end on 4/25.

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

**IMPACT IF NOT APPROVED:** This request is in relation to the move of the house located at 133 South Pamet Rd. Denial would require finding an alternate location which would make the move more difficult.

**SUGGESTED ACTION:** *MOTION TO Approve Greg Morris for a staging permit at Ballston Beach, to store 6 x 6 wood blocking and one I-Beam from 4/11 to 4/25.*

**ATTACHMENTS:**

1. Application for Staging Permit
2. Policy Memorandum #48
3. Certificate of Insurance



# TOWN OF TRURO

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

## APPLICATION FOR CONSTRUCTION/STAGING PERMIT FOR USE OF TOWN-OWNED PROPERTY AND/OR BEACH ACCESS

Date: 03/31/2015

Location of Staging Area/Access: BALISTON BEACH

Contractor: Greg Morris

Legal Mailing Address: PO BOX 356 TRURO MA 02666

Telephone: 508-349-9083 Cell: Personal Information Redacted

Working for: TOM DENNIS DEP # \_\_\_\_\_

Work Location: 133 SOUTH PAMET RD.

Property Owners Legal Mailing Address: 1537 MAIN ST. SPRINGFIELD MA 01013

Telephone: Personal Information Redacted

Project Description: STORING 6x6 WOOD BLOCKING, NO SAND, NO MATERIALS

Equipment and Materials to be Used: NO MACHINES, BLOCKS OF WOOD, 1 I-beam

Estimated Work Start & Finish Dates: APRIL 11th - APRIL 25th

Contractor's Signature: [Signature]

Date Certification of Liability Insurance and/or Security Received: ✓ MARCH 31st, 15

DPW Director Comments: No sand removed from parking lot

[Signature]  
3/31/15

Beach Supervisor Comments: Kelly Clorn 4/1/15

Conservation Agent Comments: Per special condition #17 of the  
Supervising Order of Conditions - all areas - Town Road  
Parking lot shall be restored to original condition -  
ppgmm 4/1/15

**Board of Selectmen Signature of Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Restrictions/Conditions:** \_\_\_\_\_

**Project Completion Sign-Off**

We, the undersigned, have inspected the Town property as identified on this application and found it to be in good condition.

**DPW Director Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Beach Supervisor Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**For Beach Access, Conservation Agent Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Board of Selectmen Approval of Release of Certification of Liability Insurance and/or Security:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



# TOWN OF TRURO

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

## POLICY MEMORANDUM #48

**Date:** Adopted September 6, 2011

**Subject:** CONSTRUCTION/STAGING PERMIT FOR USE OF TOWN-OWNED PROPERTY AND/OR BEACH ACCESS

1. Said permit shall be issued by the Truro Board of Selectmen.
2. Said permit issued by the Truro Board of Selectmen must be current and valid.
3. The Board of Selectmen shall forward the application to the Director of the Department of Public Works, the Beach Supervisor and/or the Conservation Agent for review and comment.
4. The Contractor shall submit proof of Certificate of Liability Insurance in the amount of \$1,000,000 and/or a bond or other form of security to be determined by the Board of Selectmen upon approval of application and the release of permit.
5. The parking area and beach access, if applicable, shall be inspected by the Director of the Department of Public Works and the Beach Supervisor prior to any equipment or materials being off-loaded on any town-owned property. Upon completion of the project, an inspection shall be conducted by the Director of the Department of Public Works and the Beach Supervisor. If damage to town-owned property from the scope of the project is observed by the Director of the Department of Public Works and the Beach Supervisor, the Contractor shall promptly make all necessary repairs.
6. A layer of sand or other suitable material(s) shall be deposited on areas designated by the Director of the Department of Public Works, or his designee, prior to the offloading and reloading of equipment and materials. In no case shall the equipment or materials block any access or driveways and shall be so located, as much as possible, away from any dwelling(s). Sweeping of the area, at the contractor's expense, shall be required.
7. The entrance of the beach parking and beach area, if applicable, shall be maintained daily.
8. If and where deemed necessary by the Director of the Department of Public Works poles and posts marking the edge of pavement shall be removed prior to use of the beach slope and returned to their original position upon completion of the project by the contractor. Pavement markers are to be replaced at the end of each workday.
9. Any damage to the facility shall be the responsibility of the contractor to repair to the original state, including, but not limited to, cracking or destruction of pavement, scraping, holes, destruction of concrete posts, telephone poles, or replacement of sand.

10. The contractor shall be required to pay to the Town of Truro an application fee in the amount of \$25.00.
11. A project using the town facility may be conducted during the period of October 15<sup>th</sup> through April 15<sup>th</sup> (the “season”.) The permit is good for the time specified on the application.
12. The Board of Selectmen shall set conditions, including but not limited to, the times of days work may commence, the days of the week, etc.
13. Every contractor and property owner applying for a staging permit to use Town property shall be provided with a copy of these regulations and shall be asked to execute the acknowledgment and application which appear on the following page.
14. This permit does not grant any property rights or any exclusive privileges; it does not authorize any injury to private property or invasion of private rights or approve or imply the approval of access over privately owned properties, including but not limited to the Cape Cod National Seashore.
15. In all cases, the Board of Selectmen may waive any of these provisions.
16. Emergency permission to use Town property may be approved by the Director of the Department of Public Works , Beach Supervisor, Chief of Police, Conservation Agent and/or Health Agent; however, an application must still be made to the Board of Selectmen.
17. Failure to comply with any or all these regulations may result in the suspension and/or revocation of Staging Permit privileges.

\_\_\_\_\_  
Curtis Hartman, Chairman

\_\_\_\_\_  
Gary Palmer, Vice-Chairman

\_\_\_\_\_  
Janet W. Worthington, Clerk

\_\_\_\_\_  
Breon N. Dunigan

\_\_\_\_\_  
William F. Golden

Board of Selectmen  
Town of Truro



# CERTIFICATE OF LIABILITY INSURANCE

MORRI-2      OP ID: MM

DATE (MM/DD/YYYY)  
03/31/2015

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

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

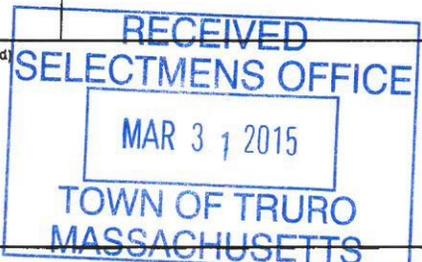
<b>PRODUCER</b> Kaplansky - Truro 164 Shore Road PO Box 267 North Truro, MA 02652 Marilyn Massad	<b>CONTACT NAME:</b> Marilyn Massad <b>PHONE (A/C, No, Ext):</b> 508-487-6060 <b>FAX (A/C, No):</b> 508-487-2040 <b>E-MAIL ADDRESS:</b> _____														
<b>INSURED</b> <b>Greg Morris Landscape Construction, Inc</b> P.O. Box 356 Truro, MA 02666	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A : Commerce Ins Co</td> <td></td> </tr> <tr> <td>INSURER B : National Grange Mutual</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Commerce Ins Co		INSURER B : National Grange Mutual		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER B : National Grange Mutual															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

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

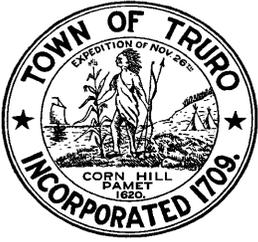
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS								
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR		BCDPNJ	07/24/2014	07/24/2015	EACH OCCURRENCE \$ 1,000,000								
	<input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000								
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$								
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$								
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	WCS12111	05/15/2014	05/15/2015	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>WC STATUTORY LIMITS</td> <td>OTHER</td> </tr> <tr> <td>E.L. EACH ACCIDENT \$</td> <td>500,000</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE \$</td> <td>500,000</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT \$</td> <td>500,000</td> </tr> </table>	WC STATUTORY LIMITS	OTHER	E.L. EACH ACCIDENT \$	500,000	E.L. DISEASE - EA EMPLOYEE \$	500,000	E.L. DISEASE - POLICY LIMIT \$	500,000
WC STATUTORY LIMITS	OTHER													
E.L. EACH ACCIDENT \$	500,000													
E.L. DISEASE - EA EMPLOYEE \$	500,000													
E.L. DISEASE - POLICY LIMIT \$	500,000													

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



<b>CERTIFICATE HOLDER</b>  <p style="text-align: center;">TRUROMA</p> Town of Truro Licensing Clerk P.O. Box 2030 Truro, MA 02666	<b>CANCELLATION</b>  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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# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Licensing Department

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** April 7, 2015

**ITEM:** Approval of 2015 Seasonal Common Victualer (Food) License Renewals

**EXPLANATION:** There are two 2015 seasonal license renewal applications and supporting documentation under the authority of the Board of Selectmen as Local Licensing Authorities. Please know that if you approve this for renewal, the licenses will be issued only upon compliance with all regulations and upon receipt of the necessary documents and fees. There were no reported issues with these establishments in 2014. The Health Agent has request of the owner copies of staff’s SERVSAFE and Allergy Awareness certificates, and inspection reports; specifically the Hood Inspection report from Ralph Perry and SERVSAFE certification for Miles Mathews and Curtis Graham and copies of the Allergy Awareness Certification for Kevin Mandeville and Miles Mathews.

Mass General Law	Licenses & Permits Issued by Board of Selectmen	Names of Businesses
Chapter 140 § 2	<b>Common Victualer-Cook, Prepare &amp; Serve Food</b>	<b>Blackfish Restaurant Village Café</b>

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

**IMPACT IF NOT APPROVED:** The Licensees will not be issued a Common Victualer (food) License for 2015 for Blackfish Restaurant & Village Café .

**SUGGESTED ACTION:** *MOTION TO approve 2015 seasonal common victualer (food) licenses for Village Café upon compliance with all regulations and receipt of the necessary documents and fees and Blackfish Restaurant upon compliance with requirements from Health Department and upon compliance with all regulations and receipt of the necessary documents and fees.*

**ATTACHMENTS:**

1. Renewal Application for 2015: Blackfish Restaurant
2. Renewal Application for 2015: Village Café



# TOWN OF TRURO

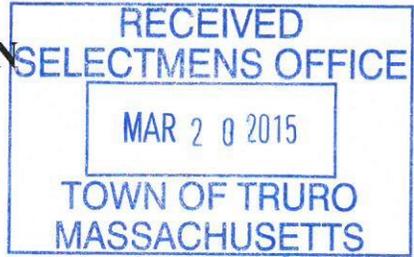
P.O. Box 2030, Truro, MA 02666

## Licensing Department

Tel: 508-349-7004, Extension: 10 or 24 Fax: 508-349-5505

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

Date: 3/20/15  Renewal  New



### Section 1 - License Type

Please check the appropriate box the best describes the license type(s).

LODGING	# UNITS	FOOD SERVICE	RETAIL SERVICE	OTHER
<input type="checkbox"/> Motel	_____	<input checked="" type="checkbox"/> Food Service (Restaurant/Mobile Food Vending)	<input type="checkbox"/> Gas Station	<input type="checkbox"/> Pool/Spa
<input type="checkbox"/> Cottage Colony	_____	<input checked="" type="checkbox"/> Common Victualer	<input type="checkbox"/> Tobacco	<input type="checkbox"/> Peddler
<input type="checkbox"/> Condominium	_____	<input type="checkbox"/> Transient Vendor		
<input type="checkbox"/> Campground	_____	<input checked="" type="checkbox"/> Manufacturer of Ice Cream		
<input type="checkbox"/> Lodging	_____	<input type="checkbox"/> Bakery		
		<input type="checkbox"/> Foods (snacks) Commercially Packaged		
		<input checked="" type="checkbox"/> Catering		

### Section 2 - Business Information

Federal Employers Identification Number (FEIN/SS) Personal Information Redacted

Eric S. Jones Blackfish  
 Print Name of Applicant Business Name or DBA ( Check if new name)

Eric Jones  
 Owner Name

17 Truro Center Rd P.O. Box 1207  
 Street Address of Business Mailing Address of Business ( Check if New Address)

508-349-3399 Personal Information Redacted  
 Business Phone Number ( Check if New Phone Number) Business E-Mail Address

### Section 3 – Manager Information

Check if New Manager (Must submit application to Name a Manager)

Complete below if Manager is same as previous year.

*Y.O. Box 1257*

*END Soren*      *17A Turo Gdr KJ.*      Personal Information Redacted

Manager Name      Residential Address (include Unit#)      Mailing Address      Phone (24 hrs a day)

*[Signature]*  
**Manager's Signature (REQUIRED)**

### Section 4 – Hours of Operation

Annual       Seasonal  (Please check one that applies)

*5/1/2015*

*11/15/2015*

Opening Date (MM/DD/YYYY)

Closing Date (MM/DD/YYYY)

*7*

*5PM - 1 AM*

Days of the Week Open

Hours of Operation (Opening to Closing)

### Section 5 – Additional Applications & Documentation

Additional Documentation is required for the following: (Check if applicable)

RESTAURANTS- Food Service Application & Inspection of Kitchen Equipment  
(Inspection of Commercial Hood and Ventilation System & Copy of current service report of mechanical washing equipment (Dishwasher)

RETAIL SALES –Permit to Sell Tobacco Application

GAS STATIONS – Service Station Compliance Form & Third-Party Underground Storage Tank Inspection Report (FP-289) form

Last Inspection \_\_\_\_\_ Next Inspection \_\_\_\_\_ Facility ID \_\_\_\_\_

SMOKE DETECTOR/FIRE PROTECTION CERTIFICATION

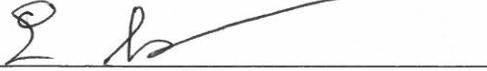
IF YOU HAVE EMPLOYEES- Workers Compensation Affidavit & Certificate of Insurance

IF YOU DO NOT HAVE EMPLOYEES- Workers Compensation Affidavit

**Section 6 – ATTESTATION**

**Sign the following statements ONLY if they are true:**

I hereby attest that I am conducting a business in the Town of Truro in accordance with the statutes of the Commonwealth of Massachusetts and subject to the rules and regulations promulgated by the Licensing Authorities for the Town of Truro.



Signature of Applicant

---

I certify under the penalties of perjury that, to the best of my knowledge and belief, I have filed all State tax returns and paid all applicable State taxes, Room Occupancy taxes, Meal Tax and local property taxes as required by law.



Signature of Applicant

---

**Choose one of the following statements to attest as the truth. They cannot both be true, so be sure that you only sign on one of the signature spaces below:**

I attest that under the provisions of MGL Chapter 152, Paragraph 25C, I am in compliance with the law insofar as I **do** have employees in my business and therefore am required to provide the Town of Truro with a copy of my Workers Compensation Coverage to obtain a license for my business.



Signature of Applicant

I attest that I **do not** have employees in my business.  \_\_\_\_\_  
Signature of Applicant

3/20/2015

DATE

**Complete the application and supporting documents and mail or bring them with the appropriate fees to:**

**TOWN OF TRURO  
Licensing Department  
PO Box 2030  
Truro, MA 02666**



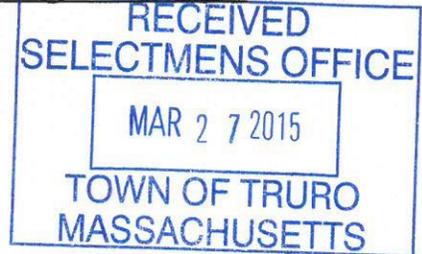
# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

## Licensing Department

Tel: 508-349-7004, Extension: 10 or 24 Fax: 508-349-5505

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



### BUSINESS LICENSE APPLICATION

Date: 3-25-15  Renewal  New

#### Section 1 – License Type

Please check the appropriate box the best describes the license type(s).

LODGING	# UNITS	FOOD SERVICE	RETAIL SERVICE	OTHER
<input type="checkbox"/> Motel	_____	<input checked="" type="checkbox"/> Food Service (Restaurant/Mobile Food Vending)	<input type="checkbox"/> Gas Station	<input type="checkbox"/> Pool/Spa
<input type="checkbox"/> Cottage Colony	_____	<input checked="" type="checkbox"/> Common Victualer	<input type="checkbox"/> Tobacco	<input type="checkbox"/> Peddler
<input type="checkbox"/> Condominium	_____	<input type="checkbox"/> Transient Vendor		
<input type="checkbox"/> Campground	_____	<input type="checkbox"/> Manufacturer of Ice Cream		
<input type="checkbox"/> Lodging	_____	<input checked="" type="checkbox"/> Bakery		
		<input type="checkbox"/> Foods (snacks) Commercially Packaged		
		<input type="checkbox"/> Catering		

#### Section 2 – Business Information

Federal Employers Identification Number (FEIN/SS) Personal Information Redacted

Kathryn Edc Souza The Village Cafe  
Print Name of Applicant Business Name or DBA ( Check if new name)

F + K de Souza, Inc  
Owner Name

4 Highland Rd / P.O. Box 142 North Truro, MA 02652  
Street Address of Business Mailing Address of Business ( Check if New Address)

508-487-5800 Personal Information Redacted  
Business Phone Number ( Check if New Phone Number) Business E-Mail Address

### Section 3 – Manager Information

Check if New Manager (Must submit application to Name a Manager)

Complete below if Manager is same as previous year.

Kathryn Edes 4 Highland Rd/PO Box 142 North Truro MA 02652  
Manager Name Residential Address (include Unit#) Mailing Address Phone (24 hrs a day)

Kathryn Edes  
Manager's Signature (REQUIRED)

3-27-15

Personal Information Redacted

### Section 4 – Hours of Operation

Annual  Seasonal  (Please check one that applies)

05/14/2015 10/2015  
Opening Date (MM/DD/YYYY) Closing Date (MM/DD/YYYY)

05 7 7-2053.4  
Days of the Week Open Hours of Operation (Opening to Closing)

### Section 5 – Additional Applications & Documentation

Additional Documentation is required for the following: (Check if applicable)

RESTAURANTS- Food Service Application & Inspection of Kitchen Equipment  
(Inspection of Commercial Hood and Ventilation System & Copy of current service report of mechanical washing equipment (Dishwasher)

RETAIL SALES –Permit to Sell Tobacco Application

GAS STATIONS – Service Station Compliance Form & Third-Party Underground Storage Tank Inspection Report (FP-289) form

Last Inspection \_\_\_\_\_ Next Inspection \_\_\_\_\_ Facility ID \_\_\_\_\_

SMOKE DETECTOR/FIRE PROTECTION CERTIFICATION

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

IF YOU DO NOT HAVE EMPLOYEES- Workers Compensation Affidavit

**Section 6 – ATTESTATION**

Sign the following statements **ONLY** if they are true:

I hereby attest that I am conducting a business in the Town of Truro in accordance with the statutes of the Commonwealth of Massachusetts and subject to the rules and regulations promulgated by the Licensing Authorities for the Town of Truro.

  
\_\_\_\_\_  
Signature of Applicant

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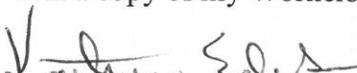
I certify under the penalties of perjury that, to the best of my knowledge and belief, I have filed all State tax returns and paid all applicable State taxes, Room Occupancy taxes, Meal Tax and local property taxes as required by law.

  
\_\_\_\_\_  
Signature of Applicant

---

Choose **one** of the following statements to attest as the truth. They cannot both be true, so be sure that you only sign on **one** of the signature spaces below:

I attest that under the provisions of MGL Chapter 152, Paragraph 25C, I am in compliance with the law insofar as I **do** have employees in my business and therefore am required to provide the Town of Truro with a copy of my Workers Compensation Coverage to obtain a license for my business.

  
\_\_\_\_\_  
Signature of Applicant

I attest that I **do not** have employees in my business. \_\_\_\_\_  
Signature of Applicant

3.27.15  
\_\_\_\_\_  
DATE

Complete the application and supporting documents and mail or bring them with the appropriate fees to:

**TOWN OF TRURO**  
Licensing Department  
PO Box 2030  
Truro, MA 02666



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

Print Form

Workers' Compensation Insurance Affidavit: General Businesses

**Applicant Information**

Please Print Legibly

Business/Organization Name: F + V de Sousa, Inc Kathryn/Fernando de Sousa

Address: 4 Highland Rd / P.O. Box 142

City/State/Zip: North Truro MA 02552 Phone: Personal Information Redacted

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

- 1.  I am an employer with 7 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/Town City Fire Insurance Co.

Insurer's Address: Hartford Place

City/State/Zip: Hartford, CT 06115

Policy # or Self-ins. Lic. # 08-WECN41899 Expiration Date: 5.28.15

**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: [Handwritten Signature] Date: 3.27.15

Phone # Personal Information 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 #: \_\_\_\_\_

79 (Policy Provisions: WC 00 00 00 B)

18

NL

**INFORMATION PAGE**

**WEC WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY**

**INSURER:** TWIN CITY FIRE INSURANCE COMPANY  
ONE HARTFORD PLAZA, HARTFORD, CONNECTICUT 06155

**NCCI Company Number:** 14974  
**Company Code:** 7



\*1500208NLL18790101 11489

Suffix	
LARS	RENEWAL
	09

**POLICY NUMBER:** 08 WEC NL1879  
**Previous Policy Number:** 08 WEC NL1879

**HOUSING CODE:** DW

**1. Named Insured and Mailing Address:** F.K. & DESOUSA, INC. D/B/A VILLAGE CAFE  
(No., Street, Town, State, Zip Code)

**FEIN Number:** Personal Information Redacted PO BOX 142  
NORTH TRURO, MA 02652

**State Identification Number(s):**  
UIN:

**The Named Insured is:** CORPORATION  
**Business of Named Insured:** RESTAURANT FAMILY STYLE: FRANC  
**Other workplaces not shown above:** 4 HIGHLAND RD  
NORTH TRURO MA 02652

**2. Policy Period:** From 05/28/14 To 05/28/15  
12:01 a.m., Standard time at the insured's mailing address.

**Producer's Name:** NUMBER ONE INSURANCE AGCY INC/PHS

301 WOODS PARK DRIVE  
CLINTON, NY 13323  
**Producer's Code:** 088171

**Issuing Office:** THE HARTFORD  
301 WOODS PARK DRIVE  
CLINTON NY 13323  
(866) 467-8730

**Total Estimated Annual Premium:** \$1,655  
**Deposit Premium:**  
**Policy Minimum Premium:** \$219 MA

**Audit Period:** ANNUAL **Installment Term:**  
The policy is not binding unless countersigned by our authorized representative.

Countersigned by *Susan S. Castaneda* 04/12/14  
Authorized Representative Date

ORIGINAL



EXAM FORM NO. 4601

CERTIFICATE NO. 7696848

# ServSafe® Certification

TO **KATHRYN DESOUSA**

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

**3/30/2011**

DATE OF EXAMINATION

**3/30/2016**

DATE OF EXPIRATION

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



#0655

Paul Hineman  
Executive Director, National Restaurant Association Solutions





# CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: Kathryn E. DeSousa

Date of Completion: 1/19/2011

Date of Expiration: 1/19/2016

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

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

Issued By:



**Berkshire  
AHEC**

Area Health Education Center  
Pittsfield, Massachusetts

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

Number 2015-75A

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:

Whose place of business is **Kathryn deSousa, mgr., d/b/a Village Café, LTD**  
**4 Highland Rd**

Type of business and any restrictions **Restaurant/Sandwich Shop**

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

Permit Expires: **December 31, 2015**

Date Issued: *March 30, 2015*

**Seating: 16 inside/24 outside**

*Patricia Paprow, R.S.*

**Truro Board of Health Agent**

Number 2015-75B

Fee \$10.00

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

This is to Certify that **Kathryn deSousa, mgr.,d/b/a Village Café, LTD**  
**4 Highland Rd**

IS HEREBY GRANTED A LICENSE

For **a bakery**

This license is granted in conformity with the Statutes and ordinances relating thereto, and expires  
**December 31, 2015** unless sooner suspended or revoked.

Date *March 30, 2015*

*Patricia Papen, R.S.*

Truro Board of Health Agent

Number 2015-75D

Fee \$10.00

**Town of Truro Board of Health**  
**24 Town Hall Road, Truro, MA 02666**  
**Ice Cream License**

This is to Certify that

**Kathryn deSousa, mrg., d/b/a Village Café LTD**  
**4 Highland Rd**

IS HEREBY GRANTED A LICENSE

To sell

**ice cream, soda water, and confections**

This license is granted in conformity with the Statutes and ordinances relating thereto, and expires **December 31, 2015** unless sooner suspended or revoked.

Date *March 30, 2015*

*Patricia Poprawski, MS*

Truro Board of Health Agent



SUBMIT COMPLETED FORM TO THE BOARD OF HEALTH

Town of Truro

Application for Food Service Permit

DATE RECEIVED  
OFFICIAL  
USE ONLY

PART I - TO BE FILLED IN BY APPLICANT

Applicant: (check one)  New  Renewal

Date: 3.27.15

Type of Food Service Establishment :

- Food Service (restaurant or take out)
- Retail Food (commercially prepared foods)
- Residential Kitchen
- Bed & Breakfast
- Continental Breakfast
- Mobile Food Vendors or Pushcart
- Catering
- Frozen Dairy Dessert Machine
- Ice Cream Truck **\*\*Please note, a food service permit for an Ice Cream Truck cannot be issued until an Ice Cream Truck Vendor Permit is obtained from the Chief of Police\*\***



Name of Food Establishment: F. & K. de Sousa, Inc The Village Cafe

Address of Food Establishment: 4 Highland Rd North Truro, MA 02652

Address for Base of Operations for Caterers and Mobile Food or

Pushcarts: \_\_\_\_\_

Authorized Representative or Contact } Name: Kathryn de Sousa  
 } Address: 4 Highland Rd North Truro, MA 02652

Telephone Days: (508) 487-5800 Evenings: Personal Information Redacted

Number of Seats: Inside: 16 Outside: 24

Annual or Seasonal Operation: Seasonal

Hours of Operation Mon-Fri: 7:00 To 3:00 / 3:00

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

If Seasonal: Approximate Dates of Operation: 5/14/15 To 10/1/15

Food Service Establishments Conducting Food Preparation (excludes retail food establishments that don't prepare food and continental breakfast).

List Names of all staff with a Food Manager Certification:

1. Kathryn de Sousa Exp. Date: 3/20/16

- 2. \_\_\_\_\_ Exp. Date: \_\_\_/\_\_\_/\_\_\_
- 3. \_\_\_\_\_ Exp. Date: \_\_\_/\_\_\_/\_\_\_
- 4. \_\_\_\_\_ Exp. Date: \_\_\_/\_\_\_/\_\_\_

**List Names of all staff with a Allergen Awareness Certification:**

- 1. Kathryn Ede Soosa Exp. Date: 1/19/2016
- 2. \_\_\_\_\_ Exp. Date: \_\_\_/\_\_\_/\_\_\_
- 3. \_\_\_\_\_ Exp. Date: \_\_\_/\_\_\_/\_\_\_
- 4. \_\_\_\_\_ Exp. Date: \_\_\_/\_\_\_/\_\_\_

**List Names of all staff with a Choke Saver Training:**

- 1. Kathryn Ede Soosa Date of Training: 5/1/2013
- 2. \_\_\_\_\_ Date of Training: \_\_\_/\_\_\_/\_\_\_

**MOBILE FOOD VENDORS ONLY- List fixed or stationary location(s) where food will be sold:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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:

\_\_\_\_\_  
 \_\_\_\_\_

I agree to any conditions specified by the Board of Health, and all local, state and federal rules and regulations.

Kathryn Ede Soosa 3-27-14  
 Signature of Authorized Representative Date

**PART II - TO BE FILLED IN BY AUTHORIZED TOWN AGENT**

**Board of Health Comments or Conditions:**

No critical violation noted in 2014

Approved  Denied \_\_\_\_\_

Patricia Piquero 3/31/15  
 Signature of BOH or Agent Date



**Ralph J. Perry, Inc.**  
 FIRE AND EMERGENCY EQUIPMENT • SALES AND SERVICE  
 Established 1950

SALES OFFICE AND PLANT  
 88 Falmouth Road (Route 28)  
 P.O. Box 339, Hyannis, MA 02601  
 Tel. (508) 775-FIRE

SALES AND SERVICE  
 Beach Point  
 Route 6A, Truro, MA 02666  
 Tel. (508) 487-3510

No 37696

S O L D		NAME <u>Village Cafe</u>		SPECIAL INSTRUCTIONS	
T O		STREET <u>BOX 142</u>		TELEPHONE	
CITY <u>N. Truro</u>		STATE <u>MA</u> ZIP <u>02650</u>		INSPECTION DATE	
INSP. DATE	SOLD BY <u>H</u>	CASH <input checked="" type="checkbox"/> CHARGE <input type="checkbox"/> C.O.D. <input type="checkbox"/>	DELIVERY DATE <u>3/25/15</u>	CUST. ORDER NO.	
OFFICE USE	CODE	QTY.	DESCRIPTION	UNIT PRICE	AMOUNT
		1	510 RBC Fire Ext. <u>INSPECTED</u>		7.00
		1	Full Seal		25
<b>PAID CASH</b>					
				SALES TAX	02
				<b>TOTAL</b>	<b>7.27</b>

In consideration of receipt of the above items, without payment in full, it is acknowledged, title to same remains with vendor, constituting a Conditional Sales Agreement. If any balance is not paid within thirty (30) days or on demand, permission is granted the vendor, the right to remove any or all of the items invoiced above, wherever located, without prior notice and without liability of any kind on the part of the vendor or its agents.  
 Witness my hand and seal this date —

TERMS: 30 DAYS NET. A FINANCE CHARGE COMPUTED AT A "PERIODIC RATE" OF 1-1/2% PER MONTH, WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% AFTER 30 DAYS  
 THE PURCHASER AGREES TO PAY ALL COSTS OF COLLECTIONS INCLUDING REASONABLE ATTORNEY FEES.



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

**FIRE PROTECTION SYSTEMS  
ANNUAL TEST REPORT**

BUSINESS NAME: \_\_\_\_\_

OWNER/MANAGER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ NUMBER OF UNITS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TESTING COMPANY: RAIPII J-Perry, INC

TESTING ELECTRICIAN/TECHNICIAN: Fire Extinguisher  
508-775-3473

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

LICENSE #: BW 5146

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

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

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

Signature of Licensed Electrician

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



## Agenda Item: 7C

Truro Board of Selectmen  
Meeting Minutes – Tuesday, March 17, 2015  
Truro Town Hall, 5:00 p.m.

Members Present: Chair-Jay Coburn, Vice Chair-Paul Wisotzky, Clerk-Jan Worthington, Bob Weinstein, Maureen Burgess

Present: Town Administrator-Rae Ann Palmer, Anthony Jackett-Harbormaster, Timothy Silva-Chair, Pamet Harbor Commission, Beau Gribbin, Kelly Laramée, Jason Laramée, Eric Morea, Hannah King, Mark Borelli, Graham Giese, Jason Norton, Liz Cohen, Peter Romanelli, Deborah McCutcheon, Ansel Chaplin

### Public Comment

Chair Coburn called the meeting to order at 5:00 p.m. He announced the meeting was being recorded for broadcast on Truro TV channel 18, and asked if any audience members were recording. Hearing no response in the affirmative, he opened the meeting up for public comments. No one came up to speak during the public comment period, and Chair Coburn opened the Public Hearing.

### Public Hearings

- A. CONTINUED-The Truro Board of Selectmen will hold a public hearing on Tuesday, February 24, 2015 at 5:00 p.m. at the Truro Town Hall, 24 Town Hall Road, Truro, at which time proposed changes will be made to the Canoe/Kayak/Raft-Daily Launch & Seasonal Fees; Ramp-Fee Daily; Commercial Hauler Ramp-Seasonal & Single Launch Fees; & a Proposed Non-State Resident Daily Ramp Fee.**

Mr. Jacket and Mr. Silva approached the Board. Mr. Silva stated that the Board of Selectmen should have a list of expenses in their packets, which had been requested at the last meeting. Mr. Silva proceeded to review the expenses. He also read off a list of fee comparisons using surrounding towns. Selectman Wisotzky is comfortable with the proposal. He asked a question regarding the proposed fee for daily ramp launch. If the town proposes \$15.00 and the State does not approve it, will the fee revert back to the current fee (\$10.00). Ms. Palmer stated that it would have to. If the town approves the \$15.00, and the State does not approve it, we would have to charge the existing fee. Selectman Wisotzky wants to make sure that the town ends up with at least a \$12.00 fee. Selectman Weinstein stated that if the proposed fees are accepted, and the harbor has the same amount of launches, kayaks, and seasonal launches/kayaks, as last year then the increased revenue would be a little over \$5700.00. Mr. Jackett wanted to add that while they cannot charge an out of state fee, they can charge the canoe/kayak/raft launch the same fee as the daily ramp. He also confirmed that federal money was used (per Jack Sheppard and Doug Cameron). Chair Coburn thinks it would be helpful for the Board to approve the proposed increases. He would also like, as one of the Board's goals, to explore other opportunities to reduce the amount of money taxpayers are paying to subsidize the operation of the harbor.

**Selectman Wisotzky made a motion to approve the proposed fees as presented for Pamet Harbor.**

**Selectman Worthington seconded this motion.**

**So voted unanimously, 5-0.**

Mr. Silva briefly discussed the possibility of using Mill Pond Road to offer additional parking for users of the harbor. Chair Coburn apologized for the omission of this topic on the agenda and asked that it be

placed on the March 24, 2015 agenda. Ms. Palmer would like the DPW Director to go out and review the location in order for the Board of Selectmen to have all the information they need.

- B. In accordance with an application filed on January 15, 2015 by Beau Gribbin, 563 Shore Road, North Truro, MA, for a Shellfish Aquaculture Grant, pursuant to the Aquaculture Grants Regulation, the Board of Selectmen will conduct a public hearing at the Truro Town Hall, 24 Town Hall Road, Truro MA on Tuesday, March, 17<sup>th</sup>, 2015 at 5:00 pm. The proposed grant is for 1 acre, grant #22 located in the Aquaculture Development Area as shown on plans submitted with the application on file in the Selectmen's office.**

Beau Gribbin and Tony Jackett approached the Board. Chair Coburn announced that as Executive Director of the Community Development Partnership, he has dealings with Mr. Gribbin and will abstain from voting. Mr. Jackett explained that this application will fill the 25 acre aquaculture area. Selectman Weinstein asked Mr. Jackett where the last grant was located on the schematic provided.

Mr. Jackett also mentioned that there are a couple of grant holders who would like to move their grants. If the Board approves the change when they come before them, then they would need to send a letter to the Division of Marine Fisheries stating those changes.

Selectman Burgess asked Mr. Gribbin for a definition of QPX, a disease which wiped out last year's seed. Mr. Jackett explained that it is a "parasite unknown", and then proceeded to give a theory of how it occurred.

**Selectman Worthington made a motion to approve Beau Gribbin's aquaculture site #22.**

**Selectman Weinstein seconded this motion.**

**So voted, 4-0-1 (Chair Coburn abstained).**

- C. The Truro Board of Selectmen will hold a Public Hearing on Tuesday, March 17, 2015 at 5:00 p.m. to hear the application of Johnson Golf Management Inc., d/b/a Highland Links Golf Course, Kelly Laramée, Manager and Owner of Record is requesting a New Seasonal – All Alcohol Pouring License (under MGL Chapter 138 § 12) with the Town of Truro. The premises location is 10 Highland Light Road, Truro, MA 02652. The hearing will take place at the Truro Town Hall, 24 Town Hall Road, Truro, MA, 02666.**

Kelly and Jason Laramée approached the Board. Ms. Laramée explained that they are asking for a seasonal license to sell alcohol at the Highland Links golf course. Their hours would be seven days a week from 10am to 7pm.

**Selectman Weinstein made a motion to approve a Seasonal-All Alcohol Pouring License to Kelly Laramée, Manager and Owner of Johnson Golf Management Inc., d/b/a Highland Links Golf Course, located at 10 Highland Light Road, Truro, MA 02652.**

**Selectman Wisotzky seconded this motion.**

**So voted unanimously, 5-0.**

#### **Board/Committee/Commission Appointments**

- A. Review and Approve Re-Appointment Eric Morea-Pamet Harbor Commission-three year term.**

Eric Morea approached the Board. Chair Coburn stated that two years ago there was a discussion about the Pamet Harbor Commission making sure that potential conflicts of interest were disclosed. Chair Coburn asked if Mr. Morea had filed an ethics disclosure regarding his being a charter boat Captain. As long as Mr. Morea fills out the ethics disclosure within ten days, Chair Coburn has no problem supporting his reappointment. Selectman Weinstein clarified which form Mr. Morea is to fill out.

**Selectman Wisotzky made a motion to re-appoint Eric Morea for a three year term to the Pamet Harbor Commission.**

**Selectman Worthington seconded this motion.**

**So voted unanimously-5-0.**

**B. Review and Approve & Interview Hannah King-Commission on Disabilities-three year term.**

Hannah King approached the Board. Ms. King has worked at Truro Central School for the last eight years. She has a Masters Degree in Special Education, has lived in Truro for ten years, and is interested in becoming more involved in the community.

**Selectman Burgess made a motion to appoint Hannah King to the Commission on Disabilities as a full member for a three year term, ending on June 30, 2018.**

**Selectman Wisotzky seconded this motion.**

**So voted unanimously, 5-0.**

**Board of Selectmen Action**

**A. Update on Ballston Beach overwash.**

Mark Borelli and Graham Giese approached the Board. Selectman Wisotzky had some questions centered around what new information do they need in order to help the Town make a decision about what to do, in the short term, about the parking lot, and in the long term, to restore tidal flow to the Pamet River Valley. Mr. Borelli stated that this particular study will not cover the long term restoration of tidal flow to the Pamet River Valley. They want to look at the overwash events in 2013 and 2015, understand why the 2015 event occurred the way it did, how much sand is there, and most importantly, look at where it might go next. The only data collected on the 2015 event was done by the National Seashore, and no analysis has been done. Another concern of Selectman Wisotzky is that the Board needs to have information sooner vs. later. He asked Mr. Borelli if recommendations would be available by December of 2015. Mr. Borelli can accelerate the work to accommodate that time frame. Selectman Wisotzky asked for options on what to do with the parking lot for this season. Mr. Borelli gave some general options:

- North of the last driveway, the sand deposited could be left there
- Asphalt could be removed and dune could be allowed to migrate

Selectman Weinstein's immediate concern is what to do with the parking area. He has also been approached by many people in the community who do not want to see tax dollars spent on rebuilding the dune. Selectman Weinstein inquired if the DPW had been given direction to move some of the sand off of the parking lot and create an approximate six foot berm. Ms. Palmer replied, stating that the DPW staff did remove some of the sand to allow access to one of the houses. The directive did not come from the Center for Coastal Studies.

Selectman Burgess asked if they decide to leave the blacktop in the parking area, would that be an impediment. Mr. Borelli stated that it would not be an impediment, however eventually it would appear at the end of the beach.

Selectman Worthington wished to offer a different perspective. She is more concerned, short term, about what will happen with the parking lot this summer. Ballston Beach is a huge asset, and she would like to see the Town open Ballston Beach this summer. She does not see the sand washing in, between now and Columbus Day. She is asking, along with what her colleagues are saying, is how the Town can have the parking lot this summer. Selectman Wisotzky would like to clarify that they are not talking about closing Ballston Beach, they are talking about potentially losing a section of the parking lot. He asked how many parking spaces would be lost if the sand was left there. Ms. Palmer stated that the sand is covering approximately 1/3 of the spaces, and Mr. Norton believes about 2/3 of the spaces are covered. Ms. Palmer mentioned the possibility of pushing the sand out of the way for the season in

order to open the parking lot for this summer, and then they could address potentially abandoning the parking lot after the season is over. Selectman Wisotzky would like to be careful on wording. They are not abandoning the whole parking lot; they may close a section of the parking lot. Ballston Beach is opening this summer, and they are determining how much of the parking lot is going to be open. If the desire is to remove the pavement, they will need to remove the sand. To Selectman Wisotzky, the solution is to move the sand for this summer and then at the end of the season reassess and most likely remove the pavement from a portion of the lot. He would also like to discuss if there is any way to gain parking, to get back what they might lose. Selectman Weinstein asked Mr. Borelli; if the sand were to be cleared down to the pavement where would it best be situated. Mr. Borelli would need to figure out how much sand is there. Selectman Wisotzky asked the Board if it is their interest to maintain as much parking this summer, as they have in prior years. Selectman Worthington stated that it is her interest. Chair Coburn would like to maintain as much parking as possible, as long as they are not taking steps that will need to be undone later. Mr. Borelli thought it might be good to have some signage to let people know how much sand was deposited in the parking lot. Selectman Wisotzky mentioned that there had been discussion of having a pamphlet prepared, which people could receive when picking up their beach sticker.

Liz Cohen came before the Board to speak. She has a concern that if the dune starts to rebuild we should not undermine that by having people walking all over it. She is wondering what would be the best way for people to access the beach.

Peter Romanelli came before the Board to speak. He is on the Conservation Commission and requested that they be included in all updates, as they will be the permitting agency for this.

#### **B. Update on Assembly of Delegates**

Deborah McCutcheon approached the Board. She is the elected delegate to the Barnstable County Assembly of Delegates. There are some important things going on at the County level which she wished to inform the Board about.

1. Session has started with a large interest in the budget of Barnstable County for a number of reasons. Not the least of which is that they are seeking an increase of 5% from all cities/towns in both the Cape Cod Commission fees and in the taxes that each town pays. This has led to some increased examination of their budget. It appears that through a less than transparent budget device, the County has borrowed a good deal of its operating expenses for the last several years. Repayment of some kind needs to occur.
2. Built into the budget are some issues which the Assembly is concerned about. There is a 6% increase for everybody in the County. If there is a step increase, you won't get the 6%.
3. There have not been any reimbursements to County affiliated organizations even though it's been represented in the budget documents, most particularly to Cape Light Compact. Cape Light Compact is under a lot of scrutiny for its budget and spending practices.

#### **C. Vote to place and recommend Articles on Annual Town Meeting Warrant**

Article 1: AUTHORIZATION TO HEAR THE REPORTS OF MULTI-MEMBER BODIES

**Selectman Wisotzky made a motion to recommend Article 1.**

**Selectman Burgess seconded this motion.**

**So voted unanimously, 5-0.**

Article 2: AUTHORIZATION TO SET THE SALARY OF THE BOARD OF SELECTMEN

**Selectman Wisotzky made a motion to recommend Article 2.**

**Selectman Burgess seconded this motion.**

**So voted unanimously, 5-0.**

Article 3: AUTHORIZATION TO SET THE SALARY OF THE MODERATOR

**Selectman Wisotzky made a motion to recommend Article 3.**

**Selectman Burgess seconded this motion.**

**So voted, 4-0-1 (Selectman Weinstein abstained).**

Article 4: AMENDMENTS TO THE FY2015 OPERATING BUDGET

**SKIP**

Article 5: FY 2016 OMNIBUS BUDGET APPROPRIATION

**SKIP**

Article 6: TRANSFER OF FUNDS FROM FREE CASH

**SKIP**

Article C: COMMUNITY PRESERVATION ACT

**Selectman Weinstein made a motion to recommend Article C.**

**Selectman Wisotzky seconded this motion.**

**So voted unanimously, 5-0.**

Article C Section 2: Phase 3 Preservation of the Truro Meeting House (Historic Preservation)

**Selectman Wisotzky made a motion to recommend Article C Section 2.**

**Selectman Burgess seconded this motion.**

**So voted unanimously, 5-0.**

Article C Section 3: Highland House Museum Architectural Drawings (Historic Preservation)

**Withdrawn by the Community Preservation Committee**

Article C Section 4: Beach Access Materials (Recreation)

**Selectman Burgess made a motion to recommend Article C Section 4.**

**Selectman Weinstein seconded this motion.**

**So voted unanimously, 5-0.**

Article C Section 5: Participation in the Purchase of Two Lots at Edgewood Farm to be Protected by a Deed Restriction in Perpetuity (Open Space)

**Selectman Weinstein made a motion to recommend Article C Section 5.**

**Selectman Burgess seconded this motion.**

**So voted unanimously, 5-0.**

Article C Section 6: Administrative Percentage

**Selectman Wisotzky made a motion to recommend Article C Section 6.**

**Selectman Burgess seconded this motion.**

**So voted unanimously, 5-0.**

Article D: AUTHORIZATION TO EXPEND FUNDS IN ANTICIPATION OF REIMBURSEMENT FOR STATE HIGHWAY ASSISTANCE AID

**Selectman Worthington made a motion to recommend Article D.**

**Selectman Burgess seconded this motion.**

**So voted unanimously, 5-0.**

Article F: CAPITAL EXCLUSION TO PURCHASE DEFIBRILLATORS

**Selectman Wisotzky made a motion to recommend Article F.**

**Selectman Worthington seconded this motion.**

**So voted unanimously, 5-0.**

Article G: CAPITAL EXCLUSION TO REFURBISH THE TRURO CENTRAL SCHOOL

**Selectman Burgess made a motion to recommend Article G.**

**Selectman Weinstein seconded this motion.**

**So voted unanimously, 5-0.**

Article I: TRANSFER OF FUNDS FROM STABILIZATION FUND TO EMPLOYEE BENEFITS ACCOUNT

**Selectman Weinstein made a motion to recommend Article I.**

**Selectman Wisotzky seconded this motion.**

**So voted unanimously, 5-0.**

Article J: POND ROAD EASEMENT

**Selectman Burgess made a motion to recommend Article J.**

**Selectman Weinstein seconded this motion.**

**So voted unanimously, 5-0.**

Article K: NON-UNION PERSONNEL CLASSIFICATION AND COMPENSATION SCHEDULE, COST OF LIVING ALLOWANCE FOR FISCAL YEAR 2015

**Selectman Burgess made a motion to recommend Article K.**

**Selectman Worthington seconded this motion.**

**So voted unanimously, 5-0.**

Article L: AMENDMENT TO THE TRURO PERSONNEL BYLAW  
**SKIP**

Article M: RETURN OF FUNDS TO THE CONGREGATIONAL CHURCH

**Selectman Burgess made a motion to recommend Article M.**

**Selectman Weinstein seconded this motion.**

**So voted unanimously, 5-0.**

Article N: AMEND GENERAL BYLAWS TO BAN SMOKING ON TOWN BEACHES

**Selectman Weinstein made a motion to recommend Article N.**

**Selectman Wisotzky seconded this motion, with the recommendation to change the wording to read *“to eliminate cigarette butts and other smoking related waste.”***

**So voted unanimously, 5-0.**

Article O and Article P

**REMOVED**

Article Q: TO AMEND THE PERSONNEL BYLAW TO INCREASE THE HOURS FOR THE LIBRARY DIRECTOR

**Selectman Worthington made a motion to recommend Article Q.**

**Selectman Weinstein seconded this motion.**

**So voted unanimously, 5-0.**

Article R: TO AMEND THE PERSONNEL BYLAW TO CREATE A PART-TIME HEALTH/CONSERVATION AGENT

**Selectman Wisotzky made a motion to recommend Article R.**

**Selectman Burgess seconded this motion.**

**So voted unanimously, 5-0.**

Article S: ZONING AMENDMENT - §30.2, NOTE 4

**Selectman Burgess made a motion to recommend Article S.**

**Selectman Weinstein seconded this motion.**

**So voted unanimously, 5-0.**

Article T: ZONING AMENDMENT - §30.2, NOTE 6

**Selectman Wisotzky made a motion to recommend Article T.**

**Selectman Burgess seconded this motion.**

**So voted unanimously, 5-0.**

Article U: ZONING AMENDMENT - §50.1.H

**Selectman Weinstein made a motion to recommend Article U.**

**Selectman Burgess seconded this motion.**

**So voted unanimously, 5-0.**

Article V: ZONING AMENDMENT – DEFINITION OF STREET & NEW §30.11 STREETS AND FRONTAGE

**Selectman Weinstein made a motion to recommend Article V.**

**Selectman Wisotzky seconded this motion.**

**So voted, 1-4 (Burgess, Wisotzky, Worthington, Coburn against) not recommended.**

Article W: ZONING AMENDMENT – CONVERSION OF COTTAGE OR CABIN COLONY, MOTOR COURT, MOTEL OR HOTEL FOR YEAR ROUND USE

**SKIP**

Article Y: CHARTER AMENDMENT CHANGE “TOWN ADMINISTRATOR” TO “TOWN MANAGER”

**SKIP**

Article Z: CHARTER AMENDMENT TO SECTION 3-1-1

**SKIP**

Article AA: CHARTER AMENDMENT SECTION 4-2-7

**SKIP**

Article BB: CHARTER AMENDMENT SECTION 4-2-9

**SKIP**

Article CC: CHARTER AMENDMENT SECTION 4-2-1

**SKIP**

Article DD: CHARTER AMENDMENT SECTION 4-3-1 AND APPENDIX B, PART 2

**SKIP**

Article EE: CHARTER AMENDMENT SECTION 5-4-3

**SKIP**

Article FF: CHARTER AMENDMENT SECTION 5-5-5

**SKIP**

Article GG: CHARTER AMENDMENT APPENDIX B, PART 3

**SKIP**

#### **D. Update on FY15 Board of Selectmen Goals and Objectives**

Ms. Palmer indicated that there are several goals/objectives which require training for Boards, Commissions, and Staff. Labor Counsel and Mr. Palmer have talked about setting training up for after the Annual Town Meeting. Selectman Weinstein had a question regarding goal #14, which has to do with the S.M.A.R.T/P.A.Y.T Committee. He would like to see if they can expand the comment which reads; “Committee is currently meeting, researching, and considering options”, to “considering all options, including single stream recycling.”

#### **E. Discussion of the FY16 Budget**

Ms. Palmer stated that the Board has the latest version of the budget. She pointed out, in lieu of Mr. Weinstein’s comments earlier, that it is in fact a 4.2% increase. However, it is the same budget they have been looking at all along. The difference in percentages is because the budget they have been looking at all along includes the payment to the OPEB trust. Because it’s a separate article, it was taken out of this budget and will be shown as a separate article. She gave an example of how the budget has changed; they are at \$12,000 above their taxing capacity without an override. The Town Accountant is confident that they can get there without having an override for this budget. The changes are related to the Cape Tech assessment going down, the Town Accountant realized they were showing free cash funding for snow and ice deficit twice, and there were some further adjustments to the reserves for union negotiations. The major increases are health insurance (showing a 10% increase over the current year), the school budget, the fire department (for staffing), and budgeting for increases in all unions. They have also put in some reserves for changes they see occurring with staff. Selectman Wisotzky asked if the percentage of increase/decrease for each item could be pulled out. Ms. Palmer stated that she could get the Town Accountant to do that.

#### **F. Selection of Town Counsel**

Chair Coburn stated that they have conducted interviews, and looked at materials which have been provided by the applicants. At this stage he is uncomfortable rushing into a decision. There are some items which he would still like to review. Selectman Wisotzky is in agreement with the Chair, as is Selectmen Burgess and Weinstein.

**Selectman Weinstein made a motion to defer the decision until the March 24, 2015 Selectman meeting.**

**Selectman Wisotzky seconded this motion.**

**So voted unanimously, 5-0.**

## **7. Consent Agenda**

- A. Review & Approve & Authorize the Chair to sign.**
  - 1. Support letter for Friends of Herring River Grant Application to Massachusetts Environmental Trust.**
- B. Review & Approve 2<sup>nd</sup> Annual Request from Cape Abilities for *Light it Up Blue* Autism Awareness Month-Locations: Public Safety Facility and Town Hall.**
- C. Review and Approve Common Victualer (Food) Licenses: Whitman House Restaurant; Jams Inc; Highland Links Golf Course.**
- D. Review & Approve Draft Letter to MDAR Re: NSTAR/Eversource Herbicide use on Utility Rights-of-Way.**
- E. Review & Approve Meeting Minutes: Feb. 10 & Feb. 17<sup>th</sup> (Town Counsel Interviews); Feb. 24<sup>th</sup> Regular Meeting.**

**Selectman Wisotzky made a motion to approve the consent agenda as printed.**

**Selectman Burgess seconded this motion.**

**So voted unanimously, 5-0.**

## **8. Selectmen Reports and Liaison Reports**

All reports were held for the next meeting.

Mr. Chaplin approached the Board. He apologized for missing the section of the meeting in which they were discussed granting the last ADA grant. He was attending the Board of Health meeting at that time. Chair Coburn stated that Mr. Jackett handled the agenda wonderfully and let Mr. Chaplin know that the Board voted to grant the last ADA grant. Selectman Wisotzky told Mr. Chaplin that the Board also voted to approve the fee structure for Pamet Harbor as well.

## **9. Next Meeting Agenda: March 24, 2015**

Ms. Palmer went over the agenda for March 24<sup>th</sup>.

- Articles for the Town meeting warrant.
- Update on the Cape Cod Commission from our Truro representative.
- Agenda item to add three more book boxes for the summer season. That could be moved to the consent agenda unless the Board wishes to have a presentation about it. (The Board decided it could be placed on the consent agenda).
- Town counsel appointment.
- Consent agenda includes:
  - A. Contract with Ridley & Associates, which will be our fill in Planner for while our Planner is out on long term medical leave.

- B. A request to extend the shellfish season at Pamet Harbor because of the impact of the winter.
- C. Some licensing items.

Selectman Worthington would like to talk about the Mill Pond Road parking for the harbor. Ms. Palmer stated she could place that on the agenda as a discussion item. Selectman Weinstein asked that when formulating that agenda item, would she make sure that both the Police Chief and the DPW Director be present at the meeting so they can answer questions. Chair Coburn asked if Mr. Grunwold from the Cape Cod Commission could be held until the April Board of Selectmen meeting.

**10. Town Administrator's Report**

Ms. Palmer stated that she would defer her report to the weekly report, due to the time.

**Selectman Wisotzky made a motion to adjourn at 7:33PM.**

**Selectman Burgess seconded this motion.**

**So voted unanimously, 5-0.**

Respectfully submitted,  
Noelle Scoullar

DRAFT

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**Jay Coburn, Chairman**

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**Paul Wisotzky, Vice-Chairman**

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**Janet W. Worthington, Clerk**

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**Robert Weinstein**

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**Maureen Burgess  
Board of Selectmen  
Town of Truro**

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Documents Used

Pamet Harbor Proposed Fees  
Pamet Harbor Rules and Regulations  
Statistics for Pamet Harbor for 2014  
Land Management Agreement  
Revenues/Expenditures for Pamet Harbor for 2013, 2014, and 2015 YTD  
Aquaculture License Application from Beau Gribbin  
New Seasonal-All Alcohol-On Premise Pouring License application from Johnson Golf Management  
Application to serve-Pamet Harbor Commission-Eric Morea  
Application to serve-Commission on Disabilities-Hannah King  
Agenda Item from Rae Ann Palmer re: Ballston Beach Overwash  
Report on Assembly of Delegates from Deborah L. McCutcheon  
Draft Warrant  
Letter from Town Counsel Veara with comments on proposed warrant  
Fiscal Year 2015 Goals and Objectives Update  
FY 2016 Municipal Operating Budget  
FY 2016 Projected available spending capacity  
FY 2016 Projected expenditures and assessments  
Projected FY 2016 Tax Levy Recapitulation  
Support letter to Massachusetts Environmental Trust  
Renewal applications for 2015: Whitman House Restaurant, Jams Inc., Highland Links Golf Course

Email from Laura Kelley, Draft Letter to MDAR from Laura Kelley, Update Mass Herbicide Regulations,  
Draft Letter from Truro BoS to MDAR, NSTAR Herbicide Operation Plan  
Meeting Minutes-February 10, 2015  
Meeting Minutes-February 17, 2015  
Meeting Minutes-February 24, 2015

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