



Truro Select Board Hybrid Meeting

Tuesday, May 28, 2024

Executive Session-3:00 pm

Regular Meeting-5:00pm

Truro Town Hall, 24 Town Hall Road

EXECUTIVE SESSION 3:00 pm

<https://us02web.zoom.us/j/89281083504>

1-305-224-1968 Meeting ID: 892 8108 3504

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

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

- (1) *in accordance with the provisions of Massachusetts General Law, Chapter 30A, §21 (a) 7 to comply with, or act under the authority of, any general or special law (Massachusetts General Law, Chapter 30A, §22 (f)(g)(Open Meeting Law), specifically, to review and approve and determine whether continued nondisclosure of the following executive session meeting minutes is warranted:*

December 13, 2022

June 16, 2023

March 19, 2024

May 10, 2023

June 28, 2023

April 2, 2024

May 11, 2023

August 1, 2023

April 9, 2024

May 23, 2023

August 8, 2023

April 25, 2024

June 13, 2023

March 12, 2024

May 14, 2024

and not to reconvene in open session.

REGULAR MEETING 5:00 pm

<https://us02web.zoom.us/j/86026244280>

1-305-244-1968 Meeting ID: 860 2624 4280

This will be a hybrid (in-person *and* remote) meeting. Citizens can view the meeting on **Channel 8** in Truro and on the web on the "Truro TV Channel 8" button under "Helpful Links" on the homepage of the Town of Truro website. Click on the green "Watch" button in the upper right of the page. **To provide comment during the meeting please call-in at 1-305-224-1968 and enter the following access code when prompted: 860 2624 4280 or you may join the meeting from a computer, tablet or smartphone by entering the follow URL into your web browser <https://us02web.zoom.us/j/86026244280>** Please note that there may be a slight delay (15-30 seconds) between the meeting and the live-stream (and television broadcast). If you are watching the meeting and calling in, please lower the volume on your computer or television during public comment so that you may be heard clearly. We ask that you identify yourself when calling in to help us manage multiple callers effectively.

1. PUBLIC COMMENT

Recognition of Service of Select Board Chair Kristen Reed and Select Board Clerk John Dundas

Presenter: Darrin Tangeman, Town Manager

Report on May 14, 2024 Executive Session

Presenter: Darrin Tangeman, Town Manager

2. PUBLIC HEARINGS

- A. Captain's Choice Inc. DBA Captain's Choice Seasonal All Alcohol Pouring License Amendment of Change of Officers, Change of Stock Interest and Change of Manager, Kristie Wageman

3. INTRODUCTION TO NEW EMPLOYEES – NONE

4. BOARD/COMMITTEE/COMMISSION APPOINTMENTS – NONE

5. STAFF/ COMMITTEE UPDATES – NONE

6. TABLED ITEMS – NONE

7. SELECT BOARD ACTION

- A. Review and Approve FY2025 Cost-of-Living Adjustment for Non-Union Employees
Presenter: Darrin Tangeman, Town Manager
- B. Review and Possible Approval of Travel Policy
Presenter: Alex Lessin, Finance Director
- C. Approval of Early In-Person Voting Hours for June 27, 2024 Special Town Election
Presenter: Elisabeth Verde, Town Clerk
- D. Discussion and Possible Vote on Establishment of Municipal Affordable Housing Trust Fund
Presenter: Darrin Tangeman, Town Manager
- E. Report on Goals & Objectives
Presenter: Darrin Tangeman, Town Manager, and Select Board Ambassadors

8. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 - 1. Entertainment Seasonal Weekday Truro Vineyards
- B. Review and Approve Appointment Renewals: Brian Cowing-Town Constable
- C. Review and Approve 2024 Seasonal Business Licenses: NONE
- D. Review and Approve Select Board Meeting Minutes: March 19, 2024

9. Select Board Reports/Comments

10. Town Manager Report

11. Next Meeting Agenda: Regular Meeting: June 11, 2024



Agenda Item: 2A

TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant on behalf of Kristi Wageman, Captain's Choice

REQUESTED MEETING DATE: May 28, 2024

ITEM: Request for a Change of Manager, Change of Officers, and Change of Stock Interest on a Seasonal All Alcohol Pouring License-Kristi Wageman, Captain's Choice Inc. dba Captain's Choice

EXPLANATION:

On March 26, 2024, the Select Board approved the Change of Manager for Captain's Choice, from the previous owner, Chris King to Kristi Wageman. The Local Licensing Authority approval was submitted to the Alcoholic Beverages Control Commission (ABCC). The ABCC requested two additional applications: Change of Stock Interest and Change of Officers.

Kristi Wageman, the newly acquired Owner and Manager of Captain's Choice Inc., has submitted an Alcoholic Beverages Control Commission (ABCC) application for multiple amendments for review with the Local Licensing Authorities. The application for multiple amendments is for a Change of Manager, Change of Stock Interest, and Change of Officers.

All the required documentation for change of manager, change of stock interest, and change of officers has been submitted: entity vote, CORI form, stock purchase agreement, MADOR certificate of good standing, and the DUA certificate of compliance.

If the request is approved, the (ABCC) application will be sent to the State for final approval. The ABCC will then notify the Town of the approval or the Licensing Department will be contacted with a request for additional information from the applicant. If the request is denied, the applicant/owner/manager will be notified in writing of the decision via "certified mail return receipt requested" allowing the applicant/owner/manager 5 days to appeal to the Alcoholic Beverages Control Commission.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Chris King will remain identified as the manager, stock interest and officers will remain in place.

SUGGESTED ACTION: *MOTION TO approve the change of officers, and change of stock interest for Captain's Choice Inc., dba Captain's Choice, located at 4 Highland Rd, and change of manager from Chris King to Kristi*

Wageman for the seasonal all alcohol pouring license for submission to the Alcoholic Beverages Control Commission.

ATTACHMENTS:

1. Public Hearing Notice
2. ABCC Application for Multiple Amendments



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Licensing Department

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

Email: ntudor@truro-ma.gov or nscoullar@truro-ma.gov

TOWN OF TRURO PUBLIC HEARING

CAPTAIN'S CHOICE INC, DBA CAPTAIN'S CHOICE SEASONAL ALL ALCOHOL POURING LICENSE AMENDMENT OF CHANGE OF OFFICERS, CHANGE OF STOCK INTEREST AND CHANGE OF MANAGER

The Truro Select Board will hold a Public Hearing on **Tuesday, May 28th, 2024, at 5:00 p.m.** to hear the application from Captain's Choice Inc. dba Captain's Choice, Kristi Wageman, Manager and Owner of Record requesting an amendment of the following: Change of Officers, Change of Stock Interest, and Change of Manager for the Seasonal All Alcohol Pouring License for Captain's Choice Inc, dba Captain's Choice under {M.G.L. Chapter 138, §12} located at 4 Highland Rd, Truro, MA.

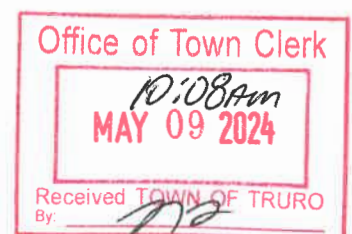
Please join the hybrid Select Board meeting from your computer, tablet, or smartphone at the Zoom Login information below or by attending in person at Truro Town Hall, 24 Town Hall Rd, Truro MA.

Zoom Login: <https://us02web.zoom.us/j/86026244280>

Meeting ID: 860 2624 4280

Call-in Number: 1-305-224-1968

Kristen Reed, Chair
Select Board
Town of Truro





The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

APPLICATION FOR MULTIPLE AMENDMENTS

Please select all of the amendments you are applying for:

☐ **CHANGE OF CATEGORY**

\$200 fee via [ABCC website](#) and Payment Receipt
Monetary Transmittal Form
DOR Certificate of Good Standing
DUA Certificate of Compliance
Change of Category Application
Vote of the Entity Board
Advertisement*
Abutter's Notification*

Policy Committee (1/2009)

Administrative Office

TOP OF PAGE

☐ **CHANGE OF LICENSE TYPE**

\$200 fee via [ABCC website](#) and Payment Receipt
Monetary Transmittal Form
Change of License Type Application
Vote of the Entity Board
Advertisement*

CHANGE OF CORPORATE STRUCTURE



\$200 fee via [ABCC website](#) and Payment Receipt
Monetary Transmittal Form
DOR Certificate of Good Standing
DUA Certificate of Compliance
Change of Corporate Structure Application
Vote of the Entity Board
Business Structure Documents
If Sole Proprietor, **Business Certificate**
If partnership, **Partnership Agreement**
If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

CHANGE OF CLASSIFICATION



\$200 fee via [ABCC website](#) and Payment Receipt
Monetary Transmittal Form
DOR Certificate of Good Standing
DUA Certificate of Compliance
Change of Classification Application
Vote of the Entity Board
Abutter's Notification*
Advertisement*



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

APPLICATION FOR MULTIPLE AMENDMENTS

Please select all of the amendments you are applying for(continued):

☒ **CHANGE OF OFFICERS/DIRECTORS/LLC MANAGERS**

\$200 fee via ABCC website and Payment Receipt

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Officers/Directors Application

Vote of the Entity Board

CORI Authorization Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal*.

Business Structure Documents

If Sole Proprietor, Business Certificate

If partnership, Partnership Agreement

If corporation or LLC, Articles of Organization from the Secretary of the Commonwealth

☐ **CHANGE OF OWNERSHIP INTEREST (e.g. LLC Members, LLP Partners, Trustees etc.)**

\$200 fee via ABCC website and Payment Receipt

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Officers/Directors Application

Financial Statement

Vote of the Entity Board

CORI Authorization Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal*.

Business Structure Documents

If Sole Proprietor, Business Certificate

If partnership, Partnership Agreement

If corporation or LLC, Articles of Organization from the Secretary of the Commonwealth

Purchase and Sale Agreement

Supporting Financial Records

Advertisement*

☒ **CHANGE OF STOCK INTEREST (e.g. New Stockholders or Transfer or Issuance of Stock)**

\$200 fee via ABCC website and Payment Receipt

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Officers/Directors Application

Financial Statement

Vote of the Entity Board

CORI Authorization Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal*.

Business Structure Documents

If Sole Proprietor, Business Certificate

If partnership, Partnership Agreement

If corporation or LLC, Articles of Organization from the Secretary of the Commonwealth

Purchase and Sale Agreement

Supporting Financial Records

Advertisement*

**If abutter notification and advertisement are required for transaction, please see the local licensing authority.*



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

APPLICATION FOR MULTIPLE AMENDMENTS

Please select all of the amendments you are applying for(continued):

☐ **CHANGE OF CORPORATE NAME OR DBA**

\$200 fee via ABCC website and Payment Receipt (Corporate Name Only)

Monetary Transmittal Form

DOR Certificate of Good Standing (Corporate Name Only)

DUA Certificate of Compliance (Corporate Name Only)

Change of Corporate Name/DBA Application

Vote of the Entity Board

Business Structure Documents

If Sole Proprietor, Business Certificate

If partnership, Partnership Agreement

If corporation or LLC, Articles of Organization from the Secretary of the Commonwealth

☐ **CHANGE OF PLEDGE OF LICENSE, STOCK OR INVENTORY**

\$200 fee via ABCC website and Payment Receipt

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Pledge of License, Stock or Inventory Application

Vote of the Entity Board

Pledge documentation

Promissory note

CHANGE OF MANAGER



\$200 fee via ABCC website and Payment Receipt

Monetary Transmittal Form

Change of Manager Application

Vote of the Entity Board

CORI Authorization Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal*.

Proof of Citizenship. Passport, birth certificate, voter registration, or naturalization papers will be accepted.



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

APPLICATION FOR MULTIPLE AMENDMENTS

Please select all of the amendments you are applying for(continued):

☐

CHANGE OF LOCATION

\$200 fee via ABCC website and Payment Receipt
Monetary Transmittal Form
Alteration of Premises/Change of Location Application
Vote of the Entity Board
Supporting financial records
Legal Right to Occupy
Floor Plan
Abutter's Notification*
Advertisement*

☐

ALTERATION OF PREMISES

\$200 fee via ABCC website and Payment Receipt
Monetary Transmittal Form
Alteration of Premises/Change of Location Application
Vote of the Entity Board
Supporting financial records
Legal Right to Occupy
Floor Plan
Abutter's Notification*
Advertisement*

☐

MANAGEMENT AGREEMENT

\$200 fee via ABCC website and Payment Receipt
Monetary Transmittal Form
Management Agreement Application
Management Agreement
Vote of the Entity Board
CORI Forms for all listed in Section 8A and attachments

IMPORTANT NOTE: A management agreement is where a licensee authorizes a third party to control the daily operations of the license premises, while retaining ultimate control over the license, through a written contract. *This does not pertain to a liquor license manager that is employed directly by the entity.*



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

APPLICATION FOR MULTIPLE AMENDMENTS

Please select all of the amendments you are applying for(continued):

Non-Profit Club's ONLY

e.g. Veteran's Club

☐ **Non-Profit Club CHANGE OF OFFICERS/DIRECTORS**

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Officers/Directors Application

Vote of the club signed by an approved officer

Business Structure Documents-Articles of Organization from the Secretary of the Commonwealth

Monetary Transmittal Form

\$200 fee via ABCC website and Payment Receipt

☐ **Non-Profit Club CHANGE OF MANAGER**

\$200 fee via ABCC website and Payment Receipt

Monetary Transmittal Form

Change of Manager Application

Vote of the club signed by an approved officer

CORI Authorization Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal*.

Updated Officers and Directors*

***Please ensure to update your officers and directors *simultaneously* or PRIOR to applying for a change of manager. It will be returned with no action taken if the officers and directors do not match ABCC records.**

Proof of Citizenship. Passport, birth certificate, voter registration, or naturalization papers will be accepted.



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM**

APPLICATION FOR MULTIPLE AMENDMENTS

**APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL
 LICENSING AUTHORITY.**

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

**PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE
 PAYMENT RECEIPT**

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

Captain's Choice Inc

ADDRESS

4 Highland Rd

CITY/TOWN

North Truro

STATE

MA

ZIP CODE

02652

For the following transactions (Check all that apply):

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input checked="" type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input checked="" type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input checked="" type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | | <input type="checkbox"/> Other <input type="text"/> | <input type="checkbox"/> Change of DBA |

**THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS
 APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL**

Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

APPLICATION FOR MULTIPLE AMENDMENTS

1. BUSINESS ENTITY INFORMATION

Entity Name

Municipality

ABCC License Number

Captain's Choice

Barnstable

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

a buy out of two shreholders was completed and I am switching from 10% stockholder to 50% stockholder along with my husband Robert

APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name

Title

Email

Phone

Kristi Wageman

Owner

2. AMENDMENT-Change of License Classification

☐ **Change of License Category**

All Alcohol, Wine and Malt,
Wine Malt and Cordials

Last-Approved License Category

Requested New License Category

☐ **Change of License Class**

Seasonal or Annual

Last-Approved License Class

Requested New License Class

☐ **Change of License Type***

i.e. Restaurant to Club

*Certain License Types

CANNOT change once issued*

Last-Approved License Type

Requested New License Type

3. AMENDMENT-Change of Business Entity Information

☐ **Change of Corporate Name**

Last-Approved Corporate Name:

Requested New Corporate Name:

☐ **Change of DBA**

Last-Approved DBA:

Requested New DBA:

☐ **Change of Corporate Structure**

LLC, Corporation, Sole
Proprietor, etc

Last-Approved Corporate Structure

Requested New Corporate Structure

4. AMENDMENT-Pledge Information

☐ **Pledge of License**

☐ **Pledge of Inventory**

☐ **Pledge of Stock**

To whom is the pledge being made:

5. AMENDMENT-Change of Manager☒ **Change of License Manager****A. MANAGER INFORMATION**

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name Kristi Wageman

Date of Birth

SSN

Residential Address

84 Shore Rd North Truro MA 02652

Email

Phone

Please indicate how many hours per week
you intend to be on the licensed premises

60

Last-Approved License Manager

Chris King

B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?*

☒ Yes☐ No

*Manager must be a U.S. Citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime?

☐ Yes☒ No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
4/2016	present	Owner	Captain's Choice	self
4/2009	4/2016	Managing Partner	Wellfleet Pearl	self

D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☐ Yes ☒ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature

DocuSigned by:

Kristi Wageman

Kristi Wageman

Date

4-15-2024

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6. AMENDMENT-Change of Officers, Stock or Ownership Interest

☒ **Change of Officers/Directors** ☐ **Change of Ownership Interest (LLC Managers/LLP Partners, Trustees)** ☒ **Change of Stock (E.g. New Stockholder/Transfer or Issuance of Stock)**

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:
On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers - At least 50% must be US citizens;
Off Premises (Liquor Store) Directors or LLC Managers - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
Kristi Wageman	84 Shore Rd North Truro MA 02652	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
President, Secretary, Director	50	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Robert Wageman	84 Shore Rd North Truro MA 02652	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Treasurer, Director	50	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached? ☐ Yes ☐ No

CRIMINAL HISTORY

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement?

Please provide a copy of the management agreement.

☐ Yes ☒ No

6. AMENDMENT-Change of Officers, Stock or Ownership Interest**6B. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST**

List the individuals and entities of the current ownership. Attach additional pages if necessary utilizing the format below.

Name of Principal	Title/Position	Percentage of Ownership
Chris King	President, Secretary, Director	40
John White	Treasurer, Director	40
Kristi Wageman	Vice President, Director	10
Robert Wageman	Vice President, Director	10

6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☒ No ☐
 If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
Kristi Wageman	Liquor	Wellfleet Pearl	Barnstable

6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

7. AMENDMENT-Change of Premises Information☐ **Alteration of Premises:** (must fill out attached financial information form)**7A. ALTERATION OF PREMISES**

Please summarize the details of the alterations and highlight any specific changes from the last-approved premises.

PROPOSED DESCRIPTION OF PREMISES

Please provide a complete description of the proposed premises, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

Total Sq. Footage	<input type="text"/>	Seating Capacity	<input type="text"/>	Occupancy Number	<input type="text"/>
Number of Entrances	<input type="text"/>	Number of Exits	<input type="text"/>	Number of Floors	<input type="text"/>

☐ **Change of Location:** (must fill out attached financial information form)**7B. CHANGE OF LOCATION**

Last-Approved Street Address	<input type="text"/>
Proposed Street Address	<input type="text"/>

DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

Total Sq. Footage	<input type="text"/>	Seating Capacity	<input type="text"/>	Occupancy Number	<input type="text"/>
Number of Entrances	<input type="text"/>	Number of Exits	<input type="text"/>	Number of Floors	<input type="text"/>

OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises. (E.g. Deed, lease, letter of intent)

Please indicate by what means the applicant has to occupy the premises

Landlord Name Landlord Phone Landlord Email Landlord Address Lease Beginning Date Rent per Month Lease Ending Date Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

☐ Yes ☐ No

8. AMENDMENT-Management Agreement

Management Agreement: (must fill out all pages in section 8)

Are you requesting approval to utilize a management company through a management agreement?
If yes, please fill out section 8.

☐ Yes ☐ No

Please provide a narrative overview of the Management Agreement. Attach additional pages, if necessary.

IMPORTANT NOTE: A management agreement is where a licensee authorizes a third party to control the daily operations of the license premises, while retaining ultimate control over the license, through a written contract. This does not pertain to a liquor license manager that is employed directly by the entity.

8A. MANAGEMENT ENTITY

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in the management Entity (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name

Address

Phone

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director

US Citizen

MA Resident

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director

US Citizen

MA Resident

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director

US Citizen

MA Resident

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director

US Citizen

MA Resident

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?
If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☐ No

8B. EXISTING MANAGEMENT AGREEMENTS AND INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 8A, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages; and or have an active management agreement with any other licensees?

Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

8. AMENDMENT-Management Agreement**8C. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**

Has any individual or entity identified in question 8A, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held?

Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

8D. PREVIOUSLY HELD MANAGEMENT AGREEMENT

Has any individual or entity identified in question 8A, and applicable attachments, ever held a management agreement with any other Massachusetts licensee?

Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Licensee Name	License Type	Municipality	Date(s) of Agreement

8E. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 8B, 8C or 8D ever been suspended, revoked or cancelled?

Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

8F. TERMS OF AGREEMENT

a. Does the agreement provide for termination by the licensee?

Yes ☐ No ☐

b. Will the licensee retain control of the business finances?

Yes ☐ No ☐

c. Does the management entity handle the payroll for the business?

Yes ☐ No ☐

d. Management Term Begin Date

e. Management Term End Date

f. How will the management company be compensated by the licensee? (check all that apply)

☐ \$ per month/year (indicate amount)

☐ % of alcohol sales (indicate percentage)

☐ % of overall sales (indicate percentage)

☐ other (please explain)

ABCC Licensee Officer/LLC Manager

Management Agreement Entity Officer/LLC Manager

Signature:

Signature:

Title:

Title:

Date:

Date:

9. FINANCIAL DISCLOSURE

Required for the following transactions:

- Change of Officers, Stock or Ownership Interest (E.g. New Stockholder/Transfer or Issuance of Stock)
- Change of Premises Information
- Pledge of License, Inventory or Stock

Purchase Price(s):

SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Total	

SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
Seamens Bank		business loan	<input checked="" type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

A loan in the amount of 120,000 was taken out for the purchase of 80% of stockholder shares

APPLICANT'S STATEMENT

I, Kristi Wageman the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP manager
Authorized Signatory
of Captain's Choice Inc
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

DocuSigned by:
Signature Kristi Wageman Kristi Wageman
4783332E85BB485...

Date: 4-14-2024

Title: President

ENTITY VOTE

The Board of Directors or LLC Managers of

Captain's Choice Inc

Entity Name

duly voted to apply to the Licensing Authority of

North Truro

City/Town

and the

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

3-1-2024

Date of Meeting

For the following transactions (Check all that apply):

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. dub / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input checked="" type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input checked="" type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input checked="" type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | <input type="checkbox"/> Other | | <input type="checkbox"/> Change of DBA |

"VOTED: To authorize

Kristi Wageman

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint

Kristi Wageman

Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,

For Corporations ONLY

A true copy attest,

DocuSigned by:


Kristi Wageman 

Corporate Officer /LLC Manager Signature

Kristi Wageman

(Print Name)

DocuSigned by:

Robert Wageman 

Corporate Clerk's Signature

Robert Wageman

(Print Name)



JEAN M. LORIZIO, ESQ.
CHAIRMAN

Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150

CORI REQUEST FORM

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

ABCC LICENSE INFORMATION

ABCC NUMBER: <small>(IF EXISTING LICENSE)</small>	<div></div>	LICENSEE NAME:	Captain's Choice Inc	CITY/TOWN:	North Truro
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APPLICANT INFORMATION

LAST NAME:	Wageman	FIRST NAME:	Robert	MIDDLE NAME:	L
MAIDEN NAME OR ALIAS (IF APPLICABLE):		PLACE OF BIRTH:	North Tonawanda, NY		
DATE OF BIRTH:	<div></div>	SSN:	<div></div>	ID THEFT INDEX PIN (IF APPLICABLE):	
MOTHER'S MAIDEN NAME:	March	DRIVER'S LICENSE:	<div></div>	STATE LIC. ISSUED:	Massachusetts
GENDER:	MALE	HEIGHT:	6	1	WEIGHT: 235
EYE COLOR:		Hazel			
CURRENT ADDRESS:	84 Shore Rd				
CITY/TOWN:	North Truro	STATE:	MA	ZIP:	02652
FORMER ADDRESS:	29 Auberry Dr				
CITY/TOWN:	Palm Coast	STATE:	FL	ZIP:	32137

PRINT AND SIGN

PRINTED NAME:	Robert Wageman	APPLICANT/EMPLOYEE SIGNATURE:	
---------------	----------------	-------------------------------	--

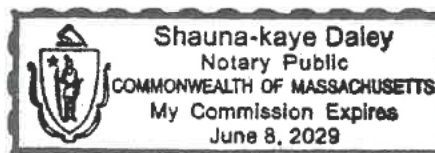
NOTARY INFORMATION

On this	April 18, 2024	before me, the undersigned notary public, personally appeared	ROBERT WAGEMAN
(name of document signer),		proved to me through satisfactory evidence of identification, which were	DRIVER'S LICENSE
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.			
			 NOTARY

DIVISION USE ONLY

REQUESTED BY:	<div></div>
<small>SIGNATURE OF CORI-AUTHORIZED EMPLOYEE</small>	

The DCIJ Identity Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCIJ. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCIJ via mail or by fax to (617) 660-4614.



DISBURSEMENT REQUEST AND AUTHORIZATION

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer ***	Initials
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "****" has been omitted due to text length limitations.							

Borrower: Captain's Choice, Inc.; Kristi Wageman, and Robert Wageman
PO Box 1072
North Truro, MA 02652

Lender: Seamen's Bank
Commercial / Main Office
221 Commercial Street
PO Box 659
Provincetown, MA 02657

LOAN TYPE. This is a Fixed Rate (8.000% initial rate) Nondisclosable Loan to two Individuals and a Corporation for \$120,000.00 due on October 1, 2028.

PRIMARY PURPOSE OF LOAN. The primary purpose of this loan is for:

- ☐ Personal, Family, or Household Purposes or Personal Investment.
- ☒ Business (Including Real Estate Investment).

SPECIFIC PURPOSE. The specific purpose of this loan is: To finance the purchase price for the buyout of Captain's Choice, Inc.

DISBURSEMENT INSTRUCTIONS. Borrower understands that no loan proceeds will be disbursed until all of Lender's conditions for making the loan have been satisfied. Please disburse the loan proceeds of \$120,000.00 as follows:

Other Disbursements:

the loan proceeds shall be deposited into the client fund account of LaTanzi, Spaulding & Landreth, LLP, account number 809521463

Note Principal:

CHARGES PAID IN CASH. Borrower has paid or will pay in cash as agreed the following charges:

Prepaid Finance Charges Paid in Cash:

Other Charges Paid in Cash:

CC Filing and Maintenance Fee to CT Liens Solutions
Capital Access Program Fee
Documentation Fee to Seamen's Bank

Total Charges Paid in Cash:

FINANCIAL CONDITION. BY SIGNING THIS AUTHORIZATION, BORROWER REPRESENTS AND WARRANTS TO LENDER THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT AND THAT THERE HAS BEEN NO MATERIAL ADVERSE CHANGE IN BORROWER'S FINANCIAL CONDITION AS DISCLOSED IN BORROWER'S MOST RECENT FINANCIAL STATEMENT TO LENDER. THIS AUTHORIZATION IS DATED MARCH 1, 2024.

THIS AGREEMENT IS GIVEN UNDER SEAL AND IT IS INTENDED THAT THIS AGREEMENT IS AND SHALL CONSTITUTE AND HAVE THE EFFECT OF A SEALED INSTRUMENT ACCORDING TO LAW.

BORROWER:

CAPTAIN'S CHOICE, INC.

By: _____ (Seal)
Kristi Wageman, President of Captain's Choice, Inc.

x Kristi Wageman (Seal)
Kristi Wageman, Individually

By: _____ (Seal)
Robert Wageman, Treasurer of Captain's Choice, Inc.

x Robert Wageman (Seal)
Robert Wageman, Individually

STOCK PURCHASE AGREEMENT

STOCK PURCHASE AGREEMENT dated as of February 28, 2024, by and among (i) **CHRISTOPHER KING** ("King") and **JOHN WHITE** ("John", and collectively with King, the "Seller"), each having a mailing address of P.O. Box 602, Provincetown, MA 02657, (ii) **ROBERT WAGEMAN** and **KRISTI WAGEMAN** (collectively, the "Buyer"), or their nominee having a mailing address of 84 Shore Rd, N. Truro MA 02652, and (iii) **CAPTAIN'S CHOICE, INC.**, a Massachusetts corporation with a usual place of business at 4 Highland Road, North Truro, MA 02652 (the "Corporation").

WHEREAS, King and John collectively own 800 shares of stock in the Corporation, said shares constituting 80% of the authorized, issued and outstanding stock of the Corporation (the "Stock");

WHEREAS, Seller desires to sell, and Buyer desires to purchase, all of Seller's Stock;

WHEREAS, the parties wish to enter into this Stock Purchase Agreement to effect such sale and purchase;

WHEREAS, the Corporation is amenable to assisting in the transaction since such assistance will benefit the Corporation and is in furtherance of the corporate purpose.

NOW, THEREFORE, in consideration of the conditions and covenants set forth herein, the parties agree as follows:

1. **Purchase and Sale.** Subject to the terms of this Agreement, Seller agrees to sell, convey and assign Seller's Stock to the Buyer, and the Buyer hereby agrees to acquire Seller's Stock from Seller.

2. **Purchase Price.** The purchase price of Seller's Stock shall be [REDACTED] which purchase price shall be payable by bank certified check or attorney TOLTA check.

3. **Closing.** The Closing of the purchase contemplated in this Agreement shall be held at the Law Offices of Bruce A. Bierhans LLC, 540 Main Street, Suite 17, Hyannis, MA 02601, on or before Monday, March 4, 2024, or such other location, date and time as the parties may agree in writing. Time is of the essence. The parties agree that neither the Seller or Seller's attorney shall be required to physically attend the closing and agree to facilitate delivery of the necessary closing documents to Corporation's attorney via recognized overnight delivery service (i.e. FedEx, UPS). At the Closing,

(a) Seller will cause to be delivered to Buyer certificates representing Seller's Stock and duly executed Stock Assignments, all corporate books and records, separate from certificates transferring Seller's Stock to the Buyer. King shall cause to be delivered his resignation as president, secretary and director of the Corporation and White shall cause to be delivered his resignation as treasurer and director of the Corporation;

- (b) Buyer will deliver the purchase price to Seller, which purchase price shall be allocated equally between King and White;

4. Representation of Seller and the Corporation. In connection with the execution of this Agreement, Seller, and where applicable, the Corporation, hereby makes the following representations and warranties to Buyer, with knowledge that they will be relied upon:

- (a) Seller has full power, authority and capacity to execute this Agreement and to perform the transactions required of him at the Closing.
- (b) Seller's execution, delivery and performance of this Agreement, and the execution and delivery of documents delivered and performances of transactions effected by him at the Closing require no consent, authorization, permission or filing with or from any other person, entity or agency and violate no contract, agreement, order, judgment or the like that is binding Seller, or the enforcement of which is threatened by any pending litigation.
- (c) The aggregate number of shares which the Corporation is authorized to issue is 1,000, no par value, voting, common shares, of which 1000 shares are presently issued and outstanding; all such issued shares have been validly issued and are fully paid and nonassessable; and there are no other classes of stock.
- (d) Seller is the owner, of record and beneficially, of 800 shares of stock of the Corporation, each of King and White owning 400 shares. Each of King and White has good and corporate record title to all of his Stock, with the absolute right to sell, assign and transfer the Stock to Buyer free and clear of all liens, pledges, security interests or encumbrances of any kind or nature whatsoever.
- (e) The Corporation is a corporation duly organized, validly existing and in good standing under the laws of the Commonwealth of Massachusetts with the corporate power and authority to own, lease and operate its properties and to carry on its business.
- (f) The execution and delivery of this Agreement and the transactions contemplated hereby as they involve the Corporation have been duly authorized by the Board of Directors and Stockholders of the Corporation and all authorizations, waivers and ratifications necessary to authorize carrying out the transactions contemplated by this Agreement have been taken. In the event (and to the extent) that such authorizations and actions have not been taken, the Corporation and Seller hereby covenant and agree to take appropriate steps to carry out such actions and authorizations as may be reasonably requested by Buyer or other parties to this Agreement in order to properly authorize carrying out the transactions contemplated hereunder. Further, the performance of the corporate action necessary to carry out the transactions contemplated hereunder will not result in any violation, breach or default under any term or provision of the Corporation's governing documents or any agreement,

instrument or judgment to which Seller or the Corporation is a party and that Seller and the Corporation have full power and authority to carry out all of the terms, conditions and provisions of the transactions contemplated by this Agreement insofar as they involve the Corporation.

- (g) The Corporation is not in material default under or in violation of any contract, agreement, lease or document of which it has knowledge and by which it is or will become bound and neither Seller nor Corporation has knowledge of any such default or violation or claimed, reported or alleged default or violation or state of facts which with notice or lapse of time or both would constitute a default or violation on the part of the Corporation in the performance of any obligation to be performed or paid by the Corporation under any such contract, agreement, lease or document, except such defaults and violations that would not adversely affect the business operations, prospects, properties or assets of the Corporation.
- (h) There are no actions, suits, proceedings, claims or investigations formerly instituted and pending, or to the knowledge of Seller or the Corporation threatened, against the Corporation at law or in equity or before or by any federal, state, municipal or other governmental department, commission, board, bureau, agency or instrumentality, domestic or foreign or any arbitration panel, and the Corporation is not subject to any order, writ, injunction or decree of any court or federal, state, municipality or other governmental department, commission, board, bureau, agency or instrumentality, or any arbitration panel and the Corporation is not subject to any judgment of any court of competent jurisdiction. Neither Seller nor Corporation knows of any action, suit, proceeding, claim or investigation pending or threatened against the Corporation and, further, Seller represents and warrants that he does not know or have reasonable grounds to know of any basis for the assertion of any claims against the Corporation.
- (i) To the best of Seller's and Corporation's knowledge, the Corporation has complied with any and all applicable laws, rules, regulations, ordinances and standards of all federal, state, local and foreign authorities or agencies.
- (j) All instruments, agreements or other documents that may have been delivered or will be delivered to Buyer pursuant to the terms of this Agreement are and will be complete and correct as of the date hereof and as of the Closing. The parties recognize that the Corporation's Articles of Organization and By-laws, and the corporate record book may have to be amended and updated to effect the terms of this Agreement and to the extent that any such revision or addition may be reasonably requested by any of the parties hereto, such changes shall be made.
- (k) The personal property items set forth on Schedule 4(k) attached hereto belong to King and will be removed from the premises prior to Closing.

5. Representations of Buyer. In connection with the execution of this Agreement, Buyer hereby makes the following representations and warranties to the Seller with knowledge that they will be relied upon:

- (a) Buyer has full power, authority and capacity to execute this Agreement and to perform the transactions required of it at the Closing.
- (b) Buyer's execution, delivery and performance of this Agreement, and the execution and delivery of the documents delivered and performance of transactions effected by him at the Closing require no consent, authorization, permission or filing with or from any other person, entity or agency and violate no contract, agreement, order, judgment of the like that is binding on Buyer or the enforcement of which is threatened by any pending litigation, hearing or investigation.
- (c) Each Buyer has been shareholder of the Corporation since 2015 and is familiar with its business and financial affairs and its condition and future prospects. Each Buyer is relying upon his or her personal knowledge of the Corporation in deciding to purchase Seller's Stock hereunder, and is satisfied that Buyer has information with respect to all matters that he or she considers material to the decision to purchase the Seller's Stock.
- (d) Buyer acknowledges that the Corporation has loan obligations that will remain outstanding at the time of closing, including, without limitation, that certain SBA loan in the approximate amount of [REDACTED] a loan obligation relating to an RV/Trailer in the approximate amount of [REDACTED]. Seller represents that there are no other debts or obligations owed by the corporation.

6. Conditions Precedent to Buyer's Obligation. Unless waived in whole or in part by Buyer, the obligations of the Buyer are subject to the following conditions:

- (a) Representations and warranties of Seller shall be accurate in all materially respects as of the date of closing.
- (b) The Corporation shall not have been materially adversely affected in any way, including but not limited to as a result of fire, explosion, natural or other disaster or taking by any governmental entity.
- (e) No suit shall be pending before any court, agency, regulatory or other body in which it will be or is sought to restrain, prohibit or obtain damages or other relief in connection with this Agreement or the consummation of the transactions contemplated hereby.
- (f) Seller shall have executed and delivered to Buyer duly executed stock powers and the original share certificates evidencing the Stock.
- (g) Seller shall have delivered to Buyer copies of the resolutions of the Corporation's Board of Directors authorizing the execution and performance of this Agreement and the transactions contemplated hereby.

- (h) King shall have delivered to Buyer his written resignation as president, secretary and director of the Corporation, and White shall have delivered to Buyer his written resignation as treasurer and director of the Corporation, and such documents as may be appropriate with respect to any other business of the Corporation as the Buyer shall have reasonably requested.
- (i) Buyer shall have secured institutional financing in the amount of \$120,000 from Seamen's Bank to finance this transaction on or before the closing, and this transaction is expressly contingent upon said financing. The transaction is also expressly contingent upon the execution of a lease for the business property mutually acceptable to Buyers and Sellers.

7. Conditions Precedent to Obligations of Seller. Unless waived in whole or in part by Seller, the obligations of the Seller at Closing are subject to the following conditions:

- (a) Representations and warranties of Buyer shall be accurate in all materially respects as of the date of closing.
- (b) The Corporation shall not have been materially adversely affected in any way, including but not limited to as a result of fire, explosion, natural or other disaster or taking by any governmental entity.
- (c) No suit shall be pending before any court, agency, regulatory or other body in which it will be or is sought to restrain, prohibit or obtain damages or other relief in connection with this Agreement or the consummation of the transactions contemplated hereby.

8. Mutual Indemnification. Seller and Buyer each agree to indemnify, save and hold harmless the other from and against any and all costs, liabilities and damages (including attorney's fees) caused by, resulting from, or arising out of any material breach of the respective party's warranties and representations set forth above. The representations and warranties of each of the parties shall survive the Closing.

9. No Broker. In negotiations leading up to the transactions contemplated by this Agreement, none of Buyer, Seller or the Corporation has retained or utilized the services of any broker or finder.

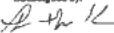
10. Further Assurances. Each party shall execute and deliver such additional documents, and shall take such other and further action, upon reasonable request, in order to effectuate the purposes of this Agreement and to vest and evidence title to the Stock in Buyer.

11. Notices. Any notice to be given hereunder shall be in writing and signed by the parties or the parties' attorneys and shall be deemed to have been given (a) when delivered in hand; or (b) when received if mailed by certified mail, postage prepaid; or (c) when sent by facsimile with confirmation copy mailed first class mail, to the address specified in the initial paragraph of this Agreement.


12. Miscellaneous. This Agreement: (a) may be executed in any number of counterparts, each of which, when executed by all parties to this Agreement shall be deemed to be an original, and all of which counterparts together shall constitute one and the same instrument; (b) shall be governed by and construed under the laws of the Commonwealth of Massachusetts without application of principles of conflicts of laws; (c) constitutes the entire agreement of the parties with respect to its subject matter, superseding all prior oral and written communications, proposals, negotiations, representations, understandings, courses of dealing, agreements, contracts, and the like between or among any or all of the parties in such respect; (d) may be amended, modified, or terminated only by a writing signed by all parties; (e) contains headings only for convenience, which headings shall not be used in construction of this Agreement; and (f) shall bind and inure to the benefit of the parties and their respective successors and assigns, except that no obligation under this Agreement may be delegated, nor may this Agreement be assigned, without the prior written consent of all parties.

Executed under seal in Massachusetts as of the date first above written.

Seller:

DocuSigned by:

C3C9E9D198141D

Christopher King

DocuSigned by:

D05110306E23486

John White

Buyer:

DocuSigned by:

F0C9F7A0C37E4BF

Robert Wageman

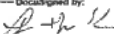
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
Kristi Wageman

Corporation:

CAPTAIN'S CHOICE, INC.

DocuSigned by:

C3C9E9D198141D

Christopher King, President

DocuSigned by:

D05110306E23486

John White, Treasurer



Commonwealth of Massachusetts
Department of Revenue
Geoffrey E. Snyder, Commissioner

mass.gov/dor

Letter ID: L0832748704
Notice Date: April 13, 2024
Case ID: 0-002-391-140



CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



CAPTAINS CHOICE INC
18 OLD COLONY WAY
ORLEANS MA 02653-3214

Why did I receive this notice?

The Commissioner of Revenue certifies that, as of the date of this certificate, CAPTAINS CHOICE INC is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.

What if I have questions?

If you have questions, call us at (617) 887-6400 or toll-free in Massachusetts at (800) 392-6089, Monday through Friday, 9:00 a.m. to 4:00 p.m..

Visit us online!

Visit mass.gov/dor to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

Edward W. Coyle, Jr., Chief
Collections Bureau



Certificate of Compliance

Date: April 18, 2024

Letter ID: [REDACTED]

Employer ID (FEIN): [REDACTED]

CAPTAINS CHOICE INC
PO BOX 678
NORTH TRURO MA 02652-0678

Certificate ID: [REDACTED]

FEIN: [REDACTED]

The Department of Unemployment Assistance certifies that as of 17-Apr-2024, CAPTAINS CHOICE INC is current in all its obligations relating to contributions, payments in lieu of contributions, and the employer medical assistance contribution established in G.L.c. 149, §189.

This certificate expires on 17-May-2024 .

Sincerely,

Katie Dishnica, Director
Department of Unemployment Assistance

Questions?

Revenue Enforcement Unit
Department of Unemployment Assistance
Email us: Revenue.Enforcement@detma.org
Call us: (617) 626-5750

Secretary of the Commonwealth of Massachusetts

William Francis Galvin

Business Entity Summary

ID Number: 001173365

[Request certificate](#)

[New search](#)

Summary for: CAPTAIN'S CHOICE, INC.

The exact name of the Domestic Profit Corporation: CAPTAIN'S CHOICE, INC.

Entity type: Domestic Profit Corporation

Identification Number: [REDACTED]

Date of Organization in Massachusetts:
05-14-2015

Date of Revival:

Last date certain:

Current Fiscal Month/Day: 12/31

Previous Fiscal Month/Day: 12/31

The location of the Principal Office:

Address: 4 HIGHLAND RD, UNIT D

City or town, State, Zip code, NORTH TRURO, MA 02652 USA

Country:

The name and address of the Registered Agent:

Name: KRISTI WAGEMAN

Address: 84 SHORE ROAD

City or town, State, Zip code, NORTH TRURO, MA 02652 USA

Country:

The Officers and Directors of the Corporation:

Title	Individual Name	Address
PRESIDENT	KRISTI WAGEMAN	84 SHORE ROAD NORTH TRURO, MA 02652 USA
TREASURER	ROBERT WAGEMAN	84 SHORE ROAD NORTH TRURO, MA 02652 USA
SECRETARY	KRISTI WAGEMAN	84 SHORE ROAD NORTH TRURO, MA 02652 USA
DIRECTOR	KRISTI WAGEMAN	84 SHORE ROAD NORTH TRURO, MA 02652 USA
DIRECTOR	ROBERT WAGEMAN	84 SHORE ROAD NORTH TRURO, MA 02652 USA

Business entity stock is publicly traded:

The total number of shares and the par value, if any, of each class of stock which this business entity is authorized to issue:

Class of Stock	Par value per share	Total Authorized		Total issued and outstanding
		No. of shares	Total par value	No. of shares

CNP	\$0	1,000	\$0	
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Consent	Confidential Data	Merger Allowed	Manufacturing
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View filings for this business entity:

ALL FILINGS



[View filings](#)

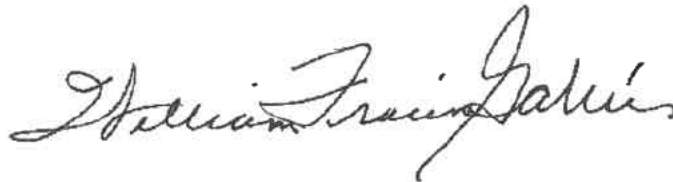
Comments or notes associated with this business entity:

[New search](#)

THE COMMONWEALTH OF MASSACHUSETTS

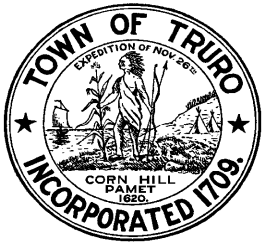
I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are deemed to have been filed with me on:

March 04, 2024 10:45 AM

A handwritten signature in black ink, reading "William Francis Galvin". The signature is written in a cursive style with a large, stylized initial "W".

WILLIAM FRANCIS GALVIN

Secretary of the Commonwealth



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: June 11, 2024

ITEM: FY2025 Cost-of-Living Adjustment for Non-Union Employees

EXPLANATION: The attached Classification & Compensation scales incorporate the 2.5% cost-of-living adjustment (COLA) budgeted in the FY25 Omnibus Budget, which was approved at the 2024 Annual Town Meeting. This adjustment is equivalent to the COLA granted to all of the unions for Fiscal Year 2025, which keeps the stratification within the Classification & Compensation Schedule between grades intact and maintains consistency between the pay of union members at specific grades and non-union counterparts.

Typically, the cost-of-living increase is voted in May or June each year, following April Town Meeting budget approval, to allow human resources and accounting staff time to update pay rates to reflect the increase so that they can be effective July 1st.

SUGGESTED ACTION: *Move to approve a 2.5% cost of living adjustment for Non-Union employees, including non-school employees with individual employment contracts (with the exception of the Police Chief), effective July 1, 2024.*

ATTACHMENTS:

1. FY2024 Classification & Compensation Scales
2. FY2025 Classification & Compensation Scales
3. Table of Positions & Grades

Comp Scales										
FY2024 - 2.5%										
Administrative and Technical										
5% Between Each Grade and a 30% Range Spread										
Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
1 - Annual	52,260	53,827	55,442	57,106	58,819	60,583	62,401	64,273	66,201	68,187
1 - Hourly	25.12	25.88	26.66	27.45	28.27	29.13	30.00	30.90	31.83	32.78
2 - Annual	54,873	56,519	58,214	59,961	61,760	63,612	65,521	67,486	69,511	71,596
2 - Hourly	26.38	27.17	27.99	28.83	29.69	30.58	31.50	32.45	33.42	34.42
3 - Annual	57,616	59,345	61,125	62,959	64,848	66,793	68,797	70,861	72,987	75,176
3 - Hourly	27.70	28.53	29.39	30.27	31.18	32.11	33.08	34.07	35.09	36.14

Supervisors and Advanced Technical										
10% Between Each Grade and a 30% Range Spread										
Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
4 - Annual	60,706	62,527	64,403	66,335	68,325	70,374	72,486	74,660	76,900	79,207
4 - Hourly	29.19	30.06	30.96	31.89	32.85	33.83	34.85	35.89	36.97	38.08
5 - Annual	66,776	68,779	70,843	72,968	75,157	77,412	79,734	82,126	84,590	87,128
5 - Hourly	32.10	33.07	34.06	35.08	36.13	37.22	38.33	39.48	40.67	41.89
6 - Annual	73,454	75,657	77,927	80,265	82,673	85,153	87,708	90,339	93,049	95,841
6 - Hourly	35.31	36.37	37.46	38.59	39.75	40.94	42.17	43.43	44.74	46.08
7 - Annual	80,799	83,223	85,720	88,291	90,940	93,668	96,478	99,373	102,354	105,425
7 - Hourly	38.85	40.01	41.21	42.45	43.72	45.03	46.38	47.78	49.21	50.68

Directors and Senior Managers										
10% Between Each Grade and a 30% Range Spread										
Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
8 - Annual	89,739	92,431	95,204	98,060	101,002	104,032	107,153	110,367	113,678	117,089
8 - Hourly	43.14	44.44	45.77	47.14	48.56	50.02	51.52	53.06	54.65	56.29
9 - Annual	98,713	101,674	104,724	107,866	111,102	114,435	117,868	121,404	125,046	128,798
9 - Hourly	47.46	48.88	50.35	51.86	53.41	55.02	56.67	58.37	60.12	61.92
10 - Annual	108,584	111,841	115,197	118,653	122,212	125,878	129,655	133,544	137,551	141,677
10 - Hourly	52.20	53.77	55.38	57.04	58.76	60.52	62.33	64.20	66.13	68.11

+500 = 118368

Police/Fire Chief and Town Manager													
15% Between Each Grade and a 40% Range Spread													
Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
11 - Annual	131,969	135,928	140,006	144,206	148,532	152,988	157,578	162,305	167,174	172,190	177,355	182,675	188,156
12 - Annual	179,478												237,544

Approved:
Don H. Jones
6/29/2023

FY2024 - 2.5%

FY2024 - 2.5%

Seasonal/ Temp/ Other Positions

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
S1	15.84	16.26	16.69	17.13	17.58	18.05	18.51	19.00
S2	17.81	18.29	18.77	19.27	19.78	20.31	20.83	21.38
S3	20.04	20.57	21.12	21.68	22.25	22.85	23.43	24.05
S4	22.55	23.14	23.76	24.38	25.03	25.70	26.35	27.06
S5	25.37	26.04	26.73	27.44	28.17	28.92	29.65	30.43

Approved:
D.K. [Signature]
6/27/2023

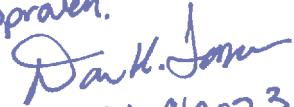
Comp Scales										
FY2025 - 2.5%										
Administrative and Technical										
5% Between Each Grade and a 30% Range Spread										
Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
1 - Annual	53,566	55,173	56,828	58,533	60,289	62,098	63,961	65,880	67,856	69,892
1 - Hourly	25.75	26.53	27.32	28.14	28.99	29.85	30.75	31.67	32.62	33.60
2 - Annual	56,244	57,932	59,670	61,460	63,304	65,203	67,159	69,174	71,249	73,386
2 - Hourly	27.04	27.85	28.69	29.55	30.43	31.35	32.29	33.26	34.25	35.28
3 - Annual	59,057	60,828	62,653	64,533	66,469	68,463	70,517	72,632	74,811	77,056
3 - Hourly	28.39	29.24	30.12	31.03	31.96	32.91	33.90	34.92	35.97	37.05

Supervisors and Advanced Technical										
10% Between Each Grade and a 30% Range Spread										
Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
4 - Annual	62,223	64,090	66,013	67,993	70,033	72,134	74,298	76,527	78,823	81,187
4 - Hourly	29.92	30.81	31.74	32.69	33.67	34.68	35.72	36.79	37.90	39.03
5 - Annual	68,446	70,499	72,614	74,792	77,036	79,347	81,728	84,179	86,705	89,306
5 - Hourly	32.91	33.89	34.91	35.96	37.04	38.15	39.29	40.47	41.69	42.94
6 - Annual	75,290	77,549	79,875	82,272	84,740	87,282	89,900	92,597	95,375	98,237
6 - Hourly	36.20	37.28	38.40	39.55	40.74	41.96	43.22	44.52	45.85	47.23
7 - Annual	82,819	85,304	87,863	90,499	93,214	96,010	98,890	101,857	104,913	108,060
7 - Hourly	39.82	41.01	42.24	43.51	44.81	46.16	47.54	48.97	50.44	51.95

Directors and Senior Managers										
10% Between Each Grade and a 30% Range Spread										
Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
8 - Annual	91,982	94,742	97,584	100,511	103,527	106,633	109,832	113,127	116,520	120,016
8 - Hourly	44.22	45.55	46.92	48.32	49.77	51.27	52.80	54.39	56.02	57.70
9 - Annual	101,180	104,216	107,342	110,563	113,879	117,296	120,815	124,439	128,172	132,018
9 - Hourly	48.64	50.10	51.61	53.16	54.75	56.39	58.08	59.83	61.62	63.47
10 - Annual	111,298	114,637	118,077	121,619	125,267	129,025	132,896	136,883	140,990	145,219
10 - Hourly	53.51	55.11	56.77	58.47	60.22	62.03	63.89	65.81	67.78	69.82

Police/Fire Chief and Town Manager													
15% Between Each Grade and a 40% Range Spread													
Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
11 - Annual	135,268	139,326	143,506	147,811	152,246	156,812	161,518	166,362	171,353	176,494	181,789	187,242	192,860
12 - Annual	183,964												243,482

**Scale approved for Unions only at this time. 6/29/23

Approved:

 6/29/2023

FY2025 - 2.5%

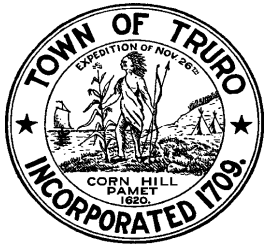
FY2025 - 2.5%

Seasonal/ Temp/ Other Positions

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
S1	16.23	16.66	17.10	17.56	18.02	18.50	18.97	19.48
S2	18.26	18.74	19.24	19.75	20.28	20.81	21.35	21.92
S3	20.54	21.09	21.64	22.22	22.81	23.42	24.02	24.65
S4	23.11	23.72	24.35	24.99	25.66	26.34	27.01	27.74
S5	26.00	26.69	27.40	28.13	28.87	29.64	30.39	31.19

Job Title	New Grade
Police/Fire Chief; Assistant Town Manager and Town Manager	
Town Manager	12
Police Chief	11
Assistant Town Manager - Human Services	
Fire Chief	
Directors and Senior Managers	
Public Works Director	10
Finance Director - Treasurer/Collector	
Town Planner and Land Use Counsel	
Deputy Police Chief	
Information Technology Director	9
Library Director	
Health and Conservation Agent	
Police Lieutenant	
Community Services Director (Beach/Recreation, COA)	
Town Accountant	
Principal Assessor	8
Harbormaster	
Fire Lieutenant - Paramedic	
Supervisors and Advanced Technical	
Fire Lieutenant - EMT	7
Town Clerk	
Police Detective/Sergeant	
Police Sergeant	
Fire and EMS Administrator	6
Assistant Library Director/Youth Services	
Collector/Assistant Treasurer	
Communications Supervisor (PD)	
Assistant Community Services Director: Recreation and Beach	
Assistant Community Services Director: Council on Aging	
Firefighter - Paramedic	
Master Patrol Officer	
Foreman - Mechanic	5
Administrative Assistant to Police Chief	
Assistant Harbormaster	
Council on Aging Outreach Coordinator	
Assistant Health & Conservation Agent	
Communications and Marketing Coordinator	
Housing Coordinator	
Police Officer	
Executive Assistant	
Executive Assistant/Public Information Officer	
Firefighter - EMT	
Climate Action and Sustainability Coordinator	4
Building Maintenance Supervisor	
Staff Librarian	
Lead Transfer Station Attendant	
Telecommunicator	

Job Title	New Grade
Assistant to the Town Accountant	4
Office Manager	
Administrative and Technical	
Animal Control Officer	3
Building Maintenance Lead	
Library - Tech/Youth Services	
Office Assistant 3/Town Planner and Land Use Counsel	
Machine Operator	
Assistant Assessor/Data Collector	
Programming- Outreach Librarian	
Library Assistant	
Truck Driver	2
Office Assistant 3/Treasurer/Collector's Office	
Council on Aging Driver	
Office Assistant 2	1
Assessing Clerk	
Office Assistant 2 - Building, Conservation & Health	
Office Assistant 2 - Conservation & Health	
Assistant Transfer Station Attendant/Assistant Custodian	
Assistant Transfer Station Attendant	
Assistant Custodian	
Committee/Commission/Board Support	



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: May 28, 2024

ITEM: Discuss revision to Select Board policy #29 - TRAVEL REQUEST & REIMBURSEMENT POLICY

EXPLANATION: Change lodging and meals reimbursement from the current schedule to the General Services Administration (GSA) per diem rate for lodging, eg, <https://www.gsa.gov/travel/plan-book/per-diem-rates>

The current policy with tracked changes reads as follows:

Lodging:

Reimbursement for actual lodging expenses will be fully reimbursed when such lodging is provided as part of a business, training or conference package at a set cost. Reimbursement for actual lodging expenses will be fully reimbursed when such lodging is available at a conference or training site at pre-negotiated prices. If lodging is neither provided, nor available at pre-negotiated prices, then the Town will limit reimbursement for lodging expenses to the rate listed by the General Service Administration per diem rates for the location nearest to the lodging (accessible via the website [gsa.gov/perdiem](https://www.gsa.gov/perdiem)), exclusive of taxes, but no less than \$200.00. Any expenses incurred for lodging in excess of that amount will be at the employee's expense, unless otherwise approved by the Town Manager. Department heads will be responsible for submitting reimbursement, including the per diem rates, and obtaining approval by Town Manager.

Meals:

Reimbursement for actual meal expenses will be fully reimbursed when such meals are provided as part of a business, training or conference package at a set cost. In all other circumstances, meal reimbursement will be limited to no more than \$95.00 per day and \$71.25 on the first and last travel days, including taxes and gratuities. Expenses incurred in excess of these limits will be at the employee's expense. Department heads will be responsible for submitting reimbursement and obtaining approval by Town Manager.

FINANCIAL SOURCE (IF APPLICABLE): Travel costs are located in Departmental budgets.

IMPACT IF NOT APPROVED: If not approved, the Select Board's current policy will remain as-is.

SUGGESTED ACTION: *MOTION TO update Select Board Policy #29 to include the United State Government's General Service Administration per diem.*

ATTACHMENTS:

1. GSA rates for lodging and meals & incidentals for Boston, MA from October 2023 – September 2024



An official website of the United States government



U.S. General Services Administration

FY 2024 Per Diem Rates for Boston, Massachusetts

Change fiscal year: or [New Search](#)

Daily lodging rates (excluding taxes) | October 2023 - September 2024

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Primary Destination ⁱ	County ⁱ	2023 Oct	Nov	Dec	2024 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Boston / Cambridge	Suffolk, city of Cambridge	\$322	\$197	\$197	\$197	\$197	\$281	\$281	\$281	\$281	\$274	\$274	\$322



Meals & Incidentals (M&IE) rates and breakdown ⁱ

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Primary Destination 	County 	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel 
Boston / Cambridge	Suffolk, city of Cambridge	\$79	\$18	\$20	\$36	\$5	\$59.25

Additional per diem topics

- [Meals & Incidental Expenses breakdown \(M&IE\)](#)
- [FAQs](#)
- [State tax exemption forms](#)
- [Factors influencing lodging rates](#)
- [Per diem highlights](#)
- [Fire safe hotels](#)
- [Have a per diem question?](#)
- [Downloadable per diem files](#)

Need more information?

- [Rates for Alaska, Hawaii, U.S. territories and possessions \(set by DoD\)](#)
- [Rates in foreign countries \(set by State Dept.\)](#)
- [Federal travel regulations](#)

Related topics

- [Travel resources](#)
- [E-Gov Travel](#)
- [FedRooms](#)
- [POV mileage reimbursement rates](#)

Last reviewed: 2023-12-23



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Town Clerk

REQUESTOR: Elisabeth Verde, Town Clerk

REQUESTED MEETING DATE: May 28, 2024

ITEM: Approval of Early In-Person Voting Hours for June 27, 2024 Special Town Election

EXPLANATION: A Special Town Election is being held on Thursday, June 27, 2024 from 7am to 8pm. The State does not mandate that Early In-Person Voting be held for local elections, but the Board of Registrars may choose to have Early In-Person Voting. Early In-Person Voting would be held in the Truro Town Hall.

The Board is recommending the following dates and times for Early In-Person Voting:

Tuesday, June 18th from Noon to 4pm

Thursday, June 20th from Noon to 4pm

Friday, June 21st from Noon to 4pm

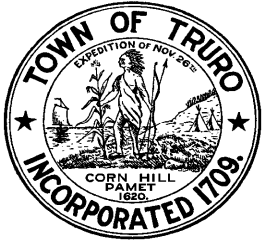
FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Non-compliance with State Law in that the Town Clerk has not requested or received approval from the Select Board to opt-out of Early In-Person Voting.

SUGGESTED ACTION: That the Select Board vote on the following motion:

"I move that we approve the request of the Board of Registrars for the Town of Truro to hold Early In-Person voting for the June 27, 2024 Special Town Election on June 18th, 20th and 21st from Noon to 4pm for a total of 15 hours for the week."

ATTACHMENTS: NONE



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: May 28, 2024

ITEM: Discussion and Possible Vote on Establishment of Municipal Affordable Housing Trust Fund

EXPLANATION: At the April 24, 2001 Annual Town Meeting, Truro voters approved an article petitioning the General Court for special legislation to create an Affordable Housing Trust Fund. The legislation was approved and included as Chapter 274: An Act Authorizing the Town of Truro to Establish an Affordable Housing Trust Fund in the Acts of 2002. In 2005 the State passed Massachusetts General Law c.44, s.55c, effectively simplifying the process of establishing a local housing trust fund and setting guidelines for the trusts.

At the April 30, 2022 Annual Town Meeting, the town accepted MGL c. 44, §55C to establish a Municipal Affordable Housing Trust. By establishing an Affordable Housing Trust under M.G.L. c.44, s55c, the Town's Trust will conform with Massachusetts General Law and the new Trust will be able to accept/receive funds or property; purchase/own/manage property; sell/lease/convey property; disburse funds; borrow funds; and employ advisors/agents.

The Select Board serves as the appointing authority for the board of trustees and considered establishing the makeup of the board of trustees at the May 14, 2024 meeting. At that meeting, the Board determined that further consideration was needed. At this evening's meeting, the Board's discussion will continue.

Staff reached out to Town Counsel to confirm that the process of establishing the new Trust is as follows:

1. Select Board identifies makeup of the board of trustees.

2. A declaration of trust is drafted by Town Counsel for approval by the Board.
3. Select Board makes appointments for two-year terms.
4. Once the board of trustees is appointed, then the Select Board, convening as the original Affordable Housing Trust board, would vote to transfer some or all funds in the existing Affordable Housing Trust Fund into the MGL Chapter 44, Section 55C Municipal Affordable Housing Trust Fund.

Staff recommended that the board of trustees be composed of two Select Board Members, two Housing Authority Members and the Town Manager. Additional compositions were discussed at the May 14, 2024 meeting. Staff is still in consultation with Town Counsel regarding the content that should be included in the declaration of trust and regarding the specifics of the new trust. The Board may wish to defer a vote on this matter until more information is available.

FINANCIAL SOURCE (IF APPLICABLE): Affordable Housing Trust Fund sources typically include Community Preservation Act funds and Rooms Occupancy taxes.

IMPACT IF NOT APPROVED: The Municipal Affordable Housing Trust Fund will not be established and the existing Truro Affordable Housing Trust Fund's trustees, governance and powers will continue to be in effect.

SUGGESTED ACTION: *MOTION TO establish the Municipal Affordable Housing Trust Fund in accordance with MGL c. 44, §55C and the approval of Article 34 of the April 30, 2022 Annual Town Meeting and to establish that the board of trustees will be composed of {{list membership composition}} to be appointed at a future meeting.*

OR

Discussion only.

ATTACHMENTS:

1. April 30, 2022 Annual Town Meeting Article 34
2. Brief explanation of Affordable Housing-Related Funds

Annual Town Meeting – Saturday, April 30, 2022	ARTICLE 34
---	-----------------------

Article 34: Accept M.G.L. c. 44, §55C Municipal Affordable Housing Trust Fund

To see if the Town will vote to accept Massachusetts General Law Chapter 44, Section 55C (Municipal Affordable Housing Trust Fund), as printed below. The Trust shall have all of the powers enumerated below:

Section 55C. (a) Notwithstanding section 53 or any other general or special law to the contrary, a city or town that accepts this section may establish a trust to be known as the Municipal Affordable Housing Trust Fund, in this section called the trust. The purpose of the trust is to provide for the creation and preservation of affordable housing in municipalities for the benefit of low and moderate income households and for the funding of community housing, as defined in and in accordance with the provisions of chapter 44B. Acceptance shall be by majority vote of the municipal legislative body under section 4 of chapter 4.

(b) There shall be a board of trustees, in this section called the board, which shall include no less than 5 trustees, including the chief executive officer, as defined by section 7 of chapter 4, of the city or town, but where the chief executive officer is a multi-member body, that body shall designate a minimum of 1 of its members to serve on the board. Trustees shall be appointed in a city by the mayor or by the city manager in a Plan D or Plan E municipality, subject in either case, to confirmation by the city council, and in a town by the board of selectmen, shall serve for a term not to exceed 2 years, and are designated as public agents for purposes of the constitution of the commonwealth. Nothing in this subsection shall prevent a board of selectmen from appointing the town manager or town administrator as a member or chair of the board, with or without the power to vote.

(c) The powers of the board, all of which shall be carried on in furtherance of the purposes set forth in this act, shall include the following powers, but a city or town may, by ordinance or by-law, omit or modify any of these powers and may grant to the board additional powers consistent with this section:—

(1) to accept and receive real property, personal property or money, by gift, grant, contribution, devise or transfer from any person, firm, corporation or other public or private entity, including but not limited to money, grants of funds or other property tendered to the trust in connection with any ordinance or by-law or any general or special law or any other source, including money from chapter 44B; provided, however, that any such money received from chapter 44B shall be used exclusively for community housing and shall remain subject to all the rules, regulations and limitations of that chapter when expended by the trust, and such funds shall be accounted for separately by the trust; and provided further, that at the end of each fiscal year, the trust shall ensure that all expenditures of funds received from said chapter 44B are reported to the community preservation committee of the city or town for inclusion in the community preservation initiatives report, form CP-3, to the department of revenue;

(2) to purchase and retain real or personal property, including without restriction investments that yield a high rate of income or no income;

(3) to sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to trust property as the board deems advisable notwithstanding the length of any such lease or contract;

(4) to execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases, grant agreements and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the board engages for the accomplishment of the purposes of the trust;

(5) to employ advisors and agents, such as accountants, appraisers and lawyers as the board deems necessary;

(6) to pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the board deems advisable;

(7) to apportion receipts and charges between incomes and principal as the board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;

(8) to participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;

(9) to deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the board may deem proper and to pay, out of trust property, such portion of expenses and compensation of such committee as the board may deem necessary and appropriate;

(10) to carry property for accounting purposes other than acquisition date values;

(11) to borrow money on such terms and conditions and from such sources as the board deems advisable, to mortgage and pledge trust assets as collateral;

(12) to make distributions or divisions of principal in kind;

(13) to comprise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of this act, to continue to hold the same for such period of time as the board may deem appropriate;

(14) to manage or improve real property; and to abandon any property which the board determined not to be worth retaining;

(15) to hold all or part of the trust property uninvested for such purposes and for such time as the board may deem appropriate; and

(16) to extend the time for payment of any obligation to the trust.

(d) Notwithstanding any general or special law to the contrary, all moneys paid to the trust in accordance with any zoning ordinance or by-law, exaction fee, or private contributions shall be paid directly into the trust and need not be appropriated or accepted and approved into the trust. General revenues appropriated into the trust become trust property and to be expended these funds need not be further appropriated. All moneys remaining in the trust at the end of any fiscal year, whether or not expended by the board within 1 year of the date they were appropriated into the trust, remain trust property.

(e) The trust is a public employer and the members of the board are public employees for purposes of chapter 258.

(f) The trust shall be deemed a municipal agency and the trustees special municipal employees, for purposes of chapter 268A.

(g) The trust is exempt from chapters 59 and 62, and from any other provisions concerning payment of taxes based upon or measured by property or income imposed by the commonwealth or any political subdivision thereof.

(h) The books and records of the trust shall be audited annually by an independent auditor in accordance with accepted accounting practices.

(i) The trust is a governmental body for purposes of sections 23A, 23B and 23C of chapter 39.

(j) The trust is a board of the city or town for purposes of chapter 30B and section 15A of chapter 40; but agreements and conveyances between the trust and agencies, boards, commissions, authorities, departments and public instrumentalities of the city or town shall be exempt from said chapter 30B.

or to take any other action relative thereto.

Requested by the Select Board

Explanation: At the April 24, 2001 Annual Town Meeting, Truro voters approved an article petitioning the General Court for special legislation to create an Affordable Housing Trust Fund. The legislation was approved and included as Chapter 274: An Act Authorizing the Town of Truro to Establish an Affordable Housing Trust Fund in the Acts of 2002. In 2005 the State passed Massachusetts General Law c.44, s.55c, effectively simplifying the process of establishing a local housing trust fund and setting guidelines for the trusts. This article would establish an Affordable Housing Trust under M.G.L. c.44, s55c, conforming the Town's Trust with M.G.L. All existing funds from the original Housing Trust would be transferred to the M.G.L. c.44, s55c Trust by a vote of the Trustees (the Select Board). For an explanation of the various types of affordable-housing funds (existing and proposed), please see the definitions list on page 13.

Finance Committee Recommendation	5	0	0
Select Board Recommendation	5	0	0

Affordable Housing-Related Funds

Affordable Housing Trust Fund (EXISTING)—

- Established by Act of Legislature in 2002 following Home Rule Petition in 2001.
- There is no trust or board of trustees; the Fund is simply a separate account maintained by Treasurer known as the Affordable Housing Trust Fund.
- Accepts appropriations by Town Meeting; proceeds from sale of Town property; sale of tax title foreclosure property.
- Sums in Fund may be appropriated by **Town Meeting** (majority vote) for **capital purchases of land or buildings** “for purposes related to affordable housing.”
- **All other expenditures** from Fund are by majority vote of **Select Board** “for purposes related to affordable housing.” The Select Board can accept/receive funds or property.
- The Select Board **cannot**, on its own, use the Fund to purchase/own/manage property; sell/lease/convey property; disburse funds; borrow funds; or employ advisors/agents.

Municipal Affordable Housing Trust Fund (ARTICLE 34-Approved Fund)—

- Established in 2005 by the state legislature (MGL c.44, s.55c).
- Trustees appointed by Select Board, no fewer than 5, includes the municipality’s chief executive officer (town manager).
- Can accept/receive funds or property; purchase/own/manage property; sell/lease/convey property; disburse funds; borrow funds; and employ advisors/agents.

Affordable Housing Stabilization Fund (EXISTING)—

- Stabilization Fund (with no designated trust or board of trustees) was established at 2021 Annual Town Meeting.
- Fund has purpose of Affordable Housing (not further defined).
- 2021 Annual Town Meeting voters approved an article dedicating 33% of the receipts of the annual local room occupancy excise tax to the Stabilization Fund.
- As with any Special Purpose Stabilization Fund created under G.L. c. 40, s. 5B, appropriations from the Fund require a simple majority vote of Town Meeting.



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: May 28, 2024

ITEM: Update on Select Board Goals and Objectives

EXPLANATION: A brief update on the status of the FY2024 Select Board Goals and Objectives is attached for the Board's review. Board members are asked to report if there are status updates to share on the items for which they are the Ambassador. The Board may wish to discuss next steps in moving objectives forward.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: Discussion and possible votes on next steps to move objectives forward.

ATTACHMENTS:

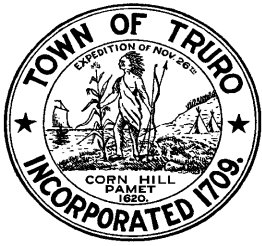
1. FY 2024 Select Board Goals & Objectives Update

Priority	Score	Objective	Goal(s) Addressed	Select Board Ambassador	Present Status
1	112	<i>To maintain vital EMS services on the Outer Cape the Select Board will support a workplan and synchronized transition plan to include 1) establish a plan and timeline for the Town to provide EMS services without the auxiliary support of Lower Cape with the support of a consultant; 2) hire the four paramedics approved at Annual Town Meeting; 3) collaborate with Lower Cape Ambulance Association and Provincetown to meet the plan and timeline and prepare a contract that will facilitate this plan and timeline; 4) evaluate potential areas for regionalization.</i>	D, E	Robert Weinstein	<p>Lower Cape Ambulance Association ceased operations September 1, 2023. Although this was ahead of schedule, Truro was prepared to ensure continuity of ALS transport services. Truro continues coordinating with our Traveling Paramedic partners, Best Practice Medicine of Montana, and has requested additional paramedics to meet the call demand and to support Fire Academy training for our newly hired paramedics during this transition period. Due to aggressive recruitment efforts and the completion of a collective bargaining agreement that allows Truro to offer competitive wages, the town is ahead of schedule in paramedic recruitment efforts. Recruitment efforts are ongoing.</p> <p>Staff also activated plans to address ambulance procurement, transport billing, and onboarding of the administrative staff position necessary to provide complete ALS service in Truro, all of which were planned for in the April 2023 Town Meeting articles. All of these plans are now in place with our Administrator now in place, Ambulance procurement</p> <p>The Town has received multiple applications and made multiple offers in the last few weeks for the 3 open paramedic positions for permanent staff. \$250,000.00 in funding was approved at 2024 ATM for ALS supplemental support for FY25. The Town is ahead of schedule with hiring which resulted in a smaller request for FY25 free cash for ALS supplemental support. The original projection for FY25 ALS supplemental support was \$706,000.00.</p>
2	105	<i>Through the Town of Truro representatives and in concert with the Provincetown Water & Sewer Board, the Select Board will support intermunicipal collaboration to determine safe yield estimates for the purpose of developing a water resources management plan. In addition, invite current/future stakeholders & intermunicipal staff to more frequent (2x per year) Select Board updates to discuss shared planning, future water supply protection, and for development of new source(s)</i>	A, C, D, E	John Dundas	<p>Town staff prepared a stormwater management bylaw for consideration at the Special Town Meeting. The bylaw is currently in revision and was indefinitely postponed at the 2024 ATM.</p> <p>Town staff has initiated a new joint meeting schedule for key Provincetown and Truro staff so that more regular collaborative planning for water takes place. These meetings occur regularly. At the 2024 ATM, \$100,000 of Free Cash was approved for preliminary master planning and evaluation for public water supply.</p>
3	104	<i>The Select Board will review all Town owned land to assess possibilities for municipal use, housing, economic development, open space, water, wastewater, and/or possible disposition to be completed by September 30, 2023.</i>	A, B	Kristen Reed	<p>The Select Board held a work session to discuss the use of Town-owned land in August 2022 and then voted in a regular meeting to designate 25 South Highland Road for permanent placement of Town-owned structures for the purpose of Town employee housing and to begin a master planning process for 0 Quail Ridge Road. In September, the Board voted to commit \$433,824 of Affordable Housing Trust Funds for the purpose of moving Town-owned and donated housing structures to 25 South Highland Road and to authorize the Town Manager to initiate the relocation of the structures. On May 14th, the Town agreed to commit \$425,713.84 from the AHTF for additional construction cost to close out renovations at 71 North Pamet Road and one of the cottages at 25 South Highland.</p> <p>Staff secured \$900,000 to move existing dwellings to 25 South Highland Road and the project is moving forward under the management of DPW Director Cabral. The moves were completed over February 21st and February 22nd.</p> <p>Staff is also working with the CCNS to determine appropriate Town-owned land for the land swap associated with the Chamber of Commerce Parcel and the Herring River low lying roadway.</p>

4	100	<i>The Select Board will initiate a revised cost estimate of a multi-phased approach for a new Department of Public Works Facility at a yet to be determined site in the FY2025- FY2029 Capital Improvement Plan. By August 15, 2023, the Town Manager will work with the Public Works Director to welcome the public to site visits of the current Public Works Facility via in-person visits and virtual visits.</i>	D	Robert Weinstein	<p>2024 Annual Town Meeting approved an amended version of Article 13 for funding in the amount of \$2,831,000.00 for the purpose of engineering and construction predominantly at the Town Hall hill site. If approved at Special Town Election, we will move forward with conducting an Phase 2, Environmental Study at the Town Hall hill site.</p> <p>A video tour of the existing facility is available here: https://vimeo.com/857634946?share=copy</p> <p>The recently appointed Ad Hoc Building Committee has met 10 times since its establishment in early April, making a recommendation to the Select Board in late April for a reduced cost/size future public works facility with an estimated cost of \$28,310,000.00.</p>
5	98	<i>The Select Board will promote the Local Comprehensive Planning Committee and process along with the work of the Economic Development Committee and encourage community participation and will provide regular updates.</i>	A, D	Susan Areson	The Local Comprehensive Plan was approved by 2023 Special Town Meeting.
6	95	<i>The Select Board will appoint a task force of local experts and staff and two members of the Select Board to examine recurrent revenue generation options resulting in a detailed report and recommendations for both short-term and long-term implementation to the Select Board by April 1, 2024.</i>	A, B	Kristen Reed	A charge for the Municipal Revenue Ad Hoc Task Force was approved and appointments to the Task Force are expected in February/ March 2024. The Select Board has also pursued revenue generation efforts with recent fee changes for beach fees (expected to generate approximately \$99,345 in new revenue), changes to rental registration fees (expected to generate approximately \$103,275 in new revenue), and changes to other fees including alcohol licenses, shellfish fees, etc that produce incremental increases in new revenue. The Select Board presented Articles 19-21 at 2024 Annual Town Meeting. These articles sought approval for a 3% community impact fee for owner occupied and professionally managed short-term rentals. The Community impact fee was approved at the 2024 Annual Town Meeting and will be dedicated to the Capital Stabilization Fund in the future.
7	93	<i>Upon completion of the Local Comprehensive Plan, the Select Board and Town Manager will work jointly to create a Town mission statement.</i>	D	Susan Areson	The LCP has been completed, so this initiative can move forward to craft a Mission Statement for the Town Administration and departments.
8	93	<i>The Select Board will hold joint work sessions with participation from the Truro Housing Authority, Planning Board and Zoning Board of Appeals to develop housing initiatives that will diversify the range of seasonal, year-round and transitional housing for people of varying income levels and will develop related articles for the 2023 Fall Special Town Meeting and 2024 Annual Town Meeting. The Select Board will provide an update on these efforts at least semi-annually.</i>	B, D	Susan Areson	<p>Housing Production Plan was approved in October 2023 for adoption.</p> <p>The Planning Board prepared a Duplex Bylaw that was approved at the 2023 Special Town Meeting.</p> <p>The Select Board recently approved a charge for the Ad Hoc Zoning Task Force and is accepting applications for membership. The Town currently has two applications and is seeking additional applications before commencing interviews. The Task Force will review the town's zoning and general bylaws with a focus on provisions that may affect housing opportunities or production and will evaluate recommendations in the most recent Local Comprehensive Plan, Housing Production Plan, Walsh Advisory Plan and Economic Development Plan with the goal of proposing specific bylaw or policy changes to promote housing as part of its charge. Appointments to the Task Force are expected in July 2024.</p>

9	92	<p><i>The Select Board will support and encourage projects that protect and restore our coastal environment including these current and ongoing projects:</i></p> <p>A) Pamet River Tidal Flow Restoration and Watershed Study B) East Harbor Culvert Replacement C) Mill Pond and Eagle Creek Repairs and Improvement D) Little Pamet Watershed Study and Culvert Repair E) Coastal Management (emphasis on Beach Point)</p>	C	Stephanie Rein	<p>A-D) Updates on environmental projects are provided by the DPW Director during the staff updates portion of Select Board meetings periodically.</p> <p>Highlight: Eagle Neck Creek Bridge reopened on 10/7/22, post project environmental monitoring will continue through 2027. East Harbor culvert replacement has been completed, post project environmental monitoring will continue through 2027. Mill Pond culvert replacement is in the final design and permitting phase. Construction for Mill Pond is scheduled for 2028. Pamet River restoration, and Little Pamet watershed study and culvert replacement projects are in the preliminary design and additional modeling phase. All Pamet River related projects will move forward together, and are funded by NOAA.</p> <p>E) The final project report for the Outer Cape project “increasing coastal resiliency through Intermunicipal Shoreline management” was issued by the Center for Coastal Studies on June 14, 2022. Deliverables for phase 2 include assessment to identify locations for potential salt-marsh migration; an inventory of the low lying roads in the 4 town project area; development of a regional sand banking database; and, development of management approach for the littoral cells of our shoreline; each of these topics were developed as an interactive geospatial dataset in the Regional Shoreline Management geodatabase. In spring of 2022, the CCS held 3 public outreach sessions about the underlying processes that drive coastal change. The Outer Cape towns are partnering with the Center for Coastal Studies to continue the Shorefront Management project and have submitted an application for a third CZM Coastal Resiliency grant. The municipal staff team continues to look for other grant sources to develop the organizational framework for the management plan itself.</p>
10	91	<p><i>The Select Board will provide resources in the FY2024/2025 budget to increase the digitization of town services and records, and address cybersecurity and will lay the groundwork for a five-year digitization and cyber security plan that will be initiated in FY2025. The Select Board Ambassador working with the Town Manager and IT Director will provide an outline to present at a Select Board meeting prior to beginning the FY2025 Budget Process.</i></p>	A, D, E	John Dundas	<p>Grants received for digitization and records storage to the CPC and the Community Compact Grant Program. Digitization efforts included in the 2022 Annual Town Meeting Warrant: Clerk/ Planning record digitization, additional financial transparency and budgeting software modules, building permit software, and CPA request for digitizing Town records.</p> <p>The FY2024 Budget included funding for some new digitization efforts. The FY2025 budget process also included a pilot effort for creating departmental budgets in the new budget module of the Town's financial transparency software to start to digitize the budget preparation and review process. Town Clerk Verde and Town Planner and Land Use Counsel Carboni are working on the digitization of Clerk/ Planning records. 2024 Annual Town Meeting approved \$48,280.00 in funds to upgrade our website code and adding three new modules: Civic Clerk, Civic Rec and Municode, all of which are digitization efforts. Town Staff will begin upgrades in early August 2024.</p>
11	90	<p><i>The Select Board will review the Senior Needs Assessment, invite feedback from the community on specific programs and services requested, and explore the feasibility and the cost and social impact of expanding services and programs for seniors to inform the FY2025 budget process.</i></p>	A, D, E	Stephanie Rein	<p>February 2024 Update: Staff met with Caitlin E. Coyle, PhD, Director of the Center for Social & Demographic Research on Aging at the Gerontology Institute of the University of Massachusetts Boston to discuss her team's ability to conduct a Senior Needs Assessment for Truro. She outlined the process for conducting the assessment, provided examples of similar work completed for communities across the Commonwealth and on the Cape and stated that the project kick off for Truro is recommended for March/ April to ensure time to get information from year round and seasonal members of the community. The assessment cost was approximately \$30,000 and a free cash transfer was sought at the 2024 Annual Town Meeting for implementation in March/ April of 2025.</p> <p>Update: Members of Town Meeting moved to not approve the \$30,000.00 for this project. Town staff recommends removing this project until funding can be approved at a future Town Meeting.</p>
12	88	<p><i>The Select Board will work with the Housing Authority and the Housing Consultant to develop a Housing Playbook by October 31, 2023.</i></p>	A, B, D, E	Kristen Reed	<p>The Consultant who prepared the Housing Needs Assessment and Housing Production Plan was contacted to discuss the scope of work related to developing a housing playbook. A quote and general scope of work and associated timeline was provided but will need further detail to ensure the Playbook adequately addresses this objective. The Town will work to develop an RFP to seek proposals to complete this initiative in FY 2025.</p>
13	85	<p><i>The Select Board will work with the Walsh Property Community Planning Committee and the Local Comprehensive Plan Committee to build on areas of common ground and build consensus on the specific initiatives and a more general vision for Truro with special consideration of the Housing Needs Assessment and Housing Production Plan.</i></p>	A, B, C, D, E	Susan Areson	<p>Walsh Property Community Planning Committee recommendations and the LCP were approved at 2023 Special Town Meeting.</p>

14	83	<i>The Select Board will provide support to and collaborate with the Climate Action Committee and the Energy Committee in the creation of a Climate Action Plan for the Town of Truro, as well as to work with the Climate Action Committee and Energy Committee to develop a policy memorandum that facilitates and guides progress in all relevant areas toward a "Net Zero Truro" by 2050, and will ask for updates at least twice per year. The Board will also revise the charges of the Energy Committee and the Climate Action Committee to incorporate the directives from Article 53 of the 2022 Annual Town Meeting.</i>	A, C, D, E	Stephanie Rein	<p>The Select Board voted to assign Member Dundas and Member Rein to work with the Climate Action Committee to organize a Truro Climate Summit at a time TBD.</p> <p>The Select Board voted to identify a funding strategy and prepare an article for the 2024 Annual Town Meeting to fund a Climate Action Coordinator to support the work of the group. The Climate Action Coordinator position was approved and funded with free cash at the 2024 Annual Town Meeting. The position will be hired in FY 2025 and Solar Revenues will need to be generated to ensure the long-term sustainability of this position in the future. It is believed it will take 1-2 years of free cash transfers before revenues are available to fund this position long-term.</p>
15	84	<i>The Select Board will submit a letter each to the Planning Board and the Economic Development Committee by November 30, 2023 outlining the Select Board's priorities in housing, zoning, land use and economic development in an effort to facilitate collaboration and joint efforts.</i>	A, B, C	John Dundas	<p>Member Dundas presented a draft letter to the Select Board in December 2022. The Board determined that they would like to re-visit the letter in June so that it could be sent in July 2023.</p>
16	81	<i>The Select Board will direct staff to apply for ARPA funds for the Broadband Needs Assessment Study by September 30, 2023.</i>	A, D, E	John Dundas	<p>The Cape Cod Commission is conducting a Cape-wide broadband needs assessment and is including Truro. Results are expected in Spring 2024/ Summer 2024. ARPA funds will be reserved for any followup analysis needed after the completion of the Commission's assessment. The Town also submitted a Municipal Fiber Grant in the amount of \$250,000.00 in April 2024 and we are waiting for a response on the award. The grant will bring fiber to the Transfer station, Harbor Masters office, Beach office, SNow's Field, Truro Central School, Corn Hill Beach, and head of the Meadow beach.</p>
17	81	<p><i>A Needs Assessment for Persons with Disabilities will be conducted, the Select Board will invite feedback from the community on specific programs and services requested, and will explore the feasibility and the cost and social impact of expanding services and programs for persons with disabilities to inform the FY2025 budget process.</i></p> <p><i>**Collaboration with the objective related to the Senior Needs Assessment would be beneficial as there may be overlap between needs or between populations.</i></p>	A, D, E	Stephanie Rein	<p>The Town of Truro updated its ADA Self-Evaluation and Transition plan that was revised in 2019 using CDBG Funds to contract Disability Access Consultants to facilitate the plan with staff support. Title II of the ADA and Section 504 requires us, as part of a self-evaluation, to assess our services, policies, and practices to modify any that discriminate against people with disabilities. It also requires that we develop a transition plan to identify physical changes to facilities necessary to achieve "program access." Part of updating the plan included conducting the following surveys: Survey for Town of Truro Program and Facility Users; Survey for Program and Site Administrators; Survey for Organizations Representing Individuals with Disabilities.</p> <p>To meet this particular objective, the Board could engage a consultant to conduct an assessment similar to the proposed Senior Needs Assessment. If the Gerontology Institute of the University of Massachusetts Boston is amenable, the outreach and survey tools and various methodologies could be outlined in a scope of work to engage a consultant to conduct a similar needs assessment for persons with disabilities in Truro. If funding is secured at the 2024 Annual Town Meeting, this process could potentially begin in the spring of 2025.</p> <p>Update: Members of Town Meeting moved to not approve the \$30,000.00 for the Senior Needs Assessment which would have served as the foundation of this project. Town staff recommends removing this project until funding can be approved at a future Town Meeting.</p>
18	78	<i>The Select Board will rework, update and set clearer objectives in Policy 54 and Policy 31, and will work to enhance compliance by December 31, 2023.</i>	E	Susan Areson	<p>Vice-Chair Areson prepared a draft Code of Conduct Policy to replace Policy 54 and a draft Communications Policy to replace Policy 31. These policies will be presented to the Select Board at an upcoming meeting, potentially in March or April, for consideration and discussion.</p>
19	77	<i>The Select Board will task the Economic Development Committee with inviting the Massachusetts Cultural Council to present to the Select Board, Economic Development Committee and the Truro Cultural Council on the process of creating a designated cultural district in Truro.</i>	A	Kristen Reed	<p>The Economic Development Committee appointments expired June 30, 2023 so the Ad Hoc Committee no longer exists.</p>



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: May 28, 2024

ITEM: Approval of a Seasonal Entertainment License for Sunday Entertainment and Wednesday Entertainment at Truro Vineyards

EXPLANATION: MGL Chapter 140 § 181 provides local authority to license performance events. Entertainment Application for review and approval is below:

- *Sunday Funday dates: May 26, June 2, June 9, June 16, June 23, June 30, July 7, July 14, July 21, July 28, August 4, August 11, August 18, August 25, September 1, DJ, recorded amplified music, from 5:30 pm-7:30 pm, no admission fee.*
- *Wednesday Wine and Dine dates: July 3, July 10, July 17, July 24, July 31, August 7, August 14, August 21, August 28, Live acoustic music not amplified, from 6:00-9:00 pm, with admission fee.*

The Entertainment Application has been reviewed by the Chief of Police and approved.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Entertainment will not be held for this event.

SUGGESTED ACTION: *MOTION TO approve a Seasonal Sunday, and a Weekday Entertainment License for*

- *Sunday Funday dates: May 26th, June 2, June 9, June 16, June 23, June 30, July 7, July 14, July 21, July 28, August 4, August 11, August 18, August 25, September 1, DJ, recorded amplified music, from 5:30 pm-7:30 pm*
- *Wednesday Wine and Dine dates: July 3, July 10, July 17, July 24, July 31, August 7, August 14, August 21, August 28, Live acoustic music not amplified, from 6:00-9:00 pm*

And authorize the Chair to sign the One Day Entertainment Application and Commonwealth of Massachusetts License for Public Entertainment on Sunday application.

ATTACHMENTS:

1. One Day Entertainment Applications and Commonwealth of Massachusetts License for Public Entertainment on Sunday -Truro Vineyards



TOWN OF TRURO

Licensing Department

PO Box 2030, Truro, MA 02666

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

Email: ntudor@truro-ma.gov or nscoullar@truro-ma.gov

Application for an Entertainment License

☐ Annual

☒ Weekday

☐ Saturday

☒ Sunday

☐ Seasonal

☐ Seven-Day

Please complete the Commonwealth's
Public Entertainment on Sunday
Application

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

BUSINESS/ORGANIZATION INFORMATION

Kristen Roberts
Name of Applicant

Truro Vineyards of Cape Cod
Business/Organization Name

PO Box 834 North Truro, MA 02652
Mailing Address of Business/Organization

Is this a Non-profit or For-profit Entity (Check the appropriate box)

☐ Yes

☒ No

If yes, proof of Non-profit status must accompany this application

Kristen Roberts
Contact Person

508-487-6200
Phone Number

[REDACTED]
Email (com)

INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

EVENT INFORMATION

5/26/24, 6/2/24, 6/9/24, 6/16/24, 6/23/24, 6/30/24, 7/7/24, 7/14/24, 7/21/24, 7/28/24, 8/4/24, 8/11/24,
Day (s)/Date (s) of Event for License to be issued Purpose of Event (example: fundraiser) 8/18/24,

Hours of Event (from - to) 5:30 - 7:30

8/25/24,
9/1/24

Truro Vineyards 11 Shore Road North Truro, MA

Event is: ☐ Indoor ☒ Outdoor Event

Location (Must provide facility name, if any, street number and name) 02652

(Please check applicable box)

Kristen Roberts 11 Shore Road North Truro MA 02652
Property Owner Name and Address

508-487-6200
Phone number

Seating Capacity: _____

Occupancy Number: _____

Approximate number of people attending 150

Name of Caterer (if applicable)

Truro Application for Entertainment License

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

Will an admission fee be collected? ☐ Yes ☒ No

Will there be a One Day Alcohol License ☐ Yes ☒ No If yes; you must also apply for a One Day Alcohol License

Will there be Police Traffic Control? ☐ Yes ☒ No

ENTERTAINMENT INFORMATION

Type of Entertainment: Please check the appropriate boxes.

Dancing: ☐ By Patron ☐ By Entertainers ☒ No Dancing

Music: ☒ Recorded ☐ Juke Box ☐ Live ☐ No Music

Number of Musicians & Instruments (Type) DJ

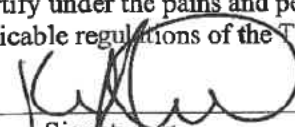
Amplified System: ☒ Yes ☐ No

Shows: ☐ Theater ☐ Movies ☐ Floor Show ☐ Light Show
☒ No Show

Other: ☐ Video Games ☐ Pool/Billiard Tables (Please indicate quantity) _____

Applicant's Signature

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


Signature

5/6/2024
Date

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

Office Use Only

APPROVAL

License No. _____

Select Board Chair _____ Meeting Date _____

Police Department Jamie Calise Date _____

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

State Fee, \$ _____
Municipal Fee, \$ _____

THE COMMONWEALTH OF MASSACHUSETTS
Town OF TRURO



LICENSE

For

PUBLIC ENTERTAINMENT ON SUNDAY

The Name of the Establishment is TRURO vineyards of Cape Cod in or on the property at No. 11 shore Road North Truro, MA 02452 (address)

The Licensee or Authorized representative, Kristen Roberts in

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

DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion
<u>Sunday</u>		
<u>5/26/24 -</u>	<u>5:30-7:30</u>	<u>DJ</u>
<u>9/1/24</u>		

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

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

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

Do not write in this box

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

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



TOWN OF TRURO

Licensing Department

PO Box 2030, Truro, MA 02666

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

Email: ntudor@truro-ma.gov or nscoullar@truro-ma.gov

RCVD 2024MAY17 PM1:09

ADMINISTRATIVE OFFICE

TOWN OF TRURO

Application for an Entertainment License

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

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

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

BUSINESS/ORGANIZATION INFORMATION

Kristen Roberts
Name of Applicant

Truro Vineyards of Cape Cod
Business/Organization Name

P.O. BOX 834 North Truro, MA 02652
Mailing Address of Business/Organization

Is this a Non-profit or For-profit Entity (Check the appropriate box)

☐ Yes

☒ No

If yes, proof of Non-profit status must accompany this application

Kristen Roberts
Contact Person

207-632-1217
Phone Number

Kristen@trurovineyardsofcapecod.19
Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

EVENT INFORMATION

7/3/24, 7/10/24, 7/17/24, 7/24/24, 7/31/24, 8/7/24, 8/14/24, 8/21/24, 8/28/24 (9 days)
Day (s)/Date (s) of Event for License to be issued Purpose of Event (example: fundraiser)

Wine & Dine

Hours of Event (from - to) 6-9

Truro Vineyards 11 Shore Road North Truro, MA 02652
Location (Must provide facility name, if any, street number and name)

Event is: ☐ Indoor ☒ Outdoor Event
(Please check applicable box)

Kristen Roberts 11 Shore Road North Truro, MA 02652
Property Owner Name and Address

508-487-6200
Phone number

Seating Capacity: 65

Occupancy Number: _____

Approximate number of people attending 65

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

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

Will an admission fee be collected? ☒ Yes ☐ No

Will there be a One Day Alcohol License ☐ Yes ☒ No

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

Will there be Police Traffic Control? ☐ Yes ☒ No

ENTERTAINMENT INFORMATION

Type of Entertainment: Please check the appropriate boxes.

Dancing: ☐ By Patron ☐ By Entertainers ☒ No Dancing

Music: ☐ Recorded ☐ Juke Box ☒ Live ☐ No Music

Number of Musicians & Instruments (Type) one or two musicians - acoustic

Amplified System: ☐ Yes ☒ No

Shows: ☐ Theater ☐ Movies ☐ Floor Show ☐ Light Show
☒ No Show

Other: ☐ Video Games ☐ Pool/Billiard Tables (Please indicate quantity) _____

Applicant's Signature

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

Signature

Date

5/6/2024

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

Office Use Only

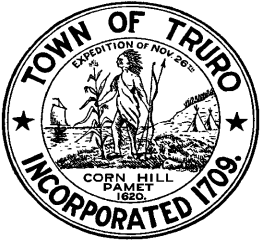
APPROVAL

License No. _____

Select Board Chair _____ Meeting Date _____

Police Department Jamie Calise Date _____

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



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Town Clerk

REQUESTOR: Elisabeth Verde, Town Clerk

REQUESTED MEETING DATE: May 28, 2024

ITEM: Review and Approve Reappointment of Town Constable Brian Cowing

EXPLANATION: Town Constable Brian Cowing was appointed for a term that ends on June 7, 2024. His appointment renewal is requested.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Town will be without a Constable as of June 8, 2024 until one can be appointed

SUGGESTED ACTION: Motion to reappoint Town Constable Brian Cowing for a term to end on June 7, 2027.

ATTACHMENTS:

1. MGL Part I, Title VII, Chapter 41, Section 91A
2. Original application of Town Constable Brian Cowing with personal information redacted

Part I ADMINISTRATION OF THE GOVERNMENT**Title VII** CITIES, TOWNS AND DISTRICTS**Chapter 41** OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS**Section 91A** CONSTABLES; APPOINTMENT IN TOWNS

Section 91A. The selectmen in any town may from time to time appoint, for terms not exceeding three years, as many constables as they deem necessary.

Part I	ADMINISTRATION OF THE GOVERNMENT
Title VII	CITIES, TOWNS AND DISTRICTS
Chapter 41	OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS
Section 91B	APPOINTMENTS; QUALIFICATIONS; APPLICATION; INVESTIGATION

Section 91B. Constables shall not be appointed by mayors or selectmen under section ninety-one or ninety-one A except as hereinafter provided. A person desiring to be appointed as aforesaid shall make a written application therefor to the appointing authority stating his reasons for desiring such appointment and such information as may be reasonably required by said authority relative to his fitness for said office. Such application shall also contain a statement as to the moral character of the applicant signed by at least five reputable citizens of the city or town of his residence, one of whom shall be an attorney-at-law. The appointing authority shall also investigate the reputation and character of every applicant and his fitness for said office. The chief of police or other official having charge of the police shall upon request give the appointing authority all possible assistance in making such investigation. The office of constable shall be filled only by appointment of an applicant hereunder

who is found by the appointing authority, after investigation as aforesaid, to be a person of good repute and character and qualified to hold said office.

Consent Agenda Item: 8B2

Truro

Application to Serve on a Board or Committee

Last Name *Cowing*

First Name *Brian*

Middle Initial *R*

Email Address

Phone Number

Address (Street)

Address (City)

Address (State)

Address (Zip Code)

Mailing Address (Please indicate box number and zip code)

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

Are you a full-time resident of Truro?

☐ Yes

☒ No

Are you registered to vote in Truro?

☐ Yes
☐ No

What Board/ Committee Are You Applying For?

Constable

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

Have you attended a meeting of the committee listed above?

☐ Yes
☐ No

Have you read the charge of the committee?

☐ Yes
☐ No

Have you met with the chair of the committee?

☐ Yes
☐ No

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

*I've Been doing Constable work
for many years*

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

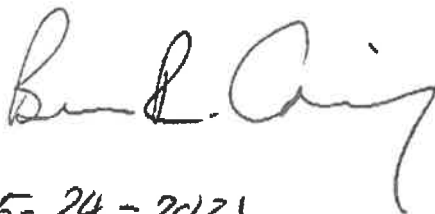
Briefly list any other relevant experience such as professional work, training, education, etc. A resume is NOT required. If you choose to attach a resume, it will become a public document.

05/25/2021 4:20 AM FAX 5084870417
05/21/2021 15:49 5083495505

BRIAN COWING
TOWN OF TRURO

0003/0003
PAGE 03/03

Signature



Date

5-24-2021

ATT. Nicole Tudor

Jay Murphy

[REDACTED]

Sherry Prada

[REDACTED]

Howard Colman

[REDACTED]

and Howard

[REDACTED]

Emil Catanese

[REDACTED]

March 19, 2024, Meeting (Hybrid)

Via Zoom Platform

Select Board Members Present: Kristen Reed-Chair, Susan Areson-Vice Chair, Stephanie Rein-Member, Robert Weinstein-Member

Select Board Members Absent: John Dundas-Clerk

Others Present: Darrin Tangeman-Town Manager; Kelly Clark-Assistant Town Manager; Jarrod Cabral-DPW Director; Executive Assistant Nicole Tudor; Executive Assistant Noelle Scoullar; Town Moderator Paul Wisotzky; Mara Glatzel (Truro Resident); William Bibeau (Applicant for Appointment to the Part-Time Resident Advisory Committee); Lisa Peets (Applicant for Appointment to the Part-Time Resident Advisory Committee); Kevin Grunwald (Town Voter); Elizabeth Wiley Chapman (Truro Resident); Jack Riemer (Truro Voter); Robert Higgins-Steele (Lead Petitioner on Petitioned-Article); Planning Board Vice Chair Anne Greenbaum; Finance Committee Chair Bob Panessiti

Chair Reed called the meeting to order at 5:36 pm and read the information for the public to access the meeting by telephone and participate. Chair Reed introduced the Members and Town staff present.

Chair Reed noted that since Member Dundas was not present, all matters voted upon this evening by the present Members, will be added to the next meeting's agenda to record Member Dundas' vote.

PUBLIC COMMENT

Prior to recognizing any individual for public comment, Chair Reed read aloud the ground rules regarding public comment. Chair Reed noted that she had attended several of the City of Cambridge's City Council meetings and the challenges the City of Cambridge has faced in order to strike a balance to give every resident who appears at a meeting the opportunity to be heard during the meeting's Public Comment period. Chair Reed added that any resident who exceeds the 3-minute time limit may submit a written public comment so the Members may see it.

Chair Reed asked if any member of the public wished to provide public comment and Chair Reed recognized the following individuals: Member Rein, Town Manager Tangeman, and Ms. Glatzel.

PUBLIC HEARINGS

None

INTRODUCTION TO NEW EMPLOYEES

None

BOARD COMMITTEE/COMMISSION APPOINTMENTS

A. Interview and Possible Appointment of Candidate to the Climate Action Committee-Mark Gebhardt

Assistant Town Clerk Clark noted that Mr. Gebhardt was unavailable this evening and requested that his subsequent interview occur at a later meeting. There was no opposition to the request.

B. Interview and Possible Appointment of Candidate to the Part-Time Resident Advisory Committee-William Bibeau, David Leviatin, and Lisa Peets

Chair Reed provided background information and noted that Mr. Bibeau and Ms. Peets were the two candidates for consideration.

Chair Reed and the Members interviewed Mr. Bibeau with the Board's standardized question format and the Members had the opportunity to ask additional questions were once the standardized questions were answered.

Chair Reed and the Members interviewed Ms. Peets with the Board's standardized question format and the Members had the opportunity to ask additional questions were once the standardized questions were answered.

Member Weinstein made a motion to appoint Lisa Peets to the Part-Time Resident Advisory Committee for a one-year term expiring June 30, 2024.

Member Rein seconded the motion.

Roll Call Vote:

Vice Chair Areson – Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

So voted, 4-0-0, motion carries.

STAFF/COMMITTEE UPDATES

A. Other Staff Announcements (Announcements only; no votes by the Board)

Presenter: Darrin Tangeman, Town Manager

Town Manager Tangeman announced that the Town staff had recommended the drafting of an article, and by eminent domain and appropriate sufficient funds, to acquire Truro Motor Inn, located at 286 Route 6, for the purpose to develop affordable housing. The draft article will be presented to the Select Board at the next meeting.

B. Update and Possible Vote on Housing Coordinator Position

Presenter: Darrin Tangeman, Town Manager

Town Manager Tangeman provided background information and reviewed the justification for the position. The proposed position will be paid by the collection of rental registration fees. Town Manager Tangeman stated that there would be no request for a free cash transfer or a tax increase. The position will report to Town Planner/Land Use Counsel Barbara Carboni.

Chair Reed opened this portion of the meeting for public comment and she recognized the following individuals who commented on this topic: Mr. Grunwald, Ms. Wiley Chapman, and Mr. Riemer.

Town Manager Tangeman asked Executive Assistant Scoullar and Executive Assistant Tudor to review the current process to assist citizens with the short-term rental registration process and briefly reviewed their regular assigned duties.

Members then briefly discussed the need for the Housing Coordinator position.

Chair Reed made a motion to approve the Housing Coordinator position.

Member Rein seconded the motion.

Roll Call Vote:

Vice Chair Areson – Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

So voted, 4-0-0, motion carries.

TABLED ITEMS

None

SELECT BOARD ACTION

A. Discussion and Possible Vote on Town Meeting Warrant Article or Motion Consolidations

Presenter: Darrin Tangeman, Town Manager

Chair Reed recognized Town Moderator Wisotzky who summarized his role at Town Meeting, the planning of the Town meeting with Town staff, the bundling of items by the Select Board but which can be separated by a motion on the floor during Town Meeting, and the use of the Consent Agenda. Town Moderator Wisotzky announced his Town Meeting Talks.

Chair Reed, the Members, Town Manager Tangeman and Assistant Town Manager Clark discussed the Warrant articles in detail utilizing the Agenda Item: 7A1 as included in tonight's agenda packet.

Chair Reed made a motion to direct Town staff to prepare Warrant articles and motions as determined at tonight's meeting by the Select Board.

Member Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Areson – Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

So voted, 4-0-0, motion carries.

B. Discussion and Possible Vote on Annual Town Meeting Warrant Articles

Presenter: Darrin Tangeman, Town Manager

Chair Reed recognized Mr. Higgins-Steele who presented his citizen-petitioned article and DPW Director Cabral provided additional comments on this citizen-petitioned article. Town Manager Tangeman and Assistant Town Manager Clark noted that this citizen-petitioned article was determined to be in legal form by the Town Counsel. The citizen-petitioned article was copied from the Town of Bourne's article.

Chair Reed made a motion to accept Bob Higgins-Steele's citizen-petitioned article as a Select Board article and to collaborate with him to add potential amended changes.

Member Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Areson – Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

So voted, 4-0-0, motion carries.

Chair Reed made a motion to vote to recommend all the CPC articles as printed in the Warrant.

Vice Chair Areson seconded the motion.

Roll Call Vote:

Vice Chair Areson – Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

So voted, 4-0-0, motion carries.

Note: Prior to the following vote, Chair Reed announced again that there will be an agenda item for the next meeting to record Member Dundas' vote on all matters voted on by the Members this evening as Member Dundas was not present this evening.

Chair Reed made a motion to recommend all of the articles mentioned by Vice Chair Areson minus the free cash articles.

Vice Chair Areson seconded the motion.

Roll Call Vote:

Vice Chair Areson – Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

So voted, 4-0-0, motion carries.

C. Discussion and Possible Vote on Curb Cut Fee

Presenter: Darrin Tangeman, Town Manager, and Jarrod Cabral, DPW Director

Chair Reed recognized DPW Director Cabral who recommended a \$150 fee for curb cut applications.

Chair Reed made a motion to set the fee for curb cuts at \$150 for curb cut applications effective immediately.

Member Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Areson – Aye
Member Weinstein - Aye
Member Rein - Aye
Chair Reed – Aye
So voted, 4-0-0, motion carries.

D. Nomination of Member to Cape Cod National Seashore Advisory Commission
Presenter: Darrin Tangeman

Chair Reed and the Members briefly discussed the Cape Cod National Seashore Advisory Commission's denial of Member Weinstein's addition to the commission as well as the commission's not disclosing why.

Member Weinstein made a motion to nominate Stephanie Rein to the Cape Cod National Seashore Advisory Commission as an alternate voting member with a term to last two years.

Vice Chair Areson seconded the motion.

Roll Call Vote:

Vice Chair Areson – Aye
Member Weinstein - Aye
Member Rein - Aye
Chair Reed – Aye
So voted, 4-0-0, motion carries.

CONSENT AGENDA

A. Review/Approve and Authorize Signature: Revised Municipal Ad Hoc Revenue Committee Charge
Member Rein requested that all dates included in the Revised Ad Hoc Revenue Committee Charge be removed and there was no opposition to the request.

Chair Reed made a motion to approve the Revised Municipal Ad Hoc Revenue Committee Charge, authorize the electronic signatures with the action of removing all dates from the charge and directive.

Vice Chair Areson seconded the motion.

Roll Call Vote:

Vice Chair Areson – Aye
Member Weinstein - Aye
Member Rein - Aye
Chair Reed – Aye
So voted, 4-0-0, motion carries.

B. Review and Approve Appointment Renewals: None

C. Review and Approve 2024 Seasonal Business Licenses: Transient Vendor-North of Highland Camping Area, Common Victualer-Captain's Choice

D. Review and Approve Select Board Meeting Minutes: None

Chair Reed made a motion to approve the Consent Agenda as printed in the packet.

Vice Chair Areson seconded the motion.

Roll Call Vote:

Vice Chair Areson – Aye
Member Weinstein - Aye

Member Rein - Aye
Chair Reed – Aye
So voted, 4-0-0, motion carries.

SELECT BOARD REPORTS/COMMENTS

Member Rein had no reports or comments this evening.

Member Weinstein commented on the Division III hockey game at the Fleet Center where Nauset unfortunately lost 1-0 to Marblehead. Member Weinstein congratulated Nauset for their season and thanked the local community members who traveled to the game for their support and attendance.

Vice Chair Areson reported that she attended the recent School Committee meeting and there was a positive report regarding the School Improvement Program and Plan. She also noted that former ZBA Chair Buddy Perkel has been ill and she wished him well.

Chair Reed yielded her time to comment to Planning Board Vice Chair Greenbaum who provided a brief update regarding the joint Select Board/Planning Board articles and the public forum that was recently held. Chair Reed then yielded her time to comment to Finance Committee Chair Panessiti who noted that the Finance Committee will discuss the budget articles and recommendations regarding budget articles at upcoming Finance Committee meetings. Finance Committee Chair Panessiti encouraged the public to listen to the meetings and be informed.

Chair Reed thanked everyone who has pulled papers for vacant positions and asked Town Manager Tangeman and Assistant Town Manager Kelly Clark if there were positions that needed advertising because no one had pulled papers for those positions. Town Manager Tangeman will provide that list at the next meeting.

TOWN MANAGER REPORT

Town Manager Tangeman announced that there were no nominees yet for the Fred Todd Community Service Award and he reviewed the agenda for the next Select Board meeting on March 26, 2024.

Chair Reed and the Members agreed to a 2 pm start time for the meeting on March 26, 2024.

Chair Reed made a motion to adjourn at 8:18 pm.
Vice Chair Areson seconded the motion.
By unanimous consent, the meeting was adjourned.

Respectfully submitted,



Alexander O. Powers
Board/Committee/Commission Support Staff

Kristen Reed, Chair

Susan Areson, Vice Chair

John Dundas, Clerk

Stephanie Rein, Member

Robert Weinstein, Member

Public Records Material Attachments

Legal Notice

Application to Serve-Mark Gebhardt

Application to Serve-William Bibeau

Application to Serve-David Leviatin

Application to Serve-Lisa Peets

Housing Coordinator Job Description and Position Justification

Housing Coordinator Time to Task Analysis

Article List

Articles for 2024 Annual Town Meeting Warrant

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

Building Permit Fees

Electrical Permit Fees

Plumbing & Gas Permit Fees

Letter Regarding CCNS Advisory Commission Appointment Nominations (January 2023)

Municipal Revenue Ad Hoc Task Force Charge (current)

Draft Revised Municipal Revenue Ad Hoc Task Force Charge (redlined)

Seasonal Application-North of Highland Camping Area

Seasonal Application-Captain's Choice