



Truro Select Board Hybrid Meeting

Tuesday, November 12, 2024

Executive Session-4:30pm

Regular Meeting-5:00pm

Truro Town Hall, 24 Town Hall Road

EXECUTIVE SESSION-4:30pm

<https://us02web.zoom.us/j/81333579565>

1-646-931-3860 Meeting ID: 813 3357 9565

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 live-streamed on Channel 8 or Truro TV.

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

- (1) In accordance with the provisions of Massachusetts General Law, Chapter 30A, §21(a)(2) To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel (Fire Chief), and;*
- (2) 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: August 27, 2024, September 10, 2024 and September 24, 2024; and not to reconvene in open session.*

REGULAR MEETING-5:00pm

<https://us02web.zoom.us/j/84720782445>

1-646-931-3860 Meeting ID: 847 2078 2445

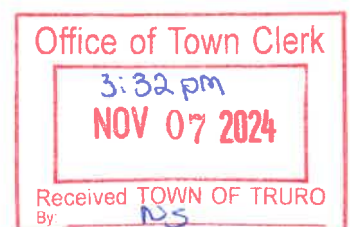
This will be a hybrid (in-person *and* remote) meeting. Citizens can view the meeting on **Channel 8** in Truro and on the web on the "Truro TV Channel 8" button under "Helpful Links" on the homepage of the Town of Truro website. Click on the green "Watch" button in the upper right of the page. **To provide comment during the meeting please call-in at 1-646-931-3860 and enter the following access code when prompted: 847 2078 2445 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/84720782445>**

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 comments so that you may be heard clearly. We ask that you identify yourself when calling in to help us manage multiple callers effectively.

1. EXECUTIVE SESSION REPORT

2. PUBLIC COMMENT

3. PUBLIC HEARINGS



- A. Review, discussion, and vote on a request for an annual all-alcohol pouring license pursuant to MGL 138 Sec 12 and Special Legislation H4569 for Salty Market Farmstand Inc., 2 Highland Rd, owner and manager, Liam Rowland

4. INTRODUCTION TO NEW EMPLOYEES

- A. Chris Kaufmann, Library Director
Presenter: Darrin Tangeman, Town Manager

5. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Interview and Possible Nomination of (1) Voting Alternate Member to the Cape Cod National Seashore Advisory Commission: Jack Farley, Michael Fee, Kevin Grunwald, and Denise McWilliams
- B. Interview and Possible Appointment of Alternate to Zoning Board of Appeals: Leah Camhi and Robert Tilden

6. STAFF/ COMMITTEE UPDATES

- A. Staff Report on Out-of-School Program and Childcare Voucher Program
Presenter: Damion Clements, Community Services Director, and Kelly Clark, Assistant Town Manager
- B. Status Report on 25 South Highland
Presenter: Darrin Tangeman, Town Manager

7. TABLED ITEMS – NONE

8. SELECT BOARD ACTION

- A. Discussion on Owner's Project Manager (OPM) for New Public Works Facility
Presenter: Susan Areson, Chair
- B. Discussion and Possible Vote on Implementation Process for Town Seal Committee
Presenter: Stephanie Rein, Member, and Darrin Tangeman, Town Manager
- C. Discussion on Process and Procedures Related to Executive Session Minutes
Presenter: Susan Areson, Chair
- D. Discussion and Vote to Post Collective Bargaining Agreements and Individual Personnel Contracts on Town Website
Presenter: Susan Areson, Chair
- E. Discussion and Vote to Amend Policy #65: Hybrid Meeting Policy
Presenter: Susan Areson, Chair

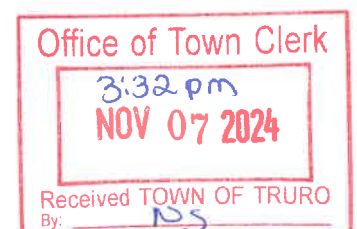
9. REPORTS

- A. Select Board Reports/Comments
- B. Town Manager Report

10. CONSENT AGENDA

- A. Review/Approve and Authorize Signature: NONE
- B. Review and Approve Appointment Renewals: NONE
- C. Review and Approve 2025 Annual Business Licenses: Gingerbread House (Lodging License); Truro General Store (Common Victualer and Transient Vendor)
- D. Review and Approve FY2026 Municipal Meeting Calendar and Select Board 2025 Meeting Calendar
- E. Review and Approve Select Board Meeting Minutes: July 9, 2024, July 23, 2024, and August 13, 2024

11. Next Meeting Agenda: Regular Meeting: November 19, 2024





TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration/Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant on behalf of Liam Rowland

REQUESTED MEETING DATE: November 12, 2024

PRESENTER: Liam Rowland, Manager and Owner of Salty Market Farmstand

ITEM: Public Hearing on New Annual All Alcohol Pouring Liquor License: Salty Market Farmstand (2 Highland Rd, North Truro)

EXPLANATION: The Select Board is holding a hearing on a proposal from owner Liam Rowland, for a new annual all-alcohol **pouring** liquor license under {M.G.L. Chapter 138, Section 12}. The owner currently holds an annual off-premise all-alcohol license {M.G.L. Chapter 138 Section 15}. This request would be for a second alcohol license at the same address within the same business establishment. The Board of Health reviewed the proposal on January 16, 2024, and April 16, 2024. This proposal is allowed through Special Legislation H4569. The ABCC advised him to seek an annual alcohol license with conditions of operation, due to the local BoH requirements on the property.

Current-Annual All Alcohol Package Store Liquor License issued to Salty Market Farmstand for the following license dates: January 1st-December 31st

Proposed-Annual Pouring All Alcohol Liquor License (*with conditions*) in addition to the annual all alcohol retail license:

- The Board of Health approved the proposal for the following license dates: **October 1st-April 1st**
- Operating: Thursday-Saturday
- Hours of operation: 2:00 pm-9:00 pm
- 8 Seats interior maximum

A seasonal alcohol license is issued from April 1st and runs through January 15th, with renewals occurring in March.

An annual alcohol license is issued from January 1st through December 31st, with renewals occurring in November. The applicant is required to submit an application for the remainder of the calendar year 2024 and a separate renewal application for calendar year 2025, that will be conditioned to operate from January 1, 2025 to April 1, 2025 and from October 1, 2025 to December 31, 2025, in accordance with the annual pouring licensing schedule.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: *Motion to Approve the Annual All Alcohol Pouring License for Liam Rowland, Salty Market Farmstand Inc., dba Salty Market Farmstand, conditioned to operate from January 1 to April 1 and from October 1 to December 31, for Thursday through Saturday from 2:00-8:00pm and to submit the new licensing application and the renewal application for calendar 2025 to the ABCC.*

ATTACHMENTS:

1. Public Hearing Notice
2. Letter to Select Board and Proposed Floor Plan
3. ABCC Application
4. Police Chief Memo
5. Board of Health Minutes January 16, 2024
6. Board of Health Minutes April 16, 2024
7. Health Agent Emily Beebe Letter April 30, 2024
8. Existing Establishment Example: Eataly, 800 Boylston St. Boston
9. ABCC Advisory on Sec. 12 and 15 licenses
10. 2025 ABCC Renewal Application



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

NEW ANNUAL

ALL ALCOHOL ON-PREMISE POURING LICENSE

The Truro Select Board will hold a Public Hearing on **Tuesday, November 12, 2024, at 5:00 p.m.** to hear the new Annual All Alcohol On Premise Pouring license application from Salty Market Farmstand Inc. dba Salty Market Farmstand, Liam Rowland, Owner and Manager under {M.G.L. Chapter 138, §12, §15 and Special Legislation H4569} located at 2 Highland Rd, Truro, MA.

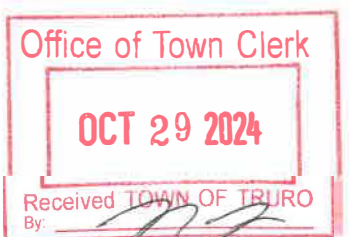
Please join the hybrid Select Board meeting from your computer, tablet, or smartphone at the Zoom Login information below or by attending in person at Truro Town Hall, 24 Town Hall Rd, Truro MA.

Zoom Login: <https://us02web.zoom.us/j/84720782445>

Meeting ID: 847 2078 2445

Call-in Number: 1-646-931-3860

Susan Areson, Chair
Select Board
Town of Truro



Sept 27th, 2024

Letter of Intent

To Truro Select Board,

This is a letter of intent for Salty Market Farmstand this calendar year, Winter 2024 /2025. We are hoping to apply for an annual on-site pour license (with conditions set by the town), that operates in a designated area of the store and improves the offering of our establishment to sustain business over a full twelve-month (calendar) period. We foresee, over the next 3 years, to operate in the current capacity as an off-premises, convenience/grocery store with built in deli and to-go food options from April 1st to November 31st each year. And then switch to operate a casual quick serve food concept with limited tavern seating in the late fall/winter – with the continued to-go menu options and basic grocery essentials.

We are hoping that the town will support our proposal (as will the state) to operate an on-premises pour license and off- premises liquor license in the same building under the Law H4569. Please see attached Alcoholic Beverage Control Commissions Advisory regarding Ownership of M.G.L c. 138, *15 (off-premises) license and a M.G.L c. 138, *12 (general on – premises) licenses in the same city or town.

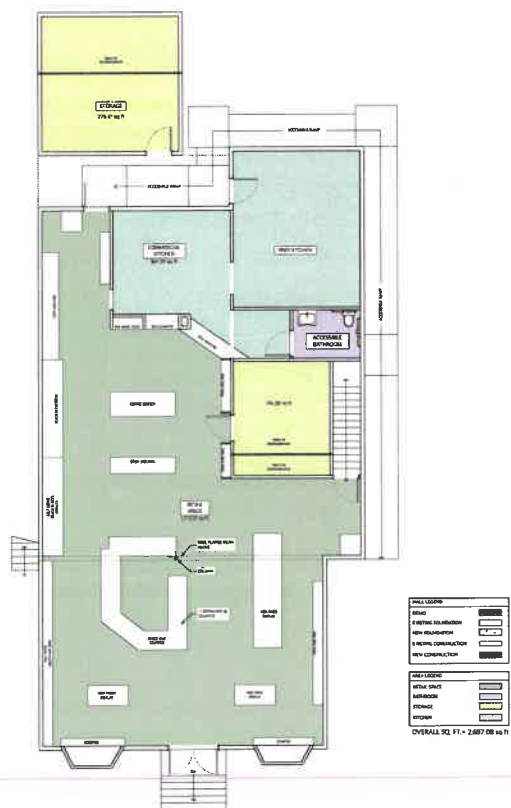
Per the Truro Board of Health suggestions, we have contracted a water flow engineer, and that engineer has requested a full floor plan for downstairs with actual sq/f. That floor plan has been completed and a review of our actual water use has been submitted to show we are in compliance, along with verification of our title five septic.

As for this winter, we are seeking to complete these various aspects of licensing, and to operate a ramen shop Friday and Saturdays as a pilot of how this will work for us and the community. We envision the store as a center for residents to gather, even quickly or casually, and we look forward to offering great to-go food in the space along with 8 tavern seats permitted by the board of health from the hours of 2pm – 8 pm.

As always, we are so grateful to serve the town of Truro and will continue to do so as best we can and look forward to hearing from you.

Warm regards,

Liam Rowland (Chef / Owner) Salty Market Farmstand
Chefliam@gmail.com + 774-722-5427



1 FIRST FLOOR E



2 ALT. FIRST FLOOR PLAN FOR FOOD SERVICE

REVISION DATES:

Leif Hammarist Architects
info@lha.design
www.lha.design

FLOOR PLANS EXISTING
As Noted
Date: 10/03/22 NOT FOR CONSTRUCTION

Salty Market
2 Highland Road
Turo, MA

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 A NEW LICENSE

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 Salty Market Farmstand, Inc.

ADDRESS 2 highland rd

CITY/TOWN North Truro

STATE ma

ZIP CODE 02652

For the following transactions (Check all that apply):

- | | | | |
|--|---|---|---|
| <input checked="" 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 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 type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input 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 A NEW LICENSE

Municipality

Truro

1. LICENSE CLASSIFICATION INFORMATION

ON/OFF-PREMISES

On-Premises-12

TYPE

\$12 Restaurant

CATEGORY

All Alcoholic Beverages

CLASS

Annual

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.

Is this license application pursuant to special legislation?



Yes



No

Chapter

138

Acts of

H4569

2. BUSINESS ENTITY INFORMATION

The entity that will be issued the license and have operational control of the premises.

Entity Name

Salty Market Farmstand, Inc.

FEIN

DBA

Salty Market

Manager of Record

Liam Rowland

Street Address

2 highland Rd

Phone

508-487-0711

Email

Alternative Phone

Website

thesaltymarket.com

3. 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.

Located in a 2 1/2 store structure . 2 public room + deli space on one floor + basement storage + storage shed + public patio. front entry / exit 2 rear doors . current package store operation will continue on right side of building pouring license to left and eventually in out door patio. See attached floor plan

Total Square Footage: 2382+841

Number of Entrances: 1

Seating Capacity: 8

Number of Floors

1 + basement str

Number of Exits: 3

Occupancy Number: 30

4. APPLICATION CONTACT

The application contact is the person whom the licensing authorities should contact regarding this application.

Name:

Liam Rowland

Phone:

Title:

Chef / Owner

Email:

APPLICATION FOR A NEW LICENSE

5. CORPORATE STRUCTURE

Entity Legal Structure	<input type="text" value="Corporation"/>	Date of Incorporation	<input type="text" value="Feb 4th, 2022"/>
State of Incorporation	<input type="text" value="Massachusetts"/>	Is the Corporation publicly traded? <input type="radio"/> Yes <input checked="" type="radio"/> No	

6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

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
<input type="text" value="Liam Rowland"/>	<input type="text" value="2 Highland Rd North Truro, 02652"/>	<input type="text" value="REDACTED"/>	<input type="text" value="REDACTED"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
<input type="text" value="Chef"/>	<input type="text" value="100"/>	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<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

APPLICATION FOR A NEW LICENSE

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
Liam Rowland	full Package	Salty Market Farmstand	Truro

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

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. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Lease

Landlord Name Liam Luttrell Rowland LLC

Landlord Ph

Landlord Email

Landlord Address 2 highland Rd , North Truro , 02652

Lease Beginning Date March 1st, 2022

Rent per Month

Lease Ending Date Feb 28th, 2027

Rent per Year

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

☐ Yes ☒ No

APPLICATION FOR A NEW LICENSE

8. FINANCIAL DISCLOSURE

A. Purchase Price for Real Estate	<input type="text"/>
B. Purchase Price for Business Assets	<input type="text"/>
C. Other * (Please specify below)	<input type="text"/>
D. Total Cost	<input type="text"/>

*Other Cost(s): (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):"

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
Salty Market Farmstand , Inc	15,000
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.
			<input 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.

<input type="text"/>

9. PLEDGE INFORMATION

Please provide signed pledge documentation.

Are you seeking approval for a pledge? ☐ Yes ☒ No

Please indicate what you are seeking to pledge (check all that apply) ☐ License ☐ Stock ☐ Inventory

To whom is the pledge being made?

<input type="text"/>

10. MANAGER APPLICATION

A. MANAGER INFORMATION

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

Proposed Manager Name

Date of Birth

SSN

Residential Address

Email

Phone

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

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

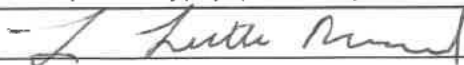
D. PRIOR DISCIPLINARY ACTION

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



Date

11. MANAGEMENT AGREEMENT

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

☐ Yes ☒ No

If yes, please fill out section 11.

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.*

11A. 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		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Name of Principal	Residential Address	SSN	DOB	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?

☐ Yes ☐ No

If yes, attach an affidavit providing the details of any and all convictions.

11B. EXISTING MANAGEMENT AGREEMENTS AND INTEREST IN AN ALCOHOLIC BEVERAGES

LICENSE

Does any individual or entity identified in question 11A, 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

11C. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 11A, 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

11D. PREVIOUSLY HELD MANAGEMENT AGREEMENT

Has any individual or entity identified in question 11A, 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

11E. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Has any of the disclosed licenses listed in questions in section 11B, 11C, 11D 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

11F. 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

Signature:

Title:

Date:

Management Agreement Entity Officer/LLC Manager

Signature:

Title:

Date:

ADDITIONAL INFORMATION

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

APPLICANT'S STATEMENT

I, Liam Luttrell Rowland the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP manager
Authorized Signatory

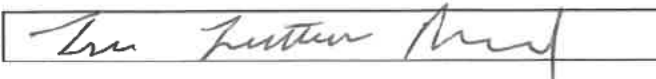
of Salty Market Farmstand, Inc.
Name of the Entity/Corporation

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.

Signature:



Date: 10/24/24

Title:

Chef Owner

ENTITY VOTE

The Board of Directors or LLC Managers of Salty Market Farmstand, Inc.
Entity Name
duly voted to apply to the Licensing Authority of Truro and the
City/Town
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on 09/23/24
Date of Meeting

For the following transactions (Check all that apply):

- | | | | |
|--|---|---|---|
| <input checked="" 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 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 type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | <input type="checkbox"/> Other <u> </u> | <input type="checkbox"/> Change of DBA | |

"VOTED: To authorize

Liam rowland

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

Liam Rowland

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,

L. Luttrell Rowland

Corporate Officer /LLC Manager Signature

Liam Luttrell Rowland

(Print Name)

For Corporations ONLY

A true copy attest,

Liam Luttrell Rowland

Corporation Clerk's Signature

Liam Luttrell Rowland

(Print Name)

ADDENDUM A

6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST (Continued...)

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.).

Entity Name

Percentage of Ownership in Entity being Licensed
(Write "NA" if this is the entity being licensed)

Salty Market Farmstand, Inc.

100

Name of Principal	Residential Address	SSN	DOB
Liam Rowland	2 highland rd	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Owner	100	<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

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

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

NEW LICENSE

To apply for an alcoholic beverages retail license, you will need the following:

- **\$200 Fee** paid online through our online payment link: [ABCC PAYMENT WEBSITE](#)
- **Monetary Transmittal Form**
- **New Retail Application**
- **Manager Application**
- **Vote of the Entity**
- **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
- **CORI Authorization Form** Complete one for each individual with financial or beneficial interest in the entity that is applying AND one for the proposed manager of record. *This form must be notarized with a stamp or raised seal.*
- **Proof of Citizenship** for the proposed Manager of Record.
- **Supporting Financial Records** for all financing and or loans, including pledge documents, if applicable.
- **Legal Right to Occupy**, a lease or deed.
- **Floor Plan**
- **Abutter's Notification**
- **Advertisement**
- **Additional information**, if necessary, utilizing the formats provided and or any affidavits.
- **Management Agreement**, if applicable, requires the following:
 - Management Agreement Application
 - Management Agreement
 - Vote of the Entity
 - CORI Forms for all listed in Section 11 and attachments

Please Note: You may be requested to submit additional supporting documentation if necessary.



September 26, 2024

To: Liam Luttrell Rowland, **Salty Market Farmstand Inc.**

From: Donald Robicheau, Cape Cod Five Cents Savings Bank

Re: Account Ownership & Balance Verification

I'm writing to confirm that account number ending #8554 is owned by **Salty Market Farmstand, Inc.**, here at The Cape Cod Five Cents Savings Bank (CC5). The current account balance for account ending [REDACTED] is: [REDACTED]

If you have questions or need additional detail, please don't hesitate to call, or email.

Sincerely,

A handwritten signature in black ink, appearing to read "Don M. Robicheau", with a large, stylized loop at the end.

Donald M. Robicheau

AVP, Treasury Management Officer

(508)247-1301

drobicheau@capecodfive.com



Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street, First Floor
Boston, MA 02114

DEBORAH B. GOLDBERG
TREASURER AND RECEIVER GENERAL

CORI REQUEST FORM

JEAN M. LORIZIO, ESQ.
CHAIRMAN

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: (IF EXISTING LICENSE)	LICENSEE NAME: Salty Market Farmstand	CITY/TOWN: Truro
---------------------------------------	---------------------------------------	------------------

APPLICANT INFORMATION

LAST NAME: Rowland	FIRST NAME: Liam	MIDDLE NAME: Luttrell
MAIDEN NAME OR ALIAS (IF APPLICABLE):	PLACE OF BIRTH: Philadelphia	
DATE OF BIRTH:	SSN:	ID THEFT INDEX PIN (IF APPLICABLE):
MOTHER'S MAIDEN NAME:	DRIVER'S LICENSE #:	STATE LIC. ISSUED: Massachusetts
GENDER: MALE	HEIGHT:	WEIGHT:
EYE COLOR: blue		
CURRENT ADDRESS: 2 Highland Rd		
CITY/TOWN: N. Truro	STATE: MA	ZIP: 02652
FORMER ADDRESS: 25 way 112		
CITY/TOWN: Wellfleet	STATE: Ma	ZIP: 02667

PRINT AND SIGN

PRINTED NAME: Liam Luttrell Rowland	APPLICANT/EMPLOYEE SIGNATURE:
-------------------------------------	-------------------------------

NOTARY INFORMATION

On this September 24th, 2024	before me, the undersigned notary public, personally appeared Liam Luttrell Rowland
(name of document signer), proved to me through satisfactory evidence of identification, which were Massachusetts Driver 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	

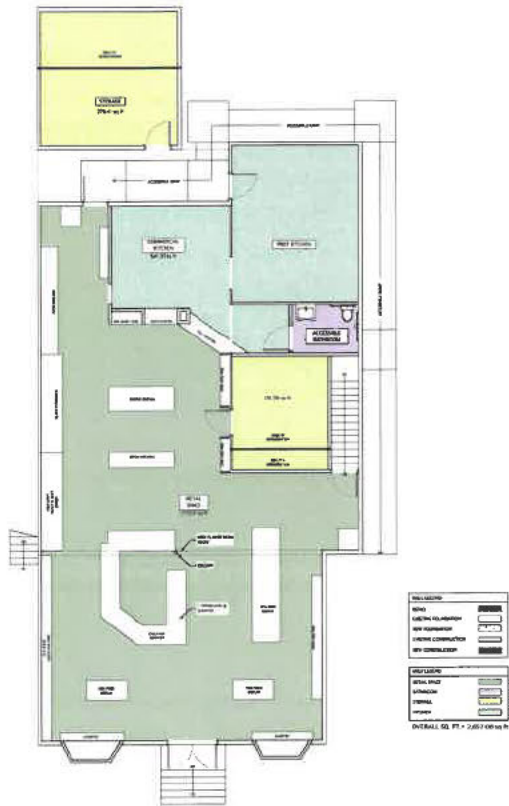
DIVISION USE ONLY

REQUESTED BY:	SIGNATURE OF CORI AUTHORIZED EMPLOYEE:
---------------	--

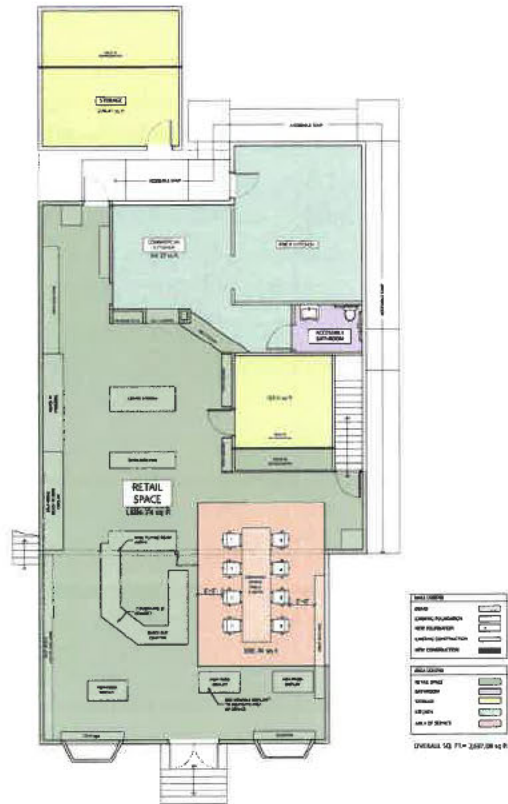
The DCJL Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCJL. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL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



XIAOBEI SULLIVAN
Notary Public
Commonwealth of Massachusetts
My Commission Expires
September 28, 2029



1 FIRST FLOOR E
SCALE 1/8" = 1'-0"



2 ALT FIRST FLOOR PLAN FOR FOOD SERVICE
SCALE 1/8" = 1'-0"

REVISION DATES

Leaf Hamanoff Architects
info@ha.design 617.365.0130
www.ha.design

TYPE: FLOOR PLANS EXISTING
Scale: As Noted
Date: 10.03.24 NOT FOR CONSTRUCTION

Salty Market
2 Highland Road
Triton, MA

A-1

Liam Luttrell Rowland

25 Way 112
Wellfleet Ma, 02667

OBJECTIVE

Dedicated to creating a positive kitchen environment – as a safe space to learn and evolve, I am committed to my profession as a Chef and my practices as a cook, to change our food system for the better.

EDUCATION

North Carolina University Of Asheville, BA. Anthropology and Interdisciplinary Studies
2002-2006 (Summa Cum Laude)

Asheville Buncombe Community College, AS. Culinary Arts and Science
2011-2013

Extra Qualifications

- Bi-Lingual in conversational Spanish (Traveling and working in Mexico for over ten years)
- Serve Safe Certified for over 20 years, with 2 years of teaching serve safe food handlers course as a proctor

WORK EXPERIENCE

Executive Chef Spindlers, Provincetown MA (2017- 2020)

- Managed Operations Budget of + \$550,000
- Increased Sales by \$1,000,000 in 3 year period
- Managed food operations with staff of +12 employees including (J-1 visa learning program)
- Received and maintained excellent food brand associated with Chef Barbara Lynch
- Helped organize over 8 different events in three years that created + 150,000 in revenue for local non-profits
- Represented Spindlers and my self in the Ocean Spray Cranberry Chef Collective – a collection of chefs leading their industry towards sustainability and the highest standards of cooking in the northeast.

Assistant Dining Director Givens Estates, Black Mountain

- Managed Operations Budget of + \$450,000

- Managed schedules for over 40 employees
- Managed FOH and BOH for Breakfast, Lunch and Dinner of the Resident Dining services
- Managed Safety protocols and Disciplinary matters for BOH / Kitchen Staff over 30 employees

Culinary Leadership Stage with Curate, and NightBell, by Chef Katie Button (3 months)

- Shadowed Frank Muller (the Chef Director of the company)
- Attended management meetings
- Line-cooked at both Curate and Nightbell as needed
- Worked rotating shifts with prep team, including whole animal butchery
- Expo at Curate and Nightbell.

Chef Director

Green Opportunities, Asheville NC (2012 – 2016)

- Managed Operations Budget of + \$350,000
- Increased Sales by \$200,00 in 3 year period
- Managed operations with staff of 6- 10 employees who served 20 students of daily learning and food service.
- Help Lead and co-work with another 10 employee responsible for student services Including Bi-monthly diversity training, non-violent communication, and team building sessions.
- Managed Federal Grants (Kresge and CED) and helped create outcomes to secure future funding
- Received and maintained Highest Food Sanitation Rating in 28801 zipcode
- Helped implement and create Work-Experience job placement of students which required fostering lasting partnerships with James Beard Outstanding Chefs John Fleer,
- Created Chef

Pastry Chef

The Admiral, Asheville NC (2012-2014)

- Worked on the line in all stations
- Worked with Elliot Moss (James Beard Nominee Best Chef South East) to Create Award Winning Restaurant focusing on locally sourced ingredients and modern southern cuisine
- Wrote HCCAP Plan for Restaurant for vacuum sealing, sous vide cooking, and fermentation practices

Adjunct Chef Instructor

AB Tech Community College, Asheville NC (2011 – 2016) (overlapped with Green Opportunities listed above)

- Built Curriculum for Culinary 142 class
- Designed Programing that included testing and performance matrix
- Managed positive classroom environment for students with diverse backgrounds learning
- Lowered attrition rate

- Raised graduation rate
- Received positive student feed back for ten cycles of training and placed over 90 students in local restaurants around the city

Head Chef

The Magnetic Field, Asheville NC (2010- 2012)

- Consultant to open restaurant
- Managed team of 5 employees
Grew company to well-established eatery recognized in a thriving new food destination
In the mountains for North Carolina

AWARDS

Ocean Spray Cranberry Chef Sponsorship (2019-2020)

Sponsorship given to five Chefs in the northeast seeking to better their industry towards sustainability and use of local food

Martin Luther King Jr. Community Service Award (2015)

Regional community service award given out by MLK association and Buncombe County

Blind Pig Dinner (2012)

Regional Dinner Club Highlighting the Cities Top Chefs

Wild Wild Wellfleet, People's Choice Best Dish (2010)

Regional competition in Cape Cod for Best Dish

Outstanding in the Field, Cape Chef (2009)

National Award given by Outstanding in the Field Food Tour (www.outstandingintheifeild.com)

PRESS

<https://mountainx.com/food/one-meal-at-a-time-dinner-at-green-opportunities-kitchen-ready-table/>

<http://www.citizen-times.com/story/news/local/2016/05/19/mountain-causes-soul-food-southside>

<https://www.prnewswire.com/news-releases/ocean-spray-launches-the-cranberry-chef-collective-a-culinary-collaboration-featuring-five-of-new-englands-most-influential-culinary-leaders-300958433.html>

<https://ediblecapecod.ediblecommunities.com/food-thought/spindler-s>

LEASE

between

Liam Luttrell Rowland, LLC, a Massachusetts limited liability company, with principal offices at 2 Highland Road, North Truro, MA 02666, hereinafter the **LESSOR**;

and

Salty Market Farmstand, Inc., a Massachusetts corporation, with principal offices at 2 Highland Road, North Truro, MA 02666, hereinafter the **LESSEE**;

for the commercial property located at

2 Highland Road, North Truro, MA 02666, hereinafter the **PREMISES**.

The LESSOR and the LESSEE mutually agree that the LESSOR hereby leases to the LESSEE and the LESSEE hereby leases from the LESSOR, on the following terms and conditions, the PREMISES.

DESCRIPTION

The PREMISES are comprised of approx. 3,223 sq.ft., including a bathroom and a storage basement.

TERM

This LEASE shall commence on March 1, 2022 and shall end on February 31, 2027.

RENT

The LESSEES shall pay annual RENT of [REDACTED] in monthly installments of [REDACTED] on the first day each and very month, commencing March 1, 2022.

ADDITIONAL RENT

The LESSEE shall pay, to the LESSOR, as ADDITIONAL RENT, within 15 days of receipt of written notice from the LESSOR, all real and personal property taxes. The LESSEE shall also pay, to the LESSOR, as ADDITIONAL RENT, within 15 days of receipt of written notice from the LESSOR, all interest, charges, expenses, fees, including without limitation legal fees, incurred by the LESSOR,

arising out of the LESSEE'S failure to make timely payments in accordance with this LEASE or the LESSEE'S failure to abide by the terms of this LEASE.

USE OF LEASED PREMISES

The LESSEE shall use the PREMISES only for the purpose of a retail grocery, food service, bakery and liquor market, and a catering kitchen.

COMPLIANCE WITH LAWS

The LESSEE agrees that no trade or occupation shall be conducted on the PREMISES or use made thereof which would be unlawful, improper, or constitute a nuisance, or be contrary to any law or regulation or municipal by-law or ordinance in force in Provincetown, Massachusetts, where the PREMISES are situated.

UTILITIES

The LESSEES shall have all utility service accounts, including without limitation, internet and telephone service, and propane, heating fuel and electric service, placed in the LESSEES' name at the commencement of the term of this LEASE, for the duration of the term of the LEASE, and shall be solely responsible for the payment thereof. The LESSEE shall arrange and pay for the timely removal of trash from the PREMISES.

MAINTENANCE OF PREMISES

The LESSEE agrees to maintain the PREMISES and the systems serving the PREMISES in the same condition as they were at the commencement of this LEASE, or as they may be put in during the term of this LEASE.

The LESSOR shall have the obligation to make promptly, after the necessity therefore arises, such repairs to the roof and structure and the exterior of the PREMISES, as may be necessary to keep the PREMISES in good repair and condition, unless the need for such repairs is due to the fault or negligence of the LESSEES, or their servants, agents, employees, licensees or invitees.

The LESSEE shall arrange and pay for the removal of snow and ice from the front access to the PREMISES, including the steps and parking area, and the rear access ways to the PREMISES. The LESSEES shall save the LESSOR harmless from all loss or damage occasioned by the LESSEES' failure to remove the snow and ice as provided herein.

ALTERATIONS AND ADDITIONS

The LESSEE shall not make any structural alterations or additions to the PREMISES, but may make non-structural additions provided the LESSOR consents thereto in writing, which consent shall not be unreasonably withheld or delayed. All such allowed alterations shall be at the LESSEE'S expense and shall be of quality at least equal to the present construction. Any alterations or improvements made by the LESSEE to the PREMISES shall become the property of the LESSOR at the termination of this lease, except such display fixtures that may be removed without damage to the PREMISES may remain the property of the LESSEE, if so removed from the PREMISES before the termination of this LEASE.

The LESSEE shall not permit any mechanics' liens, or similar liens, to remain upon the leased premises for labor and material furnished to the LESSEE, or claimed to have been furnished to the LESSEE, in connection with work of any character performed or claimed to have been performed at the direction of the LESSEE, and shall cause any such lien to be released forthwith without cost to the LESSOR.

LESSEE'S PERSONAL PROPERTY

All of the LESSEE'S furnishings, fixtures, equipment, effects, and property of every kind that may be on the PREMISES shall be at the sole risk and hazard of the LESSEE, and if the whole or any part thereof shall be destroyed or damaged by fire, water, or otherwise, or by the leakage or bursting of water pipes, steam pipes, or other pipes, or by theft or from any other cause, no part of such loss or damage shall be the responsibility of the LESSOR.

LEASE

2 Highland Road, North Truro, PREMISES
Liam Luttrell Rowland, LLC, LESSOR
Salty Market Farmstand, LESSEE

SIGNS

The LESSEE shall obtain the written consent of the LESSOR before erecting any sign on the PREMISES. The LESSOR reserves the right to approve size and means of attachment of all signs to be erected, which approval shall not be unreasonably withheld. The LESSEES shall obtain all approvals required by the Town of Provincetown before erecting any sign on the PREMISES.

The LESSOR may, at its discretion, affix to any suitable part of the PREMISES a notice for letting or selling the PREMISES and to keep the same so affixed without hindrance or molestation.

LESSOR'S ACCESS

The LESSOR, or agents of the LESSOR, may, at reasonable times, and upon reasonable notice of at least 24 hours, enter to view the PREMISES, to access other portions of the property of which the leased premises comprise a part, and to make repairs and alterations as the LESSOR should elect to do, and may show the leased premises to others.

ASSIGNMENT AND SUBLEASING

The LESSEE shall not assign or sublet the whole or any part of the leased premises without the LESSOR'S written consent. Notwithstanding such consent, the LESSEES shall remain liable to the LESSOR for the payment of all rents and for the full performance of the provisions of this LEASE.

INSURANCE

The LESSEE shall not permit any use of the PREMISES that would make voidable any insurance on the property of which the leased premises are a part or on the contents of the property of which the leased premises are a part. Further, the LESSEES shall be responsible for any increase in the LESSOR'S insurance premiums attributable to the LESSEES' use of the leased premises.

INDEMNITY AND PUBLIC LIABILITY INSURANCE

LEASE

2 Highland Road, North Truro, PREMISES
Liam Luterell Rowland, LLC, LESSOR
Salty Market Farmstand, LESSEE

The LESSEE shall save the LESSOR harmless from any injury, claim, or damage to any person or property while on or about the PREMISES, unless caused by the willful acts or omissions or gross negligence of the LESSOR.

The LESSEES shall maintain, with respect to the PREMISES and the property of which the PREMISES are a part, comprehensive public liability insurance, naming the LESSOR as an Additional Insured, in the amount of \$2,000,000.00 per occurrence, with no less than a \$4,000,000.00 limit, in responsible companies, qualified to do business in Massachusetts, and in good standing therein, insuring the LESSOR and the LESSEE against injury to persons or damage to property on or about the PREMISES. Further, the LESSEE shall maintain all risk insurance, covering the contents of the PREMISES against damage by fire and standard coverage perils. The LESSEE shall deposit with the LESSOR certificates for such insurance at or before the commencement of the term of this LEASE, and thereafter at least thirty days before the expiration of any such policies. All such insurance certificates shall provide that such policies shall not be cancelled without at least ten days prior written notice to each assured named therein.

SURRENDER

The LESSEES shall at the expiration of the term of this LEASE or other termination of this LEASE remove all of the LESSEES' goods and effects from the PREMISES, including without limitation, all signs and lettering affixed or painted on the inside or on the outside of the PREMISES. The LESSEES shall deliver to the LESSOR the leased premises and all keys, locks thereto, and other fixtures connected therewith, and all alterations and additions made to or upon the PREMISES, in the same condition as they were on January 1, 2017, or as they may have been put in during the term of the previous lease, or as they may be put in during the term of this LEASE, as provided herein

FIRE, CASUALTY, AND EMINENT DOMAIN

Should a substantial portion of the PREMISES, or of the property of which the PREMISES are a part, be substantially damaged by fire or other casualty, or be taken by eminent domain, the

LEASE
2 Highland Road, North Truro, PREMISES
Liam Luttrell Rowland, LLC, LESSOR
Salty Market Farmstand, LESSEE

LESSOR may elect to terminate this LEASE, in which case there shall be made a just and proportionate abatement of the rent. When such fire or other casualty, or taking renders the PREMISES substantially unsuitable for the intended use, a just and proportionate abatement of the rent shall be made, and the LESSEES may elect to terminate this lease if:

- i. the LESSOR fails to give written notice within fifteen days of said fire or other casualty, or taking of the intention to restore the PREMISES, or
- ii. the LESSOR fails to restore the leased premises within forty-five days of said fire or other casualty, or taking.

The LESSEE agrees that the LESSOR is in no way responsible to the LESSEE for any loss or damages suffered as a result of such fire or other casualty, or taking by eminent domain.

The LESSOR reserves, and the LESSEE grants to the LESSOR, all rights which the LESSEE may have to compensation for any taking by eminent domain. However, the LESSEE shall retain the sole right to any independent claim that the LESSEE may have to compensation for loss of business and for damage to the LESSEE'S personalty on the PREMISES.

SUBORDINATION

This LEASE shall be subject and subordinate to any and all mortgages, deeds of trust, and other instruments in the nature of a mortgage, now or at any time hereafter, a lien or liens on the property of which the PREMISES are a part, and the LESSEES shall, when requested, promptly execute and deliver such written instruments as may be necessary to show the subordination of this lease to said mortgages, deeds of trust or other such instruments in the nature of a mortgage.

DEFAULT AND BANKRUPTCY

In the event that:

- i. the LESSEE shall default in the payment of any RENT or ADDITIONAL RENT or other sum herein specified and such

LEASE
2 Highland Road, North Truro, PREMISES
Liam Luttrell Rowland, LLC, LESSOR
Salty Market Farmstand, LESSEE

- default shall continue for fourteen days after written notice thereof, or
- ii. the LESSEE shall default in the observance or performance of any other of the provisions of this LEASE, and such default shall not be corrected within fourteen days after written notice thereof, or
 - iii. the LESSEE shall be declared bankrupt or insolvent according to the law, or if any assignment shall be made of LESSEES' property for the benefit of creditors,

then the LESSOR shall have the right thereafter, while such default continues, to enter and take complete possession of the PREMISES, to declare the LEASE terminated, and to remove the LESSEE'S effects, without prejudice to any remedies which might otherwise be used for arrears of rent or other default. The LESSEES shall indemnify the LESSOR against all loss of rent and other damages the LESSOR may incur by reason of such termination, during the residue of the term.

If the LESSEE shall default in the observance or performance of any of the provisions of this LEASE, after reasonable notice thereof, the LESSOR, without being under any obligation to do so and without thereby waiving any such default, may remedy such default for the account of and at the expense of the LESSEE.

If the LESSOR makes any expenditures or incurs any obligations in connection therewith, including but not limited to, reasonable attorney's fees in instituting, prosecuting or defending any action or proceeding, such sums paid or obligations incurred, with interest at the rate of twenty percent per annum, and costs, shall be paid to the LESSOR by the LESSEES as additional rent.

NOTICE

Any notice from the LESSOR to the LESSEE, relating to the PREMISES or to the occupancy thereof, shall be deemed duly served, if left at the PREMISES addressed to the LESSEE, or, if mailed to the PREMISES, certified mail, return receipt requested, postage prepaid, addressed to the LESSEE.

Any notice from the LESSEE to the LESSOR, relating to the PREMISES or to the occupancy thereof, shall be deemed duly made, if mailed to the LESSOR, certified mail, return receipt requested, postage prepaid, addressed to the LESSOR at 25 Way 112, Wellfleet, MA 02667.

BINDING EFFECT

The terms LESSOR and LESSEE shall include their respective heirs, successors, and assigns where the context so admits.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS AND SEALS THIS 11th DAY OF February, 2022,



Liam Luttrell Rowland, LLC, LESSOR

By: Liam Rowland

Its: Manager



Salty Market Farmstand, Inc., LESSEE

By: Liam Rowland

Its: President

FID:

MASSACHUSETTS

DRIVER'S LICENSE



James J. Taylor, REGISTRAR

ISS [REDACTED] NUMBER [REDACTED]
11 EXP [REDACTED] DOB [REDACTED]
SEX [REDACTED] REST [REDACTED]
D B NONE

ROWLAND

LIAM LUTTRELL

25 WAY 112

WELLFLEET, MA 02667-8830

Dr. William Adams

EYES BLUE

DD 02/28/2020 Rev 02/22/2016



The Commonwealth of Massachusetts
William Francis Galvin

Minimum Fee: \$250.00

Secretary of the Commonwealth, Corporations Division
One Ashburton Place, 17th floor
Boston, MA 02108-1512
Telephone: (617) 727-9640

Articles of Organization

(General Laws, Chapter 156D, Section 2.02: 950 CMR 113.16)

Identification Number [REDACTED]

ARTICLE I

The exact name of the corporation is:

SALTY MARKET FARMSTAND, INC.

ARTICLE II

Unless the articles of organization otherwise provide, all corporations formed pursuant to G.L. C156D have the purpose of engaging in any lawful business. Please specify if you want a more limited purpose:

ARTICLE III

State the total number of shares and par value, if any, of each class of stock that the corporation is authorized to issue. All corporations must authorize stock. If only one class or series is authorized, it is not necessary to specify any particular designation.

Class of Stock	Par Value Per Share Enter 0 if no Par	Total Authorized by Articles of Organization or Amendments		Total Issued and Outstanding Num of Shares
		Num of Shares	Total Par Value	
CNP	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

G.L. C156D eliminates the concept of par value, however a corporation may specify par value in Article III. See G.L. C156D Section 6.21 and the comments thereto.

ARTICLE IV

If more than one class of stock is authorized, state a distinguishing designation for each class. Prior to the issuance of any shares of a class, if shares of another class are outstanding, the Business Entity must provide a description of the preferences, voting powers, qualifications, and special or relative rights or privileges of that class and of each other class of which shares are outstanding and of each series then established within any class.

ARTICLE V

The restrictions, if any, imposed by the Articles of Organization upon the transfer of shares of stock of any class are:

ARTICLE VI

Other lawful provisions, and if there are no provisions, this article may be left blank.

A. MINIMUM NUMBER OF DIRECTORS. THE BOARD OF DIRECTORS MAY CONSIST OF ONE OR MORE INDIVIDUALS, NOTWITHSTANDING THE NUMBER OF SHAREHOLDERS. B. PERSONAL LIABILITY OF DIRECTORS TO CORPORATION. NO DIRECTOR SHALL HAVE PERSONAL LIABILITY TO THE CORPORATION FOR MONETARY DAMAGES FOR BREACH OF HIS OR HER FIDUCIARY DUTY AS A DIRECTOR NOTWITHSTANDING ANY PROVISION OF LAW IMPOSING SUCH LIABILITY, PROVIDED THAT THIS PROVISION SHALL NOT ELIMINATE OR LIMIT THE LIABILITY OF A DIRECTOR (A) FOR ANY BREACH OF THE DIRECTOR'S DUTY OF LOYALTY TO THE CORPORATION OR ITS SHAREHOLDERS, (B) FOR ACTS OR OMISSIONS NOT IN GOOD FAITH OR WHICH INVOLVE INTENTIONAL MISCONDUCT OR A KNOWING VIOLATION OF LAW, (C) FOR IMPROPER DISTRIBUTIONS UNDER MGL C.156D, §6.40 OR (D) FOR ANY TRANSACTION FROM WHICH THE DIRECTOR DERIVED AN IMPROPER PERSONAL BENEFIT. C. AUTHORIZATION OF DIRECTORS TO MAKE, AMEND OR REPEAL BYLAWS. THE BOARD OF DIRECTORS MAY MAKE, AMEND OR REPEAL THE BYLAWS IN WHOLE OR IN PART, EXCEPT WITH RESPECT TO ANY PROVISION THEREOF WHICH BY VIRTUE OF AN EXPRESS PROVISION IN MGL C.156D, THE ARTICLES OF ORGANIZATION OR THE BYLAWS REQUIRES ACTION BY THE SHAREHOLDERS.

Note: The preceding six (6) articles are considered to be permanent and may be changed only by filing appropriate articles of amendment.

ARTICLE VII

The effective date of organization and time the articles were received for filing if the articles are not rejected within the time prescribed by law. If a *later* effective date is desired, specify such date, which may not be later than the *90th day* after the articles are received for filing.

Later Effective Date: Time:

ARTICLE VIII

The information contained in Article VIII is not a permanent part of the Articles of Organization.

a,b. The street address of the initial registered office of the corporation in the commonwealth and the name of the initial registered agent at the registered office:

Name: LIAM L. ROWLAND
No. and Street: 2 HIGHLAND ROAD
City or Town: NORTH TRURO State: MA Zip: 02666 Country: USA

c. The names and street addresses of the individuals who will serve as the initial directors, president, treasurer and secretary of the corporation (an address need not be specified if the business address of the officer or director is the same as the principal office location):

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
PRESIDENT	LIAM L. ROWLAND	25 WAY 112 WELLFLEET, MA 02667 USA
TREASURER	LIAM L. ROWLAND	25 WAY 112 WELLFLEET, MA 02667 USA
SECRETARY	LIAM L. ROWLAND	25 WAY 112 WELLFLEET, MA 02667 USA
DIRECTOR	LIAM L. ROWLAND	25 WAY 112 WELLFLEET, MA 02667 USA

d. The fiscal year end (i.e., tax year) of the corporation:

December

e. A brief description of the type of business in which the corporation intends to engage:

RETAIL GROCERY AND FOOD SERVICE

f. The street address (post office boxes are not acceptable) of the principal office of the corporation:

No. and Street: 2 HIGHLAND ROAD

City or Town: NORTH TRURO

State: MA

Zip: 02666

Country: USA

g. Street address where the records of the corporation required to be kept in the Commonwealth are located (post office boxes are not acceptable):

No. and Street: 2 HIGHLAND ROAD

City or Town: NORTH TRURO

State: MA

Zip: 02666

Country: USA

which is

☒ its principal office

☐ an office of its transfer agent

☐ an office of its secretary/assistant secretary

☐ its registered office

Signed this 4 Day of February, 2022 at 9:16:12 AM by the incorporator(s). *(If an existing corporation is acting as incorporator, type in the exact name of the business entity, the state or other jurisdiction where it was incorporated, the name of the person signing on behalf of said business entity and the title he/she holds or other authority by which such action is taken.)*

ROBIN B. REID, ESQ.

THE COMMONWEALTH OF MASSACHUSETTS

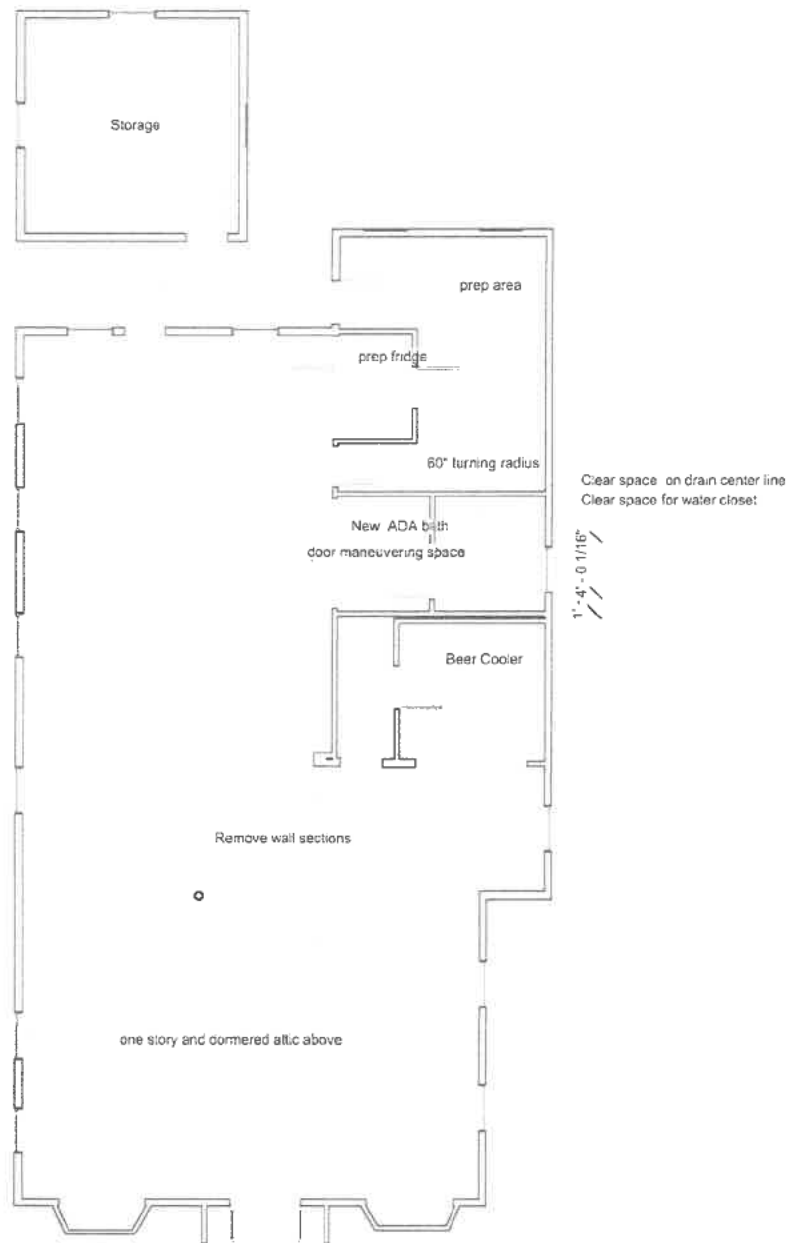
I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are deemed to have been filed with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

February 04, 2022 09:10 AM

A handwritten signature in cursive script, reading "William Francis Galvin". The signature is written in dark ink and is centered on the page.

WILLIAM FRANCIS GALVIN

Secretary of the Commonwealth



2 First Floor Existing
1/8" = 1'-0"

PROPOSED

First Floor Plan

6/19/13

WILD WATER DESIGN

Salty Market

2 Highland Rd Truro Ma
Brian Hopkins

breakfast

Egg on Bagel 9

fried eggs, scallion cream
cheese, pepper relish arugula

Egg on Biscuit 8

fried egg, cheddar, bacon or
sausage

Egg on Taco 10

fried egg, pico de gallo,
avocado

Breakfast Potatoes 8

potatoes, reggiano cheese,
spicy aioli, arugula

Grain Bowl & Greens 12

quinoa, egg, avocado,
seasonal veggies

Lox and Bagel 15

scallion cream cheese,
cucumbers, tomatoes, dill,
capers

Fruit Cup 9

Seasonal fruit, yogurt, bola
granola

Chicken Pita 13

Grilled chicken, hots, yogurt,
hummus, pickled onions

Turkey Sweet 12

Stewed cape cod cranberries,
herb mayo, cheddar, arugula

Hot Roast Beef 13

Peppers and Onions,
horseradish, cream, cheddar

Brisket Tacos 14

Cilantro Cream, avocado, pico
de gallo

Pork Torta 14

Azorean Cheese, spicy mayo,
km chi

Hummus Sandwich 12

Avocado, cucumber, lettuce,
tomatoes,

Side of Fries 4

*Hot and cold Grab and Go Options also available.

Soups, Salads, Sandwiches, Rotisserie Chicken, Warm
Meals and more.

All prepared daily

lunch

Falafel 13

chickpea, tahini, yogurt,
hummus, pickled onions

Salty Market (508)487-0711

2 Highland Rd, North Truro, Ma



William Francis Galvin
Secretary of the
Commonwealth

The Commonwealth of Massachusetts
Secretary of the Commonwealth
State House, Boston, Massachusetts 02133

November 7, 2022

TO WHOM IT MAY CONCERN:

I hereby certify that a certificate of organization of a Limited Liability Company was filed in this office by

LIAM LUTTRELL ROWLAND LLC

in accordance with the provisions of Massachusetts General Laws Chapter 156C on **February 16, 2022.**

I further certify that said Limited Liability Company has filed all annual reports due and paid all fees with respect to such reports; that said Limited Liability Company has not filed a certificate of cancellation or withdrawal; and that, said Limited Liability Company is in good standing with this office.

I also certify that the names of all managers listed in the most recent filing are: **LIAM LUTTRELL ROWLAND**

I further certify, the names of all persons authorized to execute documents filed with this office and listed in the most recent filing are: **LIAM LUTTRELL ROWLAND**

The names of all persons authorized to act with respect to real property listed in the most recent filing are: **LIAM LUTTRELL ROWLAND**



In testimony of which,

I have hereunto affixed the

Great Seal of the Commonwealth

on the date first above written.

William Francis Galvin

Secretary of the Commonwealth



SALTMAR-03

JLOGAN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/15/2022

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

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

PRODUCER Kaplansky Insurance PO Box 267 154 Shore Rd North Truro, MA 02652	CONTACT NAME:	
	PHONE (A/C, No, Ext): (508) 487-6060	FAX (A/C, No): (508) 487-2040
	E-MAIL ADDRESS: info@kaplansky.com	
INSURED Salty Market Farmstand, Inc. P.O. Box 657 North Truro, MA 02652	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Arbella Insurance Group	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			4/1/2022	4/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	LIQUOR LIABILITY			4/1/2022	4/1/2023	EACH COMMON CAUSE 1,000,000
A	LIQUOR LIAB			4/1/2022	4/1/2023	AGGREGATE 2,000,000

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

Market & deli with alcohol sales

CERTIFICATE HOLDER

CANCELLATION

Town of Truro
24 Town Hall Rd.
Truro, MA

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

AUTHORIZED REPRESENTATIVE



SALT MAR-03

JLOGAN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/15/2022

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

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

PRODUCER Kaplansky Insurance PO Box 267 154 Shore Rd North Truro, MA 02652	CONTACT NAME:	PHONE (A/C, No, Ext): (508) 487-6060	FAX (A/C, No): (508) 487-2040
	E-MAIL ADDRESS: info@kaplansky.com		
INSURED Salty Market Farmstand, Inc. P.O. Box 657 North Truro, MA 02652	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Arbella Insurance Group		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:				4/1/2022	4/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	LIQUOR LIABILITY				4/1/2022	4/1/2023	EACH COMMON CAUSE \$ 1,000,000
A	LIQUOR LIAB				4/1/2022	4/1/2023	AGGREGATE \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Market & deli with alcohol sales

CERTIFICATE HOLDER

CANCELLATION

Town of Truro
24 Town Hall Rd.
Truro, MA

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

AUTHORIZED REPRESENTATIVE

EAST COAST FIRE & VENTILATION, INC.

New England's leader in Kitchen Exhaust Hood and Fire Suppression Systems

21 Patterson Brook Rd Suite G
West Wareham, Mass. 02576
Phone: 1-888-436-5383 Fax: 508-291-4593

HOOD RANGE SYSTEM REPORT

Customer: Salty's Market Date of Service: 10/19/2021 Time: 7:00 AM
Address: 2 Highland Road Location Of System: Left of hood
North Truro MA 02652 Manufacturer: Buckeye Model: SRM
Attn: Ellery Althaus - Owner Cylinder Sizes: BFR10
Phone #: 508-681-5969 Fusible Links: # 5 / 360 Fuel Shut off: ☒ Gas or ☐ Electric
Service Tech: Dennis Borges Tank dates: 2013 Gas Valve location: Under hood R
Hood Cleaning Co.: N/A Last Date: _____ ***SYSTEM UL 300 STANDARDS ☒ YES or ☐ NO
COOKING APPLIANCE LOCATIONS: LEFT to RIGHT ***FIRE ALARMS TIED INTO FIRE SYSTEM ☒ YES or ☐ NO
36' table/48' flat

	Y	N	N/A		Y	N	N/A
1. All appliances properly covered w/ correct nozzles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Replaced fusible links	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Duct & plenum covered w/ correct nozzle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Check travel of cable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Check positioning of all nozzles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Pipe and conduit securely bracketed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. System installed in accordance w/UL Standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Proper separation between fryers & flame	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Hood & duct penetrations sealed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Proper clearance flame to filter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Check if seals intact, evidence of tampering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Exhaust fan operating properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has system been discharged	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	27. All Filters replaced	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Pressure gauge in proper range	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. Fuel shut-off in ON position	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Check cartridge weight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. Manual & remote set/seals in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Hydrostatic test date	<u>2025</u>	<input type="checkbox"/>	<input type="checkbox"/>	30. Replace system covers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Chemical in Tank	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31. System operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Inspect Cylinder siphon tube for corrosion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	32. Clean cylinder & mount	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Operate system from terminal link	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33. Heavy grease build up	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Test proper operation of remote	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34. Fan warning sign on hood	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Check operation of micro switch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	35. Personnel instruction manual	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Check operation of gas valve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36. Proper hand portable extinguishers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Clean Nozzles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37. Proper extinguishers properly serviced	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18. Proper nozzle covers in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38. Service & certification tag on system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Check fuse links and clean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39. K class extinguisher on site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Cartridge Date	<u>4/2021</u>	<input type="checkbox"/>	<input type="checkbox"/>	40. Last detection or cable change	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

NOTE DISCREPANCIES OR DEFICIENCIES

On this date, the above system was tested and inspected in accordance with procedures of the presently adopted editions of NFPA 17, 17A, 10, 96 and the manufacturer's manual and was operated according to these procedures with results indicated above.

Service Technician Dennis Borges License #: 5997 Date: 10/19/21

Customer Signature: _____ + Printed: _____

The above service technician certifies that the system was personally inspected and found conditions to be as indicated on this report.

Certificate of Completion

This Certificate of Completion of
eTIPS Off Premise and Delivery
For coursework completed on February 17, 2022
provided by Health Communications, Inc.
is hereby granted to:

Liam Rowland

Certification to be sent to:

Salty Market Farmstand, Salty's
25 Way 112
Wellfleet MA, 02667-8830 USA



HEALTH

INC.



This document is not proof of eTIPS certification. It signifies only that you have completed the course. Your certification documents will be forwarded to you.



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

To: Chief Jamie Calise, Truro Police Department
From: Nicole Tudor, Executive Assistant
Date: November 5, 2024
Re: Salty Market Farmstand Inc., Liam Rowland, Manager/Owner-Request for Annual All Alcohol Pouring License

Liam Rowland, Salty Market Farmstand Inc., submitted an ABCC application for a new annual alcohol pouring license. Per the ABCC requirement, all required documents have been submitted.

The current owner & manager on record: Liam Rowland, 2 Highland Road, North Truro, MA 02652 is requesting an annual all-alcohol pouring license in conjunction with the annual retail off-premise alcohol license.

I have included the accompanying ABCC application as submitted by the applicant that will be provided to the Alcoholic Beverages Control Commission upon approval of the Select Board at a meeting on November 12, 2024.

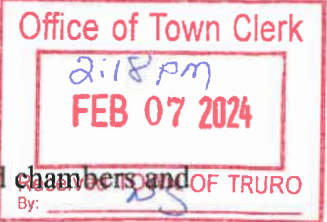
Please kindly review for purposes of approval with the Local Licensing Authority (Select Board) this request for an annual all-alcohol pouring license.

Please provide any questions/comments or concerns below:

POLICE DEPARTMENT REVIEW:
November 8, 2024

Date: _____

Signature: Jamie Calise
Jamie Calise, Chief of Police



Minutes of the Truro Board of Health, Tuesday January 16, 2024

This was a hybrid meeting held in person at Truro Town Hall in the Select Board chambers and via Zoom.

Board members in attendance: In person: Chair Tracey Rose, Vice Chair Jason Silva; Board Member Helen Grimm; Remote: Board Member: Brian Koll, Absent: Member Tim Rose and Alternate Member Candida Monteith

Also Present in person: Health Agent Emily Beebe, Assistant Health Agent Courtney Warren.

The meeting was called to order at 4:34 pm by the Chair, who described the remote meeting procedures and the process for public participation.

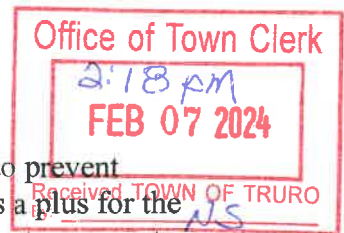
Public Comment: There was no public comment.

Proposed Change of Manager: 148 Shore Road, Big Fisherman, Joe McKay new manager. Mr. McKay is now a full-time resident at Big Fisherman and has agreed to serve as the on-site manager for the facility. Chair Tracey Rose confirmed that Mr. McKay understood the expectations of the Board of Health for a manager. **Motion:** Board member Helen Grimm moved to approve the change of manager; **Second:** Jason Silva; **Vote:** 4-0; the motion carried.

Proposed addition of Manager- Harborview Village, Peter DeAndrade. There was no representative at the meeting either in person or virtually.

Discussion on proposal for Change of Use at 2 Highland Road, Salty Market. Civil Engineer William Rogers and Salty Market owner Liam Rowland were on the call to discuss Mr. Rowland's proposal to add seats to his establishment. The proposal included combining the existing retail Deli and food sales use with the new use of 8 "tavern" seats during the day (8AM-4PM), and at 4 PM they would close the retail section and increase the number of tavern seats to 12. To accomplish this within the existing wastewater capacity at the property, they propose eliminating a bedroom.

Mr. Rowland described his interest in expanding his business by adding a hospitality element to his retail business. He said he was willing to rearrange the flow and feels this natural evolution will help his business. Chair Tracey Rose commended Mr. Rowland for his enthusiasm and asked the Agent to speak to the points in her memo. The Agent suggested that this should be a preliminary conversation, to allow Mr. Rowland and his Engineer the opportunity to review the memo. The Agent reported that the existing septic system was inspected and functioning properly. It was originally designed for a retail establishment with two bedrooms above the market. There was not much "excess" flow (the actual capacity minus the design flow), due to the small size of the lot. Mr. Rogers has prepared a floor plan to depict the retail space, and the flow associated with that area. The result is 1850 sq ft. of retail space. The approved flow is 334 gpd but the actual capacity of the leaching area is 362 gpd. After removal of one bedroom and accounting for the area of retail space and prep room for the retail space there is 160 gpd remaining for seating. Title 5 has two categories for seats: restaurant at 35 gpd per seat and lounge/tavern at 20 gpd per seat. The Agent described a DEP opinion that defined a lounge/tavern as the equivalent of a bar where alcoholic drinks and possibly light appetizers, snacks, or "bar food" are served, but not full dinner entrees. Classifying the seats as tavern seats



will provide more flexibility, but there need to be clear constraints to the use to prevent exceeding the capacity of the system. There is an existing grease trap which is a plus for the system. The Agent stated that the concept of closing retail at 4 PM to add more tavern seats in the evening does not appear consistent with Title 5. Title 5 specifies flows *per day* and does not include a provision for partial days; and the opinion of the Agent was that the proposal would allow “double dipping” as described. She agrees that the numbers work for eight seats if the Board of Health conditionally approved and agreed to certain regulatory assumptions.

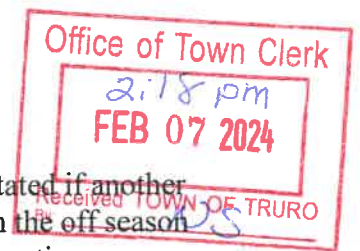
Mr. Rogers stated that they were aware that the restroom on-site would need to be open to the public.

Board member Jason Silva stated that it was nice to see a business that was interested in expanding. He also noted that even if allowed, juggling closure times would be complicated from both a business and a regulatory perspective. Board member Helen Grimm stated that it was great to see Mr. Rowland thinking out of the box and they want to support him, they just need to make sure the land can support what is being requested. Board member Brian Koll agreed with both members and stated that he would like to see a revised plan to understand how best to help the applicant achieve his goals while remaining within the regulations. Chair Tracey Rose added that the Board was happy to help, but their job was ultimately to protect the groundwater. She noted that the site is in the Pond Village watershed and that proposals have implications. Engineer William Rogers confirmed that the Board was comfortable with the concept of retail space and eight seats for the entire day and asked what else the Board needed to see.

The Board stated that they need a plan showing how a bedroom will be eliminated, a plan for making the current employee restroom into a public restroom, and a revised proposal. The Board prefers to approve everything at one meeting as opposed to a piece meal approval approach. Board member Helen Grimm acknowledged the time and money that Mr. Rowland has spent and wants to make sure he is comfortable with the eight-seat concept. Chair Tracey Rose asked about the menu. The Agent went over some proposed conditions including take out only, no table service, no full entrees, no outdoor seating (not referring to the existing picnic tables), and single use preferably compostable cutlery/glasses. Helen Grimm asked a clarifying question about the cutlery and the Agent responded that she would supply supporting information.

Neighbor Karen Ruymann from the Pond Village neighborhood spoke in support of Mr. Rowland’s efforts.

Mr. Rowland spoke of his business, saying he wants his business to be a beacon for the Town and someone that the Town can rely on as a community leader. He questioned the Board’s role in his menu and cutlery and argued that the general premise of his plan fits within the regulation. He wants to feel that the town is supportive. He asked if it was possible to have 12 seats in the off-season when the retail store is not operating. He also wanted to have a guarantee that he could put the bedroom back if he wanted to return to just a retail operation in the future. The Chair thanked him for his comments but assured him that everything we discussed today including cutlery/paper plates, bathrooms, seats, menus, etc. are completely within jurisdiction of the Board of Health. The regulations are existing and were in place when he purchased the property. She clarified that a partial use scenario where the retail store would be closed at certain times would be impossible to enforce. The Agent confirmed that a change of use can be reversed.



The fact that the two bedrooms existed is part of the record and could be reinstated if another change in use were proposed. She also noted that the idea of having 12 seats in the off season would need to be made as part of a proposal; nothing in the current proposal mentions seasonality. The Agent emphasized the need for good communication from all restaurants and that communication is a two-way street. The Board thanked the applicant for the conversation and hopes that Mr. Rowland will come back with a strong proposal.

Water Resources Report

The Agent discussed the continuing progress in the cesspool upgrade project. The stormwater management section of the report has been updated to reflect what has happened with Special Town Meeting and she emphasized that the proposed by-law would establish performance standards for the entire town. The Wellfleet Harbor watershed management plan has been approved by DEP. A link to the map that shows the impacted area of Truro is in the report. The Town of Truro will align our wastewater management project with the DEP. The report also summarized wastewater management and water resources discussions with Provincetown. A meeting with staff, engineers, and consultants will convene at the end of the month to discuss both the master plan and the watershed plan.

Minutes: December 5, 2023; **Motion:** Board member Helen Grimm moved to approve the December 5, 2023 meeting minutes.; **Second:** Jason Silva; **Vote:** 3-0-1 with Board member Brian Koll abstaining.; December 19, 2023; **Motion:** Board member Helen Grimm moved to approve the December 19, 2023 meeting minutes; **Second:** Jason Silva; **Vote:** 4-0.; January 2, 2024; **Motion:** Board member Jason Silva moved to approve the January 2, 2024 meeting minutes; **Second:** Helen Grimm; **Vote:** 4-0.

Report of the Chair:

The chair is working on a draft of goals and objectives for the year and will bring them to the next meeting. She also gave an update on the most recent Provincetown Water and Sewer Board meeting and noted that rate increases for sewer were approved by that Board.


Health Agent's Report:

The Agent reminded the Board that DPW Director Jarrod Cabral would be giving a presentation entitled "Talking Trash" about transfer station operations on Thursday January 18, 2024 at the library as part of the Climate Action Committee's informational presentations.

Board member Jason Silva brought up the storms of this past week and noted that they were particularly bad in terms of both intensity and timing (multiple storms back-to-back). He worries about long term goals and protection of infrastructure.

Board member Jason Silva moved to adjourn the meeting; Second: Board member Helen Grimm; Vote: 4-0-0, the motion carried.

The meeting was adjourned at 6:14 p.m.

Respectfully submitted by Courtney Warren 



TOWN OF TRURO BOARD OF HEALTH

P.O. Box 2030
Truro MA 02666-0630

Board of Health Meeting Minutes: April 16, 2024

This was a hybrid meeting held in person at Truro Town Hall in the Select Board chambers and via Zoom. **Board members in attendance:** In person: Chair Tracey Rose; Vice Chair Jason Silva; Board Members Brian Koll, **Present Virtually:** Helen Grimm, **Absent:** Board member Tim Rose and Alternate Candida Monteith; **Also Present in person:** Health Agent Emily Beebe; Assistant Health Agent Courtney Warren.

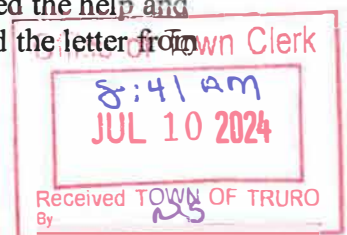
The meeting was called to order at 4:32 pm by the Chair, who described the remote meeting procedures and the process for public participation.

Public Comment: There was no public comment.

Local Upgrade approval and Local Variance Requests: Cesspool upgrade at 18 Phat's Valley Road, John Field Revocable Trust

Laura Schofield from Schofield Brothers engineering represented the Field family. There is a four-bedroom seasonal home built in 1830 on a one acre lot with no upland. She showed a locus map to describe the property location and described the access challenges with this property. She also showed a color-coded plan to better illustrate the various wetland resources which include the riverfront area, two salt marsh areas, land subject to coastal storm flowage, coastal banks, and a freshwater swamp. The design calls for plastic components (tank and Cultec chambers) to facilitate installation without requiring substantial improvements to the driveway. Title 5 local upgrade approval is requested for a 25% reduction in the size of the soil absorption system and >36" cover over the d-box and leach area-to provide room in the design for future enhanced I/A. Local variances requested include the setbacks to wetlands and delayed installation of I/A until enhanced I/A is required. The Agent clarified that the extra fill was not over the plastic tank and Laura Schofield confirmed that it was only over the d-box and leach area. The Agent stated that this was a good plan that balances many challenges. The temporary variance to the I/A requirement will require a deed restriction. She stated that the board could make a finding that complete conformance with the code would not provide a greater benefit than is shown on this plan. **Motion:** Board member Brian Koll moved to approve the variances as requested with the finding as stated by the Agent and with the condition of deed restrictions; **Second:** Board member Jason Silva; **Vote:** 4-0-0; the motion carried.

Title 5 Variance request for Administrative Consent Order: 398 Shore Road, Judith McDermott Powers, Trustee. Judy Powers was present virtually to represent her siblings and described the documents that had been submitted for this request which included: the variance request and supporting documents, BOH approval of the septic plan, and Conservation Commission approval of the installation. They acknowledged the help and guidance of the Agent. Chair Tracey Rose thanked the applicants and read the letter from



the packet from the family. Board member Brian Koll asked about the use of the term “as necessary” regarding future inspections and if simple repairs would be allowed in terms of a failure. The Agent explained that a concern with cesspools is collapse, and that if a failure happened a simple repair like a leach pit could be added. As for inspections, it was agreed to coordinate timing of inspections with the need to renew existing permits/variances. Chair Tracey Rose asked about a discrepancy between the lot size described on the field card and the engineering plan. The Agent stated that it was best to use the value from the survey/engineered plan and the ACO document would be amended to reflect area of 5539 sq. feet as shown on that plan. As for the inspections, it was decided that they should be done in conjunction with any needed permit extensions. The Agent thanked the Powers for their attention to detail. Clarity is still needed around the escrow and how payments will be made. **Motion: Board member Jason Siva moved to approve the variance and to enter an ACO with the property owner with edits to the document as discussed (lot size and inspection frequency); Second: Board member Brian Koll; Vote: 4-0-0; the motion carried.**

Discussion: Salty Market Farm-Stand, 2 Highland Road

Liam Rowland was present to describe his revised proposal. His current proposal is to trade the summer retail operation for seats in the winter. He would maintain the existing food service operation during the season which includes the retail sale of prepared foods as take-out without seats. From October 1 to April 1, he would offer a “Raman shop” with take-out and eight tavern seats available to the public on Thursday through Saturday. This option would not involve the elimination of a bedroom. Chair Tracey Rose thanked him for his due diligence. The Agent noted that there were lots of conversations to iron out the concerns and that she is comfortable with the current proposal from both an enforcement and Title 5 perspective. All of the Board members thanked him for his efforts. The Agent will prepare a letter for use in pursuing his pouring license from the ABCC.

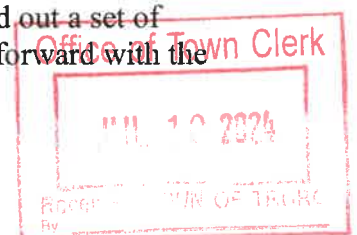
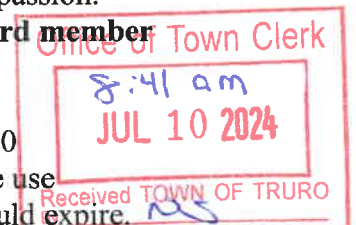
Discussion: Annual Town Meeting- Senior Perks article

Chair Tracey Rose stated that if this Article passes at Annual Town Meeting, the Board of Health will look forward to receiving a letter from the Select Board requesting that the Board of Health change the fee schedule for the Transfer Station to reflect the passage of this Article and which will be placed on a future Board of Health Agenda. The other Board members agreed. Board member Helen Grimm concurred and noted that it was an excellent perspective and they saw no public health reason to oppose this article. Member of the public, Karen Ruymann, thanked the Board and applauded their compassion.

Motion: Chair Tracey Rose moved to support the Article; Second: Board member Brian Koll, Vote: 4-0-0; the motion carried.

Draft Board of Health Regulation amendment: Section 6, Articles 3 & 10

The Agent explained that under the proposed change to Article 10 all future use approvals for properties that do not meet nitrogen loading requirements would expire. The proposed change to Article 3 would add back to a section what was inadvertently removed in the last regulation change. Board member Brian Koll pointed out a set of parentheses that were not needed in the text. The board agreed to move forward with the



amendment process. The Agent stated that the next step would be to have Town Counsel review a draft and hold a public hearing occur the end of the fiscal year.

Board member Helen Grimm left the meeting at 5:50pm.

Water Resources report

The Assistant Agent updated the board on the continued progress with the cesspool upgrades. Board member Jason Silva asked what would happen to the 4% that have not begun the process and the Agent replied that they would be taken to court. Board member Brian Koll noted that having 96% of homeowners either having completed their upgrades or being in process was wonderful. Chair Tracey Rose also thanked all who have upgraded. The Agent then updated the board on the recent meeting with GHD and DEP. DEP had no concern with the ACO process and were pleased with information about discussion with Provincetown. It is not clear if Truro will have a TMDL (total maximum daily load) for nitrates assigned, but until we have more information, GHD will use the 25% reduction target for planning purposes. An NOI with DEP is being filed for area in Truro within the Wellfleet Harbor watershed. Water Supply planning discussions with Provincetown are continuing at the staff level. More information will be developed regarding a larger meeting – possibly in June with both Select Boards and the Water & Sewer Board.

Report of the Chair-

The Chair thanked the department for their work on water resources protection. The Chair noted that 2023 Provincetown Water Report is not out yet, but it is targeted to be available in May. She noted that the 2022 report contains a lot of valuable information. She also stated that EPA has just finalized a new limit for PFAS. Provincetown Water System already routinely tests for PFAS as required by the state. None have been detected.

The Chair asked about radon, and the Assistant Agent replied that radon is the leading cause of lung cancer in non-smokers and that if necessary, radon abatement systems are not particularly expensive. The Chair went on to encourage people on Town water to pay attention to their water usage in order to catch leaks early, and to be sure to know where your water meter is.

Health Agent's Report-

The Agent reported that the Select Board has approved the MOU for the Public Health Excellency grant. She also updated the board on the Climate Action Committee's work on a grant to explore development of resiliency hubs.

Board member Brian Koll suggested that a PFAS section be added to the monthly water resources report.

Board member Jason Silva moved to adjourn the meeting; Second: Board member Brian Koll; Vote: 3-0-0, the motion carried.

The meeting was adjourned at 6:22 PM.

Respectfully submitted by Courtney Warren





TOWN OF TRURO

HEALTH DEPARTMENT
P.O. Box 2030, Truro MA 02666

April 30, 2024

Salty Market Farm Stand
2 Highland Road, North Truro

RE: Board of Health review of Operations

Dear Mr. Liam Luttrell Rowland,

This letter is sent to record for you, the action taken by the Truro Board of Health at their meeting of April 16 to approve your operational request for the Salty Market Farm Stand for the balance of 2024.

Your proposal included maintaining the existing food service operation during the "season" which includes the retail sale of prepared foods as take-out without seats; but, From October 1 to April 1 you would offer your "Raman shop" as take-out with 8 "tavern" seats available to the public on Thursday Friday and Saturdays only. We understand that under these conditions you would pursue your pouring license from the ABCC for the winter ("off season") operation.

Should you have any questions, please feel free to contact me at 508-214-0919 or at ebeebe@truro-ma.gov.

Sincerely,



Emily Beebe
Truro Health Agent

EATALY BOSTON

Agenda Item: 3A8

MGL 138

**Section 12
And
Section 15**



**TWO DESIGNATED
AREAS**

**Retail sales area
And
Pouring sales areas**

[HTTPS://WWW.EATALY.COM/US_EN/STORES/BOSTON](https://www.eataly.com/us_en/stores/boston)





*Commonwealth of Massachusetts
Department of the State Treasurer
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, Massachusetts 02114*

Deborah B. Goldberg
Treasurer and Receiver General

Kim S. Gainsboro, Esq.
Chairman

**ALCOHOLIC BEVERAGES CONTROL COMMISSION ("ABCC") ADVISORY
REGARDING OWNERSHIP OF § 12 AND § 15 LICENSES IN THE SAME CITY OR TOWN**

On August 10, 2016, Governor Baker signed into law H4569, "An Act relative to job creation and workforce development." This Act, in part, updates the Liquor Control Act, Mass. Gen. Laws Chapter 138.

This Act eliminates the long-standing prohibition of a licensee from owning both a § 12 license (a restaurant, tavern, general-on-premises, club, hotel, war veterans' club, or continuing care retirement community) and a § 15 license (a package store) in the same city or town.¹ Now a licensee may own both a § 12 and § 15 license in the same city or town, subject to any and all other restrictions and conditions found in Chapter 138.²

If a § 12 restaurant licensee wants to have a § 15 licensed premises physically connected to its § 12 licensed premises, then two conditions must be met. First, at least 50% of the revenue generated at the premises licensed under § 15 must be from the sale of grocery items.³ Second, the physical connection between the two licensed premises must be clearly delineated, including in the interior connection of the two premises, in such a way as to (1) make the boundaries of each licensed premises clearly separate and identifiable to customers, alcohol distributors, and regulatory authorities; (2) enable each licensed premises to maintain control of their respective licensed areas, egress, and the sale, storage and service of alcoholic beverages; and (3) otherwise conform with Chapter 138. Please be aware these restrictions only apply to § 12 restaurant licensees seeking to have a § 15 license physically connected to their § 12 licensed premises, and not to any other § 12 licensees.

As a reminder, all licensees must ensure that they are in compliance with the Laws of the Commonwealth of Massachusetts and that sale of alcoholic beverages take place only as authorized by applicable law.

(Issued August 12, 2016)

¹ This prohibition was found in M.G.L. c. 138, § 17, ¶ 10.

² As one example, a licensee may own up to seven § 15 licenses. See M.G.L. c. 138, § 15.

³ "Grocery item" is defined as "any food, pet food or supply, soap, household cleaner of any type, laundry product, light bulbs or disposable paper or plastic products." M.G.L. c. 94, § 184B.

Any transfer of license or new license applications approved between September 1st and December 31st will require the licensee to fill out the blank renewal form.

Once approved by your board the blank renewal can be sent to the ABCC with the rest of the 2025 renewals.

Blank Renewal Form



Agenda Item:3A10

THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF THE STATE TREASURER
ALCOHOLIC BEVERAGES CONTROL COMMISSION
239 Causeway Street, 1st Floor Boston, Massachusetts 02114

Retail License Renewal BLANK RENEWAL FORM

Renewal For (Year):

License Number:

Municipality:

License Name:

License Class:

Premises Address:

License Type:

Manager Name:

License Category:

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Signature of Authorized Party

Date

Printed Name of Signer

Email Address (Required)

Additional Information / Corrections:

**THE COMMONWEALTH OF MASSACHUSETTS
ALCOHOLIC BEVERAGES CONTROL COMMISSION**

95 Fourth Street, Suite 3
Chelsea, MA 02150-2358

Retail License Renewal

Renewal For (Year)

License Number	<input type="text"/>	Municipality	<input type="text" value="Truro"/>
License Name	<input type="text" value="Salty Market Farmstand Inc"/>	License Class	<input type="text" value="Annual"/>
DBA	<input type="text" value="Salty Market Farmstand"/>	License Type	<input type="text" value="On-Premises: Restaurant"/>
Premises Address	<input type="text" value="2 Highland Rd"/>	License Category	<input type="text" value="All Alcohol"/>
Manager Name	<input type="text" value="Liam Rowland"/>		

I hereby certify and under penalties of perjury that:

- 1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;**
- 2. The renewed license is of the same class, type and category as listed above;**
- 3. The licensee has complied with all laws of the Commonwealth relating to taxes; and**
- 4. The premises are now open for business (if not, explain below).**



Signature of Authorized Party

Nov, 1st

Date

Printed Name of Signer

Email Address

Please complete and return this form to the Local Licensing Authority.

Additional Information / Corrections



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: November 12, 2024

ITEM: Introduction of Chris Kaufmann, Truro Library Director

EXPLANATION: Town Manager, Darrin Tangeman, will introduce Truro's new Library Director, Chris Kaufmann. A public Meet & Greet is scheduled for her first day of work, November 12, 2024, at 1 pm the Library to welcome her.

Ms. Kaufmann has served as a Librarian in the Yarmouth, Brewster, and Harwich library systems since 2011. Most recently, Chris has served as the Head of Technical Services and IT Librarian for the Yarmouth Town Libraries. In this role she held fiscal responsibilities, as well as managed all technology for staff and patron use. She has extensive experience performing data and statistical analyses of holdings, circulation, patron usage, and finance to support libraries' policies, and knowledge of computer and database applications. She has worked closely with town departments and committees, and community organizations and friends' groups. She also served as the Assistant Circulation Manager at Brewster Ladies' Library. In this role she oversaw non-regular-print materials; improved all accessibility-related collections, including low-vision materials; and managed interlibrary loans and Commonwealth Catalog requests. Prior to working as a Librarian, Chris worked as a Paralegal with several Chicago and New York-based law firms for approximately ten years.

Currently, she is pursuing a Ph.D. in Library and Information Science from Simmons University, where she is a Teaching Assistant and promotes Diversity, Equity, and Inclusion initiatives. Previously, she obtained her Master's Degree in Library and Information Science at Simmons University and her Bachelor of Arts in French and History from the University of Richmond. She has received her Professional Librarian Certification from the Massachusetts Board of Library Commissioners and has served as a Chair of the Cape Libraries Automated Materials Sharing (CLAMS) Network since 2015.

Chris' other interests include travel, baseball, and languages, as she is conversant in French and Spanish.

SUGGESTED ACTION: None

ATTACHMENTS:

1. Meet & Greet Announcement

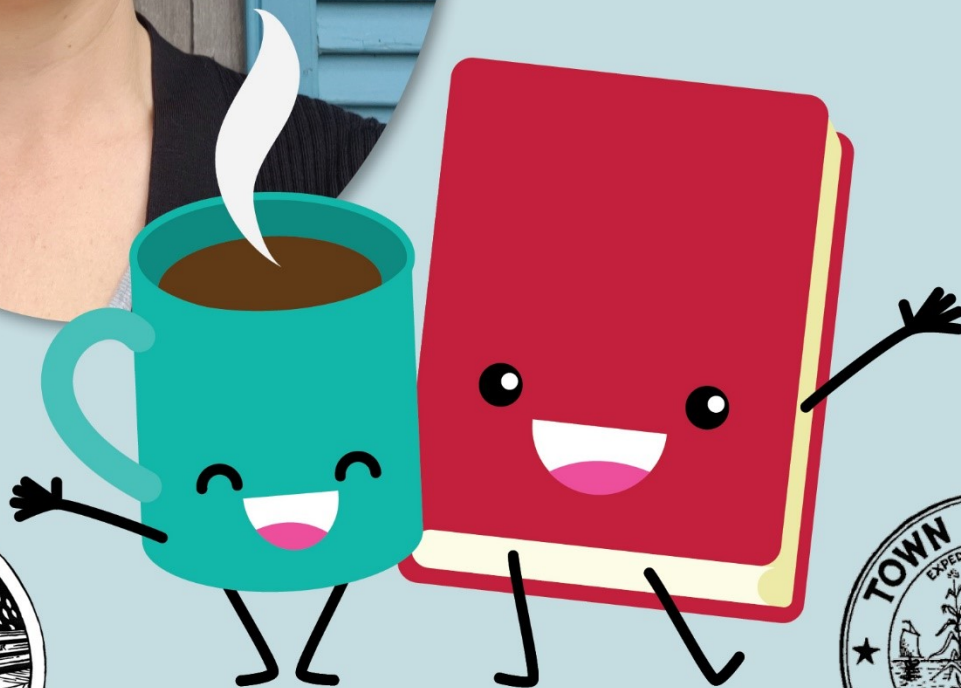
TRURO TOWN HALL & THE TRURO LIBRARY
welcomes
THE NEW LIBRARY DIRECTOR
CHRIS KAUFMANN



Join us for a

MEET & GREET
with Treats

TUESDAY
NOVEMBER 12
1:00 TO 2:00



TRURO PUBLIC LIBRARY

7 Standish Way, North Truro | 508.487.1125 | trurolibrary.org



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Susan Areson, Select Board Chair

REQUESTED MEETING DATE: November 12, 2024

ITEM: Interview and Possible Nomination of (1) Voting Alternate Member to the Cape Cod National Seashore Advisory Commission: Jack Farley, Michael Fee, Kevin Grunwald, and Denise McWilliams

EXPLANATION: The National Park Service invited the Board to nominate two individuals for consideration in appointing one voting member and one voting alternate member to the Cape Cod National Seashore Advisory Commission. Chair Susan Areson serves as the voting member. The Select Board must nominate another member to serve as the alternate voting member to the CCNS Advisory Commission. Four candidates have submitted their applications to serve; Kevin Grunwald, Jack Farley, Michael Fee and Denise McWilliams.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Truro will not have full representation on the Commission.

SUGGESTED ACTION: *Motion to nominate XXX to the Cape Cod National Seashore Advisory Commission as an alternate voting member, with a term to last two years.*

ATTACHMENTS:

1. Application to Serve-Kevin Grunwald
2. Application to Serve-Jack Farley
3. Application to Serve-Michael Fee
4. Application to Serve-Denise McWilliams
5. Letter Regarding CCNS Advisory Commission Appointment Nominations (January 2023)

Application to Serve on a Board or Committee

Agenda Item: 5A1

Applicant Information

Last Name

Grunwald

First Name

Kevin

Middle Initial

Email Address

Phone Number

Address (Street)

1 Longnook Dr.

Address (City)

Truro

Address (State)

MA

Address (Zip Code)

02666

Mailing Address (Please indicate box number and zip code)

PO Box 259

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

ROUTE 33 BOX 259
ADMINISTRATIVE OFFICE
TOWN OF TRURO

Board/ Committee Information

What Board/ Committee Are You Applying For?

CCNS Advisory

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

As approximately 80% of our town includes the National Seashore, I think our relationship with them is critical to our mutual success.

Have you attended a meeting of the committee listed above?

☐ Yes ☒ No

Have you read the charge of the committee?

☐ Yes ☒ No

Have you spoken with the chair or any committee members solely to get a sense of the work involved?

☐ Yes ☒ No

Have you read the Select Board's current Goals and Objectives?

☒ Yes ☐ No

Do you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve?

☐ Yes ☒ No

If you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve, please elaborate.

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:

Experience

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

Wide experience working on a variety of committees. My work on the Cape Cod Commission aligns well with the goals of the National Seashore.

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.

Former volunteer providing marine mammal rescue through the International Fund for Animal Welfare.

Signature

Kevin Grunwald

Date

10/08/2024

Application to Serve on a Board or Committee

Agenda Item: 5A2

Applicant Information

Last Name	Farley
First Name	John (Jack)
Middle Initial	F
Email Address	
Phone Number	
Address (Street)	2 Bluefin Lane
Address (City)	North Truro
Address (State)	MA
Address (Zip Code)	02652
Mailing Address (Please indicate box number and zip code)	Box 567

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

Board/ Committee Information

What Board/ Committee Are You Applying For? Cape Cod National Advisory Commission (Alt)

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

I have been a taxpayer in Truro for 50 years and a resident for 16 years. I would like to get involved with town government and feel this commission would be a perfect fit for me. I believe in the town and would like to ensure that Truro continues to have a voice in protecting its interests in maintaining the fragile environment, as well as, preserving Truro's access to these pristine lands.

Have you attended a meeting of the committee listed above?

☐ Yes ☒ No

Have you read the charge of the committee?

☒ Yes ☐ No

Have you spoken with the chair or any committee members solely to get a sense of the work involved?

☒ Yes ☐ No

Have you read the Select Board's current Goals and Objectives?

☒ Yes ☐ No

Do you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve?

☐ Yes ☒ No

If you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve, please elaborate.

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:

Not at this time.

Experience

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

Throughout my professional career, I have served and have been the chair of many committees, boards, and charitable organizations both in my past residence and in the Truro and Provincetown area. Furthermore, in my role as Truro lifeguard trainer and supervisor, I have worked closely with Cape Cod National Seashore's district lifeguard supervisor.

-Co-Chair of the Great Hollow Beach Extension Project with Ann Courtney to create open, conservation space and to expand public access to the beach at Great Hollow.

-Vice President of the Saint Vincent de Paul Society of Saint Peter's Church in Provincetown to provide housing, food, and oil assistance to those in need in the community.

-Co-Chair of the Provincetown Knights of Columbus Thanksgiving food drive to supply food to the pantries in Truro and Provincetown.

-Chair of the Knights of Columbus's Scholarship Committee to give aid to local students to continue their education.

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.

Over a thirty-two year period, I have had a wide and varied history working in education, working with Cape Cod National Seashore, and working in the Town of Truro from multiple perspectives i.e. maintenance, lifeguarding and as a district supervisor.

-U.S. Department of the Interior Cape Cod National Seashore District Lifeguard Supervisor (18 seasons)

-Town of Truro Recreation and Beach Department lifeguard trainer and supervisor (12 years)

-Adjunct and part time professor at Cape Cod Community College, Assumption College, Dean College, and the University of Massachusetts Amherst.

-College Board Educational Testing AP United States History reader/grader and table leader (12 years)

Signature

John Farley

Date

11/04/2024

Application to Serve on a Board or Committee

Applicant Information

Last Name	<input type="text" value="FEE"/>
First Name	<input type="text" value="MICHAEL"/>
Middle Initial	<input type="text" value="C"/>
Email Address	<input type="text" value="[REDACTED]"/>
Phone Number	<input type="text" value="[REDACTED]"/>
Address (Street)	<input type="text" value="15 Francis Farm Road, PO Box 2011"/>
Address (City)	<input type="text" value="Truro"/>
Address (State)	<input type="text" value="MA"/>
Address (Zip Code)	<input type="text" value="02666"/>
Mailing Address (Please indicate box number and zip code)	<input type="text" value="PO Box 2011, Truro, MA 02666"/>

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

ROD MANCINI
ADMINISTRATOR
TOWN OF TRURO

Board/ Committee Information

What Board/ Committee Are You Applying For?

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

The relationship between national parks and their host communities is complex, often misunderstood, and of critical importance to both. I have worked collaboratively with CCNS on Highland Center leasing negotiations, and feel that I have both the skill set and temperament to become a positive contributor to the Advisory Commission.

Have you attended a meeting of the committee listed above?

☐ Yes ☒ No

Have you read the charge of the committee?

☒ Yes ☐ No

Have you spoken with the chair or any committee members solely to get a sense of the work involved?

☒ Yes ☐ No

Have you read the Select Board's current Goals and Objectives?

☒ Yes ☐ No

Do you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve?

☐ Yes ☒ No

If you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve, please elaborate.

Does the SB believe that Highland Center presents any viable options to address its goals of housing creation and/or water quality protection?

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:

Not at present.

Experience

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

Please see attached resume.

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.

Please see attached resume.

Note: Date of birth provided upon request.

Signature


Michael C. Fee

Date

10/16/2024

MICHAEL C. FEE

15 Francis Farm Road
P.O. Box 2011, Truro, MA 02666



EDUCATION

Boston College Law School, Newton, MA
Juris Doctor, *cum laude* (1988)
Uniform Commercial Code Reporter Digest, Executive Editor (1986-88)
Boston College National Moot Court Team (1987)

Harvard University, Cambridge, MA
Bachelor of Arts (1982)

Boston College High School, Boston, MA
Graduate (1978)

EXPERIENCE

Pierce & Mandell, P.C., Boston, MA
Shareholder (2007-2022) (retired May 2022)
Represented and advised clients in all phases of business and real estate law, contracts, transactions, commercial litigation and arbitration. Highly versed in the substantive law of condominiums, construction, corporations, employment, health care, land use, leasing, licensing, municipalities, probate and zoning. Fully experienced in all aspects of dispute resolution before state, federal, and appellate courts, municipal and administrative boards, and arbitration panels.

Fee, Rosse & Lanz, P.C., Sudbury and Watertown, MA
Founder and Managing Director (1996-2007)

Hinckley, Allen & Snyder, LLP, Boston, MA
Senior Litigation Associate (1991-1995)

Goulston & Storrs, P.C., Boston, MA
Associate (1989-1990)

Fine & Ambrogne, Boston, MA
Summer and Junior Associate (1987-1989)

BAR ADMISSIONS

Admitted to practice in Massachusetts, United States District Court for the District of Massachusetts, United States Court of Appeals for the First Circuit (1988),
United States District Court for the District of Northern California (2005)
Supreme Court of the United States (2001)

PROFESSIONAL

Martindale-Hubbell Peer Review Rated AV Preeminent
Massachusetts "Super Lawyer" (2004-2022)
Boston Bar Association, Council Member (2016-2019)
Boston Bar Association, Co-Chair Real Estate Section (2013-2015)
Mass. Bar Association, Property Law Section Council (2000-2010) (Chair, 2002-2004)
Mass. Bar Association, House of Delegates (2002-2006)
Mass. Bar Association, Post-Goodrich Task Force (2005-2006)
Mass. Bar Association, Executive Management Board/Finance Committee (2005)
Mass. Bar Foundation, IOLTA Grant Advisory Committee (2004-2012)
Mass. Bar Association, Patriot Act Task Force (2001-2002)
Massachusetts Lawyers Weekly, Board of Editors (1999-2001)
Member of Boston, Massachusetts, and Real Estate Bar Associations (1988-2022)

COMMUNITY

Member, Narrowland Music, Inc. Board of Directors (2024-present)
Member, Local Journalism Project, Inc. Board of Directors (2023-present)
Member, Truro Finance Committee (2023-present)
Member, Truro Human Services Committee (2023-present)
Chair, WOMR Program Committee (2020-present)
Member, Payomet Performing Arts Center, Inc. Board of Directors (2018-2022)
Member, Truro Open Space Committee (2017-2019)
Moderator, Town of Sudbury (2014-2017)
Member, Care Group/Parmenter Board of Directors (Mt. Auburn Hospital) (2016-2017)
Member, Sudbury Valley Trustees Land Protection Committee (2013-2014)
Member, Parmenter Community Health Care Board of Directors (2012-2016)
Member, Parmenter Foundation Board of Directors (2013-2016)
Commissioner, Sudbury Water District (2012-2017) (Chair, 2013-2017)
Sudbury Planning Board (2001-2013) (Chair, 2003-2013)
Chair, Sudbury Housing Trust (2006-2011)
Co-Chair, Sudbury Ponds & Waterways Committee (2005-2008)
Sudbury Community Housing Committee (2002-2005)
Commissioner, Watertown Conservation Commission (1991-1992)

Application to Serve on a Board or Committee

Applicant Information

Last Name	McWilliams
First Name	Denise
Middle Initial	
Email Address	
Phone Number	
Address (Street)	3 Nelson Drive
Address (City)	Truro
Address (State)	MA
Address (Zip Code)	02666
Mailing Address (Please indicate box number and zip code)	PO Box 296

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

BOARD OF SELECTMEN 2019-2020
 47 STATE STREET, SUITE 100
 TOWN OF TRURO

Board/ Committee Information

What Board/ Committee Are You Applying For? Cape Cod National Seashore Advisory Committee

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

I am a frequent user of the CCNS and am very interested in preserving its beauty.

Have you attended a meeting of the committee listed above?

☐ Yes ☒ No

Have you read the charge of the committee?

☒ Yes ☐ No

Have you spoken with the chair or any committee members solely to get a sense of the work involved?

☐ Yes ☒ No

Have you read the Select Board's current Goals and Objectives?

☒ Yes ☐ No

Do you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve?

☐ Yes ☒ No

If you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve, please elaborate.

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:

Agenda Item:

I am also interested in the Conservation Commission

Experience

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

As you will see from my resume, I have extensive experience forming, participating and running various committees and teams.

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.

Please see attached

Signature

Denise McWilliams

Date

11/04/2024

DENISE MCWILLIAMS

3 Nelson Drive, Truro 02666-0296

PROFESSIONAL EXPERIENCE

DOGEREL TRAINING, Truro MA

Principal

Positive reinforcement-based dog training

NEW ENGLAND INNOCENCE PROJECT, Boston, MA

Executive Director

2013 - 2017

- Created necessary infrastructure for transition from pro bono project to independent organization;
- Oversaw case selection, litigation, and legislative initiatives;
- Liaised with *pro bono* attorneys representing cases of actual innocence at the trial and appellate levels;
- Co-counseled cases of actual innocence at post-conviction evidentiary hearings;
- Crafted legislative campaign to reform forensic science oversight in the Commonwealth.

AIDS ACTION COMMITTEE OF MASSACHUSETTS, INC., Boston, MA

2004-2013

General Counsel 2008 - 2013

- Ensured compliance with applicable statutes, regulations and contractual obligations;
- Represented agency in litigation;
- Represented agency in national coalition advocating for the needs of those living with HIV;
- Supervised legal department providing direct services to agency clients.

AIDS ACTION COMMITTEE OF MASSACHUSETTS, INC. (*Continued*)

Director, Public Policy and Legal Affairs, 2004 - 2008

- Revamped policy department into an effective unit by building relationships between organization, elected officials and their constituents through education and engagement;
- Created successful communication strategy including public speaking, press relations and messaging strategy to enhance public acceptance of the agency's mission; and,
- Designed and implemented strategy resulting in passage of major legislation.

DENISE MCWILLIAMS ATTORNEY-AT-LAW, Cambridge, MA

1982-1986

1997 - 2004

- Principal in general litigation practice with emphasis on criminal defense and discrimination

PROFESSIONAL EXPERIENCE*(Continued)*

BOSTON AIDS CONSORTIUM, Boston, MA

1995 - 1997

Executive Director

- Managed transition from university program to free- standing non-profit; established Board of Directors; developed plan for service delivery.
- Re-organized agency, implemented policies and best practices; recruited, trained and mentored staff;
- Provided leadership and professional staff support to Planning Council, consisting of 30+ stakeholders responsible for the allocation of federal funding;
- Participated in national coalitions advocating for policies responsive to those living with HIV>

JUSTICE RESOURCE INSTITUTE, Boston, MA

1993 - 1995

Director, Health Law Institute

- Created legal program (Health Law Institute) for multi-service agency providing services to street youth, people living with HIV and those of the LGBTQ communities;
- Represented agency clients in criminal and civil proceedings;
- Supervised legal clinics for homeless youths;
- Managed policy advocacy at the legislature and executive levels to improve opportunities for represented populations.

GAY AND LESBIAN ADVOCATES AND DEFENDERS, Boston, MA

1986 - 1992

Director, AIDS Law Project

- Represented people living with AIDS in precedent-setting litigation throughout Massachusetts;
- Advocated for policies responsive to the needs of the LGBT communities affected by the AIDS epidemic with elected officials and policy makers;
- Implemented comprehensive communication strategy to educate the public about the legal rights of those living with HIV;
- Supervised *pro bono* legal panel, law students and paralegals representing people living with HIV;

SOUTHEASTERN MASS LEGAL ASSISTANCE, Fall River, MA

1979-1982

Staff Attorney

Litigation specialist representing people with housing complaints

EDUCATION & PROFESSIONAL DEVELOPMENT

NORTHEASTERN UNIVERSITY LAW SCHOOL, Boston, MA
Juris Doctor, 1979

UNIVERSITY OF MASSACHUSETTS, Boston, MA
Bachelor of Arts, 1974

JOHN PAUL JONES GROUP, St. Petersburg FLA
Certificate in Mediation, 2001

KAREN PRYOR ACADEMY
Certified Training Partner, 2019

PROFESSIONAL MEMBERSHIPS AND VOLUNTEER EXPERIENCE**INNOCENCE NETWORK**

Executive Committee Member of coalition of international innocence organizations 2015-2017

MASSACHUSETTS BAR ASSOCIATION 2013-2017

Member – Animal Law Committee
Criminal Justice Committee

CAMBRIDGE COMMUNITY TELEVISION

Board Member 2008-2017
Board Chair 2015-2017

MASSACHUSETTS SOCIETY FOR PREVENTION OF CRUELTY TO ANIMALS 2012 – 2020

Volunteer-Provide recreation, socialization and training to shelter animals

INTERNATIONAL FUND FOR ANIMAL WELFARE (IFAW) 2017-2020
Marine Mammal Rescue Team-Assist in monitoring, recovery and release of
marine mammals



IN REPLY REFER TO:

United States Department of the Interior

NATIONAL PARK SERVICE
Cape Cod National Seashore
99 Marconi Site Road
Wellfleet, MA 02667

January 23, 2023

Kristen Reed, Chair
Select Board of Truro
24 Town Hall Road
P.O. Box 2030
Truro, MA 02666

Dear Ms. Reed,

The Cape Cod National Seashore Advisory Commission (Commission) was originally authorized in 1961 as a part of Public Law 87-126, Cape Cod National Seashore's enabling legislation, and began operation in 1966. The Commission was last authorized for a ten-year period by Public Law 111-11 in 2009 and expired on September 26, 2018. Recently, the Commission has been reestablished as part of the Consolidated Appropriations Act signed by President Biden on December 29, 2022, until September 26, 2029. Pursuant to the Cape Cod National Seashore enabling legislation, the Secretary of the Interior appoints one member from nominations submitted by the Board of Selectmen of Truro, MA.

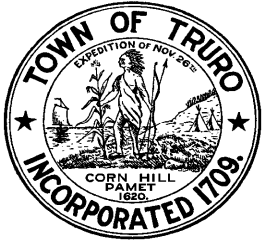
Accordingly, I invite you to nominate, within 30 days of the date of this letter, two individuals for consideration in appointing one voting member and one voting alternate member to the Commission. All appointments are for two-year terms. For each nomination, please include a resume with home and business addresses, telephone numbers, and date of birth. Please indicate which individual you are nominating as the voting member and alternate member respectively.

Nominations should be submitted to Superintendent, Cape Cod National Seashore, 99 Marconi Site Road, Wellfleet, MA 02667. We will forward all nominations to the Department of the Interior once we have received a complete package with all requested information. The Secretary of the Interior will make the final decision on appointments to the Commission and will send the appointment letter directly to each appointee.

If you have any questions about the appointment process or other matters related to the park, please contact me at 508-957-0701 or email at Leslie_Reynolds@nps.gov

Sincerely,

Leslie Reynolds
Acting Superintendent



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Susan Areson, Select Board Chair

REQUESTED MEETING DATE: November 12, 2024

ITEM: Interview and Possible Appointment of Alternate to Zoning Board of Appeals: Leah Camhi and Robert Tilden

EXPLANATION: Two applicants have submitted their application to serve on the Zoning Board of Appeals in an alternate capacity. The Select Board will interview Leah Camhi and Robert Tilden and possibly vote for who will fill the one-year Alternate position.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Zoning Board of Appeals will continue to operate without an Alternate.

SUGGESTED ACTION: *Motion to Appoint _____ to the Zoning Board of Appeals as an Alternate for a one-year term which will expire June 30, 2025.*

ATTACHMENTS:

1. Application to Serve-Leah Camhi
2. Application to Serve-Robert Tilden

Application to Serve on a Board or Committee

Agenda Item: 5B1

Applicant Information

Agenda Item:

Last Name

Camhi

First Name

Leah

Middle Initial

Email Address

Phone Number

Address (Street)

Address (City)

37 Pond Road

Address (State)

Address (Zip Code)

02652

Mailing Address (Please indicate box number and zip code)

PO Box 396

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

RCVD 2/22/22 11:07

ADMINISTRATIVE OFFICE

TOWN OF TRURO

Board/ Committee Information

What Board/ Committee Are You Applying For?

ZBA - Alternate

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

Our family has owned a home in Truro for 25 years. We sold our Brookline condo last year and retired here earlier this year. I've been looking for a way to contribute to my community and given my experience running an affordable housing agency in Boston for the last 9 years, the ZBA seems like a logical fit.

Have you attended a meeting of the committee listed above?

☒ Yes ☐ No

Have you read the charge of the committee?

☒ Yes ☐ No

Have you spoken with the chair or any committee members solely to get a sense of the work involved?

☒ Yes ☐ No

Have you read the Select Board's current Goals and Objectives?

☐ Yes ☒ No

Do you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve?

☐ Yes ☒ No

If you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve, please elaborate.

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:

Experience

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.

Signature

Date

08/22/2024

Leah Camhi
leahcamhi@yahoo.com
617-981-2425

PROFESSIONAL EXPERIENCE

Fenway Community Development Corporation

July 2015 – April 2024

Executive Director

Joined the team at Fenway CDC to address economic inequality in Boston, Added six ground up and acquisition projects totaling 347 new units to our portfolio (including our first affordable home ownership building), expanded a talented eight member staff to a diverse team of twenty and launched a host of new programs and services to the Fenway. Responsible for the community benefit of a 100 seat subsidized childcare facility, lab training facility for biotech workers, community wide music festival, and a new signature event, Taste of the Fenway.

The Possible Project, Cambridge, Massachusetts

May 2010 – May 2014

Founding Executive Director

Hired to launch a new non-profit venture teaching entrepreneurial skills to at-risk youth in Cambridge. Responsible for designing and overseeing build-out of 5000 sq. ft. of meeting and training space, recruiting all staff, developing a managing board of directors, advisory board, and youth advisory committee. Creating necessary infrastructure including internal financial controls, external marketing and branding efforts, and identifying compatible systems for future fundraising efforts.

Front Door Collaborative, Boston, Massachusetts

March 2008-December 2009

Interim Executive Director

Recruited by Metro Boston Housing Partnership to retool this floundering three-year initiative launched by the city of Boston in 2006. Successfully re-branded prevention mission of preserving tenancies for those most-at-risk of homelessness by building a network of homelessness prevention service providers, and promoting systemic change of homelessness prevention practices. Administered a 1M emergency assistance fund, oversaw a resource line for Boston residents at risk, organized a training series for new providers (350 trained in first round), disseminated a monthly e-newsletter, Threshold to over 600 providers, and maintained an up-to-date resource directory on our innovative and award winning website.

Boston Living Center, Boston, Massachusetts

June 2007-March 2008

Development Consultant

Returned to the Center to oversee fundraising and marketing efforts. Successful in getting a new database donated, obtaining volunteer technical assistance to upgrade the Center's website, and organized a major donor cleansing effort in conjunction with seven other agencies. Applied and was named an official charity of the Boston marathon. Drafted a development plan and timeline for internal and external events, grant submissions, and outreach to major donors and brought back the Center's celebrated signature event, A Celebration of Life Thanksgiving Dinner. Raised \$300K during the second quarter of 07. Recruited and mentored new Development Director.

Temple Israel, Brookline, Massachusetts

February 2006-June 2007

Interim Executive Director

Recruited by board of directors to spearhead major changes for the largest reform synagogue in New England. Revitalized stalled capital campaign resulting in \$15M to date. Launched a comprehensive strategic planning process utilizing the balanced scorecard approach. Implemented systems for staff accountability in the areas of human resources and financial policies. Made major facility improvements.

Boston Living Center, Boston, Massachusetts

July 1992-June 2000

Founding Executive Director

Responsible for administrative controls and daily operation of a non-profit community center for 1800 people living with HIV/AIDS. Grew budget from \$250k to 2.5m and supervised staff expansion to thirty. Provided financial oversight and led board/staff through successive strategic plans for agency growth. Successfully completed two capital campaigns to move Center from a 2000 square foot floor to a 20,000 square foot building incorporating fifteen HIV and related agencies. Served as staff support for board and governing sub-committees.

Planned Parenthood League of Massachusetts

March 1990-July 1992

Program Director

Developed Heart-to-Heart, a multi-session sexuality education and HIV prevention program for Boston area schools. Oversaw expansion efforts of program in Greater Boston and Central Massachusetts. Recruited, trained, and supervised a team of professional and HIV positive support staff to conduct sessions. Researched new and continuation of funding proposals. Responsible for all program promotion and evaluation.

University of Oklahoma

August 1987-September 1989

Program Development Specialist

Coordinated and conducted training nationwide on adolescent issues for the National Resource Center for Youth Services. Monitored and developed programs in primary interest areas: suicide prevention, peer leadership, parent/adolescent communication and mediation, and HIV/AIDS issues. Wrote brochures, articles, and resource guides for nationwide distribution and created the Center's award winning poster.

Oklahoma Department of Mental Health

1985-1989

Training Coordinator

Developed and organized intensive training program for TEENLINE, a statewide crisis intervention and referral line for adolescents. Responsible for daily supervision of 80+ phone staff, emergency back-up, program promotion, and networking among public and private agencies. Established a peer leadership program in Oklahoma City high schools that became a model for statewide implementation. Regularly conducted speaking engagements and workshops on teen issues, communication skills, self-esteem building, stress management, and suicide prevention. Consulted on a contractual basis until 9/89.

Oklahoma Halfway House, Inc.

1980-1985

Program Supervisor

Assisted pre-delinquent and adjudicated teens in returning to school, accessing training, and/or finding employment. Direct supervision of five outreach staff, maintained financial records, and wrote all grants. Regularly conducted survival skills workshops and suicide prevention sessions in community settings.

Neighborhood Services Organization, Oklahoma City

1978-1980

VISTA Worker

Assigned to Oklahoma City to assist in developing an alternative education program for school dropouts. Duties included grant writing and promoting community awareness and support. Upon implementation, served as primary counselor for attending students.

VOLUNTEER ACTIVITIES

Fenway Health Center, Board of Visitors

Laos Literacy Project, Advisory Board Member

Applicant Information

Last Name	<input type="text" value="Tilden"/>
First Name	<input type="text" value="Robert"/>
Middle Initial	<input type="text" value="A"/>
Email Address	<input type="text" value="REDACTED"/>
Phone Number	<input type="text" value="REDACTED"/>
Address (Street)	<input type="text" value="10 Avery Hill Way"/>
Address (City)	<input type="text" value="Truro"/>
Address (State)	<input type="text" value="MA"/>
Address (Zip Code)	<input type="text" value="02666"/>
Mailing Address (Please indicate box number and zip code)	<input type="text" value="PO Box 953, Truro M 02666"/>

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

Board/ Committee Information

What Board/ Committee Are You Applying For?	<input type="text" value="ZBA (alternate)"/>
---	--

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

I'm looking to serve my community further

Have you attended a meeting of the committee listed above?

☒ Yes ☐ No

Have you read the charge of the committee?

☒ Yes ☐ No

Have you spoken with the chair or any committee members solely to get a sense of the work involved?

☐ Yes ☒ No

Have you read the Select Board's current Goals and Objectives?

☒ Yes ☐ No

Do you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve?

☐ Yes ☒ No

If you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve, please elaborate.

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:

Open for discussion

Experience

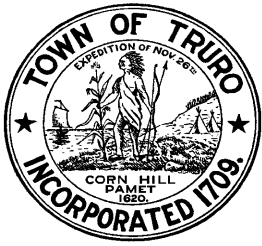
Briefly list your experience working on a committee or team. This can be professional, town, volunteer, charity, etc.

I have served on many boards/committees during my 20 years as a volunteer Firefighter and EMT as well as my career in architecture and during my tenure as a college professor for architects/engineers/construction managers/interior design students.

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.

B.Arch (professional), BA Marketing/Management/Economics, MA Energy Management

Signature	Robert Tilden
Date	10/10/2024



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Community Services Department and Administration

REQUESTOR: Select Board

PRESENTER: Damion Clements, Community Services Director, and Kelly Clark, Assistant Town Manager

REQUESTED MEETING DATE: November 12, 2024

ITEM: Staff Report on Out-of-School Program and Childcare Voucher Program

EXPLANATION: Damion Clements, Director of Community Services, will give a report on the Out-of-School Program that will include information on the number of participants in the school year portion of program, the number of participants in summer portion of the program, a brief synopsis/update on staffing, the eligibility requirements for the school year and summer programs, and program costs to date.

Kelly Clark, Assistant Town Manager, will provide an update on the Childcare Voucher Program. The most recent report from the Bailey Boyd, the Program Administrator procured to manage the voucher program, is attached, as are the eligibility requirements approved by the Select Board.

FINANCIAL SOURCE (IF APPLICABLE): 2023 Annual Town Meeting (Article 12) and 2023 Annual Town Election Ballot (Question 2), with the funds being appropriated to Select Board Services Budget (01012252) for the Childcare Voucher Program and Community Services Budget (010630) for the Out-of-School Program.

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: None. Presentation only.

ATTACHMENTS:

1. Bailey Boyd November 2024 Truro Childcare Voucher Program Monthly Report
2. Childcare Voucher Program Overview 2024



TO: Darrin Tangeman, Town Manager
 Kelly Clark, Assistant Town Manager
FROM: Cassie Boyd Marsh, Bailey Boyd Associates, Inc.
DATE: November 1, 2024
RE: Truro Childcare Voucher Program Monthly Report

The Voucher Program had another busy month, making sure that all participating families were set to bill.

We were able to sign up the families that were a bit slower to submit their documentation and have steady billing coming in across the board. We're looking forward to some steady months ahead as families continue to utilize their funding. There are no issues or concerns to report at this time.

Below are the tables demonstrating the current program status.

APPLICATIONS

Applied	Approved	Pending	Approved Residents	Approved Town Employees	Approved-Employed in Truro
31	29	2	22	3	4

FUNDING

Total \$ Allocated	\$ Billed to Date	\$ Remaining	# Providers
\$103,675	\$45,252	\$58,423	7

As always, please don't hesitate to reach out with any questions.



Program Purpose: To provide vouchers for birth through 4-year-old children of Truro residents, Town of Truro employees, and employees/ owners of Truro businesses to attend State-licensed childcare programs, as defined by the *Program Eligibility Requirements*.

Background: A General Override for Community Sustainability Programs, which includes the Childcare Voucher Program was approved by Truro citizens at 2023 Annual Town Meeting and the 2023 Annual Town Election Ballot. The voucher program is designed to provide financial assistance in the form of direct-to-provider vouchers for birth through 4-year-old children of Truro residents, Town of Truro employees, and employees and business owners employed for more than 20 hours per week by a business with a physical location in the town of Truro.

Program Eligibility Requirements:

Applicant Eligibility: Per Town Meeting Article 12, the voucher system program is “for eligible birth through four-year-old children for direct-to-provider tuition assistance up to a maximum of \$7,500.00 for each eligible child.” The program is open to birth through four-year-old children enrolled in a state-licensed childcare program, or a licensed pre-school or pre-k program that is not the Truro Central School Pre-School Program, who are born by August 31, 2024, and are not five years or older as of August 31, 2024. If a child can be accommodated in the Truro Central School Pre-K program, approval must be granted to allow use of the voucher to attend a program outside of Truro. Children enrolled in the Truro Central School Pre-School program are not eligible for the voucher program in the same program year (September 1- August 31). Only children of Truro residents, children of Town of Truro employees, and children of employees and business owners employed for more than 20 hours per week by a business with a physical location in the town of Truro, provided that the Truro location is the primary location of the employee’s work for each month for which tuition assistance is provided are eligible. All required documentation and an application are required for eligibility.

Note: To qualify as a Town of Truro employee, the parent/ legal guardian of the child must be a permanent employee of the Town of Truro or Truro Central School (1099 contractors/ seasonal and temporary employees are not eligible).

Provider Eligibility: Eligible providers must hold a valid State-license from the Department of Early Education and Care or the similar and the license must allow them to care for the child for whom the voucher will cover. Documentation is required for eligibility.



Required Documents:

Applicant Documents:

- Completed and signed application
- Copy of birth certificate of child-does not have to be certified copy
- Proof of legal guardianship (if applicable)
- And:

If Truro Resident:	If Employees/Business Owners of Truro Business:
Proof of residency (must submit <u>one</u> . Additional documents may be requested if further verification is required): <ul style="list-style-type: none">• Copy of parent/ guardian Massachusetts Driver's License or Massachusetts ID card demonstrating Truro address.• Copy of Truro Real Estate Tax Bill in the name of the parent or guardian• Copy of Lease for a Truro property in the name of the parent or guardian• Copy of utility bill in parent's or guardian's name at a Truro address	One month of most recent pay stubs demonstrating 20+ hours per week. Additional documents may be requested if further verification is required.

All applicants will be notified of receipt of documents and whether the application process is complete. Applicants will not be considered eligible for the voucher until all required documents are completed, submitted, and approved. Additional documents may be required.

Application Deadlines:

Application Must Be Received By	To Receive Funding for (Timeframe)
September 3, 2024	September 1, 2024- February 28, 2025
February 28, 2025	March 1, 2025- August 31, 2025

Funding Allocation: Half of the program funds will be allocated evenly to eligible applicants with eligible childcare expenses on a monthly basis for the months of September 2024 through February 2025. The other half of the program funds will be allocated evenly to eligible applicants with eligible childcare expenses on a monthly basis for the months of March 2025 through August 2025. Total voucher support for each eligible child shall not exceed \$7,500 for the course of the year.



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: November 12, 2024

ITEM: Status Report on 25 South Highland

EXPLANATION: At the October 17, 2024 Select Board Meeting, staff provided the attached update and responded to Board and community questions, and the Select Board held a discussion on next steps.

Since that meeting, staff has continued to work with Town Counsel to regarding the hold on work at 25 South Highland, and has engaged with MassDevelopment, the State agency administering the Underutilized Properties Program grant to determine how to preserve the grant funds associated with this project. A staff team met with MassDevelopment virtually on October 28th and discussed some of the limitations associated with the funding. Assistant Town Manager Clark and Public Works Director Cabral then prepared an spreadsheet of expenses (both to-date and future), broken down by project area (blighted Walsh cottages, relocated Walsh cottage, donated relocated cottage or both relocated cottages), and categorization of expense and identified proposed eligible expenses to be charged to the grant. This spreadsheet is under review by MassDevelopment and we hope to have a dialogue with the MassDevelopment team in the coming weeks to pin down the finances associated with the project, which we understand will inform future Select Board decisions on the Town's path forward in the aftermath of the unauthorized demolition.

ATTACHMENTS:

1. Agenda Materials from October 17, 2024 Select Board Meeting



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager, and Jarrod Cabral, Public Works Director

REQUESTED MEETING DATE: October 17, 2024

ITEM: Discussion and Vote on 25 South Highland Unauthorized Demolition of Walsh Cottage Next Steps

EXPLANATION: The Town of Truro was notified that our General Contractor (GC), Cape Cod Builders, Inc., hired by the Town for the rehabilitation of the Cottage House Relocation and Upgrades Project located at 25 South Highland Road, went outside the Scope of the Project and demolished the Walsh Cottage without consulting the Town or the Town's Construction Administration Consultant, Weston & Sampson Engineer.

Immediately upon notification from the public, the Town's Department of Public Works (DPW) conducted a site visit the morning of Monday, October 7, 2024. Staff and the Construction Administration Team approached the GC, and the GC identified concerns with the structure that the Town, via Weston & Sampson Engineers, had been made previously aware of. Based on Weston & Sampson Engineers' Walsh Way Property Assessment Report from March 2022, the Town understood that the 25 South Highland Road Walsh Cottage required significant rehabilitation. As purported in the Weston & Sampson Engineers' Assessment Report, the cottage was a Sears and Roebuck Company kit home constructed between 1900 and 1940, and the structure was meant for seasonal summer occupancy, having uninsulated walls and attics and lacking heat entirely. Lacking continuous occupation, upkeep, and needed repairs, it was not habitable without substantial repair and renovations. Option #3: Phase Construction and Renovation, of the Assessment was selected, as it was the most feasible, cost effective, and least environmentally impactful option.

Currently, the demolition materials from the 25 South Highland Road Walsh Cottage are being delivered to MA Department of Environmental Protection (DEP) permitted facilities. There are three permitted facilities on the Cape and one off the Cape. Typically, the smaller

facilities on the Cape transport materials to an off Cape permitted facility. DPW found no asbestos insulation in the walls or on pipes and no lead lining in the chimneys. None of the material in containers at 25 South Highland Road is presently hazardous and will be tarped.

At today's special meeting, staff members will respond to Board and community questions to the best of their ability. Board members submitted questions through the Town Manager in advance of the meeting, which are outlined below:

COSTS AND FUNDING: (Specifically, which grants are for which work, which grants have we received, which are pending and how much came from Housing Trust.)

A \$900,000 Underutilized Properties Grant was secured in 2022 and executed in 2023 to address the following scope of work:

The Town of Truro will demolish and remove blighted cottages from 69.9 acre Walsh Property, allowing for maximum housing development on the parcel. The most viable cottage will be preserved and will be relocated to existing Town-Owned property at 25 South Highland Road for use as Town of Truro workforce housing as an accessory dwelling unit, providing for 5-bedrooms on the 25 South Highland Road site. A second structure (a dwelling donated to the Town) will also be moved to the same parcel to serve as the primary dwelling on site to maximize housing by-right on the parcel. The scope of work includes: 1) move the viable cottage from the Walsh Property and the donated property to 25 South Highland Road ; 2) demolish remaining properties on the Walsh property and remove to clear way to maximum development; 3) perform all necessary sitework to ready 25 South Highland to receive the Walsh cottage and the donated dwelling; 4) construct new foundations; 5) perform all interior and exterior renovation/additions to the two dwellings; 6) run water, septic, and electric to the site and through two dwellings; 7) add new decks and stairs; 8) construct driveway, walkway and landscaping/ hardscaping; and 9) perform related design, construction administration, Secretary of Interiors Historic design compliance and roadway access survey/ other site survey.

Additionally, \$433,824 of Truro Affordable Housing Trust Funds were granted by the Trustees (the Select Board) at the September 23, 2022 Truro Select Board meeting and an additional \$384,713.84 was granted at the May 14, 2024 Select Board meeting. Based on the bid amounts provided, these funds were projected to cover the cost of the move of both cottages to South Highland, the renovation of the Walsh cottage moved to South Highland, and the demolition and removal of the remaining Walsh cottages. Staff also submitted a grant for \$1,041,000 through the Community One Stop grant program, which, if awarded, would cover the costs of the Dennis cottage rehabilitation, thus completing the 25 South Highland

project and the clearing of the Walsh Property of the blighted cottages. The application status is currently in “final review” as of October 15, 2024 for the grant and staff is expecting a decision on the application in the coming days.

The funding plan was: The \$900K grant’s planned use was for the demo of the remaining Walsh property cottages, and the remodeling/rebuilding of Walsh the located at 25 So Highland. Septic, well, electrical service were included in that figure, as well as design and engineering. The \$818,537.84 from the AHTF was planned to be used for the Dennis studio, site investigation, house move, partial clearing and grubbing, design and engineering. The latest grant that is pending would be used for the Dennis studio. Design and bid documents are completed.

<i>Funding Sources:</i>	<i>\$900,000</i>	<i>Underutilized Properties Grant</i>
	<i>\$433,824</i>	<i>Truro Affordable Housing Trust Funds</i>
	<i>\$384,713.84</i>	<i>Truro Affordable Housing Trust Funds</i>
	<i>\$1,041,000</i>	<i>Potential Funding: Community One Stop</i>
<i>Total:</i>	<i>\$2,759,537.84</i>	

Did we receive a MassWorks grant for the project? If yes, for what amount.

No, we did not receive a MassWorks grant for this project. We received an Underutilized Properties Grant from MassDevelopment. Both MassWorks and the Underutilized Properties Grant are grants within the Community One Stop program, but they are from different funding agencies.

To my knowledge, we have not signed a contract for renovation of the Dennis cottage. Where does that project stand? How much is that expected to cost and what is the planned financial source for that renovation work?

See above.

Are there any restrictions on the grant money used for the Walsh cottage and is that expenditure in jeopardy due to the demolition?

The scope of work above is taken from the grant contract. Based on the language above, staff has placed a call to the grant manager from MassDevelopment to ask if the rebuild required by the unauthorized demolition would be an applicable use of the funds. We are awaiting a response.

Are there are income restrictions attached to the AHTF allocation?

Monies in the Affordable Housing Trust Fund come from two sources typically: CPA funds allocated at Town Meeting and Room Occupancy receipts that come into the Affordable Housing Stabilization Fund as authorized by Town Meeting and are then transferred into the Affordable Housing Trust Fund by Town Meeting. While CPA funds can be used only for housing serving residents at 100% AMI or less, there is no similar AMI requirement associated with the Room Occupancy receipts. Those two sources are tracked when they enter the AHTF and through their expenditures to ensure that the fund uses comply with the requirements. The funds allocated for this project were specifically tracked as the Room Occupancy receipts.

How much did the move cost for both houses and how was that paid?

The Walsh House was funded with part of the 900K state grant for \$75,555. The Dennis studio was funded with part of our AHTF request for \$108,955.

What is the breakdown of renovation costs for each of the cottages: Walsh and the Dennis cottage?

The Walsh cottage with the sub bids included \$1,139,234. The Dennis Studio with sub bids \$825,538.

Was the Walsh cottage given a thorough inspection within a few months prior to the move — not the original W&S inspection? If so, was it still considered viable for renovation?

The Walsh property and the Dennis studio were evaluated prior to the move by Weston & Sampson and again separately with the movers. (Report from Weston & Sampson attached).

The contract the Select Board approved in June for the work was pro forma. Was there anything in the RFP that led the contractor to believe it had the authority to demolish the structure without permission? Was there any communication with the town about the need to demolish any part of the cottage prior to the demolition? Walk me through the timeline and communication between the Town and the contractor leading up to the demolition of the property. Date range of Monday September 30 through Tuesday, October 8th.

We had nothing in our invitation for bid that would indicate complete demolishing of the Walsh Cottage with Town permission. At our biweekly team meeting on October 1, we discussed partial demolition that included an exterior wall and the kitchen. We requested submittals before it could be done – sketch/how/move. On Monday morning, October 7th,

the building was gone, we held a conference call with CCB to discuss their reasoning. They cited unsafe conditions, mold, dry rot, different size framing or no framing floor 4" out of level and out of square, and claimed it wouldn't fit on foundation properly. CCB supplied pictures.

What are the options going forward for replacing this cottage? Who will do the work and for what amount of money?

CCB has committed to rebuild the Walsh cottage while incorporating any reusable wood from the unauthorized demo into the new cottage with the with the remaining funds under the existing contract balance: \$712,684.

Did the original Walsh committee opine on saving this cottage and, when was cottage designated as a historical building and worthy of preserving? Who (which Board, Committee or Society) made this designation?

Originally the Walsh Committee had discussed saving the cottages which led us to do a more in-depth evaluation of the cottages by W&S in March of 2022. From that evaluation and subsequent site visits with W&S and the mover it was noted that #13 would be the best to move.

What date was the building was evaluated, decision made to be moved, and what date was the building actually moved?

In March 2022, Weston & Sampson completed the Walsh Way Property Assessment Report. At the August 23, 2022 Select Board meeting, the Board designated 25 South Highland Road for the permanent placement of Town-owned housing structures for the purposes of Town of Truro employee transitional and seasonal housing. At the February 13, 2024 Select Board meeting, the Board approved and signed the building move permits. The move took place on February 21 and 22, 2024 for both cottages.

What specifically was salvaged for use, and what are the issues which made the rest of the building not salvageable?

Some of the interior and exterior wood framing and floor joists can be restored and reused and incorporated into the new structure. The materials that were not salvageable were dry rotted, moldy, not square, or not compliant with framing or joist size needed.

Why was this situation brought up during public comment rather than as part of Town Manager report?

Staff discussed this and felt that because of the public interest and the fact that the Town Manager's report is at the end of the meeting (when public participation and viewing can sometimes wane), more of the public would receive the information if it was presented in public comment at the top of the meeting.

What is the contractor's liability?

As part of the bid announcement CCB was required to submit Commercial General liability Insurance that includes property damages. The bid announcement also includes a Bid Bond which secures the total amount of the contract unless there is a change order that requires an increase in cost that both the Town and contractor agree on.

FINANCIAL SOURCE (IF APPLICABLE): See above.

IMPACT IF NOT APPROVED: If no direction is provided at this meeting, the project will be on hold until the Board determines how it will proceed at a subsequent meeting.

SUGGESTED ACTION: MOTION TO direct staff to send Cape Cod Builders Inc a Notice of Violation, and, upon confirmation from MassDevelopment that the work is within the scope of the grant, to work with Town Counsel to pursue a change order with the contractor requiring a rebuild of the cottage at a cost not to exceed the original contract amount.

ATTACHMENTS:

1. Weston & Sampson Walsh Way Property Assessment Report: https://www.truro-ma.gov/sites/g/files/vyhlf9766/f/uploads/walsh_way_property_assessment_report_-_weston_sampson_3-2022_0.pdf
2. Press Release: *25 South Highland Road Walsh Cottage Unauthorized Demolition (October 10, 2024)*



TOWN OF TRURO

24 Town Hall Road
P.O. Box 2030, Truro, MA 02666
Tel: (508) 349-7030 Ext. 140 or 124
Fax: (508) 349-5505

PRESS RELEASE

25 South Highland Road Walsh Cottage Unauthorized Demolition

FOR IMMEDIATE RELEASE: October 10, 2024

The Town of Truro was notified that our General Contractor (GC), Cape Cod Builders, Inc., hired by the Town for the rehabilitation of the [Cottage House Relocation and Upgrades Project located at 25 South Highland Road](#), went outside the Scope of the Project and demolished the Walsh Cottage *without* consulting the Town or the Town's Construction Administration Consultant, Weston & Sampson Engineers.

Immediately upon notification from the public, the Town's Department of Public Works (DPW) conducted a site visit the morning of Monday, October 7, 2024. Staff and the Construction Administration Team approached the GC, and the GC identified concerns with the structure that the Town, via Weston & Sampson Engineers, had been made previously aware of. Based on [Weston & Sampson Engineers' Walsh Way Property Assessment Report from March 2022](#), the Town understood that the 25 South Highland Road Walsh Cottage required significant rehabilitation (*see page 57*). As purported in the Weston & Sampson Engineers' Assessment Report, the cottage was a Sears and Roebuck Company kit home constructed between 1900 and 1940, and the structure was meant for seasonal summer occupancy, having uninsulated walls and attics and lacking heat entirely. Lacking continuous occupation, upkeep, and needed repairs, it was not habitable without substantial repair and renovations. *Option #3: Phase Construction and Renovation*, of the Assessment was selected, as it was the most feasible, cost effective, and least environmentally impactful option (*see page 60*).

Cottage Housing Relocation and Upgrades Project History

Upon securing a \$900,000 MassDevelopment Underutilized Properties Grant for the project, the Town released a Bid Announcement on February 23, 2024, for sealed bids for construction of the *Cottage Housing Relocation and Upgrades Project* through March 13, 2024, at which time and place said bids were opened and read aloud. There were permit restrictions and requirements with the MA Department of Transportation (DOT), and work hour restrictions with Verizon, Eversource, and Comcast. Engineered plans were submitted by the utilities and became part of the permitting process with DOT. There were 11 agencies and offices involved in the relocation, including the Town's DPW, Police, Fire, Conservation, Building Commissioner, DOT, General Contractor, Verizon, Eversource, and Comcast. The Town invested significant staff resources into this project with the knowledge that a rehabilitation process for the cottages would still be the most advantageous option for the Town.

Town of Truro Employee Housing

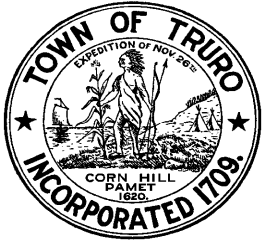
The project concept was to use existing buildings (the most viable of the Walsh cottages and a privately-donated cottage) to create Town of Truro employee housing and to clear the Walsh Property to proceed with the recommended plans approved in May 2024 at Town Meeting. The Town presently has public safety staff with immediate housing needs that would be remedied by the project. The site at 25 South Highland abuts a former burn dump that was originally thought to be unusable. Through an extensive environmental investigation of the soil and water from the site and the abutting former burn dump, it was confirmed that the Town can use this parcel by-right for housing.

Cottage Housing Relocation and Upgrades Project Next Steps

Currently, the demolition materials from the 25 South Highland Road Walsh Cottage are being delivered to MA Department of Environmental Protection (DEP) permitted facilities. There are three permitted facilities on the Cape and one off the Cape. Typically, the smaller facilities on the Cape transport materials to an off Cape permitted facility. DPW found no asbestos insulation in the walls or on pipes and no lead lining in the chimneys. None of the material in containers at 25 South Highland Road is presently hazardous and will be tarped.

The demolition of the cottage has required immediate action from Town Officials to identify the impacts of the unauthorized project change and determine an appropriate path forward. Staff, with support from the Construction Administration Consultant, is working with the GC to obtain their proposed commitments to remedy the situation in writing. The staff is also working with the Building Inspector to evaluate the preparation of a new or amended building permit, and with Town Counsel to consider procurement impacts, contract amendments that may be required, and legal recourse. Additionally, staff is considering alternatives to the renovation, such as installing a pre-fabricated Accessory Dwelling Unit (ADU) in place of the Walsh Cottage. These considerations will be discussed with the grant team at MassDevelopment to ensure that the project will continue to be an eligible use of funds.

Jarrold Cabral, DPW Director, discussed the unauthorized demolition at the [Tuesday, October 8, 2024 Select Board meeting](#). Staff is anticipating presenting all of the findings at the next Select Board meeting so that the Board can make decisions on a path forward.



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Select Board

REQUESTOR: Susan Areson, Chair

REQUESTED MEETING DATE: November 12, 2024

ITEM: Discussion on Owner's Project Manager (OPM) for New Public Works Facility

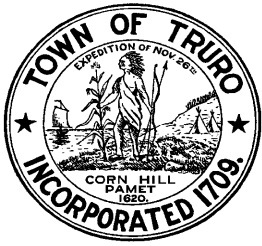
EXPLANATION: Members of the Select Board have received questions and comments from citizens since the board signed the Owner's Project Manager contract for the new DPW facility. This is an opportunity for any Select Board member who chooses to raise those questions and express their thoughts on the topic.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: None. Discussion only.

ATTACHMENTS: NONE



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Stephanie Rein, Select Board Member, and Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: November 12, 2024

ITEM: Discussion and Possible Vote on Implementation Process for Town Seal Committee

EXPLANATION: At the May 4, 2024 Annual Town Meeting, voters recommended to the Select Board to establish an Ad Hoc Town Seal Committee in accordance with Section 6-4-4 of the Town Charter. The Committee will be charged generally with correcting the cultural imagery of the Wampanoag tribe on the Town of Truro Seal and offering a revised seal for future consideration by Town Meeting. The Select Board issues the complete charge of the Committee and will be the appointing body for this Committee.

This article was presented by the Select Board, as the Board acknowledges that the existing imagery on the Town Seal is not culturally or historically appropriate. Staff prepared a draft charge based on charges for similar committees in other communities. This draft charge is intended to be a starting point for the discussion.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: An Ad Hoc Town Seal Committee will not be established.

SUGGESTED ACTION: *Discussion to inform a subsequent draft charge or MOTION TO accept the draft charge for the Town Seal Committee and to begin advertising membership on the Committee, and to appoint {{Select Board Member}} to serve as liaison to the Committee.*

ATTACHMENTS:

1. Draft Charge for Ad Hoc Town Seal Committee



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

Ad Hoc Town Seal Committee

Adopted: {{DATE}}

In accordance with the Truro Town Charter, Section 6-4-4, and Article 39 of the May 4, 2024 Annual Town Meeting, the Select Board hereby establishes the Town Seal Committee as an ad-hoc committee.

Ad Hoc Town Seal Committee

The Committee shall have five (5) members and one (1) alternate member appointed by the Select Board for a definite period of time, not to exceed two years. The Committee will be composed of at-large members where the Select Board will attempt to appoint a demographically diverse membership that best represents the broad and critical interests of the community. Should the Ad Hoc Town Seal Committee not achieve its charge and purpose for which it was created, members may be reappointed for additional one-year terms until the charge is complete. The Committee shall function in conformance with the Town Charter.

The Committee will meet as needed to perform its functions. The Committee will meet at least quarterly or as requested. The Committee shall be tasked with presenting a proposed Town Seal to Town Meeting, in accordance with MGL Chapter 40, Section 47. The process for developing a proposed Town Seal shall include:

- a) Review the existing Town Seal, including any background on why the seal is in its current form, and determine considerations that should inform a future Town Seal, including cultural and historical accuracy, appropriate representation of the community, other communities' seals, and potential themes that a future Town Seal should include.
- b) Review the Local Comprehensive Plan to identify potential themes that a future Town Seal should include.
- c) Engage stakeholders, including experts on historical and cultural accuracy, to provide iterative feedback throughout the seal development process.
- d) Work with Town staff and the Select Board to identify funding opportunities for professional design services to support the Committee's preparation of Town Seal design(s).
- e) Provide the Select Board with progress reports on a quarterly basis.
- f) Develop a Town Meeting Warrant article for approval of the Town Seal.

Susan Areson, Chair

Robert Weinstein, Vice-Chair

Nancy Medoff, Clerk

Stephanie Rein

Susan Girard-Irwin

Truro Select Board



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Select Board

REQUESTOR: Susan Areson, Select Board Chair

REQUESTED MEETING DATE: November 12, 2024

ITEM: Discussion on Process and Procedures Related to Executive Session Minutes

EXPLANATION: Members of the public have asked about accessibility to executive session minutes after they have been approved for release. Released executive session minutes for the various boards and committees currently are not posted on the town website, as are regular session minutes.

MGL Chapter 30A, section 20 governs executive session minutes, requiring boards to review “at reasonable intervals” executive session minutes that have been held due to the continued need for confidentiality or attorney-client privilege. The Division of Open Government has found that three to six months is a reasonable interval.

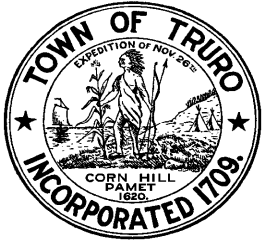
FINANCIAL SOURCE (IF APPLICABLE): Staff time spent on public records requests / staff time and technology resources to post backlog of minutes

IMPACT IF NOT APPROVED: The public will have to file a public records request to receive released executive session minutes

SUGGESTED ACTION: Discussion on how to proceed with review of minutes that have been approved and held. Also, discussion on posting executive session minutes, once released, on the website along with regular-session meeting minutes.

POSSIBLE MOTION to require posting of all approved and released executive session minutes to the town website by (DATE)

ATTACHMENTS: NONE



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Select Board

REQUESTOR: Susan Areson, Select Board Chair

REQUESTED MEETING DATE: November 12, 2024

ITEM: Discussion and Possible Vote to Place Collective Bargaining Agreements and Individual Personnel Contracts on the Town Website

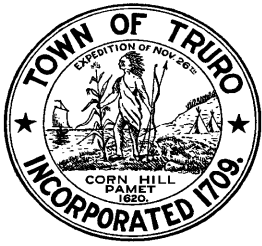
EXPLANATION: Collective bargaining and personnel contracts are public documents. Truro's various contracts currently are not posted on the town website. These contracts cover the town's four labor unions, the town manager, fire chief, police chief and police management. The chair has requested that contracts be publicly posted and seeks a discussion among board members.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The public will not have access to contracts without filing a public records request.

SUGGESTED ACTION: MOTION TO post collective bargaining agreements and personnel contracts to the town website by (DATE).

ATTACHMENTS: NONE



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Select Board

REQUESTOR: Susan Areson, Select Board Chair

REQUESTED MEETING DATE: November 12, 2024

ITEM: Discussion and Possible Vote to Amend Policy #65: Hybrid Meeting Policy

EXPLANATION: Some of the boards and committees approved for hybrid meetings no longer exist and new boards and committees have been meeting without clear guidance on whether they can or should be meeting remotely or hybrid. In addition, the Housing Authority has been meeting in person and seeks to have its meetings recorded for later posting on the website.

STAFF NOTE: Staff recommends that aside from regulatory boards, committees meeting via hybrid be required to meet prior to 5 pm to minimize impacts on staff members required to staff these meetings.

FINANCIAL SOURCE (IF APPLICABLE): Staff time and videographer time/availability to record, stream and/or post meetings

IMPACT IF NOT APPROVED: There will be no clear guidance on who may have remote/hybrid/recorded meetings and some high-interest meetings may not be recorded for posting on the town website.

SUGGESTED ACTION:

MOTION TO approve the updated Hybrid Meeting Policy #65.

MOTION TO approve the recording Housing Authority meetings for later posting on the town website.

ATTACHMENTS:

1. Current Policy #65
2. Draft Policy 65



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004

Fax: 508-349-5505

POLICY MEMORANDUM #65

Adopted: December 14, 2021; rev 9/13/2022

** This policy was revised at the September 13, 2022 Select Board meeting solely to reflect the titles used in the Town Charter for the Town Manager and Select Board and to modify language to be gender neutral. No changes were made to the content of the Policy at that meeting.*

Hybrid Meeting Policy

This policy applies to all Truro boards/committees/commissions and their members. It aims to guide town resources in a deliberate manner and ensure public health is at the forefront of compliance with the state Open Meeting Law.

I. BACKGROUND

Meetings prior to Covid-19 were held with the quorum guidance of both the Truro Charter and the state Open Meeting Law, which required that the majority of the body be physically present at the meeting location. Since the March 12, 2020 executive order from Governor Baker, meetings have been facilitated remotely or in a hybrid model.

Remote regulatory board/committee/commission meetings are held using an audio- and video-conferencing tool to both live-stream and record. Remote non-regulatory boards/committees/commissions are held using the same audio- and video-conferencing tool and the video recordings are later posted on TruroTV.

With Town Manager authorization, some non-regulatory boards/committees/commissions have had in-person meetings open to the public without live-streaming/recording. These meetings are held in ADA-compliant locations and minutes are taken for subsequent approval.

Support for hybrid meetings requires substantial economic commitment due to the need for a videographer with technical expertise necessary to live-stream and record the meetings and to troubleshoot problems. Videographer availability is limited. Other town staffers who help facilitate remote meetings have limited ability to be redirected toward supporting hybrid meetings.

II. POLICY

For the purposes of this policy, the following definitions apply:

In-person meeting: All members of the public body and the public participate in person.

Remote meeting: All members of the public body and the public participate remotely, using Web-based video/audio-conferencing software. These meetings are posted on TruroTV. Regulatory board meetings are also live-streamed.

Hybrid Meeting: A combination of in-person and remote participation by members of the board and the public. These meetings, held in properly equipped town meeting rooms, are recorded and, if possible, are live-streamed.

The town manager has the discretion to approve a hybrid meeting or to determine that a specific meeting should be remote or in-person. The Town Manager will consider public health and safety protocols, available staffing and the financial cost in making this determination.

III. CONDITIONS

1. Priority for hybrid meetings will be given to regulatory/high-engagement multi-member bodies. (Listed in Section V)
2. The Town Manager may approve a hybrid meeting for non-regulatory and advisory boards and committees that request it for special circumstances. Staffing and available time slots will be considered in making this decision.
3. Public bodies that request a hybrid meeting must do so at least two weeks in advance to allow for staff and video scheduling.
4. Boards/committees/commissions may request which meetings will be hybrid, in-person or remote. A minimum of the board/committee/commission quorum must attend in person for any hybrid meeting. If a quorum does not commit to in-person attendance, the meeting shall be remote.
5. The inability to achieve an in-person quorum for a scheduled hybrid meeting for three consecutive meetings will require town manager approval to schedule future hybrid meetings.
6. All boards/committees/commissions shall create and maintain accurate minutes of all meetings, including executive sessions, setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, and the decisions made and the actions taken at each meeting, including the record of all votes. Minutes must include a list of documents and other exhibits used at the meeting. Audio and video recordings of meetings are not acceptable as meeting minutes.
7. Minutes of all open and executive sessions shall be created and approved in a timely manner, typically within the next three public body meetings or within 30 days, whichever is later, unless the public body can show good cause for further delay.
8. All boards/committees/commissions not up to date with minutes and approvals shall be required to hold remote meetings that are recorded and accessible to the public.
9. All public meeting agendas must be posted at least 48 hours prior to the meeting, excluding Saturdays, Sundays and legal holidays.
10. Remote meetings must be scheduled at least three days prior to the meeting, excluding weekends and holidays, using the town's virtual ID to host and record/stream the meeting.
11. Hybrid meetings must be scheduled at least two weeks in advance and will be assigned a

meeting ID/link at least 48 hours in advance for those who participate remotely.

IV. MEETING NOTICE

1. All public meeting agendas must be posted at least 48 hours prior to the meeting, excluding Saturdays, Sundays and legal holidays.
2. Remote meetings must be scheduled at least three days prior to the meeting, excluding weekends and holidays, using the town's virtual ID to host and record/stream the meeting.
3. Hybrid meetings must be scheduled at least two weeks in advance and will be assigned a meeting ID/link at least 48 hours in advance for those who participate remotely.

V. REGULATORY/HIGH ENGAGEMENT MULTI-MEMBER BODIES

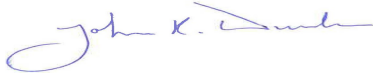
4. Select Board
5. Planning Board
6. Zoning Board of Appeals
7. Conservation Commission
8. Board of Health
9. Local Comprehensive Planning Committee
10. Walsh Property Community Planning Committee
11. Finance Committee
12. Budget Task Force



Kristen Reed, Chair



Robert Weinstein, Vice-
Chair



John Dundas, Clerk



Susan Areson



Stephanie Rein

Select Board
Town of Truro

Hybrid Meeting Policy

This policy applies to all Truro boards/committees/commissions and their members. It aims to guide town resources in a deliberate manner and ensure ~~public health is at the forefront of~~ compliance with the state Open Meeting Law.

I. BACKGROUND

Meetings prior to Covid-19 were held with the quorum guidance of both the Truro Charter and the state Open Meeting Law, which required that the majority of the body be physically present at the meeting location ~~and that the location be ADA compliant~~. Since the March 12, 2020 executive order from Governor Baker, meetings have been facilitated remotely or in a hybrid model. ~~Governor Healey has extended that order through March 2025.~~

Remote regulatory board/committee/commission meetings are held using an audio- and video-conferencing tool to both live-stream and record. Remote non-regulatory boards/committees/commissions are held using the same audio- and video-conferencing tool and the video recordings are later posted on TruroTV.

With Town Manager authorization, some non-regulatory boards/committees/commissions have had in-person meetings open to the public without live-streaming/recording. These meetings are held in ADA-compliant locations and minutes are taken for subsequent approval.

Support for hybrid meetings requires substantial economic commitment due to the need for a videographer with technical expertise necessary to live-stream and record the meetings and to troubleshoot problems. ~~Videographer availability is limited. Other town staffers who help facilitate remote meetings have limited ability to be redirected toward supporting hybrid meetings.~~
~~Videographer and staff availability to facilitate remote meetings is limited.~~

II. POLICY

For the purposes of this policy, the following definitions apply:

In-person meeting: All members of the public body and the public participate in person.

Remote meeting: All members of the public body and the public participate remotely, using Web-based video/audio-conferencing software. These meetings are posted on TruroTV. Regulatory board meetings are also live-streamed.

Hybrid Meeting: A combination of in-person and remote participation by members of the board and the public. These meetings, held in properly equipped town meeting rooms, are recorded and, if possible, are live-streamed.

The town manager has the discretion to approve a hybrid meeting or to determine that a specific meeting should be remote or in-person. The Town Manager will consider ~~public interest, public health and safety protocols~~, available staffing and the financial cost in making this determination.

III. CONDITIONS

1. Priority for hybrid meetings will be given to regulatory/high-engagement multi-member bodies. (Listed in Section V)

2. The Town Manager may approve a hybrid meeting for non-regulatory and advisory boards and committees that request it for special circumstances. Staffing and available time slots will be considered in making this decision.

3. Public bodies that request a hybrid meeting must do so at least two weeks in advance to allow for staff and video scheduling.

4. Boards/committees/commissions may request which meetings will be hybrid, in-person or remote. A minimum of the board/committee/commission quorum must attend in person for any hybrid meeting. If a quorum does not commit to in-person attendance, the meeting shall be remote.

5. The inability to achieve an in-person quorum for a scheduled hybrid meeting for three consecutive meetings will require town manager approval to schedule future hybrid meetings.

6. Board/committee/commission members may request training to facilitate their own recording of meetings for future posting on the website.

~~6.~~ 7. All boards/committees/commissions shall create and maintain accurate minutes of all meetings, including executive sessions, setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, and the decisions made and the actions taken at each meeting, including the record of all votes. Minutes must include a list of documents and other exhibits used at the meeting. Audio and video recordings of meetings are not acceptable as meeting minutes.

~~7.~~ 8. Minutes of all open and executive sessions shall be created and approved in a timely manner, typically within the next three public body meetings or within 30 days, whichever is later, unless the public body can show good cause for further delay.

~~8.~~ 9. All boards/committees/commissions not up to date with minutes and approvals shall be required to hold remote meetings that are recorded and accessible to the public.

~~9. All public meeting agendas must be posted at least 48 hours prior to the meeting, excluding Saturdays, Sundays and legal holidays. (IN next section)~~

~~10. Remote meetings must be scheduled at least three days prior to the meeting, excluding weekends and holidays, using the town's virtual ID to host and record/stream the meeting. (IN next section)~~

~~11. Hybrid meetings must be scheduled at least two weeks in advance and will be assigned a meeting ID/link at least 48 hours in advance for those who participate remotely. (IN next section)~~

IV. MEETING NOTICE

1. All public meeting agendas must be posted at least 48 hours prior to the meeting, excluding Saturdays, Sundays and legal holidays.

2. Remote meetings must be scheduled at least three days prior to the meeting, excluding weekends and holidays, using the town's virtual ID to host and record/stream the meeting.

3. Hybrid meetings must be scheduled at least two weeks in advance and will be assigned a meeting ID/link at least 48 hours in advance for those who participate remotely.

V. REGULATORY/HIGH ENGAGEMENT MULTI-MEMBER BODIES

1. Select Board
2. Planning Board
3. Zoning Board of Appeals
4. Conservation Commission
5. Board of Health
- ~~9. Local Comprehensive Planning Committee~~
- ~~10. Walsh Property Community Planning Committee~~
6. Finance Committee
7. Budget Task Force

DISCUSS FOR POSSIBLE INCLUSION:

Housing Authority

Ad hoc Walsh Committee

Ad hoc Building Committee for the future DPW Facility

Part-Time Resident Advisory Committee

Zoning Task Force



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: November 12, 2024

ITEM: Approval of Renewal of 2025 Annual Business Licenses:

- Gingerbread House-Lodging License
- Truro General Store-Common Victualer
- Truro General Store-Transient Vendor

EXPLANATION: These licenses are under the authority of the Select Board as the Local Licensing Authority. If you approve the licenses for renewal, the licenses will be issued only upon compliance with all regulations, receipt of the necessary fees and proof of taxes paid in full for the fiscal year. There were no reported issues with these establishments in 2024.

Mass General Law	Licenses & Permits Issued by Select Board	Names of Businesses
Chapter 140 § 2	Common Victualer (Cooking, Preparing and Serving food)	Truro General Store
Chapter 140 § 23	Lodging House License	Gingerbread House
Chapter 101 § 2	Transient Vendor	Truro General Store

FINANCIAL SOURCE (IF APPLICABLE): N/A

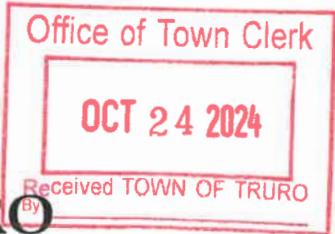
IMPACT IF NOT APPROVED: The applicants will not be issued their licenses to operate.

SUGGESTED ACTION: *Motion to approve the 2025 Lodging License for Gingerbread House and the 2025 Common Victualer and Transient Vendor Licenses for the Truro General Store, upon compliance with all regulations and receipt of the necessary fees.*

ATTACHMENTS:

1. Renewal Application for 2025: Gingerbread House-Lodging License
2. Renewal Application for 2025: Truro General Store-Common Victualer and Transient Vendor

Consent Agenda Item: 10C1



TOWN OF TRURO

PO Box 2030, Truro MA 02666
Tel: 508-349-7004, Extension: 131 or 124 Fax: 508-349-5508

LICENSE APPLICATION: Condominiums, Cottage Colonies, Motels, Campgrounds, Lodging, Gas Station/Retail Service, Transient Vendor

Section 1 – LICENSE TYPE

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

☐ New ☒ Renewal/No Changes (Skip to Section 3) Name of Business Gingerbread House LLC
764 42 Depot Road

FACILITY:

☐ Motel-\$50 ☐ Cottage Colony-\$50 ☐ Condominium-\$50 # Units _____ ☐ Lodging-\$50
☐ Transient Vendor-\$75 _____ ☐ Campground-\$50 _____ ☐ Gas Station*-\$25

*Gas Station-\$25 (Please submit your Service Station Compliance Form & Third Part Underground Storage Tank Inspection Report (FP 289))

Section 2 – BUSINESS INFORMATION

Federal Employers Identification Number (FEIN/SS) _____

Print Name of Applicant _____ Business Name _____

Owner Name _____

Street Address of Business _____ Mailing Address of Business _____

Business Phone Number _____ Business E-Mail Address _____

Section 3-HOURS OF OPERATION

☒ Annual ☐ Seasonal Opening Date: _____ Closing Date: _____

Days of the Week Open: 7 days a week

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

Section 4-MANAGER INFORMATION

Name of Onsite Manager:

Name: Jane T. Ray Unit Number: middle building
Mailing Address: PO Box 266 Truro, MA 02666
Phone: (24 Hour Contact) [REDACTED] Email Address: gingerbreadhouse@truro.comcast.net
Jane T. Ray
Manager's Signature (REQUIRED)

Name of Offsite Manager:

Name: Same as above Business Name: _____
Business Address: _____
Phone: (24 Hour Contact): _____ Email Address: _____

Manager's Signature (REQUIRED)

Name of Co- Manager:

Name: Same as above Business Name: _____
Business Address: _____
Phone: (24 Hour Contact): _____ Email Address: _____

Co-Manager's Signature (REQUIRED)

Section 5 – ATTESTATION

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

Jane T. Ray Jane T. Ray 10/03/24
Signature of Applicant Print Name Date

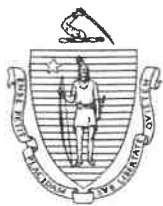
Additional Applications & Documentation

REQUIRED FOR ALL MOTELS, COTTAGE COLONIES, CONDOMINIUMS & CAMPGROUNDS

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

ADDITIONAL (SEPARATE) APPLICATIONS THAT MAY PERTAIN TO YOUR OPERATION

- ☐ Application for Pool or Hot Tub Permit ☐ Application to Name a Manager
- ☐ Entertainment License ☐ Application to sell Tobacco ☐ Application for Food Service Permit
- ☒ Business certificate with the clerk's office on file Town of Truro 3/9/22 dated
- ☒ Septic System Inspection Report (submitted every 3 years) on file 10/22/24 completed (rev 10/2022)



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

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

Applicant Information

Please Print Legibly

Business/Organization Name: JGH 42 Depot Road LLC
Address: 42 Depot Road
City/State/Zip: Truro MA 02666 Phone #: [REDACTED]

Are you an employer? Check the appropriate box:

1. ☐ I am an employer with _____ employees (full and/ or part-time).*

2. ☒ I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]

3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**

4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. ☐ Retail

6. ☐ Restaurant/Bar/Eating Establishment

7. ☐ Office and/or Sales (incl. real estate, auto, etc.)

8. ☐ Non-profit

9. ☐ Entertainment

10. ☐ Manufacturing

11. ☐ Health Care

12. ☒ Other d o o g i n g

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

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

Insurance Company Name: Liberty Mutual Ins.
Insurer's Address: PO Box 704000
City/State/Zip: Salt Lake City, UT 84176 - 4000
Policy # or Self-ins. Lic. # WC 5335 B&B F&H -014 Expiration Date: 07/28/25
Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

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

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

Signature: [Signature] Date: 10/03/24
Phone #: [REDACTED]

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

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):
1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
6. Other _____

Contact Person: _____ Phone #: _____



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
10/24/2024

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

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

PRODUCER	HART INSURANCE AGENCY, INC. 243 MAIN STREET PO BOX 700 BUZZARDS BAY, MA 025320700	CONTACT NAME: Erica H. O'Connor	FAX (A/C No.):
		PHONE (A/C No. Ext):	
		E-MAIL ADDRESS: eoconnor@hartinsuranceagency.com	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: LIBERTY MUTUAL INSURANCE CO	23043
INSURED	TGH 42 Depot Road LLC Jane Ray PO Box 266 Truro, MA 02666	INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$ \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						EACH OCCURRENCE \$ AGGREGATE \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						\$ \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC533SB22F1H014	07/28/2024	07/28/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

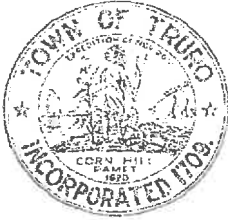
CERTIFICATE HOLDER

CANCELLATION

Fax 508-349-5505 TOWN OF TRURO PO BOX 2012 TRURO, MA 02666	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

© 1988-2015 ACORD CORPORATION. All rights reserved.

RCVD 2024MAY1 AM8:00

ADMINISTRATIVE OFFICE
TOWN OF TRURO**TRURO FIRE RESCUE**
Truro Public Safety Facility
344 Route 6 Truro, MA 02666**FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT**BUSINESS NAME: T6H 42 Depot Road LLCOWNER/MANAGER: Jane RayADDRESS: 42 Depot RoadPHONE # [REDACTED] NUMBER OF UNITS: 4CONTACT PERSON: Jane RayADDRESS: 42 Depot Road Truro, MATESTING COMPANY: Carter Kane Electrician

TESTING ELECTRICIAN/TECHNICIAN: _____

COMPANY PHONE #: ⁵⁰⁸3496287 HOME PHONE #: 508 349-0451LICENSE #: 36076 E

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

COMMENTS: Tested all smoke & CO Detectors in All B/DGS
All tested O.K.DATE OF CERTIFICATION: 4/25/24 BY: Curtis T. Zee
Signature of Licensed Electrician

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



TOWN OF TRURO

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

TAX STATUS REQUEST FOR LICENSING

Date 10.24.24

Request is coming from the Selectmen's Office X

Owner's Name Jane Ray

Business Name Gingerbread House

Business Address 42 Depot Road

Map and Parcel 50-99

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

O. Reynolds
Tax Collector's Signature

10.24.2024
Date



Town of Truro Board of Health

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

APPLICATION FOR FOOD SERVICE – COMMON VICTUALER

Name of Business: Cape Provisions LLC

☐ New ☒ **Renewal/No Changes (Skip to Section 3)**

Section 1 – License Type

Type of License: ☒ Food Service ☒ Common Victualer (\$50)

Type of Food Service Establishment:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Food Service (restaurant or take out)/ \$75 | <input checked="" type="checkbox"/> Catering/ \$50 |
| <input checked="" type="checkbox"/> Retail Food (commercially prepared foods)/\$15 | <input type="checkbox"/> Manufacturer of Ice Cream/Frozen Dessert / \$10 |
| <input type="checkbox"/> Residential Kitchen \$25 | <input checked="" type="checkbox"/> Bakery \$10 |
| <input type="checkbox"/> Bed & Breakfast w/Continental Breakfast | |

Section 2 – Business/Owner/Manger Information

Federal Employers Identification Number (FEIN/SS) _____

Business Name: _____

Owner Name: _____ **Email Address:** _____

Mailing Address: _____

Phone No: _____

Section 3 – Business Operation Details

Number of Seats: Inside: _____ Outside: _____ **Number of Employees:** 10

Length of Permit: ☒ Annual ☐ Seasonal Operation

Hours of Operation: 8am To 8pm

Days Closed Excluding Holidays: _____

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

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

Name: Scott Cloud **Email Address:** _____

Mailing Address: 35 E Pawow Rd E Astham MA 02642

Phone No: _____ **24 Hour Emergency:** _____

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

Allergen Awareness Certification (attach copy):

Has your menu changed from last year? ☐ Yes ☒ No
If yes please attach copy of menu or provide description of food to be prepared and sold:

Section 4 - Attestation

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

Signature of Applicant:  **Date:** 10/22/24

Application Checklist:

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

FOR HEALTH DEPARTMENT USE ONLY	
Comments: _____	
Review by _____	Date _____



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

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

Applicant Information

Please Print Legibly

Business/Organization Name: Cape Provisions LLC

Address: 35 Epanow rd

City/State/Zip: eastham ma 02642

Phone # [REDACTED]

Are you an employer? Check the appropriate box:

1. ☒ I am a employer with 5 employees (full and/or part-time).*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

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

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

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

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

Insurance Company Name: biBERK

Insurer's Address: 1314 Douglas St. #1400

City/State/Zip: Omaha, NE 68102

Policy # or Self-ins. Lic. # [REDACTED] Expiration Date: 3/14/25

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

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

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

Signature: _____

Date: _____

Phone #: 8438147512

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

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

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

Contact Person: _____ Phone #: _____



TOWN OF TRURO

PO Box 2030, Truro MA 02666

Tel: 508-349-7004, Extension: 131 or 124 Fax: 508-349-5508

LICENSE APPLICATION: Condominiums, Cottage Colonies, Motels, Campgrounds, Lodging, Gas Station/Retail Service, Transient Vendor

Section 1 – LICENSE TYPE

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

☐ New

☒ Renewal/No Changes (Skip to Section 3) Name of Business Cape Provisions LLC

FACILITY:

☐ Motel-\$50 ☐ Cottage Colony-\$50 ☐ Condominium-\$50 # Units _____ ☐ Lodging-\$50

☒ Transient Vendor-\$75 _____ ☐ Campground-\$50 _____ ☐ Gas Station*-\$25

*Gas Station-\$25 (Please submit your Service Station Compliance Form & Third Part Underground Storage Tank Inspection Report (FP 289))

Section 2 – BUSINESS INFORMATION

Federal Employers Identification Number (FEIN/SS) _____

Scott Cape Provisions LLC

Print Name of Applicant

Scott Cloud

TRURO

Business Name

Owner Name

14 Truro Center Rd

PO 1215 Truro MA 02666

Street Address of Business

Mailing Address of Business

Business Phone Number

Business E-Mail Address

Section 3-HOURS OF OPERATION

☒ Annual ☐ Seasonal Opening Date: _____ Closing Date: _____

Days of the Week Open: 6

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

Section 4-MANAGER INFORMATION

Name of Onsite Manager:

Name: _____ Unit Number: _____

Mailing Address: _____

Phone: (24 Hour Contact): _____ Email Address: _____

Manager's Signature (REQUIRED)

Name of Offsite Manager:

Name: Scott Cloud Business Name: TGS

Business Address: 14 Truro Center Rd

Phone: (24 Hour Contact): [REDACTED] Email Address: _____

Manager's Signature (REQUIRED)

Name of Co- Manager:

Name: _____ Business Name: _____

Business Address: _____

Phone: (24 Hour Contact): _____ Email Address: _____

Co-Manager's Signature (REQUIRED)

Section 5 – ATTESTATION

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



Signature of Applicant

Scott Cloud

Print Name

10/31/24

Date

Additional Applications & Documentation

REQUIRED FOR ALL MOTELS, COTTAGE COLONIES, CONDOMINIUMS & CAMPGROUNDS

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

ADDITIONAL (SEPARATE) APPLICATIONS THAT MAY PERTAIN TO YOUR OPERATION

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



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

**FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT**

BUSINESS NAME: Cape Provisions LLC DBA Truro General Store

OWNER/MANAGER: Scott Clout

ADDRESS: 14 Truro Center Rd

PHONE: [REDACTED] NUMBER OF UNITS: 2

CONTACT PERSON: Scott Clout

ADDRESS: 35 EPCUNOA Rd EASTHAM MA 02642

TESTING COMPANY: _____

TESTING ELECTRICIAN/TECHNICIAN: _____

COMPANY PHONE #: _____ HOME PHONE #: _____

LICENSE #: _____

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

COMMENTS: _____

DATE OF CERTIFICATION: _____ BY: _____

Signature of Licensed Electrician

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/12/2024

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

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

PRODUCER biBERK P.O. Box 113247 Stamford, CT 06911	CONTACT NAME: PHONE (A/C, No, Ext): 844-472-0967 E-MAIL ADDRESS: customerservice@biBERK.com FAX (A/C, No): 203-654-3613 INSURER(S) AFFORDING COVERAGE INSURER A: Wellfleet Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 32280
--	--	------------------------

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

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ 0 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 0 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 0 GENERAL AGGREGATE \$ 0 PRODUCTS - COMP/OP AGG \$ 0
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N Y N/A			03/13/2024	03/13/2025	X PER STATUTE OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
	Professional Liability (Errors & Omissions): Claims-Made					Per Occurrence/ Aggregate

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

Exclusions:
Cape Provisions LLC;

CERTIFICATE HOLDER

Cape Provisions LLC
14 Truro Center Rd
Truro, MA 02666

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Patel G. J. B.

ServSafe® CERTIFICATION

TAURYN TAYLOR

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

24058895

CERTIFICATE NUMBER

5602

EXAM FORM NUMBER

5/22/2023

DATE OF EXAMINATION

5/22/2028

DATE OF EXPIRATION

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



#0655

A handwritten signature in blue ink that reads "Sherman Brown".

Sherman Brown
Executive Vice President, National Restaurant Association Solutions



CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: GARRISON CLOUD

Certificate Number: 5487134

Date of Completion: 2/16/2022

Date of Expiration: 2/16/2027



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

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

Issued By:



Massachusetts Restaurant Association
333 Turnpike Road, Suite 102
Southborough, MA 01772
508-303-9905
www.marestaurantassoc.org



800.765.2122
www.restaurant.org

LQ 2006705A

Renewal of Number

*** RENEWAL CERTIFICATE ***

Direct Bill Policy

Mount Vernon Fire Insurance Company

1190 Devon Park Drive, Wayne, Pennsylvania 19087

A Member Company of United States Liability Insurance Group

POLICY DECLARATIONS

No. LQ

NAMED INSURED AND ADDRESS:

CAPE PROVISIONS LLC

DBA: TRURO GENERAL STORE

35 EPANOW RD.

EASTHAM, MA 02642

POLICY PERIOD: (MO. DAY YR.) From: 03/15/2024 To: 03/15/2025

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

FORM OF BUSINESS: Limited Liability Company

BUSINESS DESCRIPTION: Convenience/Deli/Grocery

IN CONSIDERATION OF THE RENEWAL PREMIUM STATED BELOW, EXPIRING POLICY NUMBER LQ 2006705A IS RENEWED
FOR THE POLICY PERIOD STATED ABOVE. PLEASE ATTACH THIS RENEWAL CERTIFICATE TO YOUR EXPIRING POLICY.

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

	PREMIUM
Liquor Liability Coverage Part	\$649.00

TOTAL:	\$649.00
---------------	-----------------

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue
See Endorsement EOD (1/95)

Agent: THE HILB GROUP OF NEW ENGLAND, LLC. DBA DOWLING &
O'NEIL INSURANCE AGENCY (1942)
P.O. BOX 1990
Hyannis, MA 02601

Issued: 03/13/2024 11:38 AM

By: 
Authorized Representative

UPC (08-07) THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS,
COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF,
COMPLETE THE ABOVE NUMBERED POLICY.

EXTENSION OF DECLARATIONS

Policy No. LQ [REDACTED]

Effective Date: 03/15/2024

12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS

FORMS AND ENDORSEMENTS

The following forms apply to the Liquor Liability coverage part

<i>Endt#</i>	<i>Revised</i>	<i>Description of Endorsements</i>
CG0033	12/07	Liquor Liability Coverage Form
CG0203	03/08	Massachusetts Changes - Cancellation And Nonrenewal
IL0017	11/98	Common Policy Conditions
IL0021	09/08	Nuclear Energy Liability Exclusion Endorsement
Jacket	07/19	Policy Jacket
L 816	01/18	Amendment of Conditions - Insurance Under Two or More Coverage Forms
L-224	10/10	Punitive Or Exemplary Damages Exclusion
L-584D	09/17	Policy Conditions Endorsement
L-590	01/04	Exclusion - New Entities
L-610	11/04	Expanded Definition Of Bodily Injury
L-618C	09/09	Amendment Of Premium Audit Conditions
L-657	01/11	Absolute Pollution Exclusion - Liability
LLQ 100 MA	07/06	Who Is An Insured Clarification Endorsement
LLQ367	12/06	Minimum Earned Premium Endorsement
LLQ368	08/10	Separation Of Insureds Clarification Endorsement
LQ-203	08/07	Additional Insured - Liquor License Holder
LQ-346	09/06	Definition of "Receipts"
LQ-354	10/09	Limitation Of Coverage To Insured Premises
LQ-355MA	07/10	Massachusetts Changes
LQ-428	03/12	Absolute Firearms Exclusion

Endorsements marked with an asterisk (*) have been added to this policy or have a new edition date and are attached with this certificate.

LIQUOR LIABILITY COVERAGE PART DECLARATIONS

Policy No. LQ [REDACTED]

Effective Date: 03/15/2024
12:01 STANDARD TIME

LIMITS OF INSURANCE

Liquor Per Person Limit	\$1,000,000
Liquor Per Accident Limit	\$1,000,000
Liquor Aggregate Limit	\$2,000,000

LIABILITY DEDUCTIBLE

\$0

LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

Location	Address	Territory
1	14 Truro Center Rd, Truro, MA 02666	017

PREMIUM COMPUTATION

Loc	Classification	Code No.	Premium Basis	Pr/Co	Rate		Advance Premium	
					All Other	Pr/Co	All Other	
1	Grocery Store, Convenience Store or Delicatessen - retail sales of liquor	00030	40,000 Liquor Receipts	N/A	0.120	N/A		\$48

MINIMUM PREMIUM FOR LIQUOR LIABILITY COVERAGE PART: \$649

TOTAL PREMIUM FOR LIQUOR LIABILITY COVERAGE PART: \$649 MP
(This Premium may be subject to adjustment.) MP - minimum premium

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

See Form EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

**UNITED STATES LIABILITY INSURANCE GROUP
WAYNE, PENNSYLVANIA**

This endorsement modifies insurance provided under the following:

LIQUOR LIABILITY COVERAGE FORM

POLICY CONDITIONS ENDORSEMENT

SECTION I - LIQUOR LIABILITY COVERAGE; 2. Exclusions is amended to add the following:

Loss or expense, including but not limited to the cost of defense arising or resulting from a claim against any insured for "injury" based on the selling, serving or furnishing of any alcoholic beverage, if at any time, you have breached one or more of the conditions set forth in this Endorsement attached to and made a part of this policy.

Location

Policy Conditions

1

The insured represents as follows:

- The insured has no knowledge of any liquor liability and/or assault or battery claims or notification of potential liquor liability and/or assault or battery claims for this location arising out of occurrences within five years prior to the date the application is signed (excluding a liquor liability claim closed without payment because insured found not legally liable).
- The insured has no knowledge of more than two (2) citations, violations, charges or enforcement actions at this location within five (5) years of the date of the application. Of those two (2), no more than one (1) relate to the sale or service of alcohol or criminal activities.

As a condition of coverage, the insured agrees to maintain the following conditions during the term of this policy and any renewals thereof:

- Employees or other persons are not permitted to consume alcohol during their hours of employment or service.
- Only the insured and its authorized employees or members are permitted to serve alcohol. In the alternative, the insured agrees that persons serving alcohol who are not the insured's authorized employees or members are covered under a policy of liquor liability insurance with limits greater than or equal to the limits of this policy.
- Alcohol sales cease by 2:00 AM.

Number: 2025-008

Fee \$75.00

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

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

Garrison Scott Cloud, mgr., Cape Provisions LLC, d/b/a TRURO GENERAL STORE

Whose place of business is **14 Truro Center Rd Unit 1**

Type of business and any restrictions **Grocery/Deli**

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

Permit Expires: **December 31, 2025**

Date Issued:

Nov 1, 2024



Emily Beebe, R.S.

Agent to the Truro Board of Health

Number: 2025-008A

Fee: \$50.00

Town of Truro Board of Health

24 Town Hall Road, Truro, MA 02666

Permit To Operate As A Food Caterer

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

Garrison Scott Cloud, owner/mgr.,

Cape Provisions LLC, dba Truro General Store

Whose place of business is:

14 Truro Center Rd Unit #1

Type of business and any restrictions

Food Caterer

To operate a food establishment in

Truro

Permit Expires: **December 31, 2025**

Date Issued:

Nov. 4, 2024



Emily Beebe, R.S.

Agent to the Truro Board of Health

Number: 2025-008B

Fee \$10.00

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

This is to Certify that

**Garrison Scott Cloud, mgr., Cape Provisions LLC, d/b/a TRURO
GENERAL STORE
14 Truro Center Rd**

IS HEREBY GRANTED A LICENSE

For

a bakery

This license is granted in conformity with the Statutes and ordinances relating thereto, and expires
December 31, 2025 unless sooner suspended or revoked.

Date

Nov. 4, 2024

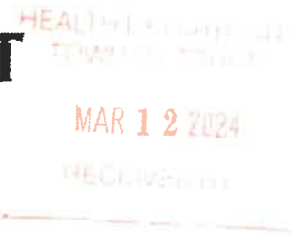


Emily Beebe, R.S.

Agent to the Truro Board of Health



FIRE EQUIPMENT
INCORPORATED



Kitchen Suppression System Inspection Certificate

For

JAMS INC
14 TRURO CENTER ROAD
TRURO, MA 02666

Tested to NFPA Standards

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

Inspection Date:

1/25/2024

Inspector Name: James Spinosa - T6

Title: Service Technician



FIRE EQUIPMENT INCORPORATED

Kitchen Suppression System Inspection Certificate

Property: JAMS INC	Street: 14 TRURO CENTER ROAD	City/State/Zip: TRURO, MA 02666
Frequency: Annual	Inspector Name: James Spinosa - T6	Date: 1/25/2024
Installed Product: K 00076477A	Product: Kitchen Suppression System	Equipment Location: Roaster

System in service before conducting tasks	Yes
Pertinent parties notified before conducting tasks	Yes
Appliances Left to Right:	roaster
Type of special agent extinguishing system: Wet chemical Dry chemical Prior to performing the required maintenance steps, verify that the system protection is designed and installed correctly for the existing appliance and ventilation system configuration. If not, note deficiencies.	Wet Chemical
Were building alterations/renovations made since last inspection?	No
Is system connected to building fire alarm?	Yes
Automatic Shutdown	
What is fuel source? Electricity Gas or Both	Both
Nozzles	
Are caps in place?	Yes
Quantity of Nozzle Caps Changed	
Quantity of Nozzle Seals Changed	2
Are nozzles properly oriented to protect hazard?	Yes
Are there signs of damage or clogging?	No
Manual Releases	
Are manual releases clear and unobstructed?	Yes
System Cylinders and Mechanical Controls	
Are system pressure gauges in proper operating range?	Yes
Tanks mounted and secured?	Yes
All visible piping & conduit properly supported and in good condition?	Yes
Proper pipe schedule and fitting weight(s) for hazard design?	N/A
Flexible discharge hoses? Date: Part#: Size: :	N/A
Portable Fire Extinguishers	
Are fire extinguishers provided?	N/A
Mechanical Detection Line	
Function tested	Yes
Quantity of 165° F Links Changed	



FIRE EQUIPMENT INCORPORATED

Quantity of 212°F Links Changed	
Quantity of 280°F Links Changed	
Quantity of 360°F Links Changed	1
Quantity of 450°F Links Changed	
Quantity of 500°F Links Changed	
Interlocks	
Fuel shutoff	Yes
CERTIFICATE OF INSPECTION	
System tagged and left in service	Yes
Pertinent parties notified after conclusion of tasks	Yes
System returned to service	Yes
COMMENTS:	
6-Year Maintenance Test	
Are 6-year tests recorded?	
12-Year Tests	
Are 12-year tests recorded?	



FIRE EQUIPMENT

I N C O R P O R A T E D

FIRE SUPPRESSION CYLINDER RECORD

Kitchen Manufacturer	Model	Hydro	Number of Tanks	Location



FIRE EQUIPMENT INCORPORATED

TOTAL # OF EXTINGUISHERS – 3

EXTINGUISHERS DUE SERVICE NEXT YEAR –

New Equipment -

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

Inspection/Recertification –

Dry Chem	2	K Class	1	Pressurized Water		Halotron	
CO2		Conductivity Test		Wheeled Unit		Emergency Light	
Exit Light		Other Insp					

Recharges –

Dry Chem 2 1/2 lb		Dry Chem 5 lb		Dry Chem 10lb		Dry Chem 20lb	
CO2 5 lb		CO2 10 lb		CO2 15 lb		CO2 20 lb	
Pressurized Water		K Class .61		2,5G		Halotron 2.5 lb	
Halotron 5 lb		Halotron 11 lb		Halotron 15.5 Lb		Conductivity Tests	

Service –

6 YR Maintenance Halotron		Hydrotest Dry Chem	
6 YR Maintenance Other		Hydrotest Other	

Parts –

Service Collar		ORing		Check Stem		Pull Pin	
Vehicle Bracket		Heavy Duty Bracket		Batteries		Battery Disposal	
Wall Hook		M1 - 5lb		M2 -10lb		20lb	



FIRE EQUIPMENT INCORPORATED

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

FIRE EXTINGUISHERS ARE IN COMPLIANCE WITH NFPA 10 CODE –

Recommendations -

Comments -

Signature:

Armas 000000

Date:

Jan 25, 2024



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

TAX STATUS REQUEST FOR LICENSING

Date 10.23.24

Request is coming from the Selectmen's Office X

Owner's Name Lavaughn Company LLC

Business Name Truro General Store

Business Address 14 Truro Center Road

Map and Parcel 50-155

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

D. Reynolds
Tax Collector's Signature

10/23/2024
Date



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: November 12, 2024

ITEM: Review and Approve the Annual Municipal Calendar and the 2025 Select Board Meeting Calendar

EXPLANATION: For your review, discussion, and vote is the Annual Municipal Calendar for 2025 Annual Town Meeting and Fiscal Year 2026 Budget Preparations. The calendar defines key dates for the annual budget process and Town Meeting preparations, as outlined in Chapter 2 and Chapter 7 of the Truro Town Charter. Key dates associated with the Annual Town Election are also included. These dates reflect Massachusetts General Law and Town Charter requirements. Staff attempted to deconflict this schedule with major events and religious and other holidays. Please note that this calendar is based on an April 29, 2025 Town Meeting date as outlined in the Charter. If Town Meeting is moved to another date by vote of the Select Board, as allowable by MGL, the calendar dates will need to be adjusted accordingly.

The Board may also choose to approve the calendar as is and invoke MGL Chapter 39, Section 9 at a subsequent meeting.

Also before the Board is the proposed 2025 meeting schedule for regular meetings and possible work sessions. The proposed meeting schedule includes changes to deconflict with the following:

- Annual Town Election- May 13
- Rosh Hashanah- September 23
- Veteran's Day- November 11
- Thanksgiving Holiday Week
- Christmas Holiday Week

Finally, work sessions are noted for each month, except December, July, and August. Work sessions are only held if needed and dates will be determined upon scheduling.

Select Board feedback on both calendars is also necessary to determine if there are any other events or holidays that were not adequately accounted for.

IMPACT IF NOT APPROVED: The Annual Municipal Calendar and the 2025 Select Board Meeting calendar will not be approved and posted at this time but may be approved at a subsequent meeting.

SUGGESTED ACTION: MOTION TO *approve the Annual Municipal Calendar as printed and to approve the 2025 Select Board Meeting Calendar as printed.*

ATTACHMENTS:

1. Annual Municipal Calendar for 2025 ATM and Fiscal Year 2026 Budget Preparations
2. 2025 Select Board Meeting Calendar
3. 2025 Calendar with Religious Observances



TOWN OF TRURO

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

November 12, 2024

To: Select Board
Department Heads
Chairs of Boards, Committees, and Commissions
Town Moderator
Finance Committee

From: Darrin Tangeman, Town Manager

Re: Annual Municipal Calendar for 2025 ATM and Fiscal Year 2026 Budget Preparation

The Select Board has consented to the following Municipal Calendar for the 2025 Annual Town Meeting and the Fiscal 2026 Budget Preparation. The calendar provides you with the upcoming deadlines for meetings, budget and CIP requirements, Annual Town Report requirements, Town Meeting and Elections. The 2025 Annual Town Meeting will be held on Tuesday, April 29, 2025.

Oct. 22, 2024	Finalize Select Board Budget Message
Oct. 25, 2024	Budget guidance and templates sent to Department Heads/Committee Chairs
Nov. 1, 2024	CPC deadline for application for possible funding at the 2025 ATM
Nov. 15, 2024	All budgets and CIP requests must be turned in to the Town Manager and the Town Accountant by noon.
Dec. 3, 2024	Preliminary Draft Budget submitted to Budget Task Force
Jan. 28, 2025	Select Board vote to open the Warrant for the 2025 Annual Town Meeting, effective January 29, 2025.
Jan. 29, 2025	Annual Town Meeting Warrant Opens

Jan. 31, 2025	All Annual Town Reports must be submitted electronically to Noelle Scoullar (nscoullar@truro-ma.gov), and/or Nicole Tudor (ntudor@truro-ma.gov)
Feb. 11, 2025	Select Board provides Budget Task Force recommendations on FY2026 Town and School Budgets, CIP to Finance Committee
Mar. 11, 2025	FY2026 “final” Budget and CIP and draft Warrant presented to Select Board for review and approval
Mar. 24, 2025	Deadline to Obtain Nomination Papers for the Annual Town Election
Mar. 25, 2025	Last Day for Finance Committee to submit letter to voters on FY2026 Budget/CIP for inclusion in the Town Meeting Warrant
Mar. 25, 2025	Final Select Board review and approval of warrant and last day for the Select Board letter to voters on FY2026 Budget/CIP, etc., for inclusion in the Town Meeting Warrant
Mar. 28, 2025	Annual Town Meeting Warrant Closes/Last day for Petitioned and Committee Articles at 4:00 pm
Mar. 29, 2025	Last Day to Submit Signed Nomination Papers
April 8, 2025	Warrant to the Printer
April 10, 2025	Last date and time to file objections and/or withdrawal nomination papers
April 15, 2025	Last Day for Finance Committee to submit letter to voters on FY2025 Budget/CIP for inclusion in the Town Meeting Warrant
April 15, 2024	Post Warrant
TBD	Pre-Town Meeting/Budget Hearing Candidates Night for Annual Town Meeting Hybrid at 5:30 PM
April 19, 2025	Last Day to Register to Vote for Annual Town Meeting
April 29, 2025	Annual Town Meeting
May 3, 2025	Last Day to Register to Vote for Annual Town Election
May 13, 2025	Annual Town Election, 7:00 am – 8:00 pm Truro Community Center
June 24, 2025	FY2026 Select Board Goals and Objective Hearing with Town Moderator

Calendar is subject to change. Please visit www.truro-ma.gov or email Noelle Scoullar (nscoullar@truro-ma.gov), and/or Nicole Tudor (ntudor@truro-ma.gov) to confirm dates and deadlines.

**Dates subject to change based upon Annual Town Meeting Date and Annual Town Election Dates*

Truro Select Board Meeting Schedule – 2025

<u>HEARING/MEETING</u> (Tuesday, unless otherwise noted)	<u>Possible Work Session Dates</u> (Date/Time TBD)
January 14	January
January 28	
February 11	February
February 25	
March 11	March
March 25	
April 8	April
Annual Town Meeting April 29	Annual Town Meeting April 29
Annual Town Election May 13	Annual Town Election May 13
May 14*	May
May 27	
June 10	June
June 24	
July 8	NONE
July 22	
August 12	NONE
August 26	
September 9	September
September 30*	
October 14	October
October 28	
November 12*	November
November 18*	
December 9	NONE
December 16*	

Regular meeting for the Truro Select Board begins at **5:00 pm**.

Second and Fourth Tuesday of each month

All requests must be in writing or on the appropriate application form(s), as applicable. For all other matters before the Board of Select Board a written request **and** pertinent information must be submitted no less than **7-days prior** to the requested meeting date.

MEETING DATES AND TIMES ARE SUBJECT TO CHANGE

Please check the Town Website www.truro-ma.gov for any changes in the schedule.

*Meeting date does not follow regular schedule due to holiday.

Calendar for Year 2025 (United States)

January Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 6:☉ 13:☉ 21:☉ 29:☉	February Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 5:☉ 12:☉ 20:☉ 27:☉	March Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 6:☉ 14:☉ 22:☉ 29:☉
April Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 4:☉ 12:☉ 20:☉ 27:☉	May Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 4:☉ 12:☉ 20:☉ 26:☉	June Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 2:☉ 11:☉ 18:☉ 25:☉
July Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 2:☉ 10:☉ 17:☉ 24:☉	August Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1:☉ 9:☉ 16:☉ 23:☉ 31:☉	September Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 7:☉ 14:☉ 21:☉ 29:☉
October Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 6:☉ 13:☉ 21:☉ 29:☉	November Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 5:☉ 12:☉ 20:☉ 28:☉	December Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 4:☉ 11:☉ 19:☉ 27:☉

Holidays and Observances:

Jan 1	New Year's Day	Jun 15	Father's Day
Jan 2	Last Day of Chanukah	Jun 19	Juneteenth
Jan 20	Martin Luther King Jr. Day	Jun 27	Muharram
Jan 20	Inauguration Day (DC, MD*, VA*)	Jul 4	Independence Day
Jan 27	Isra and Mi'raj	Jul 6	Ashura
Feb 14	Valentine's Day	Sep 1	Labor Day
Feb 17	Presidents' Day	Sep 5	The Prophet's Birthday
Mar 1	First Day of Ramadan	Sep 23	Rosh Hashana
Mar 17	St. Patrick's Day	Oct 2	Yom Kippur
Mar 26	Lailat al-Qadr	Oct 13	Last Day of Sukkot
Mar 31	Eid al-Fitr	Oct 13	Columbus Day
Apr 12	Passover Eve	Oct 31	Halloween
Apr 13	Passover (first day)	Nov 4	Election Day
Apr 15	Tax Day	Nov 11	Veterans Day
Apr 18	Good Friday (Many regions)	Nov 27	Thanksgiving Day
Apr 20	Last Day of Passover	Nov 28	Black Friday
Apr 20	Easter Sunday	Dec 15	Chanukah/Hanukkah (first day)
Apr 21	Easter Monday	Dec 22	Last Day of Chanukah
May 5	Cinco de Mayo	Dec 24	Christmas Eve
May 11	Mother's Day	Dec 25	Christmas Day (All)
May 26	Memorial Day	Dec 25	Christmas Day
Jun 7	Eid al-Adha	Dec 31	New Year's Eve
Jun 14	Flag Day		

Calendar generated on www.timeanddate.com/calendar

July 9, 2024, Meeting (Hybrid via Zoom)

Via Zoom Platform

Select Board Members Present: Susan Areson-Chair, Robert Weinstein-Vice Chair; Nancy Medoff-Clerk; Stephanie Rein-Member; Susan Girard-Irwin

Select Board Members Absent:

Others Present: Darrin Tangeman-Town Manager; Kelly Clark-Assistant Town Manager; Alex Marini-Lessin-Finance Director; Trudi Brazil-Town Accountant; John Giorgio-Town Counsel; Dennis O'Brien (Truro Voter); Clint Kershaw (Truro Voter); John Dundas (Truro Voter and Applicant to Serve); Chris Lucy (Truro Voter and Applicant to Serve); Connie Mather (Truro Resident and Applicant to Serve); David Bannard (Truro Voter and Applicant to Serve); Eileen Breslin (Truro Resident and Applicant to Serve); Lisbeth Chapman (Truro Voter and Applicant to Serve); Morgan Clark (Truro Voter and Applicant to Serve); Breon Dunigan (Truro Voter and Applicant to Serve); Anne (Alexa) Elam (Truro Voter and Applicant to Serve); Jeffrey Fischer (Truro Voter and Applicant to Serve); Mark Gebhardt (Truro Voter and Applicant to Serve); Anne Greenbaum (Truro Voter and Applicant to Serve); Cass Johnson (Truro Voter and Applicant to Serve); Robert Schwebel (Truro Voter and Applicant to Serve); Charles (Chuck) Steinman (Truro Voter and Applicant to Serve); Jonathon Winder (Truro Voter and Applicant to Serve-interview rescheduled to meeting on July 23, 2024); Michael Forgione (Truro Voter)

Chair Areson opened the meeting at 5:01 pm and read aloud the information for members of the public to join the meeting. Chair Areson also read aloud the rules for the public to follow when making public comments.

PUBLIC COMMENT

Chair Areson recognized the following individuals who made public comments (topic of comment is included next to individual's name): Mr. O'Brien (Special Town Meeting Articles 2, 3, and 4 regarding the DPW Facility at 340 Route 6 were defeated at Special Town Meeting and the DPW Facility at Town Hall Hill was approved by the voters at Special Town Meeting and at the Annual Town Meeting, the adherence of Policy 37, and the removal of the Select Board's liaison to the Ad Hoc DPW Building Committee); Mr. Kershaw (ADUs, affordable housing and income limits for Town employees, tax exemptions, and the challenges of a policy established by the Building Commissioner and Health and Conservation Agent requiring their inspection of any condominium unit transitioning from seasonal to year-round).

Note: Chair Areson requested to bring forward Town Counsel Giorgio's presentation and there were no objections.

STAFF/ COMMITTEE UPDATES

- A. Public Works Facility Background, Update, and Discussion with Town Counsel
Presenter: Attorney John Giorgio, KP Law, and Darrin Tangeman, Town Manager

Chair Areson introduced this matter and noted that Vice Chair Weinstein and Clerk Medoff had requested that Town Counsel appear at a Select Board meeting to address 340 Route 6, the recent votes at Town Meeting, and differing opinions regarding the 2/3 vote. Chair Areson added that this matter was for information purposes only.

Town Manager Tangeman stated that this matter was an opportunity to educate the public on three issues regarding the DPW Facility but he would give Town Counsel the opportunity to speak about those issues.

Town Counsel Giorgio provided an overview of Article XIII which was subject to a revised motion on the floor of the Town Meeting. The motion under Article XIII was to appropriate \$2.8M and to authorize borrowing to conduct engineering studies leading to schematic design and the motion said, *“predominantly at the Town Hall Hill site excluding 340 Route 6.”* This was the motion that was made and voted upon that required a 2/3 vote that it achieved. It also required a debt exclusion vote which was held at the Special Election in June and passed as well. Town Counsel Giorgio said that the appropriations may be used for Town Hall Hill and not the 340 Route 6 location.

Town Counsel Giorgio opined that the vote was limited to appropriate money authorizing borrowing and any borrowing authorization was for the Select Board to act. It does not demand, or compel, a particular outcome. Town Counsel Giorgio noted that it was clear that the Select Board and Town Administration could not use any of the money in Article XIII to conduct engineering studies specifically related to the 340 Route 6 location; however, Town Meeting cannot force the Select Board to act in a particular way and it (Town Meeting) only authorized the expenditure of the funds. Town Counsel Giorgio added that the Select Board and Town Administration, if other appropriations have been made, would have the legal authority to use those appropriations to do further studies at 340 Route 6 assuming that there were no similar limitations placed on those appropriations by Town Meeting. Town Counsel Giorgio concluded that from a legal standpoint it was inaccurate to say that Town Meeting is prohibiting the expenditure of any funds to further study 340 Route 6 and it was up to the Select Board to decide how it interpreted the Town Meeting vote as it was beyond his scope.

The Members, Town Manager Tangeman, and Town Counsel Giorgio discussed or commented on the following highlighted topics: the 2/3 vote taken on the site and whether the 2/3 vote was required (as previously opined by Attorney KD Klein of KP Law prior to Town Meeting) and the use of the 340 Route 6 site for the DPW Facility constituted a *“change of use”* requiring a 2/3 vote at Town Meeting under M.G.L. Chapter 40 Section 15A; the vagueness of the term *“predominantly”* in the Town Meeting motion; the future utilization of 340 Route 6 and whether it was precluded from use; the start of the environmental study on the Town Hall Hill for the DPW Facility; if the environmental and engineering studies concluded that the Town Hall Hill was not a viable site, a course of action could be that the Town go back to Town Meeting and amend Article XIII if 340 Route 6 was reconsidered as a viable site; the review of KP Law’s original opinion and whether it was the right decision as it was determined by Town Counsel Giorgio as the more prudent way to proceed; the discussion of litigation at the Town Meeting; options available if Town Hall Hill was not viable based upon an environmental study and the impact to the current DPW Facility adjacent to Town Hall; and a review of Select Board authority by Town Counsel Giorgio regarding a future site of the DPW Facility.

PUBLIC HEARINGS

None

INTRODUCTION TO NEW EMPLOYEES

None

BOARD/COMMITTEE/COMMISSION APPOINTMENTS

Note: Chair Areson asked if Jonathon Winder was present online as she stated that he was available to interview this evening until 6 pm. There was no reply.

A. Interview and Possible Appointment of John Dundas to the Board of Health

Chair Areson read aloud Policy 13 just once due to the number of interviews on this evening's agenda and reviewed the process for appointments. The Members conducted an interview with Mr. Dundas.

Vice Chair Weinstein made a motion to appoint John Dundas to the Board of Health for an Alternate term which will expire June 30, 2025.

Member Rein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Rein – Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

So voted, 5-0-0, motion carries.

B. Interview and Possible Appointment of Chris Lucy to the Charter Review Committee

The Members conducted an interview with Mr. Lucy and he responded to Clerk Medoff's question as to why he resigned from the Charter Review Committee in March 2024. Mr. Lucy stated that Clerk Medoff had been disrespected by a former Select Board member, at a Select Board meeting in March 2024, during her appearance as the Chair of the Charter Review Committee. Mr. Lucy resigned that evening.

Member Girard-Irwin made a motion to appoint Chris Lucy to the Charter Review Committee for a three-year term which will expire June 30, 2027.

Vice Chair Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Rein – Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

So voted, 5-0-0, motion carries.

C. Interview and Possible Appointment of Connie Mather to the Conservation Commission

The Members conducted an interview with Ms. Mather.

Vice Chair Weinstein made a motion to appoint Connie Mather to the Conservation Commission filling an unexpired, three-year term which expires on June 30, 2025.

Clerk Medoff seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Rein – Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

So voted, 5-0-0, motion carries.

- D. Interview and Possible Appointments of Ad Hoc Walsh Property Advisory Members (5 Full-Member Seats and 1 Alternate Member Seat): David Bannard, Eileen Breslin, Lisbeth Chapman, Morgan Clark, Breon Dunigan, Anne (Alexa) Elam, Jeffrey Fischer, Mark Gebhardt, Anne Greenbaum, Cass Johnson, Todd Schwebel, Charles (Chuck) Steinman, and Jonathon Winder

Chair Areson noted that Mr. Winder was not available this evening and announced that the interviews would be conducted in the order of the applicants as listed in this evening's agenda. Chair Areson stated that she would like to interview Mr. Winder at the next meeting, conduct the interviews of the remaining applicants this evening, and then vote on the appointments at the next meeting. There were no objections; however, Member Rein will not attend the next meeting but will make her recommendations to Assistant Town Clerk Clark prior to the next meeting.

Chair Areson conducted a roll call of the remaining 12 applicants and all were present either in-person or online.

Chair Areson provided background information regarding the need for the appointments to the Ad Hoc Walsh Property Committee.

The Members conducted an interview with Mr. Bannard, Ms. Breslin*, Ms. Chapman, Ms. Clark, Ms. Dunigan, Ms. Elam, Mr. Fischer, Mr. Gebhardt**, Ms. Greenbaum, Mr. Johnson, Mr. Schwebel, and Mr. Steinman***.

**Note: Ms. Breslin responded to Vice Chair Weinstein's concern of her being an abutter to the Walsh Property and also being a member of the Truro Part-Time Taxpayers' Association (TPRTA). Vice Chair Weinstein stated that the TPRTA attacked the efforts to support housing in Truro. For the record, Ms. Breslin stated that she was fully supported of the recommendations of the Walsh Property Community Planning Committee (dissolved 2023) and that she was unaware of the TPRTA's opposition to housing in Truro.*

***Note: Vice Chair Weinstein noted that Mr. Gebhardt was an abutter to the Walsh Property and asked if that would influence his decision-making and Mr. Gebhardt stated that his being an abutter was a positive as the voice of the abutters should be heard in a respectful way as they live around the Walsh Property. Mr. Gebhardt said that he favored affordable housing in Truro.*

****Note: Mr. Steinman stated that he did not have the time to serve on the committee and withdrew his application.*

E. Nomination of Alternate Member to Cape Cod National Seashore Advisory Commission (CCNSAC)

Chair Areson opened the discussion on this matter. Vice Chair Weinstein expressed interest in serving on the CCNSAC.

Vice Chair Weinstein made a motion to nominate Bob Weinstein to the Cape Cod National Seashore Advisory Commission as an alternate voting member, with a term to last two years.

Clerk Medoff seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Rein – Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

So voted, 5-0-0, motion carries.

Note: After the vote, Vice Chair Weinstein announced that Chair Areson had been previously selected to serve as a voting member of the CCNSAC and he had not been selected. Vice Chair Weinstein noted that he has never been informed as to why he was not selected despite contacting a point of contact at the federal government who he was told would explain the reason for his non-selection. Vice Chair Weinstein thanked the Members for the unanimous vote to support his nomination as an alternate voting member to the CCNSAC.

TABLED ITEMS

None

SELECT BOARD ACTION

Note: Chair Areson requested that the Select Board Action agenda item (Item 7C) for tonight's agenda regarding Year-End Transfers be brought forward to discuss and there were no objections. Prior to Finance Director Marini-Lessin's arrival in-person to the meeting, Chair Areson asked the Members to consider the Lewis Brothers' Ice Cream Hawker Peddler License (Item 7B) and there were no objections prior to Finance Director Marini-Lessin's presentation. Chair Areson announced that this was a delayed approval item.

A. Review and Vote on Lewis Brothers' Ice Cream Hawker Peddler License

Presenter: Darrin Tangeman, Town Manager

Chair Areson made a motion to approve the issuance of Lewis Brothers' Ice Cream Truck-2024 Hawker Peddler's License as voluntarily amended by the Applicant upon receipt of the amendment in writing.

Vice Chair Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Rein – Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye
Chair Areson – Aye
So voted, 5-0-0, motion carries.

B. Review and Approve Year-End Transfers

Presenter: Alex Marini-Lessin, Finance Director, and Trudi Brazil, Town Accountant

Finance Director Marini-Lessin presented this agenda item to the Members and noted that this was a year-end transfer from the Fire Department's wage line to the non-wage line. Members will review it tonight and then it will be forwarded to the Finance Committee this Friday morning.

Chair Areson recognized Mr. Forgione who asked if this was for this year or next year. Finance Director Marini-Lessin said that it was for FY2024. Town Manager Tangeman asked Finance Director Marini-Lessin to explain the process as to why this action was necessary. Mr. Forgione expressed concern that the contract for EMS services was mismanaged and Finance Director Marini-Lessin, with comments from Town Manager Tangeman, explained the impact if this year-end transfer was not approved by the Members. Additionally, Town Manager Tangeman said that he expected the Fire Department to be fully staffed within the next 60 days and that the traveling medics were a good backup solution until the Fire Department was fully staffed by full-time employees.

Chair Areson made a motion to approve the departmental transfers provided by Finance Director Alex Marini-Lessin at tonight's meeting which would include the transfer of \$217,900 from the Fire/EMS Salary and Wages Appropriation to the Fire/EMS Department Services Non-Wages Appropriation to cover expenses related to the temporary paramedics.

Member Rein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Rein – Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

So voted, 5-0-0, motion carries.

C. Discussion and Possible Vote on Finalization and Prioritization of FY2025 Goals and Objectives

Presenter: Darrin Tangeman, Town Manager

Town Manager Tangeman, Assistant Town Manager Clark, and the Members reviewed each Objective, Rank/Raw Score, and Ambassadors and Members agreed on several Co-Ambassadors for specific Objectives.

Members agreed to use the matrix prepared by Clerk Medoff and Assistant Town Manager Clark as a "working document" to be used to during Select Board meetings to track progress and post the document included in tonight's packet on the Town's website.

Member Rein made a motion to approve and electronically sign the Select Board's FY2025 Goals & Objectives.

Clerk Medoff seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye
Member Rein – Aye
Clerk Medoff – Aye
Member Girard-Irwin - Aye
Chair Areson – Aye
So voted, 5-0-0, motion carries.

- D. Review and Approve Childcare Voucher Program Eligibility Requirements
Presenter: Darrin Tangeman, Town Manager

Assistant Town Manager Clark provided specific information and data regarding Truro's Childcare Voucher Program and will provide the written report to the Members.

Member Rein made a motion to approve the Childcare Voucher Program eligibility guidelines identified in the Program Overview and authorize the Town Manager to proceed with hiring a contracted Program Administrator for the Childcare Voucher Program.

Vice Chair Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye
Member Rein – Aye
Clerk Medoff – Aye
Member Girard-Irwin - Aye
Chair Areson – Aye
So voted, 5-0-0, motion carries.

CONSENT AGENDA

A. Review/Approve and Authorize Signature:

1. Application for an Entertainment License-Truro Center for the Arts-July 16 and July 23
2. Application for One Day Pouring License-Truro Center for the Arts-July 16 and July 23
3. Select Board Letter of Congratulations to Truro Resident High School Graduate Students
4. Application for Entertainment License-Friends of Truro Meeting House-July 13 and August 18

B. Review and Approve Appointment Renewals: Christine McGee-Recreation Advisory Committee; Kevin Grunwald-Council on Aging Board

C. Review and Approve Select Board Meeting Minutes: Select Board Minutes of 4.2.2024

Chair Areson announced that she had made a correction, not substantive, in the Select Board Minutes of 4.22.2024 regarding the Letter to Graduates.

Chair Areson made a motion to approve the Consent Agenda as printed in the packet with the recusals of Clerk Medoff and Member Girard-Irwin of the minutes, the minor edit that Chair Areson made in the minutes, and the correction on the Letter to Graduates.

Member Rein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye
Member Rein – Aye
Clerk Medoff – Aye

Member Girard-Irwin - Aye
Chair Areson – Aye
So voted, 5-0-0, motion carries.

SELECT BOARD REPORTS/COMMENTS

Chair Areson announced her office hours will be this Thursday at the Community Center at 12pm.

Vice Chair Weinstein announced his office hours will be this Friday at the Transfer Station from 11am-12pm.

Member Rein announced that she would hold office hours next week and the information is posted on the Town's website.

Clerk Medoff reported that she held office hours at the Transfer Station this past Monday and she will be at the Truro Library this Thursday from 4pm-5pm. Clerk Medoff announced that she will not have office hours this week at the Town Hall. She thanked Officer Kyle Crombie of the Truro Police Department for her ride along and thanked all of those in public safety. Clerk Medoff encouraged anyone interested in serving on the Zoning Task Force to apply.

Member Girard-Irwin announced that her first office hours will be held this Saturday at the Transfer Station from 11am-1pm. Member Girard-Irwin reported that she has connected with the board and committee chairs related to her assigned liaison duties. She attended a recent Board of Health meeting and also recently toured the Truro Central School with Superintendent Stephanie Costigan and School Committee Chair Vida Richter. Member Girard-Irwin thanked everyone associated with her visit at Truro Central School. Member Girard-Irwin announced that the Truro Community Kitchen will have a summer festival at Truro Vineyards on July 25, 2024, from 6:30pm-9:00pm. She encouraged the public to attend as the summer festival raises funds to support the Truro Community Kitchen.

TOWN MANAGER REPORT

Town Manager Tangeman announced that a press release regarding the beach closure at Longnook Beach has been posted as the beach is not anticipated to open before the end of the summer. The Town is collaborating with the Center for Coastal Studies for possible courses of action to resolve the issue at Longnook Beach. There will be a public education event, hosted by the Center for Coastal Studies, at the Truro Library to answer questions. More information about the date and time will be available soon.

Town Manager Tangeman noted that the Town had completed the Special Election.

Town Manager said that the Community Satisfaction Survey has been sent out electronically this past Friday and paper copies are available at Town Hall, the Public Safety Facility, the Truro Library, and the Community Center. The purpose of the survey is for the Town Administration to receive feedback from the community. The survey is operationally focused and gives the public to provide suggestions and recommendations for improvement. The survey is open for 90 days and Town Manager Tangeman will provide updates throughout the summer.

Clerk Medoff asked why the survey did not include Town Management but all other departments. Town Manager Tangeman responded that this was a survey for him to learn about the public's opinions on the Town's services so he could make improvements at the department level. Clerk Medoff said that this was not clearly messaged to the public and that it may have a negative effect. Town Manager Tangeman's reiterated that the Select Board has the responsibility to assesses the Town Manager's performance. Chair Areson suggested that a public meeting be held to educate the public on the process for the Town Manager's evaluation. Town Manager Tangeman also reiterated that he holds public office hours and Town Manager Coffees so the public may speak to him at those events if they have any concerns or issues.

Town Manager Tangeman then reviewed the agenda for the next Select Board meeting on July 23, 2024.

Vice Chair Weinstein requested that an invitation be sent to the Metropolitan Planning Organization in order to update Truro residents at a future Select Board meeting about issues such as the resurfacing of the highway. There were no objections.

Clerk Medoff made a motion to adjourn at 9:04 pm.

Member Girard-Irwin seconded the motion.

By unanimous consent, the meeting was adjourned.

Respectfully submitted,



Alexander O. Powers
Board/Committee/Commission Support Staff

Susan Areson, Chair

Robert Weinstein, Vice Chair

Nancy Medoff, Clerk

Stephanie Rein, Member

Susan Girard-Irwin, Member

Public Records Material Attachments

Legal Notice

Public Hearing Notice

Application to Serve-John Dundas
Application to Serve-Chris Lucy
Application to Serve-Connie Mather
Application to Serve-David Bannard
Application to Serve-Eileen Breslin
Application to Serve-Lisbeth Chapman
Application to Serve-Morgan Clark
Application to Serve-Breon Dunigan
Application to Serve-Anne (Alexa) Elam
Application to Serve-Jeffrey Fischer
Application to Serve-Mark Gebhardt
Application to Serve-Anne Greenbaum
Application to Serve-Cass Johnson
Application to Serve-Todd Schwebel
Application to Serve-Charles (Chuck) Steinman
Application to Serve-Jonathon Winder
Letter Regarding CCNS Advisory Commission Appointment Nominations (January 2023)
Draft FY2025 Goals and Objectives
Results of Prioritization Survey-to be presented at meeting
Renewal Application for 2024: Lewis Brothers' Ice Cream
List of transfers, including sending and receiving line items
Childcare Voucher Program Overview
Applications for an Entertainment License
Applications for a One Day Pouring License
Draft Graduation Letter
Application for an Entertainment License-July 13, 2024
Application for an Entertainment License-August 18, 2024
Application to Serve-Christine McGee
Application to Serve-Kevin Grunwald

July 23, 2024, Meeting (Hybrid via Zoom)

Via Zoom Platform

Select Board Members Present: Susan Areson-Chair, Robert Weinstein-Vice Chair; Nancy Medoff-Clerk; Susan Girard-Irwin

Select Board Members Absent: Stephanie Rein-Member

Others Present: Darrin Tangeman-Town Manager; Kelly Clark-Assistant Town Manager; Jamie Calise-Police Chief; Jarrod Cabral-DPW Director; Emily Beebe-Health and Conservation Agent; Damion Clements-Community Services Director and Alternate Representative to the Cape Cod Regional Transit Authority (CCRTA); John Marksbury (Truro Voter); Amy Rogers (Truro Voter); Susan Packard (Truro Resident); Hannah King (Truro Voter); James Goshen (Truro Voter); Cemetery Commission Chair Holly Ballard-Gardner; Cemetery Commission Treasurer Robert Masson; John Dundas (Truro Voter and Applicant to Serve); Jonathan Sperber (Truro Voter and Applicant to Serve); Jonathan Winder (Truro Voter and Applicant to Serve); Cape Cod Regional Transit Authority (CCRTA) Administrator Tom Cahir; CCRTA General Manager John Kennedy; CCRTA Assistant Manager Fred Valdivia; Jack Riemer (Truro Voter)

Chair Areson opened the meeting at 5:01 pm and announced that this meeting was being held at the Community Center due to air conditioning issues at Town Hall. Chair Areson read aloud the information for members of the public to join the meeting. Chair Areson also read aloud the rules for the public to follow when making public comments.

PUBLIC COMMENT

Chair Areson recognized the following individuals who made public comments: Mr. Marksbury commented on Agenda Item 7B – Review and Possible Revision of Open Space Committee Charge, the proper role of the committee, the reason for the revision of the 2010 charge, and provided his marked-up copy of the charge with his suggestions; Ms. Rogers commented on the importance of the Cape Cod Regional Transit Authority (CCRTA) shuttle to her family member and year-round residents who rely on the shuttle; Ms. Packard commented on the importance of the CCRTA shuttle to her family member and seasonal workers who reside in her neighborhood; Ms. Beebe who announced that longtime Truro committee volunteer (previous Climate Action Committee Chair and Community Emergency Response Team member) Carol Harris had passed away on Thursday, July 18, 2024 and had a green burial on Friday, July 19, 2024 and reminded the public that box turtles are very active right now and please be aware of them on the roadways; Ms. King advocated for not changing the bus route on South Highland Road since it benefits young adults in the neighborhood who have cognitive difficulties and rely on the bus; and Mr. Goshen commented on the importance of the bus route along South Highland Road for three of his family members.

PUBLIC HEARINGS

None

INTRODUCTION TO NEW EMPLOYEES

- A. Introduction to Fire Department New Employees: Sarah Rayner, Firefighter/Paramedic, and Shane Sargent, Firefighter/Paramedic
Presenter: Timothy Collins, Fire Chief

Town Manager Tangeman noted that Chief Collins and the new Fire Department employees were unable to attend this evening due to work obligations and would be introduced at another meeting.

BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Interview and Possible Appointment of Cemetery Commission Member (1): John Dundas, Jonthan Sperber

Chair Areson noted that Cemetery Commission Chair Holly Ballard-Gardner and Treasurer Robert Masson were present for the joint meeting.

Cemetery Commission Chair Ballard-Gardner called to order a special meeting of the Cemetery Commission in a joint meeting with the Select Board and announced the purpose of the joint meeting was to interview two candidates for the vacancy on the Cemetery Commission.

Chair Areson noted that this was a joint appointment as there had been a resignation from the Cemetery Commission that resulted in the vacancy. Chair Areson then read aloud the Select Board's appointment policy and standardized questions for the candidates to answer.

Chair Areson recognized the first candidate, Mr. Dundas, who expressed his interest in joining the commission. Members of the Select Board and Cemetery Commission members had no additional questions for Mr. Dundas.

Chair Areson recognized the final candidate, Mr. Sperber, who expressed his interest in joining the commission. Members of the Select Board and Cemetery Commission members had no additional questions for Mr. Sperber.

Chair Areson invited the Cemetery Commission members to comment on the candidates and Cemetery Commission Chair Ballard-Gardner stated that she and Cemetery Commission Treasurer Ballard preferred Mr. Dundas to fill the vacancy.

Vice Chair Weinstein made a motion to appoint John Dundas to the Cemetery Commission, filling an unexpired term until the Annual Town Election of 2025.

Member Girard-Irwin seconded the motion.

Roll Call Vote:

Cemetery Commission Chair Ballard-Gardner – Aye

Cemetery Commission Treasurer Masson - Aye

Vice Chair Weinstein - Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

So voted, 6-0-0, motion carries.

Cemetery Commission Chair Ballard-Gardner closed the joint meeting at 5:35 pm.

- B. Interview and Possible Appointments of Ad Hoc Walsh Property Advisory Members (5 Full-Member Seats and 1 Alternate Member Seat): David Bannard, Eileen Breslin, Lisbeth Chapman, Morgan Clark, Breon Dunigan, Anne (Alexa) Elam, Jeffrey Fischer, Mark Gebhardt, Anne Greenbaum, Cass Johnson, Todd Schwebel, Jonathon Winder

Chair Areson announced that the Members had interviewed 12 candidates at the last meeting and noted that one candidate (a 13th applicant) had withdrawn at the last meeting. Chair Areson said that the Members had one final candidate to interview, Mr. Winder, this evening.

Mr. Winder answered the questions previously announced this evening, answered additional questions asked by several Members, and expressed his interest to serve.

Chair Areson asked the Members to announce their top 6 candidates and noted that Member Rein had provided her top 6 candidates to Town Manager Tangeman ahead of tonight's meeting. Chair Areson read aloud Member Rein's top 6 candidates and the Members then announced their top 6 candidates. Chair Areson kept track of the tally and read aloud the results.

Clerk Medoff made a motion to appoint Morgan Clark to the Ad Hoc Walsh Property Committee for a two-year term expiring June 30, 2026.

Member Girard-Irwin seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

Chair Areson made a motion to appoint Todd Schwebel to the Ad Hoc Walsh Property Committee for a two-year term expiring June 30, 2026.

Vice Chair Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

Chair Areson made a motion to appoint Breon Dunigan to the Ad Hoc Walsh Property Committee for a two-year term expiring June 30, 2026.

Clerk Medoff seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

Chair Areson and the Members further deliberated regarding the following candidates who had were tied on the Members' top 6 candidates list with three votes each for the two remaining Member positions and the one Alternate position: David Bannard, Lisabeth Chapman, Jeffrey Fischer, Anne Greenbaum, and Jon Winder.

Prior to any additional motions being made, Town Manager Tangeman voiced his support for Mr. Bannard as his abilities and familiarity with the RFP process would be valuable to Town Manager Tangeman who also serves as the Town's Chief Procurement Officer.

Vice Chair Weinstein made a motion to appoint Lisabeth Chapman to the Ad Hoc Walsh Property Committee for a two-year term expiring June 30, 2026.

Clerk Medoff seconded the motion.

Discussion: Vice Chair Weinstein highlighted Ms. Chapman's experience and reviewed her responses during her interview.

Roll Call Vote:

Vice Chair Weinstein - Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

Member Girard-Irwin made a motion to appoint Jeffrey Fischer to the Ad Hoc Walsh Property Committee for a two-year term expiring June 30, 2026.

Chair Areson seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

After the last vote, Clerk Medoff advocated for the appointment of two alternates and Town Manager Tangeman noted that this was not in accordance with the committee's charge. The charge could be changed but not this evening. The Members further deliberated and Town Manager Tangeman noted that Clerk Medoff's suggestion had merit as this committee could last three years and there could be attrition during that period. Vice Chair Weinstein suggested postponing the discussion on the two alternates until the next meeting when Member Rein will be present. There were no objections and this will be added to the next meeting's agenda.

Chair Areson made a motion to table the appointment of two alternates to the Ad Hoc Walsh Property Committee until the next meeting.

Vice Chair Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

- C. Nomination of Two (2) Select Board Members to serve on the Selection Committee for the Owner's Project Manager (OPM) for Final Design, Engineering, and Construction Administration of the new Department of Public Works Facility

DPW Director Cabral presented this agenda item (Agenda Item 4C).

Member Girard-Irwin and Vice Chair Weinstein expressed interest in serving on the committee.

Clerk Medoff made a motion to appoint Susan Girard-Irwin and Robert Weinstein to the Selection Committee for the Owner's Project Manager (OPM) for Final Design, Engineering, and Construction Administration of the new Department of Public Works Facility.

Chair Areson seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

STAFF/ COMMITTEE UPDATES

- A. South Highland Road Safety and Traffic Measures Update

Presenter: Town Staff and Cape Cod Regional Transit Authority (CCRTA) Administrator Thomas Cahir, CCRTA General Manager John Kennedy, CCRTA Assistant Manager Fred Valdivia and Town Staff

Town Manager Tangeman provided background information on this issue and then introduced Administrator Cahir.

Administrator Cahir provided an overview of the CCRTA, acknowledged that Ms. Gail Wickstrom, a Truro resident, had called him a year ago about her concerns about South Highland Road; introduced his operations management team present at tonight's meeting; the importance to serve South Highland Road with a data and analytics handout; reported 6,000 boardings along South Highland Road during a 10-week period; read aloud a note from Steven Tupper (Deputy Director of the Cape Cod Commission) supporting the use of South Highland Road as part of the CCRTA route in Truro; and his hope that the Members recognized the importance of the route utilized along South Highland Road.

The Members, Administrator Cahir, Town Manager Tangeman, Police Chief Calise, DPW Director Cabral, and Community Services Director Clements discussed or commented on the following highlighted topics: Ms. Wickstrom's specific concerns; a reassurance of the quality essential service that the CCRTA provides to Barnstable County's residents and visitors; the 8 actions taken by the Town to address Ms. Wickstrom's concerns; the police department's specific actions taken in response to the complaint in the location of concern to include increased speed enforcement and no violations by the CCRTA shuttle; 5 new homes constructed along South Highland Road within the last several years resulting in no increased speeding based upon last year's Speed Study; and a complainant's feedback to DPW Director Cabral is that none of the measures deployed by the Town have worked at all.

After the discussion, Chair Areson stated that this item was added to the agenda after several South Highland Road residents complained to the Members and noted that a similar discussion had occurred last year. Chair Areson said that she felt badly that certain residents did not feel that the Town has not responded in an acceptable fashion to their concerns.

Chair Areson thanked the CCRTA representatives and the department heads for their appearances this evening to provide an update to the community on this matter.

Town Manager Tangeman noted that there were individuals present who wished to comment and Chair Areson invited the following individuals to speak: CCRTA Administrator Cahir who thanked the Town staff and appreciated the opportunity to appear this evening; and Vice Chair Weinstein who thanked Chief of Police Calise and noted that none of the CCRTA buses have been cited for speeding on South Highland Road so the services should not be interrupted.

B. Barnstable County Updates

Presenter: Sally Tighe, Assembly of Delegates (Truro Delegate), and Beth Albert, Barnstable County Administrator

Chair Areson recognized Truro Delegate Tighe who introduced Barnstable County Administrator Albert.

Barnstable County Administrator Albert briefed the Members with a PowerPoint presentation that reviewed the following highlighted topics: an overview of Barnstable County government (Assembly of Delegates and Board of Regional Commissioners); budgets; the role of Barnstable County; services (environmental, education & training, health & wellness, and regional services); Aquifund (low interest loans to residents); Barnstable County Dredge Program (maintaining the changing coastal landscape); Barnstable County IT Services; update on PFAS (PFAS clean up at a former municipal training site); and an introduction to the new county website is www.capecod.gov.

Following the presentation, the discussion included comments and questions regarding: year-round and seasonal residents' eligibility criteria and access to the Aquifund; access to potential grants or monies through other sources to assist Truro as it explores new locations for water sources; the upgrading of dredging equipment and the inclusion in the county's Capital Improvement Program; the county's outsourcing of PFAS testing and its associated costs; and more frequent updates from Truro Delegate Tighe and Barnstable County Dredge Program Director Ken Cirillo at Select Board meetings.

C. Longnook Beach Closure and Phase II Environmental Site Assessment for the DPW Facility on Town Hall Hill Updates

Presenter: Jarrod Cabral, DPW Director

DPW Director Cabral provided updates on the Longnook Beach closure and Phase II Environmental Site Assessment for the DPW Facility on Town Hall Hill. The updates included: Truro has contracted with the Center for Coastal Studies and the Woods Hole Group regarding Longnook Beach to conduct surveys and assessments to resolve the issue; the discovery of a buried old oil tank and drums located Town Hall Hill which have been now removed and the removal of the 4-5 yards of contaminated soil; awaiting the results of additional soil sampling tests after the discovery of the oil tank and drums which could take up to 4-5 weeks; water sampling tests will take longer than 5 weeks for the results; the installation of monitoring wells; and a final environmental report of Town Hall Hill should be received in the next 8 weeks.

The Members and DPW Director Cabral commented or discussed the following highlighted topics: Truro has contracted \$151,000 to date in associated costs so far on the removal of the oil tank and drums, the removal of the contaminated soil, testing and monitoring, and the installation of the monitoring wells; soil testing results will take 4-5 weeks and water testing will take longer.

D. Bi-Annual Community Satisfaction Survey Briefing and Questions

Presenter: Darrin Tangeman, Town Manager

Chair Areson introduced this agenda item and noted that Clerk Medoff had requested this topic be put on the agenda so the Select Board could discuss the potential addition of questions regarding the Town Manager being added to the survey as she felt that this was a missed opportunity for the community to provide feedback.

Town Manager Tangeman provided an update on the survey and highlighted the following highlighted topics: launched on July 5, 2024 and the Town will accept responses through September 30, 2024; purpose of the survey is to collect community feedback to the Town's department heads so services and infrastructure can be improved; since the survey was launched, there have been 297 responses so far; the survey has become a tool that has widely expanded across the nation to assist municipal managers engage with the public and creates an opportunity for staffs to apply improvements over time; a review of the questions; online responses are IP address restricted so multiple survey submissions will not occur; survey submissions are anonymous; and the reason why the Town Manager was not included in the survey as well as other non-front facing staff.

The Members, Town Manager Tangeman, and Assistant Town Manager Clark discussed the following highlighted topics: what will happen with the data; who will compile the information; there will not be a report but an executive summary may be provided to the public after department heads receive the results of the survey and have an opportunity to take action; the potential to immediately add additional questions on the survey about the Town Manager so the public can provide feedback on Town Manager office hours and coffees; the role of the consultant in this process and examining the data; public requests for the survey results before the deadline for survey submissions; the impact if the 297 previous respondents now want to respond to the additional questions regarding the Town Manager but electronic responses are IP address restricted so multiple submission will not occur; and the consideration of additional questions on the survey regarding the Town Manager is divisive and would be unfair to add or change the nature of the questions of the survey now that it has been launched.

Clerk Medoff reiterated that this discussion was never about the public evaluating the Town Manager and she is ready to move on now that the Members have concluded the discussion on this matter.

TABLED ITEMS

None

SELECT BOARD ACTION

A. Discussion on Senior Perks Program

Presenter: Darrin Tangeman, Town Manager

Town Manager Tangeman, Assistant Town Manager Clark, and the Members reviewed and discussed the three articles (Special Town Meeting – Article 8, Special Town Meeting – Article 15, and Annual

Town Meeting – Article 41) and determined next steps. Members agreed with Assistant Town Manager Clark's recommendation to execute what is contained in STM Article 8 and to conduct research and create a pilot program in accordance with the criteria established in ATM Article 41 proposed by Anne Greenbaum. There was unanimous agreement among the Members with Assistant Town Manager Clark's recommendation and Assistant Town Manager Clark noted that a formal Select Board vote was not required.

B. Review and Possible Revision of Open Space Committee Charge

Presenter: Susan Areson, Chair

Chair Areson provided background information on this topic and noted it had not been revised since 2010. Chair Areson added that she appreciated Mr. Marksbury's input from earlier this evening but she did not agree with all of his suggestions. Chair Areson then reviewed the draft charge that she had prepared with the Members who provided their comments and supported the inclusion of several of Mr. Marksbury's suggestions.

Note: A copy of Mr. Marksbury's written suggestions were not included in this meeting's agenda.

Vice Chair Weinstein made a motion to approve the revised charge with the specified editing for the Open Space Committee and to sign electronically.

Member Girard-Irwin seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

CONSENT AGENDA

A. Review/Approve and Authorize Signature:

1. One-Day Pouring License-Pamet Harbor Yacht Club

B. Review and Approve Appointment Renewals: Tom Bow-Truro Conservation Trust Representative to the Open Space Committee

C. Review and Approve 2024 Seasonal Business Licenses: None

D. Review and Approve Select Board Meeting Minutes: Select Board Minutes of 4.9.2024, 4.25.2024, Work Session and 4.24.2024, Regular Session

In regard to the minutes of 4.9.2024, Chair Areson commented that she wanted to add on page 2, regarding the paddle craft, the following sentence: *"Vice Chair Areson stated that she would not approve the removal of the Hobie Cats from the beach area."* Chair Areson also wanted to change the incorrect term "Ad Hoc Building Committee" and change it to the correct term "Ad Hoc DPW Building Committee." Finally, Chair Areson also wanted to add the specifics of State Senator Julian Cyr's proposal (Jack's Gas property and the directly adjacent property combined) regarding the proposed DPW Facility during Town Manager Tangeman's report. There were no objections to the recommended edits by Chair Areson.

In regard to the minutes of Work Session on 4.25.2024, Chair Areson recommended the addition of the sentence *“Vice Chair Areson said all Select Board members should receive information at approximately the same time.”* There were no objections to the recommended edit by Chair Areson.

Assistant Town Manager Clark recommended that the minutes be pulled from the Consent Agenda as Member Rein was not present, the minutes can be corrected and voted upon at the next meeting. This was agreed upon by the Members.

Chair Areson made a motion to approve the Consent Agenda as printed in the packet with the exclusion of the minutes so corrections can be made.

Vice Chair Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

SELECT BOARD REPORTS/COMMENTS

Vice Chair Weinstein reported that he had attended the recent Bureau of Ocean Energy Management (BOEM) conference and he expressed that he was troubled by the public commentary. Vice Chair Weinstein noted that Richard Delaney, Executive Director at the Center for Coastal Studies, was heckled by members of the audience when he spoke. Mr. Delaney asked the appropriate question “What is the alternative to green energy?” Vice Chair Weinstein said that ocean-based wind turbines is an alternative and that the attendees of the conference heard a lot of anecdotal nonsense from the fishing community. Vice Chair Weinstein said that there was no worldwide evidence that these structures negatively impact whales despite those who operate charter fishing boats. Vice Chair Weinstein added that the nay sayers to these structures do not want to face the reality that we need to move away from fossil fuels. Vice Chair Weinstein noted that leases will move forward and the BOEM will note that voices were heard. As the liaison to the Library Trustees, Vice Chair Weinstein announced that Library Director Tricia Ford is retiring and he expressed hope that the Library Trustees were acknowledged by the Town to be the most qualified group to select a new library director. This is an especially important role to fill and the process has to honor the vote held at Town Meeting about including the Library Trustees.

Member Girard-Irwin announced that she had attended the recent Council on Aging (CoA) meeting and there was a discussion about the Senior Needs Assessment. There was a board request that when there was a public discussion regarding the Senior Needs Assessment that a member of the CoA board have a seat at the table. Member Girard-Irwin asked that Town Manager Tangeman contact CoA Board Chair Dan Schreiner to coordinate. Member Girard-Irwin also met with Bike and Walkway Chair Susan Roderick who requested that the Massachusetts law had changed and that motorists must now pass pedestrians (and others) by 4’ and no longer 3’. Member Girard-Irwin requested that this information be posted on either the Town website or Town newsletter or the Town electronic board. Member Girard-Irwin also announced that she would have office hours on Thursday, at the Community Center, from 12:00 pm to 1:30 pm. Finally, the FY2025 Goals & Objectives have been approved and Member Girard-

Irwin read aloud and reiterated the Town of Truro's values which inform the community as to the Town of Truro's approach to government and municipal services. Understanding these values will be helpful to heal the divisiveness in the community.

Clerk Medoff suggested that the Members consider moving Select Board Reports/Comments prior to the Consent Agenda in future meetings as she felt that these are important items but since they are at the end they are often rushed. Clerk Medoff attended the Bureau of Ocean Energy Management (BOEM) information session in Eastham and publicly thanked Elaina Rice for bringing the sense of urgency to her attention. Public comment for the environmental assessment is now closed and the environmental assessment should become public in late summer or early fall. Clerk Medoff attended the Provincetown Water & Sewer Board meeting, on July 11, 2024, and noted that these meetings are joint meetings with Truro and are open to the public. Clerk Medoff encouraged the public to attend. The Charter Review Committee will hold its next meeting on August 14, 2024, and there are still two open positions. Clerk Medoff and Chair Areson have been working and updating Policy 54 (Code of Conduct) and it is now ready for review. It will be combined with several other policy updates (Complaint Policy and Communications Policy) and those will be forthcoming. Clerk Medoff asked if there was a remote work policy for Town Hall and Town Manager Tangeman said that there was an internal HR remote work policy that is not a public document. Town Manager Tangeman added that there was a remote work policy that was part of the Collective Bargaining Agreement. Clerk Medoff said that she will come back to that with Town Manager Tangeman. Clerk Medoff reported that she and Member Girard-Irwin recently met and discussed the Select Board's FY2025 Objective as to how to build a collaborative and supportive community culture and how to engage the public. There will be more information to follow. Clerk Medoff reported that she had held office hours and thanked everyone for attending. Clerk Medoff reiterated that her office hours are every Thursday from 9 am - 11 am at Town Hall and she will have office hours at the Community Center on August 8, 2024, from 12 pm -1:30 pm. Clerk Medoff as the fiscal year ends, she would like to have Town staff (Town Manager, Finance Director, Town Accountant, and/or Finance Committee member) meet with the Select Board to discuss specific aspects of the fiscal year closeout. The Zoning Task Force has three applicants and there are people who are interested. Clerk Medoff also said that the Members should review the charge for the Zoning Task Force and reduce the number of seats from 7 to 5. Chair Areson said that a change to the charge could be brought forward and expressed disappointment at the lack of applicants, especially since a grant for a consultant to assist the Zoning Task Force had to be used by the end of the year. Clerk Medoff will attend the public discussion tomorrow night at the Truro Library hosted by the Center for Coastal Studies.

Chair Areson reported that the Cape Cod National Seashore Advisory Commission (CCNSAC) met on July 8, 2024, and the main topics discussed were water resources, dune shacks update by Cape Cod National Seashore Superintendent Jennifer Flynn, and off-shore wind turbine leases. Chair Areson said that with assistance from Town staff, she stressed the need for a new well site in Truro to the members of the CCNSAC. The Cape Cod National Seashore's water specialist, Sophia Fox, has offered to assist the Town in its efforts with MassDOT regarding stormwater and water runoff issues into Pilgrim Lake. Chair Areson reported that she had a productive meeting with Superintendent Flynn. The CCNSAC's next meeting will be on September 9, 2024, at 1 pm, at the Visitor's Center in Eastham, and the main topic is fire (fire roads and dealing with fires in the National Seashore). At Vice Chair Weinstein's previous request for Superintendent Flynn to appear and discuss with the Members this topic, Chair Areson

announced that Superintendent Flynn would appear at a Select Board meeting in late September or early October. The National Seashore has recently hired new staff and will examine fire equipment so Superintendent Flynn will have more current information to provide to the Members at that time. If residents have questions or concerns about specific fire roads, in Truro, please provide maps to the National Seashore as it would be extremely helpful to the National Seashore's staff. The Truro Fire Department may have the maps which include fire roads in Truro. Chair Areson also attended the BOEM session last week. The Truro Housing Authority (THA) met on July 11, 2024, and have elected officers. Betty Gallo is the new chair and Mara Glatzel is the vice chair. The THA discussed the Affordable Municipal Housing Trust (AMHT) and are hoping to bring in a representative from the Massachusetts Housing Partnership to provide a presentation to the THA and the Select Board. The THA would also like to have a public meeting to educate the public on the AMHT. The THA would also like to meet with the Select Board and Town staff to discuss smaller pieces of Town-owned land for smaller housing development as this is one strategy of the Housing Production Plan that the THA is reviewing. The Finance Committee met on July 12, 2024, and elected officers and transferred some money (unspecified by Chair Areson). Bob Panessiti will remain as chair and Raphael Richter will remain as vice chair. Chair Areson announced office hours at the Transfer Station at 11 am this Friday morning. Chair Areson and Town Manager Tangeman have met with the Part Time Resident Advisory Committee. The committee has met twice and scheduled a hybrid listening session for part time residents on August 19, 2024, from 4 pm to 5:30 pm at the Community Center. Paul Wisotzky has volunteered to facilitate that discussion. The Planning Board will hold an online forum regarding signs in Truro from 5:15 pm to 6 pm on August 7, 2024, and more information will be coming soon.

Chair Areson offered condolences to the families of Carol Harris and Steve Sollog who had recently passed away. At the suggestion of Chris Lucy, the DPW planted a tulip tree at the Council on Aging in the memory of Buddy and Marla Perkel. John Dundas then planted poppies near the tree in memory of Jane Peters. Chair Areson asked Town Manager Tangeman if meetings held by committees which meet in-person (Truro Housing Authority, Council on Aging, Recreation Committee, the Beach Committee, Pamet Harbor Commission, Shellfish Advisory Commission, etc.) could be recorded and made available to the public after the meetings. Assistant Town Manager Clark noted that prior to COVID-19, all the regulatory and several specialty boards' meetings were recorded. Town Manager Tangeman said that this could be discussed at another time and explore how this could be done.

Chair Areson recognized Vice Chair Weinstein who said that he had held office hours last Friday at the Transfer Station. Vice Chair Weinstein also attended the last Ad Hoc DPW Building Committee and he expressed concern that the committee was researching a building method (foam with a concrete skin) that had never been done in Massachusetts. Vice Chair Weinstein noted that this was unproductive and spent an inordinate amount of time on the topic. Vice Chair Weinstein also attended the last Planning Board meeting and there was a lengthy discussion about permanent signs and temporary signs in Truro. Vice Chair Weinstein thanked Chair Areson for creating a sense of urgency on the topic of fire and fire roads to Superintendent Flynn. Vice Chair Weinstein also noted that someone should volunteer to escort Superintendent Flynn on a walking tour of the National Seashore area in Truro so she becomes more familiar with Truro.

Note: After Vice Chair Weinstein's additional comments, Chair Areson noted that Mr. Riemer had raised his hand to be recognized but due to the late hour Chair Areson asked Town Manager Tangeman to render his report.

TOWN MANAGER REPORT

Town Manager Tangeman reported that he had assisted the Part Time Resident Advisory Committee with its first two meetings. Town Manager Tangeman announced that he will attend the Senior Luncheon this Thursday as he does often each month. Town Manager Tangeman reported that recently, during one of his weekly Monday office hours, he and Assistant Town Manager Clark had the opportunity to engage with an individual regarding funding opportunities for the harbor. Regarding the announced retirement of Truro Library Director Tricia Ford, he and Assistant Town Manager Clark have discussed with the Chair of the Library Trustees as to how the recruitment process will work for Ms. Ford's replacement and how the Trustees will participate in the recruitment process resulting in a highly qualified hire. Town Manager Tangeman anticipated that the announcement for the post would occur around August 1, 2024, and be posted for 30 days with interviews commencing the first two weeks of September. Ms. Ford's official retirement date is October 8, 2024 and he hoped that the new library director would start employment on October 9, 2024. Town Manager Tangeman reiterated the Planning Board's public engagement online scheduled for August 7, 2024, from 5:15 pm to 6 pm regarding signage in Truro. This is an opportunity for the community to provide feedback to the Planning Board on the topic of permanent signs and temporary signs in Truro.

Town Manager Tangeman then reviewed the agenda for the next Select Board regular meeting on August 13, 2024.

Chair Areson said that due to the new Select Board the Members needed to review the Town Manager's critical communications plan due and discuss the process for the Town Manager's evaluation. Chair Areson said that this will not be a discussion on Town Manager Tangeman's performance and Town Manager Tangeman said that he agreed with the items which Chair Areson mentioned.

Chair Areson also requested a work session in August to review the updates on the policies on which she and Clerk Medoff have been working.

Town Manager Tangeman also noted that he and Assistant Town Manager Clark have been working on goals and objectives and would like to receive direction from the Members so they can develop a plan.

Vice Chair Weinstein made a motion to adjourn at 8:54 pm.

Member Girard-Irwin seconded the motion.

By unanimous consent, the meeting was adjourned.

Respectfully submitted,



Alexander O. Powers

Board/Committee/Commission Support Staff

Susan Areson, Chair

Robert Weinstein, Vice Chair

Nancy Medoff, Clerk

Stephanie Rein, Member

Susan Girard-Irwin, Member

Public Records Material Attachments

Legal Notice

Application to Serve-John Dundas

Application to Serve-Jonathan Sperber

Application to Serve-David Bannard

Application to Serve-Eileen Breslin

Application to Serve- Lisbeth Chapman

Application to Serve-Morgan Clark

Application to Serve-Breon Dunigan

Application to Serve-Anne (Alexa) Elam

Application to Serve-Jeffrey Fischer

Application to Serve-Mark Gebhardt

Application to Serve-Anne Greenbaum

Application to Serve-Cass Johnson

Application to Serve-Todd Schwebel

Application to Serve-Jonathon Winder

Longnook Press Release 7/13/24

Longnook Update 7/18/24

Phase II Environmental Site Assessment Press Release 7/12/24

Special Town Meeting – Article 8

Special Town Meeting – Article 15

Annual Town Meeting – Article 41

Current Open Space Committee Charge

Proposed, revised Open Space Committee Charge

Application for a One-Day Pouring License

Letter from Truro Conservation Trust Chair

August 13, 2024, Meeting (Hybrid via Zoom)

Via Zoom Platform

Select Board Members Present: Susan Areson-Chair, Robert Weinstein-Vice Chair; Nancy Medoff-Clerk; Stephanie Rein-Member; Susan Girard-Irwin

Select Board Members Absent:

Others Present: Darrin Tangeman-Town Manager; Kelly Clark-Assistant Town Manager; Jarrod Cabral-DPW Director; Fire Chief Tim Collins; Ann Courtney (Truro Resident); Christine Markowski (Truro Resident); Jane Rudd (Truro Resident); Pamela Wolff (Truro Voter); Karen Ruymann (Truro Voter); Shawn Grunwald (Truro Voter); Richard Courtney (Truro Voter); John Marksbury (Truro Voter and Applicant to Serve); Laura English (Part-time Truro Resident and Applicant to Serve)

Chair Areson opened the meeting at 5:00 pm and announced that this meeting was being held at the Community Center due to air conditioning issues at Town Hall. Chair Areson read aloud the information for members of the public to join the meeting.

EXECUTIVE SESSION MINUTES REPORT

Town Manager Tangeman provided an update on the status of executive session minutes approved at the May 28, 2024 Select Board Meeting. The update included the executive session minutes taken on: 12.13.2022; 5.10.2023; 5.11.2023; 6.13.2023; 6.16.2023; 6.28.2023; 8.1.2023; 8.8.2023; 3.12.2024; 3.19.2024; 4.2.2024; 4.9.2024; 4.25.2024; and 5.14.2024.

After Town Manager Tangeman rendered his report, he announced that the Select Board acknowledged that its announcement of these determinations are a bit tardy under the statute, and going forward, the Select Board will ensure that determinations regarding executive session minutes are announced at the meeting immediately following.

PUBLIC COMMENT

Chair Areson read aloud the rules for the public to follow when making public comments. Vice Chair Weinstein made a point of order and asked for Chair Areson to introduce the Members. The Members introduced themselves and Chair Areson announced the Town staff present.

Chair Areson recognized the following individuals who made public comments: Ms. Courtney who thanked Truro Public Library Tricia Ford for her years of service to Truro and suggested that it was important for the Select Board to create a search committee for her replacement to include a representative from the Friends of the Truro Library (FOTL) as well as the appointment of two trustees from the Library Trustees to the search committee; Ms. Markowski who expressed her support for what Ms. Courtney said; Ms. Rudd who urged the appointment of a representative of the FOTL and the appointment of two trustees from the Library Trustees be appointed to the search committee; Ms. Wolff strongly supported the opinions of the previous speakers regarding the makeup of the search committee; Ms. Ruymann who expressed support for the comments made by the previous speakers

regarding the search committee, commented on the wonderful library staff, commented on Town Manager Tangeman's report on the Select Board's executive session minutes and the need for transparency in order to create trust in town government and urged the Select Board to release its minutes from the upcoming executive session when Town Manager Tangeman's evaluation will be discussed; Ms. Grunwald who expressed her agreement with the previous speakers regarding the Truro library and the need for a representative of the FOTL be appointed to the search committee; Mr. Courtney who commented on the great work done by Truro Library Director Tricia Ford as well as her professionalism and the importance for the Town to hire another professional and urged the Members to appoint someone with search committee experience to the search committee.

PUBLIC HEARINGS

None

INTRODUCTION TO NEW EMPLOYEES

- A. Introduction to Fire Department New Employees: Sarah Rayner, Firefighter/Paramedic, and Shane Sargent, Firefighter/Paramedic
Presenter: Timothy Collins, Fire Chief

Fire Chief Collins introduced the two new firefighters/paramedics. The new firefighters/paramedics introduced themselves to the community. The new employees were welcomed by the Members.

BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Interview and Possible Appointment of Open Space Committee Members (2): Laura English and John Marksbury

Chair Areson recognized Mr. Marksbury, who introduced himself, provided personal and professional background information, and also stated why he wanted to serve. The Members then interviewed Mr. Marksbury.

Chair Areson recognized Ms. English, who introduced herself, provided personal and professional background information, and also stated why she wanted to serve. The Members then interviewed Ms. English.

Member Girard-Irwin made a motion to appoint John Marksbury to the Open Space Committee for a one-year term which will expire June 30, 2025.

Clerk Medoff seconded the motion.

Roll Call Vote:

Vice Chair Weinstein – Abstained

Member Rein - Abstained

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

So voted, 3-0-2, motion carries.

Member Girard-Irwin made a motion to appoint Laura English to the unexpired three-year term on the Open Space Committee for a term which will expire June 30, 2026.

Member Rein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein – Aye

Member Rein – Aye

Clerk Medoff – Aye

Member Girard-Irwin – Aye

Chair Areson – Aye

So voted, 5-0-0, motion carries.

STAFF/ COMMITTEE UPDATES

A. Update on Construction at 25 South Highland Road

Presenter: Jarrod Cabral, DPW Director

DPW Director Cabral gave an update on the construction of 25 South Highland Road by Cape Cod Builders Inc. The project is scheduled to start on August 6, 2024, and be completed no later than March 11, 2025. Weekly progress meetings have been scheduled between the Town and Cape Cod Builders Inc. The project has had no issues so far and it is the first time that the Town is working with Cape Cod Builders Inc.

The Members, Town Manager Tangeman and DPW Director Cabral commented or discussed the following highlighted topics: confirmed the first renovated house is from Walsh; once the house is completed there will be a digital tour; potential liability issues for the Town associated with a potential open house for the community and/or only the abutters to the property); incentives for the builder to complete the project in 210 days; consequences and review of responsible parties (Town or Contractor) if the project is not completed in 210 days; once the project is completed, the hope is to have the house occupied by the end of the year; the difficulty of dealing with procurement issues resulting in delays and moving forward with the bid process; the project has not yet started and the spreadsheet submitted by Cape Cod Builders Inc. indicated a completion date in September/October 2025 but Town Counsel is aware of the situation; and the importance of a realistic timeline for the public to know in order to manage expectations and minimize disruptions to the neighbors.

B. Owner's Project Manager (OPM) for Final Design, Engineering, and Construction Administration of the New Department of Public Works Facility Update

Presenter: Jarrod Cabral, DPW Director

DPW Director Cabral provided background information regarding the process for the OPM, an overall summary of the process, and a general explanation of an OPM.

The Members, Town Manager Tangeman and DPW Director Cabral commented or discussed the following highlighted topics: Town Meeting approved \$2.8M (or 10% of the estimated construction cost of \$28M) and that does not mean that all \$2.8M will be spent on the OPM; 4% of an expected construction cost is the average for an OPM; and the basis for the \$28.5M estimated construction cost versus the previous \$35M estimated construction cost.

SELECT BOARD ACTION

A. Review and Possible Approval of Revised Town Manager Critical Information Requirement (TMCIR)

Presenter: Darrin Tangeman, Town Manager

Town Manager Tangeman provided a brief synopsis of the TMCIR including the determination of criteria for the TMCIR.

Town Manager Tangeman, Assistant Town Manager Clark and the Members commented or discussed the following highlighted topics related to this topic: the difference between vandalism and a major crime (a felony) on Town property and whether Members were notified of a vandalism incident regarding a Porta-Potti which had occurred at Longnook yesterday; a capital asset is listed at \$10,000 and a Porta-Potti is rented and not owned by the Town; consideration of instances when notification to the Select Board may delay notification to law enforcement; the potential inclusion of the removal of pride flags and the removal of campaign signs since they are criminal offenses; there is no Town policy on the displaying or removal of flags from Town property; the potential inclusion of notification to the Select Board members regarding a major crime (such as a murder); the logistics of responding to an email notification and who received the information; telephonic notifications versus email notifications; environmental emergencies; the addition of capital crimes to the front page of the TMCIR; changing the primary form of communication for notifications to text prior to email; during significant loss events of Town services which affect Town residents (such as power, Verizon, AT&T, and Comcast) there will still be good faith efforts by Town staff to notify the Members even if it is outside the notification timeline; a review of the priority notification requirements; notification to the Members when the Town Manager is working remotely for two or more consecutive days.

Town Manager Tangeman summarized the three takeaways from the discussion: explore changing the primary mode of communication notifications, define the value of a major crime so it is clear that Members are notified under those circumstances and add capital crimes to the notification process for the Members.

Town Manager Tangeman will make recommendations to the TMCIR for the Select Board's approval at the next meeting.

- B. Review, Approve and Sign Memorandum of Lease 71 North Pamet Road and Authorize Release of Funds

Presenter: Darrin Tangeman, Town Manager

Town Manager Tangeman announced that this was approved at the 2023 Annual Town Meeting by the voters when voters approved Article 15 for a \$260,000 free cash transfer.

Member Rein made a motion to approve and sign the Memorandum of Lease and Long-Term Lease for 71 North Pamet Road and authorize the release of funds associated with the transaction.

Vice Chair Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein – Aye

Member Rein – Aye

Clerk Medoff – Aye

Member Girard-Irwin – Aye

Chair Areson – Aye

So voted, 5-0-0, motion carries.

- C. Review and Possible Approval of Curb Cut; 25 South Highland Road
Presenter: Jarrod Cabral, DPW Director

DPW Director Cabral provided information regarding this project, and if approved this evening, the building permit will be issued tomorrow.

Chair Areson made a motion to approve the Curb Cut Application for 25 South Highland Road and authorize the Chair to sign electronically.

Clerk Medoff seconded the motion.

Roll Call Vote:

Vice Chair Weinstein – Aye

Member Rein - Aye

Clerk Medoff – Aye

Member Girard-Irwin – Aye

Chair Areson – Aye

So voted, 5-0-0, motion carries.

- D. Review and Possible Approval of Revised Charge for Zoning Task Force Charge
Presenter: Darrin Tangeman, Town Manager

Chair Areson announced that there were not many individuals interested in serving on the Zoning Task Force so the Select Board was considering the reduction of the number of members serving on the Zoning Task Force from 7 to 5.

The Members, Town Manager Tangeman, and Assistant Town Manager Clark discussed the following highlighted topics: interest in serving on the Zoning Task Force did exist as individuals interested in serving wanted to wait until the summer season ended before joining the Zoning Task Force; concerns over the language in the vacancy announcement that may discourage individuals from applying; this will be a consultant-facilitated task force with the members of the community guiding the end state; and the RFP has been awarded to the consultant who is prepared to start and will need to be paid out by the end of this December by the grant.

The Members unanimously agreed to reduce the Zoning Task Force from 7 to 5 with 1 alternate, the deletion of the language from the charge that indicated that serving would require someone to “invest consistent and substantial time and energy”, and the addition of the bullet in the first paragraph of the charge that “Members must familiarize and incorporate the Affordable Care Act signed by Governor Healey”.

Member Rein made a motion to approve the revised charge for the Ad Hoc Zoning Task Force as proposed along with the reduced number of members and the additions and deletions discussed.

Clerk Medoff seconded the motion.

Roll Call Vote:

Vice Chair Weinstein – Aye

Member Rein - Aye

Clerk Medoff – Aye

Member Girard-Irwin – Aye

Chair Areson – Aye

So voted, 5-0-0, motion carries.

- E. Review and Possible Approval of Revised Charge for Ad Hoc Walsh Property Advisory Committee
Presenter: Darrin Tangeman, Town Manager

Chair Areson noted that the charge had to be corrected and noted that in subparagraph a) “the Town Meeting approved Walsh Property Plan” was incorrect and should be replaced with “the Town Meeting approved Walsh Property Recommendations”. Chair Areson also wanted to add the sentence “In addition to the Select Board liaison, the Planning Board, the Housing Authority, and the Zoning Task Force may choose to assign non-voting liaisons to the committee”. There were no objections.

Vice Chair Weinstein made a motion to revise the Ad Hoc Walsh Property Advisory Committee charge as proposed and as discussed.

Member Rein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein – Aye

Member Rein - Aye

Clerk Medoff – Aye

Member Girard-Irwin – Aye

Chair Areson – Aye

So voted, 5-0-0, motion carries.

TABLED ITEMS

- A. Interview and Possible Appointment of Alternate(s) to Ad Hoc Walsh Property Advisory Committee: David Bannard, Eileen Breslin, Anne (Alexa) Elam, Mark Gebhardt, Anne Greenbaum, Cass Johnson, Jonathon Winder

Chair Areson provided background information and noted that her choice for Alternate #1 would be Ms. Greenbaum and Mr. Winder would be Alternate #2. Member Rein stated that, in no particular order, her choices would be Ms. Greenbaum and Mr. Bannard. Vice Chair Weinstein’s choices were Mr. Bannard and a toss-up between Ms. Greenbaum or Mr. Winder. Clerk Medoff said that she was in favor of Ms. Greenbaum and Mr. Winder. Member Girard-Irwin stated that her choices were Ms. Greenbaum and Mr. Winder.

After the discussion, Town Manager Tangeman said that he would appoint Mr. Bannard to the Procurement Selection Committee due to his legal and development experience if Mr. Bannard agreed.

Chair Areson made a motion to appoint Anne Greenbaum as Alternate #1 to the Ad Hoc Walsh Property Advisory Committee for a one-year term expiring June 30, 2025.

Clerk Medoff seconded the motion.

Roll Call Vote:

Vice Chair Weinstein – Aye

Member Rein - Aye

Clerk Medoff – Aye

Member Girard-Irwin – Aye

Chair Areson – Aye

So voted, 5-0-0, motion carries.

Chair Areson made a motion to appoint David Bannard as Alternate #2 to the Ad Hoc Walsh Property Advisory Committee for a one-year term expiring June 30, 2025.

Clerk Medoff seconded the motion.

Roll Call Vote:

Vice Chair Weinstein – Aye

Member Rein - Aye

Clerk Medoff – Aye

Member Girard-Irwin – Aye

Chair Areson – Aye

So voted, 5-0-0, motion carries.

SELECT BOARD REPORTS/COMMENTS

Vice Chair Weinstein reported that he and Chair Areson had attended a recent meeting at the Cape Cod National Seashore and the discussion was about ADUs in the National Seashore. Town Planner/Land Use Counsel Carboni also attended. Vice Chair Weinstein thanked Chair Areson for her comments at the meeting. Vice Chair Weinstein also reported that he had conducted two office hours including one at the Transfer Station and the other at the Farmers' Market. A resident of Longnook Road made him aware of the vandalism of trash receptacles and the porta potty at Longnook Beach.

Member Rein reported that she had attended a Cable and Internet Committee meeting where there was a discussion of revising the committee's charge and it will come in front of the Select Board later. The committee also had questions about cell service to Truro beaches which will be turned over to Town staff for responses. Member Rein attended a Beach Commission meeting and there was a discussion about the Mobi Mats and the need for them at Corn Hill during the off-season. A joint meeting will be held with the Beach Commission and the Commission on Disabilities to discuss this topic further. The Beach Commission also discussed the pilot program for the kayak and paddle craft racks. All the racks are being used but there is an issue with the cart to move them. The racks are not used at Great Hollow Beach due to the danger of going down the stairs with paddle crafts down to the beach. Member Rein held two office hours several weeks ago and nobody came. Member Rein will reschedule her office hours set for this week at the Council of Aging luncheon due to a family commitment.

Clerk Medoff reported that she and Chair Areson had visited the water treatment plant and it was very informative. Clerk Medoff will visit the wastewater facility hopefully prior to the joint meeting between the Provincetown and Truro select boards in September. She attended her first Conservation Commission meeting as liaison and reported that it was very informative but nothing major in policy. Clerk Medoff also holds office hours every Thursday from 9 am to 11 am at the Town Hall and they have been very well attended. Clerk Medoff thanked everyone for their support of MassChallenge that came recently came through Truro. She will attend the Charter Review Committee tomorrow. The Cape Cod Commission will hold a public hearing on August 22, 2024, regarding Truro's Local Comprehensive Plan and it will be a virtual meeting. There will be an informational presentation at the library by the New England Fishermen's Stewardship Association in September regarding wind farms and more details will

be coming from Town staff. Clerk Medoff and Chair Areson have been working on their joint goals and objectives but will provide more information at the next meeting.

Member Girard-Irwin reported progress on the goals and objectives and there will be a brainstorming meeting of committee chairs in September with more details to come. She held office hours at the Community Center on July 25th and August 8th and were very well attended. She will be at the Transfer Station this Friday from 11 am to 1 pm. Member Girard-Irwin noted that the hot topics around Truro appear to be traffic, the hiring of the library director, the DPW Facility, Longnook Beach, and wind turbines.

Chair Areson reported that the Cape Cod National Seashore Advisory Commission (CCNSAC) will hold a hybrid meeting on September 9, 2024, at 1 pm, at the Visitor's Center in Eastham, and the topic will be fire. Chair Areson and Town Manager Tangeman have met several time with the Part Time Resident Advisory Committee (PTRAC) and there will be a hybrid listening session at 4 pm at the Community Center on Monday and the committee will submit a report to the Select Board following the session. Chair Areson held office hours at the Transfer Station and the Farmers' Market. She will be at the library for office hours at 5:30 pm next Thursday prior to the Thursday concert. She received a comment from an individual who was upset that Town Hall was not included in the Community Survey and she wanted to recognize Nicole Tudor, Noelle Scoullar, and Liz Sturdy for their great work but there was no place on the survey to comment, and additionally, the individual also gave certain departments with which she had no interactions and she gave average scores which may bring down the scores for those departments. Finance Director Alex Lessin has created a group to develop fiscal policies and will include the Town's approach to budgeting.

Following her report, Chair Areson asked Town Manager Tangeman to review the process for the selection for a new library director.

TOWN MANAGER REPORT

Town Manager Tangeman held office hours as well as at the Farmers' Market and had great conversations with residents. Town Manager Tangeman will hold office hours at the Farmers' Market on August 19, 2024, from 8:30 am to 10 am. The deadline for Childcare Voucher Program applications is September 3, 2024. The meetings with the PTRAC have been good and encouraged other part time residents to get involved with the PTRAC.

Town Manager Tangeman then reviewed the process for the hiring of the new library director as well as highlighted the following topics: the recommendation from Town Counsel not to add an additional Library Trustee to the Search Committee and not listing applicants for the position who wish to remain anonymous until an offer is made as they may be currently employed by another town and not let their current employer know that they have applied for the Truro position. This situation may violate Open Meeting Law according to Town Counsel.

Prior to the Consent Agenda, Chair Areson read aloud corrections which she had made to the minutes of 4.25.2024 and 5.28.2024 and had already sent into Town staff.

CONSENT AGENDA

A. Review/Approve and Authorize Signature:

1. Review and Approval of State Primary Warrant and Posting of the Warrant (and to Electronically Sign), Early In-Person Voting Hours, and Delegating the Chief of Police to Designate Police Officers for September 3, 2024 State Primary
2. Acceptance of Donation to the Truro Rescue Squad and Authorize Town Manager to Sign the Receipt & Release Form
3. One Day Entertainment Licenses and One Day Alcohol Licenses Truro Center for the Arts at Castle Hill and Edgewood Farm

B. Review and Approve Appointment Renewals: None

C. Review and Approve 2024 Seasonal Business Licenses: None

D. Review and Approve Select Board Meeting Minutes: Select Board Minutes of 4.9.2024; 4.25.2024, Work Session; 4.24.2024, Regular Session; 5.14.2024; 5.28.2024

E. Next Meeting Agenda:

Work Session: Proposed Date: August 27, 2024 (Policies)

Regular Meeting: August 27, 2024

Work Session: Proposed Date: September 27, 2024 (Town Manager Evaluation; Goals and Objectives Update)

Joint Meeting with Provincetown Select Board on Water: September 30, 2024 at Truro Community Center

Chair Areson made a motion to approve the Consent Agenda as printed in the packet along with her edits in the aforementioned minutes and the exclusion of E. Next Meeting Agenda.

Member Rein seconded the motion.

Discussion: Member Girard-Irwin noted that Consent Agenda Item A.3's event had already occurred and asked if this commonly occurred to which Assistant Town Manager Clark stated that typically staff would want Members to approve prior to the event date, but this application came in after the deadline to add items to the agenda. If the Members chose to retroactively not approve this license, it could affect approvals going forward for this business.

Roll Call Vote:

Vice Chair Weinstein – Aye

Member Rein - Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

So voted, 5-0-0, motion carries.

Chair Areson, the Members, and Town Manager Tangeman agreed on a Work Session to discuss on the Town Manager's Goals and Objectives update for Town Manager Tangeman's evaluation on September 10, 2024, at 1 pm.

Town Manager Tangeman then reviewed the agenda for the next meeting on August 27, 2024. Members requested the following additional items be added to the agenda and/or a future agenda:

Weston & Sampson's updated cost estimate for Town Hall Hill; a discussion on Select Board executive session minutes; and a discussion on receiving more timely submission of Select Board meeting minutes. Chair Areson would like to receive a report on Out of School Time Program both related to the summer and school year by the end of September.

Member Rein would like to add the charge to the Cable and Internet Advisory Committee to a future meeting agenda in September.

Clerk Medoff made a motion to adjourn at 8:51 pm.

Member Girard-Irwin seconded the motion.

By unanimous consent, the meeting was adjourned.

Respectfully submitted,



Alexander O. Powers

Board/Committee/Commission Support Staff

Susan Areson, Chair

Robert Weinstein, Vice Chair

Nancy Medoff, Clerk

Stephanie Rein, Member

Susan Girard-Irwin, Member

Public Records Material Attachments

Legal Notice

Application to Serve-Laura English

Application to Serve-John Marksbury

Cape Cod Builders Inc Preliminary Project Schedule

Updated TMCIR Spreadsheet

Memorandum of Lease-71 North Pamet Road

Long Term Lease-71 North Pamet Road

Lease Sketch-71 North Pamet Road

Curb Cut Application

Boundary Survey

Site Clearing Stakeout Worksheet
Current Ad Hoc Zoning Task Force Charge
Draft Revised Ad Hoc Zoning Task Force Charge
Current Ad Hoc Walsh Property Advisory Committee Charge
Draft Revised Ad Hoc Walsh Property Advisory Committee Charge
Application to Serve-David Bannard
Application to Serve-Eileen Breslin
Application to Serve-Anne (Alexa) Elam
Application to Serve-Mark Gebhardt
Application to Serve-Anne Greenbaum
Application to Serve-Cass Johnson
Application to Serve-Jonathon Winder
The Warrant for the State Primary Election on September 3, 2024 (approved by the Board of Registrars on July 31, 2024)
Official Posting of the State Primary Election Warrant
Memorandum Regarding the Proposed Schedule for Early In-Person Voting for the State Primary Election from August 24 through August 30, 2024 (approved by the Board of Registrars on July 31, 2024)
Memorandum Regarding Police Detail for Election Day
Letter RE: the Estate of Miriam A. Collinson from David C. Nunheimer, Esq.
Receipt & Release Letter
M.G.L. Chapter 44, Section 53A
One-Day Entertainment and One-Day Alcohol License Applications-Center for the Arts at Castle Hill and Edgewood Farm