

**TOWN OF FALMOUTH**  
**SELECT BOARD**  
**TOWN HALL**  
**59 TOWN HALL SQUARE, FALMOUTH, MA 02540**  
**AGENDA**  
**MONDAY, AUGUST 30, 2021 – 6:30 P.M.**

*In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, relating to the 2020 novel Coronavirus outbreak emergency, the August 30, 2021 public meeting of the Falmouth Select Board shall be physically closed to the public to avoid group congregation.*

*Alternative public access to this meeting shall be provided in the following manner:*

1. *The meeting will be televised via Falmouth Community Television.*
2. *Real-time public comment can be addressed to the Select Board utilizing the Zoom virtual meeting software for remote access. This application will allow users to view the meeting, send a comment or question to the Chair either via the Chat function, or use the "Raise Hand" button to ask the Chair to appear on the video to make a comment. Submitted text comments will be read into the record at the appropriate points in the meeting.*
  - a. *Zoom Login instructions:*
    - i. *Instructions and the meeting link for this specific meeting can be found at the following web address: <http://www.falmouthma.gov/BOS>.*
    - ii. *Please plan on 10-15 minutes of preparation time to log in though it may be less if you have previously used Zoom on the device you will use to access this meeting.*
3. *Additionally public comments may be sent in advance of the meeting to [selectboard@falmouthma.gov](mailto:selectboard@falmouthma.gov) at least 5 hours prior to the beginning of the meeting. Documents and audio or video files may also be submitted via email. Submitted email comments and documents will be made a part of the meeting record and may be read into the record, summarized or displayed during the meeting at the discretion of the chair.*
4. *Applicants, their representatives and individuals with enforcement matters before the Board may appear remotely and are not required to be physically present. Applicants, their representatives and individuals with enforcement matters before the Board may contact the Town Manager/Select Board's Office to arrange an alternative means of real time participation if unable to use the Zoom virtual meeting software. Documentary exhibits and/or visual presentations should be submitted in advance of the meeting to the Town Manager's Office at [townmanager@falmouthma.gov](mailto:townmanager@falmouthma.gov) so they may be displayed for remote public access viewing.*

**AGENDA**

**6:30 p.m. OPEN SESSION**

**6:30 p.m. EXECUTIVE SESSION**

1. M.G.L. c.30A s.21(a)(3) – Discussion and vote on bankruptcy Plan of Reorganization of Mallinckrodt PLC as recommended by Opioid Litigation consortium counsel
2. M.G.L. c.30A s.21(a)(3) – Affirm collective bargaining agreement – Police Sergeants

**7:00 p.m. OPEN SESSION**

1. Call to Order
2. Pledge of Allegiance
3. Recognition
4. Announcements
5. Public Comment

**7:15 p.m. SUMMARY OF ACTIONS**

1. Licenses
  - a. Approve application for two, special one-day wine & malt liquor licenses – Barnstable County Agricultural Society – Harvest Festival – Saturday, 10/2/21 and Sunday, 10/3/21  
Approval of new dates for previously approved licenses postponed due to tropical storm:
  - b. Special one-day wine & malt liquor license – Highfield Hall, 56 Highfield Drive – Sunday, 9/12/21
  - c. Special one-day wine & malt liquor license – Bands for Badges, Cape Cod Fairgrounds – Saturday, 10/23/21
2. Administrative Orders
  - a. Authorize application from Planning Department for CPA funding for the Edward Marks Building

- b. Authorize application from Planning Department for CPA funding for Old Burying Ground Condition Assessment Report
- c. Authorize application from Recreation Department for CPA funding for Falmouth Youth Baseball Fields Improvements
- d. Authorize application from Department of Public Works for CPA funding for Water Stations
- e. Authorize application from Highfield Hall for CPA funding for Highfield Hall Gutter and Fascia Rehabilitation
- f. Acting as trustees of Falmouth Affordable Housing fund vote grant of up to \$25,000 for technical assistance for development of affordable housing at Emerald House properties
- g. Authorize Town Manager to apply for grant funding to supplement the potential purchase of recycling carts
- h. Vote to exempt Diana Molloy, a member of the Board of Health, from certain provisions of the Conflict of Interest Law with her new employment at Visiting Nurse Association

3. Special Events

**Recurring - Recommended:**

- a. Autumn Escape Bike Trek – American Lung Association – ride through Falmouth – Saturday, 9/25/21
- b. Dream Cruise – Falmouth Classic Car Club – Library Lawn, Shore Street Ext. – Saturday, 9/18/21
- c. Wings for Falmouth Families Scavenger Hunt – Wings for Falmouth Families – Start/finish Marina Park – Saturday, 10/2/21
- d. Chris Wetherbee Memorial Toy Run – Ride from Buzzards Bay to Navigator, Falmouth – Sunday, 11/7/21

**New – Recommended:**

- e. Old Stone Dock Association Meeting – Surf Drive Beach – Friday, 9/3/21

7:30 p.m.

**PUBLIC HEARINGS**

- 1. Vote to adopt Stormwater Management Rules and Regulations, continued from 8/9/21 (15 minutes)
- 2. Application for Multiple Amendments to an All Alcoholic Common Victualler License – Falmouth Golf Management d/b/a Falmouth Country Club, located at 630 Carriage Shop Road, East Falmouth, including Change of Officers/Directors and Change of Ownership Interest (15 minutes)
- 3. Application for Renewal of Shellfish Aquaculture License #A10-04 issued to Peter Chase of Quissett Oyster Co., LLC, 35 Westmoreland Drive, Falmouth, MA 02540 (10 minutes)

8:10 p.m.

**BUSINESS**

- 1. Discussion/update on COVID-19 issues (10 minutes)

8:20 p.m.

- 2. FY23 Operating Budget Policy, Financial Update, and Capital Plan Presentation – Jennifer Mullen, Finance Director (30 minutes)

8:50 p.m.

- 3. Discussion on proposed warrant articles from Affordable Housing Committee (10 minutes)

9:00 p.m.

- 4. Interview, vote and appoint committee member (5 minutes each)
  - a. Falmouth Housing Authority Tenant Board Member – Kathleen Haynes, Marianne D. Keevins, Deborah Cotton, Stephen MacDonald
  - b. Commission on Disabilities – Meghan Lino
  - c. Cultural Council – Ilene Karnow, Carrie Fradkin, Marlene Bohn
  - d. Zoning Board of Appeals – Gerald Potamis, D. Scott Peterson, Susanne Murphy

9:55 p.m.

- 5. Vote to adopt five-year strategic plan FY2022 – FY2026 (10 minutes)

10:05 p.m.

- 6. Discussion on streamlining Select Board agenda (10 minutes)

10:15 p.m.

- 7. Discussion on future grant funding (10 minutes)

10:25 p.m.

- 8. Review and Vote to Approve Minutes of Meetings (5 minutes)  
Public Session – May 24, 2021; June 7, 2021

10:30 p.m.

- 9. Individual Select Board Members' Reports

10:35 p.m.

- 10. Town Manager's Report

Adjourn.

Douglas C. Brown, Chair  
Select Board

## **OPEN SESSION**

### **SUMMARY OF ACTIONS**

#### **1. Licenses**

- a. Approve application for two, special one-day wine & malt liquor licenses – Barnstable County Agricultural Society – Harvest Festival – Saturday, 10/2/21 and Sunday, 10/3/21



## HARVEST FESTIVAL 2021

The Harvest Festival is a two -day event that runs from 10am-4pm. We have artisans, farmers market, small kiddie rides, food, beer garden and livestock displays. It is a family friendly event that has been going on for decades. The beer area is enclosed and a security guard cards all people and they must have a wristband to be served. We also request a police detail for the event. All food vendors will be getting a permit from the town of Falmouth Health Dept.

The beer area itself will be on the top of the stage hill and completely fenced in.

We will be emailing the Insurance certificate when we get it.

Wendy Brown

General Manager



HORSE BARN & Arena

Horse Show Sunday

Pet Show Sunday 1PM

Rockwell Amusements



Trolley Ride Tickets

SHOW TENT

PONY RIDES

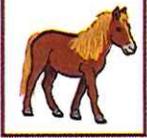
POULTRY



GAZEBO Purchase Ride Tickets

LIVESTOCK BARN

ANIMALS



EASTGATE TICKET BOOTHS



**FOOD VENDORS**

4-H Kitchen

Youth ACTIVITIES

Art & Crafts

Museum

Arts & Crafts

Arts & Crafts

STAGE

BEER GARDEN

Restroom icons

FOOD VENDORS

[Empty blue box]

Garden Building Demo's And Talks

Bee HOUSE

Veteran's Garden

FARMER'S MARKET



ADMIN BUILDING

Soil Testing MASTER GARDENERS

## Diane Davidson

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**From:** Sean Doyle  
**Sent:** Friday, August 27, 2021 4:41 PM  
**To:** Diane Davidson  
**Subject:** RE: One-Day Liquor License - Harvest Festival

Good afternoon,

As long as all laws and by-laws are adhered to then the PD does not have any objection to this request.

**From:** Diane Davidson  
**Sent:** Tuesday, August 24, 2021 4:08 PM  
**To:** Boyd Demello <[boyd.demello@falmouthfirema.gov](mailto:boyd.demello@falmouthfirema.gov)>; Brian Reid <[brian.reid@falmouthpolicema.gov](mailto:brian.reid@falmouthpolicema.gov)>; Craig O'Malley <[craig.omalley@falmouthfirema.gov](mailto:craig.omalley@falmouthfirema.gov)>; Eladio Gore <[eladio.gore@falmouthma.gov](mailto:eladio.gore@falmouthma.gov)>; Jim Grady <[jim.grady@falmouthma.gov](mailto:jim.grady@falmouthma.gov)>; Julian Suso <[julian.suso@falmouthma.gov](mailto:julian.suso@falmouthma.gov)>; Kristin Nickerson <[kristin.nickerson@falmouthpolicema.gov](mailto:kristin.nickerson@falmouthpolicema.gov)>; Mallory Langler <[mallory.langler@falmouthma.gov](mailto:mallory.langler@falmouthma.gov)>; Pamela Marshall <[pamela.marshall@falmouthma.gov](mailto:pamela.marshall@falmouthma.gov)>; Peter Johnson-Staub <[peter.johnson-staub@falmouthma.gov](mailto:peter.johnson-staub@falmouthma.gov)>; Scott McGann <[scott.mcgann@falmouthma.gov](mailto:scott.mcgann@falmouthma.gov)>; Sean Doyle <[sean.doyle@falmouthpolicema.gov](mailto:sean.doyle@falmouthpolicema.gov)>; Timothy Smith <[timothy.smith@falmouthfirema.gov](mailto:timothy.smith@falmouthfirema.gov)>  
**Subject:** RE: One-Day Liquor License - Harvest Festival

Thank you!

**From:** Boyd Demello  
**Sent:** Tuesday, August 24, 2021 10:56 AM  
**To:** Diane Davidson <[diane.davidson@falmouthma.gov](mailto:diane.davidson@falmouthma.gov)>; Brian Reid <[brian.reid@falmouthpolicema.gov](mailto:brian.reid@falmouthpolicema.gov)>; Craig O'Malley <[craig.omalley@falmouthfirema.gov](mailto:craig.omalley@falmouthfirema.gov)>; Eladio Gore <[eladio.gore@falmouthma.gov](mailto:eladio.gore@falmouthma.gov)>; Jim Grady <[jim.grady@falmouthma.gov](mailto:jim.grady@falmouthma.gov)>; Julian Suso <[julian.suso@falmouthma.gov](mailto:julian.suso@falmouthma.gov)>; Kristin Nickerson <[kristin.nickerson@falmouthpolicema.gov](mailto:kristin.nickerson@falmouthpolicema.gov)>; Mallory Langler <[mallory.langler@falmouthma.gov](mailto:mallory.langler@falmouthma.gov)>; Pamela Marshall <[pamela.marshall@falmouthma.gov](mailto:pamela.marshall@falmouthma.gov)>; Peter Johnson-Staub <[peter.johnson-staub@falmouthma.gov](mailto:peter.johnson-staub@falmouthma.gov)>; Scott McGann <[scott.mcgann@falmouthma.gov](mailto:scott.mcgann@falmouthma.gov)>; Sean Doyle <[sean.doyle@falmouthpolicema.gov](mailto:sean.doyle@falmouthpolicema.gov)>; Timothy Smith <[timothy.smith@falmouthfirema.gov](mailto:timothy.smith@falmouthfirema.gov)>  
**Cc:** Boyd Demello <[boyd.demello@falmouthfirema.gov](mailto:boyd.demello@falmouthfirema.gov)>  
**Subject:** RE: One-Day Liquor License - Harvest Festival

Diane,  
No issues with Fire Rescue

Boyd W. DeMello  
Fire Prevention Inspector  
Falmouth Fire Rescue Department  
[boyd.demello@falmouthfirema.gov](mailto:boyd.demello@falmouthfirema.gov)  
508-495-2534 - Office  
774-836-2436 - Cell Phone

CONFIDENTIALITY NOTICE: This message is privileged and confidential for the addressee(s) named above.

## Diane Davidson

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**From:** Boyd Demello  
**Sent:** Tuesday, August 24, 2021 10:56 AM  
**To:** Diane Davidson; Brian Reid; Craig O'Malley; Eladio Gore; Jim Grady; Julian Suso; Kristin Nickerson; Mallory Langler; Pamela Marshall; Peter Johnson-Staub; Scott McGann; Sean Doyle; Timothy Smith  
**Cc:** Boyd Demello  
**Subject:** RE: One-Day Liquor License - Harvest Festival

Diane,  
No issues with Fire Rescue

Boyd W. DeMello  
Fire Prevention Inspector  
Falmouth Fire Rescue Department  
[boyd.demello@falmouthfirema.gov](mailto:boyd.demello@falmouthfirema.gov)  
508-495-2534 - Office  
774-836-2436 - Cell Phone

CONFIDENTIALITY NOTICE: This message is privileged and confidential for the addressee(s) named above. If you are not the intended recipient, you are prohibited from disseminating, using, or copying the contents and should notify the sender immediately that you received this message in error.

**From:** Diane Davidson  
**Sent:** Tuesday, August 24, 2021 10:53 AM  
**To:** Boyd Demello <[boyd.demello@falmouthfirema.gov](mailto:boyd.demello@falmouthfirema.gov)>; Brian Reid <[brian.reid@falmouthpolicema.gov](mailto:brian.reid@falmouthpolicema.gov)>; Craig O'Malley <[craig.omalley@falmouthfirema.gov](mailto:craig.omalley@falmouthfirema.gov)>; Diane Davidson <[diane.davidson@falmouthma.gov](mailto:diane.davidson@falmouthma.gov)>; Eladio Gore <[eladio.gore@falmouthma.gov](mailto:eladio.gore@falmouthma.gov)>; Jim Grady <[jim.grady@falmouthma.gov](mailto:jim.grady@falmouthma.gov)>; Julian Suso <[julian.suso@falmouthma.gov](mailto:julian.suso@falmouthma.gov)>; Kristin Nickerson <[kristin.nickerson@falmouthpolicema.gov](mailto:kristin.nickerson@falmouthpolicema.gov)>; Mallory Langler <[mallory.langler@falmouthma.gov](mailto:mallory.langler@falmouthma.gov)>; Pamela Marshall <[pamela.marshall@falmouthma.gov](mailto:pamela.marshall@falmouthma.gov)>; Peter Johnson-Staub <[peter.johnson-staub@falmouthma.gov](mailto:peter.johnson-staub@falmouthma.gov)>; Scott McGann <[scott.mcgann@falmouthma.gov](mailto:scott.mcgann@falmouthma.gov)>; Sean Doyle <[sean.doyle@falmouthpolicema.gov](mailto:sean.doyle@falmouthpolicema.gov)>; Timothy Smith <[timothy.smith@falmouthfirema.gov](mailto:timothy.smith@falmouthfirema.gov)>  
**Subject:** One-Day Liquor License - Harvest Festival

To all,

Attached please find an application for two, one-day liquor licenses for the Harvest Festival to be held at the Cape Cod Fairgrounds on Saturday, October 2 and Sunday, October 3, 2021 from 10:00 a.m. to 4:00 p.m. Please review and provide your recommendation by Friday, August 27.

Thank you,

Diane

*Diane S. Davidson  
Office Manager/Licensing  
Office of the Town Manager and Select Board*

## Diane Davidson

---

**From:** Scott McGann  
**Sent:** Tuesday, August 24, 2021 10:58 AM  
**To:** Diane Davidson  
**Subject:** RE: One-Day Liquor License - Harvest Festival

No issue with the even other than vendors must obtain a food service permit and need to apply 30 ahead of time. Weekend inspection fee (one time) is \$200 in addition to the individual food vendor fees.

Scott McGann R.S.  
Director/ Agent  
Falmouth Health Department  
59 Town Hall Square  
Falmouth, MA 02540  
508-495-7485  
[scott.mcgann@falmouthma.gov](mailto:scott.mcgann@falmouthma.gov)

**From:** Diane Davidson <[diane.davidson@falmouthma.gov](mailto:diane.davidson@falmouthma.gov)>  
**Sent:** Tuesday, August 24, 2021 10:53 AM  
**To:** Boyd Demello <[boyd.demello@falmouthfirema.gov](mailto:boyd.demello@falmouthfirema.gov)>; Brian Reid <[brian.reid@falmouthpolicema.gov](mailto:brian.reid@falmouthpolicema.gov)>; Craig O'Malley <[craig.omalley@falmouthfirema.gov](mailto:craig.omalley@falmouthfirema.gov)>; Diane Davidson <[diane.davidson@falmouthma.gov](mailto:diane.davidson@falmouthma.gov)>; Eladio Gore <[eladio.gore@falmouthma.gov](mailto:eladio.gore@falmouthma.gov)>; Jim Grady <[jim.grady@falmouthma.gov](mailto:jim.grady@falmouthma.gov)>; Julian Suso <[julian.suso@falmouthma.gov](mailto:julian.suso@falmouthma.gov)>; Kristin Nickerson <[kristin.nickerson@falmouthpolicema.gov](mailto:kristin.nickerson@falmouthpolicema.gov)>; Mallory Langler <[mallory.langler@falmouthma.gov](mailto:mallory.langler@falmouthma.gov)>; Pamela Marshall <[pamela.marshall@falmouthma.gov](mailto:pamela.marshall@falmouthma.gov)>; Peter Johnson-Staub <[peter.johnson-staub@falmouthma.gov](mailto:peter.johnson-staub@falmouthma.gov)>; Scott McGann <[scott.mcgann@falmouthma.gov](mailto:scott.mcgann@falmouthma.gov)>; Sean Doyle <[sean.doyle@falmouthpolicema.gov](mailto:sean.doyle@falmouthpolicema.gov)>; Timothy Smith <[timothy.smith@falmouthfirema.gov](mailto:timothy.smith@falmouthfirema.gov)>  
**Subject:** One-Day Liquor License - Harvest Festival

To all,

Attached please find an application for two, one-day liquor licenses for the Harvest Festival to be held at the Cape Cod Fairgrounds on Saturday, October 2 and Sunday, October 3, 2021 from 10:00 a.m. to 4:00 p.m. Please review and provide your recommendation by Friday, August 27.

Thank you,

Diane

*Diane S. Davidson  
Office Manager/Licensing  
Office of the Town Manager and Select Board  
Town of Falmouth  
59 Town Hall Square  
Falmouth, MA 02540  
[diane.davidson@falmouthma.gov](mailto:diane.davidson@falmouthma.gov)  
(508) 495-7321*

## SUMMARY OF ACTIONS

### 1. Licenses

Approval of new dates for previously approved licenses postponed due to tropical storm:

- b. Special one-day wine & malt liquor license – Highfield Hall, 56 Highfield Drive – Sunday, 9/12/21
- c. Special one-day wine & malt liquor license – Bands for Badges, Cape Cod Fairgrounds – Saturday, 10/23/21

2021

# License Alcoholic Beverages

21-1-WM

Fee:

25

The Licensing Board of  
The Town of Falmouth  
Massachusetts  
Hereby Grants a

## Special License For The Sale of Wine & Malt Beverages

License to Expose, Keep for Sale, and to Sell

### Wines and Malt Beverages

### To Be Drunk On the Premises

To Bands for Badges, Inc.

Cape Cod Fairgrounds  
1220 Nathan Ellis Highway  
East Falmouth, MA 02536

On the following described premises:

Cape Cod Fairgrounds, 1220 Nathan Ellis Highway, East Falmouth, MA 02536

THE ABOVE NAMED PROFIT OR NON PROFIT ORGANIZATION IS HEREBY GRANTED A SPECIAL LICENSE FOR THE SALE OF WINE AND MALT BEVERAGES ONLY, TO BE DRUNK ON THE PREMISES.

This license is valid from the 23rd day of October 2021 until the 23rd day of October 2021, unless earlier suspended, cancelled or revoked.

The hours during which Alcoholic Beverages may be sold are from:

Date: Saturday, October 23, 2021. Hours: 12:00 p.m. to 8:00 p.m. Event: Bands for Badges Fundraiser Music Concert.

CONDITIONS: 1. Proof of liquor liability insurance required. 2. Alcoholic beverages served on the premises must remain on the premises. 3. Secure area where alcohol will be sold and consumed. 4. Servers must be TIPS (or equivalent) certified.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 30th day of August 2021

\_\_\_\_\_

\_\_\_\_\_

Licensing Board

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ

2021

# License Alcoholic Beverages

21-12-WM

Fee:

25

The Licensing Board of  
The Town of Falmouth  
Massachusetts  
Hereby Grants a

## Special License For The Sale of Wine & Malt Beverages

License to Expose, Keep for Sale, and to Sell  
Wines and Malt Beverages

To Be Drunk On the Premises

To Highfield Hall & Gardens  
Music Under the Tent

56 Highfield Drive  
Falmouth MA 02540

On the following described premises:

THE ABOVE NAMED PROFIT OR NON PROFIT ORGANIZATION IS HEREBY  
GRANTED A SPECIAL LICENSE FOR THE SALE OF WINE AND MALT BEVERAGES  
ONLY, TO BE DRUNK ON THE PREMISES.

This license is valid from the 12th day of September 2021 until the 12th day of  
September 2021, unless earlier suspended, cancelled or revoked.

The hours during which Alcoholic Beverages may be sold are from:

Sunday September 12, 2021 from 4:00 pm to 6:00 pm

Concerts under the tent on the ground of Highfield Hall per the attached plan

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their  
official signatures this 30th day of August 2021

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

\_\_\_\_\_

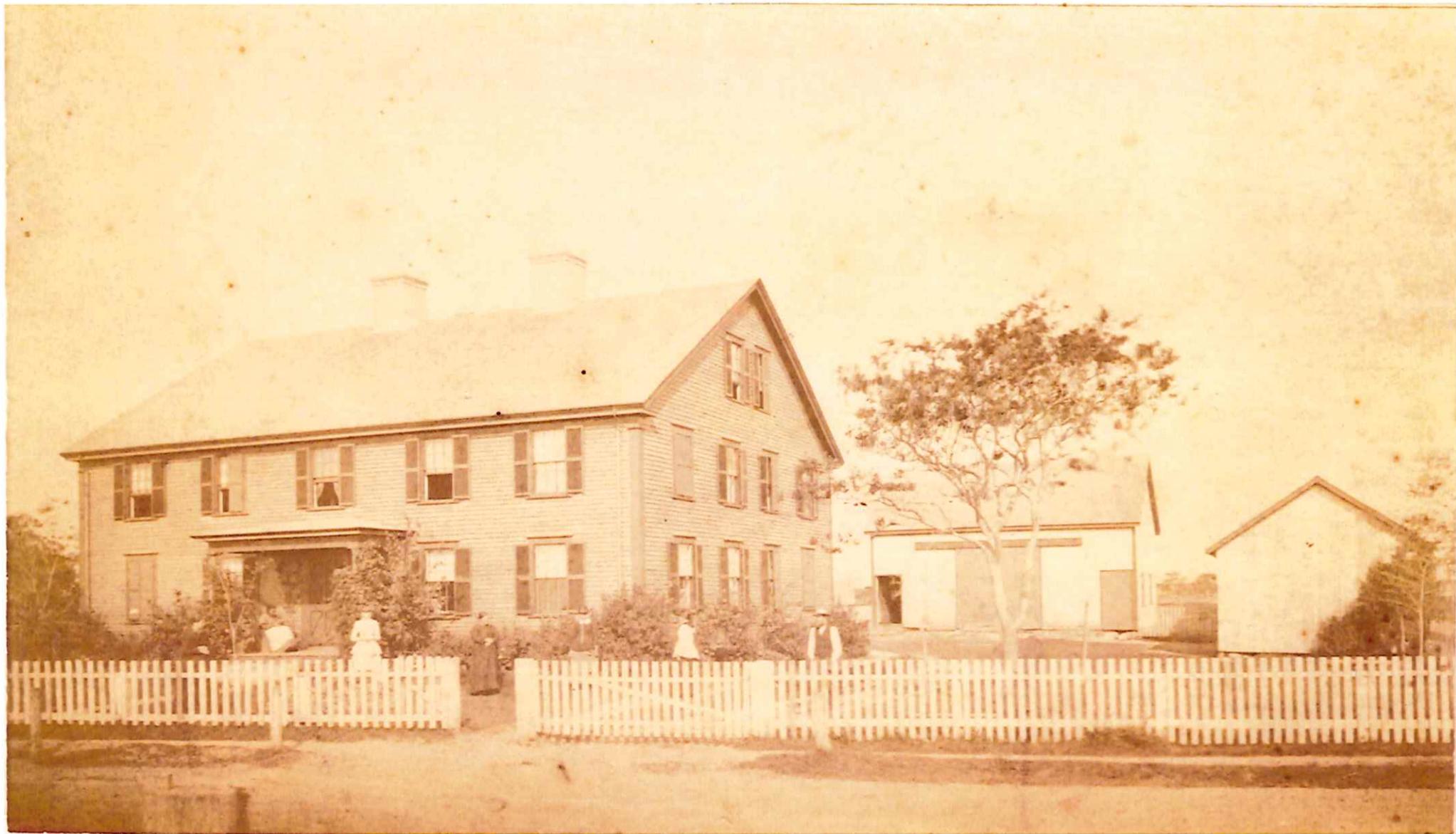
Licensing Board

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A  
CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ

## **SUMMARY OF ACTIONS**

### **2. Administrative Orders**

- a. Authorize application from Planning Department for CPA funding for the Edward Marks Building



## Edward Marks Building / Poor House Advisory Committee Timeline for Committee Focus over the next year

### **August 30, 2021**

Appear before Select Board regarding sign-off on CPC Proposal (#1), August 11, 2021

### **September 2021**

Report to Select Board on work of Committee since pre-COVID report. Report date **TBD**.

### **November / December 2021**

- Appear before CPC Board regarding questions arising from proposal (#1)
- Completion of Historic Structure Report by Boston Conservation Associates
- Report to Fall Town Meeting on progress with restoration and future

### **February 2022**

Develop proposal to MHC for matching funds relating to CPC proposal (#1)

### **April 2022**

- Approval of CPC proposal (#1) by Spring Town Meeting
- Work begins on CPC proposal #2

### **May 2022**

### **June or July 2022**

- CPC money awarded for proposal #1
- MHC approval/disapproval of proposal to match CPC (#1) fund. Note please that MHC reimburses. It does not provide up-front monies. MHC expects matching funds (here: CPC) to provide the up-front monies. MHC funds will arrive in 2023

### **July 2022**

RFP Developed for construction project focused on 2021 CPC Proposal (#1)

### **August 2022**

- Review of proposals from general contractors on initial exterior work (CPC #1)
- Submit CPC proposal #2 for remainder of restoration of exterior

### **September 2022**

Award of CPC contract #1 to general contractor. Work begins on exterior of building.

# Summary of CPC Proposal Submitted August 11, 2021

## For Select Board Meeting, August 30, 2021

Faced with the relatively imminent move of the Human Service Department into the Edward Marks Building in first half 2022, the Advisory Committee determined that after working with Town Hall on the HVAC system and issues pertaining to the MHC Preservation Restriction on the interior, it should focus on the exterior of the building: its safety and soundness for this occupancy.

The primary threat to the structural integrity of the building (not being addressed in move-related funds from the Town Manager's office) is the imminent risk of water damage that can in turn impede safe use of the building once occupied.

Using two sources of expertise, the Committee determined where the focus of the first stage of exterior restoration should be.

- First, there is the make-up of the Committee itself: 3 contractors with experience restoring or renovating historic buildings – Christian Valle of The Valle Group; Mike Duffany of Duffany Builders and Tom Renshaw who has worked on this building over several years. In addition, two members of the Historical Commission (Christian, Ed Haddad); two members with a business background involving complex projects (Jean-Pierre Riu and Barbara Weyand) and Doug Brown as our liaison to the Select Board have all contributed to our advice for “adaptive re-use” of this historic building (the Falmouth Poor House from 1813 to 1963).
- The second source of expertise is from Boston Conservation Associates (BCA) who won the CPC's RFP process for creation of a “Historic Structure Report” on the Poor House in April of this year. At the behest of the Committee, the BCA focused its initial analysis on the exterior.

The CPC proposal being submitted for the Fall cycle of CPC funding is the initial tranche of money the Committee will request to restore the exterior. It focuses on water damage and potential water damage and leaves until the 2022 funding opportunity major elements of the building requiring a major overhaul. Here are the three areas threatening the viability of the building going forward:

1. Foundation Flaws: The cementitious parging is deteriorating in many locations. Water damage has created visible evidence of deterioration, included places where critters have entered.
2. Front Portico: The entire structure, from roof to foundation, exhibit rot and misalignment of stones in the foundation, as well as shifted granite steps.
3. Deterioration of the west-side bulkhead is accelerating rot on the shingles around it and the stairs inside are badly rotted, making that area dangerous for any use.

The Committee has requested from the CPC a grant of \$118, 000 to cover work on these areas of the building. The Committee will request matching funds from Mass Historical Commission, but their deadline is not until March 2022 so there is no current way to accomplish these goals if the CPC declines this proposal.

## **SUMMARY OF ACTIONS**

### **2. Administrative Orders**

- b. Authorize application from Planning Department for CPA funding for Old Burying Ground Condition Assessment Report

## **SUMMARY OF ACTIONS**

### **2. Administrative Orders**

- c. Authorize application from Recreation Department for CPA funding for Falmouth Youth Baseball Fields Improvements

## **SUMMARY OF ACTIONS**

### **2. Administrative Orders**

- d. Authorize application from Department of Public Works for CPA funding for Water Stations

## **SUMMARY OF ACTIONS**

### **2. Administrative Orders**

- e. Authorize application from Highfield Hall for CPA funding for Highfield Hall Gutter and Fascia Rehabilitation

## **SUMMARY OF ACTIONS**

### **2. Administrative Orders**

- f. Acting as trustees of Falmouth Affordable Housing fund vote grant of up to \$25,000 for technical assistance for development of affordable housing at Emerald House properties

MEMORANDUM

TO: Select Board

FROM: Julian M. Suso, Town Manager



CC: Carla Feroni, Housing Coordinator

DATE: August 16, 2021

RE: Falmouth Affordable Housing Fund (FAHF) Expenditure – 67/81 Davisville Road (Emerald House Property)

This office is requesting authorization to expend FAHF funds to support a collaboration with the Massachusetts Housing Partnership (MHP) to prepare a development plan for community housing at 67 and 81 Davisville Road, better known as the Emerald House Property. The MHP will provide staff and consultant time to conduct site engineering and technical assistance for the planning process culminating in the preparation of a Request for Proposals to sell or lease a portion of these parcels for affordable housing to be constructed by a private entity. The FAHF Working Group has unanimously voted to fund the full request of \$25,000.

The Select Board has previously approved moving forward with community housing at this location in combination with the Falmouth Community Playspace. While some advocates for the Community Playspace have expressed interest in exploring other possible sites, the planning process for the Emerald House parcels will continue to include an option for the Community Playspace until an alternate location has been approved by the Select Board. Technical assistance is needed to assist in determining the location and scale of housing that might be accommodated on this site and a small allocation will be used to facilitate community engagement. MHP has agreed to work with the Town to develop the initial conceptual plan, including an analysis of the number of units, access, wetlands, septic, etc. Carla Feroni and Peter Johnson-Staub will oversee this project with MHP.

The FAHF Working Group and I recommend the Select Board approve a grant of up to \$25,000 subject to the terms and conditions as determined by legal counsel and staff. The Community Preservation Committee voted to recommend this expenditure at a meeting on August 12<sup>th</sup>.

## PROPOSAL

*Revised August 24, 2021*  
Via Electronic Mail

Massachusetts Housing Partnership  
160 Federal Street  
Boston, MA 02110

Attention: Laura F. Shufelt, Director of Community Assistance

**RE: Professional Engineering Services  
Falmouth Project Site  
67 and 81 Davisville Road  
Falmouth, Massachusetts**

Dear Ms. Shufelt:

Thank you for this opportunity to present our Proposal for Professional Engineering and Conceptual Planning Services to be rendered in connection with the above referenced project. As we understand at this time, you are considering this property for an affordable housing development and want to better understand the potential development viability of the parcel. Our firm has provided due diligence and design services for hundreds of residential projects in Massachusetts in the last decade and is uniquely qualified to assist you with this endeavor.

In preparation of this Proposal, our office is currently in receipt of an Emerald House Deed dated 05/16/1996, recorded by the Barnstable County Registry of Deeds; an 81 Davisville Road Order of Taking dated 08/08/2007, recorded by the Town of Falmouth; an Emerald House PDF Presentation from the Selectmen Meeting dated 02/24/2020; Parcel GIS Images for 67 & 81 Davisville Road; and a Request for Technical Assistance from the Town of Falmouth, dated 06/08/2021. These items have been utilized as a basis for the description of our scope of services and we assume the information presented to be accurate.

It is understood the base information utilized for this planning effort will consist of the provided document in addition to available Town and State GIS mapping. At this time, a complete Boundary and Topographical Survey will not be performed. Bohler Engineering ("Bohler") will accept neither responsibility nor liability for errors, conflicts, etc. resulting from the accuracy of the base plan documents. Our office's obligation as defined within this Proposal will be to provide preliminary Master Planning services to help enable you to quantify the site's full potential as a residential redevelopment. For clarity, we have delineated our firm's services more specifically as outlined in the following phases:

### **PHASE 200A – Due Diligence:**

This phase of our proposal will include the up-front investigation and research to define the applicable site development parameters to refine the potential development plan for the subject project. This will include review of existing conditions and available GIS mapping to identify any physical or environmental constraints. Additionally, this review will include initial discussion with various permitting entities such as the municipal Engineering Department and Board of Health. Specifically, the work scope comprehended in this phase is as follows:

- Performance of one (1) site visit to walk the site and review existing conditions and identify any physical constraints and design considerations;

- A review of the municipal Zoning and Land Development Ordinances to establish the zoning and land development criteria for the proposed development;
- A review of available GIS information to identify potential constraints or development impacts;
- Investigation and verification of applicable utilities, including sewer, gas, water, and electric, available for the subject development; and
- Preparation of a memorandum summarizing the findings from this due diligence phase.

## **PHASE 200B – Conceptual Level Utility Design:**

This phase will include services to assist your office in establishing a conceptual utility infrastructure layout for the subject project based on the information gathered in Phase 200 above. The conceptual level utility design will include defining the approximate size and anticipated scope for the sewer and drain systems that are anticipated to be required for the proposed development.

These utility system features, which will require some land area and have location constraints within the subject property, will then be generally incorporated and shown for reference on the Master Plan prepared as part of Phase 200D below.

## **PHASE 200C – Conceptual Planning:**

Based on the above referenced due diligence phase, we will prepare up to two (2) conceptual sketch plans for potential senior housing residential developments. The conceptual sketch plans will include the following:

- Preliminary location and sizing for proposed housing structures and accessible community play space/playground to be incorporated with existing Emerald House and community gardens;
- Identification of major site access and circulation patterns; and
- Development summary on each option based on assumed unit sizes within the residential footprints.

The sketch plans will be prepared by hand for submission to the Client in electronic format and hard copy. This phase also includes one follow-up meeting with the client and Town to review the plans. Should additional diagrams or revisions be required, we will bill those on a time & materials basis beyond the fees outlined below.

## **PHASE 200D - Master Plan Development:**

Upon review and comment of the conceptual sketch plans, we will prepare two (2) hand drawn Master Plans for the parcel. The Master Plans will be a further refinement of the previously prepared conceptual plans; a refined color version of the preferred options, illustrative in nature and suitable for presentation and for calculating development yield for inclusion in Owner financial analysis. This phase also includes one meeting with the client and Town to review the final Master Plans. The plans will indicate the proposed location of access roads, buildings, parking and general landscape zones, and other key features, including the following:

- Definition of proposed land uses
- Relationship of structures, based on assumed footprints for development
- Vehicular access and parking areas
- Landscape/Open space relationships
- Development tabulation including proposed building square footage, parking spaces, and roadway lengths.

In general, our fees for professional services will be predicated on rates as follows:

Principal	\$325.00/hour
Associate	\$295.00/hour
Senior Project Manager	\$275.00/hour
Professional Architect	\$190.00/hour
Chief Engineer	\$235.00/hour
Project Manager	\$210.00/hour
Assistant Project Manager	\$185.00/hour
Senior Project Engineer	\$185.00/hour
Project Engineer	\$170.00/hour
Senior Design Engineer	\$160.00/hour
Design Engineer	\$135.00/hour
Staff Engineer	\$115.00/hour
Planning Manager	\$170.00/hour
Landscape Architect Director	\$225.00/hour
Sr. Prof. Landscape Architect Manager	\$205.00/hour
Professional Landscape Architect Mgr	\$165.00/hour
Sr. Landscape Architect Project Mgr.	\$165.00/hour
Sr. Professional Landscape Architect	\$155.00/hour
Professional Landscape Architect	\$135.00/hour
Senior Landscape Designer	\$110.00/hour
Landscape Designer	\$100.00/hour
Senior Project Coordinator	\$155.00/hour
Project Coordinator	\$130.00/hour
Senior Technical Assistant	\$110.00/hour
Technical Assistant	\$ 95.00/hour
Office Administration/Clerical	\$ 85.00/hour
Hearing Attendance & Testimony/Night	\$750.00/night

\*Rates are from portal to portal, which includes travel time

\*\* Mileage reimbursement subject to change based upon IRS standard mileage rate.

#### Miscellaneous Reimbursable Expenses:

Postage/Federal Express & Printing	
Supplies	\$Cost
Mileage Reimbursement**	\$0.56/mile
Travel (Hotel, Airfare, Meals)	\$Cost
Printing	\$3.50/sheet
Computer Mylars/Color Plots	\$20.00/sheet
Outside Services or Fees	\$Cost + 15%
Transparencies	\$0.60/each
Photo Copies	\$0.10/each
Color Photo Copies	\$1.50/each
Exhibit Lamination (24" x 36" or larger)	\$50.00/each
Color Aerial Photo Plots (24" x 36" or larger)	\$40.00/each

*The Firm reserves the right to modify or increase its billing rates and reimbursable expense rates once annually during the term of this Contract.*

The scope of services will be provided for the lump sum fees summarized below. For Phases identified as Budgetary Estimates, services will be provided on a time and materials basis in accordance with the enclosed fee schedule and will not exceed the budgets identified without prior written authorization.

WORKSCOPE:

FEES:

PHASE 200 Due Diligence & Conceptual Planning

\$15,000.00

Items not included in this Proposal are formal site design, revisions, permitting, or activities not specifically identified herein.

Invoices for Professional Services and expenses incurred shall be generated on a monthly basis and are due and payable upon receipt. Additionally, attached to this Proposal are the "Contract for Services" that serves as a house doctor contract for all projects with your office. The attached "Contract for Services" shall form a part of this Proposal and are incorporated herein by reference.

Thank you again for the opportunity to provide our Proposal for Professional Services to be rendered to your office on this project. We are eager to continue our relationship with your organization and trust you will find our firm's services beneficial to your development objectives. If you have any questions or comments or wish to discuss this Proposal in further detail, please feel free to contact our office at your convenience.

Sincerely,

BOHLER ENGINEERING MA, LLC



Zachary L. Richards, P.E.



Mark M. Wixted, P.E.

ACCEPTED BY:

**MASSACHUSETTS HOUSING PARTNERSHIP**

By: \_\_\_\_\_  
Ms. Laura F. Shufelt (date)

## TERMS AND CONDITIONS

This document is incorporated in and forms a part of the Contract between **BOHLER ENGINEERING MA, LLC** (the "Firm"), and **MASSACHUSETTS HOUSING PARTNERSHIP** (the "Client"), to which these Terms and Conditions are attached:

- I. **PROFESSIONAL RESPONSIBILITY** – The Firm represents that it will perform the services described in the "Contract" attached hereto (the "Professional Services"), and in a manner consistent with and limited to that level of care and skill ordinarily exercised by comparable professional firms, under similar circumstances, at or near the same location, at the time the Firm performs the Professional Services. There are no other representations to the Client, either expressed or implied. The Firm does not guarantee approval of or a specific result from the preparation of any plans and/or documents submitted for review. The Firm will complete the Professional Services within a reasonable period of time consistent with applicable professional standards, subject to external parameters and delays and elements not within the Firm's control, however, the Firm is not responsible for the timeliness of the Client obtaining applicable approvals, permits, or the like. The Firm has no duty, obligation or responsibility to inspect, observe, comment, or report on the work of other contractors, vendors or material suppliers, or on conditions, of any nature whatsoever, which exist at, in, on, about, or near the project or property which is the subject of these Terms and Conditions and the Contract. The Firm has no duty, obligation or responsibility for the work and scope of services excluded in the attached Contract which exclusion includes, but is not limited to, responsibility for job site safety. The Firm shall meet the applicable standard of care which is in effect at the time the Firm performs its Services. The Firm shall perform the Professional Services in accordance with the requirements of applicable codes, regulations, and any current written interpretation of same which have been published, enacted and are in effect as of the date of this Contract. In the event of any changes in such codes, regulations or interpretations which occur at any time after the date of this Contract or during the course of the Project and which result in a substantive change or increase of or to the Professional Services, same is not included in the scope of the Professional Services described in the Contract and if Client desires that the Firm address those changes or interpretations, the Parties shall enter into an amendment or change order to provide for reasonable additional compensation to the Firm for the time and expense of addressing such changes. The following sentence is intended to make clear that the Firm is not responsible for any cost or expense that provides betterment, upgrade, or enhancement of or to the Project. The Client shall bear all costs of any and all changes that result in betterment to the Project, and same shall not be a basis for a claim against the Firm.
- II. **CLIENT RESPONSIBILITY** – Client agrees to provide access and right of entry to the subject property for Firm's personnel and any equipment or materials necessary for the Firm to complete the Professional Services. Client further agrees to assist the Firm by providing to the Firm, promptly after the Firm's request, with all information pertaining to the Project which is the subject of the Contract, any Agreement regarding the Project, if one exists and is applicable, and any other documents or materials related to an Agreement or the Project or referenced therein (collectively the "Contract Documents"), and/or these Terms and Conditions, including, but not limited to, existing plans, surveys, recorded deeds, correspondence, reports, specifications, subsurface reports, easement information, and any other related items or information, such that the Firm may perform and complete Professional Services in the most efficient fashion. The Firm is entitled to rely upon the accuracy of all Contract Documents. The Firm assumes no responsibility for errors and omissions that may or do exist in the data or related design plan that Client or Client's other consultants, contractors and professionals provided, and Client is solely responsible for same.

The Client acknowledges that the Firm has no ongoing maintenance or repair responsibilities related to the Professional Services or the Project, but rather that the Client is fully responsible for all ongoing and future maintenance and repair for any items, elements and/or features described or depicted in any plans, drawings, or specifications related to the Project. Plan notes and details, which are included on the plans that the Firm prepares, are part of the scope of Services in this Contract. The Client is fully responsible to ensure that the Client's contractor's or professional's strictly follow and comply with the Plan notes and details therein. In the event a conflict arises between the scope of Services described in this Contract and/or the Plan notes and details, the Plan notes and details take precedence with respect to the performance of the work and services described in the Plan. The Firm recommends that the Client obtain and retain legal counsel to provide Client with legal and land use advice and guidance throughout the entirety of the Project. The Client authorizes the Firm to communicate with the Client's attorney, as needed. If, as part of the Firm's Services in this Contract, the Firm will provide testimony and assist in presentations at municipal meetings, note that the Firm cannot and will not provide legal representation or guidance at municipal meetings or at any other time, which must only be provided by Client's retained legal counsel. In the event legal issues are identified and conveyed to the Client, it is the Client's responsibility and/or the Client's legal counsel's responsibility to instruct the Firm as to how the Client will proceed with respect to said legal issue(s).

- III. **PAYMENT TERMS** – The Firm agrees to perform the Professional Services and the Client agrees to pay the Firm for the Professional Services described in the Contract, without regard to the success or time of completion of the Project, but upon the Firm's completion of the Professional Services and invoicing Client for same. The Firm shall generate invoices for Professional Services and expenses, monthly. Payment for Invoices is due immediately upon Client's receipt of an Invoice and, in no event, later than thirty (30) days of mailing of an Invoice (the "Due Date"). If Client fails to pay an Invoice on or before the Due Date, the Firm reserves the right, three (3) days after the Firm delivers written notice to Client of said delinquency, to: 1) immediately cease all Professional Services; and 2) to pursue any and all remedies against Client. Client shall fully indemnify and hold the Firm harmless from and against any and all damages of any nature and kind whatsoever, without limitation, that result in whole or in part, from Firm's cessation of its Professional Services as described herein. Additionally, if Client fails to meet its payment obligations to the Firm required hereunder, the Firm may, at its discretion, use or apply a Client retainer for any project to satisfy monies the Client owes to the Firm on this Project or any other project. Should Client authorize the Firm to utilize Client's credit card to pay for invoices, services and/or reimbursable expenses, Client authorizes the Firm to also charge the Client's Credit Card the Credit Card Company's/Vendor's fee, charge or surcharge for the amount charged, as long as same is permitted under applicable law.

In the event the Firm commences a legal action or pursues a claim of any kind or any collection effort against Client for an unpaid Invoice(s) or portion of same (collectively "Claim"), the Client agrees that it shall, in addition to owing the Firm for principal and interest in the amount of one percent (1%) per month commencing on the Due Date, also reimburse and be liable to the Firm for all collection costs, including but not limited to, court costs, reasonable attorneys' fees, staff time, administrative time, in-house Counsel time, and any other related expenses in connection with the Firm's pursuit of a Claim (collectively "Collection Fees"). In the event the Firm possesses a Client retainer, the Firm may, at its option, apply monies paid as a retainer to the Firm's Final Invoice or to any Invoice or delinquent Invoice(s), at any time, and Client specifically acknowledges and agrees to the Firm's right to do so. Once the Firm has been paid for all Professional Services and expenses, the Firm shall refund any remaining retainer to the Client, after Client's request. Billing rates for Professional Services shall be those rates that are in effect when the Firm renders the Professional Services. The Firm reserves the right to modify or increase its billing rates and reimbursable expense rates during the term of this Contract.

Client shall provide the Firm with written notice of any disputed charge(s) on or before the Due Date for an Invoice (the "Dispute Notice"). If Client fails to provide the Dispute Notice, Client agrees that it is specifically waiving all rights to dispute said Invoice and any charges contained therein. If Client delivers the Dispute Notice to the Firm on or before the Invoice's Due Date, Client must pay the invoiced amount to Firm, minus the disputed amount, by the Invoice Due Date. Client shall not withhold amounts not disputed. The Dispute Notice must set forth, in specific detail, all bases and reasons for Client disputing said Invoice. Any bases and reasons that Client fails to include in the Dispute Notice are automatically and permanently waived. The Firm and Client shall attempt, in good faith, to promptly resolve disputed Invoices. If any dispute is subsequently resolved or settled in the Firm's favor, then the Client shall pay the disputed amount previously withheld within ten (10) days of such resolution (or settlement) in Firm's favor, including interest at the rate of one percent (1%) per month commencing on the Due Date for said Invoice through the date the Client pays said Invoice and all Collection Fees. If the dispute is subsequently resolved or settled in Client's favor, the Firm shall issue a credit on Client's subsequent Invoice for the disputed amount resolved or settled in Client's favor.

IV. **INDEMNIFICATION – Client and the Firm**

- A) **THE FIRM TO CLIENT:** The Firm hereby agrees to indemnify and hold the Client and its current and future owners, officers, directors, members, shareholders, parent corporations, subsidiaries, related entities, affiliates, and employees harmless from, against and for third party: losses, injuries, damages, claims, actions, causes of action, demands, liabilities, judgments, expenses, or the like, including reasonable attorney's fees and reasonable litigation costs (collectively "Damages"), which are directly and proximately caused by the Firm's or the Firm's employees, agents or subconsultant's negligent error(s) and/or omissions(s) in providing the Professional Services in accordance with this Contract; provided, however, that the Firm's obligation and liability hereunder shall not exceed the percentage which the Firm is found liable and responsible for said Damages and further shall not exceed the amount of insurance coverage the Firm maintains. The Firm's liability for reasonable and necessary defense costs incurred by indemnified persons or parties shall be limited to the proportionate extent caused by the negligent acts, errors or omissions herein and recoverable under applicable law as a direct

## TERMS AND CONDITIONS

and proximate result of the negligence. It is agreed that Firm's liability for any claim for damages, cost of defense, Firm indemnification obligation, Firm hold harmless obligation, or expenses which the Client or any third party may or does assert against the Firm for or as related to any and all design defects, errors, omissions, breach of contract, negligence and/or professional negligence shall be limited to \$50,000 or two times (2X) the total compensation received by the Firm for the specific Proposal or Work Order in question, whichever is greater. Under no circumstances shall the Firm be liable for extra costs, indirect damages, consequential damages or other consequences due to changed conditions or for costs related to the failure of the contractor or material men to install work in accordance with the plans and specifications. The limitation of liability described above to \$50,000 or two times (2X) the amount of the Firm's fee for a Proposal or Work Order is a specifically bargained-for provision of this Contract and these Terms and Conditions, reflected in the Firm's fees. After Client's request, the Firm will provide confirmation to the Client of the Firm's insurance coverage regarding professional liability and commercial liability coverage. The Firm's liability for reasonable and necessary defense costs incurred by indemnified persons or parties shall be limited to the proportionate extent caused by the negligent acts, errors or omissions herein and recoverable under applicable law as a direct and proximate result of the negligence.

B) **CLIENT TO THE FIRM:** Client hereby agrees to indemnify and hold the Firm, and its current and future owners, officers, directors, members, shareholders, parent corporations, subsidiaries, related entities, affiliates, agents, servants, employees, consultants, and subconsultants (collectively "The Firm Parties") harmless from, against and for all Damages, deriving out of, for or in any way related to any third party claim or loss of and/or for damage to person(s) (injury or death), and/or to property including, but not limited to, the Project, and/or injuries to or death of or to any and all persons, including injury or death to The Firm Parties or Third Parties, or damage to the Firm's property (the foregoing indemnification language shall collectively be referred to herein as "Indemnification Protection"). The Indemnification Protection includes any injury, death or damage, as more fully described above, which is caused by or results from Client's breach and/or violation of either these Terms and Conditions, the underlying Contract, and/or the Contract Documents, and/or the Client's negligence, action(s) and/or omission(s). Client, as used in this Article IV B, includes the Client's agents, servants, employees, subcontractors, anyone or entity for whom Client is responsible and/or anyone acting by, through, on behalf of, or under the Client.

V. **OWNERSHIP OF DOCUMENTS** – All reports, field data, data, notes, plans, calculations, estimates, drawing documents and other work and items which Firm creates or prepares, either in electronic format or otherwise (collectively "Firm Materials"), are instruments of service and shall remain the Firm's property. Upon Firm's receipt of payment in full for all Professional Services and expenses related to the Firm's creation of the Firm Materials or as required hereunder, the Firm shall convey to the Client a nonexclusive license to use the Firm Materials for the sole purpose of completing the work for the Project identified in the Contract. Client agrees that it shall immediately return to the Firm, upon Firm's demand, all Firm Materials which the Firm furnishes to the Client or Client's agents, servants, employees, subcontractors, any person or entity for whom Client is responsible and/or anyone acting by, through or under Client (collectively "The Client Parties") which are not fully paid for, and that same will not be used for any purpose other than to complete the Project, other phases of the Project for which Firm prepared the Firm Materials, or any other project, whatsoever. During the time period when Firm is performing the Professional Services, the Firm will retain all pertinent records related to the Professional Services and the Firm Materials. Proprietary information and the Firm's intellectual property including, but not limited to, the Firm's layering process for Plans (collectively "Proprietary Information"), are not included within the phrase Firm Materials and shall, without exception, remain the Firm's property and the Firm shall retain all ownership rights and interests to the Proprietary Information under all circumstances, and without limitation.

The Client agrees not to transfer, send, share, copy, convey or provide the Firm Materials to any individual or entity without the Firm's prior written consent and without executing the Firm's Standard Indemnification and Hold Harmless Agreement in the Firm's favor. The Client further covenants and agrees to waive any and all claims, actions, demands and causes of action, whether legal, equitable or otherwise, of every nature and description, that the Client has, had or may have against the Firm related to or resulting in any way either from the Client's unauthorized changes to (however small) or reuse of the Firm Materials for any other project, any other phase of the current Project, or any purpose by anyone other than the Firm (collectively "Misuse").

The Client agrees, to the fullest extent permitted by law, to indemnify, defend, and hold the Firm and The Firm Parties harmless from any and all claims, damages, losses, injuries, injury to property, injury to person, lawsuits, actions, causes of action, third party action(s), and the like and for all costs and expenses, including but not limited to, court costs, reasonable attorneys' fees, collection fees, staff time, administrative time, in-house Counsel time, and any other related expenses (collectively "Claims, Damages and Costs") arising from or in any way related to Client's Misuse of the Firm Materials, changes made by anyone other than the Firm to the Firm Materials, use of the Firm Materials in spite of the Client's failure to meet its payment obligations to the Firm hereunder, or from any reuse of the Firm Materials without the Firm's prior written consent. Client agrees that the Firm shall not be liable for any damage, injury to or death of persons, or damage to property of Client or any other person or entity, from any cause whatsoever, arising from or in any way relating to Client's Misuse or reuse of the Firm Materials, changes made by anyone other than the Firm to the Firm Materials, or from any reuse of the Firm Materials without the Firm's prior written consent, which requirement of a writing cannot be waived.

VI. **REVOCAION OF CERTIFICATION OR STATEMENTS** – The Firm shall have the right to revoke any certification, statements, professionally sealed documents or plans (the "Firm's Documents") either if the Firm is made aware of the unauthorized or prohibited use of same by the Client, The Client Parties or any others, or based upon Client's failure to pay Invoices by the Due Date. The Client assumes the risk of any and all damages, injuries, claims and/or actions that result from the unauthorized use of the Firm's Documents as described in this Article VI.

VII. **CLIENT'S UTILITY AND SUBSURFACE RESPONSIBILITIES OBLIGATIONS** - The location of existing utilities to be shown on plans may be developed from a combination of: the appropriate jurisdiction's "One Call System," existing utility records, plans prepared by others, above ground examinations on site and other materials and information. Accordingly, the completeness or accuracy of the precise physical location and depth of any and all utilities are not within the scope of Services contained in the Contract. The Owner and Client shall use sufficient quality levels of subsurface utility engineering to properly determine the existence and position of underground facilities when designing complex projects. Should new construction be proposed, the Client is solely and completely responsible, in consultation with Client's other professionals, consultants and contractors, for verifying the physical location and depth of all utilities before the start of any construction. The Firm recommends that the Client engage a subsurface utility engineering company, preferably during the design phase, but no later than the bid phase for the work related to utility installation, to physically locate existing underground utilities when construction is proposed in the vicinity of or anywhere near the existing utilities. If the Client decides not to engage a subsurface utility engineering company, then the Client accepts full and sole responsibility for design, redesign, delays and/or damage from utility conflicts that may or do occur during construction and all costs related to same.

VIII. **TERMINATION** – Client may terminate the Contract if the Firm fails to substantially perform under the Contract, after five (5) business days' written notice to the Firm and an opportunity for the Firm to cure during that time period. The Client may terminate this Contract for convenience after three (3) business days' written notice to the Firm of said intention. The Firm may terminate the Contract if Client breaches the Contract or these Terms and Conditions. The Firm may terminate the Contract if the Client (a) commits a material breach or material default in the performance or observance of any of its obligations under this Contract, and (b) such breach or default continues for a period of five (5) business days after delivery by the Firm or written notice detailing such breach or default. If the Client's breach or default relates to its payment obligations under Article III, the Firm shall have the right to terminate all contracts and work with the Client subject to the same notice and cure procedures outlined in this Article VIII. The terminating party must provide the other party with three (3) business days' written notice, which Notice describes, in detail, the reasons, to the extent they exist, for the termination. In the event either party terminates the Contract for any reason, Client shall pay the Firm for all Professional Services the Firm has performed and all expenses the Firm has incurred up through and including the termination date. The effective termination date is the third business day after the date the notice of termination is delivered, as described below in Article XVI.

IX. **ASSIGNMENT** – This document is binding upon the parties, their successors, representatives, employees, agents, servants and assigns. The Client shall not assign or transfer this document or any interest herein or obligation hereunder without the Firm's prior written consent, which consent shall not be unreasonably withheld. The Firm may assign or transfer this document, the attached Contract or any interest herein to any "Affiliate" of the Firm. The Firm may, without the Client's consent, subcontract any portion of the Professional Services hereunder or under the Contract.

X. **NO WAIVER** – The failure of either party to insist, in any one or more instances, on the strict performance of any provisions of the Contract or these Terms and Conditions, or the failure of either party to exercise any right, option or remedy hereby reserved and/or provided under the applicable law, shall not be construed as a

## TERMS AND CONDITIONS

waiver of any such provision, right, option or remedy, or as a waiver of a subsequent breach. The Firm's consent or approval of any act by the Client requiring the Firm's consent or approval shall not be construed to waive or render unnecessary the requirement for the Firm to consent or approve any subsequent, similar act by Client. No provision of this document shall be deemed to have been waived unless such waiver shall be in writing and signed by the party to be charged with waiver.

- XI. **NON-SOLICITATION** – Client agrees not to solicit, recruit or hire any employee of the Firm or any of the Firm's affiliated entities (which includes any entity with "Bohler" in its name) both during the term of this Contract and for at least one (1) year after the termination or expiration of this Contract (regardless of the cause of the termination or expiration).
- XII. **EXERCISE OF REMEDIES** – The parties to this document agree that the Firm's exercise of any one or more of the remedies set forth in these Terms and Conditions shall, at the Firm's option, constitute an exercise of the same remedy or remedies under any contract with Client. The parties agree that the Firm can terminate or suspend work under any contract with Client or entity with common ownership with Client, if Client violates this Contract and/or these Terms and Conditions. Further, either party's exercise of any remedy hereunder or otherwise, shall not preclude that party from exercising other remedies which it is permitted to exercise under the law. The remedial right available to either party regarding the Contract or these Terms and Conditions may be exercised simultaneously, cumulatively, or alternatively as may be necessary or appropriate to enforce such party's rights.
- XIII. **CONSEQUENTIAL DAMAGES AND LIABILITY** – The Firm shall not be liable to the Client for consequential damages under any circumstances including, but not limited to, as a result of the Firm's Termination of the Contract pursuant to Articles VIII and/or XII, hereunder. No principal, officer, owner, shareholder or employee of the Firm shall have personal liability for actions taken in the performance of Services under this Contract.
- XIV. **SEVERABILITY AND TITLES** – The provisions of the Contract and these Terms and Conditions shall be severable, and if any provision of either shall be determined by any court of competent jurisdiction to be invalid, such determination shall not affect or invalidate the remainder of these Terms and Conditions or the Contract. The titles given to the Articles in this document are for ease of reference, only, and shall not be relied upon or utilized for any other purpose. Where any language in this Contract and/or these Terms or Conditions conflicts or is inconsistent with the state-specific changes, the state-specific changes shall control.
- XV. **THIRD PARTIES** – Nothing contained in this document and/or the Contract shall create a contractual relationship with or cause of action in favor of any third party against the Firm, The Firm Parties, or the Client.
- XVI. **NOTICES** – Whenever in this document, or the Contract, written notice or demand is required or permitted, such notice or demand shall be deemed to have been given to, delivered or served upon the party intended to receive the same if such notice is in writing addressed to that party at the address identified in the Contract, and sent or delivered either by (i) Registered or Certified Mail, return receipt requested, postage prepaid; (ii) Federal Express or such other nationally recognized commercial, overnight, receipted delivery service; or (iii) hand delivery. Legal Counsel for any party hereto shall be entitled to give any notice for such party. The date of delivery of any notice provided for herein shall be the date after the date of deposit to the overnight delivery service, or two days after the deposit if sent Certified Mail, return receipt requested, or the date of actual delivery if hand-delivered, unless said date falls on a weekend or legal holiday and then the date of delivery shall be the first non-holiday and non-weekend as outlined above. The person and place to which notice may be given may be changed from time to time by the Client or the Firm, upon written notice to the other, effective five (5) business days after delivery of such notice.
- XVII. **ENTIRE AGREEMENT** – This is a complete agreement. Each party hereto acknowledges its full understanding of, and agreement with this document and, further, the parties agree and acknowledge that there are no verbal representations, promises, understandings or agreements in connection herewith, other than as contained in the Contract, that are not incorporated herein. All previous negotiations and agreements between the parties are merged into this document which, along with the Contract, fully and completely expresses the entire agreement between the parties hereto. The terms of this document may only be modified by a writing, signed by the parties hereto. The parties agree that the Contract and these Terms and Conditions have been mutually drafted and authored by both parties and that the Contract and these Terms and Conditions shall not be construed against any one party hereto.
- XVIII. **FORCE MAJEURE** – The Firm shall not be responsible for its performance, delays, damages and the like hereunder and shall be excused from same for any failure or delay in the Firm's performance of its obligations hereunder arising or caused directly or indirectly by forces or events beyond its control including, without limitation, strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, catastrophes, acts of God, interruptions, loss or malfunctions of utilities, communications or computer hardware and/or software or any other causes beyond the Firm's control.
- XIX. **VENUE and GOVERNING LAW** – Any claims, actions, controversies, disputes, or the like, must be brought in the Federal or State County Court where the Firm is located, as indicated in the Contract. The parties hereto understand, agree and acknowledge the above constitutes a waiver of a right that the parties might otherwise have to bring a claim, action, etc., in any other venue, jurisdiction or location. This document shall be deemed to have been made in and shall be governed by and construed in accordance with the laws of the State where the Firm's principal place of business is located, as indicated in the Contract. Any applicable statutes of limitations shall begin to run no later than the substantial completion of the Firm's Services.

## **SUMMARY OF ACTIONS**

### **2. Administrative Orders**

- g. Authorize Town Manager to apply for grant funding to supplement the potential purchase of recycling carts

## Diane Davidson

---

**From:** Julian Suso  
**Sent:** Thursday, August 19, 2021 8:52 AM  
**To:** Diane Davidson  
**Subject:** FW: Recycling Cart Grant Opportunity

Diane,

For August 30 SB Summary of Actions to authorize TM to apply for grant funding to supplement the potential purchase of recycling totes. Thanks.

Julian

**From:** Jennifer Mullen <jennifer.mullen@falmouthma.gov>  
**Sent:** Thursday, August 19, 2021 8:39 AM  
**To:** Peter McConarty <peter.mcconarty@falmouthma.gov>; Julian Suso <julian.suso@falmouthma.gov>  
**Subject:** RE: Recycling Cart Grant Opportunity

Hi Peter,

Will Mary be able to write apply for the grant? Meanwhile, we can bring it to the Board on the 30<sup>th</sup>?

Thoughts.

Jennifer Mullen  
Director of Finance  
Town of Falmouth  
(508) 495-7364

**From:** Peter McConarty  
**Sent:** Thursday, August 19, 2021 8:34 AM  
**To:** Julian Suso <julian.suso@falmouthma.gov>  
**Cc:** Jennifer Mullen <jennifer.mullen@falmouthma.gov>  
**Subject:** FW: Recycling Cart Grant Opportunity

Good morning Julian,

Recycling Coordinator Mary Ryther did some research and came across the below information on recycling cart grant requests for proposals. The grant offers \$15 per cart. WE are looking at purchasing 22,500 carts. There are some additional requirements of the grant (i.e., education/outreach and specific branding).

This may be a good resource for additional funds to offset the Town Meeting capital request.

Thank You,  
Peter

Peter M. McConarty, P.E., P.L.S. | Director  
Falmouth Department of Public Works  
416 Gifford Street, Falmouth, MA 02540  
P: 508.457.2543

**From:** Mary Ryther  
**Sent:** Wednesday, August 18, 2021 11:39 AM  
**To:** Peter McConarty <[peter.mcconarty@falmouthma.gov](mailto:peter.mcconarty@falmouthma.gov)>  
**Subject:** Recycling Cart Grant Opportunity

Hi Peter,

Following up on our discussion last week about possible grant opportunities for curbside recycling carts; I found one that looks promising.

The organization is **The Recycling Partnership**, a national 501c3, based in Falls Church, VA.

<https://recyclingpartnership.org/>

The Recycling Partnership offers grants specifically to support municipalities in implementing cart-based recycling. TRP offers \$15/per cart (20,000 x \$15 = \$300,000.) if the program distributes carts to *every* residence in town. An additional \$1/per residence is available for education and outreach to accompany the cart program (\$20,000). TRP will also provide in-kind assistance with graphics, educational materials, and technical assistance.

The requirements include conducting and sharing results of two recycling contamination audits (pre- and post-cart program implementation) and monthly recycling tonnage reporting for 12 months beginning when carts are distributed. Long-term annual reporting of recycling tonnage is required for 5 years. Education and outreach are also required.

TRP has a rolling grant application process and recommends applying at least 6 months prior to planned program roll-out. Muni's may choose to purchase from among many manufacturers, including Toter. There are some requirements for the selected carts, such as recycled plastic content, minimum size, and inclusion of RFID tracking devices.

I have attached the RFP.

Link to TRP guide to Recycling Carts which is a must-read. [https://recyclingpartnership.org/wp-content/uploads/dlm\\_uploads/2018/10/recycling-carts-guide.pdf](https://recyclingpartnership.org/wp-content/uploads/dlm_uploads/2018/10/recycling-carts-guide.pdf)

Please let me know if/how you'd like me to proceed on this.

Best, Mary

Mary B. Ryther  
Recycling & Solid Waste Coordinator  
Department of Public Works  
Town of Falmouth, MA  
508-457-2543 ext. 3107  
[mary.ryther@falmouthma.gov](mailto:mary.ryther@falmouthma.gov)

## **SUMMARY OF ACTIONS**

### **2. Administrative Orders**

- h. Vote to exempt Diana Molloy, a member of the Board of Health, from certain provisions of the Conflict of Interest Law with her new employment at Visiting Nurse Association

**DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST  
AND DETERMINATION BY APPOINTING AUTHORITY  
AS REQUIRED BY G. L. c. 268A, § 19**

MUNICIPAL EMPLOYEE INFORMATION	
Name:	Diana M. Molloy
Title or Position:	Chair, Falmouth Board of Health
Municipal Agency:	Town of Falmouth, volunteer role
Agency Address:	VNA of Cape Cod 255 Independence Drive Hyannis, MA 02601
Office Phone:	TBD
Office E-mail:	TBD
My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.	
PARTICULAR MATTER	
Particular matter  E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	Please describe the particular matter.  I am starting at VNA of Cape Cod on 9/7/21 as Chief Operating Officer for Home Health + Hospice service lines. At this time I will not be deserting the public health program but might have some input into services
Your required participation in the particular matter:  E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	Please describe the task you are required to perform with respect to the particular matter.  The company CEO will set up and renew contracts with Town of Falmouth for Public Health Nurse tasks/programs. I may be recommending different services that might be included in the contract.
FINANCIAL INTEREST IN THE PARTICULAR MATTER	
Write an X by all that apply.	<input type="checkbox"/> I have a financial interest in the matter. <input type="checkbox"/> My immediate family member has a financial interest in the matter. <input type="checkbox"/> My business partner has a financial interest in the matter. <input checked="" type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter. <input checked="" type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.
Start date 9/7/21 DM	

Financial interest in the matter	Please explain the financial interest and include a dollar amount if you know it. <i>Though I will not be overseeing contracted program directly I will be in a leadership role in the organization and my salary will be taken as a portion of organization accts receivable.</i>
Employee signature:	<i>William Molloy</i>
Date:	<i>8/24/2021</i>

**DETERMINATION BY APPOINTING OFFICIAL**

	<b>APPOINTING AUTHORITY INFORMATION</b>
Name of Appointing Authority:	
Title or Position:	
Agency/Department:	
Agency Address:	
Office Phone:	
Office E-mail	
	<b>DETERMINATION</b>
Determination by appointing authority:	As appointing official, as required by G.L. c. 268A, § 19, I have reviewed the particular matter and the financial interest identified above by a municipal employee. I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee.
Appointing Authority signature:	
Date:	
Comment:	

Attach additional pages if necessary.

**The appointing authority shall keep this Disclosure and Determination as a public record.**



# Commonwealth of Massachusetts STATE ETHICS COMMISSION

One Ashburton Place - Room 619  
Boston, Massachusetts 02108

Maria J. Krokidas  
Chair

David A. Wilson  
Executive Director

August 17, 2021

BY EMAIL ([frank.duffy@falmouthma.gov](mailto:frank.duffy@falmouthma.gov))

Frank K. Duffy, Esq.  
Town Counsel  
Town of Falmouth  
Office of Town Counsel  
157 Locust St.  
Falmouth, MA 02540-2658

Re: Diana Molloy, Chairperson  
Falmouth Board of Health

Dear Mr. Duffy:

Pursuant to the Commission's municipal advisory opinion regulation, 930 CMR 1.03(3), I have reviewed your opinion to Diana Molloy dated August 9, 2021, regarding the conflict of interest law, G.L. c. 268A. I concur with the conclusion contained in your opinion.

I would add that under § 17, as a special municipal employee, Ms. Molloy could not be paid by the VNA or act as its agent in connection with any particular matter in which the Town of Falmouth is a party or has a direct and substantial interest and (a) she at any time has participated as a member of the Board of Health (BOH), or (b) is or within one year has been the subject of her official responsibility as a BOH member, or (c) if she serves on the BOH on more than 60 days during any consecutive 365 day period, the matter is pending before the BOH. For example, if as a BOH member, Ms. Molloy approved a contract for the VNA to provide services to the town, then she could not be paid by the VNA to work on that contract or act as the VNA's agent with the town on the contract. As well, even if she does not work on the contract, if the VNA uses any money from the town's contracts to pay her salary, then she would need to file a disclosure under § 20.

Mr. Frank Duffy  
August 17, 2021  
Page 2

If you have any additional questions or need any further assistance, please do not hesitate to contact the Commission. Thank you.

Very truly yours,

*/s/ Eve Slattery*

Eve Slattery  
General Counsel

cc: Diana Molloy (by U.S. Mail)  
Michael Palmer, Town Clerk, Falmouth, Mass. (by email - michael.palmer@falmouthma.gov)

## Diane Davidson

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**From:** Frank Duffy  
**Sent:** Tuesday, August 24, 2021 2:39 PM  
**To:** Diane Davidson  
**Subject:** FW: Disclosure: Conflict of Interest  
**Attachments:** Ethics Board Decision.tiff; Disclosure for BOH.tiff

Diane: Vote to exempt Diana Molloy, a member of the Board of Health, from certain provisions of the Conflict of Interest Law with her new employment at Visiting Nurse Association.

---

Frank K. Duffy, Town Counsel  
Town of Falmouth  
157 Locust Street  
Falmouth, MA 02540  
(508) 548-8800 fax (508) 540-0881

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**From:** Julian Suso <julian.suso@falmouthma.gov>  
**Sent:** Tuesday, August 24, 2021 2:11 PM  
**To:** Frank Duffy <frank.duffy@falmouthma.gov>  
**Cc:** Diane Davidson <diane.davidson@falmouthma.gov>; 'DMarie F Molloy' <dmfmolloy@comcast.net>  
**Subject:** FW: Disclosure: Conflict of Interest

Thank you Frank. I have copied Diane Davidson to add this to the SB's upcoming Agenda.  
Julian

**From:** Frank Duffy <frank.duffy@falmouthma.gov>  
**Sent:** Tuesday, August 24, 2021 2:03 PM  
**To:** Julian Suso <julian.suso@falmouthma.gov>  
**Cc:** Kim Fish <kimberly.fish@falmouthma.gov>; Diana Molloy (dmolloy@bayada.com) <dmolloy@bayada.com>  
**Subject:** FW: Disclosure: Conflict of Interest

Julian: The SB must vote on this. The decision must be in writing and filed with the Town Clerk.

---

Frank K. Duffy, Town Counsel  
Town of Falmouth  
157 Locust Street

## SUMMARY OF ACTIONS

### 3. Special Events

#### Recurring - Recommended:

- a. Autumn Escape Bike Trek – American Lung Association – ride through Falmouth – Saturday, 9/25/21



**TOWN OF FALMOUTH  
SPECIAL EVENT PERMIT**

**NAME** Paul Curley, Route Manager

**MAILING ADDRESS** American Lung Association of the Northeast  
260 West Exchange St., Suite 102B, Providence, RI 02903

**EVENT DAY & DATE** Saturday, September 25, 2021

**RAIN DATE** None.

**EVENT LOCATION** Bike ride through town, water stop at Surf Drive Beach lot and use  
of Surf Drive Beach restrooms

**EVENT TYPE** 37<sup>th</sup> Annual Autumn Escape Bike Trek

**SET-UP ARRIVAL TIME** 9:00 a.m. **EVENT HOURS** 9:00 a.m. – 1:00 p.m.

**NUMBER OF ATTENDEES** 200 **# OF VEHICLES** 4

**ADDITIONAL DETAILS** Use of Surf Drive Beach restrooms. 10 x 10 tent to cover water  
and snacks at Surf Drive Beach.

**CONDITIONS:**

1. Observe Bikeways Committee bike path rules, attached.
2. Organizers to police area following the event for litter and cleanliness.
3. No markings on pavement.
4. Contact Falmouth Police Department Detail Sergeants two weeks prior to event to discuss public safety measures.
5. Contact Building Department in advance of the event for tent permit and to schedule inspection.
6. Contact Health Department to determine if temporary food permit is required.

**PERMIT FEE** \$200.00 **FILING FEE** \$10.00

**DEPOSIT** \$300.00 (Deposit refundable at conclusion of event provided  
that no litter or damage has occurred)

**SELECT BOARD:**

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

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

Go (Mile)	To (Mile)	Signs	Marshall	Direction	Location (roads of travel in Bold)	Landmarks	Fastest	Slowest
<b>Sandwich</b>								
0	0			start	<b>Exit Camp Burgess, 75 Stowe Road, Sandwich, MA 02563</b>	cafeteria area	9:00	9:00
0.1	0.1			right	onto <b>Stowe Rd</b>			
0.8	0.9	ss	M - 2	right	onto <b>Farmersville Rd</b>			
1.2	2.1	ss		bear right	onto <b>Cotuit Rd</b>			
1.4	3.5	ss		right	onto <b>MA-130 N</b>			
1.5	5			straight	on <b>MA-130 N</b>	at Rt 6, Mid-Cape Hwy		
1.5	6.5			bear left	on <b>MA-130 N</b>	at Main St		
0.1	6.6		M - 1	bear right	onto <b>Tupper Rd</b>			
0.4	7	lights		straight	on <b>Tupper Rd</b>	at Rt 6A		
0.5	7.5	sign	M - 2	right	onto <b>Freezer Rd</b>	then cross RR		
0.3	7.8				<b>into Rest Stop #1, Sandwich Recreation Area</b> <b>77 Freezer Rd., Sandwich, MA 02563</b>	at end of road	9:24	9:48
0	7.8			straight	onto <b>Cape Cod Canal Bike Way</b>			
<b>Bourne</b>								
2	9.8			straight	on <b>Canal Bike Way</b>	under Sagamore Bridge	9:30	10:00
3.2	13			straight	on <b>Canal Bike Way</b>	under Bourne Bridge		
1.5	14.5		M - 1	left	onto <b>Bell Rd. Ext (just after RR tracks)</b>	end of bike way		
0.2	14.7	ss		right	onto <b>Shore Road</b>			
0.9	15.6			bear left	on <b>Shore Road</b>			
1.2	16.8			bear right	on <b>Shore Road</b>			
1.6	18.4				Walk bikes over steel bridge or use sidewalk			
1.1	19.5			right	onto <b>County Road</b>			
1	20.5			right	<b>into Rest Stop #2, Daily Brew</b> <b>1356 Route 28A, Cataumet, MA 02534</b>	Corner of County Road & 28A		
0	20.5			right	onto <b>Route 28A</b> Caution beware of traffic	town line	10:00	11:00

Go (Mile)	To (Mile)	Signs	Marshall	Direction	Location (roads of travel in Bold)	Landmarks		
<b>Falmouth</b>								
0.4	20.9			bear right	onto <b>Old Main St</b>	new for 2021	10:03	11:06
0.5	21.4	Sign		left	on <b>County Road</b>	Rt 151 on left		
0.2	21.6	Sign		right	onto <b>Shining Sea Bike Way</b>	at R/R tracks		
0.3	21.9			straight	on <b>Shining Sea Bike Way</b>	mile marker 10.4		
0.2	22.1	ss		straight	on <b>Shining Sea Bike Way</b>	at Winslow Rd		
0.4	22.5			straight	on <b>Shining Sea Bike Way</b>	under Curley Blvd		
0.4	22.9	ss		straight	on <b>Shining Sea Bike Way</b>	at Wing Rd		
1.2	24.1	ss		straight	on <b>Shining Sea Bike Way</b>	at Chase Rd		
0.6	24.7	ss		straight	on <b>Shining Sea Bike Way</b>	at Old Dock Rd, parking		
0.3	25	ss		straight	on <b>Shining Sea Bike Way</b>	at Chapoquoit Rd		
0.4	25.4	ss		straight	on <b>Shining Sea Bike Way</b>	at Quahog Pond Ln		
1.1	26.5			straight	on <b>Shining Sea Bike Way</b>	under Saconneset Rd		
0.5	27			straight	on <b>Shining Sea Bike Way</b>	under Palmer Ave		
0.5	27.5			straight	on <b>Shining Sea Bike Way</b>	under Palmer Ave (again)		
0.2	27.7	Sign	M - 1	right	onto <b>paved path</b> at play ground	mile marker 4.5		
0	27.7	Sign		right	onto <b>Carlson Lane</b>			
0.2	27.9	ss		left	onto <b>Palmer Ave</b>			
0.3	28.2	Sign	M - 3	left	onto <b>Sippewisset Road</b>			
2.9	31.1	4 ss		straight	onto <b>Quissett Ave</b>			
1.2	32.3	Sign		right	onto <b>Whitman Road</b>	easy to miss/golf course		
0.2	32.5	ss		left	onto <b>Gardiner Road</b>	bottom of hill		
0.3	32.8			straight	on <b>Gardiner Road</b>	Buzzards Bay Ave on left		
0.1	32.9			bear left	on <b>Gardiner Road</b>	Gosnold on right		
0.1	33	4 ss		straight	on <b>Gardiner Road</b> becomes <b>Albatross St.</b>	cross Spencer Baird		
0.2	33.2			left	onto <b>Water Street</b>			
0.2	33.4			straight	Over <b>new bridge</b>			
0.1	33.5			right	onto <b>Luscombe Ave.</b>			
0.1	33.6	Sign		bear left	then Immediate R onto <b>Shining Sea Bike Way</b>	starts out thru parking lot		
0.6	34.2			straight	on <b>Shining Sea Bike Way</b>			
1.4	35.6	Sign		right	onto <b>Surf Drive</b>	leave path		
0.8	36.4			right	<b>into Rest Stop #3, Surf Drive Beach</b> <b>54 Surf Drive, Falmouth, MA 02540</b>		10:48	12:36

Go (Mile)	To (Mile)	Signs		Direction	Location (roads of travel in Bold)	Landmarks			
0	36.4			right	onto Surf Drive				
0.3	36.7			right	onto Clinton Ave.				
0.5	37.2			left	onto Scranton Ave.				
0.6	37.8			right	onto Robbins Road				
0.1	37.9			right	onto Falmouth Heights Road	Island Queen Ferry to MV			
0.4	38.3			bear right	onto Grand Ave.				
0.4	38.7			left	on Grand Ave.	along water			
0.7	39.4			bear right	onto Menauhant Road				
0.9	40.3			bear left	on Menauhant Road	Ocean Ave on right			
1	41.6	Sign		left	onto Davisville Road				
1.9	43.5	lights		straight	onto Meetinghouse Rd.	cross Route 28			
0.4	43.9			bear right	onto Crocker Road				
0.2	44.1	ss		right	onto Old Barnstable Road				
1	45.1	4 ss		straight	on Old Barnstable Road	cross Carriage Shop Rd			
0.4	45.5	4 ss		straight	on Old Barnstable Road	cross Hayway Rd			
1.1	46.6			straight	on Old Barnstable Road	town line	11:18	1:36	
<b>Mashpee</b>									
1.2	47.8	lights	M - 2	straight	on Old Barnstable Road	cross Route 151 after H.School	11:21	1:42	
1.1	48.9			straight	onto Lowell Road	Old Barnstable goes right			
0.9	49.8	ss		left	onto Great Neck Road North				
0.9	50.7	lights		right	onto Route 130 or Bike Path	(no street sign)			
0.3	51	Sign	M - 1	left	onto South Sandwich Road	not easy from bike path			
1.5	52.5		M - 1	left	onto Cotuit Road (3rd exit of rotary)	town line	11:36	2:12	
<b>Sandwich</b>									
1.2	53.7			right	onto John Ewer	new for 2021 (short cut)	11:40	2:18	
0.8	54.5			right	onto Farmersville Road				
0.1	54.6	Sign	M - 1	left	onto Stowe Road	sign to Camp Burgess			
0.5	55.1			straight	on Stowe Road	Pinkham Rd on left (dirt)			
0.3	55.4	Sign	M - 2	left	into Camp Burgess, 75 Stowe Road, Sandwich, MA 02563	enter 2nd access road	11:46	2:30	

**Town Manager's Working Group Review Form**

Meeting/Review Date: August 2021  
 Event Name: Autumn Escape Bike Trek  
 Applicant: Paul Curley, American Lung Association  
 Location: Ride through town, water stop at Surf Drive Beach lot, use of Surf Drive Beach restrooms  
 Date of Event: Saturday, September 25, 2021 Time: 9:00 a.m. to 1:00 p.m.  
 Rain Date: None.  
 Set-up Date: 9/25/21 Time: 9:00 a.m. Breakdown Date: 9/25/21 Time: \_\_\_\_\_  
 Number of Attendees: 200  
 Recurrence/# Years at Site: 37 years.  
 One-Day Liquor License? Y/N No  
 Signs: Y/N Yes How Many: \_\_\_\_\_ Where: \_\_\_\_\_  
 Tents: Y/N Yes How Many: 1 Size: 10 x 10 Where: Surf Drive Beach lot

Reviewers/Sign In :	Print Name	Sign Name	Written Referral
Department of Public Works:			
Parks Department	<u>J. Pearsonn - No issues.</u>		Y <input checked="" type="checkbox"/> N ___
Highway Department	<u>J. Grady - No issues.</u>		Y <input checked="" type="checkbox"/> N ___
Engineering	_____		Y ___ N ___
Other	<u>Emergency Communications, C. Campbell - No issues.</u>		Y <input checked="" type="checkbox"/> N ___
Police Department	<u>B. Reid - No issues.</u>		Y <input checked="" type="checkbox"/> N ___
Fire Department	<u>C. O'Malley - No issues.</u>		Y <input checked="" type="checkbox"/> N ___
Recreation Director	_____		Y ___ N ___
Building Commissioner	_____		Y ___ N ___
Health Department	_____		Y ___ N ___
Beach Department	<u>M. Clayton - No issues.</u>		Y <input checked="" type="checkbox"/> N ___
M.E.S.	_____		Y ___ N ___
Bicycle & Pedestrian Committee	_____		Y ___ N ___
Sign Review Committee or Zoning Enforcement Officer	_____		Y ___ N ___

Does this Event Meet the Minimum Requirements of the Special Events Policy? – Yes/No

If No, what are the shortfalls of the application that must be addressed?

Yes. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Special Events Approved or Requested on this Date or Weekend:**

Event	Location	Date
<u>Striper Fest</u>	<u>Marina Park</u>	<u>Sat. 9/25/21, 12:00 - 6:00 p.m.</u>
<u>Zooma Race</u>	<u>Seacrest, N. Falmouth, bike path</u>	<u>Sun. 9/26/21, 7:00 - 11:00 a.m.</u>
_____	_____	_____

**Known Private Events on this Date or Weekend:**

_____	_____	_____
_____	_____	_____
_____	_____	_____

**Correspondence Received:**

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**Additional Requests:**

10x10 tent to cover water and snacks at Surf Dr.

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**Special Consideration – Events Proposed on Main Streets of Villages**

What measures/conditions are recommended for the Board to consider to respond to potential parking and traffic congestion in proposed area:

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**Additional conditions, comments, recommendations:**

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Town Manager recommends application to proceed to Select Board for review and approval.

\_\_\_\_\_  
Julian M. Suso, Town Manager

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**Fees:**

Fee Waiver Request:    Yes/No No                      Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

If approved, terms:

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\_\_\_\_\_  
Initial/Town Manager

b. Dream Cruise – Falmouth Classic Car Club – Library Lawn, Shore Street Ext. – Saturday, 9/18/21



**TOWN OF FALMOUTH  
SPECIAL EVENT PERMIT**

**EVENT** Falmouth Dream Cruise

**NAME** Falmouth Classic Car Club

**MAILING ADDRESS** P.O. Box 1172, North Falmouth, MA 02556

**EVENT DAY & DATE** Saturday, September 18, 2021

**RAIN DATE** None.

**EVENT LOCATION** Close 2/3 of Shore Street Extension

**EVENT TYPE** Classic Car Show

**SET-UP ARRIVAL TIME** 7:00 a.m. **EVENT HOURS** 8:00 a.m. – 2:00 p.m.

**NUMBER OF ATTENDEES** 80 **# of VEHICLES** 80-90

**ADDITIONAL DETAILS** Library Lawn. P.A. system.

**CONDITIONS:**

1. **Rain Event:** 24 hours in advance of the event, the event coordinator will contact Parks Superintendent (508) 457-2543 to ensure that provisions are made to limit impacts on turf. The Parks Superintendent has the authority to prohibit parking on grass area if the area is determined to be too wet.
2. **Electric Lines:** Mats rated for covering utility cords must be used to cover electrical wires.
3. **Event organizer to provide additional trash receptacles and pickup.**
4. **All areas to be checked for cleanliness following the event.**

**PERMIT FEE** \$200.00 **FILING FEE** \$10.00

**DEPOSIT** \$300.00 **Refundable at conclusion of event provided  
that no litter or damage has occurred)**

**SELECT BOARD:**

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

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

### Town Manager's Working Group Review Form

Meeting/Review Date: August 2021  
 Event Name: Dream Cruise  
 Applicant: Falmouth Classic Car Club  
 Location: Close 2/3 of Shore St. Extension (Library Lot Open). Library lawn approved by library.  
 Date of Event: Saturday, September 18, 2021 Time: 8:00 a.m. to 2:00 p.m.  
 Rain Date: None.  
 Set-up Date: 9/18/21 Time: \_\_\_\_\_ Breakdown Date: 9/18/21 Time: \_\_\_\_\_  
 Number of Attendees: 80  
 Recurrence/# Years at Site: 14 years.  
 One-Day Liquor License? Y/N No  
 Signs: Y/N Yes How Many: \_\_\_\_\_ Where: \_\_\_\_\_  
 Tents: Y/N No How Many: \_\_\_\_\_ Size: \_\_\_\_\_ Where: \_\_\_\_\_

Reviewers/Sign In :	Print Name	Sign Name	Written Referral
Department of Public Works:			
Parks Department	<u>J. Pearson - No issues.</u>		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Highway Department	<u>J. Grady - will provide horses for road closure.</u>		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Engineering	_____		Y <input type="checkbox"/> N <input type="checkbox"/>
Other	<u>Emergency Communications - C. Campbell - No issues.</u>		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Police Department	<u>B. Reid - No issues.</u>		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Fire Department	<u>C. O'Malley - No issues.</u>		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Recreation Director	_____		Y <input type="checkbox"/> N <input type="checkbox"/>
Building Commissioner	_____		Y <input type="checkbox"/> N <input type="checkbox"/>
Health Department	_____		Y <input type="checkbox"/> N <input type="checkbox"/>
Beach Department	<u>M. Clayton - No issues.</u>		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
M.E.S.	_____		Y <input type="checkbox"/> N <input type="checkbox"/>
Bicycle & Pedestrian Committee	_____		Y <input type="checkbox"/> N <input type="checkbox"/>
Sign Review Committee or Zoning Enforcement Officer	_____		Y <input type="checkbox"/> N <input type="checkbox"/>

Does this Event Meet the Minimum Requirements of the Special Events Policy? – Yes/No  
 If No, what are the shortfalls of the application that must be addressed?  
 Yes. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Special Events Approved or Requested on this Date or Weekend:**

Event	Location	Date
<u>None.</u>	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Known Private Events on this Date or Weekend:**

<u>Turner Wedding Parking</u>	<u>Menauhant Beach parking lot.</u>	<u>9/18/21, 4:00 - 11:00 p.m.</u>
_____	_____	_____
_____	_____	_____

**Correspondence Received:**

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**Additional Requests:**

P.A. system. Requesting saw horses from DPW for Shore St. Ext. road closure.

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**Special Consideration – Events Proposed on Main Streets of Villages**

What measures/conditions are recommended for the Board to consider to respond to potential parking and traffic congestion in proposed area:

Contact Parks Superintendent 508-457-2543 24 hours prior to event to ensure there are limited impacts on the turf in the event of rain.

Mats rated for covering utility cords must be used to cover electrical wires.

Organizer to provide additional trash receptacles and pickup.

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**Additional conditions, comments, recommendations:**

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Town Manager recommends application to proceed to Select Board for review and approval.

\_\_\_\_\_  
Julian M. Suso, Town Manager

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**Fees:**

Fee Waiver Request: Yes/No No Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

If approved, terms:

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\_\_\_\_\_  
Initial/Town Manager

- c. Wings for Falmouth Families Scavenger Hunt – Wings for Falmouth Families – Start/finish Marina Park – Saturday, 10/2/21



## TOWN OF FALMOUTH SPECIAL EVENT PERMIT

EVENT NAME Wings for Falmouth Families Scavenger Hunt

NAME Wings for Falmouth Families

MAILING ADDRESS P.O. Box 843, Falmouth, MA 02541

EVENT DAY & DATE Saturday, October 2, 2021

RAIN DATE Sunday, October 3, 2021

EVENT LOCATION Start and Finish at Marina Park

EVENT TYPE Town-wide scavenger hunt

SET-UP ARRIVAL TIME 9:00 a.m. EVENT HOURS 11:00 a.m. – 3:00 p.m.

NUMBER OF ATTENDEES 25 # OF VEHICLES 12-15

ADDITIONAL DETAILS Teams will start at the park and then travel around town following clues. The event will end at the park with a small silent auction.

### CONDITIONS:

1. If a tent is to be used, contact Building Department to apply for a tent permit and schedule inspection 30 days prior to the event.
2. If needed, organizers to contact detail sergeant 30 days prior to the event to coordinate proper safety and security measures.
3. Organizers to check Marina Park area following event so no litter or debris is left behind.

PERMIT FEE \$25.00 FILING FEE \$10.00

DEPOSIT \$300.00 (Refundable at conclusion of event provided that no litter or damage has occurred)

### BOARD OF SELECTMEN:

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\_\_\_\_\_  
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**Town Manager's Working Group Review Form**

Meeting/Review Date: August 2021  
 Event Name: Wings for Falmouth Families Scavenger Hunt  
 Applicant: Nancy Thrasher, Wings for Falmouth Families  
 Location: Town wide, start and finish at Marina Park  
 Date of Event: Saturday, October 2, 2021 Time: 11:00 a.m. to 3:00 p.m.  
 Rain Date: Sunday, October 3, 2021  
 Set-up Date: same day Time: 9:00 a.m. Breakdown Date: \_\_\_\_\_ Time: 4:00 p.m.  
 Number of Attendees: 25  
 Recurrence/# Years at Site: Recurring event  
 One-Day Liquor License? Y/N No  
 Signs: Y/N No How Many: \_\_\_\_\_ Where: \_\_\_\_\_  
 Tents: Y/N No How Many: \_\_\_\_\_ Size: \_\_\_\_\_ Where: \_\_\_\_\_

Reviewers/Sign In :	<u>Print Name</u>	<u>Sign Name</u>	<u>Written Referral</u>
Department of Public Works:			
Parks Department	_____		Y___ N___
Highway Department	_____		Y___ N___
Engineering	_____		Y___ N___
Other	<u>Emergency Communications, C. Campbell - No issues.</u>		Y <input checked="" type="checkbox"/> N___
Police Department	_____		Y___ N___
Fire Department	<u>B. DeMello - No issues.</u>		Y <input checked="" type="checkbox"/> N___
Recreation Director	_____		Y___ N___
Building Commissioner	<u>E. Gore - No issues. Apply for tent permit if necessary.</u>		Y <input checked="" type="checkbox"/> N___
Health Department	_____		Y___ N___
Beach Department	<u>M. Clayton - No issues.</u>		Y <input checked="" type="checkbox"/> N___
M.E.S.	_____		Y___ N___
Bicycle & Pedestrian Committee	_____		Y___ N___
Sign Review Committee or Zoning Enforcement Officer	_____		Y___ N___

Does this Event Meet the Minimum Requirements of the Special Events Policy? – Yes/No

If No, what are the shortfalls of the application that must be addressed?

Yes. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Special Events Approved or Requested on this Date or Weekend:**

Event	Location	Date
<u>Liam Maguire's Almost Five-Miler</u>	<u>Town Hall Square start/finish</u>	<u>Saturday, Oct. 2, 9:00 - 11:30</u>
<u>Buzzards Bay Watershed Ride</u>	<u>Bike path to Woods Hole, MBL</u>	<u>Sunday, Oct. 3, 1:00 - 6:00</u>
_____	_____	_____

**Known Private Events on this Date or Weekend:**

_____	_____	_____
_____	_____	_____
_____	_____	_____

**Correspondence Received:**

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**Additional Requests:**

Use of public parking for 12 - 15 cars. Teams will start at Marina Park and then travel around town following clues. The event will end at the park with a small silent auction.

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**Special Consideration – Events Proposed on Main Streets of Villages**

What measures/conditions are recommended for the Board to consider to respond to potential parking and traffic congestion in proposed area:

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**Additional conditions, comments, recommendations:**

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Town Manager recommends application to proceed to Select Board for review and approval.

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Julian M. Suso, Town Manager

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**Fees:**

Fee Waiver Request: Yes/No No Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

If approved, terms:

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Initial/Town Manager

d. Chris Wetherbee Memorial Toy Run – Ride from Buzzards Bay to Navigator, Falmouth – Sunday, 11/7/21



**TOWN OF FALMOUTH  
SPECIAL EVENT PERMIT**

**EVENT NAME** Annual Chris Wetherbee Memorial Toy Run

**NAME** Tammy Baptiste, Coordinator

**MAILING ADDRESS** 152 Palmer Avenue, Falmouth MA 02540

**EVENT DAY & DATE** Sunday, November 7, 2021

**RAIN DATE** none

**EVENT LOCATION** Buzzards Bay to Ashumet Road -Navigator

**EVENT TYPE** Charity Motorcycle Ride

**SET-UP ARRIVAL TIME** 8:30 a.m. **EVENT HOURS** 8:30 a.m. - 1:30 p.m.

**NUMBER OF ATTENDEES** 50-100 **# OF VEHICLES** 50 - 100

**ADDITIONAL DETAILS** Motorcycle ride from Eagles Hall in Buzzards Bay to the Navigator at 55 Ashumet Road, East Falmouth. Route map attached. Charity toy drive to benefit children of Cape Cod.

**CONDITIONS:**

1. Organizer to place a courtesy call to the Communications Department at 774-255-4527 ext. 0 approximately 5 minutes before the event is entering Falmouth.
2. Organizers to ensure at the start of the race that all motorcycles are prepared to keep noise level down.
3. Organizers to contact detail sergeant 30 days prior to the event to coordinate proper safety and security measures.
4. Organizers to monitor the ride route to ensure that no litter or debris is left behind.

**PERMIT FEE** \$200.00 **FILING FEE** \$10.00

**DEPOSIT** \$300.00 (Refundable at conclusion of event provided that no litter or damage has occurred)

**SELECT BOARD:**

_____	_____
_____	_____
_____	_____

**Town Manager's Working Group Review Form**

Meeting/Review Date: August 2021  
 Event Name: Chris Wetherbee Memorial Toy Run  
 Applicant: Tammy Baptiste  
 Location: Motorcycle Ride from Eagle's Hall in Buzzards Bay to the Navigator in East Falmouth  
 Date of Event: Sunday, November 7, 2021 Time: 8:30 a.m. to 1:30 p.m.  
 Rain Date: None.  
 Set-up Date: \_\_\_\_\_ Time: \_\_\_\_\_ Breakdown Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Number of Attendees: 50 - 100  
 Recurrence/# Years at Site: Recurring Event  
 One-Day Liquor License? Y/N No  
 Signs: Y/N No How Many: \_\_\_\_\_ Where: \_\_\_\_\_  
 Tents: Y/N No How Many: \_\_\_\_\_ Size: \_\_\_\_\_ Where: \_\_\_\_\_

Reviewers/Sign In :	<u>Print Name</u>	<u>Sign Name</u>	<u>Written Referral</u>	
Department of Public Works:				
Parks Department	_____		Y ___	N ___
Highway Department	_____		Y ___	N ___
Engineering	_____		Y ___	N ___
Other	<u>Emergency Communications, C. Campbell - organizer to give</u>		Y <input checked="" type="checkbox"/>	N ___
Police Department	<u>a call approx. 5 minutes before the event is entering Falmouth.</u>		Y ___	N ___
Fire Department	<u>B. DeMello - No issues.</u>		Y <input checked="" type="checkbox"/>	N ___
Recreation Director	_____		Y ___	N ___
Building Commissioner	<u>E. Gore - No issues - apply for tent permit if applicable.</u>		Y <input checked="" type="checkbox"/>	N ___
Health Department	_____		Y ___	N ___
Beach Department	<u>M. Clayton - No issues.</u>		Y <input checked="" type="checkbox"/>	N ___
M.E.S.	_____		Y ___	N ___
Bicycle & Pedestrian Committee	_____		Y ___	N ___
Sign Review Committee or Zoning Enforcement Officer	_____		Y ___	N ___

Does this Event Meet the Minimum Requirements of the Special Events Policy? – Yes/No  
 If No, what are the shortfalls of the application that must be addressed?  
 Yes.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Special Events Approved or Requested on this Date or Weekend:**

Event	Location	Date
None.	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Known Private Events on this Date or Weekend:**

None.	_____	_____
_____	_____	_____
_____	_____	_____

**Correspondence Received:**

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**Additional Requests:**

Requesting waiver of special event permit fee.

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**Special Consideration – Events Proposed on Main Streets of Villages**

What measures/conditions are recommended for the Board to consider to respond to potential parking and traffic congestion in proposed area:

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**Additional conditions, comments, recommendations:**

Condition: At the start of the ride, organizers ask the riders keep the noise level down.

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Town Manager recommends application to proceed to Select Board for review and approval.

\_\_\_\_\_  
Julian M. Suso, Town Manager

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**Fees:**

Fee Waiver Request:    Yes/No Yes                      Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

*If approved, terms:*

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\_\_\_\_\_  
*Initial/Town Manager*



**22nd Annual Chris Wetherbee  
Memorial Toy Run  
Benefiting the Children of Cape Cod**



**SUNDAY, NOVEMBER 7, 2021**

**Registration 8:30 to 10:30 A. M.**

**At Eagles Hall, 39 Cohasset Avenue, Buzzards Bay**

**Leaving at 11:00 A.M. Sharp**

**\*\*Riding to the Navigator\*\*\***

**\*\*\*\*55 Ashumet Rd, East Falmouth\*\*\*\***

**Donations \$10 per person or a new unwrapped toy  
(Please no stuffed animals or violent toys)**

**If unable to make the ride toys can be dropped off at:  
ShoreWay Acres Inn, 59 Shore Street, Falmouth, MA**

**To Make a Donation or for more information please contact: Tammy Baptiste @  
[chriswetherbeetoyrun@gmail.com](mailto:chriswetherbeetoyrun@gmail.com) or (508)648-1025; Joe Wetherbee @  
[csawce2004@yahoo.com](mailto:csawce2004@yahoo.com) or (508)776-4548; or Clarissa Wetherbee @  
(774)392-2164**

To the Falmouth Selectboard:

While last year was unique due to the pandemic, the struggles for the families on Cape Cod seems to be continuing, and getting greater. Many people have been laid off or will be laid off and struggle to make ends meet. With the holidays fast approaching the families will still need our help. It is important to the community that we continue this ride to support the children on Cape Cod. We will begin the ride with registration at the Eagles Hall in Buzzards Bay, and then ride to the Navigator in Falmouth as we have in previous years. A map of the route has been attached to the application. At the Navigator, the toy truck will be unloaded, and the toys will be loaded into the vehicle provided by JTEC Corp. There will be a presentation of donations, and a light lunch will be available.

I hope you all will approve our Special Event Permit, and waive the permit fee. Please be assured that we will certainly be doing our best to provide a safe ride all the way around.

Thank you for your consideration.

Sincerely,

Tammy A Baptiste  
Coordinator  
Chris Wetherbee Memorial Toy Run

To the Select Board for the Town Of Falmouth,

I am writing to request a waiver of the special event permit fee for this year's Chris Wetherbee Memorial Toy Run. This event is put on for the benefit of the children in Falmouth, and the rest of Cape Cod whose families receive assistance from the Housing Assistance Corporation of Cape Cod and the Islands and its affiliates. My family and I have organized this ride for many years. We request donations from area businesses, other riders, or our friends/family for raffle prizes. We have friends and family volunteer to work and promote the event. The Navigator and the Eagles are both donating the spaces for us to use. Administrative expenses, and the like are covered by the family. As a result, I am requesting a waiver of the special permit fee. Thank you for your consideration regarding this event.

Kind Regards,  
Tammy Baptiste  
Coordinator - Chris Wetherbee Memorial Toy Run  
152 Palmer Avenue  
Falmouth, MA 02540  
(508) 648-1025

## Chris Wetherbee Toy Run - Estimated Out of Pocket Expenses

Office Expenses - Ink, paper, raffle tickets, bags, etc.	\$200-\$250
Transportation - sample route rides, meetings, etc.	\$100-\$125
Raffle prizes not donated	\$175-\$200
Toys purchased from 50/50 raffle money and family donations	\$250-\$300
Money to make change for the registration	\$200-\$250
Total Estimated Expenses	\$925-\$1125

For the most part the expenses listed above come out of our pockets directly. Thus, we are asking the Selectboard to waive the \$200.00 fee for the permit.

New – Recommended:

- e. Old Stone Dock Association Meeting – Surf Drive Beach – Friday, 9/3/21



**TOWN OF FALMOUTH  
SPECIAL EVENT PERMIT**

**EVENT NAME** Old Stone Dock Association Meeting

**NAME** Jay Thayer, President, Old Stone Dock Association

**MAILING ADDRESS** P.O. Box 835, Falmouth, MA 02541

**EVENT DAY & DATE** Friday, September 3, 2021

**RAIN DATE** None.

**EVENT LOCATION** Surf Drive Beach (left of the bath house)

**EVENT TYPE** Association meet and greet

**SET UP TIME** \_\_\_\_\_ **EVENT HOURS** 5:00 p.m. – 6:30 p.m.

**NUMBER OF ATTENDEES** 25 - 40 **NUMBER OF VEHICLES** \_\_\_\_\_

**ADDITIONAL DETAILS** Concession will remain open for one hour later than usual with a limited menu to serve the members. The only food and beverage provided would be from the concession. There will be no alcohol. There will be no music.

**CONDITIONS:**

1. Consumption of alcoholic beverages prohibited on Town beaches and parking areas.

**PERMIT FEE** -- **FILING FEE** \$10.00

**DEPOSIT** -- (Refundable at conclusion of event provided that no litter or damage has occurred)

**SELECT BOARD:**

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

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

**Town Manager's Working Group Review Form**

Meeting/Review Date: August 2021  
 Event Name: Old Stone Dock Association Meeting  
 Applicant: Jay Thayer, President, Old Stone Dock Association  
 Location: Surf Drive Beach, left of the bath house  
 Date of Event: Friday, September 3, 2021 Time: 5:00 p.m. - 6:30 p.m.  
 Rain Date: None.  
 Set-up Date: \_\_\_\_\_ Time: \_\_\_\_\_ Breakdown Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Number of Attendees: 25 - 40  
 Recurrence/# Years at Site: New  
 One-Day Liquor License? Y/N No  
 Signs: Y/N No How Many: \_\_\_\_\_ Where: \_\_\_\_\_  
 Tents: Y/N No How Many: \_\_\_\_\_ Size: \_\_\_\_\_ Where: \_\_\_\_\_

Reviewers/Sign In :	<u>Print Name</u>	<u>Sign Name</u>	<u>Written Referral</u>
Department of Public Works:			
Parks Department	_____		Y__ N__
Highway Department	_____		Y__ N__
Engineering	_____		Y__ N__
Other	_____		Y__ N__
Police Department	<u>B. Reid - No objection.</u>		Y <input checked="" type="checkbox"/> N__
Fire Department	<u>C. O'Malley - No issues.</u>		Y <input checked="" type="checkbox"/> N__
Recreation Director	_____		Y__ N__
Building Commissioner	_____		Y__ N__
Health Department	_____		Y__ N__
Beach Department	<u>M. Clayton - No concerns.</u>		Y <input checked="" type="checkbox"/> N__
M.E.S.	_____		Y__ N__
Bicycle & Pedestrian Committee	_____		Y__ N__
Sign Review Committee or Zoning Enforcement Officer	_____		Y__ N__

Does this Event Meet the Minimum Requirements of the Special Events Policy? – Yes/No

If No, what are the shortfalls of the application that must be addressed?

Yes. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Special Events Approved or Requested on this Date or Weekend:**

Event	Location	Date
None.	_____	_____
<u>Rotary Club Craft Fair</u>	<u>Marina Park</u>	<u>Sat. - Sun., 9/4 - 9/5/21</u>
_____	_____	_____

**Known Private Events on this Date or Weekend:**

None.	_____	_____
_____	_____	_____
_____	_____	_____

**Correspondence Received:**

None.

**Additional Requests:**

Concession will remain open for one hour later than usual with a limited menu to serve the members. The only food and beverage provided would e from the concession. There will be no alcohol. There will be no music.

**Special Consideration – Events Proposed on Main Streets of Villages**

What measures/conditions are recommended for the Board to consider to respond to potential parking and traffic congestion in proposed area:

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**Additional conditions, comments, recommendations:**

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Town Manager recommends application to proceed to Select Board for review and approval.

\_\_\_\_\_  
Julian M. Suso, Town Manager

**Fees:**

Fee Waiver Request: Yes/No \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

If approved, terms:

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Initial/Town Manager

## **PUBLIC HEARINGS**

1. Vote to adopt Stormwater Management Rules and Regulations, continued from 8/9/21 (15 minutes)

## **PUBLIC HEARINGS**

2. Application for Multiple Amendments to an All Alcoholic Common Victualler License – Falmouth Golf Management d/b/a Falmouth Country Club, located at 630 Carriage Shop Road, East Falmouth, including Change of Officers/Directors and Change of Ownership Interest (15 minutes)



The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission

For Reconsideration

LICENSING AUTHORITY CERTIFICATION

Falmouth

City/Town

0004-RS-0390

ABCC License Number

TRANSACTION TYPE (Please check all relevant transactions):

The license applicant petitions the Licensing Authorities to approve the following transactions:

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

APPLICANT INFORMATION

Name of Licensee  DBA

Street Address  Zip Code

Manager

Granted under Special Legislation? Yes  No

If Yes, Chapter

of the Acts of (year)

Type (i.e. restaurant, package store) Class (Annual or Seasonal) Category (i.e. Wines and Malts / All Alcohol)

DESCRIPTION OF PREMISES Complete description of the licensed premises

1st Floor: Proshop, food/bar. 2nd Floor: Offices. Cellar: storage. Patio along back of building. Pavilion - tent with cement foundation directly behind clubhouse & snack shop. All holes of the Championship Golf Course and the Talon Golf Course serve beverages to customers using a motorized snack cart.

LOCAL LICENSING AUTHORITY INFORMATION

Application filed with the LLA: Date  Time

Advertised Yes  No  Date Published  Publication

Abutters Notified: Yes  No  Date of Notice

Date APPROVED by LLA  Decision of the LLA

Additional remarks or conditions (E.g. Days and hours)

For Transfers ONLY:  
Seller License Number:  Seller Name:

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission  
Ralph Sacramone  
Executive Director

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

**LICENSE APPLICATION REVIEW**

**Restaurant:** Falmouth Golf Management, LLC d/b/a Falmouth Country Club

**Address:** 630 Carriage Shop Road, East Falmouth

**License Type:** All Alcoholic Common Victualler License

- New or Transfer of License** \_\_\_\_\_
- or
- Change of License** Change of Officers/Directors and Change of Ownership Interest

**NOTES:**

The applicant's attorney provides the following narrative describing the transaction:

**“Troon Indigo Holdings LLC acquired the equity interests of Antares Golf Management LLC and other “Antares” holding companies. The Acquisition took place at the 4<sup>th</sup> parent level above the licensee, Falmouth Golf Management LLC. This acquisition involved the equity purchase of more than 100 golf course operations located throughout the United States, Falmouth being one of them.”** -see attached diagram.

The complete application is available for review in the Select Board Office.

Falmouth Golf Management LLC  
LICENSEE  
\* Antares Golf LLC  
Managing Member – 100%

Antares Golf LLC  
\* Antares Golf Management LLC  
Managing Member – 100%

Antares Golf Management LLC  
\* Troon Indigo Holdings LLC  
Managing Member – 100%  
(new entity to structure)

→ Change in ownership occurred here and below ↓

Officers for all Entities:

Ruth Engle – President

Jay McGrath – VP

Jeffrey Hansen - Secy

Troon Indigo Holdings LLC  
\* Troon Golf LLC  
Managing Member – 100%  
(new entity to structure)

Troon Golf LLC  
(new entity to structure)  
\* No individual owns 10% or more  
(ultimate ownership are SEC-regulated investment trusts)



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

APPLICATION FOR MULTIPLE AMENDMENTS

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

CHANGE OF OFFICERS/DIRECTORS/LLC MANAGERS

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officers/Directors Application
- CORI Authorization Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal.*
- Business Structure Documents
  - If Sole Proprietor, Business Certificate
  - If partnership, Partnership Agreement
  - If corporation or LLC, Articles of Organization from the Secretary of the Commonwealth
- Vote of the Entity Board
- Monetary Transmittal Form
- \$200 fee via [ABCC website](#) and Payment Receipt

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

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officers/Directors Application
- Financial Statement
- CORI Authorization Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal.*
- Business Structure Documents
  - If Sole Proprietor, Business Certificate
  - If partnership, Partnership Agreement
  - If corporation or LLC, Articles of Organization from the Secretary of the Commonwealth
- Vote of the Entity Board
- Purchase and Sale Agreement
- Supporting Financial Records
- Advertisement\*
- Monetary Transmittal Form
- \$200 fee via [ABCC website](#) and Payment Receipt

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

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officers/Directors Application
- Financial Statement
  - CORI Authorization Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal.*
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  - If Sole Proprietor, Business Certificate
  - If partnership, Partnership Agreement
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- Vote of the Entity Board
- Purchase and Sale Agreement
- Supporting Financial Records
- Advertisement\*
- Monetary Transmittal Form
- \$200 fee via [ABCC website](#) and Payment Receipt

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

LICENSE APPLICATION REVIEW

Restaurant/Business: Falmouth Golf Management dba Falmouth Country Club

Address: 630 Carriage Shop Rd. East Falmouth MA

License Type: \_\_\_\_\_

New or Transfer of License \_\_\_\_\_

or

Change of License Change of Ownership/ Change Officers/ Directors

Written  
Response

Y

Police - No objection.

Y

Fire - NO issues.

Building

Health

Y

Zoning - NO issues.

Y

Planning - No current concerns.

DPW

Y

Town Counsel - No comments.

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NOTES:

**PAID**  
\$50  
filing fee CK# 29683



**SIEGEL & MOSES, P.C.**  
ATTORNEYS AT LAW  
8700 WEST BRYN MAWR AVE. SUITE 720N  
CHICAGO, ILLINOIS 60631

TELEPHONE (312) 658-2000  
FACSIMILE (312) 658-2022  
WWW.SMLAW.ORG



JENNIFER G. GALLERY  
[JENNIFER@SMLAW.ORG](mailto:JENNIFER@SMLAW.ORG)

**VIA OVERNIGHT CARRIER**

July 1, 2021

Select Board  
Town of Falmouth  
59 Town Hall Square  
Falmouth, MA 02540

**Re: Application for Change of Officers/Owners  
Falmouth Golf Management LLC  
DBA Falmouth Country Club  
630 Carriage Shop Rd, East Falmouth, MA**

Dear Sir or Madam:

Please be advised that our office represents the above-referenced licensee that holds a liquor licensed for the noted golf course. We have been advised of a change of officers and an upper-level change of ownership that has taken place with the licensed entity and as such, I have enclosed paperwork to process same. Other than the officer and upper-level change of ownership, all golf course operations and local management remain unchanged. Please process the enclosed and contact me if you need anything else. Thank you for your assistance with this matter.

Sincerely,

**SIEGEL & MOSES, P.C.**

A handwritten signature in black ink that reads 'Jennifer G. Gallery'.

JGG/ea  
Enclosures



**APPLICATION FOR MULTIPLE AMENDMENTS**

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
Falmouth Golf Management LLC	Falmouth	0004-RS-0390

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.

Filing is to report a change of officers and an upper level change of LLC ownership. Premises: 1st Floor: Pro shop, food/bar, 2nd Floor: Offices/Cellar/Storage; Patio along back of building. Pavilion: Tent with cement foundation directly behind clubhouse & snack shop. All holes of the Championship Golf Course and the Talon Golf Course serves beverages to customers using motorized snack carts.

**APPLICATION CONTACT**

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

Name	Title	Email	Phone
Jennifer Gallery	Attorney	jennifer@smlaw.org	312-658-2000 ext.3

**2. AMENDMENT-Change of License Classification**

<input type="checkbox"/> <b>Change of License Category</b>	Last-Approved License Category	<input type="text"/>
All Alcohol, Wine and Malt, Wine Malt and Cordials	Requested New License Category	<input type="text"/>
<input type="checkbox"/> <b>Change of License Class</b>	Last-Approved License Class	<input type="text"/>
Seasonal or Annual	Requested New License Class	<input type="text"/>
<input type="checkbox"/> <b>Change of License Type*</b>	Last-Approved License Type	<input type="text"/>
i.e. Restaurant to Club *Certain License Types CANNOT change once issued*	Requested New License Type	<input type="text"/>

**3. AMENDMENT-Change of Business Entity Information**

<input type="checkbox"/> <b>Change of Corporate Name</b>	Last-Approved Corporate Name:	<input type="text"/>
	Requested New Corporate Name:	<input type="text"/>
<input type="checkbox"/> <b>Change of DBA</b>	Last-Approved DBA:	<input type="text"/>
	Requested New DBA:	<input type="text"/>
<input type="checkbox"/> <b>Change of Corporate Structure</b>	Last-Approved Corporate Structure	<input type="text"/>
LLC, Corporation, Sole Proprietor, etc	Requested New Corporate Structure	<input type="text"/>

**4. AMENDMENT-Pledge Information**

<input type="checkbox"/> <b>Pledge of License</b>	To whom is the pledge being made:	<input type="text"/>
<input type="checkbox"/> <b>Pledge of Inventory</b>		
<input type="checkbox"/> <b>Pledge of Stock</b>		

**CORPORATE VOTE**

The Board of Directors or LLC Managers of   
Entity Name  
duly voted to apply to the Licensing Authority of   
City/Town and the  
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

For the following transactions (Check all that apply):

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

"VOTED: To authorize   
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   
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,

  
Corporate Officer / LLC Manager Signature  
Jay McGrath  
(Print Name)

For Corporations ONLY

A true copy attest,

\_\_\_\_\_  
Corporation Clerk's Signature  
\_\_\_\_\_  
(Print Name)

Bells Of Falmouth

Bells At St. Barnabas Episcopal Church

By KENNETH R. PEAL

One of my early forays into a church steeple was at St. Barnabas, where I learned the architectural challenges they present.

It was a rainy December day, and not only did I get wet but I could see lots of evidence of repairs aimed at keeping rain out of the lower portion of the tower. Bells are usually mounted up high and open to the air, so the sound can travel. But weather-proofing the structure below the bell is difficult, especially if you provide a hatch for access to the bell. If the hatch is not completely sealed, it is like a roof with a leak. I learned from Tom Chase many years ago that the fastest way to let Mother Nature take over a building is to leave roof problems unrepaired (his sentiment, not his words).

At St. Barnabas, evidence of the damage that can be done by continuous exposure to the elements occurred in 1953 when the warden of the parish, Harry Cocks, made one of his infrequent visits to the bell tower. He found that "one of the two heavy wooden supports on which the bell had rested for decades, weakened by long weathering, gave way. The bell rested in precarious balance, the other support also weakened." (Falmouth Enterprise, April 29,

1958). Ironically, the reason for his visit to the tower was to discuss weatherproofing work with a contractor. Recognizing the urgency of the situation, Harry enlisted another contractor, Walter Cockerham, who happened to be working in the rectory at the time. His crew had no experience with bell work, but R. Gilbert Allenby used blocks and tackles to raise the two-ton bell while the Cockerham crew shaped and put in place new supporting beams—probably the same beams that I saw when I visited on that rainy December day. The bell was ready for use again for services the following Sunday.

The bell in the St. Barnabas steeple is from the Blake Foundry in Boston, inscribed as given by J. Arthur Beebe in 1891. It also includes a tiny trademark "Hooper & Co." which, at about 1.5 inches, is a surprisingly delicate touch. And unusual—it is the only one that I have seen.

The bell's donor, Arthur Beebe, was the nephew of E. Pierson Beebe, who founded St. Barnabas parish in 1858. The church website tells us that "the name, St. Barnabas, is attributed to the church having been consecrated on the feast day of St. Barnabas, June 11, 1869."

The new bell was used for the

first time at the Ascension Day service in 1891. The ringing of the bell caused the service to be interrupted when volunteer firefighters "gathered from all directions at the church door with anxious inquiries as to where the fire was. The rector gave them a short instruction on the church ecclesiastical calendar, and a very warm welcome to the service inside, but like the invited guests in the parable, they had other previous engagements, and departed somewhat disappointed, he thought, while he turned again to the feeble flock inside."

That quote is from a classic tongue-in-cheek letter to The Falmouth Enterprise (September 26, 1929) from the Reverend Henry Herbert Smythe, second rector of St. Barnabas and president of the Falmouth Historical Society.

Sadly, just over a year later Mr. Smythe died suddenly—"was beloved in church and community during 40 years of faithful service."

After the moving funeral service, "the church bell was tolled seventy-six times, one stroke for each year of life and symbolically as the sexton Joseph MacKiligan gave the final stroke the rope snapped and fell coiled about his feet." (Falmouth Enterprise, November 30, 1930)

A second bell at St. Barnabas found atop the chapel that overlooks Siders Pond. The chapel, which was converted in 1982 from the 1894 carriage sheds, was the gift of William Peters. The south side of the chapel is all windows providing a view of the pond. The other three walls are cast stone, untouched from the old carriage sheds. In addition to creating the chapel, Mr. Peters wanted the chapel to include a bell tower and a bell. His tower incorporated matching hand-cut stone provided by the Baker Monument Company but Mr. Peters had some difficulty finding an appropriate bell, rejecting locomotive and other smaller bells. Fortunately a friend, Frederick Lawrence, "suggested the old high school bell." (Falmouth Enterprise, May 25, 1982)

I don't know how Mr. Lawrence knew about the school bell or why it seemed appropriate to be used on a church chapel, but at its next meeting the school committee gave permission to loan the bell to the chapel, and it's there today. At nearly 60 years so far, I guess it was a long-term loan. The picture from 1982 shows the bell being installed without mechanical aids by three local workers, only one of whom, Henry Brown, I can identify. He is the father of my friend of the same name. Captions for this picture typically refer to this as a "400 lb bell." But in fact, it is a 300-pound Meneely bell from Troy, New York.

An explanation of exactly which Lawrence School the bell came from (the name Lawrence has been used on at least three schools in Falmouth) and where it was found (not in any of the Lawrence schools) are stories for another day.



Workers install the Lawrence School Meneely bell in the tower of the St. Barnabas Chapel. This picture and some information about the chapel are from Woods Hole Historical Collector's Spirit Mail, v. 3, n.1, 1989, by the Rev. T.E. Adams Jr., "Mr. Beebe Has Got His Parish."

Woods Hole Market Plans To Open Restaurant Above Market

By CALLI REMILLARD

The owner of Woods Hole Market plans to transform the second floor of his building at 87 Water Street into a restaurant. Robert H. Ament, a Falmouth attorney representing Eel Pond LLC, brought the site plan review before the Falmouth Planning Board during a public hearing on Tuesday. Jeffrey Parish, owner of Woods Hole Market for the past 11 years, completely renovated the market when he purchased it in December 2010. Maintaining a steady flow of business in the small village of Woods Hole during the age of instant delivery services has been difficult, but the market has been a long-time staple of the community and the owner intends to keep it that way.

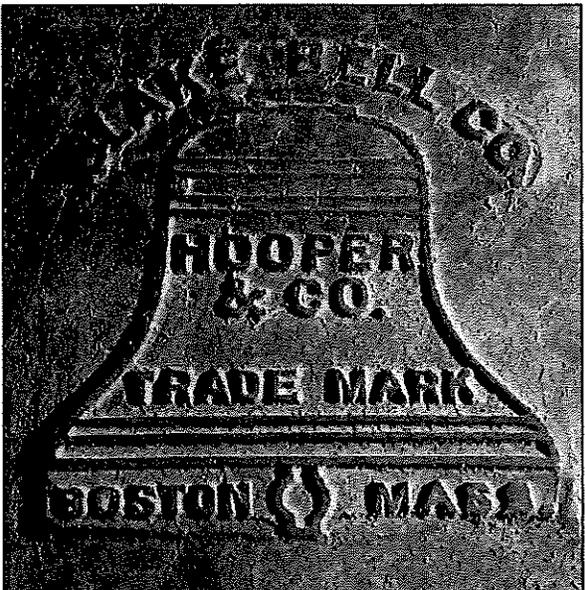
"It's difficult, but it's what Woods Hole needs and it's what they want to do," Mr. Ament said. The proposed plan would transform the second floor of the historic building into a sit-down restaurant area, while maintaining the market on the ground floor. Additional seating would be available on the second-floor deck, which is currently being

used as a seating area for patrons who want to sit and enjoy their deli sandwiches while overlooking Eel Pond. The restaurant would have about 87 seats and have a full-service sit-down breakfast and dinner menu, while the deli counter would handle lunch. "There's an awful lot of support for this proposal," Mr. Ament said. "A petition at the store has already garnered 450 signatures, which I gave to the board earlier today. There are some very thoughtful letters that have been submitted from people who are acknowledging the importance of the market to the village and like this idea for restaurant use."

The matter was brought before the board because while it is merely a change of use and no real changes are being done to the building, the site does not meet the parking requirements for a restaurant and is therefore subject to a site plan review. Mr. Ament said that for this reason, the matter is also being brought before the zoning board of appeals. The zoning board is currently reviewing the site plan, but ultimately decided to continue the matter until their next meeting Tuesday, August 26, to allow time for public comment.

but it's Woods Hole," Mr. Ament said. "Almost none of the restaurants have parking in Woods Hole. There's a lot of public transportation, there's public parking at the State High Authority, there's street parking that's further down Water Street. And a lot of people who will be patrons of the restaurant and market work in the village, where the institutions do provide parking for staff."

Mr. Ament made a point to note that the restaurant is on the second floor of a historic building. He told the board that the Massachusetts Architectural Access Board agreed to waive its hearings to approve this use, despite the lack of disabled accessibility to the second floor, because there will be disabled access to the first floor. "I think it's good," board member Robert Levy said. "Anything we can do to keep that market going is good for Woods Hole." Members of the board appeared to be all in favor of approving the plan, but in the end, but ultimately decided to continue the matter until their next meeting Tuesday, August 26, to allow time for public comment.



The bell in the St. Barnabas steeple is inscribed with a trademark "Hooper & Co," which is about 1.5 inches square.

Legal Notices

**THE FALMOUTH CONSERVATION COMMISSION** will hold a public hearing under Section 90, Chapter 131 of the general laws of the Commonwealth of Massachusetts, Wednesday, August 18, 2021, 7:30 PM, at the Falmouth Town Hall, 59 Town Hall St., Falmouth, MA 02540. For a two-acre parcel, in the waters of Buzzards Bay, roughly 600' offshore from the area commonly known as Sunset Beach. Said hearing will be held on Monday, August 30, 2021, at 7:30 p.m. virtually via Zoom.

In accordance with Chapter 30A of the Acts of 2020, relating to the 2020 novel Coronavirus outbreak, the August 25, 2021 public meeting of the Falmouth Conservation Commission shall be physically closed to the public to avoid group congregation. Alternative public access to this meeting shall be provided in the following manner: 1. The meeting will be televised via Falmouth Community Television. 2. Real-time public comment can be addressed to the Conservation Commission utilizing the Zoom virtual meeting software to render access. This application will allow users to view and participate in the meeting. Real comments submitted with the Zoom login will be read into the record at the appropriate point in the meeting. 3. Zoom Login instructions. 4. Instructions and the meeting link will be sent in advance of the meeting to approved participants. 5. Participants may also be permitted to attend the meeting via a Zoom link provided in the meeting agenda. 6. Participants may also be permitted to attend the meeting via a Zoom link provided in the meeting agenda. 7. Participants may also be permitted to attend the meeting via a Zoom link provided in the meeting agenda.

**LUCKINSHO BOARD**  
Douglas C. Brown  
Nancy R. Taylor  
Samuel H. Peterson  
Megan English-Briggs  
Orly & Scott Price  
August 13, 2021

**Notice**  
Mary E. Schifman passed on August 9, 2021

**Falmouth Zoning Board of Appeals**  
Notice of Public Hearing for September 8, 2021

Notice is hereby given of the following Public Hearing (8:30 AM and Open Meeting in the Selectmen's Meeting Room, Town Hall on Thursday, September 9, 2021)  
**Application 2021-21 Eel Pond Realty, LLC:** Applied to the Zoning Board of Appeals for a special permit pursuant to section(s) 240-C, 240-B, 240-A, and 240-107 of the Code of Falmouth to allow a restaurant in addition to existing market and a new deck with steps at the rear of the existing structure, increasing coverage by structures. The subject property is 87 Water Street, Woods Hole, MA.  
**Application 2021-11 Sunset Co. and Peter J. MacIntyre, Jr.:** Applied to the Zoning Board of Appeals for a special permit pursuant to section(s) 240-B of the Code of Falmouth to construct an addition to the 2nd floor of the non-conforming single family dwelling on subject property known as 187 Central Avenue, Falmouth, MA.  
**Application 2021-21 Richard R. Mills, Jr.:** Applied to the Zoning Board of Appeals for a special permit pursuant to section(s) 240-C(1) of the Code of Falmouth to allow a detached garage exceeding 300sq-ft in size on subject property known as 19 John Parker Road, East Falmouth, MA.  
**Application 2021-21 Adelle E. McDermott, Trustee:** Applied to the Zoning Board of Appeals for a special permit pursuant to section(s) 240-C, 240-B, 240-A, and 240-107 of the Code of Falmouth to construct a dormer on the 2nd floor, remove existing deck and construct a screened porch on subject property known as 30 Harrington Street, Westport, MA.

Complete applications are available by request and will be sent via email.

**REQUESTS FOR DETERMINATION OF APPLICABILITY**

**267 Eel Pond LLC, 267 Eel Pond Avenue, Falmouth, MA:** For permission to upgrade and maintain an on-site sewage disposal system.

**Leonard Randa, 11 Avenue A, East Falmouth, MA:** For permission to construct and maintain additions and a covered front porch, and to remove an existing driveway.

**Sabra Smith, 202 West 28 Associates Road, West Falmouth, MA:** For permission to rebuild and repair a beach access trail and to install a safety railing.

**R. Westermann, LLC, 382 and 138 Central Avenue, Falmouth, MA:** For permission to construct a single-family dwelling and to install a V type septic system with associated clearing, grading, and landscaping.

**Vicente Castellano, 44 Chestnut Street, Falmouth, MA:** For permission to vacate parcel according to FVW10.18(1)(a).

**REQUESTS FOR A HEARING UNDER A NOTICE OF INTENT**

**Woods Hole Oceanographic Institution, 86 Water Street, Woods Hole, MA:** For permission to replace the existing train Marina Facility at 86 Water Street with Woods Hole. The proposed work will involve a) The in-kind replacement of the existing pile-supported dock, b) Reconstruction and reconstruction of the deck, c) Installation of an autonomous vessel port, d) Dredging along the facility's west berth, and e) Clear redevelopment including demolition of the train building and construction of a new waterfront building.

By Order of: **Janie McNeill, Chairman**  
Falmouth Conservation Commission  
August 13, 2021

**PUBLIC HEARING NOTICE**  
The Falmouth Select Board will hold a public hearing under Section 240-77 (Water Law)

holders of the Zoning (Bylaw) on request for the renewal of Shallow Aquaculture Perms RA10-04 by Peter Chase of Oubass Oyster Co., LLC, 35 Westwood Drive, Falmouth, MA 02540, for a two-acre parcel, in the waters of Buzzards Bay, roughly 600' offshore from the area commonly known as Sunset Beach. Said hearing will be held on Monday, August 30, 2021, at 7:30 p.m. virtually via Zoom.

In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, Chapter 30A, § 20, relating to the 2020 novel Coronavirus outbreak emergency, the August 30, 2021 public meeting of the Falmouth Select Board shall be physically closed to the public to avoid group congregation. "See Select Board NOTICE OF MEETING for August 30, 2021. It is posted on the Town of Falmouth website, www.falmouth.ma.gov. Agenda Center, on August 26, 2021 at 6:00 PM for detailed participation information."

**LUCKINSHO BOARD**  
Douglas C. Brown  
Nancy R. Taylor  
Samuel H. Peterson  
Megan English-Briggs  
Orly & Scott Price  
August 13, 2021

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By Order of the Planning Board:  
**Paul Dwyer, Chairman**  
August 6, 2021

**PUBLIC HEARING NOTICE**  
The Falmouth Select Board will hold a public hearing under Section 240-77 (Water Law)

**LIQUOR LICENSE HEARING**  
Notice is hereby given under Chapter 138 of the General Laws, as amended, that the Falmouth Club Management, LLC d/b/a Falmouth Country Club has applied for Multiple Amendments to its Alcohol Common Vendor's License located at 830 Carriage Shop Road, East Falmouth, MA including Change of Ownership Interest and Change of Officers/Owners.

A hearing will be held in the Selectmen's Meeting Room, Falmouth Town Hall on Monday, August 30, 2021, at 7:30 p.m. on the above application.

"In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, Chapter 30A, § 20, relating to the 2020 novel Coronavirus outbreak emergency, the August 30, 2021 public meeting of the Falmouth Select Board shall be physically closed to the public to avoid group congregation. "See Select Board NOTICE OF MEETING for August 30, 2021. It is posted on the Town of Falmouth website, www.falmouth.ma.gov. Agenda Center, on August 26, 2021 at 6:00 PM for detailed participation information."

**LUCKINSHO BOARD**  
Douglas C. Brown  
Nancy R. Taylor  
Samuel H. Peterson  
Megan English-Briggs  
Orly & Scott Price  
August 13, 2021

**Falmouth Legal Aid**  
Seawitch Road Fire Station Project

In accordance with Massachusetts General Law chapter 92C section 14-5A, the Town of Falmouth is seeking responses to a Request for Qualifications (RFQ) for Designer services for a new fire station project. The selected firm will prepare plans and documents to assist in the planning, design and construction administration of a new Fire Station on seawitch Road in Falmouth. Work will include providing planning services to develop options to meet the operational needs of the fire department, and design services for all phases of the project including programming, architectural drawings, feasibility and schematic design, cost estimating, Design Development, Construction Documents, Bidding, Construction Administration, Commissioning and Closeout. All dates defined by the Project Owner for a Designer are expected to be included in any awarded contract between the Town and Designer. The Town reserves the right to include the selected firm for all of the referenced project phases. The fee for services will be negotiated with the highest ranked Respondent. The estimated construction cost for the project is approximately \$6.7 million. The RFQ document will be available after 11:00 AM on 08/13/21 from the office of the Office of the Town Engineer, via the email address: [info@falmouthlegalaid.org](mailto:info@falmouthlegalaid.org).

Complete applications are available by request and will be sent via email.

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By Order of the Planning Board:  
**Paul Dwyer, Chairman**  
August 6, 2021

**PUBLIC HEARING NOTICE**  
The Falmouth Select Board will hold a public hearing under Section 240-77 (Water Law)

**TOWN OF FALMOUTH**  
**PLANNING BOARD**  
**PUBLIC MEETING NOTICE**  
APPLICANT: Joseph M. and Maria C. Santos  
Location: 187 Central Avenue  
Map# 32 03 002 000  
PROPOSAL: Derivative Plan application to create a 4 lot subdivision  
DATE & TIME: Tuesday, August 24, 2021 at 8:30pm  
PLACE: Falmouth Town Hall  
59 Town Hall St  
Falmouth, MA 02540  
Documents may be viewed online at <http://www.falmouthma.us/323/Plans-Under-Review-By-the-Planning-Board>  
By Order of the Planning Board:  
**Paul Dwyer, Chairman**  
August 6, 2021

**Commonwealth of Massachusetts**  
**The Trial Court Probate and Family Court**  
Suffolk, Probate and Family Court  
24 New Oxford Street  
Boston, MA 02114  
**DIVORCE SUMMONS BY PUBLICATION AND MAILING**  
Docket No. 2021DC0440R  
Monique Romiza vs. Michael Romiza To the Defendant: The Plaintiff has filed a Complaint for Divorce requesting that the Court grant a divorce for irretrievable breakdown. The Complaint is on file at the Court. An Affidavit of Due Diligence has been entered in this matter preventing you from being any supplemental which would negatively impact the current financial status of either party. See Affidavit of Due Diligence at page 41. You are hereby summoned and required to answer to the Complaint on or before 10/29/2021. If you fail to do so, the court will proceed to the hearing and adjudication of the action. You are also required to file a copy of your answer, if any, in the office of the Registrar of the Court. WITNESS, Hon. Brian J. Dunn, First Justice of the Court. Date: August 04, 2021

August 13, 2021

## **PUBLIC HEARINGS**

3. Application for Renewal of Shellfish Aquaculture License #A10-04 issued to Peter Chase of Quissett Oyster Co., LLC, 35 Westmoreland Drive, Falmouth, MA 02540 (10 minutes)

## PUBLIC HEARING NOTICE

The Falmouth Select Board will hold a public hearing under Section 240-77 (Wetland Regulations of the Zoning Bylaw) on a request for the renewal of Shellfish Aquaculture Permit #A10-04 by Peter Chase of Quissett Oyster Co., LLC, 35 Westmoreland Drive, Falmouth, MA 02540, for a two-acre parcel, in the waters of Buzzards Bay, roughly 600' offshore from the area commonly known as Gansett Beach. Said hearing will be held on Monday, August 30, 2021 at 7:30 p.m. virtually via Zoom\*.

*In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, relating to the 2020 novel Coronavirus outbreak emergency, the August 30, 2021 public meeting of the Falmouth Select Board shall be physically closed to the public to avoid group congregation. \*See Select Board NOTICE of MEETING for August 30, 2021 to be posted on the Town of Falmouth website, [www.falmouthma.gov](http://www.falmouthma.gov), Agenda Center, on August 26, 2021 at 4:00 PM for detailed participation information.\**

### LICENSING BOARD

Douglas C. Brown  
Nancy R. Taylor  
Samuel H. Patterson  
Megan English Braga  
Onjalé Scott Price

*Falmouth Enterprise: Friday, 8/13/21 and Friday, 8/27/21*

*Account #: 2056*

TOWN OF FALMOUTH  
APPLICATION FOR RENEWAL OF SHELLFISH GRANT LICENSE

Date: 5/21/2021

TO: Board of Selectmen  
59 Town Hall Square  
Falmouth, MA 02540

I/We hereby request renewal of Shellfish Grant License # BB-01?, located at Growing Area BB:55, in Buzzards Bay South of Quissett, in Falmouth, MA, and consisting of 2 acres, and dated 2010 (ten yr), for a (five) (ten) year period.

I/We agree to pay to the Town of Falmouth, within thirty days after approval, the annual fee.

Peter Chase

Signature

Peter Chase

Name

Quissett Oyster Co., LLC

Business Name (if applicable)

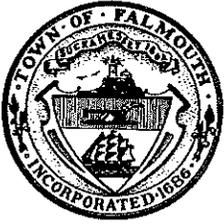
35 Westmoreland Drive

Mailing Address

Falmouth, MA 02540

[REDACTED]  
Email

[REDACTED]  
Telephone Number



# TOWN OF FALMOUTH

Office of the Town Manager & Selectmen

59 Town Hall Square, Falmouth, Massachusetts 02540  
Telephone (508) 495-7320  
Fax (508) 457-2573

May 25, 2010

Aquaculture License # A10-04

Peter Chase  
35 Westmoreland Drive  
Falmouth, MA 02540

Paul Diodati, Director  
Massachusetts Division of Marine Fisheries  
251 Causeway Street, Suite 400  
Boston, MA 02114

## Shellfish Aquaculture License General Laws Ch. 130, § 57

### PETER CHASE

On May 24, 2010 the Falmouth Board of Selectmen unanimously voted to grant Peter Chase, of Falmouth, MA a shellfish aquaculture license under the authority of General Laws ch. 130, § 57. An application was filed with the Board of Selectmen on February 25, 2010. In accordance with applicable law a public hearing was noticed for May 24, 2010 at which time a vote was taken and the application approved subject to the terms and conditions set forth herein. The applicant holds an Order of Conditions from the Falmouth Conservation Commission dated April 29, 2004 for the same activity in accordance with the wetlands protection act, G.L. ch. 131, § 40 and the Falmouth Wetlands protection by-law and regulations.

The Board of Selectmen finds that the applicant is sufficiently qualified in terms of knowledge and experience to operate the shellfish aquaculture license in the best interest of the town, its natural resources and its shellfish industry.

In conformity with ch. 130, § 57 the Board of Selectmen hereby grants a shellfish aquaculture license to Peter Chase of Falmouth, MA to grow eastern oysters at all times of the year in racks that will sit on the ocean floor within the licensed area. A more complete legal description is as follows:

### LEGAL DESCRIPTION

The southeasterly corner of the site is a latitude of 41 32'01" north and longitude 70 40'14" west. This point is approximately 600' offshore from the area commonly known as Gansett Beach.

The site boundary runs straight north northeasterly from the southeasterly corner for approximately 210' until it reaches the northeasterly corner of the site at 41 32'03" north latitude and 70 40'13" west longitude.

From the northeasterly corner of the site, the boundary runs straight northwesterly for approximately 414' until it reaches the northwesterly corner at 41 32'05" north latitude and 70 40'18" west longitude.

From the northwesterly corner of the site, the boundary runs straight southwesterly for approximately 210' until it reaches the southwesterly corner of 41 32'03" north latitude and 70 40'19" west longitude.

From the southwesterly corner, the boundary runs southeasterly straight for approximately 415' until it reaches the point of beginning at the southeasterly corner.

This site contains 2 acres and is shown on a plan entitled "PROPOSED AQUACULTURE AREA PLAN PREPARED FOR PETER CHASE IN FALMOUTH. Plan date: July 8, 2004. Plan Scale: 1" = 100'."

The license is further subject to the following terms and conditions.

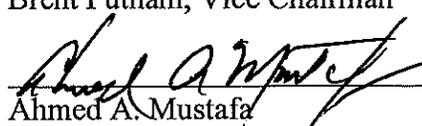
1. Maintenance may be done only during daylight hours.
2. The applicant shall comply with all Town of Falmouth Shellfish Aquaculture rules and regulations.
3. The applicant is not authorized to violate any zoning by-laws of the Town of Falmouth or violate the private property rights of others.
4. The licensed area shall be clearly marked with floats or buoys.
5. All trash, shells, seaweed and other debris must be disposed of in a suitable place.
6. The fee for the license is \$25.00 per acre per year.
7. The term of the license is for ten (10) years beginning with the date of its approval by the Director of the Division of Marine Fisheries.

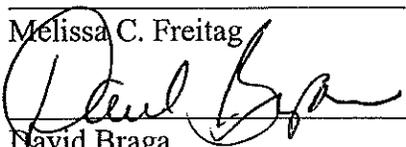
Date: May 25, 2010

Falmouth Board of Selectmen

  
\_\_\_\_\_  
Mary Pat Flynn, Chairman

  
\_\_\_\_\_  
Brent Putnam, Vice Chairman

  
\_\_\_\_\_  
Ahmed A. Mustafa

Melissa C. Freitag  
  
\_\_\_\_\_  
David Braga

Peter Chase  
35 Westmoreland Drive  
Falmouth, MA  
02540

December 20, 2020

Town of Falmouth  
Board of Selectmen  
59 Town Hall Square  
Falmouth, MA 02540

Dear Members of the Board:

Enclosed is a \$75 check to cover the 2021 dues for the following aquaculture sites in my name:

1. My 2 acre site south of Quissett harbor (\$50 per year). I currently have roughly 5,000 oysters on this site. Most of my product, as well as the product generated by other members of the Falmouth Shellfish Cooperative, is being sold to local markets. I have not suffered any gear loss or damage since I first started on this site in 2006.
2. My site in Great Harbor, Woods Hole. This site consists of a float attached to a mooring in Great Harbor and is much less than 1 acre (\$25 per year). I currently have roughly 15,000 oysters on this site and I intend to purchase ~20,000 seed for this site in 2021.

Please let me know if you need any additional information. Thank you.

Sincerely,



Peter Chase



## **BUSINESS**

1. Discussion/update on COVID-19 issues (10 minutes)

## **BUSINESS**

2. FY23 Operating Budget Policy, Financial Update, and Capital Plan Presentation – Jennifer Mullen, Finance Director (30 minutes)



**TOWN OF FALMOUTH  
SELECT BOARD  
Fiscal Year 2023  
Operating Budget Policy  
Proposed August 30, 2021**

**INTRODUCTION**

The Town of Falmouth, Select Board hereby establishes the following Fiscal Year 2023 (FY2023) budget policy in order to continue to strengthen the financial position of our community as memorialized in **FY2022-2026 Strategic Plan Goal II.A - Promote Long-Term Financial Stability of Town Operations**.

This policy recognizes and amplifies the existing financial policies of the Town and clarifies strategies for meeting the goals contained therein. The FY2023 Budget Policy is intended to establish guidelines to ensure the strong fiscal health of the Town of Falmouth as we continue to follow the sound management practices that have enabled us to meet the Town's financial goals in order to promote quality of life for Falmouth residents.

The FY2023 budget shall be based on conservative and achievable estimates of available revenues. The FY2022 budget established a baseline for municipal services offered within a sustainable operating budget. Recommended expenses shall continue to be analyzed within a framework of local revenues. Early action shall be taken to address projected shortfalls to ensure that the Town is providing service levels that can be sustained with our anticipated revenue stream over the next few years.

The Town of Falmouth will seek to establish a level service budget which limits increases in order to maintain operations under the proposition 2½ levy capacity. The Town will not rely on the use of non-recurring revenues such as free cash, stabilization or other one-time revenues to support the operating budget, but will continue to monitor its stream of recurring revenues with

the ongoing goal of identifying additional local revenues to support and enhance service levels in our community.

In establishing a budget ceiling for the coming fiscal year, the Select Board adopts a maximum tax revenue growth of 2.5% above the FY2022 levy and an estimated new growth component of \$700,000.

The operating budget is supported by four major revenue sources: tax levy, state aid, local receipts and other available funds. Among those, the tax levy is the only source of revenue that predictably increases each year. This additional revenue shall be allocated to operating budgets primarily for fixed costs and the Select Board's Strategic Plan.

After a one-year hiatus from funding reserves in FY2021 due to the pandemic, the Town will continue to fund appropriations to the Capital Projects Fund and Other Post Employment Benefits (OPEB) funds in the amount of \$1,532,079 from recurring revenues that have been designated as a portion of the operating budget.

The Board may revisit a budget ceiling based on any significant unanticipated, but documented revenue increases which may provide additional flexibility. The Board notes that revenue increases do not necessarily indicate automatic line item budget increases. Individual line item budgets may require reductions or lower proportional growth in order to live within the overall budget increase.

To assist the Town Manager and our Department Managers as they develop an operational budget for the Select Board's review, the following policies will apply:

## **REVENUE POLICY**

### **Local Estimated Receipts**

The Town will continue to maintain the goal of conservatively budgeting local estimated receipts to responsibly avoid any future revenue deficits and to help meet the Town's goals for financial stability. Projected FY2021 revenues were very conservative due to the uncertainty the pandemic would have on the economy but actual revenues were very strong during the pandemic which justified an increase for FY2022. We will continue to monitor local receipts and anticipate a modest increase for FY2023 may be warranted.

### **State Revenues**

State revenues increased from FY2021 to FY2022; however, there was a corresponding increase in State Assessments. At this early stage, the Town will project level funding for state revenues and will monitor and adjust accordingly.

### **Property Taxes**

The Town will present an operating budget that is consistent with the revenues available within the limits of proposition 2 ½ and no additional property taxes beyond this are proposed to support FY2023 operations. The Board shall continue to evaluate temporary property tax increases including capital and debt exclusions for the financing of significant capital improvements or other one-time, major expenses, but will avoid the use of permanent overrides to fund the operating budget.

## **APPROPRIATION POLICY**

To protect the Town's conservative budget strategy, appropriations shall be limited to the existing programs and fixed cost increases. Town Departments shall endeavor to limit any significant increase in requested budgets unless there is a fixed cost increase in place to support a current service that the Town offers. Department Heads will submit budgets that do not exceed a 2.3% annual increase.

### **Strategic Priorities**

To further guide the Town Manager in the development of the FY2023 Budget, the Select Board has adopted a five-year Strategic Plan FY2022-FY2026. Priority shall be placed on maintaining public health and safety and basic municipal services.

### **Increase Reserves**

This section shall address three separate reserves; General Stabilization Fund, Capital Stabilization Fund and the OPEB Trust Fund. For the fourth year, the Town will not further appropriate funds into the General Stabilization Fund. The Fund balance is \$7,256,033 which exceeds the overall policy goal of 5% of the previous year's operating budget not including excluded debt. The Town will fund the Other Post Employment Benefit Trust Fund in the amount of \$500,000.

The Town will allocate the same fixed amount to the Capital Stabilization Fund that has been allocated for many years - \$1,032,079. This amount was initially established based on 75% of the meals tax and an amount from the tax levy. We have found this fixed amount continues to be sufficient to meet capital needs in combination with Free Cash and borrowing. After assessing basic service needs, the Town will continue to review revenue growth and make recommendations as necessary to responsibly increase reserves.

TOWN OF FALMOUTH  
FISCAL 2022  
CAPITAL IMPROVEMENT PLAN

Description	Dept	FY 21 Voted	FY 22 Request	FY 22 Proposed	FY 23 Program	FY 24 Program	FY 25 Program	FY 26 Program	FY 27 Program	FY 28 Program	FY 29 Program	FY 30 Program	FY 31 Program
<b>CAPITAL PROGRAM &amp; BUDGET</b>													
<b>CAPITAL PROGRAM &amp; BUDGET SUMMARY:</b>													
General Government		181,500	247,750	199,000	528,000	102,000	174,000	160,000	194,000	543,000	122,000	127,000	132,000
Public Safety		1,347,280	2,423,604	2,423,604	1,261,736	2,772,174	5,334,852	3,821,500	3,830,500	1,461,000	1,387,389	1,100,500	1,790,500
Community Development		12,000	0	0	132,000	120,000	132,000	120,000	112,000	100,000	112,000	100,000	0
Public Works		4,051,000	3,282,000	3,282,000	7,791,500	6,588,000	64,370,000	5,587,000	5,195,000	24,645,000	4,440,000	43,950,000	4,425,000
Community Services		18,000	241,165	217,790	298,110	500,000	75,000	75,000	50,000	15,000	0	0	0
Schools		1,025,000	1,200,000	1,200,000	1,150,000	1,550,000	1,060,000	1,060,000	1,060,000	360,000	700,000	0	0
<b>Total Capital Budget</b>		<b>6,634,780</b>	<b>7,394,519</b>	<b>7,322,394</b>	<b>11,161,346</b>	<b>11,632,174</b>	<b>71,145,852</b>	<b>10,823,500</b>	<b>10,441,500</b>	<b>27,124,000</b>	<b>6,761,389</b>	<b>45,277,500</b>	<b>6,347,500</b>
<b>Funding Sources:</b>													
Free Cash (capital)		5,764,780		7,322,394									
Free Cash (non-capital)													
Capital Stabilization Fund		870,000											
Waterways Improvement Funds													
Overlay Surplus													
Other Articles													
<b>Total Funding Sources</b>		<b>6,634,780</b>	<b>0</b>	<b>7,322,394</b>									
<b>General Government</b>													
Network Upgrades	IT		36,000	36,000	38,000	40,000	42,000	44,000	46,000	48,000	50,000	52,000	54,000
Network Switch Rotational Update	IT	71,500											
Infrastructure Redesign and Upgrade	IT		5,000		400,000				5,000	425,000			
Hardware and Software	IT		58,000	58,000	60,000	62,000	64,000	66,000	68,000	70,000	72,000	75,000	78,000
Essential Software Updates	IT		43,750						25,000				
GIS LIDAR Project	IT		15,000	15,000									
GIS - Move Public App Site to Cloud	IT	20,000			15,000		68,000		50,000				
GIS - Plotter/Scanner Replacement	IT				15,000								
GIS - Imagery and Planimetric Update	IT						50,000						
Golf Equipment	GG	50,000	50,000	50,000									
Election Booths	GG	40,000											
General Equipment	GG		40,000	40,000									
<b>Total General Government</b>		<b>181,500</b>	<b>247,750</b>	<b>199,000</b>	<b>528,000</b>	<b>102,000</b>	<b>174,000</b>	<b>160,000</b>	<b>194,000</b>	<b>543,000</b>	<b>122,000</b>	<b>127,000</b>	<b>132,000</b>
<b>Public Safety</b>													
<b>Police Department</b>													
Police Vehicle Replacement	PD	100,000	120,000	120,000	126,000	132,000	139,000	146,000	153,000	161,000	169,000	177,000	186,000
Workstations and software	PD					15,000			35,000				16,500
Support Vehicle	PD											140,000	
Vehicle/Detective	PD					32,879			37,500			37,500	
Security Cameras	PD								150,000				
Ford F250	PD											82,000	
SRO Vehicle	PD						64,293						
Mobile Data Terminals	PD	20,000					49,398				51,868		
Fingerprint software (Central Processing)	PD					15,295					19,521		
Fingerprint software (Booking)	PD							23,500					25,000
Traffic Radar	PD				35,000					40,000			
Police Vehicle Radios	PD						120,000						
Portable Radios (Police, Fire, DPW, MES)	PD							250,000					
Security Gates	PD								35,000	35,000			
Building Security	PD								60,000	60,000			
Firearms (Long Guns)	PD		86,234	86,234	30,736								
Firearms (Handguns)	PD						118,161						
Office Furniture	PD						15,000			15,000			
Detective Equipment - TruNarc Narcotics Identifier	PD		32,870	32,870									
Police Station Renovation	PD												
Public Safety Network Segregation (Main Phase)	IT	39,580											
<b>Subtotal Police</b>		<b>159,580</b>	<b>239,104</b>	<b>239,104</b>	<b>191,736</b>	<b>195,174</b>	<b>505,852</b>	<b>419,500</b>	<b>470,500</b>	<b>311,000</b>	<b>240,389</b>	<b>436,500</b>	<b>227,500</b>

Description	Dept	FY 21 Voted	FY 22 Request	FY 22 Proposed	FY 23 Program	FY 24 Program	FY 25 Program	FY 26 Program	FY 27 Program	FY 28 Program	FY 29 Program	FY 30 Program	FY 31 Program
<b>Fire/Rescue Department</b>													
Fire Chief Vehicle (C11)	FD				50,000								
Deputy Chief Vehicle (C12)	FD												
Dive Support Vehicle	FD						150,000						
Ambulances	FD		410,000	410,000		440,000			465,000				
Utility Vehicle (C27)	FD												
Fire Equipment/Protective Gear (PPE & SCBA)	FD												
FPI Vehicle (C14)	FD					50,000							
Fire Prevention Officer Vehicle (C13)	FD					50,000							
EMS Supervisor Vehicle (C33)	FD					50,000							
Forestry Vehicle	FD					215,000							
Fire Engine	FD	870,000					915,000	960,000					
Fire/Rescue Vehicle	FD	100,000											
Marine 1	FD												
Rescue Boat (RB1)	FD		130,000	130,000									
Mechanic Vehicle w/plow (car 29)	FD												
Monitors/Defibrillators	FD								235,000				
Shift Commander Vehicle (car 28)	FD		70,000	70,000									
Paramedic Vehicle (34)	FD				60,000								
Fire Gear/Washer	FD												
Emergency Generators	FD	90,000						80,000					
Station Alerting System	FD		425,000	425,000									
Brush Breaker	FD												500,000
SCBA	FD							425,000					
<b>Subtotal Fire/Rescue</b>		<b>1,060,000</b>	<b>1,035,000</b>	<b>1,035,000</b>	<b>110,000</b>	<b>805,000</b>	<b>1,065,000</b>	<b>1,465,000</b>	<b>700,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500,000</b>
<b>Consolidated Communications</b>													
Replace Computer Aided Dispatch (CAD) System	CC		750,000	750,000									
<b>Subtotal Consolidated Communications</b>		<b>0</b>	<b>750,000</b>	<b>750,000</b>	<b>0</b>								
<b>Marine and Environmental Services</b>													
Annual Inlet Dredging	MES	100,000	350,000	350,000	225,000	150,000	225,000	150,000	225,000	150,000	225,000	150,000	225,000
Boat Trailers	MES					20,000					20,000		
MES 1 - Director Vehicle - 2015 Interceptor	MES					40,000						40,000	
MES 2 - Dep Director Vehicle - 2014 F-150	MES				40,000						40,000		
MES 3 - DNR Truck - 2013 F-150	MES		40,000	40,000						40,000			
MES 4 - Fisheries/MES Truck - 2017 F-150	MES						35,000						35,000
MES 5 - Animal Control Vehicle - 2019 Transit	MES							35,000					
MES 6 - 2019 F350 Maintenance Truck	MES							45,000					
Engines 104 (2)	MES						40,000						40,000
Engine 105	MES				20,000							20,000	
Engines 106 (2)	MES					30,000					30,000		
Engine 107	MES					18,000							18,000
Engine 108	MES		9,500	9,500							8,000		
Engine 109 (shellfish)	MES							12,000					
Patrol Boat Replacement (104)	MES											275,000	
Patrol Boat Replacement (105)	MES						125,000						
Patrol Boat Replacement (106)	MES							150,000					
Pump-out Boat (107)	MES							120,000					
Boat Replacement (108)	MES							25,000					
Boat Replacement (109)	MES				45,000								45,000
Fork lift/lift truck	MES					14,000						14,000	
Shellfish Gear	MES					25,000			25,000			25,000	
Aids to Navigation/Lights	MES				10,000					10,000			
Marina Power Pedestals	MES	7,700			10,000		10,000		10,000		10,000		
Security Cameras/Equipment	MES					25,000			25,000				25,000
Radio Replacement	MES											75,000	
Remodel Restrooms	MES					50,000						50,000	
Dinghy Racks	MES	20,000			20,000		20,000		20,000		20,000		20,000
Computers	MES				10,000		10,000		10,000		10,000		10,000
Replace AEDs	MES						9,000				9,000		
Storage Shed Replacement	MES					15,000						15,000	
Boat Electronics Replacement	MES				20,000			20,000			25,000		
Bablist 1 Pipe	MES						28,000						
Flax to 14 Herring Run	MES					50,000							
Southview 14 Pipe	MES							75,000					

Description	Dept	FY 21	FY 22	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31
		Voted	Request	Proposed	Program								
Bourmes Interior Dredge	MES								100,000				
Child's River Ramp	MES										650,000		
Eel Pond Bridge Dock	MES				75,000	110,000							
Eel Pond Dock	MES								200,000				
Eel River Emb Dredge	MES							100,000					
Falmouth Inner Ramp	MES								750,000				
Great Harbor Dock	MES								1,100,000				
Great Harbor Ramp	MES				130,000								
Great Pond Emb Dredge	MES				75,000						100,000		
Green Pond Dock	MES									300,000			
Green Pond Ramp	MES									650,000			
Harrington Street Ramp	MES							150,000					
Main Marina Bulkhead	MES						2,020,000						
Main Marina Floats	MES						600,000						
Megansett Dock	MES							300,000					
Megansett Dredge	MES						150,000						
Megansett Ramp	MES						150,000						
Quisset Bulkhead Repair	MES						302,000						
Rand's Canal Dredging	MES						40,000						
Robbins/Davis Bulkhead	MES							950,000					
Robbins Road Floats	MES						150,000						
Tide's Bulkhead	MES						825,000						
New Simpsons Bulkhead	MES				240,000								
Waquoit Bay Ramp	MES				40,000								
Waquoit Emb Dredge	MES					250,000							
Wild Harbor Bulkhead	MES												645,000
<b>Subtotal Marine and Environmental Services</b>		127,700	399,500	399,500	960,000	1,772,000	3,764,000	1,937,000	2,660,000	1,150,000	1,147,000	664,000	1,063,000
<b>Total Public Safety</b>		1,347,280	2,423,604	2,423,604	1,261,736	2,772,174	5,334,852	3,821,500	3,830,500	1,461,000	1,387,389	1,100,500	1,790,500
<b>Community Development</b>													
Coastal Resiliency	CD				100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	
Beach Profile Surveys (with Conservation Department)	CD	12,000			12,000		12,000		12,000		12,000		
Conservation & Bldg Electric Vehicles + Charging Stations	CD												
Land Management	CD				20,000	20,000	20,000	20,000					
<b>Subtotal Community Development</b>		12,000	0	0	132,000	120,000	132,000	120,000	112,000	100,000	112,000	100,000	0
<b>Total Community Development</b>		12,000	0	0	132,000	120,000	132,000	120,000	112,000	100,000	112,000	100,000	0
<b>Public Works</b>													
<b>Facilities</b>													
Building Maint Equipment Failure	FAC							200,000	200,000	200,000	200,000	200,000	
Tony Andrews Farm Demolitions	FAC		194,000	194,000									
Town Hall Exterior Paint	FAC					40,000						45,000	
Main Street Fire Station Exterior Paint	FAC					40,000					50,000		
Rec Center Exterior Paint	FAC				50,000								
DPW Exterior Paint	FAC				40,000								
Police Station Exterior Paint	FAC					25,000							
Main Library Interior Paint	FAC					100,000							
Main Library Windows	FAC												
Town Hall Window Replacement	FAC				200,000								
Town Hall Rubber Roof	FAC				80,000								
Animal Shelter Roof	FAC					30,000			35,000				
Main Street Fire Station Roof	FAC						200,000						
DPW Roof	FAC											200,000	
Town Hall Roof	FAC							200,000					
Titus system DPW HVAC	FAC												
Main Street Fire Station HVAC	FAC									100,000			
DPW Security	FAC		45,000	45,000									
Main Library Water Treatment	FAC		15,000	15,000									
E.F. Library Carpet Replacement	FAC					35,000							
Animal Shelter Side Wall and Trim	FAC					30,000							
Plexiglass Replacement-Police Dept	FAC				40,000								
Town Hall Ceiling Replacement	FAC						65,000						
<b>Subtotal - Facilities</b>		0	254,000	254,000	410,000	300,000	265,000	400,000	235,000	300,000	250,000	445,000	0
<b>Highway Department</b>													
Road Maint/Construction/Sidewalks	HWY	400,000	935,000	935,000	935,000	980,000	980,000	980,000	980,000	980,000	980,000	1,000,000	1,000,000
Bike Path Maintenance	HWY	80,000	80,000	80,000	90,000	90,000	90,000	100,000	100,000	100,000	100,000	100,000	100,000

Description	Dept	FY 21 Voted	FY 22 Request	FY 22 Proposed	FY 23 Program	FY 24 Program	FY 25 Program	FY 26 Program	FY 27 Program	FY 28 Program	FY 29 Program	FY 30 Program	FY 31 Program
Solar Compactors	HWY												
Rod / Jet Trailer	HWY					65,000							
Message Boards (2)	HWY				40,000								
<b>Fleet Services</b>													
A-1 Chevy Bolt (or equiv) Electric Vehicle	ASS		43,000	43,000									
A-2 Chevy Bolt (or equiv) Electric Vehicle	ASS				30,500								
C-1 Conservation Ford Explorer	CC				30,500								
E-2 Ford Explorer	ENG												
E-3 Ford Excursion	ENG				34,000								
F-1 Ford 150 Pickup	FAC		38,000	38,000									
F-40 Ford Transit Van	FAC		34,000	34,000									
F-41 Ford Ranger	FAC						35,000						
F-43 Ford Transit Connect Van	FAC	34,000											
H-1 Ford Explorer	HWY				43,000								
H-5 Ford F-350 Pick-up Truck with Plow	HWY				58,000								
H-7 Shop Truck	HWY						140,000						
H-6 Ford F-350 Utility Truck	HWY	55,000											
H-10 Ford F350 Pick-up Truck w Plow	HWY		52,000	52,000									
H-12 Ford F-350 Dump Truck	HWY					68,000							
H-13 Ford F-350 Dump Truck	HWY	60,000											
H-19 Ford F-350 Dump Truck	HWY												
H-28 Peterbuilt 6-Wheeler	HWY							250,000					
H-42 Komatsu Backhoe	HWY					116,000							
H-43 Champion Grader	HWY				110,000								
H-46 Chevy 6-Wheeler Basin Truck	HWY				170,000								
H-47 Ford Tractor	HWY					75,000							
H-49 Bobcat S185	HWY				70,000								
H-60 Trailer	HWY				12,500								
H-64 Stepp Hotbox	HWY					48,000							
I-1 Ford Focus	INSP					31,000							
I-2 Ford Escape Plug-In Hybrid	INSP		29,000	29,000									
I-3 Ford F-150 Pick-up Truck	INSP	34,000											
I-7 Ford F-150 Pick-up Truck (Replace with F-1)	INSP												
P-13 Ford F-350 Flat Bed Pick-up Truck	PKS	60,000											
P-40 Forestry Truck	PRK					180,000							
P-41 Chipper	PRK		58,000	58,000									
P-42 Kubota Tractor	PRK	75,000											
P-46 Bobcat	PRK				70,000								
S-11 Ford F-350 Utility Truck	WW					70,000							
W-2 Ford F-350 Utility Truck w Plow	WTR		69,000	69,000									
W-3 Ford F-350 Utility Truck	WTR	55,000											
W-11 Ford F-350 Utility Truck	WTR	58,000											
W-40 Cat 420 Backhoe	WTR							122,000					
W-41 Komatsu Backhoe	WTR				80,000								
W-60 Trailer	WTR				28,000								
<b>Subtotal Highway</b>		911,000	1,338,000	1,338,000	1,801,500	1,723,000	1,245,000	1,452,000	1,080,000	1,080,000	1,080,000	1,100,000	1,100,000
<b>Water</b>													
Water shed protection plan	WTR	20,000											
Fresh Pond Reactivation	WTR		400,000	400,000	400,000	400,000	100,000	100,000					
New Source Development	WTR						200,000	400,000					
Water Meters	WTR	100,000	100,000	100,000	100,000	100,000	100,000	100,000					
Upgrades: Wells, Water Tanks, MMR & CPWTF	WTR		200,000	200,000	200,000	200,000	100,000	100,000					
Wells, Connecting Mains, Treatment Plant	WTR								1,000,000	19,000,000			
Water Dist System Rehabilitation	WTR				700,000	700,000	900,000	900,000	800,000	900,000	1,100,000	900,000	1,100,000
Residuals Disposal	WTR						200,000					200,000	
<b>Subtotal Water</b>		120,000	700,000	700,000	1,400,000	1,400,000	1,600,000	1,600,000	1,800,000	19,900,000	1,100,000	1,100,000	1,100,000
<b>Wastewater</b>													
Wastewater System Equipment	ww		225,000	225,000	225,000	325,000	325,000	325,000	425,000	425,000	425,000	425,000	425,000
SCADA Communication Upgrades	ww							225,000					
Vulnerability Assessment, ERP, Coastal Resincy Plan	ww		75,000	75,000									
Preliminary Design WWTF TASA Improvements	ww	300,000											
Design WWTF Upgrades (debt exclusion) April 2021	ww												
Construct WWTF Upgrades (debt exclusion) April 2021	ww												
Sewer Main Rehab	ww							700,000			700,000		

Description	Dept	FY 21	FY 22	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31
		Voted	Request	Proposed	Program	Program	Program	Program	Program	Program	Program	Program	Program
Lift Stations Upgrades (existing)	WW								800,000				900,000
Nutrient Mngmt / Sewer Const Appropriation (SRF loan)	WW						60,000,000					40,000,000	
Sewer Cleaning (Vac-Jet) Truck	WW	470,000											
Woods Hole Park Road LS or Low Pressure System	WW					1,750,000				2,000,000			
Woods Hole Force Main Relocation	WW				3,000,000								
<b>Subtotal Wastewater</b>		<b>770,000</b>	<b>300,000</b>	<b>300,000</b>	<b>3,225,000</b>	<b>2,075,000</b>	<b>60,325,000</b>	<b>1,250,000</b>	<b>1,225,000</b>	<b>2,425,000</b>	<b>1,125,000</b>	<b>40,425,000</b>	<b>1,325,000</b>
<b>Engineering/Admin</b>													
Coastal erosion	ENG	925,000	75,000	75,000	450,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000
Bridge Maintenance	ENG		75,000	75,000	110,000	120,000	150,000	160,000	160,000	175,000	175,000	180,000	200,000
Rivers/Pond Maintenance	ENG		125,000	125,000	25,000	25,000	30,000	30,000	30,000	40,000	40,000	50,000	50,000
NPDES Compliance	ENG	100,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
Transportation Engineering Services	ENG		225,000	225,000	100,000	100,000	105,000	105,000	105,000	105,000	105,000	105,000	105,000
Engineering & Survey Safety Equipment & Software	ENG		25,000	25,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
U/G Municipal Fuel Tank Removal & Replacement	ADM	1,150,000											
<b>Subtotal Engineering</b>		<b>2,175,000</b>	<b>650,000</b>	<b>650,000</b>	<b>820,000</b>	<b>730,000</b>	<b>770,000</b>	<b>780,000</b>	<b>780,000</b>	<b>805,000</b>	<b>805,000</b>	<b>820,000</b>	<b>840,000</b>
<b>Parks</b>													
Replace Aerial Lift Truck Chipper	PRK					240,000							
Tractor Attachments/Brush Cutting	PRK												
Stump Grinder	PRK							60,000					
Replace Mini Excavator	PRK						100,000						
Replace Skidsteer	PRK				75,000								
Zero Turn Mowers	PRK					35,000							
Athletic Field Maintenance	PRK	40,000	40,000	40,000	40,000	45,000	45,000	45,000	50,000	50,000	50,000	60,000	60,000
Airation/Cultivation Package	PRK												
Log Loader/Trailer	PRK									85,000			
Irrigation Clocks Upgrades						40,000							
Urban Forest Reforestation Plan	PRK	35,000			20,000		20,000		25,000		30,000		
<b>Subtotal Parks</b>		<b>75,000</b>	<b>40,000</b>	<b>40,000</b>	<b>135,000</b>	<b>360,000</b>	<b>165,000</b>	<b>105,000</b>	<b>75,000</b>	<b>135,000</b>	<b>80,000</b>	<b>60,000</b>	<b>60,000</b>
<b>Total Public Works</b>		<b>4,051,000</b>	<b>3,282,000</b>	<b>3,282,000</b>	<b>7,791,500</b>	<b>6,588,000</b>	<b>64,370,000</b>	<b>5,587,000</b>	<b>5,195,000</b>	<b>24,645,000</b>	<b>4,440,000</b>	<b>43,950,000</b>	<b>4,425,000</b>
<b>Recreation</b>													
Replace Basketball rims and backboards	REC								50,000				
Outdoor Pickleball courts	REC					500,000							
Handicap Access to Trotting Park and Sandwich Rd	REC				150,000								
Playground and Gazebo at Trotting Park	REC						75,000						
Exercise Stations and Disc Golf Course	REC							75,000					
Tennis Courts	REC		60,000	60,000	50,000								
Soundproofing for Lawrence School Tennis Courts	REC		50,000	50,000									
Security Cameras	REC		45,000	45,000									
Repaint Tennis Court Surface at Swift Park	REC									15,000			
<b>Total Recreation</b>		<b>0</b>	<b>155,000</b>	<b>155,000</b>	<b>200,000</b>	<b>500,000</b>	<b>75,000</b>	<b>75,000</b>	<b>50,000</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Library</b>													
E Falmouth Branch Carpet Replacement	LIB	18,000											
<b>Total Library</b>		<b>18,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Beach</b>													
Old Silver Beach (Public & Resident) Bathhouse Windows	BCH		12,430	12,430									
Woodneck Beach Interior Fence/Car Stops	BCH				10,110								
Bristol Beach Exterior Fence	BCH				10,550								
Old Silver Beach (Public & Resident) Stairs	BCH				77,450								
Surf Drive, Ellen T Mitchell Bathhouse Windows	BCH		19,105	19,105									
Handicap Mats	BCH		11,255	11,255									
Electronic Message Sign Boards	BCH		43,375	20,000									
<b>Total Beach</b>		<b>0</b>	<b>86,165</b>	<b>62,790</b>	<b>98,110</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Community Services</b>		<b>18,000</b>	<b>241,165</b>	<b>217,790</b>	<b>298,110</b>	<b>500,000</b>	<b>75,000</b>	<b>75,000</b>	<b>50,000</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Subtotal Capital (General Fund)</b>		<b>5,609,780</b>	<b>6,194,519</b>	<b>6,122,394</b>	<b>10,011,346</b>	<b>10,082,174</b>	<b>70,085,852</b>	<b>9,763,500</b>	<b>9,381,500</b>	<b>26,764,000</b>	<b>6,061,389</b>	<b>45,277,500</b>	<b>6,347,500</b>
<b>Schools</b>													
Admin Bldg Windows	SCH							600,000					
General Repairs/Painting-Systemwide	SCH								200,000				
School Safety, Security and Communications	SCH				200,000	200,000	200,000						
EF Interior Repairs (Walls, Painting, etc)	SCH					100,000	150,000			150,000			
HS Chiller (Secondary)	SCH	425,000											

Description	Dept	FY 21	FY 22	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31
		Voted	Request	Proposed	Program	Program	Program	Program	Program	Program	Program	Program	Program
HS Field	SCH				50,000	50,000	60,000	60,000	60,000	60,000	700,000		
HS Roof Repairs and Replacements	SCH					600,000							
HS Tennis Courts	SCH				900,000								
Lawrence School Interior Repairs (Walls, Painting, etc)	SCH								400,000				
Lawrence School Parking Lots (Lighting/Paving)	SCH		300,000	300,000									
MH Interior Repairs (Walls, Painting, etc)	SCH							200,000					
MP Interior Repairs (Walls, Painting, etc)	SCH								400,000				
MP Replace Ceiling Tiles	SCH	500,000											
MP Univent and Control Project	SCH		900,000	900,000									
NF Boiler	SCH					500,000							
NF Controls and Univents	SCH						500,000						
NF Interior Repairs (Walls, Painting, etc)	SCH							200,000					
TT Interior Repairs (Walls, Painting, etc)	SCH					100,000	150,000			150,000			
TT Roof Repairs and Replacements	SCH	100,000											
<b>Subtotal Schools</b>		<b>1,025,000</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>1,150,000</b>	<b>1,550,000</b>	<b>1,060,000</b>	<b>1,060,000</b>	<b>1,060,000</b>	<b>360,000</b>	<b>700,000</b>	<b>0</b>	<b>0</b>

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	I.T.	<b>Submitted/Prepared By:</b>	Greg Banwarth	<b>Priority #</b>	
<b>Project Title/Description:</b>	Network Maintenance				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>	36,000	
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>36,000</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2022</i>	36,000	
<i>FY 2023</i>	38,000	
<i>FY 2024</i>	40,000	
<i>FY 2025</i>	42,000	
<i>FY 2026</i>	44,000	
<i>FY 2027</i>	46,000	
<i>FY 2028</i>	48,000	
<i>FY 2029</i>	50,000	
<i>FY 2030</i>	52,000	
<i>FY 2031</i>	54,000	

<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

Requisite hardware and licensing upgrades for data center and data closet switches, routers and other networking devices, based on a 5 to 6 year rotation for the majority of our network topology (replacing approximately 20% of the ToF network per annum).

This includes an essential 4 to 12 hour turnaround of hardware and services during a network outage or other critical outage event. This ask has increased due to the higher switch and router requirements for 2020, including a new switch stack for the Senior Center and another one for Marks Building.

The networking industry (along with most of I.T. services starting in 2020) is increasing costs; in addition, we are spending a great deal more money on anti-malware/ransomware deterrants with each network replacement. We expect this to continue to drive up future maintenance costs in the future.

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	I.T.	<b>Submitted/Prepared By:</b>	Greg Banwarth	<b>Priority #</b>	
<b>Project Title/Description:</b>	Hardware and Software				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>	58,000	
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>58,000</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2022</i>	58,000	
<i>FY 2023</i>	60,000	
<i>FY 2024</i>	62,000	
<i>FY 2025</i>	64,000	
<i>FY 2026</i>	66,000	
<i>FY 2027</i>	68,000	
<i>FY 2028</i>	70,000	
<i>FY 2029</i>	72,000	
<i>FY 2030</i>	75,000	
<i>FY 2031</i>	78,000	

<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

Requisite hardware and software upgrades (focus on client and server hardware / software suites).

A large portion of this number is based on a 5 year workstation rotation, even though that is as much as 20% less than the rotational standard for client workstations, we have managed to keep this 5 year rotation schedule whole without undue disruption and hope to continue that in the future.

In 2020 we started to see a big spike in computer replacement prices for hardware and software that will continue to escalate through 2021; for example computer workstation costs have increased over 30% since the end of 2019.

For future estimated cash flow we are currently estimating a 3-9% increase for the future per annum - we have adjusted estimated asks for future years at the minimum 3-4% inflation number.

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	GIS	<b>Submitted/Prepared By:</b>	Bob Shea	<b>Priority #</b>	
<b>Project Title/Description:</b>	FY22 LIDAR Project				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>		
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>	15,000	
<i>Contingency</i>		
<b>Total Capital</b>	<b>15,000</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2022</i>	15,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>	Flyover CIP 01-156-6003	
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

FY 22 Level 1 LIDAR project with USGS, MASSGIS and the Cape Cod Commission  
There may be funds left over in the Flyover CIP from 2020

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	Town Manager	<b>Submitted/Prepared By:</b>	P. Johnson-Staub	<b>Priority #</b>	1
<b>Project Title/Description:</b>	Golf Course Equipment				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>	50,000	
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>50,000</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2022</i>	50,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

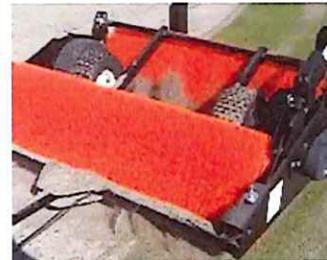
<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

This is a request for equipment needed to maintain the Falmouth Country Club. Maintaining a golf course requires a considerable inventory of equipment. Regular replacement of equipment is needed to ensure reliability and avoid excessive down time and repair costs. Under the terms of the existing lease, the Town is obligated to allocate \$50,000 for equipment in FY22. The priorities and cost estimates have been identified by representatives of the private operator that leases the course from the Town. Pricing of individual items is subject to change but expenditures shall not exceed \$50,000.

- \$26,058 - John Deere ProGator 2020A
- \$15,210 - Turf Tender - Pull Type
- \$5,395 - Sweep-N-Fill
- \$911.34 - BB2048 Frontier Standard Duty Box
- \$630 - Tow-Behind Sprayer
- \$998 - Frontier AB12F Fixed Pallet Fork



**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	Town Manager	<b>Submitted/Prepared By:</b>	Jennifer Mullen	<b>Priority #</b>	
<b>Project Title/Description:</b>	Business Equipment				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>	40,000	
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>40,000</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2022</i>	40,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

Funding will be used for various business equipment including but no limited to:

- Furniture
- File Storage
- Copiers
- Fax Machines

Needs arise throughout the year for various business equipment that is not budgeted in the annual operating budget.

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	Police	<b>Submitted/Prepared By:</b>	Capt. Brian Reid	<b>Priority #</b>	
<b>Project Title/Description:</b>	Police Cruisers				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>	120,000	
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>120,000</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2022</i>	120,000	
<i>FY 2023</i>	126,000	
<i>FY 2024</i>	132,000	
<i>FY 2025</i>	139,000	
<i>FY 2026</i>	146,000	
<i>FY 2027</i>	153,000	
<i>FY 2028</i>	161,000	
<i>FY 2029</i>	169,000	
<i>FY 2030</i>	177,000	
<i>FY 2031</i>	186,000	

<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

NEED: As of 2020 Ford Motor Company offered a Hybrid Police Utility Vehicle due to its' discontinuing the Police Interceptor Sedan. To date the Town has purchased eight of these vehicles in an effort to reduce its carbon footprint. The newly designed Hybrid Police Utility (PI) Vehicle costs \$55,000 plus (with a 5% increase in cost each year). Due to the new design, much of the emergency equipment is not reusable, which results in an increased replacement cost. This request would supplement our current budget and allow the Department to purchase and outfit 4 vehicles (1/3 of marked fleet).

GOAL: To maintain a dependable / reliable fleet that will assist the Department's Personnel in its everyday operation.

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	Police Department	<b>Submitted/Prepared By:</b>	Sgt. Ben Guthrie	<b>Priority #</b>	
<b>Project Title/Description:</b>	Replacement of Department Firearms - Long Guns				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>	86,234	
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>86,234</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2022</i>	86,234	
<i>FY 2023</i>	30,736	
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

Replace the 21 department issue rifles currently in inventory, most of which will be 19 years old at the time. These rifles are shared by all members of the department, and as such, fire on average roughly 541+ rounds per year in training. Once they are 19 years old, many will have fired over 10,000 rounds. This includes an increase to 38 rifles to fully equip SRT with rifles as well as all unmarked cruisers. It also includes 8 rifles to be allocated for training use so that rifles are not taken from line units in service for training. Currently, when Department Qualifications occur (10 days per year) many of the cruisers are without rifles due to them being used at training. There are also currently, no spare rifles available should one be out of service due to a breakdown or other maintenance. The addition of proper lights and Aimpoint optics will result in the rifles being easier to shoot accurately and allow for proper identification of threats in low light, thus increasing the safety of the officers and citizens. The cost is estimated based upon a 2020 quote from Cape Gun Works + 10% and includes cost of new Aimpoint optics, slings, and lights for all rifles.

\$71,060 + \$2,290 (slings + swivels) + \$3,600 (magazine pouches) + \$1,444 (2 magazines for each rifle).

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	Police Department	<b>Submitted/Prepared By:</b>	Captain Brian Loewen	<b>Priority #</b>	2
<b>Project Title/Description:</b>	Detective Equipment: TruNarc Narcotics Identifier				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>	32,870	
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>32,870</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2022</i>	32,870	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FT 2031</i>		

<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

Recent years have seen a tremendous increase in the presence of life-threatening substances being illegally circulated in the narcotics trade. During routine police work, including (but not limited to) drug interdiction activities, Police Officers are at risk for coming into accidental exposure to these substances, which often causes overdose reactions that can be severe, or even life-threatening. One of the key elements of enforcement activity is to accurately identify such substances "in the field" so that appropriate precautions can be taken, proper care can be administered and so that the correct charges can be filed when necessary. The TruNarc narcotic analyzer will aid our Officers in conducting controlled identification of such substances with a minimal risk of accidental exposure.

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	Fire/Rescue Department	<b>Submitted/Prepared By:</b>	Timothy R Smith	<b>Priority #</b>	
<b>Project Title/Description:</b>	Ambulance Replacement (A35)				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>	410,000	
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>410,000</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2022</i>	410,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

Funding to replace one 2009 Lifeline ambulance. This vehicle currently has 142,921 road miles, 7,382 engine hours (equivalent to 243,606 road miles). Last FY, the FFRD responded to over 8,000 emergency calls, approx. 80% of which were EMS. This mission critical vehicle is necessary to enable our Department to provide exceptional levels of care to our citizens and visitors alike.

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	Fire/Rescue Department	<b>Submitted/Prepared By:</b>	Timothy R Smith	<b>Priority #</b>	
<b>Project Title/Description:</b>	Rescue Boat (RB1)				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>	130,000	
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>130,000</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2022</i>	130,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

A necessary replacement to enable more efficient and safe marine rescues. This boat would replace an aged 1965 Boston Whaler (RB 1) and a vintage 1980 trailer. This vessel has a 2-stroke motor that is approximately 20 years old, and, as the manufacturer is no longer in business, repair parts are unobtainable.

We have experienced an increase in requests for marine-related emergencies over recent years. The new vessel would provide more enhanced safety for personnel due to a navigation system and a better design for seaworthiness. The vessel would also expedite response to all marine incidents within the Town and all surrounding areas and would work in conjunction with the existing marine vessels currently deployed within the Department.

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	Fire/Rescue Department	<b>Submitted/Prepared By:</b>	Timothy R Smith	<b>Priority #</b>	
<b>Project Title/Description:</b>	Shift Commander Vehicle (Car 28)				

Estimated Costs (attach additional information if available)		
Capital:	Cost	Comments
<i>Equipment</i>	30,000	
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>	40,000	
<i>Contingency</i>		
<b>Total Capital</b>	<b>70,000</b>	

Estimated Cash Flow:	Capital	O&M
FY 2022	70,000	
FY 2023		
FY 2024		
FY 2025		
FY 2026		
FY 2027		
FY 2028		
FY 2029		
FY 2030		
FY 2031		

O & M Costs:	One Time	Annual/Ongoing
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

Available/Potential Funds:	Amount	Comment
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

This vehicle, currently a 2013 Ford Expedition with 114,900 miles, is the Shift Commander's vehicle. It is used to respond to all major incidents, which constitutes the majority of the 8,000+ calls received by the Fire Rescue Department annually, including daily emergent and non-emergent calls for assistance. Additionally, this vehicle serves as a Command Post on multiple types of incidents (fires, alarms, mass casualty incidents, large scale motor vehicle crashes etc.). It is a platform that is necessary to conduct day-to-day activities, but also to manage and conduct command operations at emergency scenes. This vehicle requires a higher degree of technology by way of improved radio technology to communicate with local, state and marine agencies. Finally, we now require increased storage of tactical equipment, for active shooter responses, and command board systems to support both fire and police incidents when acting in a unified command situation.



**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	Fire/Rescue Department	<b>Submitted/Prepared By:</b>	Timothy R Smith	<b>Priority #</b>	
<b>Project Title/Description:</b>	Station Alerting System				

Estimated Costs (attach additional information if available)		
Capital:	Cost	Comments
<i>Equipment</i>	425,000	
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>425,000</b>	

Estimated Cash Flow:	Capital	O&M
<i>FY 2022</i>	425,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

O & M Costs:	One Time	Annual/Ongoing
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

Available/Potential Funds:	Amount	Comment
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

With the near completed decommissioning of our almost 100 year old municipal fire alarm system, funding will provide a modern station alerting system, to alert Falmouth's five individual fire stations of a pending emergency call.

- Modern station alerting systems are designed to provide:
- Improved response times through streamlined dispatch communications and reliable alert delivery
  - Reduced stress on first responders through automated heart-friendly, zone specific alerts
  - Accurate incident alerting through a variety of devices
  - High system reliability and availability through real-time monitoring and built-in redundancy
  - An NFPA-compliant system to keep the Department within recommended guidelines

(Falmouth's current 100 milliamp hard wired alerting system in photo below)



**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	Communications	<b>Submitted/Prepared By:</b>	Chris Campbell	<b>Priority #</b>	1
<b>Project Title/Description:</b>	Computer Aided Dispatch System Replacement				

Estimated Costs (attach additional information if available)		
Capital:	Cost	Comments
<i>Equipment</i>	750,000	Year 1 costs w/ implementation
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>750,000</b>	

Estimated Cash Flow:	Capital	O&M
<i>FY 2022</i>	750,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

O & M Costs:	One Time	Annual/Ongoing
<i>Personnel</i>		
<i>Expense</i>		\$ 40,000.00
<i>Other</i>		
<b>Total O &amp; M</b>		

Available/Potential Funds:	Amount	Comment
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

The Consolidated Communications Center is looking to replace our existing Computer Aided Dispatch (CAD) system. The current system (IMC) has been in place since approx 2005 and is beyond end of life and is no longer properly supported by the vendor.

The CAD system is the critical heartbeat of the Emergency Communications Center as it is the single entry point for all Police and Fire Department activity. The current system also incorporates the Records Management System (RMS) for the Police Department and directly interfaces with the Fire Department's RMS system. The existing system does not function well with newer technology for various departments that has been put into place over the years and provides a lengthy list of challenges for the Public Safety IT team. Additionally the current CAD system does not have a capability for any future technology expansion.

The new CAD system will allow for proper interface with updated technology in the 911 system, Emergency Alert Systems, Fire Department Station Alerting Systems, Payroll and Scheduling Systems, Records Management, Criminal Justice Information Networks, GIS & Navigation systems, and allow for the expansion of other systems.

While this project is being proposed by the Communications Department it is truly a joint venture by all of the towns' Public Safety Departments and will be widely used by Police, Fire, EMS and 911. The goal will be to ensure that the new CAD system has the ability to integrate with all existing technology as well as provide the ability to integrate new technology. The anticipation is that the new CAD system will provide supported functionality for the next 15 plus years.

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	MES	<b>Submitted/Prepared By:</b>	Gregg Fraser	<b>Priority #</b>	3
<b>Project Title/Description:</b>	Dredging, Engineering and Permitting				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>		
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>	350,000	
<i>Contingency</i>		
<b>Total Capital</b>	<b>350,000</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2022</i>	350,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

This will fund annual dredging of the south facing inlets that require it for safe navigation. (Falmouth Harbor, Great Pond, Green Pond, Bourne's Pond and Eel River) Each spring the inlets are surveyed and based on that information dredging is done by the Barnstable County program. The requested amount has increased from past years because the county voted to raise their dredging rates effective 7/1/2021. Small dredge projects under 1000 Cy's are now a flat rate and larger projects will now have a separate 10% charge for mobilization/demobilization. The standard cost will also increase from \$9.00 to \$11.00 per cubic foot. (Ordinance 20-07)

This will also fund various engineering and permitting projects required to support navigational dredging. The Waterways Committee has prioritized all potential dredging sites in town that may require navigational dredging in the near future. The next phase of this process requires professional engineering and permitting. Before any dredging can take place, the town must have the professional engineering completed in order to move through the required permitting process with the Falmouth Conservation Commission, Select Board, Massachusetts Department of Environmental Protection and the federal Army Corps. of Engineers.

CAPITAL IMPROVEMENT REQUEST FORM

<b>Department:</b>	MES	<b>Submitted/Prepared By:</b>	Gregg Fraser	<b>Priority #</b>	1
<b>Project Title/Description:</b>	Truck Replacement				

Estimated Costs (attach additional information if available)		
Capital:	Cost	Comments
<i>Equipment</i>	40,000	
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>40,000</b>	

Estimated Cash Flow:	Capital	O&M
<i>FY 2022</i>	40,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

O & M Costs:	One Time	Annual/Ongoing
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

Available/Potential Funds:	Amount	Comment
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

Replacement of MES-3 which is a 2013 Ford F-150 4 x 4 Pickup truck. This vehicle currently (as of 6/9/21) has 122,708 miles on it. The vehicle has had numerous expensive repairs over the last several years. The under carriage has a large amount of rust and corrosion due to constant exposure to the marine environment. The vehicle will be replaced with a similar 4x4 truck. It will be capable of towing all of the department's vessels, and will be equipped with a towing package, winch and emergency response package. The quotes received were for the replacement truck were \$39,264 to \$49,133.

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	MES	<b>Submitted/Prepared By:</b>	Gregg Fraser	<b>Priority #</b>	2
<b>Project Title/Description:</b>	Boat Engine Replacement				

Estimated Costs (attach additional information if available)		
Capital:	Cost	Comments
<i>Equipment</i>	8,500	75 hp 4 stroke
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>	1,000	Installation
<i>Contingency</i>		
<b>Total Capital</b>	<b>9,500</b>	

Estimated Cash Flow:	Capital	O&M
<i>FY 2022</i>	9,500	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

O & M Costs:	One Time	Annual/Ongoing
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

Available/Potential Funds:	Amount	Comment
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

This request is to replace the outboard engine of the mooring inspection boat MES-108. The engine to be replaced is a 2007 Honda 4 stroke. It will be replaced with a similar sized engine. This request includes the engine, all new controls and installation.

Our mechanic advised us last year this engine needs to be replaced due to internal steering and external corrosion issues caused by long term exposure to salt water.

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	DPW-Facilities Maintenance	<b>Submitted/Prepared By:</b>	Greg Endicott	<b>Priority #</b>	1
<b>Project Title/Description:</b>	Andrews Farm - Demolition				

Estimated Costs (attach additional information if available)		
Capital:	Cost	Comments
<i>Equipment</i>		
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>	18,000	
<i>Construction</i>	160,000	Abatement and Demolition
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>	16,000	10%
<b>Total Capital</b>	<b>194,000</b>	

Estimated Cash Flow:	Capital	O&M
<i>FY 2022</i>	194,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

O & M Costs:	One Time	Annual/Ongoing
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

Available/Potential Funds:	Amount	Comment
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

The structures at 398 Old Meeting House Road are in disrepair. The house is not fit for occupancy, the power has been disconnected and removed, and rodents and other animals have taken up residence. Ceilings are falling down and multiple asbestos containing materials have been identified that make up the structure. The four sheds are in similar states of disrepair. This cost includes the full abatement and disposal of all hazardous materials, the demolition of all 5 structures on site, and site remediation (fill in foundations). Also included is Engineering assistance in the development of technical specifications and public bidding process, as well as construction monitoring.

## Anne Bastille

---

**From:** Megan English Braga <attymeb@gmail.com>  
**Sent:** Wednesday, May 12, 2021 11:21 AM  
**To:** Joseph Andrews  
**Cc:** Jeff Andrews  
**Subject:** Re: Demolition of Buildings at Tony Andrews

Good morning,

I am forwarding this on to the correct addresses for Julian and Peter so they can review it and we can set up a time to have a conversation. The addresses that you had were the old ones so I don't think they would have received your email.

Megan

On Mon, May 10, 2021 at 5:16 PM Joseph Andrews <[jj-andrews@outlook.com](mailto:jj-andrews@outlook.com)> wrote:  
Dear Peter, Julian and Meghan,

I hope this email finds you and your families are all doing well during this past year. It seems as if we're turning the corner and looking forward to a new season at the farm.

I understand that you recently had a conversation with Jeff regarding the demolition of structures at the Farm. Jeff and I would like to reiterate our desire and support to remove the house and barn structures at 398 Old Meeting House Rd.

The key reason supporting this request is based on safety and animal infestation. The house is in serious disrepair. The termites have taken hold and worse, yet the rat infestation is becoming significant. As you can imagine rats on a farm are a terrible combination as rats can infiltrate other buildings such as the fruit stand and even more importantly the crops let alone the diseases they carry. Clearly as you can imagine, this wouldn't be good for business or our reputation. They have chewed through many spots in the house to build their nests. I believe there are other critter's occupying the house and you can easily see the damage they're creating around windows and doors as they plan their multiple exit routes. The rats and other animals are tearing up the carpet to makes nests in multiple areas of the home. Lastly there are animal feces throughout the house. Walking around the house you can see the multiple points of entries for the critters. There are also multiple holes in the ceiling. It's just a matter of time before water leaks develop and create a serious mold problem.

The barn behind the house is a very serious safety risk. The roof has numerous holes and its warping and sinking in many areas. It's just a matter of time before the roof collapses and hopefully no-one is in or near as the result would be disastrous.

If you need any further information or pictures feel free to let me know. I hope those who will make this decision will do the right thing and tear these structures down if for no other reason for the safety of humans. We'll be opening on June 1<sup>st</sup> and look forward to another successful season.

Thank you for moving this along. I truly appreciate it, Jeff Andrews, Operator of Tony Andrews Farm and Joe

--  
Megan E. English Braga  
Attorney At Law  
157 Locust Street  
Falmouth, MA 02540  
Phone 508-548-2305  
Facsimile 508-540-2992

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Working to Build a Sustainable Food Future

Farming Falmouth • PO Box 2322 • Teaticket, MA 02536 • www.farmingfalmouth.org

Peter Johnson-Staub  
Assistant Town Manager  
59 Town Hall Square  
Falmouth, MA 02540

January 25, 2021

**RE: Farming Falmouth Proposal for Lot 3 Revitalization**

Dear Mr. Johnson-Staub,

Farming Falmouth (FF) is a 501(c)(3) organization dedicated to strengthening the region's local food system through education, action and outreach. FF wishes to engage the Town of Falmouth regarding future revitalization strategies and options for Lot 3 adjacent to the newly preserved Tony Andrews Farm (Farm).

Lot 3 is vital to the Farm's continued success due to Lot 3's unique ability to have structures, paved surfaces and other development directly related to supporting farming activities. To ensure the continued economic viability of the Farm, it is essential to have support structures on site for equipment, crop production supplies, and where machinery like tractors can be maintained and stored. Much of the existing development on Lot 3 was constructed decades ago in a patchwork fashion. It has now deteriorated and is in need of replacement. FF has consulted with local experts Mark McGrath and Mike Duffany on the opportunities and constraints of the development and engineering of Lot 3. Having taken these questions under advisement, we have concluded that the existing residence on Lot 3 is so severely deteriorated that it should be demolished. This is our official letter of support for the Town to remove the existing residence.

FF's vision for Lot 3 is a phased approach to redevelopment of the site for future agricultural success. Proposed Phase 1 would support demolition of the existing residence and replacement of existing structures directly related to current Farm activities, such as tractor storage and repair, and material storage. Proposed Phase 2 would provide additional development to: a) advance and diversify on-site farming on the town-owned Farm; and b) support community-based farming activities through education of Falmouth residents about local food production. These uses could include washing stations for produce, cold storage, greenhouses, meeting/classroom space, and a kitchen for food preparation, canning, etc.

FF believes this proposal reflects many goals shared with the Town, including: reducing the Town's liability; increasing the Farm's viability by constructing adequate infrastructure; helping to strengthen the town's local food network; addressing the environmental impacts of climate change by reducing the energy costs associated with growing and transporting food; and helping people learn more about healthy, locally-produced food. Thank you for your time and consideration. We look forward to continuing a dialogue about the future of Lot 3 with the Town of Falmouth.

Sincerely,

Jennifer Christian  
President, Farming Falmouth Board of Directors



**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	DPW-Facilities Maintenance	<b>Submitted/Prepared By:</b>	Greg Endicott	<b>Priority #</b>	2
<b>Project Title/Description:</b>	DPW Security- Phase 1				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>	16,500	
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>	23,000	
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>	5,500	Approximately 15%
<b>Total Capital</b>	<b>45,000</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2022</i>	45,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

The DPW Facility is currently not on the card access system that other Town buildings are. This poses a security risk. In order to adequately secure the facility, we are requesting to install card access readers on 7 of the exterior doors at the facility.

This cost includes the supply and installation of the control server, all cable runs, and 7 access readers. Once the system is in place, the DPW can install additional readers as determined necessary in the future at a far lower cost. The upfront cost is substantial due to the price of the control server equipment. We have specified with the manufacturer that we will require a server with capacity to add more readers in the future when we obtained price estimates.

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	DPW-Facilities Maintenance	<b>Submitted/Prepared By:</b>	Greg Endicott	<b>Priority #</b>	1
<b>Project Title/Description:</b>	Water Treatment Library				

Estimated Costs (attach additional information if available)		
Capital:	Cost	Comments
Equipment	6,000	Includes Installation
Maintenance	6,000	1st year quarterly PM program
Planning/Study		
Design		
Construction		
Land Acquisition		
Other	2,000	Sampling/Testing
Contingency	1,000	
<b>Total Capital</b>	<b>15,000</b>	

Estimated Cash Flow:	Capital	O&M
FY 2022	15,000	
FY 2023		
FY 2024		
FY 2025		
FY 2026		
FY 2027		
FY 2028		
FY 2029		
FY 2030		
FY 2031		

O & M Costs:	One Time	Annual/Ongoing
Personnel		
Expense		
Other		
<b>Total O &amp; M</b>		

Available/Potential Funds:	Amount	Comment
Federal		
State		
CPA		
Existing Articles/Funds		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

Significant scaling/deterioration has occurred inside of the open-air cooling tower that serves the Main Library's chilled water system. The debris that flakes off is carried into the chilled water lines and consistently clogs the basket strainers causing the air conditioning system to shut down, sometimes multiple times a week. In order to prevent further deterioration, we need to commence a water treatment program that will preserve the metal and extend the life of the chilled water system.

In addition, the closed loop water circulation system that provides heating and cooling to all air handlers throughout the library does not contain glycol- a rust inhibitor. Typically, a closed loop system will contain 30%-35% glycol/ 65%-70% water. If a system does not contain glycol, it needs to be on a chemical treatment plan for the same reasons mentioned above. This will extend the life of the distribution piping and help prevent future leaks and possible water damage throughout the library.

This price includes the supply and installation of two treatment metering pumps, a control panel, and an in-line probe to monitor the chemical percentage/quality of the water. Also included are all the chemicals needed for the first year, quarterly preventative maintenance visits, and water quality sampling and testing. Moving forward, the cost of maintaining the system will be included in the Facilities Operating budget.

The system is already 15 years old and has never been on a treatment program which has caused significant deterioration. It is imperative that we begin this program now to prevent further damage and possible overall failure of the equipment in place.

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	DPW-Highway Division	<b>Submitted/Prepared By:</b>	James F Grady, Jr	<b>Priority #</b>	1
<b>Project Title/Description:</b>	Road Construction & Maintenance				

Estimated Costs (attach additional information if available)		
Capital:	Cost	Comments
<i>Equipment</i>		
<i>Maintenance</i>	535,000	
<i>Planning/Study</i>		
<i>Design</i>	100,000	
<i>Construction</i>	300,000	
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>935,000</b>	

Estimated Cash Flow:	Capital	O&M
FY 2022		935,000
FY 2023		935,000
FY 2024		980,000
FY 2025		980,000
FY 2026		980,000
FY 2027		980,000
FY 2028		1,000,000
FY 2029		1,000,000
FY 2230		1,000,000
FY 2031		1,000,000

O & M Costs:	One Time	Annual/Ongoing
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

Available/Potential Funds:	Amount	Comment
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

The Department of Public Works Highway Division is requesting continued funding to maintain and improve public streets, drainage and sidewalks throughout the community. Previous funding has allowed the Highway division to make necessary upgrades in these areas. Guidance for Complete Streets transportation concepts as well as ADA compliance with sidewalk improvements will be incorporated into all new projects to the greatest extent practicable. Planning and design for future roadway projects is a necessary part of the process and this funding will also assist in that process.



**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	DPW-Highway Division	<b>Submitted/Prepared By:</b>	James F Grady, Jr	<b>Priority #</b>	2
<b>Project Title/Description:</b>	Bike Path Maintenance				

Estimated Costs (attach additional information if available)		
Capital:	Cost	Comments
<i>Equipment</i>		
<i>Maintenance</i>	80,000	
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>		

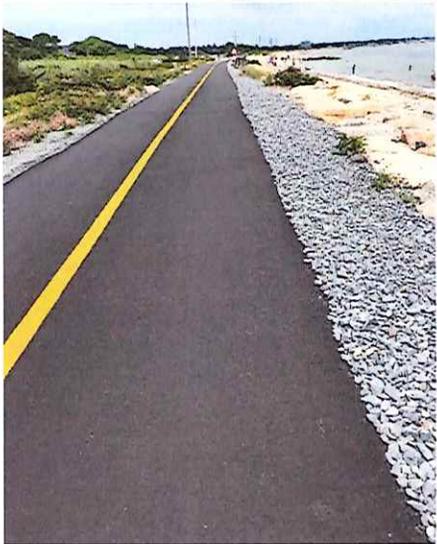
Estimated Cash Flow:	Capital	O&M
<i>FY 2022</i>		80,000
<i>FY 2023</i>		90,000
<i>FY 2024</i>		90,000
<i>FY 2025</i>		90,000
<i>FY 2026</i>		90,000
<i>FY 2027</i>		100,000
<i>FY 2028</i>		100,000
<i>FY 2029</i>		100,000
<i>FY 2230</i>		100,000
<i>FY 2031</i>		100,000

O & M Costs:	One Time	Annual/Ongoing
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

Available/Potential Funds:	Amount	Comment
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

Public Works Highway Division is once again requesting yearly funding for bicycle accomodations. If approved, this funding will continue to make improvements on the Shining Sea Bikeway. Improvements on asphalt, signage, pathway markings and landscape work are all part of the yearly maintenance performed to keep our pathway safe and looking attractive to our many visitors who frequent the area.



**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	DPW-Fleet - Assessors Div	<b>Submitted/Prepared By:</b>	E. Rivera	<b>Priority #</b>	
<b>Project Title/Description:</b>	Assessors 1				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>	43,000	
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>43,000</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2022</i>	43,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

This is a request to replace Assessors 1; a 2006 Jeep Liberty with 65,000 miles Vin# 1J8FF47W87D180091. This vehicle is used every day by the Assessors Dept. It will be replacee with a 2022 Chevrolet Bolt Electric Vehicle or equivalent. Assessors 1 has served the town very well but it is time for a replacement; as an older vehicle, it is starting to have high maintenance repair costs and frame/body rot, this will only get worse. The price of the Electric Vehicle also includes a Charging station.



**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	DPW-Fleet - Facilities Div	<b>Submitted/Prepared By:</b>	E. Rivera	<b>Priority #</b>	
<b>Project Title/Description:</b>	F-1				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>	38,000	
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>38,000</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2021</i>	38,000	
<i>FY 2022</i>		
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		

<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

This is a request to replace F-1, a 2006 Ford Explorer With 70,000 miles Vin1FMZU72K44UB44079 which is used by the Facilities Superintendent. F-1 has Served the town very well, but it is time for replacement. As an older vehicle it is starting to have high maintenance repair costs and has a lot of frame and body rot, which will only get worse. We will be replacing F-1 with a 2022 Ford F 150 pickup V-6 Reg Cab Long Bed.



**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	DPW-Fleet - Facilities Div	<b>Submitted/Prepared By:</b>	E. Rivera	<b>Priority #</b>	
<b>Project Title/Description:</b>	F-40				

Estimated Costs (attach additional information if available)	
Capital:	Cost
<i>Equipment</i>	34,000
<i>Maintenance</i>	
<i>Planning/Study</i>	
<i>Design</i>	
<i>Construction</i>	
<i>Land Acquisition</i>	
<i>Other</i>	
<i>Contingency</i>	
<b>Total Capital</b>	<b>34,000</b>

Estimated Cash Flow:	Capital	O&M
<i>FY 2022</i>	34,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

O & M Costs:	One Time	Annual/Ongoing
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

Available/Potential Funds:	Amount	Comment
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

This is a request to replace F-40, a 1998 Chevy 3500 Bucket truck with 100,000 miles Vin# 1GBKC34F7WF052574. This vehicle is used every day by the Facilities Dept. It is time for replacement; as an older vehicle is starting to have high maintenance repair costs and frame and body rot. It will be replaced with a 2022 Ford Transit Van.



**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	DPW-Fleet - Highway Div	<b>Submitted/Prepared By:</b>	E. Rivera	<b>Priority #</b>	
<b>Project Title/Description:</b>	H-10				

Estimated Costs (attach additional information if available)		
Capital:	Cost	Comments
<i>Equipment</i>	52,000	
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>52,000</b>	

Estimated Cash Flow:	Capital	O&M
<i>FY 2021</i>	52,000	
<i>FY 2022</i>		
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		

O & M Costs:	One Time	Annual/Ongoing
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

Available/Potential Funds:	Amount	Comment
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

This is a request to replace H-10, a 2008 Ford F-350 with 132,000 miles Vin# 1FTWF31R63ED92418. This vehicle is used every day by the staff at the Highway Dept. This as an older vehicle which is starting to have high maintenance repair costs and has a lot of frame and body rot which will only get worse. We would like to replace H-10 with a 2022 Ford F-350 with Plow.



**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	DPW-Fleet - Inspections	<b>Submitted/Prepared By:</b>	E. Rivera	<b>Priority #</b>	
<b>Project Title/Description:</b>	I-2				

Estimated Costs (attach additional information if available)		
Capital:	Cost	Comments
<i>Equipment</i>	29,000	
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>29,000</b>	

Estimated Cash Flow:	Capital	O&M
<i>FY 2022</i>	29,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

O & M Costs:	One Time	Annual/Ongoing
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

Available/Potential Funds:	Amount	Comment
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

This is a request to replace I-2, a 2006 Ford Explorer with 180,000 miles; Vin# 1FMEU72E36UA46088. This vehicle is used every day by the Inspections Dept. I-2 has served the Town very well, but it is time for replacement, as an older vehicle, it is starting to have high maintenance repair costs. It will be replaced with a 2022 Ford Escape plug in hybrid.



**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	DPW-Fleet - Parks Div	<b>Submitted/Prepared By:</b>	E. Rivera	<b>Priority #</b>	
<b>Project Title/Description:</b>	P-41				

Estimated Costs (attach additional information if available)		
Capital:	Cost	Comments
<i>Equipment</i>	58,000	
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>58,000</b>	

Estimated Cash Flow:	Capital	O&M
<i>FY 2022</i>	58,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

O & M Costs:	One Time	Annual/Ongoing
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

Available/Potential Funds:	Amount	Comment
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

This is a request to replace P-41, a 1999 Bandit Chipper Vin SNO14111. This is a high use piece of equipment that helps with the Tree Dept. P-41 has served the town very well, but it is time for replacement as an older piece of equipment it is starting to have high maintenance repair costs. It is an important that the Town has two reliable chippers for tree work done daily as well as emergencies and storms. It will be replaced with a 2022 Morbark chipper.



**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	DPW-Fleet - Water Division	<b>Submitted/Prepared By:</b>	E. Rivera	<b>Priority #</b>	
<b>Project Title/Description:</b>	W-2				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>	69,000	
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>69,000</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2022</i>	69,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

This is a request to replace W-2, a 2005 F350 Utility with 150,000 miles; Vin# 1FDNF37P05EC71076. This vehicle is used every day for the Water Treatment Plant. W-2 has served the Town very well, but it is time for replacement, it is an older vehicle and is starting to have high maintenance repair costs. It will be replaced with a 2022 F350 utility with plow.



**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	DPW-Water	<b>Submitted/Prepared By:</b>	Cathal O'Brien	<b>Priority #</b>	2
<b>Project Title/Description:</b>	Fresh Pond Reactivation				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>		
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>	400,000	
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>400,000</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2022</i>	400,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

In order to get the the Fresh Pond Well on line due to perchlorate and PFAS/PFOS exceedances, the constuction of a seasonal treatment system is needed. The Mares Well, Crooked Pond Well, Coonamessett Well, and the Upper Cape Regional Water Supply are operated at 100% of capacity 24 hours per day on peak demand days during the summer. The Long Pond Water Treatment Plant operates 20 to 22 hours per day on peak demand days in the summer. This will supplement 1 million gallons per day. The additional water this well can produce is needed. The Water Division has performed 2 Pilot Studies and MA DEP has approved both and issued permission to reactivate the well. This will require the procurement of seasonal treatment equipment annually, until a permanent solution can be found to treat the water there.

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	DPW-Water	<b>Submitted/Prepared By:</b>	Cathal O'Brien	<b>Priority #</b>	1
<b>Project Title/Description:</b>	Water Meter Replacement with Radio Meters Program				

Estimated Costs (attach additional information if available)		
Capital:	Cost	Comments
<i>Equipment</i>	100,000	
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>100,000</b>	

Estimated Cash Flow:	Capital	O&M
<i>FY 2022</i>	100,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

O & M Costs:	One Time	Annual/Ongoing
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

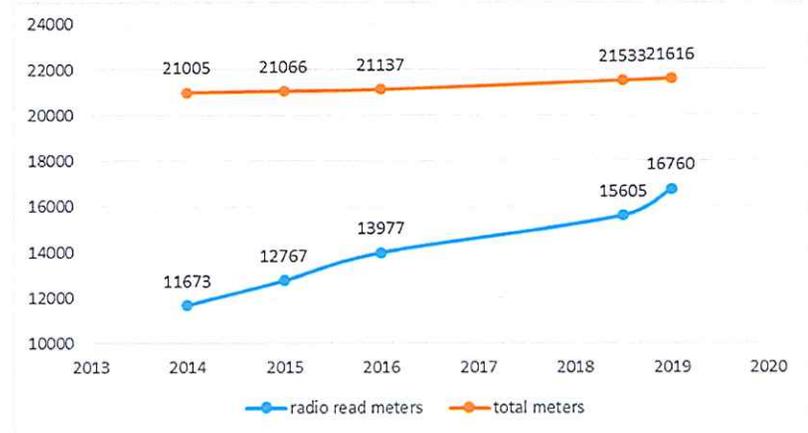
Available/Potential Funds:	Amount	Comment
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

This Capital Request is year 8 of an initial 10 year program to convert all meters in Town to Radio Read meters. We are requesting a capital allocation of \$100,000 this year. We are currently at over 85% radio read meters. As we get into the last 20% we are finding that the ability to change a lot of meters is challenging. Contacting summer residents, chasing down reluctant homeowners. Therefore we are reducing the request from 200K to 100K and stretching out the end until FY2025. The benefit of having all radio read meters are

1. Ability to change the billing and revenue collection cycle from bi-annual to quarterly providing improved cash flow during the fiscal year.
2. Improved ability to identify and manage delinquent accounts.
3. Improved ability to detect abnormal water consumption - out of range excess usage is potentially a leak and is brought to the attention of property owners thereby minimizing waste of water and financial hardship to the homeowner.
4. With radio readers the labor and time to read meters is reduced allowing the Town to migrate to quarterly readings without having to increase staff.

Currently the operational budget has a line item, 01-450-5865, funded at \$175,000 which is 3.5% of the \$5M capitalized value of the metering system. This appears to be an adequate line item for annual maintenance and repair. Since the most equitable means of financing water system O&M and Capital Improvements is via accurate metering, an ongoing meter replacement of 1,000 meters / year keeps the metering system life cycle at 20 years.



**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	DPW-Water	<b>Submitted/Prepared By:</b>	Cathal O'Brien	<b>Priority #</b>	3
<b>Project Title/Description:</b>	Upgrades at Wells, Water Tanks, MMR and CPWTP				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>		
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>	200,000	
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>200,000</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2022</i>	200,000	
<i>FY 2023</i>	200,000	
<i>FY 2024</i>	200,000	
<i>FY 2025</i>	100,000	
<i>FY 2026</i>	100,000	
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

This is year two of a five year capital investment to upgrade instrumentation, radio, chemical feed, electrical and mechanical systems at the Town's four well sites, the connection site to the Upper Cape Regional Water Supply, at the water tanks, and at the Crooked Pond Water treatment plant. The Long Pond Water Treatment Plant is designed for automatic operation, it also is the central location for control of the remote sites. Communication with the remote sites is via a direct line of site dedicated radio link. In FY19 capital was appropriated and was used to upgrade the chemical feed systems and the computer controls at the Crooked Pond Treatment plant. With the experience of running the new plant, and with lessons learned from the March 2018 storms, upgrade requirements to increase reliability and to standardize chemical and control systems have been identified. These include:

1. Equipment Storage Shelter. The Water Division currently has a significant inventory of mobile equipment that is stored outside year round, and is exposed to the weather. There is a need for an unheated, ground mounted shelter building to protect this equipment and save money on upkeep and maintenance.
2. The current pH chemical feed system at the Crooked Pond and Coonamessett Water Treatment Plant is outdated and is shortening the life of the Greensand Filtration System there. The replacement and upgrade of that system is needed to maintain water quality and protect the existing Greensand Filtration System.
3. The Water Division currently has an unlicensed low wattage radio telemetry system that signals tank levels, well pump station parameters, and interconnects all the information back to the SCADA system at LPPS. This system is nearing the end of its intended life cycle. We regularly experience communication issues that affect monitoring and control of the water system. The reliability of the communication is impacted by the increased level of background interference as a direct result of increased usage of mobile devices etc. We are proposing to upgrade the system from an unlicensed system to a more robust and stronger signal with an FCC licensed system similar to the system for The Wastewater.
4. Pumps, motors and the Variable Frequency Drives (VFDs) at each of the wells, at the Upper Cape, at the Crooked Pond and Coonamessett Pond Water Treatment Plant, and at the Long Pond Water Treatment Plant need to be rebuilt or replaced in the near future. During the last two years we have experienced failure on two of the various VFDs. Replacement VFDs would have improved electronics and power monitoring capabilities and an increase in efficiency.
5. Well cleaning. Over time the specific yield of a well decreases and periodically each well needs to be taken off line and "cleaned". During FY20 we cleaned the Crooked and Coonamessett Wells. We cleaned and refurbished the Mares Pond well site in FY21. These sites will have to be serviced within every 5 years to maintain adequate water quality and quantity, and protect the assets at each site.
6. Upgrade/replace building roofing. The membrane roof on the Coonamessett well is at the end of its expected life and requires replacement prior to failure.

**CAPITAL IMPROVEMENT REQUEST FORM**

Department:	DPW-Wastewater	Submitted/Prepared By:	A. Lowell	Priority #	1
Project Title/Description:	Wastewater System Equipment Rehabilitation/Replacement				

Estimated Costs (attach additional information if available)		
Capital:	Cost	Comments
Equipment		
Maintenance		
Planning/Study		
Design		
Construction	225,000	
Land Acquisition		
Other		
Contingency		
<b>Total Capital</b>	<b>225,000</b>	

Estimated Cash Flow:	Capital	O&M
FY 2022		225,000
FY 2023		
FY 2024		
FY 2025		
FY 2026		
FY 2027		
FY 2028		
FY 2029		
FY 2030		
FY 2031		

O & M Costs:	One Time	Annual/Ongoing
Personnel		
Expense		
Other		
<b>Total O &amp; M</b>		

Available/Potential Funds:	Amount	Comment
Federal		
State		
CPA		
Existing Articles/Funds		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

These funds are requested in order to perform wastewater system rehabilitation/ replacement work, including:

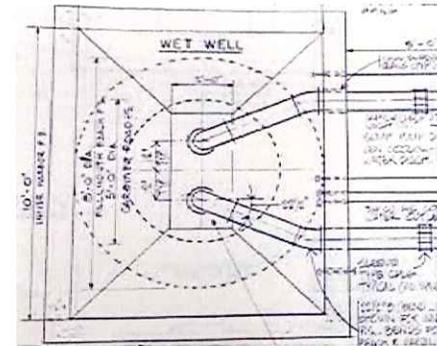
1. Replace denitrification filter pump and influent wet well pump at the Main WWTF.
2. Replace grating in Inner Harbor, Falmouth Beach and Park Road wet wells.
3. Replace failed "tie breaker" manual transfer switch at Jones Palmer Lift Station
4. Install ventilation system in control room at New Silver Beach WWTF.
5. Replace one RTU/control panel at Main WWTF.
6. Replace a wet well pump at the NSB WWTF.
7. Replace original influent channel covers at NSB WWTF with fiberglass covers.

The items listed here for the Main WWTF are included here instead of in the WWTF Improvements planned to begin in FY 23 because they require action before FY 23.

Example item from list above: Denitrification filter pump and influent wet well pump at the Main WWTF were both installed in 2005. One of the two denitrification filter pumps was rehabilitated in 2020 and it was found that the pump shaft was sufficiently corroded (below left) that the new mechanical seal may not last long on the rehabilitated shaft (below right). The second denitrification pump and an influent well pump in similar condition should be replaced to maintain adequate flow rate.



Additional example: Replace grating in Inner Harbor, Falmouth Beach and Park Road wet wells (plan view to right). The grating on which operators stand in order to service level sensors and clean wet well tanks is >34 years old and has become corroded and weakened. The grating must be replaced to allow these maintenance activities to proceed safely.



**CAPITAL IMPROVEMENT REQUEST FORM**

Department:	DPW-Wastewater	Submitted/Prepared By:	A. Lowell	Priority #	3
Project Title/Description:	WW System Vulnerability Assessment - Emergency Response Plan				

Estimated Costs (attach additional information if available)		
Capital:	Cost	Comments
Equipment		
Maintenance		
Planning/Study	75,000	
Design		
Construction		
Land Acquisition		
Other		
Contingency		
<b>Total Capital</b>	<b>75,000</b>	

Estimated Cash Flow:	Capital	O&M
FY 2022		75,000
FY 2023		
FY 2024		
FY 2025		
FY 2026		
FY 2027		
FY 2028		
FY 2029		
FY 2030		
FY 2031		

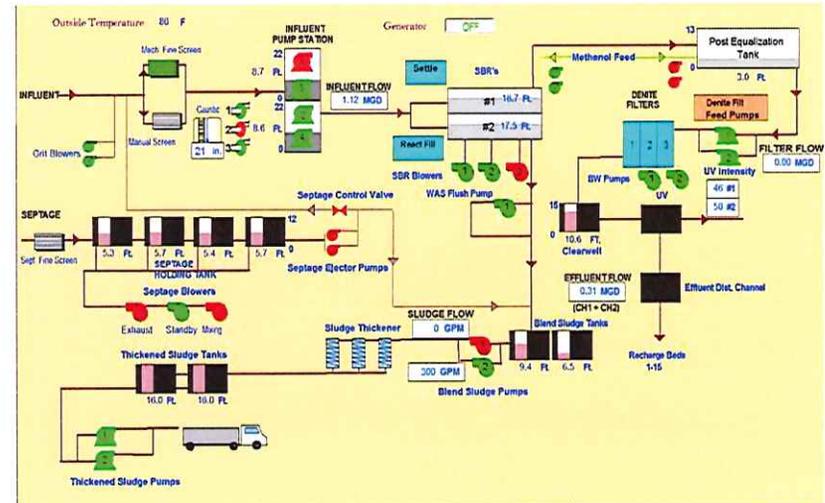
O & M Costs:	One Time	Annual/Ongoing
Personnel		
Expense		
Other		
<b>Total O &amp; M</b>		

Available/Potential Funds:	Amount	Comment
Federal		
State		
CPA		
Existing Articles/Funds		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

A Wastewater System Vulnerability Assessment - Emergency Response Plan will be developed to evaluate risks and identify risk mitigation strategies for all aspects of the wastewater system, for example: computer control systems, communications, data storage, electrical, mechanical, buildings and conveyance systems throughout the collection, transmission and treatment systems. Sources of risk ranging from regional electrical service interruption to disease, computer hacking, terrorism, storm and flood hazards would be evaluated and mitigation strategies would be identified. Recommendations from this study would be used to make the wastewater system less vulnerable to natural and man-made disasters.

Below is a SCADA (Supervisory Control and Data Acquisition System) screen showing functions of the Main WWTF that are monitored (and many of them controllable) electronically/remotely. The proposed study would, for example, evaluate how to improve defense of this SCADA system from unauthorized access.



**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	DPW-Engineering	<b>Submitted/Prepared By:</b>	James McLoughlin	<b>Priority #</b>	1
<b>Project Title/Description:</b>	Coastal Erosion Repair and Maintenance				

Estimated Costs (attach additional information if available)		
Capital:	Cost	Comments
<i>Equipment</i>		
<i>Maintenance</i>		
<i>Planning/Study</i>	37,500	Grand Ave to Menahant Rd
<i>Design</i>	37,500	Grand Ave to Menahant Rd
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>75,000</b>	

Estimated Cash Flow:	Capital	O&M
<i>FY 2022</i>		75,000
<i>FY 2023</i>		450,000
<i>FY 2024</i>		350,000
<i>FY 2025</i>		350,000
<i>FY 2026</i>		350,000
<i>FY 2027</i>		350,000
<i>FY 2028</i>		350,000
<i>FY 2029</i>		350,000
<i>FY 2030</i>		350,000
<i>FY 2031</i>		350,000

O & M Costs:	One Time	Annual/Ongoing
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

Available/Potential Funds:	Amount	Comment
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

Capital improvement funds for protection of Grand Avenue and Menahant Road. Sections of these roadways that are supported by revetments and sea walls are showing evidence of undermining. Engineering investigations are necessary to determine the most cost effective means of repair. Planning and Engineering costs are estimated at \$75,000. Future repairs to be undertaken in FY 23 are estimated at \$450,000.



**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	DPW-Engineering	<b>Submitted/Prepared By:</b>	James McLoughlin	<b>Priority #</b>	5
<b>Project Title/Description:</b>	Bridge Maintenance				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>		
<i>Maintenance</i>	75,000	
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>75,000</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2022</i>	75,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

This asset program provides funds to continue maintenance and repairs to 22 Town-owned bridges. The results of implementing this project are:

- 1) Eliminates Downtime
- 2) Eliminates need for major repairs
- 3) Provides for emergency repairs

The cost of this program, if not implemented could run into several hundred thousand dollars to keep our bridges operational.

Eel Pond Bridge Maintenance includes:

Repairs to the gates; Landing Pads and Shims

Maintenance of Emergency Generator

and Emergency repair callouts

Per Coast Guard Regulations, the waterway under the bridge must be navigable at all times.

Projected Maintenance Costs FY22:

Bridges (22 Town Owned) Maintenance/repair \$75,000/yr

The Nobska Road Bikeway Bridge is a low clearance bridge that has been hit by trucks in the past. A redesign that reduces the depth of the girders will improve the vertical clearance.

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	DPW-Engineering	<b>Submitted/Prepared By:</b>	James McLoughlin	<b>Priority #</b>	3
<b>Project Title/Description:</b>	Rivers & Ponds Maintenance				

Estimated Costs (attach additional information if available)		
Capital:	Cost	Comments
<i>Equipment</i>		
<i>Maintenance</i>	25,000	Inlet Maintenance
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>	100,000	Dredging of Fresh River
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>125,000</b>	

Estimated Cash Flow:	Capital	O&M
FY 2022	125,000	25,000
FY 2023		25,000
FY 2024		25,000
FY 2025		30,000
FY 2026		30,000
FY 2027		30,000
FY 2028		40,000
FY 2029		40,000
FY 2030		50,000
FY 2031		50,000

O & M Costs:	One Time	Annual/Ongoing
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

Available/Potential Funds:	Amount	Comment
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

Funding is required for DPW-Rivers and Coastal Pond Maintenance. This program is necessary for the permitting, dredging and maintenance of Trunk River – Oyster Pond, Salt River – Salt Pond, Fresh River – Sider's Pond, and Little Pond Outlet.

Dredging and sediment / seaweed removal is necessary on an annual basis in order to keep the ponds and outlets clear for fish passage, tidal flow, odor, and Water Quality.

Dredging of Fresh River will alleviate flooding to residences and roadways in the area and has an estimated cost of \$100,000.

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	DPW-Engineering	<b>Submitted/Prepared By:</b>	James McLoughlin	<b>Priority #</b>	2
<b>Project Title/Description:</b>	National Pollutant Discharge Elimination System (NPDES)				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>		
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>	125,000	
<i>Contingency</i>		
<b>Total Capital</b>	<b>125,000</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2022</i>	125,000	
<i>FY 2023</i>	125,000	
<i>FY 2024</i>	125,000	
<i>FY 2025</i>	125,000	
<i>FY 2026</i>	125,000	
<i>FY 2027</i>	125,000	
<i>FY 2028</i>	125,000	
<i>FY 2029</i>	125,000	
<i>FY 2030</i>	125,000	
<i>FY 2031</i>	125,000	

<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

Funding for the Town's National Pollutant Discharge Elimination System (NPDES) program are necessary to comply with the EPA/DEP General Permit for Stormwater Discharges for small municipal separate storm sewer systems located in the Town of Falmouth. Funds are necessary to track, monitor, sample, and report on the Town's significant number of drainage structures and implement the required Stormwater Program including stormwater improvements, regulation creation, education and outreach to the public.

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	DPW-Engineering	<b>Submitted/Prepared By:</b>	James McLoughlin	<b>Priority #</b>	4
<b>Project Title/Description:</b>	Transportation Engineering Services				

Estimated Costs (attach additional information if available)		
Capital:	Cost	Comments
Equipment		
Maintenance		
Planning/Study	80,000	
Design		
Construction	145,000	Hawk Signal at Palmer Ave
Land Acquisition		
Other		
Contingency		
<b>Total Capital</b>	<b>225,000</b>	

Estimated Cash Flow:	Capital	O&M
FY 2022	225,000	
FY 2023	100,000	
FY 2024	100,000	
FY 2025	105,000	
FY 2026	105,000	
FY 2027	105,000	
FY 2028	105,000	
FY 2029	105,000	
FY 2030	105,000	
FY 2031	105,000	

O & M Costs:	One Time	Annual/Ongoing
Personnel		
Expense		
Other		
<b>Total O &amp; M</b>		

Available/Potential Funds:	Amount	Comment
Federal		
State		
CPA		
Existing Articles/Funds		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

Construction of Hawk Signal at Palmer Avenue and Goodwill Park is estimated to be \$145,000.

The Engineering Division has received requests for Traffic Engineering Studies to be performed along roadways, and at unsignalized / signalized intersections. Implementing this service will allow the engineering division to have Traffic Analyses performed for safety and intersection vehicle flows. The analyses will determine future improvements for intersection layout and traffic lane geometry.

At this time the following locations with an cost of \$80,000 are being considered:  
 Sam Turner/Cloverfield Road and Route 151.  
 Brick Kiln Road and Sandwich Road.  
 Gifford Street and Jones Road.

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	DPW-Engineering	<b>Submitted/Prepared By:</b>	James McLoughlin	<b>Priority #</b>	6
<b>Project Title/Description:</b>	Engineering and Survey Safety Equipment and Software				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>	25,000	
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>25,000</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2022</i>	25,000	
<i>FY 2023</i>	10,000	
<i>FY 2024</i>	10,000	
<i>FY 2025</i>	10,000	
<i>FY 2026</i>	10,000	
<i>FY 2027</i>	10,000	
<i>FY 2028</i>	10,000	
<i>FY 2029</i>	10,000	
<i>FY 2030</i>	10,000	
<i>FY 2031</i>	10,000	

<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

This asset program provides funds to continue engineering and survey capabilities of the Engineering Division. Engineering and Survey software, AutoCAD and GPS require renewal. Additionally, the survey instruments are required to be calibrated to maintain viability. Safety Signage and PPE are required to continue to provide survey field work safely and efficiently.

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	DPW-Parks Division	<b>Submitted/Prepared By:</b>	Jeremiah Pearson	<b>Priority #</b>	
<b>Project Title/Description:</b>	Athletic Field Maintenance				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>		
<i>Maintenance</i>	40,000	
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>40,000</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2022</i>	40,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

The Parks Department has built 5 new athletic fields since 2018. These fields require cultural practices like deep tine aeration, slice seeding and core aeration beyond the ability and scope of our Department. This Capital request will allow us to sub-contract maintenance levels on these fields that permit healthier and safer conditions for our turf and sporting needs.



**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	Recreation	<b>Submitted/Prepared By:</b>	Joe Olenick	<b>Priority #</b>	
<b>Project Title/Description:</b>	Nye Park Tennis Court Rehabilitation				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>		
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>	60,000	
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>60,000</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2022</i>	60,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

Due to COVID-19 and rising construction costs, the Nye Park Tennis Court Rehabilitation Project was \$60,000 short of the lowest bid for construction. This money should cover the shortfall and help with costs if soundproofing is needed when the project is rebid in the near future.

Original funds approved by CPC Article #39 at the 9-14-2020 Town Meeting was \$497,500

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	Recreation	<b>Submitted/Prepared By:</b>	Joe Olenick	<b>Priority #</b>	
<b>Project Title/Description:</b>	Sound Proofing-Acusti-Fence-Lawrence School Tennis Courts				

Estimated Costs (attach additional information if available)		
Capital:	Cost	Comments
<i>Equipment</i>	50,000	Cost of Fencing and support poles
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>50,000</b>	

Estimated Cash Flow:	Capital	O&M
<i>FY 2022</i>	50,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

O & M Costs:	One Time	Annual/Ongoing
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

Available/Potential Funds:	Amount	Comment
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

This is needed to mitigate the noise made when a Pickleball is hit by a players paddle. There is a Pop, Pop, Pop sound made everytime. Wrapping the Lawrence School Tennis/Pickleball Courts with Acusti-Fence will cut down the noise by 50%. The wrap will cover just over half of the side of the courts that are closest to the neighbors who are complaining. The wrap will direct the majority of the sound out over the open field at the school. Support poles are needed to give the fence extra strength during wind and storms. The Acustifence cost is \$25,000. I have added an extra \$25,000 for the support poles. At this time I do not have a cost for the support poles. I will update as soon as I get a cost estimate for them.

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	Recreation	<b>Submitted/Prepared By:</b>	Joe Olenick	<b>Priority #</b>	
<b>Project Title/Description:</b>	Security Cameras-Gus Cnty Community Center.				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>	45,000	Cost of Cameras and Installation
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>45,000</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2022</i>	45,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

Our Security Cameras inside the Community Center are outdated and not functioning properly. We have had numerous thefts over the years and need more efficient and better coverage in the building. We also need camera coverage on the new Playground behind the community Center and coverage in the parking lot. This request covers cost of cameras and installation and a \$5,000 contingency for rising costs.

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	Beach Department	<b>Submitted/Prepared By:</b>	B Mogardo & M Clayton	<b>Priority #</b>	1
<b>Project Title/Description:</b>	Old Silver Bathhouse (Public & Residents') Windows				

Estimated Costs (attach additional information if available)		
Capital:	Cost	Comments
<i>Equipment</i>		
<i>Maintenance</i>	12,430	
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>12,430</b>	

Estimated Cash Flow:	Capital	O&M
<i>FY 2022</i>		12,430
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

O & M Costs:	One Time	Annual/Ongoing
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

Available/Potential Funds:	Amount	Comment
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

**Explanation:**

The Beach Department is requesting funding for 13 new windows at the Old Silver Bathhouse (public) and 9 new windows at the Old Silver Bathhouse (residents'). The estimate is to update the 22 windows throughout both Old Silver Bathhouses by outfitting them with stainless steel hardware and obscure glass.

**Need:**

The current windows at the Old Silver Bathhouse (public) were installed during the last renovations in the early 1970s. The current windows at the Old Silver Bathhouse (residents') are from original construction with the exception of some refurbishing done by the Facilities Department. The windows at both Bathhouses raise concerns about privacy, break-ins, air circulation, and ventilation with the daily bleach-down cleaning and sanitizing protocol. The windows present a weakness specifically being on the ground level with walkways that are easily approachable by patrons. Over the years, numerous windows have been boarded up with plywood because they are not secure. There are currently 3 windows bolted shut/boarded up at the Old Silver Bathhouse (public).

**Goals:**

The purpose of the new windows are to ensure privacy of all occupants, provide protection against outside break-ins, and provide an adequate supply of outdoor air coming into the building. In addition, having windows with coastal hardware and up-to-date features will help eliminate excessive maintenance requests.

**Performance Measurement:**

The measurement for this request is that the Beach Department will be able to ensure privacy and proper indoor environmental quality for Falmouth residents, taxpayers and visitors for many years to come. With improvements to the windows, possible theft of Beach Department equipment and supplies will be diminished.



**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	Beach Department	<b>Submitted/Prepared By:</b>	B Mogardo & M Clayton	<b>Priority #</b>	3
<b>Project Title/Description:</b>	Ellen T. Mitchell Bathhouse Windows				

Estimated Costs (attach additional information if available)		
Capital:	Cost	Comments
<i>Equipment</i>		
<i>Maintenance</i>	19,105	
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>19,105</b>	

Estimated Cash Flow:	Capital	O&M
<i>FY 2022</i>		19,105
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

O & M Costs:	One Time	Annual/Ongoing
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

Available/Potential Funds:	Amount	Comment
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

**Explanation:**

The Beach Department is requesting funding for new windows at the Ellen T. Mitchell Bathhouse at Surf Drive Beach. The estimate is to update the 26 windows at the Bathhouse.

**Need:**

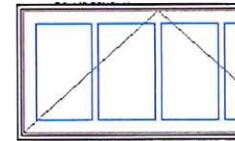
The current windows at the Surf Drive Bathhouse are original from the 1960s/1970s except what was repaired on the ocean side of the building after Hurricane Bob hit in 1992. The windows raise concerns about the level of security present during hours of operation and after work hours. The windows use a hook and eye mechanism to lock and prop open. The hinges are rusting and many do not tightly seal. The windows present a weakness specifically being on the ground level with walkways that are easily approachable by patrons. With money from beach parking permit stickers, hotel/motel and daily ticket sales coming in and out of the building, it is essential that all precautions are taken to ensure the security of these funds, the two safes, and the employees within the office handling the money. In June 2021, a police report had to be filed after patrons expressed feeling violated by those who could look through the windows from the outside. Since that incident, the Facilities Department helped to frost the windows directly over toilets and changing rooms, but this is a short-term solution that is only effective when the windows are closed. Also, without a tight seal, water frequently comes in the building through the windows during storms creating fall hazards, contributing to degradation of the paint, rust on latches and corrosion of exposed pipeworks.

**Goals:**

The purpose of the new windows are to ensure the safety and security of all funds in the building, as well as the occupants' safety. Having windows with up-to-date features and locks will provide the protection against outside break-ins, as well as provide employees with a greater sense of protection making it a safe and enjoyable place to work. In addition, having windows with coastal hardware will help eliminate need for extensive maintenance.

**Performance Measurement:**

The measurement for this request is that the Beach Department will be able to ensure security for many years to come. With improvements to the windows, possible theft will be diminished. Windows will also provide an additional safeguard for cash flow and make the building more weather resistant.



As Viewed From The Exterior



**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	Beach Department	<b>Submitted/Prepared By:</b>	B Mogardo & M Clayton	<b>Priority #</b>	4
<b>Project Title/Description:</b>	Handicap Mats				

Estimated Costs (attach additional information if available)		
Capital:	Cost	Comments
Equipment	11,255	
Maintenance		
Planning/Study		
Design		
Construction		
Land Acquisition		
Other		
Contingency		
<b>Total Capital</b>	<b>11,255</b>	

Estimated Cash Flow:	Capital	O&M
FY 2022	11,255	
FY 2023		
FY 2024		
FY 2025		
FY 2026		
FY 2027		
FY 2028		
FY 2029		
FY 2030		
FY 2031		

O & M Costs:	One Time	Annual/Ongoing
Personnel		
Expense		
Other		
<b>Total O &amp; M</b>		

Available/Potential Funds:	Amount	Comment
Federal		
State		
CPA		
Existing Articles/Funds		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

**Explanation:**

The Beach Department is requesting funding for at least 6 ADA/ABA/AODA nonslip handicapped mats to guarantee placement of one to two mats from the fleet at our beaches.

**Need:**

In order make the beaches more accessible for all stakeholders, beach access mats are necessary. When we recognize the population visiting the beaches as Falmouth residents, taxpayers, and visitors, this includes people with disabilities, walkers, the elderly and people with strollers. Currently Old Silver and Falmouth Heights are the only two beaches with permanent, wooden handicapped ramp structures connecting elevated parking lots to the sand. The Beach Department currently has 7 portable mats in the fleet in use at a few of our sites. Dimensions of the mats being requested are 5' x 33'.

**Goals:**

The purpose of the beach-specific handicap mats are to ensure everyone has easier access coming onto and off of the beach. It is very challenging to push a wheelchair over the rocks and sand, making it so many people are not able to enjoy some of Falmouth's finest natural resources. Having additional mats at all the beaches would help create a solution to this problem.

**Performance Measurement:**

The measurement for this project's success is that the Beach Department has received a number of requests for handicapped mats to be put in at more of the beaches. Having the mats will ensure safety for years to come, and allow all patrons increased beach accessibility.



**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	Beach Department	<b>Submitted/Prepared By:</b>	B Mogardo & M Clayton	<b>Priority #</b>	2
<b>Project Title/Description:</b>	Three Line Message Signs				

Estimated Costs (attach additional information if available)		
Capital:	Cost	Comments
<i>Equipment</i>	43,375	
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>		
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>43,375</b>	

Estimated Cash Flow:	Capital	O&M
<i>FY 2022</i>	43,375	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

O & M Costs:	One Time	Annual/Ongoing
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

Available/Potential Funds:	Amount	Comment
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

**Explanation:**

The Beach Department is requesting funding for two electronic Three-Line Message Signs (e.g. "Wanco" brand) that can be used from Memorial Day weekend in May through the last weekend of September for beach-specific purposes and other Town departments' needs in the off-season. The estimate is to purchase two message board trailers with the ability to program messages of up to three lines of eight characters each. The base design has a full-color touchscreen onboard controller with multipassword protection. A feature we would be seeking is remote control capability, so as information changed, staff would not have to leave their post to update.

**Need:**

The Beach Department currently borrows/utilizes message signs from the Town's fleet out of the DPW. This means that use is not guaranteed and other messaging falls short. In addition, we do not have autonomous control to be able to adjust wording on the spot (e.g. for signage at the 28A rotary alerting vehicles as to whether the Old Silver Beach parking lots have open spaces or are full). There is an increased need for the message signs because of traffic concerns around beaches due to limited signage. Having two additional message signs in the Town fleet will help ensure that the flow of information from the beaches to the public during the busy summer months is communicated in a timely manner. The technology being easily updatable by the Beach Superintendent and eye-catching to the public make these a necessary upgrade to support the day-to-day operations of the Beach Department.

**Goals:**

The purpose of the Three Line Message Signs is to communicate parking and beach conditions such as "resident only lot", "lot open", "lot full", trash notifications, marine life notification, no lifeguard on duty notifications, etc." These could also be used to share beach rules, swim lessons information, lifeguard training certification information, and as needed seasonal job opportunities. There is a range of functionality and versatility that the Beach Department can utilize two message signs for in addition to having up-to-date signage for Old Silver Beach.

**Performance Measurement:**

The measurement for this request is that the Beach Department will be able to utilize these Three Line Message Signs for beach needs, and they will also be able to function



**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	Falmouth Public Schools	<b>Submitted/Prepared By:</b>	Patrick Murphy	<b>Priority #</b>	2
<b>Project Title/Description:</b>	Laewrence School exterior lighting, drainage, paving				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>		
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>	300,000	
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>300,000</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2022</i>	300,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

The initial phase of this project consists of replacing or adding a total of 19 light poles and lights surrounding the parking lot and driveway at the Lawrence school.  
 Resolving the ongoing drainage issues near the far end of the parking lot would be a priority too.  
 Additional phases of the project in future years would include repaving and leveling of the parking area and driveway while also replacing curbs and sidewalks as necessary.  
 We have worked closely with the DPW to design and estimate this project.

**CAPITAL IMPROVEMENT REQUEST FORM**

<b>Department:</b>	Falmouth Public School	<b>Submitted/Prepared By:</b>	Patrick Murphy	<b>Priority #</b>	1
<b>Project Title/Description:</b>	Morse Pond Univent and Control Project				

<b>Estimated Costs (attach additional information if available)</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>
<i>Equipment</i>		
<i>Maintenance</i>		
<i>Planning/Study</i>		
<i>Design</i>		
<i>Construction</i>	900,000	
<i>Land Acquisition</i>		
<i>Other</i>		
<i>Contingency</i>		
<b>Total Capital</b>	<b>900,000</b>	

<b>Estimated Cash Flow:</b>	<b>Capital</b>	<b>O&amp;M</b>
<i>FY 2022</i>	900,000	
<i>FY 2023</i>		
<i>FY 2024</i>		
<i>FY 2025</i>		
<i>FY 2026</i>		
<i>FY 2027</i>		
<i>FY 2028</i>		
<i>FY 2029</i>		
<i>FY 2030</i>		
<i>FY 2031</i>		

<b>O &amp; M Costs:</b>	<b>One Time</b>	<b>Annual/Ongoing</b>
<i>Personnel</i>		
<i>Expense</i>		
<i>Other</i>		
<b>Total O &amp; M</b>		

<b>Available/Potential Funds:</b>	<b>Amount</b>	<b>Comment</b>
<i>Federal</i>		
<i>State</i>		
<i>CPA</i>		
<i>Existing Articles/Funds</i>		
<b>Total Available</b>		

**Project Need/Goals and Performance Measurement:**

This project will replace the univents and heating ventilation control system at the Morse Pond school. The estimate for this project was provided by RISE Engineering via the Cape Light Compact. The boilers were replaced in a previous phase of this project.



TOWN OF FALMOUTH  
Office of the Town Manager & Select Board  
59 Town Hall Square, Falmouth, Massachusetts 02540

TO: Julian M. Suso, Town Manager  
FROM: Peter Johnson-Staub, Assistant Town Manager *PJS*  
SUBJECT: Tony Andrews Farm – 398 Old Meetinghouse Rd (AKA Lot 3)  
DATE: August 27, 2021

As you may recall, the Town created separate house lots on the farm property when it was acquired. The conservation restriction that applies to the two larger farm parcels but does not apply to either of the two house lots. One house lot – 394 Old Meetinghouse Rd – has a ranch house that continues to be occupied by Jeff Andrews who leases the farm property, and the 394 Old Meetinghouse Rd lot, from the Town. The other house lot – 398 Old Meetinghouse Rd – has a larger residential house and four barn/garage structures on it which had fallen into disrepair before the Town acquired the farm property. The consensus of Town staff, Jeff Andrews, Joe Andrews, and the Farming Falmouth non-profit is that these buildings are beyond their useful and life and should be demolished. There is some urgency to demolishing the structures which provide habitat for rats. Thankfully, the combined efforts of Jeff Andrews and a resident red-tailed hawk have kept the vermin population in check. The capital request which you are recommending would pay for the safe demolition of the structures under the supervision of a licensed site professional to ensure proper handling of hazardous materials which have been identified.

We would like to discuss with the Select Board the future disposition of the 398 Old Meetinghouse Rd house lot at a convenient time this Fall. This lot is not included in the lease of the Farm to Jeff Andrews. The Town is allowing Jeff Andrews to use the garage on this lot, but as of October 1, 2020 Mr. Andrews is not entitled to the use of this lot pursuant to the lease terms. The presentation to Town Meeting when the Farm was acquired by the Town noted that there might be future costs associated with demolishing outbuildings and it identified three potential uses for the two house lots: "...lease with farm, lease separately, sell and use proceeds to fund farm costs." I received the attached letter from Farming Falmouth which has an interest in this house lot. We look forward to exploring these options with the Board.

CC: Select Board  
Agricultural Commission  
The 300 Committee

//398 Old Meetinghouse - Select Board Update 08-27-2021



Working to Build a Sustainable Food Future

Farming Falmouth • PO Box 2322 • Teaticket, MA 02536 • [www.farmingfalmouth.org](http://www.farmingfalmouth.org)

Peter Johnson-Staub  
Assistant Town Manager  
59 Town Hall Square  
Falmouth, MA 02540

January 25, 2021

**RE: Farming Falmouth Proposal for Lot 3 Revitalization**

Dear Mr. Johnson-Staub,

Farming Falmouth (FF) is a 501(c)(3) organization dedicated to strengthening the region's local food system through education, action and outreach. FF wishes to engage the Town of Falmouth regarding future revitalization strategies and options for Lot 3 adjacent to the newly preserved Tony Andrews Farm (Farm).

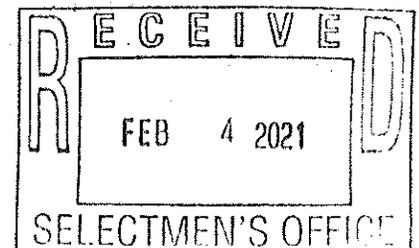
Lot 3 is vital to the Farm's continued success due to Lot 3's unique ability to have structures, paved surfaces and other development directly related to supporting farming activities. To ensure the continued economic viability of the Farm, it is essential to have support structures on site for equipment, crop production supplies, and where machinery like tractors can be maintained and stored. Much of the existing development on Lot 3 was constructed decades ago in a patchwork fashion. It has now deteriorated and is in need of replacement. FF has consulted with local experts Mark McGrath and Mike Duffany on the opportunities and constraints of the development and engineering of Lot 3. Having taken these questions under advisement, we have concluded that the existing residence on Lot 3 is so severely deteriorated that it should be demolished. This is our official letter of support for the Town to remove the existing residence.

FF's vision for Lot 3 is a phased approach to redevelopment of the site for future agricultural success. Proposed Phase 1 would support demolition of the existing residence and replacement of existing structures directly related to current Farm activities, such as tractor storage and repair, and material storage. Proposed Phase 2 would provide additional development to: a) advance and diversify on-site farming on the town-owned Farm; and b) support community-based farming activities through education of Falmouth residents about local food production. These uses could include washing stations for produce, cold storage, greenhouses, meeting/classroom space, and a kitchen for food preparation, canning, etc.

FF believes this proposal reflects many goals shared with the Town, including: reducing the Town's liability; increasing the Farm's viability by constructing adequate infrastructure; helping to strengthen the town's local food network; addressing the environmental impacts of climate change by reducing the energy costs associated with growing and transporting food; and helping people learn more about healthy, locally-produced food. Thank you for your time and consideration. We look forward to continuing a dialogue about the future of Lot 3 with the Town of Falmouth.

Sincerely,

Jennifer Christian  
President, Farming Falmouth Board of Directors



## **BUSINESS**

3. Discussion on proposed warrant articles from Affordable Housing Committee (10 minutes)

## **Proposed Select Board Articles for November 2021 Town Meeting**

(as recommended by the Falmouth Affordable Housing Committee on 8/20/21)

**Article 1:** To see if the Town will vote to appropriate or transfer from Certified Free Cash the sum of \$1,000,000 to the Falmouth Affordable Housing Fund, to be expended in accordance with the existing Guidelines for the Falmouth Affordable Housing Fund under the jurisdiction of the Trustees of the Fund, or to do or take any other action on this matter.

**Recommendation** (Falmouth Affordable Housing Committee): That the Town Meeting vote to appropriate or transfer said funds to the Falmouth Affordable Housing Fund immediately, to subsidize the construction of 10-15 new affordable units in town. [Note: we are aware that this article may become redundant if the Select Board decides to move forward with the \$3M+ article that was proposed by the Town Manager.]

**Article 2:** To see if the Town will vote to increase the existing hotel/motel/short-term-rental tax from the current 5% level to the state-maximum-allowed 6% level, said 1% additional funds to be designated upon receipt from the Commonwealth to the Falmouth Affordable Housing Fund, to be expended in accordance with the Guidelines for the Falmouth Affordable Housing Fund under the jurisdiction of the Trustees of the Fund, or to do or take any other action on this matter.

**Recommendation** (Falmouth Affordable Housing Committee): That the Town Meeting vote to approve Article 2 as printed. [Input from Town Counsel indicates that these new funds must first be deposited in the town's general fund then moved to the Falmouth Affordable Housing Fund, the latter step requiring "specific authorization" each year by Town Meeting.]

**Article 3:** To see if the Town will vote to adopt current state legislation enabling a Community Impact Fee of 3% to be added to certain short-term-rentals in Falmouth, to be collected by the Commonwealth along with other short-term-rental taxes, and that all funds raised by this new 3% fee shall be designated to the Falmouth Affordable Housing Fund, to be expended in accordance with the Guidelines for the Falmouth Affordable Housing Fund under the jurisdiction of the Trustees of the Fund, or to do or take any other action on this matter.

**Recommendation** (Falmouth Affordable Housing Committee): That the Town Meeting vote to approve Article 3 as printed. State legislation already exists enabling this Community Impact Fee to be levied by towns that wish to do so. It applies only if an operator has more than one property in the town that is available for short-term rental. [As with Article 2, input from Town Counsel indicates that these new funds must first be deposited in the town's general fund then be moved to the Falmouth Affordable Housing Fund, which requires "specific authorization" each year by Town Meeting.]

### Town Committee Vacancies

The Falmouth Select Board announces the following vacancies on Town committees:

Committee	Term Until
Beach Committee (1 alternate position)	11/1/21
Board of Survey (2 positions)	6/30/24
Building Code Board of Appeals (1 position)	6/30/25
Cable Advisory Committee (3 positions)	6/30/23, 6/30/24
Cape Cod Commission (1 position)	4/24/24
Commission on Disabilities (5 positions)	6/30/22, 6/30/23, 6/30/24
Conservation Commission (2 alternate positions)	6/30/22, 6/30/23
Constable (1 position)	6/30/24
Council on Aging (1 position)	6/30/24
Cultural Council (5 positions)	6/30/22, 6/30/24
EDIC (1 position)	6/30/24
Edward Marks Building Advisory Committee (1 position)	12/31/21
Energy Committee (2 positions)	6/30/23, 6/30/24
Human Services Committee (2 positions)	6/30/24
Transportation Committee (1 position)	6/30/24
Zoning Board of Appeals (2 alternate positions)	6/30/24, 6/30/26

Applications are available on the Town website <https://ma-falmouth.civicplus.com/647/Town-Committees>. Please submit applications to the Office of the Select Board.

## **BUSINESS**

4. Interview, vote and appoint committee member (5 minutes each)
  - a. Falmouth Housing Authority Tenant Board Member – Kathleen Haynes, Marianne D. Keevins, Deborah Cotton, Stephen MacDonald

Falmouth Housing Authority – Tenant Board Committee (a 5-member committee)

One position

1. 1 open position with a term until 6/30/2026

Six applicants

1. Kathleen Haynes
2. Marianne Keevins
3. Deborah Cotton
4. Stephen MacDonald (will be calling in to the Zoom meeting via telephone)

Already interviewed on 8/9/21:

5. Julia Benz
6. Marie Vautour



TOWN OF FALMOUTH

BOARD, COMMITTEE OR COMMISSION  
APPLICATION FORM

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Name: Kathleen Haynes

Address: 514 Main St Apt 502 Village: Falmouth ZIP: 02540

Mailing Address: same Village: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident  (date: \_\_\_\_\_) / Taxpayer \_\_\_\_\_ (date: 1904)

Amount of time you are available to give: variable

Town Committee, Board or Commission you are interested in serving on:

1. Commission on Disabilities
2. FHA
3. \_\_\_\_\_

Seeking: Permanent Position  Alternate Position

Have you attended any meetings of the committee for which you are applying? no - follow online

Relevant affiliation and work and personal experiences Working w/ COD + Affordable Housing Committee on 400 housing for disabled. Sponsored Housing Roundtable for various organizations boards, + committees as chair of COD

Town offices held in Falmouth or elsewhere and dates of years served: none

Briefly describe the particular skills you feel you will add to the committee or board: \_\_\_\_\_

I bring the insight of someone who is a renter with a housing choice certificate which has many different issues that must be resolved by tenants & private landlords, as well as FHA. As chair of COD, I have great deal of experience of working w/others of different types of indiv. As a disabled person, I bring the expertise of a disabled person to the table

You may attach a resume to this application.

List three (3) references:

Name	Title	Phone
1. Julian Susu	Town Manager	508-495-7320
2. Adrienne Baumann	Past-President Rotary	[REDACTED]
3. Paul McAdam	President Rotary	[REDACTED]

I hereby certify that I have been provided a summary of Massachusetts General Law 268A, the Conflict of Interest of Law, I have read the material provided, and to the best of my understanding have no potential or actual conflict of interest.

I have received a copy of the Select Board's Appointment Policy and read the material provided.

June 7th, 2021  
DATE

Barthlemy Hayes  
APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.



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Name: MARIANNE D. REEVINS

Address: 211 SCRANTON AVE Village: FALMOUTH ZIP: 02540

Mailing Address: SAME AS ABOVE Village: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident YES (date: \_\_\_\_\_) / Taxpayer \_\_\_\_\_ (date: \_\_\_\_\_)

Amount of time you are available to give: \_\_\_\_\_

Town Committee, Board or Commission you are interested in serving on:

- FALMOUTH HOUSING AUTHORITY General Board Committee
- \_\_\_\_\_
- \_\_\_\_\_

Seeking: Permanent Position  Alternate Position

Have you attended any meetings of the committee for which you are applying? \_\_\_\_\_

Relevant affiliation and work and personal experiences I have had extensive experience in both the for profit and not for profit fields. I have served on a number of boards in Falmouth. I was asst. treasurer of Falmouth Hospital Auxiliary and on the board of Samaritans  
Town offices held in Falmouth or elsewhere and dates of years served: N/A

Briefly describe the particular skills you feel you will add to the committee or board: \_\_\_\_\_

I have had extensive experience in finance, marketing and operations. I have spent forty years in both the profit and non-profit sectors. Attached is a listing of the various positions I have held in my professional life. In addition I am a retired Major in the Medical Service Corps of the USAF.

You may attach a resume to this application.

List three (3) references:

Name	Title	Phone
1. I am happy to provide you with letters of reference.		
2. _____	_____	_____
3. _____	_____	_____

I hereby certify that I have been provided a summary of Massachusetts General Law 268A, the Conflict of Interest of Law, I have read the material provided, and to the best of my understanding have no potential or actual conflict of interest.

I have received a copy of the Select Board's Appointment Policy and read the material provided.

6.9.21  
DATE

Thomas D. Keown  
APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.

## Marianne Keevins

1. High School English Teacher  
High School Guidance Counselor  
Forensic and Drama Coach
  
2. Residential Director of school for children with physical & learning disabilities
  
3. Social Worker at large community hospital Developed employee assistance program  
Developed one of the 1<sup>st</sup> Patient Advocacy Programs in country  
Named president of NY state Association and National board of directors.
  
4. Named Director of Strategic Planning for same hospital  
Named to Planning committee of State Hospital Association  
Obtained necessary certificate of Need for major hospital renovation and construction project  
Directed design and oversaw initial phase of construction program  
Assisted in obtaining financing
  
5. Became administrator for a for-profit nursing home with facilities in 4 states  
Achieved full occupancy in 1<sup>st</sup> year  
Defeated attempts at unionization
  
6. Became executive of 1st Continuing Care Retirement Community in Northeast  
Successfully combined 4 separate union contracts with Local 217 Hotel and Restaurant Employees and Bartenders Union , then successfully negotiated subsequent contracts ending in a 5 year contract; unheard of in this industry  
Increased revenues by 20%  
Reduced P & L by 1 million  
Restructured debt with state backed tax-exempt bonds  
Completed major renovation of the project
  
7. Named President– CEO of for-profit management company  
Acquired free standing skilled nursing facility along with adjacent property in order to develop an assisted living facility  
Acquired geriatric psychiatry practice serving 40 nursing homes.  
Founded company to recruit licensed nurses from Canada & Philippines  
Managed local businesses luncheon club, oversaw redesign of club  
Provided full range of development marketing and management services to the hospitality , senior living and healthcare industries in New York, New Jersey, Connecticut, Rhode Island and Massachusetts  
Served as consultant & venture partner in the development of senior living project  
Contracted on the financial intuitions to turn around financially troubled organizations in preparation for sale
  
8. Named President & CEO of parent corporation in which oversaw the companies mentioned above  
Secured refinancing with Lehman Brothers as underwriters, Goldman Sach, Merrill Lynch, Pioneer as bond holders and Wells Fargo as Trustee  
Oversaw major renovation and construction project  
Lobbied heavily at local, state and federal level

Y/S ✓



TOWN OF FALMOUTH

BOARD, COMMITTEE OR COMMISSION  
APPLICATION FORM

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Name: Deborah Cotton

Address: 115 SCRANTON AVE #103 Village: Falmouth ZIP: 02540

Mailing Address: Same Village: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident 8 yrs (date: 2013) / Taxpayer \_\_\_\_\_ (date: \_\_\_\_\_)

Amount of time you are available to give: 8 hrs a week

Town Committee, Board or Commission you are interested in serving on:

1. Tenant Board Member of Falmouth Housing Authority.
2. \_\_\_\_\_
3. \_\_\_\_\_

Seeking: Permanent Position  Alternate Position

Have you attended any meetings of the committee for which you are applying? YES

Relevant affiliation and work and personal experiences Amuets E-Board Member, 1st Vics Commander, Adjutant, Veterans Agent. Also was District Commander for District 9. For the Tatakot Resident Council, I was President, Secretary and Treasurer.

Town offices held in Falmouth or elsewhere and dates of years served: NONE

Briefly describe the particular skills you feel you will add to the committee or board: My prior experiences are in such areas as - organization, leadership, management, secretarial, i.e. minutes, record keeping, filing, scheduling, DOT, Employee Record Keeping, human Resources.

You may attach a resume to this application.

List three (3) references:

<u>Name</u>	<u>Title</u>	<u>Phone</u>
1. <u>Paul Morrissey</u>	<u>Pastor</u>	[REDACTED]
2. <u>Louisa Mellor</u>	<u>Rehabilitation Aide</u> <u>Falmouth Hospital</u>	[REDACTED]
3. <u>Tony Armitage</u>	<u>Physical Therapist</u> <u>BAYADA</u>	[REDACTED]

I hereby certify that I have been provided a summary of Massachusetts General Law 268A, the Conflict of Interest of Law, I have read the material provided, and to the best of my understanding have no potential or actual conflict of interest.

I have received a copy of the Select Board's Appointment Policy and read the material provided.

6-21-2021  
DATE

Deborah D. Cotton  
APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.

no zoom, in person, 1.m.



TOWN OF FALMOUTH

BOARD, COMMITTEE, OR COMMISSION APPLICATION FORM

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Name: STEPHEN MACDONALD

Address: 138 TEATICKET HIGHWAY Village: \_\_\_\_\_ ZIP: 02536

Mailing Address: 138 TEATICKET HIGHWAY Village: \_\_\_\_\_ ZIP: 02536

Telephone: [REDACTED] Email: \_\_\_\_\_

How long have you been a Resident 1995 (date: \_\_\_\_\_) / Taxpayer yes (date: 1977)

Amount of time you are available to give: AS NEEDED

Town Committee, Board or Commission you are interested in serving on:

1. TENANT BOARD MEMBER
2. F.H.A.
3. \_\_\_\_\_

Seeking: Permanent Position  Alternate Position

Have you attended any meetings of the committee for which you are applying? N/A

Relevant affiliation and work and personal experiences \_\_\_\_\_

[Signature] See ATT BACK OF APP.

Town offices held in Falmouth or elsewhere and dates of years served: \_\_\_\_\_

N/A

Briefly describe the particular skills you feel you will add to the committee or board: \_\_\_\_\_

holder of MA. Bid Lic. A+B - 1987

" " CLASS A MA CONTRACT Lic.

FRAX. A.I. Co. (worked for two forensic Eng.)

You may attach a resume to this application.

List three (3) references:

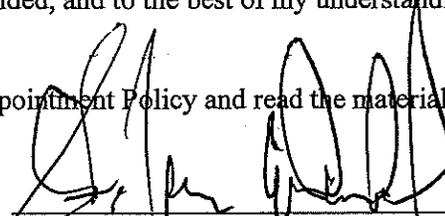
	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	PAT O'CONNOR	CONTRACTOR	
2.	DAVID TORRES	RET. F.H.A.	
3.	MURPH SHUCKERS	WOOD HOLE	

I hereby certify that I have been provided a summary of Massachusetts General Law 268A, the Conflict of Interest of Law, I have read the material provided, and to the best of my understanding have no potential or actual conflict of interest.

I have received a copy of the Select Board's Appointment Policy and read the material provided.

JUNE 7 2021

DATE

  
APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.

Falmouth H.S. 1981

Arthur Zeckendorf

Realty Realty  
MANHATTEN

1982-1985 Ast. site Super  
Construction of Columbia Towers  
275 West 96th St.

1986-1989. Intercontinental  
Developer's.  
Boston, MA

Brother & Sally Hgt.

Demolition and Const. of  
Terrace Gables Fr. Hgt.  
Ast. to Pat & Conner Super,

Received A.B. BLD Lic. Comm of MA 1987

1990 WALT DISNEY CORP.  
BURBANK CA,

1993 STET CONST. MOVIE SETS

1993 CRESTED BUTTE CO,

1996 CONST. OF MTN. LAIR  
SKI LODGE @ MT CRESTED BUTTE

1997 DENALI NATIONS TRUST

FAIRBANKS AK, VARIOUS PROJ.

2002 World Wide AK AZ, GUAM, BRITISH COL, CAN, MEXICO

2004 GAZZI FORENSIC ENG.

2009 Long Beach Cal.

Worked as Forensic Eng Ast  
Under Lettered Eng

Port Hope Asc. Eng, Forensic 3 year project SVU CITY AZ  
on behalf of 500,000 citizens

In Civil Court Involving  
Re: Rabbutare Plumbing

Zaw Chemical FL-Weht Const

## BUSINESS

### 2. Interview, vote and appoint committee members

#### e. Falmouth Housing Authority – Tenant Board Committee

- Kathleen Haynes 8/30
- Marianne Keevins 8/30
- Julia Benz *interviewed 8/9*
- Deborah Cotton 8/30
- Marie Vautour *interviewed 8/9*
- Stephen MacDonald 8/30

Interviewed 8/9

YJS ✓



TOWN OF FALMOUTH

BOARD, COMMITTEE OR COMMISSION APPLICATION FORM

If you are interested in serving the Town of Falmouth in any capacity, please fill out this form and mail it to the Select Board, Falmouth Town Hall, 59 Town Hall Square, Falmouth, MA 02540. Information received will be available to all Town Boards and Officials, although the filling out of this form does not assure appointment. If selected for an interview, you may wish to submit a resume or additional information. This form and a listing of all boards and committees can be found on the Falmouth website: www.falmouthma.gov.

Name: JULIA BENZ

Address: 516 MAIN ST Apt. 1 Bld. 4 Village: Falmouth ZIP: 02540

Mailing Address: Village: ZIP:

Telephone: [redacted] Email: [redacted]

How long have you been a Resident X (date: 2011) / Taxpayer X (date: 2015-17)

Amount of time you are available to give: whatever it takes

Town Committee, Board or Commission you are interested in serving on:

- 1. Falmouth Housing Authority
2.
3.

Seeking: Permanent Position [checked] Alternate Position [ ]

Have you attended any meetings of the committee for which you are applying? NO

Relevant affiliation and work and personal experiences Tenant of subsidized FHA housing in Falmouth, former Financial Aid Administrator working w/ local, state and federal Agencies to coordinate funding to students.

Town offices held in Falmouth or elsewhere and dates of years served: NONE in town offices, many committees and task force efforts in support of financing for higher education.

member - Human Rights Committee - Department of  
Mental Health, Pocasset, MA

Briefly describe the particular skills you feel you will add to the committee or board: 1505 D & VIII

- ① Enthusiastic and tactful contributions to committee work
- ② An understanding of the interplay of complex regulatory 155425.
- ③ lived experience in both running organizations involved in directing resources to needy people and a current recipient of funding assistance

You may attach a resume to this application.

List three (3) references:

Name	Title	Phone
1. Susan Baker	Retired-Artist <sup>Author</sup>	[REDACTED]
2. Rob Conlon	LICSW	[REDACTED]
3. Ginny Horvath	DMH-Therapist	[REDACTED]

I hereby certify that I have been provided a summary of Massachusetts General Law 268A, the Conflict of Interest of Law, I have read the material provided, and to the best of my understanding have no potential or actual conflict of interest.

I have received a copy of the Select Board's Appointment Policy and read the material provided.

6/30/21  
DATE

Julia Benz  
APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.



TOWN OF FALMOUTH

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Name: Marie Vautour

Address: 135 Scranton Ave Village: \_\_\_\_\_ ZIP: 02540

Mailing Address: 135 Scranton Ave Village: \_\_\_\_\_ ZIP: 02540

Telephone: [Redacted] Email: [Redacted]

How long have you been a Resident 17y (date: 6/12) / Taxpayer \_\_\_\_\_ (date: \_\_\_\_\_)

Amount of time you are available to give: 24/7

Town Committee, Board or Commission you are interested in serving on:

1. Falmouth Housing Authority
2. \_\_\_\_\_
3. \_\_\_\_\_

Seeking: Permanent Position  Alternate Position

Have you attended any meetings of the committee for which you are applying? No

Relevant affiliation and work and personal experiences I am a licensed Occupational Therapist who provided treatment in home care for 24 yrs. I am receiving benefits with rent through Housing Voucher

Town offices held in Falmouth or elsewhere and dates of years served: none

I served in the United Air Force 14yrs  
attaining the rank of Master Sgt

Briefly describe the particular skills you feel you will add to the committee or board: \_\_\_\_\_

As an Occupational Therapist, I can  
educate on disabilities, home  
safety, environment, adaptation to  
promote independence in the home  
environment.

You may attach a resume to this application.

List three (3) references:

	Name	Title	Phone
1.	Kathy Brennan	Friend Registered Nurse	[REDACTED]
2.	Jonathan Galo	Director of Food Formation	[REDACTED]
3.	Sandy Trainor	Neighbor & employer to provide care for her daughter	[REDACTED]

I hereby certify that I have been provided a summary of Massachusetts General Law 268A, the Conflict of Interest of Law, I have read the material provided, and to the best of my understanding have no potential or actual conflict of interest.

I have received a copy of the Select Board's Appointment Policy and read the material provided.

6/02/21  
DATE

[Signature]  
APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.

## **BUSINESS**

4. Interview, vote and appoint committee member (5 minutes each)
  - b. Commission on Disabilities – Meghan Lino

Commission on Disabilities (a 9-member committee)

Five positions

1. 2 positions with a term until 6/30/2022
2. 1 position with a term until 6/30/2023
3. 2 positions with a term until 6/30/2024

One applicant

1. Meghan Lino



**TOWN OF FALMOUTH**

**BOARD, COMMITTEE OR COMMISSION  
APPLICATION FORM**

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Name: Meghan Jean Lino

Address: 290 Carriage Shop Road Village: E. Falmouth ZIP: 02536

Mailing Address: 290 Carriage Shop Road Village: E Falmouth ZIP: 02536

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident  (date: 1984) / Taxpayer  (date: 2003)

Amount of time you are available to give: \_\_\_\_\_

Town Committee, Board or Commission you are interested in serving on:

1. Commission of Disabilities
2. \_\_\_\_\_
3. \_\_\_\_\_

Seeking: Permanent Position  Alternate Position

Have you attended any meetings of the committee for which you are applying? Yes

Relevant affiliation and work and personal experiences I am a Falmouth Resident all my life and ~~am~~ also disabled since birth.

Town offices held in Falmouth or elsewhere and dates of years served: None

Briefly describe the particular skills you feel you will add to the committee or board: I would like to help the COD committee assist making Falmouth more accessible to residents and tourists. ~~and~~ I patron many of Falmouth's businesses in my daily life.

You may attach a resume to this application.

List three (3) references:

Name	Title	Phone
1. <u>Kathleen Haynes</u>	<u>COD Director</u>	
2. <u>Caroline Knox</u>	_____	
3. _____	_____	_____

I hereby certify that I have been provided a summary of Massachusetts General Law 268A, the Conflict of Interest of Law, I have read the material provided, and to the best of my understanding have no potential or actual conflict of interest.

I have received a copy of the Select Board's Appointment Policy and read the material provided.

08/09/2021  
DATE

Meghan Lino  
APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.

## **BUSINESS**

4. Interview, vote and appoint committee member (5 minutes each)
  - c. Cultural Council – Ilene Karnow, Carrie Fradkin, Marlene Bohn

Cultural Council (a 12-member committee)

Five positions

1. 1 position with a term until 6/30/2022
2. 4 positions with a term until 6/30/2024

Three applicants

1. Ilene Karnow
2. Carrie Fradkin
3. Marlene Bohn



**TOWN OF FALMOUTH**

**BOARD, COMMITTEE OR COMMISSION  
APPLICATION FORM**

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Name: Ilene Karnow

Address: 26 Frederick B Douglas Road Village: North Falmouth ZIP: 02556

Mailing Address: Same as above Village: Same ZIP: Same

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident 10 yrs. (date: ) / Taxpayer 11 years (date: )

Amount of time you are available to give: As much as required to meet the needs of the committee.

Town Committee, Board or Commission you are interested in serving on:

1. Cultural Council
2. \_\_\_\_\_
3. \_\_\_\_\_

Seeking: Permanent Position  Alternate Position

Have you attended any meetings of the committee for which you are applying? \_\_\_\_\_

Relevant affiliation and work and personal experiences Affiliation: Falmouth Makers(masks), Boston Weavers Guild, Cranberry Weaver Guild, Lower Cape Spinners. Board Member: Falmouth Community Garden,

North Falmouth Village Association (Community Enrichment) ,Red Brook Harbor Yacht Club (Treasurer)

Work: Retired Grant Writer/Public Relations-Greater Lawrence Technical School; Fashion Design Instructor

Town offices held in Falmouth or elsewhere and dates of years served: Arts Council: Lawrence MA. 1994

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Briefly describe the particular skills you feel you will add to the committee or board: \_\_\_\_\_  
Prior employment skills needed for grant writing will aide me in assessing grants  
submitted for review. Last year I was awarded a grant by this committee  
for the construction of Lap Blankets for those with Alzheimers. I am considered  
by others as thoughtful and considerate of other colleagues, trustworthy and  
kind in my approach. I approach each challenge with the outcome based on  
inclusivity and consensus. This past year I have committed myself to the study and application of  
Benjamin Franklin's character traits; a study worthy of any person who cares about fulfilling others needs.

---

List three (3) references:

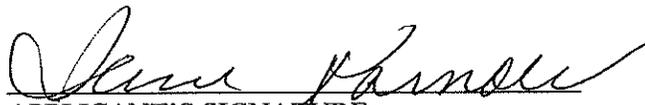
	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	Sharon Howard	Volunteer Coordinator Falmouth Service Center	██████████
2.	Peggy Heaslip	President of North Falmouth Village Association	██████████
3.	Deborah Rogers	Director FCTV Falmouth MA	██████████

I hereby certify that I have been provided a summary of Massachusetts General Law 268A, the Conflict of Interest of Law, I have read the material provided, and to the best of my understanding have no potential or actual conflict of interest.

I have received a copy of the Board of Selectmen's Appointment Policy and read the material provided.

AUGUST 5, 2021

DATE

  
APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.



TOWN OF FALMOUTH

BOARD, COMMITTEE OR COMMISSION  
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Name: Carrie Fradkin

Address: 81 Alexander Booker Road Village: \_\_\_\_\_ ZIP: 02536

Mailing Address: 81 Alexander Booker Road Village: \_\_\_\_\_ ZIP: 02536

Telephone: [REDACTED] Email: [REDACTED]

\* How long have you been a Resident 5 yrs (date: 9/17) / Taxpayer yes (date: 9/18) <sup>SINCE</sup>

Amount of time you are available to give: 2-4 hours week

Town Committee, Board or Commission you are interested in serving on:

1. Falmouth Cultural Council
2. \_\_\_\_\_
3. \_\_\_\_\_

Seeking: Permanent Position  Alternate Position

Have you attended any meetings of the committee for which you are applying? not yet

Relevant affiliation and work and personal experiences: see attached

Town offices held in Falmouth or elsewhere and dates of years served: none

\* I previously lived in Falmouth, 1985 - 1991

Briefly describe the particular skills you feel you will add to the committee or board: \_\_\_\_\_

see attached

You may attach a resume to this application.

List three (3) references:

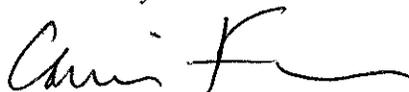
	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	<u>Ilene Karnow</u>	<u>Colleague and Friend</u>	<u>██████████</u>
2.	<u>Marcia Huyette</u>	<u>Friend, gallery manager FCTV, staff</u>	<u>██████████</u>
3.	<u>Penelope Duby</u>	<u>Colleague and Friend</u>	<u>██████████</u>

I hereby certify that I have been provided a summary of Massachusetts General Law 268A, the Conflict of Interest of Law, I have read the material provided, and to the best of my understanding have no potential or actual conflict of interest.

I have received a copy of the Select Board's Appointment Policy and read the material provided.

08/06/2021

DATE



APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.

## **Carrie Fradkin**

### **Relevant affiliation and work and personal experiences:**

Handworks Gallery member; Falmouth Art Center Member and volunteer;

Founding member, Falmouth Makers (2020); Founding member New England Mosaic Society (2015); Volunteer at Horizons for Homeless Children before the pandemic; Member Upper Cape Women's Coalition; Member of AVA Gallery and Art Center and volunteer, 15 years+, Lebanon, NH; Self-employed retired Graphic Designer 40 yrs (continue pro bono work for nonprofits); 2 yrs Private School Art teacher; 15 years Mosaic teacher; 5 yrs Community College software teacher; VIPS volunteer; exhibiting artist in East Coast galleries

### **Briefly describe the particular skills you feel you will add to the committee or board:**

Graphic Design: All the councils web and print design and production needs

Research skills, organizational skills, computer skills

Good communication and interpersonal skills, team player

I leave the ego at home



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Name: Marlene Bohm

Address: 27 Nichols Rd Village: Wagquoit ZIP: 02536

Mailing Address: same Village: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident 3/2010 (date: ) / Taxpayer 3/2010 (date: )

Amount of time you are available to give: 15 hours month

Town Committee, Board or Commission you are interested in serving on:

- Falmouth Cultural Council
- \_\_\_\_\_
- \_\_\_\_\_

Seeking: Permanent Position  Alternate Position

Have you attended any meetings of the committee for which you are applying? yes

Relevant affiliation and work and personal experiences  
Dir. HR American Institute of Architects  
Amateur artist  
10/12 of non profit volunteer work

Town offices held in Falmouth or elsewhere and dates of years served: \_\_\_\_\_

Briefly describe the particular skills you feel you will add to the committee or board: \_\_\_\_\_

grant writing  
non profit mgmt  
outreach

You may attach a resume to this application.

List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	Ellen Aptee	friend	[REDACTED]
2.	Lestee Bowman	friend	[REDACTED]
3.	Susan Dooley	friend	[REDACTED]

I hereby certify that I have been provided a summary of Massachusetts General Law 268A, the Conflict of Interest of Law, I have read the material provided, and to the best of my understanding have no potential or actual conflict of interest.

I have received a copy of the Select Board's Appointment Policy and read the material provided.

8/16/21  
DATE

Madeleine Pale  
APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.

**Town of Falmouth  
Town Committee Vacancies**

The Falmouth Select Board announces the following vacancies on a Town committee:

<b>Committee</b>	<b>Term Until</b>
Zoning Board of Appeals (2 Alternate Members)	6/30/24, 6/30/26

Applications are available on the Town website <https://ma-falmouth.civicplus.com/647/Town-Committees>.

Please submit applications to the Office of the Select Board by Monday, August 2, 2021.

*Publication date: Friday, August 6, 2021; Falmouth Enterprise.*

*Account #: 2056.*

## **BUSINESS**

4. Interview, vote and appoint committee member (5 minutes each)
  - d. Zoning Board of Appeals – Gerald Potamis, D. Scott Peterson, Susanne Murphy

Zoning Board of Appeals (a 7-member committee)

Two alternate positions

1. 1 position with a term until 6/30/2024
2. 1 position with a term until 6/30/2026

Three applicants

1. Gerald Potamis
2. D. Scott Peterson
3. Susanne Murphy

6/21/21: alternate



TOWN OF FALMOUTH  
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Name/Address: Gerald C Potamis 13 Amherst Ave Falmouth Ma.02540

Telephone Home: [REDACTED] Cell [REDACTED] Email [REDACTED]

I have been a Resident of Falmouth since 2006 and a homeowner since 1976

Amount of time you are available to give: As needed - I am retired

Town Committee, Board or Commission you are interested in serving on:  
Zoning Board of Appeals

Seeking: Permanent Position Yes or Alternate Position N/A

Relevant affiliation & work & personal experiences

Bachelor and Master's Degree in Civil/Environmental Engineering and Registered Professional Engineer

Retired senior manager (GS 15) with the US Environmental Protection Agency

Retired Colonel US ARMY

US Co-Chair, Missisquoi Bay Task Force ,International Joint Commission

Visiting Lecturer in Environmental Engineering

Town offices held in Falmouth or elsewhere and dates of years served:

Falmouth Wastewater Superintendent for 8 ½ years and appointed as Falmouth's representative on the Executive Committee and Technical Advisory Task Force for the Cape Cod Water Protection Collaborative

Chamber Holiday Parade Committee (7 years)

Zoning Board of Appeals (4 years)

Town Meeting Member (5 years)

City of Melrose Conservation Commission (5 years)

Briefly describe the particular skills you feel you will add to the committee or board:

The ability to balance regulatory compliance with common sense decisions when dealing inconsistent or poorly worded bylaws and the goal of reaching consensus

Sensitivity to Town's priorities, applicants desires and concerns raised during the public review process.

Extensive experience in reviewing site plans, construction and engineering documents

Additional Professional Experience

U.S. Environmental Protection Agency (Region 1)

Chief of Non-point Source and Watershed Branch and Director Vermont Program Office, other significant positions held include Manager Air Permits Program, Chief Wastewater Management, Wastewater Financial Management, and Industrial Permits Sections, Industrial Pretreatment, Water Quality Permit and National Environmental Policy Act Coordinator. Experience includes a broad knowledge of various engineering and regulatory requirements to include air, water, and waste treatment, grants, finance, pollution prevention, construction management and environmental permitting for public and private facilities. Experience also includes Collateral assignment as an Equal Employment Opportunity Counselor and special appointment as US Co-chair International Joint Commission Mississquoi Bay Task Force.

Camp Dresser & McKee (Environmental Consultants)

Project Manager: Supervised a multi-disciplinary professional group responsible for the environmental engineering impact analysis of public and private new facilities planning activities to include 250-million-dollar research center and process pilot facility for a petrochemical corporation, and a long-term sludge treatment and a disposal plan for New York City.

U.S. Army (Active & Reserve)

Retired Colonel. Provided technical expertise relating to Health, Safety and Engineering to a Medical Brigade Headquarters. Activated for Desert Storm and served as an engineering advisor to the Public Works Director at Walter Reed Medical Center. Activated for Operation Iraqi Freedom and served as the Force Health Protection Officer and Acting Deputy Surgeon detailed to Headquarters Coalition Forces Land Component Command, responsible for providing environmental and health safety guidance. Served as a Civil Engineer Team Leader working with the US Agency for International Development and Ministry of Public Works, responsible for the planning and construction of water supply projects. Also responsible for planning and construction of various civic action projects.

Northeastern University

Civil Engineering Department

Visiting Lecturer in Environmental Engineering; I taught an undergraduate environmental engineering course dealing with principle and practices of air, water, wastewater, and solid/hazardous waste with emphasis on engineering applications for public and private facilities

Military Education

Army Command and General Staff College  
Army Corps of Engineers and Medical Department Advance Officer Courses  
Army Ranger School

Awards

EPA Bronze & Silver Achievement Medals and Affirmative Action Award  
Army Meritorius Service Medal  
Army Bronze Star Medal (Viet Nam & Operation Iraqi Freedom)  
Army Ranger Tab

I respectfully request that the Select Board appoint me to the Zoning Board of Appeals

Three (3) References:

Name	Title	Phone
1. Jenifer (McKay)Lincoln	CONCOM Administrator	[REDACTED]
2. Frank Duffy	Falmouth Town Counsel	[REDACTED]
3. Peter McConarty	DPW Director	[REDACTED]

I hereby certify that I have been provided a summary of Massachusetts General Law 268A, the Conflict of Interest of Law, I have read the material provided, and to the best of my understanding have no potential or actual conflict of interest.

I have received a copy of the Board of Selectmen’s Appointment Policy and read the material provided.

Gerald C Potamis

Gerald C Potamis  
June 2, 2021



TOWN OF FALMOUTH

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Name: D. Scott Peterson

Address: 70 Saddleback Lane Village: E. Falmouth ZIP: 02536

Mailing Address: PO Box 472 Village: N. Falmouth ZIP: 02556

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident 62 years (date: 1959) / Taxpayer yes (date: 1983)

Amount of time you are available to give: I retired on June 30, 2021

Town Committee, Board or Commission you are interested in serving on:

1. Zoning Board of Appeals
2. \_\_\_\_\_
3. \_\_\_\_\_

Seeking: Permanent Position  Alternate Position

Have you attended any meetings of the committee for which you are applying? No

Relevant affiliation and work and personal experiences: I am a life long resident. I grew up in a family of builders and developers. I graduated from Massachusetts Maritime Academy.

I have 30 years in the development and oversight of Energy from Waste facilities, Landfills and Waste Transfer Stations. I understand very complex application and approval processes.

Town offices held in Falmouth or elsewhere and dates of years served: None

Due to my recent retirement I now have the time to support the Town.

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Briefly describe the particular skills you feel you will add to the committee or board: \_\_\_\_\_

I have a balanced thought process to problem solving.

I seek to be well informed so that I can help the team to arrive at the best decision possible.

I have worked for 30 years in a highly regulated industry.

I have worked on long duration approval processes and understand costs and risks.

Working on a ship you must have strong communication and conflict resolution skills.

**Now that I am retired I have the time to help.**

---

You may attach a resume to this application.

List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	<u>Doug Brown</u>	<u>Selectman</u>	<u>██████████</u>
2.	<u>Scott Zylinski</u>	<u>ZBA Board Memeber</u>	<u>██████████</u>
3.	<u>David Jarvis</u>	<u>Business Owner</u>	<u>██████████</u>

I hereby certify that I have been provided a summary of Massachusetts General Law 268A, the Conflict of Interest of Law, I have read the material provided, and to the best of my understanding have no potential or actual conflict of interest.

I have received a copy of the Select Board's Appointment Policy and read the material provided.

July 5, 2021  
DATE

  
APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.



TOWN OF FALMOUTH

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Name: Susanne Murphy

Address: 10 Old Homestead Rd Village: Falmouth ZIP: 02540

Mailing Address: same Village: Falmouth ZIP: 02540

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident  (date: 2021) / Taxpayer  (date: 2004)

Amount of time you are available to give: as much as needed

Town Committee, Board or Commission you are interested in serving on:

1. Zoning Board of Appeals
2. \_\_\_\_\_
3. \_\_\_\_\_

Seeking: Permanent Position  Alternate Position

Have you attended any meetings of the committee for which you are applying? no - watched on-line

Relevant affiliation and work and personal experiences Town of Walpole

ZBA 24 years, Town of Walpole Planning Board  
5 years, Town of Walpole elected Town Meeting Member  
32 years, Recreation Committee 20 years

Town offices held in Falmouth or elsewhere and dates of years served: none

Briefly describe the particular skills you feel you will add to the committee or board: \_\_\_\_\_

After twenty plus years on the ZBA I am very familiar with Mass Gen laws and Zoning By laws, Also in the past 2 years I have worked on 5 40's, this is a very valuable experience as I am sure there will be more. I chaired the board also so I am familiar with policy + procedures.

You may attach a resume to this application.

List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	Bob Watson	ret. teacher Falmouth High school	[REDACTED]
2.	Jim Johnson	Walpole Town Admin	[REDACTED]
3.	Bob Jarvis	business man	[REDACTED]

I hereby certify that I have been provided a summary of Massachusetts General Law 268A, the Conflict of Interest of Law, I have read the material provided, and to the best of my understanding have no potential or actual conflict of interest.

I have received a copy of the Select Board's Appointment Policy and read the material provided.

August, 11, 2021  
DATE

APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.

## **BUSINESS**

5. Vote to adopt five-year strategic plan FY2022 – FY2026 (10 minutes)

# Select Board Strategic Plan



**FY2022 – FY2026**

## Introduction

In accordance with the Town of Falmouth Home Rule Charter, the Falmouth Select Board hereby presents its five-year strategic plan for the Town of Falmouth. During its annual Strategic Planning retreat on July 7, 2021 the Board reviewed strategic priorities for Fiscal Years 2022-2026.

As it embarks on the work of Strategic Planning, the Board recognizes the importance of setting forth a vision for our community annually and the need to work through our Town Manager to involve the department heads, also receiving input from town boards and committees in our decision making. There is also the fundamental need to hear from our citizens to gain a better understanding of community priorities. The goals set forth herein reflect this community of varied, comprehensive interests.

In this five-year plan, the Board has established broad policy areas. The goals of each Town Department are expected to be regularly updated and to address all programs and services of our community. Acting through the Town Manager, the Board will communicate its expectations to the Department, Board, Committee or Commission involved in achieving the policy objective. The Board expects that over the course of the five-year planning period, additional goals may be added during plan review or as updated annually as progress is reported by advisory committees and staff.



At the time of this retreat, the Town and the nation are recovering from the coronavirus pandemic that disrupted all of our lives, required adaptation of many municipal operations, and continues to have implications for short-term and long-term plans and priorities. The seven Strategic Priority areas adopted for the FY2022 - FY2026 planning horizon ranked in priority order are:

- I. Health and Public Safety**
- II. Financial and Economic Stability and Community Development**
- III. Water and Wastewater Management**
- IV. Improve Organizational Effectiveness**
- V. Energy Conservation and Solid Waste Management**
- VI. Coastal and Natural Resources, Infrastructure and Beaches**
- VII. Enhance Community Engagement**

The members of the Board recognize that the Board’s strategic priorities do not address every area of service provided by the Town of Falmouth. The core values, established for strategic planning purposes, in no way diminish the value and importance of all of the services provided by Falmouth’s Departments and Divisions. These strategic priorities do involve all staff members and citizens as the Board implements its objectives, and will serve as the foundation for the administration of Town government and delivery of services.

It is our hope that all decision makers, including staff, boards and committees, will embrace these priorities and take positive steps toward achieving our strategic vision for the planning period of Fiscal Years 2022 - 2026 .

Falmouth Select Board,  
Douglas C. Brown, Chair  
Nancy Taylor, Vice Chair  
Megan English Braga  
Samuel Patterson  
Onjalé Scott Price

Adopted:     \_\_\_

## I. Health and Public Safety

Public Health and Safety are fundamental governmental functions. In this planning area the Board will develop goals to address emerging public health issues, pandemic impacts, and issues of concern related to substance use disorders and the opiate use epidemic in our Town and nation. The Town will focus on efforts to efficiently use our limited staffing and budgetary resources to sustain a high quality of public safety and improve accessibility in the Town of Falmouth.

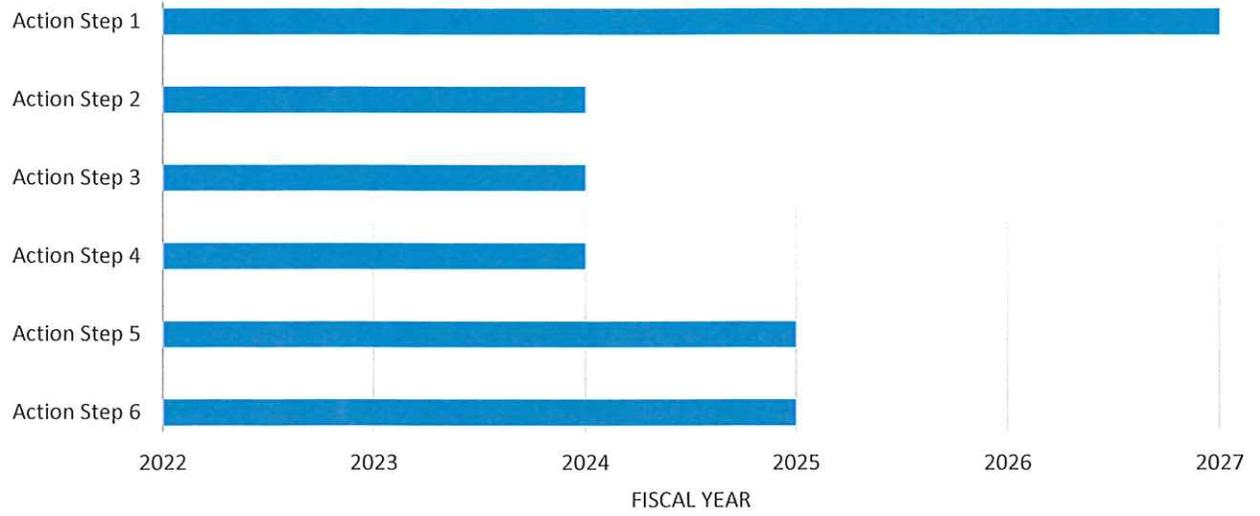
### **The goals within this strategic priority area are to:**

- A. Collaborate among departments to respond to substance use crisis including opiate use;
- B. Monitor and address emerging public health issues;
- C. Review and update Local Emergency Management Plan;
- D. Continue to enhance public safety services town wide;
- E. Monitor and respond to emerging public health issues;
- F. Consider land acquisition for new replacement Fire station based on a five fire station model based on the McGrath consultant study, recommendations of the Future Fire Stations Citizens Advisory Committee and public input to evaluate potential locations for this new fire station to more effectively serve the entire town.

### Action Steps:

- 1) Collaborate with local and regional organizations providing treatment and support to those impacted by Opioid epidemic;
- 2) Review response data and analysis to evaluate effectiveness of Fire station staffing model to best serve the entire Town of Falmouth;
- 3) Pursue opportunities to improve hiring process for police department including removal from civil service and the procedures that will replace civil service hiring.
- 4) Pursue funding for design and construction of new fire station;
- 5) Support improved efficiency of police and fire operations and consider future expanded services within available resources;
- 6) Continue to staff West Falmouth fire station, as resources permit, until construction on new, replacement fire station is completed;

# HEALTH AND PUBLIC SAFETY



## II. Financial and Economic Stability and Community Development

In this five-year planning period the fiscal health of our operations and community remains a strategic priority for the Town of Falmouth as we face the continued challenges of COVID-19. The Select Board has included Community Development with a focus on community housing needs with our fiscal goals, understanding that a healthy, vibrant and diverse local economy is integral to our fiscal health.

Among the Town's financial goals are to promote long-term financial stability of Town operations through sound financial planning and practices. The Town will be positioned to sustain essential services through economic downturns by continuing conservative revenue assumptions and disciplined budgeting. These sound financial practices allowed us to retain the Town's 'AAA' bond rating – the highest available bond rating. This bond rating upgrade saves taxpayers money every year by reducing borrowing costs and it represents an independent third party validation of the quality of the Town's management practices. The Town's ongoing Capital needs and wage pressure caused by the declining population of working age individuals in the region remain the most pressing fiscal concern.

The Town is fortunate to be in a good position to face the fiscal challenges that the coronavirus pandemic has brought. With the FY2022 budget, we have achieved our financial goals for all reserve categories and it is important that we maintain these balances. Nevertheless, we must recognize that the global pandemic creates a greater level of fiscal uncertainty than the Town has faced since the "great recession" a decade ago. The Board anticipates that some capital improvements may need to be scaled back or deferred if revenues decline. The Town has been fortunate to be able to increase staffing levels to address targeted service needs in the past several years supported by sustainable, recurring revenues. It may not be prudent to add new positions or programs in the next year or two unless they can be supported with offsetting budget reductions or new recurring revenue sources. This broad strategic priority area will influence decisions made about public safety, education and other important direct services such as community planning, housing, historic preservation, recreation, visitor resources, human services, elder services, and, the increase in food insecurity and mental health issues due to COVID-19.

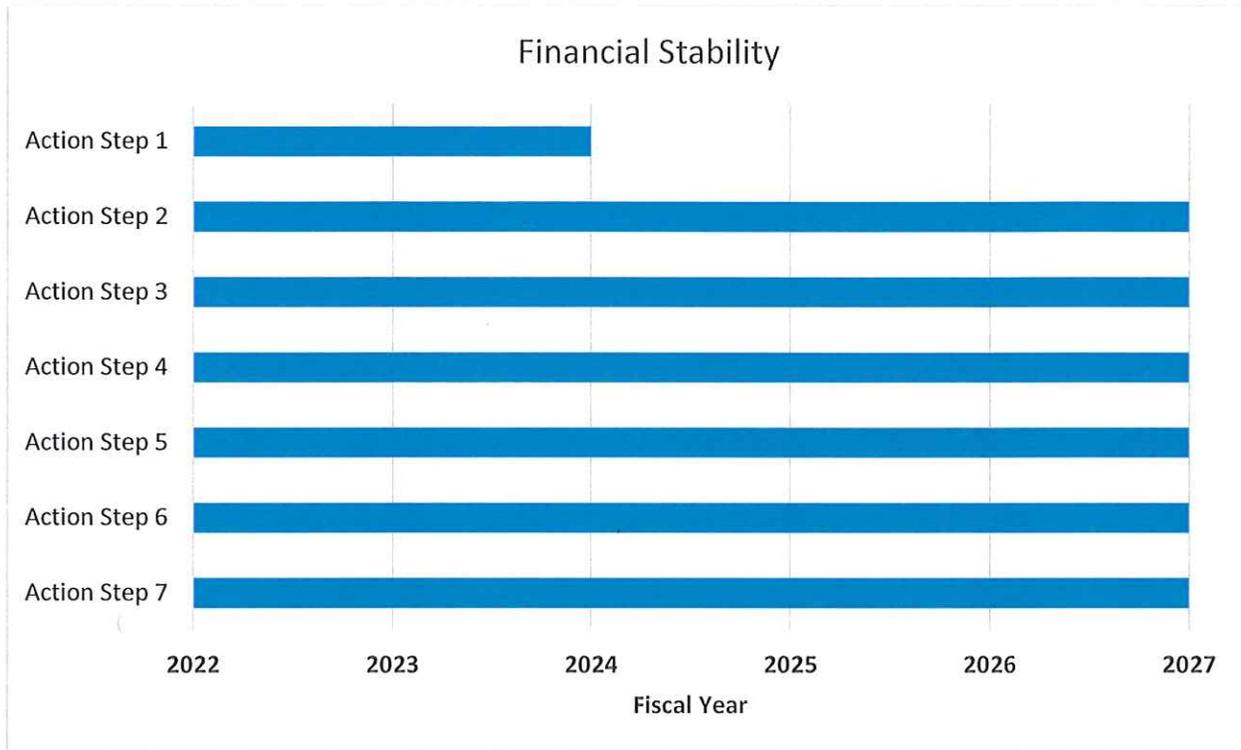
### **The goals within this strategic priority area are to:**

#### **A. Promote Long-Term Financial Stability of Town Operations**

##### Action Steps:

- 1) Respond to fiscal impacts related to COVID-19 and explore new grant and revenue opportunities.
- 2) Monitor appropriate grant opportunities and procedures for submitting and tracking grant applications.

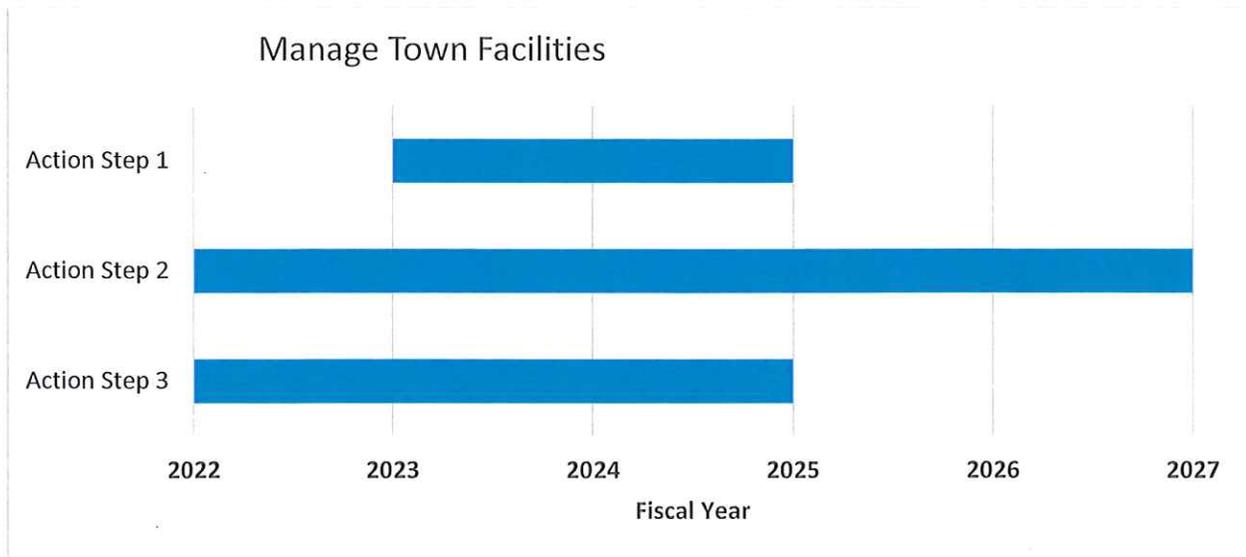
- 3) Review and publicize long-term capital plan and promote funding strategy for capital needs including town and school facilities report.
- 4) Continue to prepare a Comprehensive Annual Financial Report each year.
- 5) Continue program budgeting and move toward full costing of services.
- 6) Work with School Department to create a sustainable financial plan.
- 7) Prioritize affordable housing to support retention and hiring of Town staff and to maintain stability of Town operations.



## B. Manage Town’s Physical Facilities and Properties

### Action Steps:

- 1) Review and support plan for reorganization of Town offices and necessary renovation at Town Hall.
- 2) Continue collaboration with School Department to complete facility and efficiency upgrades.
- 3) Plan for use, development or disposition of Town properties including but not limited to the Emerald House properties, Andrews Farm Farmhouse, 300 Dillingham Ave, and the unprogrammed portions of the Edward Marks Building.

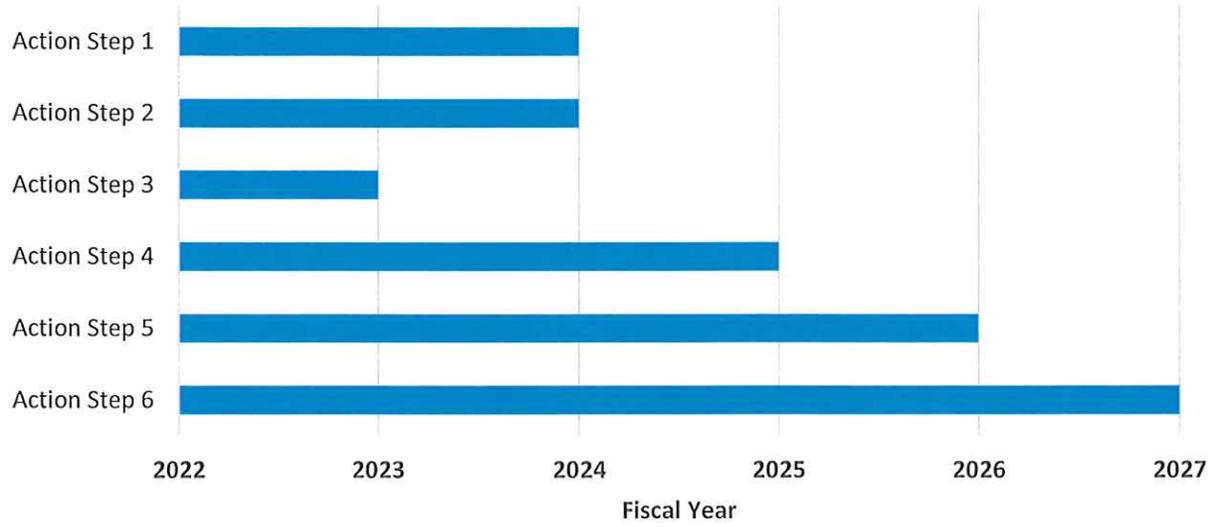


C. Support Business and Community Development to Promote a Vibrant Local Economy

Action Steps:

- 1) Improve coordination of planning, permitting, and preservation functions.
- 2) Develop a policy and plan to address traffic, parking and transportation needs.
- 3) Update Local Initiative Program (LIP) guidelines and procedures with input from ZBA, Planning Board, Affordable Housing Committee to facilitate development of affordable housing
- 4) Support opportunities to generate additional funds for community housing.
- 5) Evaluate Town owned parcels of land for potential development of affordable housing.
- 6) Support development of improved high speed internet service.

## Support Business and Community Development



### III. Water and Wastewater Management

By comprehensively and effectively managing our water and wastewater needs and operating systems, Falmouth will improve water quality, protect public health, and enhance the Town's economic vitality. If managed and planned for properly, we can offer our residents, visitors and future generations healthy water and sustain property values and our vibrant economy.

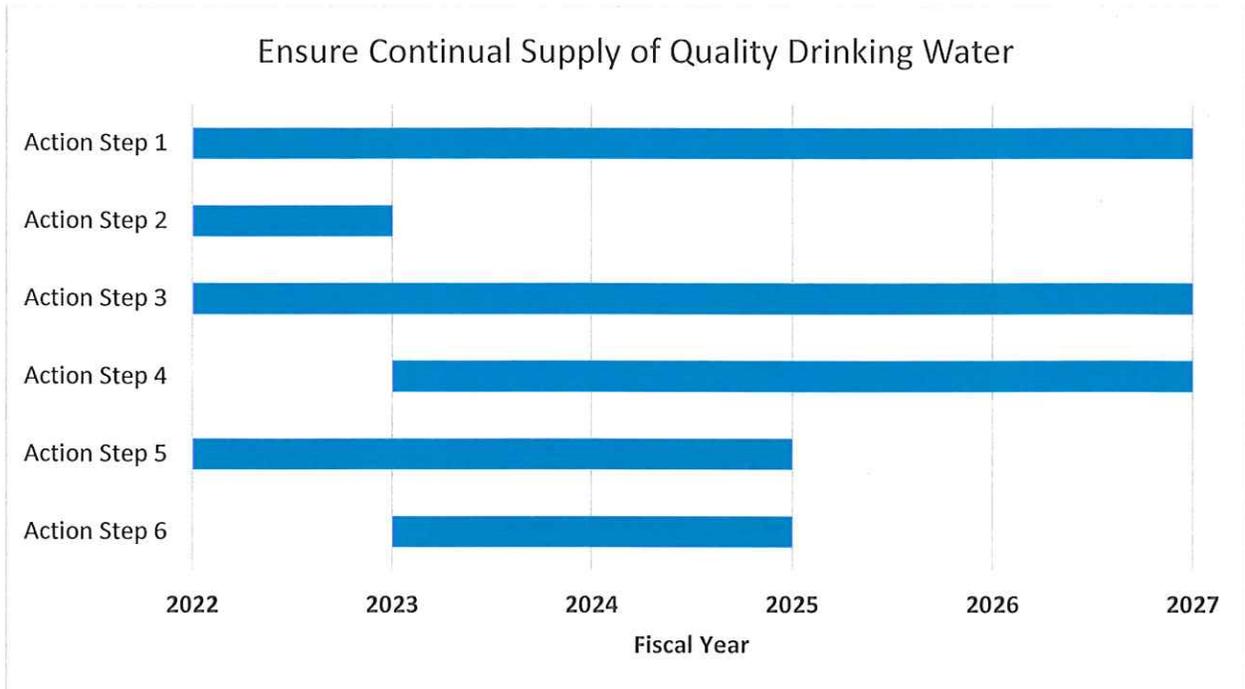
This planning period will focus on the management of potable water consumption to meet peak seasonal demand, and expansion of the sewer service system. Recent system improvements, planned for more than twenty years, will improve potable water quality and natural water resources and may require necessary increases in staffing and resources to support operations. This period will include an upgrade to the wastewater treatment facility on Blacksmith Shop Road and an expansion of the sewer collection system to include the Great Pond and Green Pond areas. This expansion will require decisions related to additional discharge site locations to manage the increased wastewater effluent flows associated with this increase in the number of properties connected to the sewer system. The careful implementation of these programs and ongoing quality control will be the hallmark of the long-term success of these important water quality projects.

#### **The goals within this strategic priority area are to:**

- A. Ensure Continual Supply of Quality Drinking Water and Adequate Water Pressure

##### Action Steps:

- 1) Develop and implement water main replacement plan to upgrade distribution system[PJ1].
- 2) Secure funds to install treatment required to bring Fresh Pond well back online.
- 3) Continue to monitor water quality of all potable water sources.
- 4) Explore new sources for additional water supply opportunities
- 5) Evaluate Townwide strategies for addressing water conservation and to mitigate water pressure concerns including the encouragement of private wells for irrigation purposes.
- 6) Explore enterprise account for water system.



**B. Implement the Town of Falmouth’s Comprehensive Wastewater Management Plan (CWMP)**

Action Steps:

- 1) Manage and evaluate the implementation of CWMP and construction of sewer service area.
- 2) Implement, develop and promote funding plan for CWMP including regular review and update of sewer rates.
- 3) Develop long-range plan for coastal ponds and waterways utilizing knowledge gained from CWMP.
- 4) Explore new methods to improve water quality for inland ponds
- 5) Plan and implement Stormwater Management Plan in compliance with EPA regulations. Prioritize improvements in locations where there is currently direct discharge into waterways.
- 6) Monitor and provide input to the Town representative to the Cape Cod & Islands Water Protection Fund Management Board.



#### IV. Improve Organizational Effectiveness

The Select Board will encourage continued evaluation of the Town’s organizational effectiveness. We will evaluate our own effectiveness in serving the community in our role as the Select Board and we will encourage ongoing assessment of all Town functions and services including those performed by municipal staff and volunteer committee members<sup>1</sup>. We take pride in knowing that Falmouth community members benefit from a wide array of high quality municipal services and we acknowledge there is always room for improvement.

**The goals within this strategic priority area are to:**

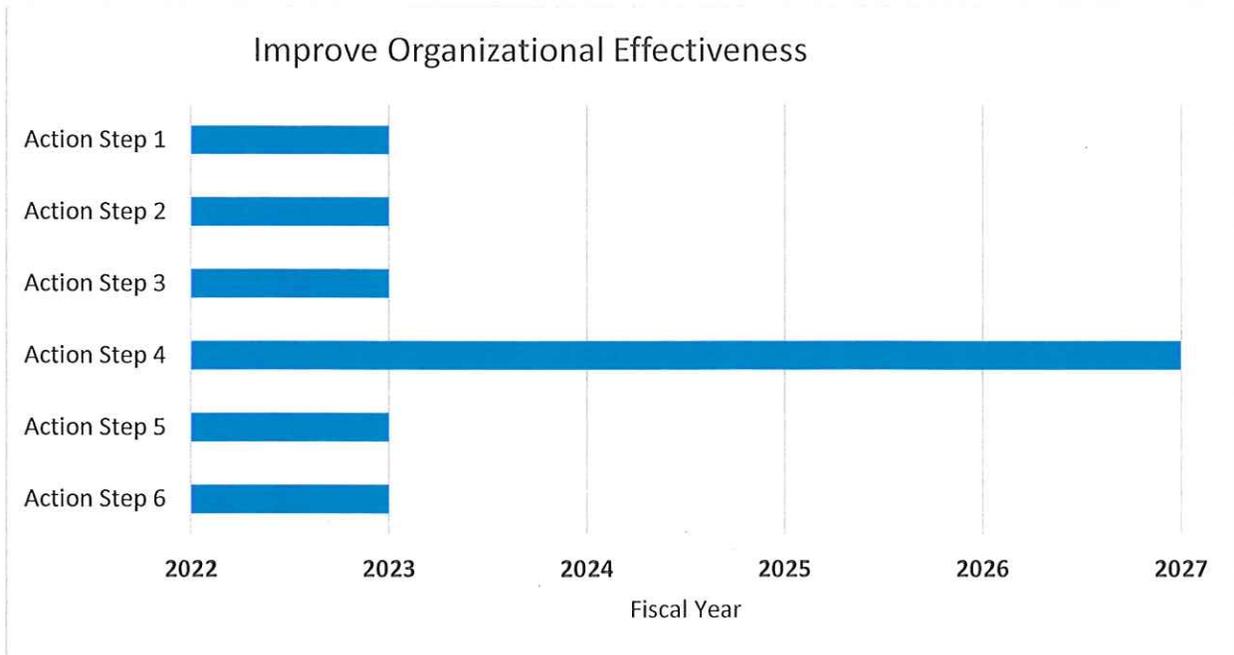
- A. Support volunteer board and committee members in their work.

Action Steps:

- 1) Host meeting with committee chairs to discuss annual schedule and how the Board can support the committees in their work.
- 2) Promote updated Committee Handbook by distributing copies and requiring acknowledgement of receipt.
- 3) Develop training video for committee members on open meeting law, ethics and role of committee members relative to staff.
- 4) Evaluate needs of Committees, do they have significant unmet needs that might be addressed with available resources.
- 5) Develop orientation for Select Board members.
- 6) Explore designating one staff person to serve as resource to committee chairs and members with questions and concerns about committee protocols.

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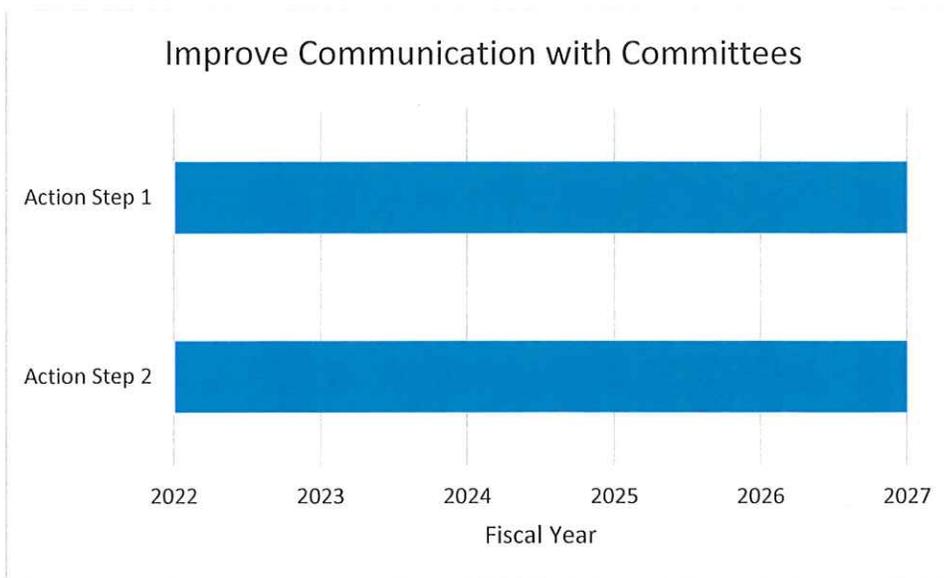
<sup>1</sup> Throughout the Strategic Plan we will use the generic term “committee” to refer to boards, committees and commissions.



B. Improve Communications with Committees;

Action Steps:

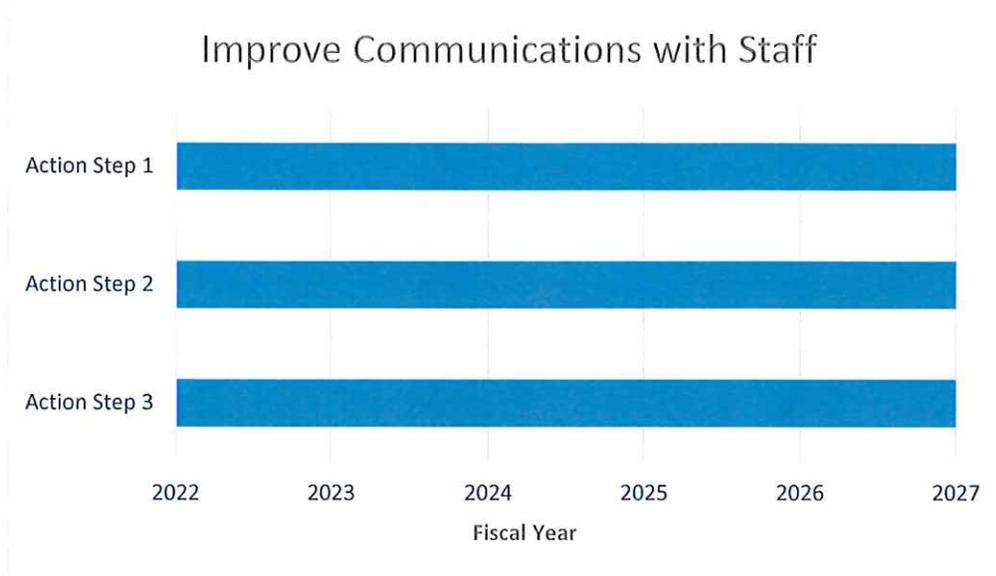
- 1) Maintain a fixed schedule for the calendar year for committee reports to the Select Board to provide more advance notice and increase the number of committee reports received each year. Where in person meeting is not feasible, a written report may be substituted
- 2) Continue annual pot luck social for committee members.



C. Improve Communications with Departmental Staff;

Action Steps:

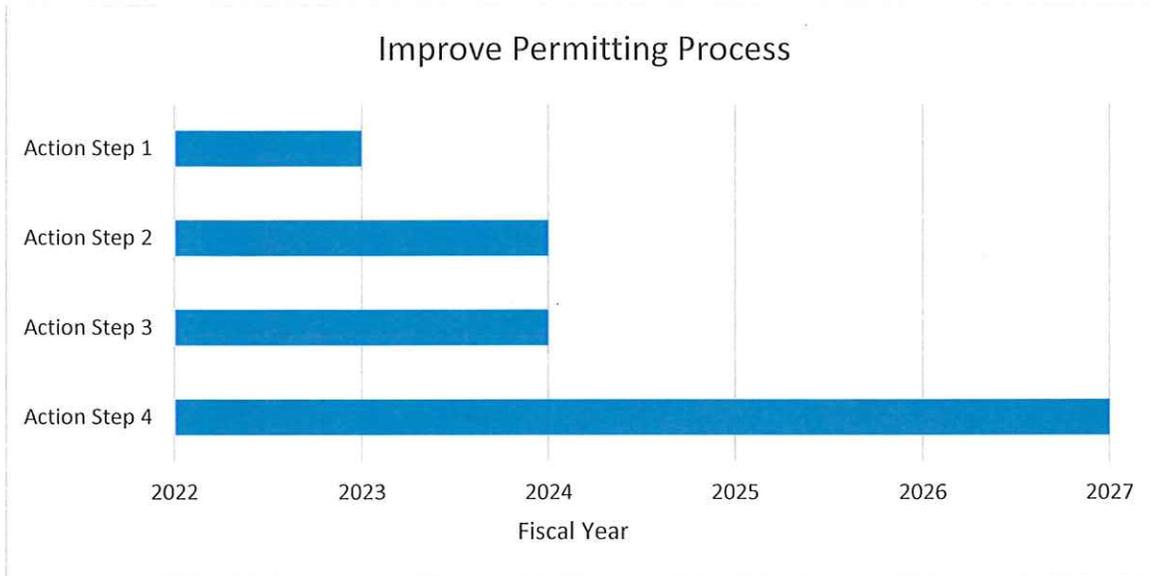
- 1) Receive reports from department heads on topical issues as needed.
- 2) Continue to hold staff appreciation/interaction event.
- 3) Receive quarterly department reports including quantitative overview and some explanatory narrative



#### D. Improve permitting process

##### Action Steps:

- 1) Implement online permitting system.
- 2) Pursue expedited parallel processing and other process improvements to reduce time required for approval of permits.
- 3) Strive to provide preliminary feedback to permit applicants earlier in the review process.
- 4) Evaluate permitting system on recurring basis.

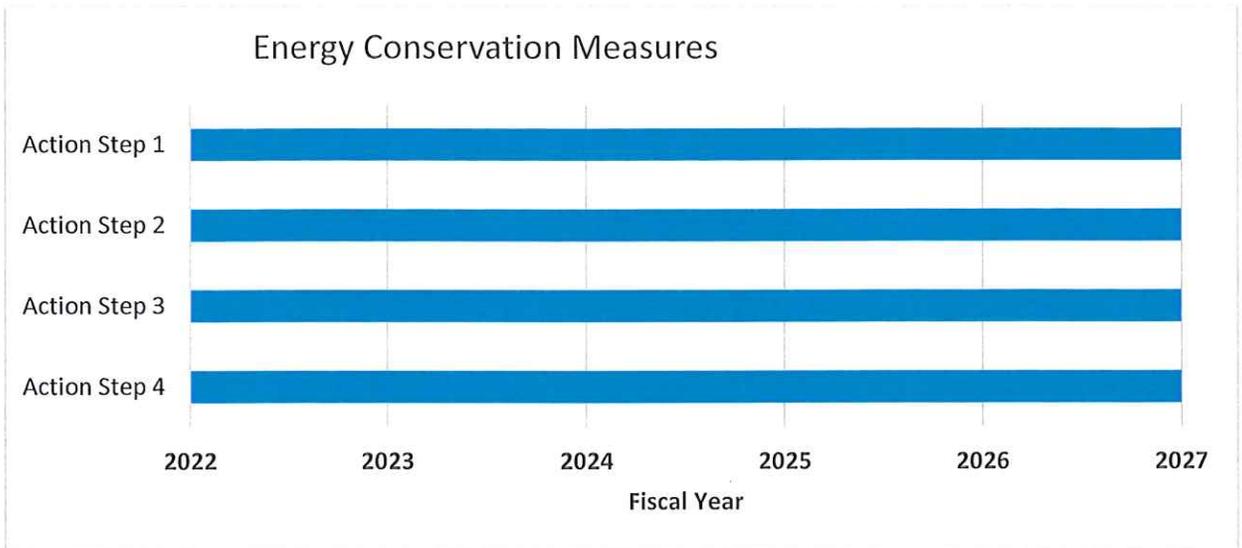


### V. Energy Conservation and Solid Waste Management

The Board will pursue conservation of vital resources with an eye to renewables and efficiencies. The Board is committed to raising awareness of energy conservation opportunities that provide financial and environmental benefits to the community.

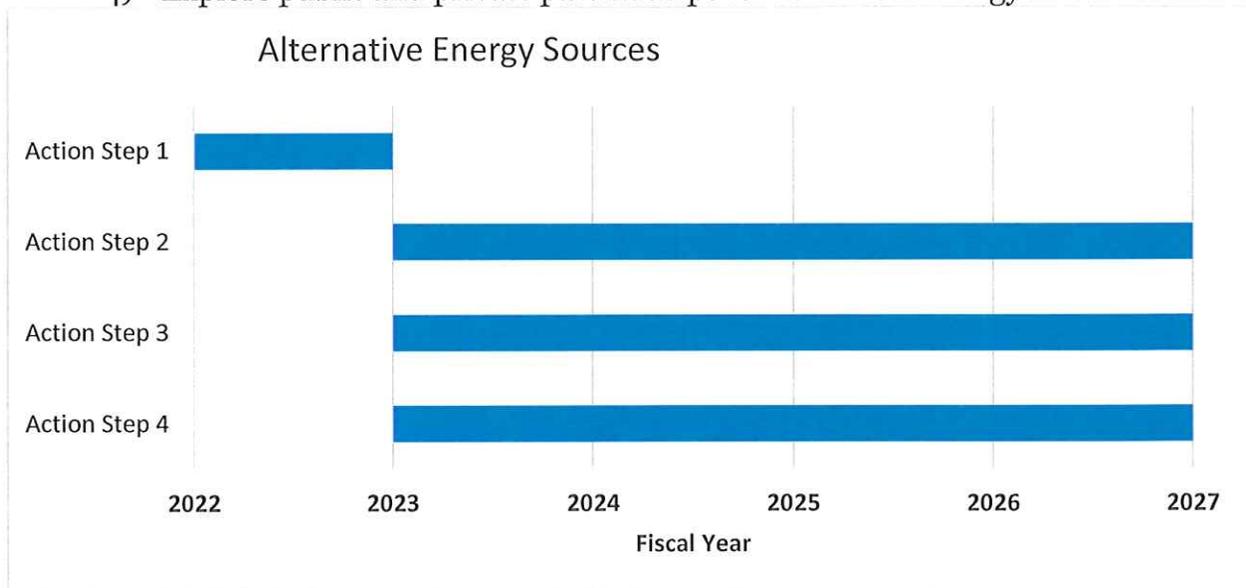
#### A. Implement Energy Conservation Measures

- 1) Continue ESCO and related programs – i.e. building upgrades to improve energy efficiency.
- 2) Pursue and promote energy efficiency in new building construction.
- 3) Promote and provide infrastructure to support electric vehicles.
- 4) Continue to investigate viability of electric vehicles when replacing municipal vehicles.



**B. Alternative Energy Sources**

- 1) Manage disposition of municipal wind turbines in compliance with applicable procurement law.
- 2) Explore & implement municipal sites for alternative energy.
- 3) Consider ground mounted and rooftop solar installations. When resurfacing parking lots, consider installing parking lot canopy solar systems.
- 4) Explore public and private partnerships for renewable energy.



C. Solid Waste Management

- 1) Develop long-range plan for solid waste management.
- 2) Continue managing Upper Cape Regional Transfer Station.
- 3) Evaluate options for collection and disposal of solid waste prior to negotiating a successor contract, including provision of totes for residential curbside collection of trash and/or recyclables.
- 4) Enhance and promote efforts to improve composting and recycling practices.



## VI. Coastal and Natural Resources, Infrastructure and Beaches

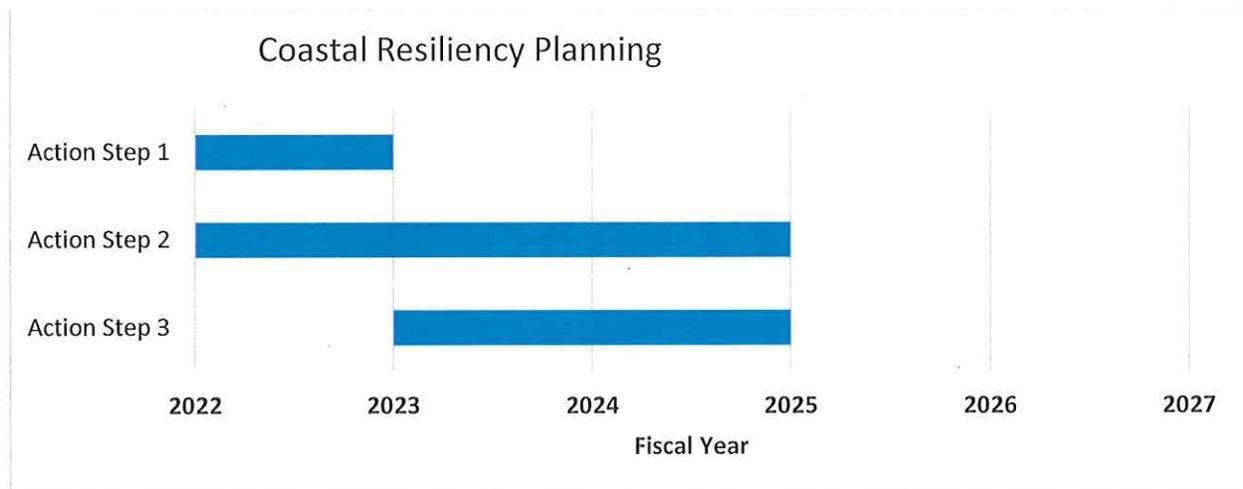
Falmouth’s waterfront amenities and natural and enhanced coastal resources are the cornerstone of our cultural identity and financial foundation. The Select Board’s decision-making will be guided by the principle that clean and welcoming coastal resources and our marine environment are core values and strategic public infrastructure must be protected. The resiliency of our coast and our infrastructure is a driver of our Strategic Plan and community decision making process.

### The goals within this strategic priority area are:

#### A. Coastal Resiliency Planning

##### Action Steps:

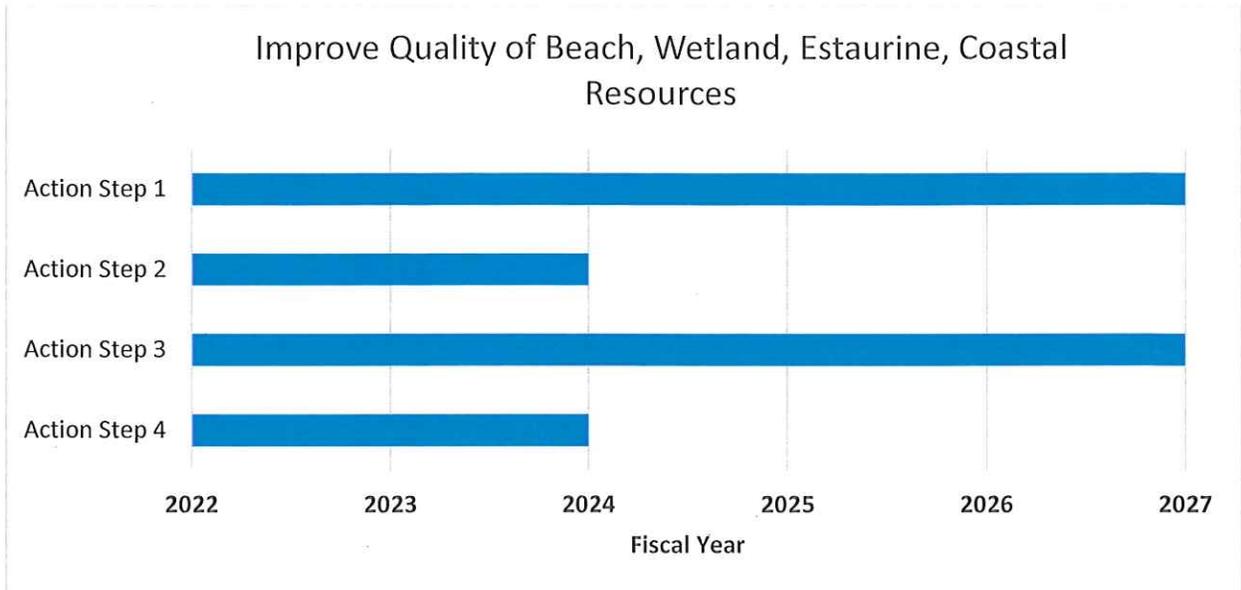
- 1) Review, discuss and adopt Coastal Resiliency Action Plan on recommendation of Coastal Resiliency Action Committee.
- 2) Continue to pursue Community Rating System.
- 3) Develop a policy to prioritize and protect public infrastructure and to inform private development.



#### B. Improve the Quality of Beach, Wetland, Estuarine and Other Coastal Resources

##### Action Steps:

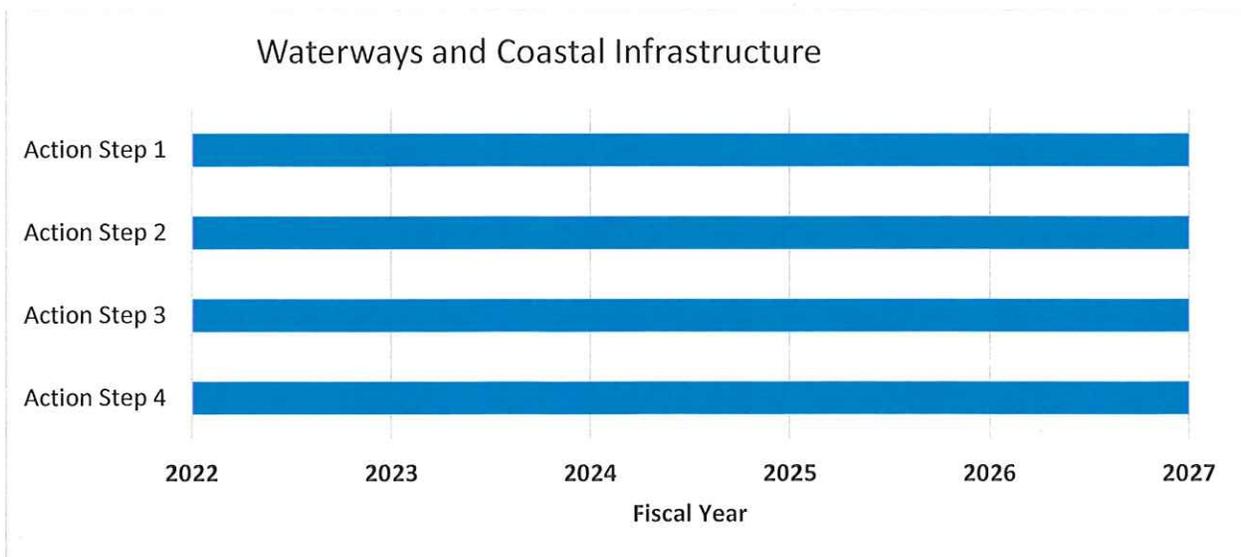
- 1) Continue to implement municipal shellfish management plan.
- 2) Explore alternatives to increase annual dredging.
- 3) Develop beach improvements and ten-year Beach Management Plan.
- 4) Consider financial implications of permitting dredging in areas that have not been dredged on a regular basis in the past.



### C. Improve Waterways and Coastal Infrastructure

Action Steps:

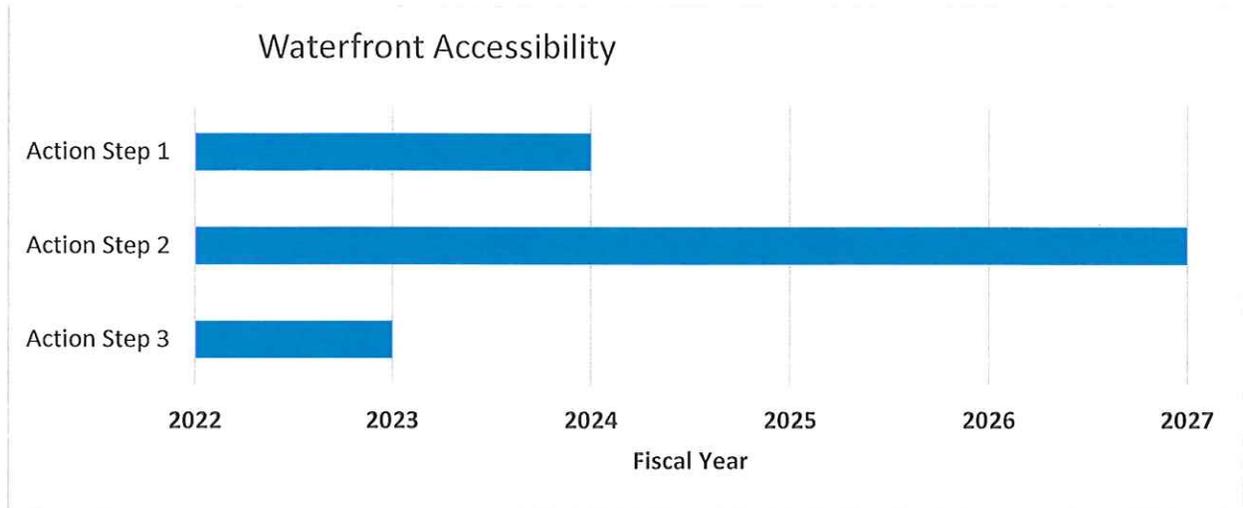
- 1) Support regional efforts to improve dredging resources and opportunities including legislation that reduces time of year restrictions.
- 2) Continue annual dredging and associated permitting to maintain channels and harbors.
- 3) Prioritize and plan for repairs to aging coastal structures, such as docks, ramps and retaining structures.
- 4) Prioritize, plan and manage needs of non-waterways coastal structures, such as parking areas, bridges, bikeways, Trunk River sewer, etc. and other non-waterways retaining structures.



#### D. Improve Accessibility of Waterfront Areas

Action Steps:

- 1) Survey curb cuts at beach and harbor entrances and parking lots.
- 2) Incorporate accessibility improvements in conjunction with any sidewalk or pavement improvements.
- 3) Assess feasibility of installing accessible mats where they are not already in place.



### VII. Enhance Community Engagement

This goal involves creating a public participation process so the Select Board can better understand and inform the Falmouth community. The Board recognizes there is already a high level of community engagement in Falmouth. We all benefit from the fine work of the talented individuals who serve as Town Meeting members and who volunteer their service on our many boards and committees. We seek to build upon that strength by engaging with the community and department heads in new ways. We acknowledge the valuable public communications provided by FCTV and other local media.

By doing so, we hope to better serve the diverse members of our community.

**The goals within this strategic priority area are:**

- A. Keep community informed of COVID-19 matters
  - 1) Provide frequent updates regarding new developments related to coronavirus pandemic and take timely appropriate action to address challenges and opportunities.
- B. Continue Communications with Selected Non-Municipal Entities

Action Steps:

- 1) Invite Steamship Authority, Cape Cod Healthcare, Woods Hole Oceanographic Institution, Joint Base Cape Cod, and other healthcare and scientific institutions to provide periodic updates on their plans and community impacts.
- C. Elicit issue-specific feedback from the general public and engage new voices in town affairs;

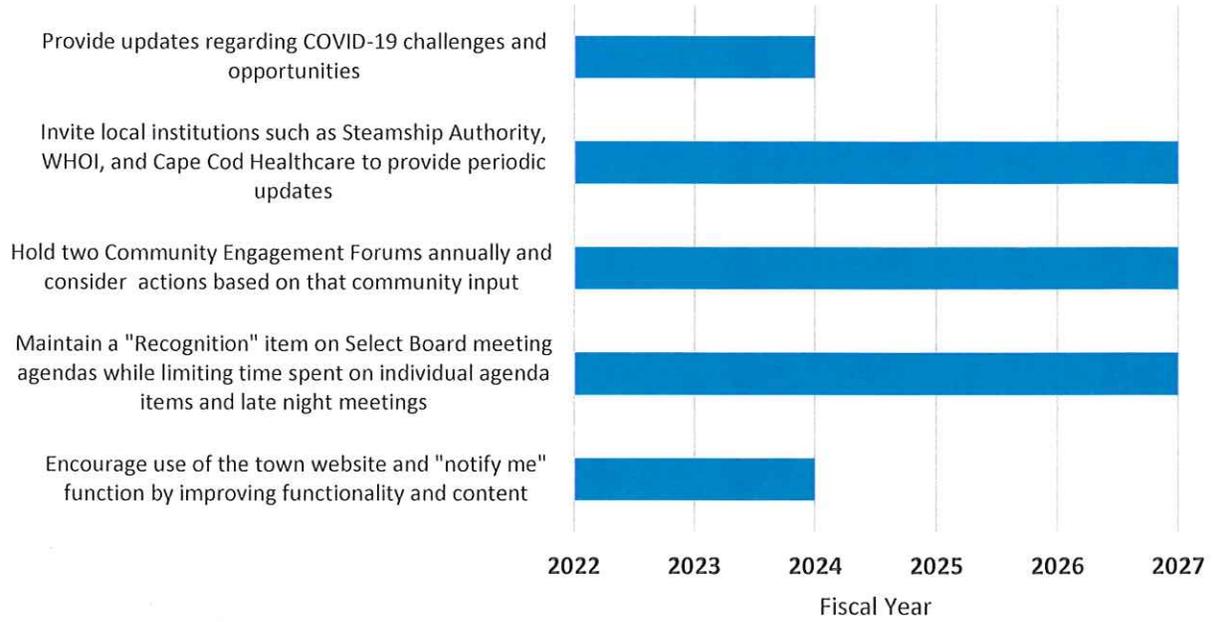
Action Steps:

- 1) Hold two Community Engagement Forums each year including one in the summer months when seasonal residents are in town.
  - 2) Consider potential action items based on input received at Community Engagement Forums.
- D. Better Inform the Community of the Town's Services and Activities;

Action Steps:

- 1) Maintain a 'Recognition' item as a routine item on future Select Board agendas to celebrate individuals, staff and groups for noteworthy contributions to the community.
- 2) Expand use of website and 'notify me' function to notify the public of matters of interest.
- 3) Continue to improve website content and functionality with input from working group.
- 4) Reduce the length of Select Board meetings by adding times to each agenda item and communicating time limits to invited participants.

## Enhance Community Engagement Timeline (Fiscal Year)



## **BUSINESS**

6. Discussion on streamlining Select Board agenda (10 minutes)

## **BUSINESS**

7. Discussion on future grant funding (10 minutes)

## **BUSINESS**

8. Review and Vote to Approve Minutes of Meetings (5 minutes)  
Public Session – May 24, 2021; June 7, 2021

**TOWN OF FALMOUTH**  
**SELECT BOARD**  
**Meeting Minutes**  
**MONDAY, MAY 24, 2021**  
**SELECT BOARD MEETING ROOM**  
**TOWN HALL**  
**59 TOWN HALL SQUARE, FALMOUTH, MA 02540**

*In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, relating to the 2020 novel Coronavirus outbreak emergency, the May 24, 2021 public meeting of the Falmouth Select Board shall be physically closed to the public to avoid group congregation.*

*Alternative public access to this meeting shall be provided in the following manner:*

1. *The meeting will be televised via Falmouth Community Television.*
2. *Real-time public comment can be addressed to the Select Board utilizing the Zoom virtual meeting software for remote access. This application will allow users to view the meeting and send a comment or question to the Chair via the Chat function. Submitted text comments will be read into the record at the appropriate points in the meeting.*
  - a. *Zoom Login instructions:*
    - i. *Instructions and the meeting link for this specific meeting can be found at the following web address: <http://www.falmouthma.gov/BOS>.*
    - ii. *Please plan on 10-15 minutes of preparation time to log in though it may be less if you have previously used Zoom on the device you will use to access this meeting.*
3. *Additionally public comments may be sent in advance of the meeting to [selectboard@falmouthma.gov](mailto:selectboard@falmouthma.gov) at least 5 hours prior to the beginning of the meeting. Documents and audio or video files may also be submitted via email. Submitted email comments and documents will be made a part of the meeting record and may be read into the record, summarized or displayed during the meeting at the discretion of the chair.*
4. *Applicants, their representatives and individuals with enforcement matters before the Board may appear remotely and are not required to be physically present. Applicants, their representatives and individuals with enforcement matters before the Board may contact the Town Manager/Select Board's Office to arrange an alternative means of real time participation if unable to use the Zoom virtual meeting software. Documentary exhibits and/or visual presentations should be submitted in advance of the meeting to the Town Manager's Office at [townmanager@falmouthma.gov](mailto:townmanager@falmouthma.gov) so they may be displayed for remote public access viewing.*

**Present: Doug Brown, Chair; Nancy Taylor, Vice Chair; Sam Patterson; Megan English Braga, and Onjale Scott Price.**

**Staff Present: Julian Suso, Town Manager; Peter Johnson-Staub, Assistant Town Manager.**

1. Call to Order by Chair Braga at 7pm.
2. Pledge of Allegiance
3. Reorganization of the Select Board

**Mr. Brown nominated Dr. Taylor as Vice Chair. Second Mr. Patterson. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Chair English Braga, aye.**

**Dr. Taylor nominated Mr. Brown as Chair. Second Mr. Patterson. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.**

4. Proclamation: Eagle Scout – Zach Morris  
**Mr. Patterson read the proclamation in the packet as a motion. Second Ms. English Braga. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.**

5. Recognition  
Ms. English Braga recognized passing of Virginia Valiela and a moment of silence was held to think about her; condolences and gratitude expressed to her family.
6. Announcements  
**Juneteenth statement in the packet read by Dr. Taylor. Second Mr. Patterson. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.**

Virtual events and possibly a walk to raise awareness for this year's Juneteenth.

Memorial Day celebration will be a virtual service.

Ms. English Braga noted they will revisit the committee liaison assignments at a future meeting.

Dr. Taylor attended No Place for Hate Training, and it was phenomenal.

Dr. Taylor noted Jennifer Mullen part of the Ascertainment Hearing with Cable Advisory. Make sure Falmouth Office is maintained by Comcast, looking at infrastructure, local channels to high definition. Great support for FCTV.

7. Public Comment  
Rosemary Carey, North Falmouth, leader at 350 Cape Cod that opposes the machine gun range on JBCC. Coalition learned in August 2020 of the proposal, immediately opposed the plan to clear 170 acres of forested area. Army National Guard concluded no significant impacts to the environment and no significant controversy. There is strong and widespread opposition to this plan, 200 people attended a 2.5 hour Zoom hosted by the National Guard. Copper bullets harm fish and invertebrates in Cape Cod ponds. The Environmental Management Commission can stop this, and she requested the Select Board send a letter to that Commission.

Sandra Silva, Citizens are concerned that we have a hearing with various groups and organizations, Article 47 was meant to protect our region, those custodians have not been as supportive. Asked Select Board support for them to declare this proposal a public nuisance and threat to the environment and economy and another suitable location be found for this ill-conceived project. She would like to be on a Select Board agenda in a future meeting.

Chair Brown said the Assembly may take up this matter, consider requesting a third party overview of the environmental impacts.

## SUMMARY OF ACTIONS

1. Administrative Orders
  - a. Vote to approve request for exemption under G.L. c. 268A, § 20(d), Disclosure appearance of conflict of interest by Special Municipal Employee, from the Conflict of Interest Law – Debby Rodgers, FCTV, Member of the cable TV negotiating team  
**Mr. Patterson motion approval. Second Ms. English Braga. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.**
  - b. Designate all Seasonal positions in the Recreation Department and the part-time (<20 hours per week) Receptionist position in the Recreation Department as Special Municipal Employees  
**Dr. Taylor motion approval. Second Mr. Patterson. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.**
  - c. Vote to approve Falmouth Fire Rescue Department application for CoMIRS Radio Upgrade Grant funds  
**Mr. Patterson motion approval. Second Dr. Taylor. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.**
  - d. Vote to approve request for proposals for lease of 300 Dillingham Avenue  
**Mr. Patterson motion approval. Second Dr. Taylor. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.**

Mr. Brown would like to leave it up to staff to determine the backup paperwork, if there is any.

Ms. Scott Price said three different rent tiers. Peter Johnson-Staub explained that they like to identify clear categories so there is a clear rubric for assigning a rating for each criteria. This lease is not about the Town generating income from the property, but it is a factor to look at: these are annual rental payments. They can propose whatever rent they wish, and the Town needs a way to rate them.

Ms. English Braga reminded that a Town Meeting Vote with a clear vision proposed and even given all the efforts to help this come to fruition, it did not. Town took a specific vote for an idea of collaboration and now makes sense to open field and not undermine the Town Meeting vote. Goal is to get an organization to serve veterans as soon as possible.

- e. Approve appointment of Ray Jack as Falmouth representative to the Joint Base Cape Cod Military-Civilian Community Council (MCCC)  
**Dr. Taylor motion to approve. Second Mr. Patterson. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.**
- f. Vote to accept donation of lot abutting Shiverick's Pond off Katharine Lee Bates Road from The 300 Committee Land Trust, Inc.  
**Mr. Patterson motion to accept. Second Dr. Taylor. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.**
- g. Vote to approve Grant of License to New Silver Beach Improvement Association to install a lifeguard stand on the Town Beach at Silver Beach Avenue, North Falmouth  
**Mr. Patterson motion approval. Second Dr. Taylor. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.**  
  
Dr. Taylor requested an update on the beaches.
- h. Vote to approve Grant of License to Elaine Aresty to maintain an existing stone wall located at 141 Sippewissett Road, Falmouth  
  
**Dr. Taylor motion approval. Second Mr. Patterson. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.**

## BUSINESS

- I. Discussion/update on COVID-19 issues
  - Discussion and vote on local face covering orders

Mr. McGann and Board of Health Chair Diana Molloy were present.

Mr. McGann noted most mask mandates expire on May 29, 2021. Vaccine registration system is going away after 5/25/21, can be gotten at pharmacies. The VNA is vaccinating those who are homebound and will continue offering this service. Three clinics have been scheduled at Falmouth Schools, about 200 registered so far and for ages 12+, will be Pfizer. Vaccination rates, we are at 77% all eligible residents have received one dose. 4/27/20 the Select Board voted to have a mask mandate and on 8/10/20 the Select Board voted mask zones; need to make decision to keep these or not. BOH voted tonight to remove the mask mandate and issue an advisory to wear masks indoors. Also voted to remove the mask zones in Woods Hole and on Main street.

Private establishments may set their own rules and conditions, they may want patrons to wear masks.

Mr. McGann said there is no guidance on gatherings.

Scott Price asked how the Select Board can support the businesses that want to keep the mask mandates but have issues with patrons having issues with the mask mandate. Mr. McGann noted that it is an advisory, but Mr. McGann could not enforce the business' decision if they choose to require masks.

Mr. Patterson motion to remove the restriction for wearing mask on Main St. Falmouth and Water St. Woods Hole. Second Dr. Taylor. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.

Ms. English Braga motion to support the BOH removal of the mask mandate and substitute it with a mask advisory in indoor public places, adopting the language voted by the BOH. Second Dr. Taylor. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.

This is a voluntary advisory for those who are willing to comply. There is nothing the Town can do to intervene with concern of those wearing masks with those not wearing masks.

Ms. English Braga motion to remove the 4/27/20 and 8/10/20 mask mandates. Second Dr. Taylor. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.

Grades K-12 still has a mask mandate through the end of the school year.

If Mr. Suso is in discussion with department heads and discussion with Town Counsel, if he feels the Town must do things differently and come back to the Select Board, he can do that. Mr. Suso suggested keeping the mandate in place for public buildings and reconsider at the June 7, 2021, meeting.

Mr. Patterson motion to keep the mask mandate in public buildings. Second Ms. Scott Price. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.

2. Authorizing Town Manager to transmit letter to Governor and Senate President, expiration concerns of emergency provisions restaurants

Outdoor spaces have been invested in by restaurants, Ms. English Braga reached out to State representatives and the State Senator for clarity, it would be helpful for the Select Board to express their desire for clarity. This change would be in August, Mr. Patterson agreed and would like to extend outdoor seating through November 2021. The legislatures said they are working on it, and this would help.

Ms. English Braga motion to authorize Mr. Susu to draft letter on behalf of the Select Board. Second Dr. Taylor. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.

## SUMMARY OF ACTIONS

3. Special Events

### Recurring - Recommended:

- a. Movies Under the Stars – Falmouth Village Association – Library Lawn – Wednesdays, 6/30/21 – 8/18/21
- b. Falmouth Sprint Triathlon – New England Endurance Events – Surf Drive Beach – Sunday, 7/11/21
- c. Rockin' Recovery Fundraiser Beach Concert – Recovery Without Walls – Old Silver Beach – Thursday, 7/29/21
- d. The Falmouth Walk – Tom Walrath – Town Hall Square Start/Finish – Saturday, 8/14/21
- e. Falmouth Road Race – Falmouth Road Race, Inc. – Woods Hole to Falmouth Heights – Sunday, 8/15/21

Ms. English Braga asked what the cap of participants would be, and the public know what will go on.

Scott Ghelfi explained that 8,000 person field would be a better transition in this environment. The application says 12,800, however they have limited it to 8,000 participants.

**Dr. Taylor motion to approve with limit of 8,000 participants for the 2021 event. Second Mr. Patterson. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.**

- f. Bands for Badges Music Festival – Bands for Badges, Inc. – Cape Cod Fairgrounds – Saturday, 8/21/21
- g. MS Challenge Walk – National MS Society – Start/finish North Falmouth Elementary School, bike path – Saturday, 9/11/21
- h. Striper Fest – On the Water, LLC – Marina Park & Bandshell – Saturday, 9/25/21
- i. ZOOMA Women's Race – Be Inspired Events, LLC – Old Silver Beach, Bike Path, N. Falmouth – Sunday, 9/26/21
- j. Liam Maguire's Irish Pub Almost Five-Miler – PCB Race Management – Start/finish Town Hall Square – Saturday, 10/2/21
- k. Cape Cod Marathon Weekend – Falmouth Running Club – Saturday, 10/30/21 and Sunday, 10/31/21

Robert Brown sent an email re: flag football use of the field, including 10/31/21, his program uses 9 Sundays in the Fall. They would like to conclude before the Sunday of Thanksgiving date. In 2019 the Cape Cod Marathon changed their route with no notice, Falmouth Youth Football has adjusted their game times, so they are out of Falmouth Heights before 11am; they've done that since 2014. He hasn't heard anything until he received the Select Board agenda. They would like to continue to play on last Sunday in October, 125 kids play, 10 games, the race change has caused a collateral change to their games. If the marathon comes through the Heights twice in the morning, that will interfere with the football games from 9-11am. He requests the marathon route changes. Mr. Brown was told it was impossible to do the flag football that day in 2019. He is told because the race comes through twice, it would be a traffic nightmare. At 9am there are about 65-80 players, the second half it's about 40-45 players and their families and friends. Details can be hired to remedy the dangerousness of the intersections. Flag football they are at the field at 8:30am, gone by 11:30am on regular days.

Jack Afarian email was noted by Ms. English Braga; Mr. Brown could not respond to the email and has not been able to discuss this with Cape Cod Marathon. There is not an easy way to change the route, when they changed the route in 2019 it was to make it safer for runners/volunteers, eliminated busy intersections, went through all the meetings with the Town, PD, FD, DPW, Building Dept, Beach Dept., Bikeways Committee, neighborhood association, and ran into no opposition. Certifying the course is not an easy thing to do. They require the space one Sunday per year, the race begins at 8am, all runners would have passed that area on the way out. On the way back there would be congestion there, there are fewer people there around 11am. The impact would be minimized on second time around. Runners go through by about 8:30am, come back by about 10/11am, however they are spread out significantly. If they had a variance for the day to park at Worcester Court, they would not.

Dr. Taylor asked to have them work this out and come back to the Select Board on 6/7/21.

Ms. English Braga suggested Robert check in to see if the Turf Field at the FHS is available that day.

Mr. Patterson suggested holding this item for a future meeting.

Jack Afarian noted water station at Worcester Court, not at the ball field.

- l. Falmouth in the Fall Road Race – Falmouth Road Race, Inc. – Woods Hole to Falmouth Heights – Sunday, 11/14/21

Mr. Brown motion approval of the above items with the exception of items e and k. Second Mr. Patterson. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.

**New – Recommended:**

- a. Practice and Teach Tai Ji – Cape Cod Guang Ping Tai Ji Quqn Club – Marina Park – Fridays and Saturdays, 5/28 – 10/30/21, except 9/3, 9/4, 9/24 or 9/25.
- b. Birthday Block Party – Alcott Road (87 Alcott Rd. to Cuttysark Rd.) – Saturday, 7/3/21
- c. Beach Wedding Ceremony – Woodneck Beach – Coles – Saturday, 8/14/21
- d. Beach Wedding Ceremony – Chapoquoit Beach – Kennedy – Saturday, 8/14/21
- e. Beach Wedding Ceremony – Falmouth Heights Top of Stairway on Deck on Grand Avenue – Maranchie – Saturday, 8/28/21
- f. Beach Wedding Ceremony – Surf Drive Beach – Hurrie – Friday, 10/15/21

Chair Brown motion approval of the above items. Second Mr. Patterson. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.

**4. Licenses**

- a. Application for a Common Victualler License – Dilly’s Grill, LLC d/b/a Dilly’s Taqueria located at 281 Main Street, Falmouth

Adam Rebelo has Board of Health inspection scheduled for 6/1/21, he has been operating successfully on Martha’s Vineyard the last 4 years, purchased a house in Falmouth in 2017, and building roots in the Falmouth area. He grew up on Martha’s Vineyard. He plans to open second week of June. Take out based service, it has been a hit on Martha’s Vineyard and will be a great addition to the Town.

Ms. English Braga motion approval pending the health inspection. Second Mr. Patterson. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.

- b. Application for Special One-Day Liquor License – Bands for Badges Music Festival – Bands for Badges, Inc. – Cape Cod Fairgrounds – Saturday, 8/21/21

Dr. Taylor motion approval. Second Mr. Patterson. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.

- c. Application for Special One-Day Liquor License – Striper Fest – On the Water, LLC – Marina Park – Saturday, 9/25/21

Ms. English Braga noted last time there were some concerns from people with boats at the marina, wants to be sure there was good dialogue going on that the space is still available for people to get to their boats. Conversations were had, they just wanted to be sure there was access to those with boats at the marina. They have always had bussing from other areas, they run busses from Lawrence School. Demo rides with Yamaha starts about 9am, by 7pm they have left the premises completely.

Julianna Augusta commented that she appreciates, and the event is well run.

Mr. Patterson motion approval. Second Dr. Taylor. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.

**PUBLIC HEARINGS**

1. Application for an Alteration of the Licensed Premises of an All Alcoholic Common Victualler License – Chapoquoit Grill, Inc., located at 410 West Falmouth Highway, West Falmouth. Continued from April 26, 2021.

Ms. English Braga motion to continue hearing to 6/7/21 at 7:30pm. Second Mr. Patterson. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.

Mr. Brown asked if Atty. Duffy be consulted on whether the parking lot should go to site plan review.

Atty. Duffy is not in position to comment on this item tonight, there is litigation regarding tenants re: use of the parking lot and has been resolved. He will take a look and advise the Select Board in the results of the litigation. Atty. Duffy will find out what the concerns are and if he can help the Select Board. Does the Select Board have the option to refer to the Planning Board if they deem appropriate?

2. Application for a Transfer of License, and Pledge of License and Inventory of an All Alcoholic Beverages Common Victualler License – C Salt Wine Bar & Grille, Inc., 75 Davis Straits, Falmouth

Ms. English Braga read the hearing notice.

Mr. Patterson noted department heads found no objection.

Mr. Schilling continuing the restaurant in Falmouth, Mr. Withers has a lot of experience, and looking forward to getting started. Mr. Withers will be the manager of the liquor license. Mr. Withers is aware that he will be responsible for all alcohol service.

Public Comment: none.

**Mr. Patterson motion to close the hearing. Second Dr. Taylor. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.**

**Mr. Patterson motion approval. Second Dr. Taylor. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.**

## **BUSINESS**

1. Discussion of authorizing the Town Manager to transmit a letter to Governor and Senate President regarding concerns on the expiration of emergency provisions related to restaurants

2. Interview applicants for the Sandwich Road Fire Station Building Committee:

- a. Christopher Simmler  
Served on the building committee for the Senior Center.
- b. Marc Finneran  
Served on the fire station location committee, he has been interested in this for a long time. He would like to look at building two stations identical to one another, use steel modular buildings, and modular home to house the fire fighters; it is cheap and fast. He believes this is a critical issue.
- c. Edward Pride  
Grew up in Town, moved here year round about four years ago and wants to be more involved in the Town. He is Town Meeting member in Precinct 4.

Mr. Suso noted Pat Callahan applied, served on the Senior Center Building Committee.

The Select Board asked those interested to apply for this committee.

2. Report from representatives of FalmouthNet  
Mr. Gaylord made a PowerPoint presentation about what they have done since the feasibility study began. The presentation is in the Select Board packet.

Mr. Brown asked about investment, about \$12-15 million from the Town for the public/private partnership. That would make them a part owner in the project, if federal grant opportunities, most likely they will require matching funds.

Ms. Scott Price asked if they do FalmouthNet and not use Comcast, is there an opportunity for FCTV through Falmouthnet and, if not, how we might handle that if it comes around. Mr. Gaylord noted if built, Comcast will still be around. It would be up to the Town to establish policy, once revenue coming in it

would be reasonable to direct some revenue to FCTV and keep them afloat. Recent changes on the federal level reduces the money FCTV will get.

Courtney Bird feels it is important to support FCTV, revenue through television is declining due to use of streaming services. It is essential to FalmouthNet's mission to have enough revenue dedicated to make sure FCTV is viable. Important to bear in mind, if we want the goals to support things like FCTV, all in Falmouth regardless of income have access to fiberoptic internet, then the Town needs to be a partner particularly in a financial sense. He would like a working group to examine issues be set up by the Town and start as soon as possible.

Mr. Gaylord said FalmouthNet would encourage a petitioner's article or if Select Board is willing to recommend it that would be even better. They will learn more between now and August regarding what the federal infrastructure for funding may be available.

Mr. Brown noted this will be added to a future agenda in June. Mr. Brown noted that supply shortages could impact projects such as this.

Mr. Patterson noted a working group would be helpful. High speed internet is critical for economies moving forward.

### 3. Report – Falmouth Cultural Council

Jane Parhiala reviewed their main responsibility to give out grants and explained the process. They were able to pass the funding on in spite of the pandemic. They received \$6,600 and added \$6,288 more from their own account, for a total of \$12,888 to distribute amongst the grantees. 37 applications and provided funding for 29. Reviewed some of the projects they supported, including the Falmouth Makers made thousands of masks to support organizations and people, they made lap blankets for ppl with Alzheimer's; natural death care collaborative, Falmouth Historical Society, Cape Cod Cape Verdean Museum, climate change, ARTS Falmouth, College Light Opera Co, FCTV, Human Rights photo exhibit, Highfield gardens project. The council has a grantee reception to honor the grantees, last year it was not held, this year they are in discussion. Supporting the Falmouth Art Market, Thursdays 11am-5pm.

### 4. Report – Transportation Management Committee

Ms. English Braga suggested getting the report tonight and get feedback from Town Counsel before voting and it does not say it on the agenda.

Mr. DeWitt made a presentation, focus on Downtown parking and access, implementation of complete streets, and impacts of Steamship Authority (SSA) freight impact on the community.

Downtown parking: improved coordination with churches, better use of outlying lots, better connectivity, improved access for people with disabilities, and improved signage.

Complete Streets recommended some changes to the policy, it was not implemented as such, not funded, and overall coordination was lacking. Awaiting Select Board feedback. Unable to make recommendations of pavement management.

SSA is a chronic challenge, identified federal funding for studying what a new freight operation would look like, the Select Board took no action. Began dialogue with SSA regarding a study. Issued a second and more robust recommendations, including adoption grant funding identifying 21<sup>st</sup> Century operation, larger schedule, larger vessels. Inclusion of New Bedford on the task force.

The SSA noted the 5:30 am boat ends 10/18/21. The 5:30 am boat was created with a night boat and put it on first thing in the morning. More effective scheduling could eliminate the 5:30 boat and still get the goods/necessities to the islands. Ask the Select Board to meet with MA representatives on that amendment and quiet hours in residential areas be explored.

Develop an MOU with the SSA defining key terms in the Enabling Act. Could be based on the MOU between SSA and Barnstable.

They would like feedback from the Select Board, allow reports to be published on the committee webpage, but have been told that until the Select Board accepts the Committee reports, they cannot be published. They requested clerical support for the committee.

Ms. Scott Price requested Mr. Suso send her the reports. Mr. Suso explained the standard procedure is they are presented to the Select Board, once presented, they are made publicly available. Mr. DeWitt stated none of their reports have been posted.

6/7/21 Chair Brown would like to take up the traffic portion of the report, possibly discuss this report and the SSA report on 6/21/21.

Mr. Trumble recommending eliminating commercial vehicles, has there been more elaboration? Mr. Hewitt said that they believe it needs more work and makes sense to do so on a town wide basis.

5. Falmouth Litter Reduction Team – Presentation on proposed litter reduction bylaw  
Alan Robinson reviewed activities by the team and volunteers, last fall litter cleanup, initiated MADOT adopt a highway for the four lane portion of Route 28. Little Pond landing was cleaned. Now working with VIPS and high school students throughout the Town. The Town and volunteers are putting a lot of efforts into cleaning up litter, to reach the goal for litter free Falmouth and as part of that we have a Town bylaw that states the requirements of what it takes to be litter free. They have begun an initiative to go to Town Meeting, it complements the other activities. Made a PowerPoint presentation and reviewed some potential litter reduction bylaw elements including definition of litter, prohibition of litter, responsibilities to maintain areas, requirements for vehicle cargo securement, and means of responsibilities for enforcement. Reading MA model of the litter bylaw, approved by the AGO. They will work with the community and Town staff to draft a bylaw that meets the needs and requirements of the Town. The team will be reaching out, including to the Health Dept, DPW, guidance from Town Counsel, he will be the individual petitioner.

Ms. English Braga is on the VIPS Board, they spoke highly of Mr. Robinson and that he gets things done.

6. Update on planned uses for 67 and 81 Davisville Road  
Mr. Johnson-Staub explained looking at a couple of shared uses for these, all peoples play space, community garden, and would like to have affordable housing pursued here as well. An initial concept plan was put together, but heard from folks on the Housing Development side, the use of the frontage by the house and play space may make the housing not feasible or more expensive, less viable, and less attractive. They had a team of staff members look at it but felt needed more assistance. Through the MA Housing Partnership, they were able to secure free technical assistance to help with this process beginning this summer on a site eval, look at local and state regs, concept and site design all based on Select Board, request for proposals to construct the housing. Asking for Select Board assent to move forward with this process, the planning process for the All People's Playground has been delayed. He believes they can come up with the plan for affordable housing and play space, need technical assistance and time. If they move forward with the plan as prepared, the best opportunity for affordable housing may be thwarted.

Dr. Taylor requested look back to see if agreement with Town and School Department.

Ms. English Braga noted once the MPH folks in place, include Affordable Housing Committee and other stakeholders and developers as well as the Emerald House. The location is next to a school, Trotting Park is not as accessible. It is frustrating to wait if these things could coexist that could be a good thing.

Kathleen Haynes said the vote on Town Meeting was for recreation highlighted and listed purposes below it. She is not willing to wait a year, she already suggested moving the playground to the Augusta site. Even six months is too long to wait. In the last few months, she found out from Mr. Johnson-Staub what was happening.

Mr. Johnson-Staub said they could look at the site plan, but Augusta property has similar conflicts because it was top priority for wastewater affluent recharge which would require most of the property. Looking at a multiyear planning process before the Town can say yes move forward without compromising the next 60 million wastewater plan.

Ms. English Braga suggested looking at the area at Goodwill Park, have DPW provide the dimensions. Chair Brown asked about a site plan for the DPW next door to that area.

7. Discussion and vote on Board recommendations for June 28, 2021, Special Town Meeting warrant articles  
Julian Suso noted the Select Board voted recommendations for the April Town Meeting, those need to be voted separately for the Special Town Meeting.

The Select Board agreed to keep the recommendations as listed in the Select Board packet.

**Ms. English Braga motion to affirm prior vote of articles to be placed on the June warrant. Second Dr. Taylor. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.**

8. Review and Vote to Approve Minutes of Meetings:

Public Session

March 8, 2021

Nancy Taylor typo p. 6 under 7 Golf Advisory Committee "just financed committee member"

**Mr. Patterson motion approval and release for public access. Second Dr. Taylor. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. English Braga, aye. Abstain: Ms. Scott Price.**

April 12, 2021

**Mr. Patterson motion approval and release for public access. Second Dr. Taylor. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. English Braga, aye. Abstain: Ms. Scott Price.**

9. Individual Select Board Members' Reports-none.

10. Town Manager's Report

Mr. Suso noted Town Hall and administrative office closed for Memorial Day; next Select Board meeting will be on 6/7/21.

**Mr. Patterson motion to adjourn at 11:12 pm. Second Ms. English Braga. Roll Call Vote: Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye; Ms. English Braga, aye.**

Respectfully Submitted,

Jennifer Chaves  
Recording Secretary

**TOWN OF FALMOUTH**  
**Select Board**  
**Open Session**  
**Meeting Minutes**  
**MONDAY, JUNE 7, 2021**  
**Select Board MEETING ROOM**  
**TOWN HALL**  
**59 TOWN HALL SQUARE, FALMOUTH, MA 02540**

*In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, relating to the 2020 novel Coronavirus outbreak emergency, the June 7, 2021 public meeting of the Falmouth Select Board shall be physically closed to the public to avoid group congregation.*

*Alternative public access to this meeting shall be provided in the following manner:*

1. *The meeting will be televised via Falmouth Community Television.*
2. *Real-time public comment can be addressed to the Select Board utilizing the Zoom virtual meeting software for remote access. This application will allow users to view the meeting and send a comment or question to the Chair via the Chat function. Submitted text comments will be read into the record at the appropriate points in the meeting.*
  - a. *Zoom Login instructions:*
    - i. *Instructions and the meeting link for this specific meeting can be found at the following web address: <http://www.falmouthma.gov/BOS>.*
    - ii. *Please plan on 10-15 minutes of preparation time to log in though it may be less if you have previously used Zoom on the device you will use to access this meeting.*
3. *Additionally public comments may be sent in advance of the meeting to [selectboard@falmouthma.gov](mailto:selectboard@falmouthma.gov) at least 5 hours prior to the beginning of the meeting. Documents and audio or video files may also be submitted via email. Submitted email comments and documents will be made a part of the meeting record and may be read into the record, summarized or displayed during the meeting at the discretion of the chair.*
4. *Applicants, their representatives and individuals with enforcement matters before the Board may appear remotely and are not required to be physically present. Applicants, their representatives and individuals with enforcement matters before the Board may contact the Town Manager/Select Board's Office to arrange an alternative means of real time participation if unable to use the Zoom virtual meeting software. Documentary exhibits and/or visual presentations should be submitted in advance of the meeting to the Town Manager's Office at [townmanager@falmouthma.gov](mailto:townmanager@falmouthma.gov) so they may be displayed for remote public access viewing.*

Present: Doug Brown, Chair; Nancy Taylor, Vice Chair; Megan English Braga; Samuel Patterson; Onjale Scott Price.

Staff Present: Julian Suso, Town Manager; Peter Johnson-Staub, Assistant Town Manager; Frank Duffy, Town Counsel.

1. Call to Order MGLc30A s21(a)(6)-to consider the purchase, exchange
2. Chair Brown called the open session to order at 6:30 p.m. and motioned to convene the executive session under 1. M.G.L. c.30A s.21(a)(6) – to consider the purchase, exchange, lease, or value of real property easements and rights of way for Mayflower Wind power lines because to not go into executive session could prejudice ongoing negotiations. Mr. Patterson seconded the motion. It was followed by a unanimous roll call vote in Open Session to go into Executive Session for the purpose of discussing the above-listed items, and to return to Open Session after discussion. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye.
3. Pledge of Allegiance
4. Proclamation – Wear Orange Day  
Ms. English Braga read the proclamation in the packet as a motion. Second Mr. Patterson. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye.
5. Recognition  
Chair Brown noted a difficult week for police and recognized their sacrifice.

Mr. Patterson attended Eagle Court of Honor for Zach Morris yesterday at the Scout Camp in Yarmouth.

6. Announcements

Woods Hole Diversity Committee has Juneteenth events planned that can be registered for online.

7. Public Comment

Chair Brown noted policy on public comment as advised by Atty. Duffy. School Committee personnel matters are not Select Board business. Mr. Suso posted the policy via screen and was reviewed by Chair Brown. Dr. Taylor noted it is important to note that the letter from the Falmouth Educator's Association and Superintendent have been received and read. Ms. English Braga noted the Select Board should not comment on individual personnel issues or part of litigation is not appropriate for a public discussion of this kind. Mr. Patterson noted there was no name on the letter he received via mail, there was no indication that they met and chose to take a position; he would like assurance this was a voted measure of the particular body. Chair Brown called the number in the letter and got more information. Ms. English Braga supports that not being part of public comment, if folks want to comment, they may comment at the School Committee meeting tomorrow night as they will take public comment on this issue. Mr. Patterson noted the policy is well stated, the School Committee is the appropriate place for these comments.

Mr. Johnson-Staub noted the text of the chart is retained as part of the meeting record.

Ms. English Braga explained as the Select Board they are not brokers between the union and School Department under the charter that is not the Select Board role. Concerns about the School Department belong with the School Committee.

Chair Brown noted that individuals are frustrated because they are not being heard by the Select Board, they may inform the Select Board via email, but not part of this forum.

Terry Alves comment on chat regarding was read by Ms. English Braga, filed complaint with OCR for the Town's willful disregard for children of color.

Alison Leschen asked to be heard with the Transportation Management Committee item at 8:45pm. It was noted that the Chair has the right to change the order of the agenda.

## SUMMARY OF ACTIONS

1. Licenses

- a. Application for three, special one-day liquor licenses – Silver Beach Improvement Association – Association Courts (corner of West Ave. and Ocean View) – Saturdays, 6/26, 8/21 and 8/28/21 – 5:30 – 10:30 p.m.

**Ms. English Braga motion approval. Second Mr. Patterson. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye.**

- b. Application for entertainment license for 2021 functions – Historic Highfield – Highfield Hall & Gardens – 56 Highfield Drive, Falmouth

**Mr. Patterson motion approval. Second Dr. Taylor. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye.**

2. Administrative Orders

- a. Vote to sign Preservation Restriction for the 1790 Dr. Francis Wicks House, 55 Palmer Avenue  
**Mr. Patterson motion approval. Second Dr. Taylor. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye.**

- b. Vote to approve waiver of building fees for rehabilitation of affordable home at 2 Esker Place on request of Falmouth Housing Trust  
**Mr. Patterson motion to waive fees to extent the Select Board policy allows. Second MS. ENGLISH BRAGA. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye.**

Vote to approve waiver of building fees for construction of 3 units of affordable housing at Lewis Neck Road on request of Falmouth Housing Trust

**Mr. Patterson motion to waive fees to extent the Select Board policy allows. Second Dr. Taylor. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye.**

- c. Vote to affirm transitional mask wearing – municipal government buildings

Mr. Suso noted a slight adjustment to the original Select Board packet, Associate Town Counsel addressed the issue of a meeting in municipal buildings, speakers at meetings can remove their mask.

Mr. Patterson motion to affirm. Second Ms. Scott Price. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, no; Ms. Scott Price, aye.

3. Special Events

**Recurring - Recommended:**

- a. Cape Cod Marathon Weekend – Falmouth Running Club – Saturday, 10/30/21 and Sunday, 10/31/21

Mr. Patterson motion approval. Second Dr. Taylor. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye.

**New – Recommended:**

- a. 4<sup>th</sup> of July Concert – College Light Opera Company (CLOC) – Library Lawn – Sunday, 7/4/21 – 1:00 – 2:00 p.m.

Dr. Taylor motion approval. Second Mr. Patterson. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye.

**PUBLIC HEARINGS**

1. Application for an Alteration of the Licensed Premises of an All Alcoholic Common Victualler License – Chapoquoit Grill, Inc., located at 410 West Falmouth Highway, West Falmouth. Continued from April 26, 2021; May 24, 2021.

Mr. Patterson motion to continue to 6/21/21 at the request of the applicant. Second Ms. English Braga. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye.

2. Wetland/Dock Hearing – Ladyfair, LLC for permission to maintain and repair an existing licensed pier landward to regain access to the pier and to replace decking in and over the waters of Eel Pond located at 44 Jewelers Avenue, East Falmouth

Mr. Patterson motion to continue to 6/21/21 at the request of the applicant. Second Dr. Taylor. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye.

3. Application for a New All Alcoholic Beverages Common Victualler License and a Bowling Alley License – Town Hall Partners, LLC d/b/a Timber, 23 Town Hall Square, Falmouth

Ms. English Braga read the hearing notice.

Chair Brown noted a relative who is an employee of one of the individuals listed on the application.

Atty. Kevin Klauer, Ament Klauer Law Firm, represents the applicant. Devan Muttart is in the audience and proposed manager. This location is former Ryan Family Amusements Building. They will maintain the bowling alley and expand food offerings. Atty. Klauer explained the plan for the building, lanes separated by dividers, narrow opening at front of the lanes. Reserved in 30 minute increment, each lane assigned a staff member to explain and enforce the rules. Participants are to read and sign the rules. Only participants are allowed in the lane at a given time. Alcohol may be consumed responsibly, but not in the throwing lines. All servers, coaches, and employees will be TIPS certified. Ax throwing is new and exciting, this is a nice addition to the Town while preserving the bowling alley and extending the restaurant use. The floorplan was reviewed via screen share and Atty. Klauer explained the dividers and chain link up to the ceiling. Every server will be TIPS certified, leave it to the discretion of the server rather than limiting the number of drinks.

Ms. Scott noted House of Hatchets does not serve alcohol in the building, Atty. Klauer noted they have received their liquor license recently. Marlboro, Everett, Milford, and Somerville have ax throwing with liquor licenses. Chair Brown noted Somerville issue was the type of license. Atty. Klauer noted there is no separate license/permit to allow this; asking for approval for liquor license, not ax throwing.

Mr. Patterson feels a two drink limit is reasonable and supports that condition. Atty. Klauer noted it is a reserved time slot that you have, other referrals do not allow alcohol in the ax throwing area, which is what Atty. Klauer recommends. No alcohol into the lane, while waiting outside have a drink.

Atty. Klauer explained 2 ppl in the booth throwing, the coach would have them throw, instruct all axes down so they can be retrieved. Atty. Klauer noted he doesn't think any other liquor licenses are managed in this way, need to trust the business whose employees will be trained and assured to handle it the right way.

Ms. English Braganoted these establishments exist in a lot of different places, it's new to Falmouth, but not a completely novel industry. The applicant knows the applicant bears the burden, everyone who comes in front of the Select Board is aware the burden is their business liability and if the Select Board approves their license in the future.

Mr. Muttart addressed the Select Board, he has eight years at the Mezzaluna and Lobster Trap in various roles. He understands his responsibility as manager.

**Mr. Patterson motion to close the hearing. Second Ms. English Braga. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye.**

Public Comment: none.

**Ms. English Braga motion approval of the liquor license, Second Ms. Scott Price. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye.**

Mr. Suso confirmed that there are 3 items still pending and need to be forthcoming following the Select Board's action.

Ms. English Braga read the hearing notice of the bowling alley license.

Public Comment: none.

**Mr. Patterson motion to close the hearing. Second Ms. English Braga. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye.**

**Mr. Patterson motion approval of bowling alley license. Second Dr. Taylor. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye.**

## BUSINESS

1. Discussion/update on COVID-19 issues  
Scott McGann, Health Agent, reviewed two slides, 80% people have received first vax, if you have received your fist dose, you really want to get your second dose. There will not be any more vax clinics due to lack of demand, but CVS is offering vax. No cases in the month of June yet. Guidance expired on 5/29/21, most places aren't requiring masks. Town buildings still have the mask requirement.
2. Status update on Town Beaches  
Bruce Mogardo and Maggie Clayton provided an update.

Ms. Clayton noted first preseason weekend at Old Silver Beach. 6,113 resident parking stickers sold. Moving through online ordering system, in person sales 9am-4 Wednesday through Sunday, and mail in/drop box applications. April 26 2021 the Beach Committee voted to recommend the Mill Rd. extension of Surf drive sticker and daily tickets for parking. Sunset hours program has been taken on, the Beach Dept. confirmed and hired parking lot attendants to manage Chapoquoit and Old Silver resident parking lot from 5-7:30 pm. 7 days per week. Staffing reviewed, fully staffed, though challenges for the lifeguard positions. Certification classes were not held last year, there is a delay of people being hired. If not fully staffed by the end of June, they will report back and post signage where they would be unable to confirm safety.

Mr. Mogardo reported beach preparation going along nicely. Most furniture is out, fast track the park. The portable stairs at Chapoquoit are in place. Gates are being replaced or repaired, trash barrels going out. Swim markers in this week. Storage boxes have been stored with rescue equipment. They will be ready.

Lifeguards vaccinated: as employees of the Town, all employees must be 16 years of age or older, know all their staff is eligible for the vax, some have shared they are vaccinated.

Each beach has a bagged mask, every lifeguard issued a pocket barrier they were on their whistle and medical kits have a barrier.

Mr. Johnson-Staub noted they are not requiring employees divulge their vax status.

3. Report – Historical Commission

Ed Haddad, Chair, made a PowerPoint presentation with overview of what the commission accomplished in 2020. They are fully staffed with 5 full time and 2 alternate members.

Two of their members are on the Marks Building Committee, one member on the CPC. In 2020 there were over 70 applications for modification of their property within a historic district and were approved administratively.

Five demolition delays were approved, if someone wants to do a demolition and willing to wait the 12 months, they do not need a waiver.

Mr. Haddad made a PowerPoint presentation reviewing Historical Commission activities, preservation restrictions, 2021 agenda.

The Steamship Authority (SSA) new terminal design is in historical district, they also had oversight on the Palmer Avenue building. The Historical Commission holds public hearings, they provide input, but have no direct authority over them; SSA comes to them as a courtesy.

The work he does with Dr. Moniz on Cape Verdean history, three properties were in their historical inventory; one was not. This would be more architectural, history of the buildings, but would not know the cultural history that he would provide, they will meld the two together.

Emerald House opening will hopeful occur in June, pulling together the historical piece that touches on buildings and the people who were utilizing the structures. It raises the importance of the treasures we have and history we may not be aware of.

4. Status update on new senior center programming

Mr. Vieira and Jill Bishop.

Ms. Bishop said they have not operated in this facility, they will have a responsible plan in place and open to the community. Staffing and volunteers will be needed, new enrollment process. Recommending keeping the building closed through the soft opening as outlined in the packet: phase 1: 6/7-6/18 bring in staff/instructors/group leaders, phase 2: 6/21-7/2 to give residents opportunity for open enrollment and scheduled via phone. Phase 3: June 30 ribbon cutting outside to officially open. Phase 4 would allow the building to be open as of 7/6/21. Ask people to be patient with them as they get programs and services up and running. People will be required to wear masks.

Dr. Taylor and Ms. Scott Price said this is a good roll out plan. Ms. English Braga noted that the work continued during the pandemic, this is opening of a building, but the work ongoing and lifeline for a lot of folks who had their needs met.

5. Stormwater discussion – Matt Patrick

Matt Patrick, President Citizens for Protection of Waquoit Bay, they are trying to get more projects done. Presentation in the packet and summarized what they are hoping to do. In his research of outfalls, we have some of the highest rated waters in the Commonwealth, Quashnet River, Childs River, Red Brook River, and Waquoit Bay with their highest designation of quality and protection. Recognize the importance to our economy. We have a storm water management plan and some of these outfalls are not in the plan. Road runoff is bad for our ecology, all kinds of chemicals from cars and are being put in these resources we have; our bays are estuaries and nurseries for small fish and shell fish, they need a protected area that is mixed with salt and fresh water to grow and develop before they head out to open water; the health of our bays is based on the number of organisms that live in the muck; that has been declining and probably from the rainwater runoff that flows into our rivers and eventually into our bays. This is where fish lay their eggs. Would like the Town to make it a priority to address these outfalls. Stormwater drains can be used, best management practices are rain gardens, which remove the nitrogen.

Peter McConarty was asked by Ms. English Braga how the Select Board may address this subject matter? Mr. McConarty said that the National Discharge and Elimination program, we are currently in phase 3. Phase 2 was in 2007. What it does is require additional housekeeping on outfalls, public education, the State in a five year program, each year the engineers at the EPA will go to each city/town to see what they are doing. At this time they are in enforcement mode; not all outfalls were mapped. In the mid 2000's there were over 120 of them for salt water, now into the estuaries and there will be hundreds more. Solid basins are put in, in more sensitive areas we may want to look at the wetlands area; they work great until they need to be cleaned out. If we do those bio tensions and wetland areas, we would look to the most sensitive areas such as the areas around Waquoit. Funding is a challenge for the DPW, more sensitive ones they try to do first, the cost to hire contractors to do that. They try to schedule the work in house and do it through the year. Vegetative wetlands area need to be done by contractors because they are more skilled at that type of work. They have been working on putting interceptor basins every 300 feet on the higher level, so the lower level of the road is the only one they are dealing with. In the years ahead the EPA and NDAE will be coming down on the cities and towns. There are grants, they can be challenging, it is a lot of work, would be looking at grants for design and construction, for maintenance the Town will need a funding source. Some grants have been done, have found they will take care of the first flush of 15 minutes-half an hour, that holds all the contaminants; but the Town is looking to go further up the road before it becomes a problem in the lower road areas. They have been looking at Barrows Rd. and Martin Rd., the DPW will work with Mr. Patrick on that, they would like to take care of the water before it gets in that area this year and then work on design for the other sensitive areas. The DPW Engineering Division can contact Mr. Patrick to take a look at these areas. These areas it is just direct discharge, there is no area to put the pollution control structures, for a longer solution they may be able to look at that and options, but closer you get to the sensitive areas, the options decrease.

Mr. Patrick mentioned the Barnstable County Conservation District has a funding program they may be able to apply for, there are issues that come up after funding. If the Select Board is also the DPW board, the Select Board sets policy for the DPW, if the Select Board makes this a policy to address these issues to the environment than it will be a strong message to the Town. The Conservation Commission should/would want this to happen and we should not have hold ups in permitting.

Ms. English Braga proposed the Select Board get some further input around the idea of having the program in place and think about how the Select Board can expand and support it. Have further conversations at a later date about what the numbers are and funding sources in order to make decisions down the road. Mr. Patterson would like to see a priority list.

6. Review suggestion to send a follow-up letter to MassDOT regarding truck weight regulation and existing sight lines on Woods Hole Road

Request from residents in Woods Hole who observe the inability of heavy trucks to stop at school crossings.

Dr. Taylor asked why not include other State highways? Mr. Brown said they could, but this is a specific problem. Dr. Taylor said that this is an issue in other areas and it is short sighted to only talk about Woods Hole Road; also Palmer Ave., East Falmouth Highway, and Teaticket Highway.

Ms. English Braga suggested raising the issue about the weight piece of it, concern throughout the Town and particular reference to the sight lines on Woods Hole Rd.

Mr. Patterson would like to see the speed limits reduced because of the safety and noise issues.

Dr. Taylor motion approval for Mr. Suso to draft and send a follow up letter addressing the site lines on Woods Hole Road and weight piece of the issue throughout the Town roads. Second Ms. English Braga. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye.

7. Consideration/discussion/vote on Transportation Management Committee downtown parking report and recommendations

The report is posted on the Town website.

Alison Leschen reviewed via PowerPoint the results of the public survey they conducted and weave that in with the recommendations they had given earlier; the survey supports their recommendations. She would like the recommendations to be voted by the Select Board and approved tonight. Making the lots official, obvious, and publicized will make a big difference.

Ms. Scott Price asked about the feasibility of Main Street being one way, would there be room for diagonal parking and/or bikeway. Ms. Leschen noted that is not a recommendation at this time because it will require more study.

Ms. English Braga believes using and creating signage to more officially use the lots for Mullen Hall and Lawrence schools. Enforcement on Main Street, problem is not that turnover is not occurring on Main Street, the problem is there is not a lot of parking on Main Street. The three hour limit was set with input from the businesses.

Mr. Suso noted an operational agreement with the School Committee on the use of those school lots.

Realistic for the summer, a lot of the list is able to get started. Much on the list is minor, such as the website.

Ms. Scott Price asked about authorizing additional technology to streamline parking enforcement, what is that? Ms. Leschen said that was in case there is something out there that would streamline, so they would not need to come back to the Select Board for a vote. Ms. English Braga said that it would need to go through Town Meeting, it would be more of looking at any other technology that would streamline parking enforcement.

Ms. Scott Price asked people that live in downtown do not have designated parking. There are no permitting systems that designate parking for those living downtown. Include that in #6? Ms. English Braga noted they would need to weigh in on how that works, are establishments going to take that on.

Dr. Taylor asked about #3, her experience is that officers are on foot and bike ticketing cars on Main Street. Ms. Leschen said that it is budget dependent where they are and where they go, last summer all enforcement was in Woods Hole.

Ms. English Braga in favor of signage for schools, subcommittee to brainstorm some of the other things, talk about employee parking. Ms. Leschen avoided that as well, the only way they handled that was in the zones having employee stickers that would allow extended time for parking. Ms. English Braga not comfortable with #4, those items that require expenditures.

Select Board discussed what they would include in a vote: Ms. English Braga said it makes sense for Select Board to aim for some things this summer and others for next phase.

#1 return to in the fall with more info.

#2 this year.

#3 Ms. Leschen said that this goes with zones, which are phase 2.

#4: Mr. Suso noted the FPD Chief has handheld parking control units and to his knowledge they are working well.

#5 Mr. Suso said incentives are unclear. Ms. Scott Price noted churches expressed interest in their parking spaces being used for employees.

#6 Ms. English Braga cannot support this because a requirement is being created for businesses to take this on and ramifications of it. It is worth looking at this further. Mr. Suso said in general if there is a vehicle parked overnight, it is ticketed and towed, including Peg Noonan parking lot. Ms. Scott Price suggested having the committee further investigate an overnight parking permit system for restaurants to issue to customers.

Improve Connectivity:

#1 Crossing light at Katharine Lee Bates Rd. to enable safer crossing. Mr. Suso commented that DPW is working with MADOT on a crossing north of that location, trying to get approval and construct. Julian Suso suggested waiting to see the design near Goodwill Park before working on the design by Katharine Lee Bates, if this is voted it sets the work program for the DPW. Ms. Leschen would rather not wait until the other one is constructed.

Language discussed to direct the DPW to begin investigating enhanced safety measures for Katharine Lee Bates crossing.

Peter McConarty, DPW Director, #1 and #2 public works and he have been working with Bikeways Chair, Scott Lindell, and their liaison on doing these projects. Met on site a couple times, talked about the project across the pond, from the pond they'll create a separate project from the pond to Palmer Ave and include the Palmer Ave. crossing. He would prefer to do it as one project, this is not something they have funding for right now, they can look at it, but it's not a Town project, it's through MA DOT. It was to create a wide multi use path to the intersection and cross to the other side of the street. If there is another round of funding from chapter 90, they could look into using some of those funds to get the design process going. They are working towards it, have not heard about chapter 90 funds for 2021. Crossing at Gifford St. near park, learned a lot from MA DOT, need a process where vehicles will stop when people want to cross the street. This would need to go to Town Meeting, DPW is waiting to see if chapter 90 funds come through, if not through by August when the warrant is due, then they can look at putting it in as Transportation services as a warrant.

Mr. Brown said that he would like to keep it as an idea, but does not want to make more work for the DPW.

Ms. English Braga noted that Mr. McConarty made it clear on what they are working on, Mr. Johnson-Staub can continue to update the Select Board recognizing the importance of it.

Ms. Leschen said if they can get the signs out now, then the other things can fall under jurisdiction of others, such as bikeways committee take care of the bike racks. She suggested taking #1 and 2.

**Ms. English Braga motion taking connectivity items 1 and 2. Second Ms. Scott Price. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye.**

**Ms. Taylor motion approval of #2 as edited. Second Ms. Scott Price. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye.**

**Ms. Scott Price motion approval of #5 as edited. Second Ms. English Braga. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, no; Ms. Scott Price, aye.**

Ms. English Braga asked that if the Transportation Management Committee feels strongly about item #6, would ask them to do more investigatory work and bring it back to the Select Board in the Fall.

Ed Haddad, the wayfinding signage, Mr. Haddad wants to do the Historical Commission markers, at a meeting Mr. Jack said that he had consultants doing a wayfinding study and already was going on several years ago.

8. Inquiry into waiver of residency requirement for a constable

Ms. English Braga thought they would have a discussion, recognizing Mr. Dalton's renewal is up, when/if the Select Board reappoints him they also need to vote a waiver. Bill Dalton has been a constable for many years in Town, never received complaints about him, Ms. English Braga would not have a problem issuing a waiver.

Mr. Brown suggested reviewing the constable policy because the Select Board is not consistent with their policy, there is a requirement constables pay a fee to the Town and applied equally to all constables. Constables are process servers/legal paperwork for all different proceedings, they can take people into custody for court cases where the court issues a capias to have the individual brought into the court.

**Ms. English Braga motion to waive the residency requirement for Mr. Dalton. Second Dr. Taylor. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye.**

9. Review committee liaison assignments

Ms. English Braga motion to continue this item to the next Select Board meeting. Second Mr. Patterson. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye.

10. Vote to affirm FY22 2% COLA for non-union employees

**Mr. Patterson motion to affirm. Second Dr. Taylor. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, aye; Ms. Scott Price, aye.**

11. Review and vote to approve minutes of meetings: Public session – March 22, 2021

**Mr. Patterson motion approval as edited. and release for public access. Second Dr. Taylor. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, aye. Abstain: Ms. Scott Price.**

12. Individual Select Board members' reports

Dr. Taylor:

5/26 Cape Cod mediation training with affirmative action committee.

5/27 she attended Council on Aging meeting re: opening.

Visited with Peter McConarty at the DPW.

Human Services she met 6/1 and listened to speakers from HAC regarding housing crisis in Falmouth.

Cable Advisory Board: needs more members and are looking for guidance from Select Board regarding their long term goals and activities.

Mr. Brown:

Assembly of Delegates implemented new dredging rates next year.

Waterways Committee put forth new projects and lots of requests for new projects. Line item request for the budget will increase significantly each year.

Beach Committee is taking up beach nourishment and will take it up at their next meeting.

Ms. Scott Price:

Revenue Working Group, which she chaired prior to being elected to the Select Board, is a working document, the report has been provided to the Select Board, Mr. Suso, Mr. Johnson-Staub, and will go to others who are interested. It will also be on a future Select Board agenda for discussion.

13. Town Manager's report

Mr. Suso confirmed search process under way for successor to retired Building Commissioner Rod Palmer, including the New England region.

Select Board next regular business meeting will be in person meeting 7pm 6/21/21 barring any legislative action on the Governors orders.

Town Diversity Officer: Mr. Suso noted a Zoom meeting today reviewing the process that identified candidates that a working group will be interviewing and the interview questions. Dr. Taylor has been a part of that process.

Dr. Taylor said that a timeline was created for when they will be screening applicants and bringing them in.

Assistant Town Planner position is continuing to be advertised; made offers to several candidates, but all declined the opportunity. In the interview process for the latest round of applicants.

**Dr. Taylor motion to adjourn at 11:11pm. Second Ms. English Braga. Roll Call Vote: Ms. English Braga aye; Mr. Brown, aye; Mr. Patterson, aye; Dr. Taylor, aye. Abstain: Ms. Scott Price.**

Respectfully Submitted,

Jennifer Chaves  
Recording Secretary

## **BUSINESS**

### 10. Town Manager's Report

## REPORT

TO: Falmouth Select Board

FROM: Julian M. Suso



DATE: August 27, 2021

- The Board will convene in virtual executive session at 6:30PM on Monday, August 30 to discuss both the Opioid Litigation circumstances as well as consider a proposed collective bargaining agreement settlement.
- You will be considering several “Administrative Orders” which constitute multiple, proposed applications for CPA funding through respective Town departments for various identified projects.
- The Board is also requested to consider allocating up to \$25,000 from the Falmouth Affordable Housing Fund for consulting services to assist in identifying reasonable alternatives for utilizing some of the existing Emerald House property for affordable housing purposes. There are multiple challenges and complications for potential allocation of these two Emerald House “lots” for the several public purposes being considered.
- I am requesting authorization to seek some grant funding to assist in the proposed purchase of recycling totes – primary funding for which is included in the Capital Plan which is being presented to the Board Monday evening by Finance Director Jennifer Mullen.
- Select Board members will recall that you have continued your Public Hearing on the new, proposed Stormwater Management Rules and Regulations (as required under the federal Clean Water Act). This Hearing will be continued at your Monday evening meeting. Following further internal review and assistance of Town Counsel, we are proposing that the “Appeals” to actions taken by Public Works be heard by the Conservation Commission rather than by the Select Board. This is more consistent with other similar communities that have an active Conservation Commission and is more appropriate given Con Comm’s regulatory role. We have begun a discussion in this direction with Con Comm Chair Jamie Mathews and with Conservation Administrator Jennifer Lincoln. My request to the Board is to further continue this hearing until your September 27 meeting. This will allow reasonable time for us to further review and discuss with the Conservation Commission.

- Finance Director Jennifer Mullen will be making her annual presentation to the Board on the proposed FY23 Operating Budget Policy. She will also be presenting the draft Capital Plan for the Board's consideration.
- This will be followed by a discussion of three warrant articles being proposed by the Affordable Housing Committee. The first deals with a Falmouth Affordable Housing Fund article which I have already advised that staff members are bringing to the Board in a slightly different form, the second two deal with suggestions for creating and assigning new, available revenue streams to Affordable Housing.
- We bring to the Board the updated draft of your Five Year Strategic Plan (FY2022-FY2026) for your consideration and vote to adopt.
- As the Board is aware, we had a most successful Public Meeting on the proposed JBCC Machine Gun Range last evening in the Falmouth High School Auditorium. It was reasonably well-attended and provided an excellent opportunity for the proponents at JBCC and those who are opposing the Machine Gun Range to present their information as well as answer questions from those assembled. As has been further confirmed, the US EPA has announced their intent to conduct a Sole Source Aquifer Review which is just getting underway. This Review is for the purpose of determining whether the proposed JBCC Machine Gun Range would contaminate the aquifer such that this would represent a significant hazard to public health.
- On Tuesday evening, I was pleased to convene the initial meeting of the Community Broadband Fiber Working Group as affirmed by the Select Board. The Working Group will be meeting and proceeding consistent with the Mission Statement adopted by the Board.
- Visiting the expanded off-street municipal parking lot on Katherine Lee Bates Road yesterday and today during the noon hour confirms 17 vehicles parked there on Thursday and 10 on Friday after less than one month in full, signed operation. As you know, this private lot was by observation used only very sparingly in the past. These regular vehicles are ones not parked in other off or on-street spaces downtown. If clear usage is a measure of success, this is an excellent indication.
- As a reminder, the Board's deadline for receipt of petition articles (and closure of the warrant) for the upcoming November Town meeting is the end of the business day on upcoming Friday, September 3.