

TOWN OF FALMOUTH
SELECT BOARD
REVISED AGENDA (2)
MONDAY, MAY 1, 2023 – 6:00 P.M.
SELECT BOARD MEETING ROOM
TOWN HALL
59 TOWN HALL SQUARE, FALMOUTH, MA 02540

The Select Board may discuss and vote appropriate action on any item listed on this Agenda unless a different disposition is noted. At the discretion of the Chair, agenda items may be taken out of order.

6:00 p.m. OPEN SESSION

6:00 p.m. EXECUTIVE SESSION

1. M.G.L. c. 30A s. 21(a)(2) - To discuss strategy with respect to contract negotiations with non-union personnel (Town Manager)

6:30 p.m. OPEN SESSION

1. Call to Order
2. Pledge of Allegiance
3. Proclamations:
 - a. Police Week – May 14 - 20, 2023
 - b. Falmouth Community Television (FCTV) Month – June 2023
4. Recognition
5. Announcements
6. Public Comment

6:35 p.m. COMMITTEE INTERVIEWS

1. Interview, vote and appoint committee members
 - a. Affirmative Action Committee – Milene Chioatto, Amy Bower, Chinna Mapp

7:00 p.m. BUSINESS

1. Presentation – Water rate study (15 minutes)
2. Authorize Water Superintendent to amend water usage restrictions as needed based on drought conditions (5 minutes)
3. Update – Nobska Light land disposition (15 minutes)
4. Beach Committee mission statement (5 minutes)
5. Approve mission statement for disposable plastic regulation committee (5 minutes)
6. Police vehicle replacement policy (10 minutes)
7. Acting as Trustees of the Falmouth Affordable Housing Fund, Discussion and Vote on application from Falmouth Housing Trust for \$500,000 for affordable housing project at on Sam Turner Road (10 minutes)
8. Residential occupancy deed restriction (5 minutes)

8:10 p.m. CONSENT AGENDA

1. Licenses
 - a. Approve application for a Second-Hand Dealer License – Divine Consignments, located at 419 Palmer Avenue

- b. Approve a change of date of an approved Special One-Day All Alcohol Liquor License – Falmouth Theatre Guild – Highfield Theater, 58 Highfield Drive – Thursday, 5/11/23 (previously approved for Saturday, 4/29/23)

2. Administrative Orders

- a. Vote to approve request to spend up to \$1,250.00 from the Recreation Department donation account for the upcoming spring dances and to purchase ice cream from Sea Scoops
- b. Vote to accept donation from Nancy L. Erikson and John S. Erikson in memory of Jack Erikson in the amount of \$500.00 to the Falmouth Fire Rescue Department

8:15 p.m. MINUTES

1. Review and Vote to Approve Minutes of Meetings

- a. Public Session – April 10, 2023 (meetings 1 and 2)

8:20 p.m. TOWN MANAGER'S SUPPLEMENTAL REPORT

8:25 p.m. SELECT BOARD REPORTS

8:35 p.m. DISCUSSION OF FUTURE AGENDA ITEMS

8:40 p.m. ADJOURN

Nancy R. Taylor, Chair
Select Board

OPEN SESSION

TOWN MANAGER'S PRELIMINARY REPORT



TOWN OF FALMOUTH
Office of the Town Manager & Select Board
59 Town Hall Square, Falmouth, Massachusetts 02540

TO: Select Board
FROM: Peter Johnson-Staub, Interim Town Manager *PJS*
SUBJECT: Preliminary Report for April 24, 2023
DATE: April 21, 2023

Executive Session:

1. The Board will meet at 6:00pm to discuss contract negotiations with non-union personnel – Town Manager. I will not participate in this session.

Committee Interviews:

1. Affirmative Action Committee – there are 3 vacancies and 3 candidates.

Business:

1. Presentation - Water Rate Study:

Water Department representatives will present the results of a study prepared with consulting assistance that identifies all costs associated with treating and delivering potable water and then looks at potential changes to the water rates based on these costs. You will see in the attached slides that water revenues have not fully covered water operating and capital costs with the balance paid from other general fund revenues. The study includes two potential water rate scenarios: Scenario 1 sets water rates that are projected to raise sufficient revenue to cover all water operating and capital costs including a water main replacement program at \$3 million per year. Scenario 2 sets water rates that are projected to raise sufficient revenues to cover only the water costs that have been supported by water revenues in the past plus the additional \$3 million per year needed for water main replacement program. Under Scenario 2, some water costs will continue to be subsidized from other general fund revenues. We seek initial feedback from the Board in preparation for a water rate hearing which could be held as soon as May 22nd.

2. Authorize amendment to water usage restrictions

There is presently a water use restriction in place that was adopted by the Select Board last summer. We seek a vote to rescind the existing restrictions and a vote to authorize the Water Superintendent to adopt restrictions in the future as needed based on future drought conditions.

3. Update – Nobska Light

This update will be rescheduled for May 22nd so the President of Nobska Light can participate in the presentation and discussion.

4. Beach Committee Mission Statement:

The Beach Committee drafted a mission statement for Select Board adoption. Beach Committee Chair Barbara Schneider sought my input prior to bringing it to a vote of the Beach Committee. We met and reached agreement on the content with one exception. I have included in your packet both my

recommendation and the draft proposed by the Committee. In item 5, I recommend that it be made clear that when Committee members are serving as volunteers for the Beach Department they do so under the direction of the Beach Superintendent. Under the Town Charter, department operations are the responsibility of the Town Manager and staff (Town Charter Section C5-3). The intent of the language I propose for the mission statement is to ensure coordination and avoid confusion. The Beach Committee has been a terrific resource for advancing the Town's objectives with respect to beaches and my hope is that this mission statement will help ensure that continues in a coordinated fashion.

5. Approve mission statement for disposable plastic regulation committee:

My understanding is that the purpose of this committee is to draft regulations that will be considered, and potentially adopted by, the Board of Health. I have drafted a mission statement for a Disposable Plastic Regulation Advisory Committee for the Board's consideration.

6. Police Vehicle Replacement Policy:

The Select Board has adopted a Fuel Efficient Vehicle and Idling Policy which states in relevant part: "All departments / divisions shall purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable." The Police Department has raised several concerns with hybrid patrol vehicles. At one time, the hybrid vehicles were not available for purchase but recently they have become available. There are remaining concerns related to reliability particularly related to the electrical system. Also the Ford Interceptor has low clearance that has resulted in damage to the hydraulic system when patrol vehicles were operated on unpaved roads. Captain Brian Loewen prepared an overview of cost and gas mileage that is included in your packet. He will be in attendance on Monday evening to present the Department recommendation to purchase hybrid Ford Interceptors for administrative vehicles and traditional gas Ford Interceptors for patrol vehicles. This is intended as a compromise from a fuel efficiency and cost standpoint. I support this recommendation.

7. Falmouth Affordable Housing Fund Subsidy – Falmouth Housing Trust, Sam Turner Road:

The private non-profit Falmouth Housing Trust is requesting a subsidy of \$500,000 to construct 4 deed-restricted affordable single-family homes for ownership. These units would be added to 18 existing affordable homes constructed in the 1990s under a 40B comprehensive permit. This application has been recommended by the Community Preservation Committee. In your packet is the application and a brief memo from me recommending approval. We have provided a proposed motion for your consideration.

Consent Agenda:

The licenses and administrative orders are routine in nature and have been reviewed by staff for completeness. I recommend approval.

//SB Report 05-01-2023

OPEN SESSION

3. Proclamations

a. Police Week – May 14 – 20, 2023



PROCLAMATION for POLICE WEEK

WHEREAS The Congress and President of the United States have designated May 15 as Peace Officer Memorial Day, and the week in which it falls Police Week; and

WHEREAS The members of the law enforcement agency of the Town of Falmouth play an essential role in safeguarding the rights and freedoms of the citizens of the Town of Falmouth; and

WHEREAS It is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS The police department of the Town of Falmouth has grown to be a modern and scientific law enforcement agency which unceasingly provides a vital public service;

THEREFORE We, The Select Board call upon all citizens of the Town of Falmouth and upon all patriotic, civil and educational organizations to observe the week of May 14 - 20, 2023, as Police Week with appropriate ceremonies in which all of our people may join in commemorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

FURTHER We call upon all citizens of the Town of Falmouth to observe Wednesday, May 17, 2023 as Peace Officers Memorial Day in honor of those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty, especially, our own Officer Samuel F. Pierce who lost his life in the Line of Duty on August 16, 1933. I further, call upon all citizens of the Town of Falmouth to observe a moment of silence on **Wednesday, May 17, 2023** in their honor.

IN WITNESS WHEREOF, We, Nancy R. Taylor, Onjalé Scott Price, Samuel H. Patterson, Douglas C. Brown and Edwin (Scott) P. Zylinski II have hereunto set our hand and caused the Great Seal of the Town of Falmouth to be affixed on this 1st day of May 2023.

Nancy R. Taylor, Chair

Douglas C. Brown

Onjalé Scott Price, Vice Chair

Edwin (Scott) P. Zylinski II

Samuel H. Patterson

SELECT BOARD

OPEN SESSION

3. Proclamations

b. Falmouth Community Television (FCTV) Month – June 2023



Proclamation

Falmouth Community Television (FCTV) 30th Anniversary

WHEREAS, the open sharing of ideas and information helps to build shared understanding and encourage civic engagement; and

WHEREAS, access to information in today's media environment is critical for the healthy functioning of our community; and

WHEREAS, Falmouth Community Television (FCTV) provides a means for diverse communities to share and build their stories; and

WHEREAS, FCTV provides information that is not covered by mainstream commercial media; and

WHEREAS, FCTV ensures equity in access, empowering the community with the skills necessary for the creation, sharing, and consumption of knowledge and ideas through media; and

WHEREAS, FCTV is an essential resource for public participation in local democracy, ensuring transparency in government through live, unedited coverage of municipal meetings; and

WHEREAS, FCTV provides timely, critical local information to promote public health and safety during emergencies; and

WHEREAS, FCTV connects community organizations, schools, and local governments to their constituents; and

WHEREAS, For 30 years, FCTV has fostered the creation and distribution of hyperlocal media, serving as a vital repository of our town's culture and history;

NOW, THEREFORE, BE IT RESOLVED that June 2023, is hereby proclaimed as Falmouth Community Television (FCTV) Month within Falmouth, and all people are hereby called upon to promote the importance of media training and local programming available on FCTV channels and online distribution platforms; and

BE IT FURTHER RESOLVED that Falmouth Community Television plays a vital role in the building of our community by encouraging conversations about our common interests, increasing discourse around policy issues, fostering understanding of local cultures, and sharing information to improve our lives.

IN WITNESS WHEREOF, We, Nancy R. Taylor, Onjalé Scott Price, Samuel H. Patterson, Douglas C. Brown and Edwin (Scott) P. Zylinski II have hereunto set our hand and caused the Great Seal of the Town of Falmouth to be affixed on this 1st day of May 2023.

Nancy R. Taylor, Chair

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Onjalé Scott Price, Vice Chair

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Samuel H. Patterson

SELECT BOARD

OPEN SESSION

COMMITTEE INTERVIEWS

1. Interview, vote and appoint committee members
 - a. Affirmative Action Committee – Milene Chioatto, Amy Bower, Chinna Mapp

Affirmative Action Committee (5 full members) (3-year terms)

Three vacancies:

- Unexpired term ending 6/30/24
- Term ending 6/30/25
- Term ending 6/30/25

Three applicants:

- Milene Chioatto
- Amy Bower
- Chinna Mapp

Town Committee Vacancies

The Falmouth Select Board announces the following vacancies on a Town committee:

Committee	Terms Until
Affirmative Action Committee (3 positions)	6/30/24, 6/30/25, 6/30/25

Applications are available on the Town website <https://ma-falmouth.civicplus.com/647/Town-Committees-Commissions-and-Boards>. Please submit applications to the Office of the Town Manager and Select Board, or email to townmanager@falmouthma.gov. The deadline for applications is Friday, April 14, 2023.

Publication date: Friday, March 31, 2023; Falmouth Enterprise.

Account #: 2056.

Notes From An Ecologist

Ocean Outfall Pipe Best Solution

By CHRISTOPHER NEILL



At the April 10 Town meeting, Falmouth faces an important fork in the road that will affect the way it deals with its wastewater and nitrogen pollution problem for decades to come.

A vote to appropriate \$4.5 million called for in Article 23 would start the town down a path toward creating new leaching beds for treated wastewater north of the treatment plant off Blacksmith Shop Road. That discharged water would emerge in Herring Brook and the salt marshes just inland from Old Silver Beach.

Expanding wastewater treatment in Tealcott and Acapicket—and ultimately on all the south-facing peninsulas and areas immediately north of Route 29—is a good idea. But the plan to dispose of treated water on land and upstream of Herring Brook—or any other of Falmouth's estuaries—is not.

There's a better road forward. That would be to decline Article 23 and encourage the town's water quality management committee and wastewater division to plan for an ocean outfall that would be a better and longer-term solution to Falmouth's coastal nitrogen pollution problem. (Article 24, which supports upgrades to the treatment plant, deserves support.)

A new wastewater nitrogen would emerge in the poorly flushed upper ends of estuaries where water quality problems are worst.

Any long-term wastewater plan for Falmouth would need multiple land discharge sites in addition to the one that Article 23 would design. That's because it would likely not be palatable to again place the burden for all of the discharge water on any one estuary—as West Falmouth Harbor has now experienced for nearly three decades.

An outfall pipe would bypass sensitive and enclosed estuaries entirely and instead route discharge to a much larger waterbody with much greater flushing.

Massachusetts' most recent experience with a large ocean outfall—the Massachusetts Bay outfall pipe—started operating in 2000. It dramatically improved water quality in Boston Harbor (the previous outfall site) and caused minimal impacts offshore.

I see two more downsides to a growing series of land disposal sites. One is that they chew up space of our last large areas of natural forest. One proposed site, the Allen Parcel on Carriage Shop Road, is designated Priority Habitat and valuable because it connects to the Crane Wildlife Management Area.



Food scraps are accepted for composting at the Falmouth Waste Management Facility off Thomas B. Landers Road. The collection shed is open Tuesday through Saturday 8 AM to 2:30 PM. The service is free, and no "dump" sticker is required. In addition to grains and vegetables, acceptable items include raw meat, cheese, solidified bacon grease, woodchips, and pet food. Prohibited items include dead animals, hot liquids, fruit stickers, and laundry lint. For a full list of allowed and prohibited items, go to the town website and search "food scrap composting."

additions of one milligram per liter of nitrate nitrogen (one third of what is released from even the best-functioning nitrogen-removing treatment plants) caused marsh creek banks to disintegrate and slump. Marshes also face compounding stresses from rising sea level. So the argument that new discharge to Herring Brook will not affect marshes there is almost certainly wrong.

Building an outfall pipe will be expensive, but it would remove the largest single hurdle to future estuary cleanup. This is the right time to focus on a long-term and comprehensive infrastructure project. Massachusetts Governor Maura Healey signaled her interest to help coastal towns address wastewater infrastructure. And the Inflation Reduction Act provides

a potential new infusion of federal funds. Every dollar Falmouth spends on expanding land-based disposal pushes a comprehensive and town-wide wastewater solution farther into the future. Christopher Neill is an ecosystem ecologist at the Woodwell Climate Research Center and a member of the board of directors of Falmouth Water Stewards.

Letters

Continued from Page 4

The Cutter Financial Group (CFG) disclosed all commissions for annuity products they sold and acted in the best interest of clients, including me. But now the SEC is trying to hold CFG to a standard that goes beyond anyone else in the industry for annuities sold years ago. You can't change the rules in the middle of the game.

As for Jeff's column, whatever happened to innocent until proven guilty? The Enterprise took the easy way out, rather than the right and fair way. As a result, you're punishing all of us at the expense of one of us. Make this right, Enterprise; he is good man and has given this community so much. Make it right.

Financial Group by the Securities and Exchange Commission. As a Cutter Financial client, my initial response to the Enterprise article was, "What?!" As follow-up I reviewed the SEC document that was submitted to federal court. Upon review it seems the concerns highlight just six clients, that all assets are safe, and all annuities are under insurance ownership. I have used multiple financial advisors throughout my professional life. It is my understanding that when talking to a financial advisor one should expect a review of various insurance products such as life insurance and annuities, as well as a discussion of the degree of risk one is willing to take. It is also my understanding there are some advisors with a strong belief in annuities and others not so much.

Into any contracts. Based on risky real estate investments, I have participated in annuity contracts. Every year, with every advisor to which I was a client, current contracts were reviewed and there were discussions if any changes needed to be made. Quite frankly, I would be more concerned if my advisor didn't suggest changes that would be of benefit to me. Anyone who purchases an annuity receives a very comprehensive contract from the insurance company. It gives detailed information on surrender fees, et cetera. As for financial advisor commissions, there is plenty of public knowledge that insurance companies pay 7 to 10 percent for a contract. Annuities are quirky and complex, for sure. Yet they are a very important tool for those who want this type of product as part of their financial planning. Cutter Financial has a "business model" to "manage the downside and the upside will take care of itself." Annuities are a key part of this

strategy. I am very appreciative of the services I have received from Cutter Financial. I think we need to be fair in our judgment of Cutter Financial. Cutter Financial has asked to go to trial because they truly believe they have acted on behalf of their clients. Let's give them a chance to tell their story. Diane Gustafson, Keith Road, Pocomset.

Shameful Journalism. Is there really just one side to the Jeffrey Cutter story? Do you feel that true journalism does not compel you to present both sides of a story? You have not allowed Jeff to present his side of the story. To lay out the facts that he has to rebut the accusations of the SEC. I am a client of Cutter Financial Group, and what the SEC is alleging has not been my experience with Jeff Cutter and the Cutter Financial Group. Jeff has always been totally honest with me, has

always presented facts about my investments, and has given me the pros and cons of my decisions. As a client, I received from him a fact sheet that explained exactly what is going on; what is so concerning is that he sent it to the Enterprise and it was not printed. Why? Jeff has always gone overboard to disclose exactly what his financial gain would be as a result of my decisions. I was a client of Jeff's before he opened Cutter Financial Group. Had I experienced any of the situations the SEC alleges, I certainly would not have trusted him with my future and transferred all my investments and retirement to his newly created business. It is not only poor journalism but despicable to convict a man in the press, thus denying him one of America's most basic rights: the right to a fair trial. How is this man to get a fair trial once this goes to court? You have punished thousands of charities and others in need. If you do not want to print

Troy's Take • Leader Who Motivates, Inspires

his homework on the current board and their professional backgrounds and articles come humor into his interview. He is competent and qualified, but he did not inspire. Indeed, managers get the trains to run on time and leaders get people to jump on the train with them. In Falmouth, we have a select board that acts as the train's conductor, steering the direction while the town manager is responsible for the journey. With the host of important issues facing our community, and the need

for consensus and leadership to guide and implement solutions, we need someone who can effectively and convincingly fill that train with citizens willing to be part of the solution. All three finalists are accomplished and capable professionals and could do the job. When I left town last Sunday, though, there was only

one candidate who inspired me and made me excited to be part of Falmouth's future. For me, that someone is Michael Renshaw. Troy Clarkson served on the Falmouth Select Board for 12 years and has lived in town for most of his life. Suggestions for column ideas and feedback are welcomed at t671@gmail.com

see Letters on Page 6

Advertisement for William Raveis Real Estate featuring Team Kinchla with Jerry Mason and Realtor. Address: 222 Main Street, Falmouth, MA 02540. Cell: 508.292.9297.

Advertisement for Town Committee Vacancies. The Falmouth Select Board announces the following vacancies on a Town committee. Table with columns: Committee, Terms Until. Applications available on the Town website.

Advertisement for Vital Nutrition. 25% OFF EVERYDAY. WELLNESS, WELL DONE. Monday-Friday: 9:30-5:30 | Saturday: 9:00-4:00. Homeport • 358 Gifford Street • Falmouth.

Advertisement for The Falmouth Enterprise. Subscriptions, contact information, and staff list including John R. Paradise, George Clondas, Tyler J. Amaral, Elizabeth Saito, Carol Erhardt, and Julien Courron.



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: Milene Vizeu Chioatto

Address: 127 Palmer Ave. Apto 4 Falmouth, MA 02540

Mailing

Address: same

Telephone:

Email:

How long have you been a Resident 1/29/1998 (date:) / Taxpayer: 4/15/199 (date:)

Amount of time you are available to give: 2 hours a month

Town Committee, Board or Commission you are interested in serving on:

1. Affirmative Action/Diversity Committee
- 2.
- 3.

Seeking: Permanent 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 board member of the Falmouth Human Services Committee since 2020

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 am an immigrant from Brazil, naturalized American Citizen in 2003. I am a social worker and have been working with the immigrant community since I moved here. First as a Volunteer medical interpreter at the Falmouth Free Clinic, and since 2004 at the Community Health Center, in many different capacities.

You may attach a resume to this application.

List three (3) references:

Name Title Phone

1. Susan Frawley

[REDACTED]

2. Linda Peterson

[REDACTED]

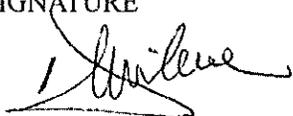
3. Judy Titus

[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.

DATE APPLICANT'S SIGNATURE



3/13/23

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.

Milene V. Chioatto, LCSW

127 Palmer Ave Unit 4 - Falmouth, MA 02540, [REDACTED]

SUMMARY AND SKILLS:

Behavioral Health Clinician; Medical Interpreter Portuguese and Spanish; Community Health Work/ Patient Navigator with over 20 years experience in Health Care in Massachusetts. Strong administrative and management skills. Computer literacy includes Windows and Mac OS environments; Microsoft Office, several medical record systems including Ochin-Epic, Practice Partner and NextGen. Native Portuguese speaker, fluent in English and Spanish.

EDUCATION:

- 2014 **MSW – Masters in Social Work**
BSU - Bridgewater State University
- 2009 **Certificate in Community Health Center Management**
Suffolk University and Massachusetts League of Community Health Centers Program
- 2007 **Certificate in Medical Interpretation (Spanish/English)**
Cape Cod Community College
- 1999 **Certificate in Medical Interpretation (Portuguese/English)**
Cape Cod Community College
- 1986-1992 **Eight semesters of coursework toward B.A., Arts and Letters, Portuguese and Spanish languages.** *Universidade de São Paulo, São Paulo, Brazil*
- 1985 **B. A., Business Administration and Foreign Commerce.**
Faculdades Associadas de São Paulo, São Paulo, Brazil

EXPERIENCE:

Behavior Health Services Clinician

COMMUNITY HEALTH CENTER OF CAPE COD

October 2014 – present

- Provide culturally competent assessments, consultation and brief intervention for psychological/psychiatric problems and/or disorders
- Evaluate crisis situations and apply appropriate interventions and disposition of care plans
- Assist the primary care team to develop care-management processes, such as behavioral modification and disease management techniques, case management and patient education to promote patients' chronic disease self management
- Provide an array of clinical services for general behavioral health problems and areas of behavioral medicine (treatment, planning/provision) to assist patients with meeting goals
- Interact with referral sources and other internal and external sources as necessary to insure the coordination of patient behavioral health care.

BSU – Concentration Year Internship

DUFFY HEALTH CENTER

September 2013 – May 2014

- Provide clinical therapy services to clients, including individual and group treatment.

- Work includes assessing behavior, performing thorough intake assessments, diagnosing problems and developing treatment plans with measurable goals and objectives.

BSU - Foundation Year Internship
FALMOUTH HUMAN SERVICES

September 2011 – May 2012

- Initial assessments for Falmouth residents seeking free counseling services.
- Assist clients to access services in the community such as Food Stamps, Transitional Assistance and legal services.
- Referral to housing, emergency funds, and food pantries in the community, as needed.

Program Coordinator

SPECIALTY NETWORK FOR THE UNINSURED (SNU)
COMMUNITY HEALTH CENTER OF CAPE COD

May 2005 – September 2014

- Recruit and retain medical specialists to assist uninsured and underinsured patients on Cape Cod and Martha's Vineyard.
- Coordinate Specialty Clinics in the 5 Communities Health Centers (CHC) on Cape Cod.
- Assist referral staff in CHC's in contacting patients, scheduling and follow-ups.
- Request interpreter services from CHC Interpreter Service Program.
- Collect data from Doctors' offices and SNU Clinics and prepare reports of appointment activity for quarterly presentation to Working Committee Group.

Administrative Supervisor

COMMUNITY HEALTH CENTER OF CAPE COD

November 2002 – April 2005

- Maintain database of patients with different types of insurance or uninsured; assist billing company with charges accordingly.
- Prepared daily report of clinic revenue by coverage, source residence area, and shift load.
- Assist patients with application for Health Safety Net, Mass Health and Pharmacy Assistance Program.
- Coordinate referrals to specialty providers and clinics, including Men's Health partnership with VNA of Cape Cod.
- Assist Administrative Director with daily tasks: accounts payable, purchase orders, reports to DPH and VA.

Program Assistant/Nutritionist Assistant

CAPE COD WIC PROGRAM (Women, Infants & Children Nutrition Program)

September 1998 – May 2004

- Determined nutritional risk, and provided counseling and education for prenatal and postpartum women and their babies and children
- Assisted in planning and development of educational materials and group nutrition education activities
- Performed quality assurance, procedural compliance and monitored accountability and security for check supply and check processing system and compiled monthly statistics and reports.

TRAINING AND AFFILIATIONS

Solution Focus Therapy

Leadership Training at Cape Cod Community College

Environmental Leadership Training at Waquoit Bay Reserve

Board Member of Mid-Upper Cape Community Health Center from 2000 to 2007.

Board member of Cape Cod Immigrant Center from 2007 to 2012.

Committee member of Falmouth Human Services Committee from 2020 to present.



TOWN OF FALMOUTH
BOARD, COMMITTEE OR COMMISSION
APPLICATION FORM

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Name: Amy S. Bower

Address: 79 Queen St. Village: Falmouth ZIP: 02540

Mailing Address: SAME Village: _____ ZIP: _____

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident _____ (date: 1988) / Taxpayer _____ (date: 1991)

Amount of time you are available to give: several hours per month

Town Committee, Board or Commission you are interested in serving on:

1. Affirmative Action/DEI Committee
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: WHOI - Blind Scientist/Dept Chair

Parent of a child of color. UU Fellowship of Falmouth Governing Board member

Perkins School for the Blind - Volunteer/Mentor; Annual Accessible Science field trip to Woods Hole

Recognitions: MA Blind Employee of the Year; URI Dean's Dist. Achievement Award; MA Commission for Women Award

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: _____

listening skills; conflict resolution skills; well-organized;

Project Management skills (goal-setting, group brain-storming, task management);

Motivational Speaker

You may attach a resume to this application.

List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	<u>Steven Treistman</u>	<u>President, Governing Board (Unitarian Universalist Fellowship)</u>	<u>[REDACTED]</u>
2.	<u>Kathi Benjamin</u>	<u>Chief Human Resources Officer, WHOI (retired)</u>	<u>[REDACTED]</u>
3.	<u>Gwyneth Packard</u>	<u>Senior Engineer, WHOI</u>	<u>[REDACTED]</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.

3/23/2023

DATE

Amy S. Bower Digitally signed by Amy S. Bower
Date: 2023.03.23 22:04:27 -04'00'

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
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: China Mapp

Address: 46 Gunning Point Road Unit 3 Village: Falmouth ZIP: 2540

Mailing Address: P.O. Box 2283 Village: Teaticket ZIP: 2536

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident (date: 9/21) / Taxpayer (date: 9/21)

Amount of time you are available to give: 2-4 hours per month

Town Committee, Board or Commission you are interested in serving on:

- 1. Affirmative Action Committee
- 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: Concerned citizen.
20+ years as an educator, teacher leader and friend
of libraries across the globe. Advocate for safe and
affordable housing for community members.

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: _____

Active listening

Effective respectful communication

Consensus building

Mediation and negotiation skills

Organizational skills

Interpersonal skills

Ability to build trust and rapport

You may attach a resume to this application.

List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	<u>Thomas Bushy</u>	<u>Principal</u>	<u>██████████</u>
2.	<u>Meghan Hanawalt</u>	<u>Goat Farmer</u>	<u>██████████</u>
3.	<u>Sylvia Szulkin</u>	<u>Attorney</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.

April 20, 2023.

DATE

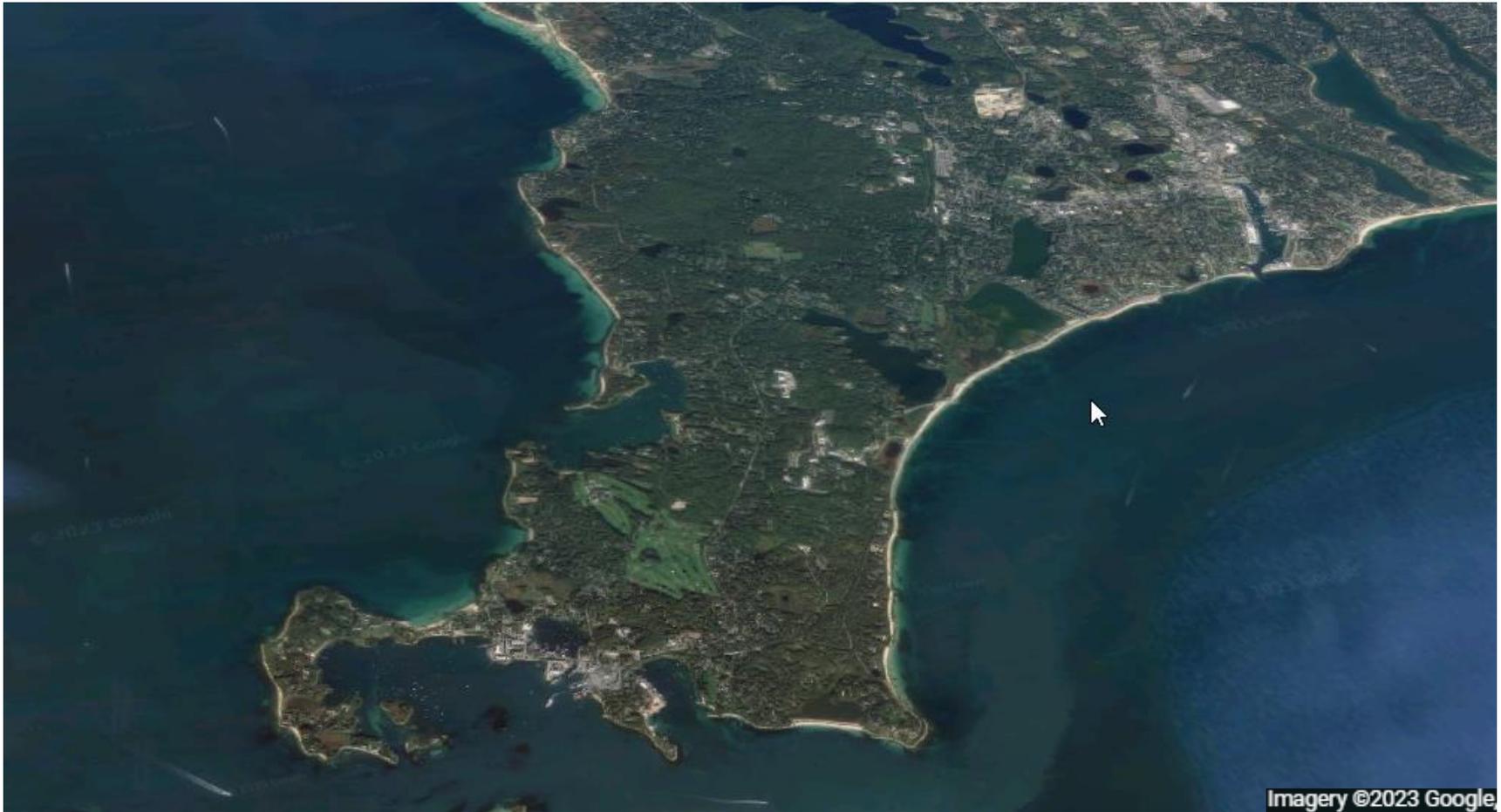
Coliana D. Mapp
APPLICANT'S SIGNATURE

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.

OPEN SESSION

BUSINESS

1. Presentation - Water rate study **(15 minutes)**



WATER & SEWER RATE EVALUATION

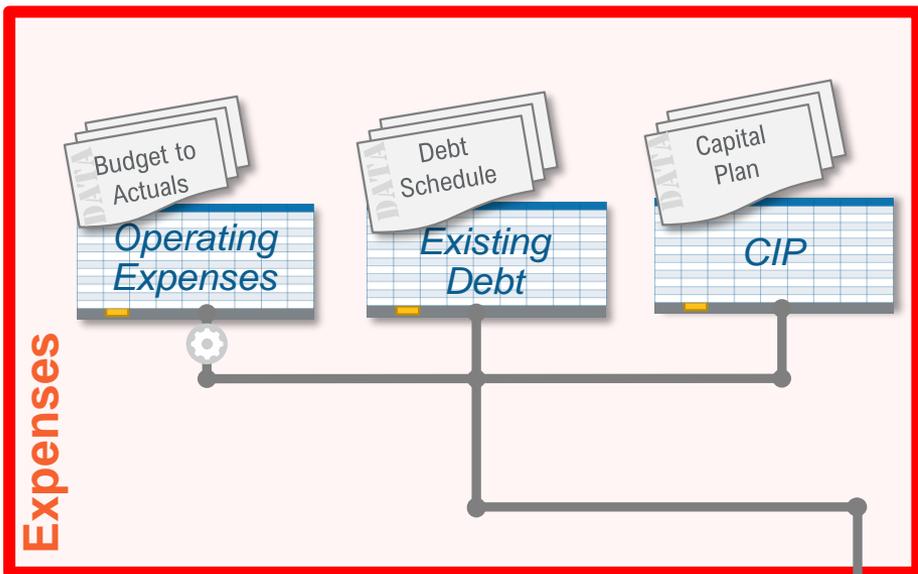
Falmouth, MA

FINDINGS

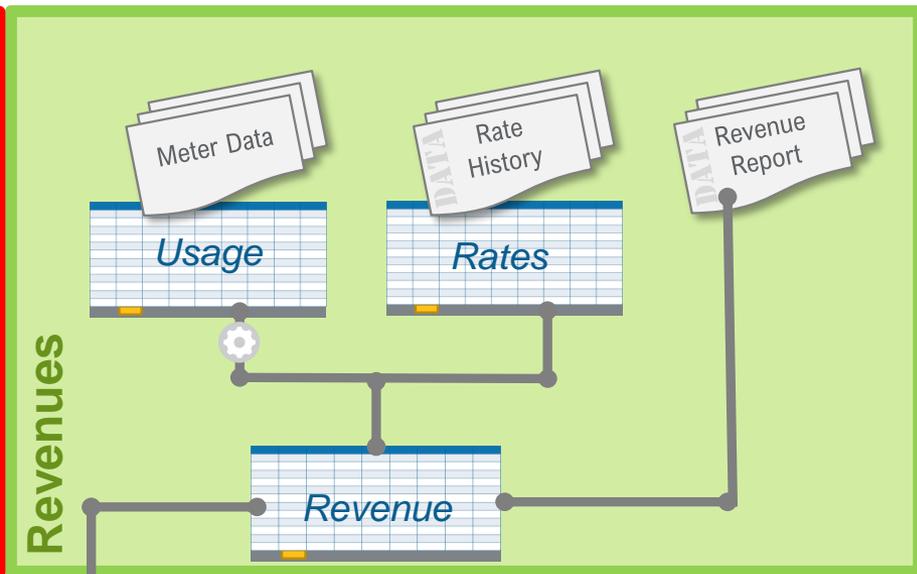
27 APR 2023

RATE EVALUATION OVERVIEW

1. Project expenses



2. Project revenues



3. Calculate net revenue
4. Adjust rates to maintain desired level of funding
5. Calculate user costs
6. Evaluate equity

Note: All source data indicated as “DATA” in the above figure and by the  symbol was provided by the Town of Falmouth, this includes future year expenses.

Note: The revenue and customer cost projections contained herein are estimates based upon existing usage data which, due to the format contains a variety of discrepancies and subsequent assumptions.

WATER



HISTORIC EXPENSES

Historical Expenses (Budget)

Category	FY18	FY19	FY20	FY21	FY22	FY23
PERSONNEL SERVICES	\$ 1,205,766	\$ 1,293,006	\$ 1,321,046	\$ 1,357,452	\$ 1,392,352	\$ 1,512,515
PURCHASE OF SERVICES	\$ 1,130,000	\$ 1,165,000	\$ 1,191,500	\$ 1,235,000	\$ 1,235,000	\$ 1,277,000
SUPPLIES	\$ 308,500	\$ 310,500	\$ 242,000	\$ 208,000	\$ 208,000	\$ 208,000
OTHER CHARGES AND EXPENSES	\$ 273,300	\$ 275,300	\$ 282,300	\$ 277,300	\$ 277,300	\$ 277,300
CAPITAL OUTLAY	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000
GF_Fleet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GF_Indirects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GF_Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GF_Fuel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 3,092,566	\$ 3,218,806	\$ 3,211,846	\$ 3,252,752	\$ 3,287,652	\$ 3,449,815

Historical Expenses (Actual)

Category	FY18	FY19	FY20	FY21	FY22
PERSONNEL SERVICES	\$ 1,134,522	\$ 1,116,675	\$ 1,157,535	\$ 1,260,668	\$ 1,301,299
PURCHASE OF SERVICES	\$ 1,039,325	\$ 1,046,411	\$ 1,091,400	\$ 1,226,360	\$ 1,057,647
SUPPLIES	\$ 159,360	\$ 180,954	\$ 135,551	\$ 203,706	\$ 248,993
OTHER CHARGES AND EXPENSES	\$ 186,094	\$ 209,295	\$ 155,301	\$ 244,616	\$ 215,968
CAPITAL OUTLAY	\$ 167,252	\$ 169,775	\$ 174,593	\$ 172,604	\$ 175,000
Total	\$ 2,686,554	\$ 2,723,110	\$ 2,714,380	\$ 3,107,954	\$ 2,998,907

PROJECTING EXPENSES – CAPITAL IMPROVEMENTS

ID	Description	2024	2025	2026	2027	2028	2029	2030	2031	2032
1	Water Meter Replacement Program-Move to Operating	\$ 250,000	\$ 200,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Fresh Pond Reactivation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Upgrades at Wells, Water Tanks, MMR and CPWTP	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
4	Water Distribution System Rehabilitation/Water Mains	\$ 3,000,000	\$ 3,090,000	\$ 3,182,700	\$ 3,278,181	\$ 3,376,526	\$ 3,477,822	\$ 3,582,157	\$ 3,689,622	\$ 3,800,310
5	Wells, Connecting Mains, Treatment Plant	\$ 100,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
6	New Source & Tank Dev (Air Force to Pay-cashflow only issue)	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Residuals Disposal	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000
8	Media Replacement Long Pond	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	Media Replacement CPTP Carbon	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	Air Stripper Media Replacement	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -
11	Bobcat for Distribution Main Work / Services	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Dist. Storage Building Const. (Design Complete)	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	New 4W Supervisor Truck	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	ATV for Reservoir Patrol and Road Maintenance	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Long Pond Dehumidification	\$ -	\$ -	\$ -	\$ 50,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -
16	Process Equipment Replacement	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	3rd Lagoon at LPWTP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 1,000,000	\$ -	\$ -
18	Acquisition and construction of capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	W-1 Fusion Sedan - 2012	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
20	W-2 F-350 Utility - 2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	W-3 F-350 Utility - 2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	W-4 F-150 Pick-Up - 2013	\$ -	\$ -	\$ -	\$ -	\$ 52,000	\$ -	\$ -	\$ -	\$ -
23	W-6 F-150 Pick-Up - 2016	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,000	\$ -
24	W-11 F-350 Utility - 2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	W-12 F-350 Utility - 2020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	W-13 F-350 Utility - 2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	W-14 Mack Granite 6 Wheel - 2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	W-16 E-450 Van - 2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	W-40 Cat 420 Back Hoe - 2011	\$ -	\$ -	\$ 122,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30	W-41 Komatsu Back Hoe - 2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31	W-42 Cat 420 Back Hoe - 2011	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32	W-43 Sullair Air Compressor - 2010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	W-44 Sullair Air Compressor - 2015	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34	W-45 F-150 Pick-Up - 2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,000
35	W-46 Transit Van - 2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36	W-47 Transit Van - 2020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37	W-60 Trailer - 2000	\$ 42,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 4,042,000	\$ 4,190,000	\$ 4,504,700	\$ 3,778,181	\$ 4,728,526	\$ 3,877,822	\$ 4,782,157	\$ 3,945,622	\$ 4,658,310



Notes & Key Points

1. Improvements associated with the Capital Efficiency Plan.

Source data
15 year Water Capital.xlsx

PROJECTING EXPENSES - SUMMARY

Town of
Falmouth

Water Financial Model

Dashboard

	Budget FY23	Projected FY24	Projected FY25	Projected FY26	Projected FY27	Projected FY28
Operating Expenses						
PERSONNEL SERVICES	\$ 1,512,515	\$ 1,642,478	\$ 1,675,328	\$ 1,708,834	\$ 1,743,011	\$ 1,777,871
PURCHASE OF SERVICES	\$ 1,277,000	\$ 1,309,000	\$ 1,338,380	\$ 1,368,428	\$ 1,399,158	\$ 1,430,587
SUPPLIES	\$ 208,000	\$ 238,000	\$ 241,860	\$ 245,797	\$ 249,813	\$ 253,909
OTHER CHARGES AND EXPENSES	\$ 277,300	\$ 383,300	\$ 390,966	\$ 398,785	\$ 406,761	\$ 414,896
CAPITAL OUTLAY	\$ 175,000	\$ 175,000	\$ 350,000	\$ 358,750	\$ 367,719	\$ 376,912
Subtotal	\$ 3,449,815	\$ 3,747,778	\$ 3,996,534	\$ 4,080,594	\$ 4,166,462	\$ 4,254,176
<i>Delta Previous</i>	▲ 4.9%	▲ 8.6%	▲ 6.6%	▲ 2.1%	▲ 2.1%	▲ 2.1%
General Fund Reimbursements						
FLEET		\$ 16,687	\$ 17,104	\$ 17,532	\$ 17,970	\$ 18,419
INDIRECTS		\$ 533,042	\$ 543,703	\$ 554,577	\$ 565,668	\$ 576,982
BENEFITS		\$ 711,739	\$ 725,974	\$ 740,493	\$ 755,303	\$ 770,409
FUEL		\$ 31,715	\$ 32,667	\$ 33,647	\$ 34,656	\$ 35,696
OPEB		\$ 263,991	\$ 263,991	\$ 263,991	\$ 263,991	\$ 263,991
Subtotal		\$ 1,557,174	\$ 1,583,438	\$ 1,610,239	\$ 1,637,588	\$ 1,665,497
<i>Delta Previous</i>			▲ 1.7%	▲ 1.7%	▲ 1.7%	▲ 1.7%
Capital Expenses						
DEBT SERVICE (existing)	\$ 2,421,712	\$ 2,370,184	\$ 2,329,293	\$ 2,249,639	\$ 2,006,374	\$ 1,811,996
CAPITAL		\$ 1,042,000	\$ 1,100,000	\$ 1,322,000	\$ 500,000	\$ 1,352,000
WATERMAINS (CAP. EFF. REPORT)		\$ 3,000,000	\$ 3,090,000	\$ 3,182,700	\$ 3,278,181	\$ 3,376,526
Subtotal	\$ 2,421,712	\$ 6,412,184	\$ 6,519,293	\$ 6,754,339	\$ 5,784,555	\$ 6,540,522
<i>Delta Previous</i>			▲ 1.7%	▲ 3.6%	▼ 14.4%	▲ 13.1%
TOTAL EXPENSES	\$ 5,871,527	\$11,717,136	\$ 12,099,265	\$ 12,445,173	\$ 11,588,605	\$ 12,460,195
<i>Delta Previous</i>	▲ 78.6%	▲ 99.6%	▲ 3.3%	▲ 2.9%	▼ 6.9%	▲ 7.5%

Source data

-  Water Operating with OPEB.xlsx
-  15 year Water Capital.xlsx
-  Water Debt.xlsx

Notes & Key Points

1. Falmouth needs to significantly increase its capital improvement budget to maintain the level of service of the water system.

PROJECTING REVENUES



Revenue Calibration					
Year	Commitments	Model	Delta (\$)	Delta (%)	
FY21					
Min	\$ 2,791,782	\$ 2,784,938	\$ 6,844.00	-0.2%	
Exces	\$ 3,646,039	\$ 3,868,213	\$ (222,174.82)	6.1%	
Total	\$ 6,437,821	\$ 6,653,151	\$ (215,331)	3.3%	
FY22					
Min	\$ 2,897,907	\$ 2,891,016	\$ 6,891.00	-0.2%	
Exces	\$ 3,488,037	\$ 3,712,853	\$ (224,815.50)	6.4%	
Total	\$ 6,385,944	\$ 6,603,869	\$ (217,925)	3.4%	

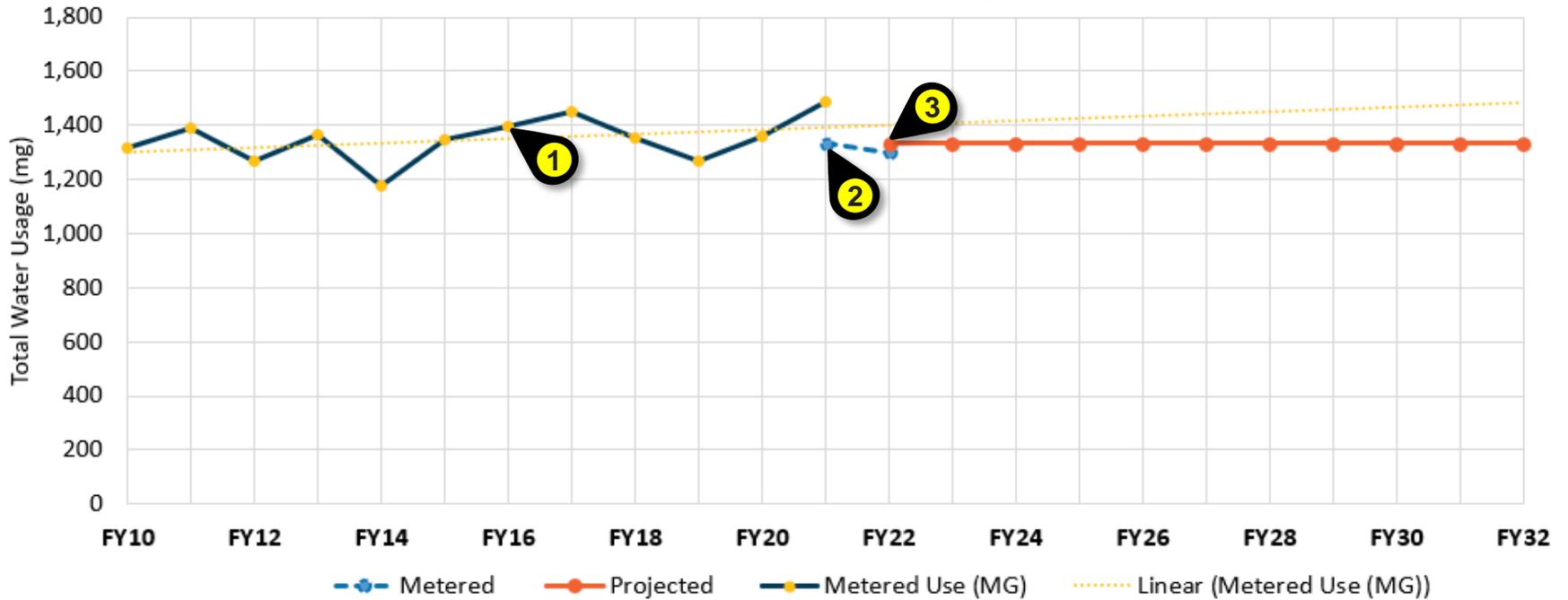
Notes & Key Points

1. Model revenue is calculated using account level metered usage data and applying the rates in place at that time. The resultant revenue value is compared to the commitment value for up to three previous years to calibrate the model. Future revenues are calculated using the same method with the projected usage described on the next page.
2. Expected calibration range is <5%, the disparity between min and excess are likely compensating errors on the commitment data.

PROJECTING REVENUES



Historic Vs Projected Usage



Notes & Key Points

1. Source data: Annual Statistical Report Annual Metered Usage
2. Summary Usage Data (T&B VADAR extract)
3. FY23 set at FY21 value and held constant (no additional customers, same usage).

PROJECTING REVENUES – EXISTING RATE STRUCTURE



Historic Revenue Summary (Actuals)

Sum of Actual	FY20	FY21	FY22	Description
Rate Revenue	\$ 6,451,496	\$ 6,249,361	\$ 6,442,888	Payment of customer bills
Betterments	\$ 25,716	\$ 26,531	\$ 27,257	Capital projects paid by customers*
Non-Rate: Misc	\$ 21,964	\$ 21,811	\$ 7,536	Non-Specified
Non-Rate: Fees	\$ -	\$ 238,286	\$ 210,747	Non-specified fees, etc.
Transfer In	\$ 14,749	\$ 45,747	\$ (1,186)	From water stabilization
Liens & Penalties	\$ 6,439	\$ 5,014	\$ 4,259	Demands, late charges etc.
Grand Total	\$ 6,520,363	\$ 6,586,750	\$ 6,691,501	
<i>Rate Revenue %/Total</i>	98.9%	94.9%	96.3%	
<i>Rate Revenue +/-</i>		▼ 3.1%	▲ 3.1%	

Source data
 Water Rev.xlsx

PROJECTING REVENUES – EXISTING RATE STRUCTURE



Analysis of Existing Rate Structure

Meter Size (Inches)	Billing Period (Mo.s)	Charge / Bill (FY22)	Charge / Year	Allowance (HCF)	\$/ HCF	Total Usage (HCF)	Total Allowance (HCF)	Base Revenue	Total Overage (HCF)	No. Bills	No. Bills < Allowance	% Bills < Allowance
A	B	C	D	E	F	G	H	I	J	K	L	M
0.625	6	\$ 62.00	\$ 124.00	40	\$3.10	1,375,336	593,319	\$ 2,527,492	782,017	40,324	19,189	47.6%
0.75	6	\$ 74.00	\$ 148.00	48	\$3.08	233	69	\$ 592	164	8	7	87.5%
1	6	\$ 118.00	\$ 236.00	76	\$3.11	125,890	42,589	\$ 174,876	83,301	1,457	613	42.1%
1.5	4	\$ 103.00	\$ 412.00	124	\$3.32	53,038	11,680	\$ 59,740	41,358	561	291	51.9%
2	4	\$ 147.50	\$ 590.00	176	\$3.35	102,215	21,381	\$ 112,100	80,834	737	365	49.5%
3	4	\$ 244.00	\$ 976.00	292	\$3.34	67,407	5,275	\$ 12,688	62,132	87	28	32.2%
4	4	\$ 294.00	\$ 1,176.00	352	\$3.34	7,940	2,490	\$ 3,528	5,450	28	6	21.4%
6	4	\$ 441.50	\$ 1,766.00	528	\$3.34	6,087	528	\$ -	5,559	4	1	25.0%
						\$3.25	1,738,146	677,331	\$ 2,891,016	1,060,815	43,206	20,500

Allowance Value @ \$3.25 \$ 2,200,608
 Base Charge Revenue \$ 2,891,016
\$ 690,408 (24%) of Total

Existing Rate Structure: Customers are billed semiannually or quarterly depending upon their meter size (col's A & B) the amount shown (col. C). The bill amount includes an **annual** usage allowance (col. E). Customers whose metered usage is less than the allowance pay only the flat fee shown in column C, if usage is greater than the allowance, they are charged for the difference at \$3.50 per HCF.

The analysis above was used to determine how much of the base charge was indirect usage charges versus a true base charge. Columns G through K are based upon the summary of bills for FY22. Assigning the average effective usage rate for the allowance calculated in Column H is the usage included with the existing rates, if we use the average 'actual' value (Col F) the base charge revenue is only 24% more than the effective value of the usage. This means that the 76% of the base revenue is essentially usage based. Under the current rate structure, 44% of user rate revenue is from the base charges with the remaining 58% coming from overages. Essentially this means that only 10% of the user revenue is not usage based.

Column M shows that roughly half of existing customers use less than their allowance, which means they essentially pay for more than they actually use.

PROJECTING REVENUES – NON-RATE SOURCES



Historic Revenue Summary (Actuals)

Sum of Actual	FY20	FY21	FY22
Rate Revenue	\$ 6,451,496	\$ 6,249,361	\$ 6,442,888
Betterments	\$ 25,716	\$ 26,531	\$ 27,257
Non-Rate: Misc	\$ 21,964	\$ 21,811	\$ 7,536
Non-Rate: Fees	\$ -	\$ 238,286	\$ 210,747
Transfer In	\$ 14,749	\$ 45,747	\$ (1,186)
Liens & Penalties	\$ 6,439	\$ 5,014	\$ 4,259
Grand Total	\$ 6,520,363	\$ 6,586,750	\$ 6,691,501

Non Rate Revenue Trending

Category	Trend	Average	Starting Value
Betterments		\$ 26,501	\$ 25,000
Non-Rate: Misc		\$ 17,104	\$ 18,000
Non-Rate: Fees		\$ 149,678	\$ 225,000
Transfer In		\$ 19,770	
Total		\$ 213,053	\$ 268,000

Notes & Key Points

1. Under existing rate structure ~93% of rate revenue is usage based.
2. Starting value is the amount of non-rate revenue to be added to the dashboard for every year starting with FY25. Values based upon overall average with consideration given to outliers, etc. Future years can be projected independently, etc. based upon additional information.

PROJECTING REVENUES



Based upon discussion with the Water Department supported by the analysis shown on page 10 a more conventional rate structure. Under the proposed rate structure, customers pay for all water consumed under a tiered rate structure and a fixed base charge that increases with meter size is proposed.

Using base charges escalate with meter size is an industry standard, it recognizes the “readiness to serve” concept which is based upon the fact that water systems are designed based upon peak conditions as well as the fact that the larger a service is, the larger potential impact there is at any time.

Tiered rates are intended to promote water conservation. It is difficult to analyze residential usage patterns in Falmouth due to the fact that the meters are read on a semiannual basis and even more importantly, many properties are not occupied on a regular basis. Tier volumes were based upon typical residential usage patterns and the price ratios are set conservatively. Using this framework rates were set for two scenarios:

Scenario 1: Fund all operating expenses including general fund reimbursements, OPEB and all capital

Scenario 2: Fund existing operating expense categories and Capital Efficiency Plan (water mains) only.

Base Charge Escalators

Meter Size	Meter Equivalent Ratio		
	AWWA	Exist.	Prop.
5/8 inch	1.00		1.00
3/4 inch	1.50		1.50
1 inch	2.50		2.50
1-1/2 inch	5.00		5.00
2 inch	8.00		8.00
3 inch	15.00		15.00
4 inch	25.00		25.00
6 inch	50.00		50.00
8 inch	80.00		50.00

Tier Volume / Price Ratio

Tier	Volume		Price Ratio
	Qtrly	Semi	
Tier 1	0-20	40	1.00
Tier 2	20-60	120	1.25
Tier 3	>60	>120	1.50

Note: The revenue and customer cost projections contained herein are estimates based upon existing usage data which, due to the format contains a variety of discrepancies and subsequent assumptions.

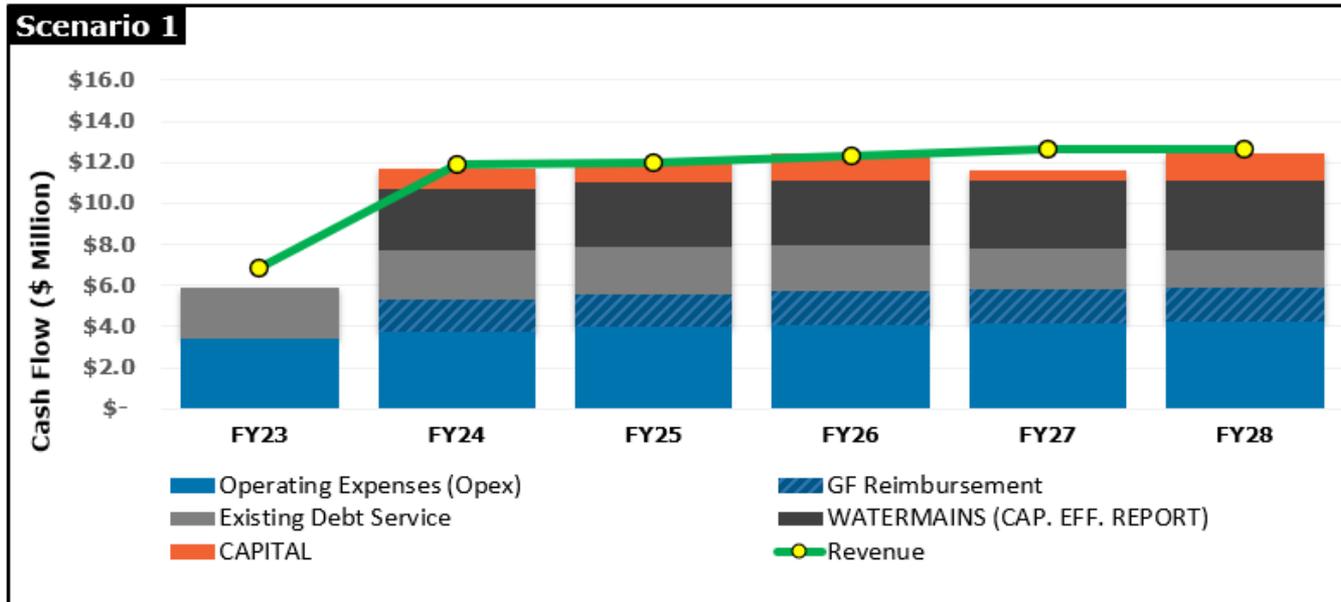
PROJECTING REVENUES – SCENARIO 1



Scenario 1: Fund 100% of Water System Expenses

	FY23	FY24	FY25	FY26	FY27	FY28
Revenue			3.0%	3.0%		
Rate Revenue	\$ 6,833,407	\$ 11,831,607	\$ 11,935,381	\$ 12,292,895	\$ 12,551,605	\$ 12,551,605
Betterments	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Liens & Penalties	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Non-Rate: Misc	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 6,881,407	\$ 11,879,607	\$ 11,983,381	\$ 12,340,895	\$ 12,599,605	\$ 12,599,605
<i>delta previous</i>	▲ 5.7%	▲ 42.2%	▲ 0.9%	▲ 2.9%	▲ 2.1%	▲ 0.0%

Net Revenue (TOTAL)	\$1,009,880	\$ 162,471	\$ (115,884)	\$ (104,278)	\$ 1,010,999	\$ 139,410
Retained Earnings Balance		\$162,471	\$46,587	-\$57,691	\$953,308	\$1,092,718



PROJECTING REVENUES – SCENARIO 1



Proposed Rates- Scenario 1

Description	Type	FY23	Rate Increase				
			0%	3%	3%	0%	0%
		FY24	FY25	FY26	FY27	FY28	
5/8 Inch	Semi-Annual Base Charge	\$62.00	\$70.00	\$72.10	\$74.25	\$74.25	\$74.25
3/4 Inch	Semi-Annual Base Charge	\$74.00	\$105.00	\$108.15	\$111.40	\$111.40	\$111.40
1 Inch	Semi-Annual Base Charge	\$118.00	\$175.00	\$180.25	\$185.65	\$185.65	\$185.65
1.5 Inch	Quarterly Charge	\$103.00	\$175.00	\$180.25	\$185.65	\$185.65	\$185.65
2 Inch	Quarterly Charge	\$147.50	\$280.00	\$288.40	\$297.05	\$297.05	\$297.05
3 Inch	Quarterly Charge	\$244.00	\$525.00	\$540.75	\$556.95	\$556.95	\$556.95
4 Inch	Quarterly Charge	\$294.00	\$875.00	\$901.25	\$928.30	\$928.30	\$928.30
6 Inch	Quarterly Charge	\$441.50	\$1,750.00	\$1,802.50	\$1,856.60	\$1,856.60	\$1,856.60
8 Inch	Quarterly Charge	\$589.00	\$1,750.00	\$1,802.50	\$1,856.60	\$1,856.60	\$1,856.60
Overage	Usage	\$3.50					
Tier 1	Usage		\$4.15	\$4.15	\$4.27	\$4.40	\$4.40
Tier 2	Usage		\$5.19	\$5.19	\$5.34	\$5.50	\$5.50
Tier 3	Usage		\$6.23	\$6.23	\$6.41	\$6.60	\$6.60

PROJECTING REVENUES – SCENARIO 1



Revenue Breakdown

<i>Scenario 1</i>						
Category	Type	FY24	FY25	FY26	FY27	FY28
5/8 Inch	Semi-Annual Base Charge	\$ 2,851,100	\$ 2,936,633	\$ 3,024,203	\$ 3,024,203	\$ 3,024,203
3/4 Inch	Semi-Annual Base Charge	\$ 840	\$ 865	\$ 891	\$ 891	\$ 891
1 Inch	Semi-Annual Base Charge	\$ 258,300	\$ 266,049	\$ 274,019	\$ 274,019	\$ 274,019
1.5 Inch	Quarterly Charge	\$ 99,400	\$ 102,382	\$ 105,449	\$ 105,449	\$ 105,449
2 Inch	Quarterly Charge	\$ 211,680	\$ 218,030	\$ 224,570	\$ 224,570	\$ 224,570
3 Inch	Quarterly Charge	\$ 27,300	\$ 28,119	\$ 28,961	\$ 28,961	\$ 28,961
4 Inch	Quarterly Charge	\$ 10,500	\$ 10,815	\$ 11,140	\$ 11,140	\$ 11,140
6 Inch	Quarterly Charge	\$ -	\$ -	\$ -	\$ -	\$ -
8 Inch	Quarterly Charge	\$ -	\$ -	\$ -	\$ -	\$ -
Tier 1	Usage	\$ 4,016,889	\$ 4,016,889	\$ 4,137,395	\$ 4,261,517	\$ 4,261,517
Tier 2	Usage	\$ 2,195,137	\$ 2,195,137	\$ 2,260,991	\$ 2,328,821	\$ 2,328,821
Tier 3	Usage	\$ 2,160,461	\$ 2,160,461	\$ 2,225,275	\$ 2,292,033	\$ 2,292,033
Total		\$ 11,831,607	\$ 11,935,381	\$ 12,292,895	\$ 12,551,605	\$ 12,551,605
	Base Charge Revenue		29%	30%	30%	29%
					29%	29%

PROJECTING REVENUES – SCENARIO 2

Calibrate Rate Model

Project Water Usage

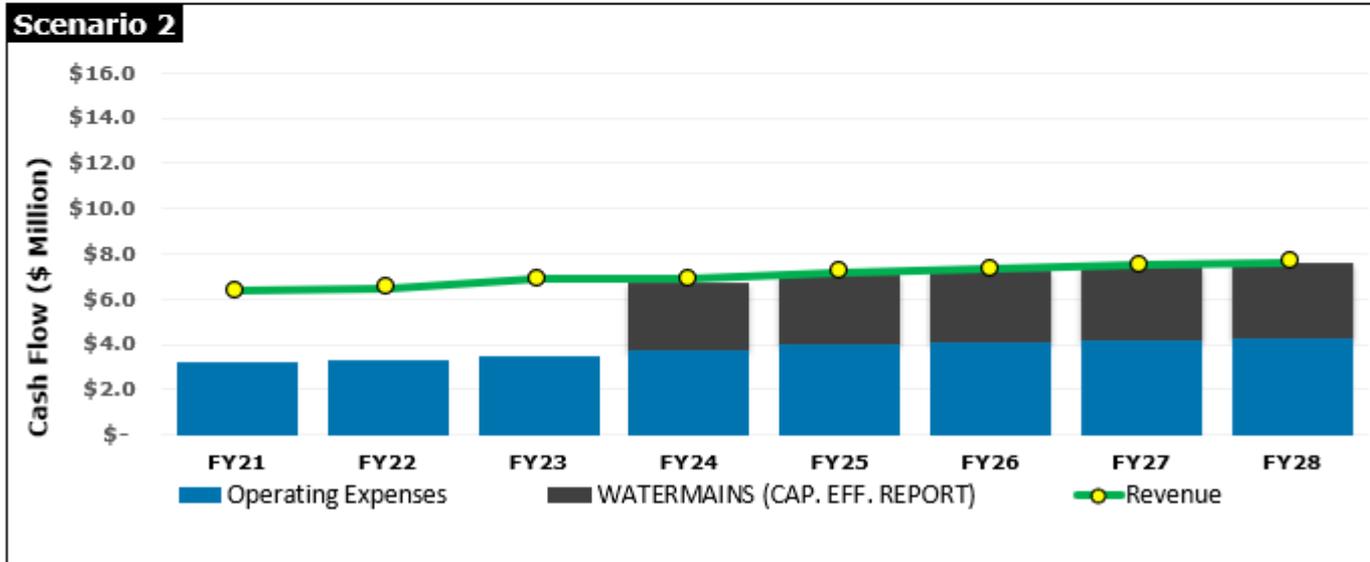
Review revenue sources

Adjust Rates

Evaluate Alternatives

Scenario 2: Watermain capital cost and operating costs

	FY23	FY24	FY25	FY26	FY27	FY28
Revenue			5.0%	2.0%	2.5%	2.0%
Rate Revenue	\$ 6,833,407	\$ 6,820,602	\$ 7,130,205	\$ 7,273,998	\$ 7,448,983	\$ 7,595,149
Betterments	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Liens & Penalties	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Non-Rate: Misc	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 6,881,407	\$ 6,868,602	\$ 7,178,205	\$ 7,321,998	\$ 7,496,983	\$ 7,643,149
<i>delta previous</i>	▲ 5.7%	▼ 0.2%	▲ 4.3%	▲ 2.0%	▲ 2.3%	▲ 1.9%
Net Revenue (Total)	\$1,009,880	\$ 120,824	\$ 91,671	\$ 58,704	\$ 52,340	\$ 12,447
Retained Earnings Balance		\$120,824	\$212,495	\$271,198	\$323,538	\$335,985



PROJECTING REVENUES – SCENARIO 2

Calibrate Rate Model

Project Water Usage

Review revenue sources

Adjust Rates

Evaluate Alternatives

Revenue Breakdown

Scenario 2

Category	Type	FY24	FY25	FY26	FY27	FY28
5/8 Inch	Quarterly Charge	\$ 1,547,740	\$ 1,625,127	\$ 1,657,711	\$ 1,698,441	\$ 1,733,062
3/4 Inch	Quarterly Charge	\$ 456	\$ 479	\$ 488	\$ 501	\$ 511
1 Inch	Quarterly Charge	\$ 140,220	\$ 147,231	\$ 150,183	\$ 153,947	\$ 157,046
1.5 Inch	Quarterly Charge	\$ 53,960	\$ 56,658	\$ 57,794	\$ 59,242	\$ 60,435
2 Inch	Quarterly Charge	\$ 114,912	\$ 120,658	\$ 123,077	\$ 126,139	\$ 128,671
3 Inch	Quarterly Charge	\$ 14,820	\$ 15,561	\$ 15,873	\$ 16,271	\$ 16,596
4 Inch	Quarterly Charge	\$ 5,700	\$ 5,985	\$ 6,105	\$ 6,257	\$ 6,383
6 Inch	Quarterly Charge	\$ -	\$ -	\$ -	\$ -	\$ -
8 Inch	Quarterly Charge	\$ -	\$ -	\$ -	\$ -	\$ -
Overage	Usage	\$ -	\$ -	\$ -	\$ -	\$ -
Tier 1	Usage	\$ 2,371,416	\$ 2,468,209	\$ 2,516,605	\$ 2,565,001	\$ 2,613,398
Tier 2	Usage	\$ 1,295,924	\$ 1,354,109	\$ 1,375,267	\$ 1,417,583	\$ 1,438,741
Tier 3	Usage	\$ 1,275,453	\$ 1,336,189	\$ 1,370,895	\$ 1,405,601	\$ 1,440,307
Total		\$ 6,820,602	\$ 7,130,205	\$ 7,273,998	\$ 7,448,983	\$ 7,595,149
		28%	28%	28%	28%	28%

CUSTOMER IMPACTS

Annual Cost Residential

Typical Residential Customer		2.5 people using 64 gallons per day each with a 5/8" meter					
Scenario	FY23	FY24	FY25	FY26	FY27	FY28	Total
Scenario 1	\$ 253.52	\$ 459.57	\$ 463.77	\$ 477.66	\$ 487.53	\$ 487.53	\$ 2,376.07
<i>Increase</i>		\$ 206.05	\$ 4.20	\$ 13.89	\$ 9.87	\$ -	
Scenario 2	\$ 253.52	\$ 264.67	\$ 276.17	\$ 281.62	\$ 287.47	\$ 293.02	\$ 1,402.94
<i>Increase</i>		\$ 11.15	\$ 11.50	\$ 5.45	\$ 5.85	\$ 5.55	
Low Usage Residential Customer		1 person using 50 gallons per day with a 5/8" meter					
Scenario	FY23	FY24	FY25	FY26	FY27	FY28	Total
Scenario 1	\$ 124.00	\$ 239.73	\$ 243.93	\$ 251.22	\$ 254.31	\$ 254.31	\$ 1,243.50
<i>Increase</i>		\$ 115.73	\$ 4.20	\$ 7.29	\$ 3.08	\$ -	
Scenario 2	\$ 124.00	\$ 134.88	\$ 141.08	\$ 143.88	\$ 147.08	\$ 149.99	\$ 716.91
<i>Increase</i>		\$ 10.88	\$ 6.20	\$ 2.80	\$ 3.20	\$ 2.90	
High Usage Residential Customer		2x Typical user					
Scenario	FY23	FY24	FY25	FY26	FY27	FY28	Total
Scenario 1	\$ 379.04	\$ 919.14	\$ 927.54	\$ 955.32	\$ 975.07	\$ 975.07	\$ 4,752.14
<i>Increase</i>		\$ 540.11	\$ 8.40	\$ 27.77	\$ 19.75	\$ -	
Scenario 2	\$ 379.04	\$ 529.33	\$ 552.33	\$ 563.23	\$ 574.94	\$ 586.04	\$ 2,805.87
<i>Increase</i>		\$ 150.30	\$ 23.00	\$ 10.90	\$ 11.70	\$ 11.10	

Annual Cost Large Users

Customer	Metered Usage	FY23	FY24	
		Existing	Scenario 1	Scenario 2
Reasearch Facility	6,316	\$21,244.50	\$38,259.58	\$22,553.73
Hospital	3,317	\$11,583.50	\$21,436.33	\$12,601.98
Garden Center	3,011	\$10,574.00	\$20,363.05	\$11,915.15
Nursing Home	4,211	\$14,686.50	\$27,789.48	\$16,299.43

Notes:

1. FY23 costs are based upon FY23 rates.
2. Large user may not represent all usage or accounts for each customer.

TOWN OF FALMOUTH, MASSACHUSETTS

MANAGEMENT LETTER

YEAR ENDED JUNE 30, 2010

III. FINDINGS AND RECOMMENDATIONS**(a) WATER AND SEWER (repeated from prior year)**

The water and sewer activities have caused subsidies from the general fund in the following amounts for each of the years presented:

2007 – 814,219
2008 – 216,178
2009 – 563,136
2010 - 985,051

Since the activities are accounted for in the general fund, this deficit has been absorbed through taxation.

In addition, rate payers are billed only twice per year.

We suggest the following with respect to these activities:

- (1) Set up Enterprise funds to account for the activities. In doing so the results of operations are specifically identifiable to the Enterprise Fund and would not impact the Town's General Fund. Any deficits would need to be raised through user rates.
- (2) Amend the billing cycle such that bills are sent throughout the year and shorten the period of arrearage. Each section of Town would be assigned a billing quadrant and bills would be sent monthly.

We are encouraged that the Town took steps to resolve the deficit aspect of this situation by having the first professional rate study done in nearly a decade during 2010.

(b) TREASURER/COLLECTOR CONSOLIDATION (repeated from prior year)

In our report to management dated February 3, 2010, we recommended that the Town move to consolidate the Treasurer and Collector functions. Subsequently, we performed a much more detailed analysis and issued a 22 page report dated September 27, 2010. Many improvements suggested in this report have been completed or are in process. The Town has now operated without an appointed Treasurer (Assistant is acting) for several months and is in a better position now to evaluate the cost benefits of other recommendations in this report.

If you have not reviewed this report, we urge you to do so.

OPEN SESSION

BUSINESS

2. Authorize Water Superintendent to amend water usage restrictions as needed based on drought conditions **(5 minutes)**

Motion 1: Move to lift the water use restrictions recommended by the Water Department and implemented by the Falmouth Select Board on August 8, 2022.

Motion 2: Move to authorize the Water Superintendent to amend water usage restrictions as needed based on drought conditions.



TOWN OF FALMOUTH
DEPARTMENT OF PUBLIC WORKS



Peter M. McConarty, P.E., P.L.S.
Director

416 Gifford Street
Falmouth, MA 02540
Cape Cod

Tel: 508-457-2543
Fax: 508-457-1537
Email: peter.mcconarty@falmouthma.gov

MEMORANDUM

DATE: May 1, 2023

TO: Peter Johnson Staub, Interim Town Manager,
Select Board Members

Cc: Michael Reghitto, Interim Water Superintendent

FROM: Peter McConarty, Public Works Director *P.M.M.*

RE: Request authorizations for two water restriction motions .

Public Works is requesting authorization for the Water Superintendent to amend water usage restrictions based on the following two motions:

- Motion 1: Move to lift the water use restrictions recommended by the Water Department and implemented by the Falmouth Select Board on August 8, 2022.
- Motion 2: Move to authorize the Water Superintendent to amend water usage restrictions as needed based on drought conditions.

OPEN SESSION

BUSINESS

3. Update – Nobska Light land disposition **(15 minutes)**

May 22, 2023 agenda.

OPEN SESSION

BUSINESS

4. Beach Committee mission statement **(5 minutes)**

Beach Committee Mission Statement

Town Manager Proposed - April 26, 2023

The Falmouth Beach Committee is charged with:

1. Advising the Select Board on policies related to the Beach Department;
2. Advising the Select Board on the setting of fees, establishing of budgets, and inclusions into the capital plan;
3. Advising the Select Board on matters regarding regulating the use of the beaches as well as the restoration and preservation of the 10 Falmouth beaches and their facilities;
4. Advising the Select Board on ways to develop, grow and sustain beach staff;
5. Serving as Beach Department volunteers under the direction of the Beach Superintendent;
6. Providing assistance with communication between Select Board, beach patrons, the Falmouth community, town departments and the public;

To that end the seven-member committee meets monthly in a public location with a posted agenda to discuss how to implement these objectives and then to bring that advice to the Select Board.

Diane Davidson

From: BARBARA SCHNEIDER <[REDACTED]>
Sent: Thursday, April 20, 2023 1:29 PM
To: Falmouth Selectboard
Subject: mission statement for May 1 approval
Attachments: Mission Statementnew.docx

Mission Statement

The Falmouth Beach Committee is charged with:

1. Advising the Select Board on policies related to the Beach Department;
2. Advising the Select Board on the setting of fees, establishing of budgets, and inclusions into the capital plan;
3. Advising the Select Board on matters regarding regulating the use of the beaches as well as the restoration and preservation of the 10 Falmouth beaches and their facilities;
4. Advising the Select Board on ways to develop, grow and sustain beach staff;
5. Serving as volunteers and representatives for the Falmouth beaches;
6. Providing assistance with communication between Select Board, beach patrons, the Falmouth community, town departments and the public;

To that end the seven-member committee meets monthly in a public location with a posted agenda to discuss how to implement these objectives and then to bring that advice to the Select Board.

OPEN SESSION

BUSINESS

5. Approve mission statement for disposable plastic regulation committee **(5 minutes)**

DRAFT

Disposable Plastic Advisory Committee Charge

The Disposable Plastic Advisory Committee shall be appointed by the Select Board in accordance with relevant provisions of the Falmouth Home Rule Charter and Town bylaws. The Committee shall consist of seven (7) members, including:

- At least one representative of the food establishment businesses directly affected by regulation of disposable plastic;
- At least one individual who is an advocate of regulating the use of disposable plastic by food establishments;
- One Solid Waste Advisory Committee member or designee;
- One Board of Health member or designee;

The mission of the Committee is to solicit input from food establishment owners and representatives, and from advocates of plastic waste reduction, in developing regulations to reduce, or eliminate, the use of disposable plastic containers and utensils by food establishments in Falmouth. The Committee will consider cost implications for businesses and consumers as well as the environmental impacts of disposable plastic. Proposed regulations will be presented to the Health Agent for review and comment prior to submission to the Board of Health for consideration and potential adoption.

The Board respectfully asks the Committee to submit a progress report to the Select Board by August 4, 2023 and to provide the Select Board with a copy of the proposed regulations at the same time they are submitted to the Board of Health.

OPEN SESSION

BUSINESS

6. Police vehicle replacement policy **(10 minutes)**

Town of Falmouth

Fuel Efficient Vehicle and Idling Policy

Purpose:

To establish a requirement that the Town of Falmouth purchase only fuel efficient vehicles for municipal / school use whenever such vehicles are commercially available and practicable and reduce fuel consumption.

Policy Statement:

In an effort to reduce the Town of Falmouth's fuel consumption and energy costs, the Board of Selectmen hereby adopts this policy to purchase only fuel efficient vehicles to meet this goal.

Applicability:

This policy applies to all divisions and departments of the Town of Falmouth, including the Falmouth Public School department.

Guidelines:

All departments / divisions shall purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable.

The Town of Falmouth will maintain an annual vehicle inventory for all vehicles and a plan for replacing any non-exempt vehicles that meet, at a minimum, the fuel efficiency ratings contained in the most recent guidance for Criterion 4 as published by the MA Department of Energy Resource's Green Communities Division.

It is the responsibility of the Town of Falmouth to check the Green Communities Division's Guidance for Criterion 4 for updates prior to ordering replacement vehicles.

Exemptions:

- Heavy-duty vehicles such as fire apparatus, ambulances, and public works trucks meet the definition of heavy-duty vehicle.
- Police cruisers, passenger vans and cargo vans are exempt from this criterion until such time that fuel-efficient vehicles become commercially available. However, the Town of Falmouth commits to purchasing fuel-efficient police cruisers, and vans once they become available. Police and Fire department administrative vehicles are not exempt and must meet fuel efficient requirements.

Inventory:

The following information shall be included in a vehicle inventory list which shall be updated on an annual basis:

Make	Model	Year	Date Purchased	Drive System	>8500 lbs. ?	Exempt? Y/N	MPG Rating	Function
------	-------	------	----------------	--------------	--------------	-------------	------------	----------

NOTE: Departments / Divisions may use EPA combined MPG estimates or actual combined MPG.

Fuel Efficient Vehicle Replacement Plan:

All non-exempt vehicles shall be replaced with fuel-efficient vehicles that adhere to the most recent Green Communities Criterion 4 Guidance. Vehicles shall be replaced when they are no longer operable and will not be recycled from one municipal department to another unless the recycled replacement vehicle meets the fuel efficiency ratings outlined in the Policy. When replacing exempt vehicles, the function of the vehicle will be reviewed for potential replacement with a more fuel-efficient vehicle, including a fuel efficient non-exempt vehicle.

The Town of Falmouth will review the vehicle inventory and Green Communities Criterion 4 Guidance annually to plan for new acquisitions as part of the planning for the capital budget.

Anti-Idling:

In order to maximize fuel economy and reduce fuel emissions, it is not permissible to allow a vehicle to idle except under the following conditions:

- Vehicle warm-up.
- Vehicles utilized in traffic control in work zones with emergency lights operating.
- Emergency vehicle operation.
- Vehicle servicing operations where idling is necessary to the repair/service.
- Vehicle's accessory equipment needs to be powered.

Definitions:

Combined city and highway MPG (EPA Combined Fuel Economy): Combined Fuel Economy means the fuel economy from driving a combination of 43% city and 57% highway miles and is calculated as follows:

$$=1/(0.43/City\ MPG)+(0.57/Highway\ MPG)$$

Drive System: The manner in which mechanical power is transmitted from the drive shaft to the wheels. The following codes are used in the drive field:

- AWD = All Wheel Drive: 4-wheel drive automatically controlled by the vehicle power train system.
- 4WD = 4-Wheel Drive: driver selectable 4-wheel drive with 2-wheel drive option.
- 2WD = 2-Wheel Drive.

Heavy-duty vehicle: A vehicle with a manufacturer's gross vehicle weight rating (GVWR) of more than 8,500 lbs.

Date Adopted: 11/7/16 per BOS
Effective Date: 11/7/16
Revision Date: _____

Julian M. Laro
FALMOUTH TOWN MANAGER

Police Cruisers

Ford Interceptor Hybrid

Cost- \$40,678
\$50,927 Outfitted

MPG- 24mpg

Ford Interceptor

Cost- \$38,097
\$48,346 Outfitted

MPG- 17mpg

Chevy Tahoe

Cost- \$39,485
\$60,518 Outfitted

MPG- 14mpg

Funding Available:

Police Operating Budget: \$125,000
Capital: \$120,000
TOTAL: \$245,000

2023 Model Year Costs:

- 4 Police Ford Hybrid Interceptors- Total- \$203,708
 - 4 Police Ford Gas Interceptors- Total- \$193,384
 - 4 Police Chevy Tahoe- Total- \$242,072
-
- Wareham Ford has indicated that the new model Hybrid Interceptor does not have a skid plate protector for the coolant hoses underneath that operate the Hybrid system. These hoses have been torn due to low ground clearance.
 - The Chevy Tahoe has more ground clearance and more space on the inside for our growing equipment requirements as well as increased space for operator and prisoners. However, the Chevy Tahoe is a V8 engine which results in less gas mileage.
 - According to Colonial Municipal Group, Hybrid models are currently available. Common mechanical issues that dealerships are still seeing with the Hybrid models include charging and electrical issues. Colonial Ford has advised they are replacing the transmissions in 3 Hybrid models for 3 different towns for vehicles with mileage between 30,000 and 40,000. The cost to replace a Hybrid battery is \$8000.00. They do have extended warranties (5yr, 100,000 miles) for \$3000.00 per vehicle. The purchase of the next four cruisers will be the last four to retrofit as they are the older models. The cost of building should decrease for the next order as retrofitting will no longer apply.

Definitions:

- Outfitted-The cruisers that are marked for trade-in are older model Explorers in which the prisoner compartment no longer fit the newer models. In addition, the newer cruisers have new light bars which will be replaced with the new purchase. The outfitted cruiser package is reflected above.
- Cruiser Build- Transferring equipment as well as paint, decals, lighting, equipment, etc.

OPEN SESSION

BUSINESS

7. Acting as Trustees of the Falmouth Affordable Housing Fund, Discussion and Vote on application from Falmouth Housing Trust for \$500,000 for affordable housing project at on Sam Turner Road **(10 minutes)**

Recommended Motion:

"I move that the Board, acting as Trustees of the Falmouth Affordable Housing Fund, grant \$500,000 to Falmouth Housing Trust to construct 4 single family affordable deed restricted homes in perpetuity for ownership on Sam Turner Road and authorize the Interim Town Manager to execute a commitment letter, grant agreement, and other documents that may be required to set forth the terms of the financial award to the Falmouth Housing Trust."



TOWN OF FALMOUTH
Office of the Town Manager & Select Board
59 Town Hall Square, Falmouth, Massachusetts 02540

TO: Select Board
FROM: Peter Johnson-Staub, Interim Town Manager *PJS*
SUBJECT: Falmouth Housing Trust – Sam Turner Road
Application to Falmouth Affordable Housing Fund (FAHF)
DATE: April 13, 2023
CC: Community Preservation Committee
Kimberly Fish, Housing Coordinator

The FAHF received an application from the Falmouth Housing Trust (FHT) requesting \$500,000 in funding to construct 4 single family affordable deed restricted homes in perpetuity for ownership on Sam Turner Road, East Falmouth.

I received a favorable recommendation from the FAHF Working Group on March 1, 2023 and the Community Preservation Committee on April 10, 2023.

I am recommending a subsidy of \$125,000 per unit in this circumstance taking into consideration the following factors:

- All 4 units are affordable at 80% of AMI;
- 3 bedroom units with square footage of 1,551;
- Cost per unit of \$450,000; and
- Proposed Sale Price of \$240,000.

I recommend the Select Board support this application.

Recommended Motion:

"I move that the Board, acting as Trustees of the Falmouth Affordable Housing Fund, grant \$500,000 to Falmouth Housing Trust to construct 4 single family affordable deed restricted homes in perpetuity for ownership on Sam Turner Road and authorize the Interim Town Manager to execute a commitment letter, grant agreement, and other documents that may be required to set forth the terms of the financial award to the Falmouth Housing Trust."

ATTACHMENTS:

- Application
- CPC Recommendation



Community Preservation Committee
59 Town Hall Square, Falmouth, MA 02540
508-495-7436

MEMO

To: Peter Johnson-Staub, Interim Town Manager
Kimberly Fish, Housing Coordinator

From: Maureen Thomas, Community Preservation Coordinator *MTT*

Cc: Russell Robbins, CPC Chair

Re: CPC Recommendation – FAHF FHT Application – Sam Turner Road

Date: April 13, 2023

On Monday, April 10, 2023, the Community Preservation Committee (CPC) voted unanimously to make a recommendation to the Trustees in support of the funding for the Falmouth Housing Trust (FHT) Sam Turner Road affordable housing project in the amount of \$500,000.

Thank you very much for your consideration of the CPC recommendation.

FALMOUTH AFFORDABLE HOUSING FUND

Established by Ch. 29 of the Acts of 2011
Board of Selectmen, Trustees

59 Town Hall Square
Falmouth, Massachusetts 02540
(508) 495-7344

AFFORDABLE HOUSING FUND APPLICATION Calendar Year 2023

General Information

Project Name: Sam Turner Road (Modification of Esker Place/Longshank Project from 1990s)

Project Location and Parcel ID#: Sam Turner Road 11 01 016 000A

Type of Project: 4 single family affordable deed restricted homes

Applicant(s) name/ Organization: Falmouth Housing Trust, Inc.

Contact Person: Karen Bissonnette, Executive Director

Mailing Address: P.O. Box 465, Falmouth, MA 02541

Telephone Number: 508 274-1651

Email Address: kb@falmouthhousingtrust.org

Property Ownership

Legal Property Owner of Record: Falmouth Housing Trust, Inc.

Is the owner the applicant? yes

If not, does the applicant have site control or written consent of the property owner to submit an application? If yes, attach documentation. Without this documentation the project will be ineligible for funding for this applicant.

For projects that have an acquisition expense the applicant must provide an appraisal from an independent party that justifies the acquisition cost.

Development Team

Please submit as attachments the resumes of the development team and a list and description of affordable housing projects completed by the applicant. Karen Bissonnette, Joanne O' Sullivan, Addie Drolette, David Garrison, Troy Clarkson, Edwin Montelero

Project Information

Describe the proposed project including:

Project Style:

1 | Page

Falmouth Affordable Housing Fund
Rev. 4/19

RECEIVED

FEB 9 2023

HOUSING COORDINATOR

Type of Units (condo ownership, fee simple ownership, rental, etc.): 4
Single-Family Owner-Occupied
Homes with fee simple ownership
with a permanent affordable
deed restriction

Total Number of Units: 4 Number of BRs 3
Number of Market Units: _____
Number of Affordable Units: 4
Proposed Sale Prices/Rents: \$240,000
Proposed Condo Fees: _____

Proposed % of AMI target beneficiaries: 80% AMI

Describe how this project addresses the unmet affordable housing needs of the community as identified in the Town of Falmouth *Housing Demand Study & Needs Analysis (2014)* and the Town of Falmouth *Local Comprehensive Plan (2016)*.

Falmouth Housing Trust continues efforts to address the shortage of housing that working people can afford. This has become even more challenging over the past three years because of the effects of the pandemic on housing costs and building prices.

On January 5, 2023, the ZBA approved an insubstantial change to a 1990s Comprehensive Permit issued for the Esker Place/Longshank development which created 18 affordable homes. This modification allows the building of 4 additional single-family deed restricted affordable homes. These homes will be sold to those at 80% of AMI. The fact that FHT owns the land is crucial to this project.

Falmouth Housing Trust owns 16.5 acres at this site and will be using approximately 2.5 acres to create these homes. The rest of the land will be open space. Originally this land was given to the Town by the developers of Ballymeade and it was deeded by the Town to FHT in the 1980s.

The 3-bedroom homes will be 1,551 square feet. The 3 bedrooms homes will be a Cape Cod Saltbox style. The homes will have heat pump technology making them all electric. Consequently, there will be significant saving to the homeowners on utility bills as FHT takes advantage of the most current technology and complies with the Town's Building Stretch Codes.

We are applying for a municipal subsidy to make it possible to build these homes and include them on the Town's Subsidized Housing Inventory.

The project will follow Sustainable Development Principles adopted by Governor Patrick's Administration in 2007, which encourages housing development that is consistent with sustainable development design and green building practices. The development is compact and conserves land and utilizes existing water and electric infrastructure and existing roadways rather than requiring new water, electric or roadways. The project will expand housing opportunities that are compatible with the character of the neighborhood and the community and supports the implementation of the local and regional affordable housing plans.

This project addresses the affordable needs of the Town in accordance with the Falmouth Affordable Housing Fund Board of Trustees' 2019 Funding Priorities by creating affordable housing that is consistent with many of the Commonwealth's Sustainable Development Principles:

- by creating affordable housing with an increased density that is compatible with surrounding homes and neighborhoods
- by meeting criteria of the Target Populations by providing housing for low-income Households at 80% of AMI
- by providing housing for larger families needing 3+bedrooms
- by creating homes for first time buyers
- by creating more affordable units than proposed and required through Comprehensive Permit Applications (40B)
- by continuing to preserve open space with clustered lots

Also, this project is in line with the Housing Production Plan's stated need for 70+ housing units per year and the Commonwealth's Housing Choice goal of 135,000 new housing units.

Clearly, the demand for housing continues to increase and according to the Housing Needs and Demand Analysis Falmouth needs more than 500 homes over the next five years to meet this demand. Our mission is to build workforce housing for young people and families. The lack of affordable housing contributes to the loss of our young workforce—many of whom are low-to-moderate income people who provide essential services to our community. As Falmouth's young workforce has decreased, our population continues to grow older; the number of age dependent people (children and those 65 and older) is larger than our working population. This is an unhealthy ratio for any community; all communities need a diverse, productive workforce to thrive.

A recent report issued by The Concord Group and presented by the Housing Assistance Corporation states that the region will lose over 800 families whose income is \$100,000 or less over the next three years. These are the people whose presence is critical to sustain our economy and our quality of life.

The report goes on to say that almost 50% of those who work on Cape Cod live off Cape and commute here because of the lack of housing they can afford. For those who are also worried about our environment, the emissions from all of these cars are certainly not healthy.

Furthermore, there has been an 11% decline in Falmouth's school population in just the past three years. We have a High School that was built for 1,600 students and next year there will be less than 800. This is a clear indication that our community has a problem retaining and attracting those of childbearing age. And the closure of the Falmouth Hospital Maternity and Pediatric units is another harsh reminder that our community lacks this important group, which no community can survive without.

By losing this demographic, our community is losing the diversity, vibrancy, and contributions that this population brings, which affects our local economy and threatens the quality of life. Falmouth's lack of affordable housing is an obstacle to attracting and retaining a young and talented workforce. To retain this population, our low-to-moderate income residents must have housing they can afford. Because Falmouth Housing Trust recognizes the value of this demographic to the health and composition of our town, creating affordable housing for this population is our sole priority. By providing affordable housing opportunities, FHT helps to retain and attract this valuable workforce who make our community vital, healthy, and economically strong.

Site Information

Please provide a description of the surrounding area and community profile including a description of the current site characteristics, zoning, environmental, and any regulatory requirements or constraints. Attach a map and photos of the project site and neighborhood along with any zoning/permitting relief required.

The almost 2.5 acres of land is currently owned by Falmouth Housing Trust. The lot breakdown is as follows:

Lot 19 is 32,212 S.F.

Lot 20 is 23,364 S.F.

Lot 21 is 25,055 S.F.

Lot 22 is 24,582 S.F.

Each lot has 100+ feet of frontage on Sam Turner Road where there will be two curb cuts for two driveways shared for the four homes. The two curb cuts instead of four, is the result of a site visit with the Head of the DPW and the Town Engineer who made this recommendation.

The property is zoned AGAA, and the lots are located within Falmouth's Coastal Pond Overlay District for Wild Harbor.

All of Sam Turner Road has modest single-family homes and in addition to Esker Place, East Ridge

Road was developed with 6 affordable homes built in the 2006 which are just down the street from Esker Place.

Falmouth Housing Trust worked closely with the Director of Natural Resources, Chuck Martinsen, to receive his approval for our Sam Turner Road Project. Three site visits took place with our engineer and changes to FHT's original site plan were made at his suggestion. The discovery of the actual path and habitat of the deer were flagged and accommodations on the plan were made to the satisfaction of the DNR Director.

The four new homes will be part of the 18 home Esker Place neighborhood built by FHT in the 1990s. The new homes are slightly larger at 1551 square feet than the existing homes which are about 1200 square feet.

The size of the new homes is more in line with the existing houses across the street from the property's location and compatible with the design of these existing homes, meaning two story Cape Style.

The zoning relief required is permitted under the existing Comprehensive Permit for the development approved by the ZBA in the 1990s.

Building: On January 5, 2023, the ZBA approved an insubstantial change of a 1990s Comprehensive Permit which permits FHT to move forward to build the houses.

Zoning: AGAA

Health: Perc tests were done with favorable results. A conventional septic system will be done for each house lot.

Conservation: Building will not impact any area subject to Con Com jurisdiction

Infrastructure: There is Town water on the street as well as electricity

Amount of FAHF Request: \$500,000

Project Feasibility

Attach project budget information on the included Attachment A – OneStop 2000 Affordable Housing Finance Application Sections 3: Sources and Uses and Section 4: Budget Pro Forma together with at least one bank letter of reference. Attached

Community Outreach

Provide a description of the applicant efforts to engage the community members through outreach, meetings, and other educational initiatives.

Conversations with a few of the neighbors in Esker Place have taken place. These new homes will be part of the existing HOA and information about the current leadership of the HOA has been sought.

Falmouth Housing Trust will work with Housing Assistance Corporation to do the Affirmative Marketing and Lottery for these houses and at that time will promote these opportunities to Real Estate Agents as well as to Housing Advocates.

We have also approached philanthropic members of our community to help FHT secure the funds to complete this project. Donors like the idea of a public private partnership to provide more housing and only through the generosity of community members and FAHF/CPC funds will this and future projects be feasible. Housing continues to be the priority of the CPC Committee evidenced by the recent vote to fund the Falmouth Affordable Housing Fund with an additional \$2.5 million.

FHT has begun raising money for this project because, in addition to the proposed FAHF request of \$500,000, FHT needs to raise approximately \$280,000 to complete the project. FHT will also be contributing the land.

Also, FHT works with several very community minded vendors with the hope that they will provide some of their services as Gift-in-Kind donations.

Development Schedule

Describe the timeframe for the proposed project and how it will be implemented. Provide a timeline for all project milestones included as *Attachment B – Project Schedule*.

List of Attachments

Attachment B-Project Schedule

List of affordable housing projects completed by Falmouth Housing Trust, Inc.

Resumes of Development Team

One Stop Affordable Housing Finance Application

Builder's quote and specs

Bank Reference

Site Plan

Maps

Pictures property

House Plans

If you have any questions, please do not hesitate to contact Kim Fish at 508 495-7344 or at the email address below.

Submit one electronic copy to Kim.Fish@falmouthma.gov and (6) hard copies to: Kim Fish, Housing Coordinator, Town of Falmouth, 59 Town Hall Square, Falmouth, MA 02540

Provide a schedule for project implementation using the Milestones below. If Milestone B or C is not applicable to your project, mark the Milestone "NA." *Note: Implementation Schedules must be realistic. Carefully consider projected Milestone dates. Unrealistic Implementation Schedules may have a negative impact on the project's application review. Project implementation delay may be considered in recommendation for grant award.*

Milestones (Month/Year):

- A. Project Start (Month/Year): **March 2022** Engineer created first site plan and FHT began working with DNR Director on Deer Corridor
- B. Procurement Documents Submitted to FAHF (Month/Year): **N/A**
- C. **January 2023**-Approval from ZBA on modification to Comprehensive Permit on the project

- D. Project Construction/Professional Contract Submitted FAHF (Month/Year): **February 2023**
- E. Project/Construction Start (Month/Year): **March 2023**

- F. 50% Project Completion (Month/Year): **July 2023**

- G. 100% Project Completion (Month/Year): **December 2023**

- H. Close-Out Complete (Month/Year): **January 2024**

Comments: Falmouth Housing Trust will be using Housing Assistance Corp. for the Marketing Plan and Housing Lottery.

We anticipate that the applications for the Lottery will be available in September 2023 with the Lottery taking place in November 2023.

The lottery winners should be purchasing their homes in December 2023 or January 2024.

ATTACHMENT B PROJECT SCHEDULE



Falmouth Housing Trust, Inc.
List of Affordable Housing Projects

1995	Esker Place	18 houses
2000	East Ridge	6 houses
2015	St. Mark's	3 houses
2017	Odd Fellows Hall/ One Chancery Lane	4 apartments
2019	72 Deer Pond Road	1 house
2023	Lewis Neck Road	3 houses
2023	33 Pheasant Lane	1 house

Uses of Funds

The Contractor certifies that, to the best of their knowledge, the construction estimates, and trade-item breakdown on this page are complete and accurate.

Direct Construction:

105 . Who prepared the estimates? Greg Clancy-Clancy Construction

Name

Signature

106 . Basis for estimates? _____

DY	Trade Item	Amount	Description
107 .	3 Concrete	\$80,000	
108 .	4 Masonry		
109 .	5 Metals		
110 .	6 Rough Carpentry	\$112,000	
111 .	6 Finish Carpentry	\$133,000	
112 .	7 Waterproofing		
113 .	7 Insulation	\$21,000	
114 .	7 Roofing	\$425,000	framing, windows and doors
115 .	7 Sheet Metal and Flashing		
116 .	7 Exterior Siding	\$42,000	
117 .	8 Doors		
118 .	8 Windows		
119 .	8 Glass		
120 .	9 Lath & Plaster	\$42,000	
121 .	9 Drywall		
122 .	9 Tile Work	\$5,600	
123 .	9 Acoustical		
124 .	9 Wood Flooring	\$42,000	
125 .	9 Resilient Flooring		
126 .	9 Carpet		
127 .	9 Paint & Decorating	\$45,000	interior and exterior
128 .	10 Specialties	\$9,800	Mirrors and closets
129 .	11 Special Equipment		
130 .	11 Cabinets	\$40,700	
131 .	11 Appliances	\$15,000	
132 .	12 Blinds & Shades		
133 .	13 Modular/Manufactured		
134 .	13 Special Construction		
135 .	14 Elevators or Conveying Syst.		
136 .	15 Plumbing & Hot Water	\$42,000	
137 .	15 Heat & Ventilation	\$61,500	
138 .	15 Air Conditioning		
139 .	15 Fire Protection		
140 .	16 Electrical	\$60,000	
141 .	Accessory Buildings		
142 .	Other/misc	\$8,400	gutters
143 .	Subtotal Structural	\$1,185,000	
144 .	2 Earth Work		
145 .	2 Sitework&util	\$160,000	Septic, water, utilities, drainage, driveways, tree removal, water
146 .	2 Roads & Walks		
147 .	2 Site Improvement		
148 .	2 Lawns & Planting	\$29,400	
149 .	2 Geotechnical Conditions		
150 .	2 Environmental Remediation		
151 .	2 Demolition		
152 .	2 Unusual Site Cond		
153 .	Subtotal Site Work	\$189,400	
154 .	Total Improvements	\$1,374,400	
155 .	1 General Conditions	\$0	
156 .	Subtotal	\$1,374,400	
157 .	1 Builders Overhead	\$40,000	
158 .	1 Builders Profit	\$115,584	
159 .	TOTAL	\$1,529,984	

160 Total Cost/square foot: **\$450,000.00**

\$450,000.00

Development Budget:

	Total	Residential	Commercial	Comments
161 . Acquisition: Land	\$0			
162 . Acquisition: Building	\$0			
163 . Acquisition Subtotal	\$0	\$0	\$0	
164 . Direct Construction Budg	\$1,529,984	\$1,529,984		(from line 159)
165 . Construction Contingency	\$76,499	\$76,499		5.0% of construction
166 . Subtotal: Construction	\$1,606,483	\$1,606,483	\$0	

General Development Costs:

167 . Architecture & Engineering	\$5,000	\$5,000		
168 . Survey and Permits	\$2,500	\$2,500		Permits, fees, utilities, water taps
169 . Clerk of the Works	\$20,000	\$20,000		
170 . Environmental Engineer	\$35,000	\$35,000		Site Engineering
171 . Bond Premium	\$0			
172 . Legal	\$15,000	\$15,000		
173 . Title and Recording	\$0			
174 . Accounting & Cost Cert.	\$7,500	\$7,500		
175 . Marketing and Rent Up	\$29,000	\$29,000		Includes Lottery with Housing Assistance Corp.
176 . Real Estate Taxes	\$0			
177 . Insurance	\$12,000	\$12,000		
178 . Relocation	\$0			
179 . Appraisal	\$0			
180 . Security	\$0			
181 . Construction Loan Interest	\$11,000	\$11,000		
182 . Inspecting Engineer	\$0			
183 . Fees to: MassHousing	\$2,500	\$2,500		
184 . Fees to: monitoring	\$8,000	\$8,000		
185 . MIP	\$0			
186 . Credit Enhancement Fees	\$0			
187 . Letter of Credit Fees	\$0			
188 . Other Financing Fees	\$0			
189 . Development Consultant	\$0			
190 . Other:	\$0			
191 . Other:	\$0			
192 . Soft Cost Contingency	\$6,017	\$6,017		4.0% of soft costs
193 . Subtotal: Gen. Dev.	\$153,517	\$153,517	\$0	

194 . Subtotal: Acquis., Const and Gen. Dev.	\$1,760,000	\$1,760,000	\$0
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195 . Capitalized Reserves	\$0		
196 . Developer Overhead	\$40,000	\$40,000	
197 . Developer Fee	\$0		

198 . Total Development Cost	\$1,800,000	\$1,800,000	\$0	TDC per unit	\$450,000
199 . TDC, Net	\$1,800,000	\$1,800,000	\$0	TDC, Net per unit	\$450,000

Additional Detail on Development Pro-Forma:

200 . Gross Syndication Investment

Off-Budget Costs:

Syndication Costs:

201 . Syndication Legal

202 . Syndication Fees

203 . Syndication Consultants

204 . Bridge Financing Costs

205 . Investor Servicing (capitalized)

206 . Other Syndication Expenses

207 . Total Syndication Expense

208 . Current Reserve Balance \$0

Reserves (capitalized):

209 . Development Reserves

210 . Initial Rent-Up Reserves

211 . Operating Reserves

212 . Net Worth Account

213 . Other Capitalized Reserves

214 . Subtotal: Capitalized Reserves \$0

215 . Letter of Credit Requirements

216 . Total of the Above \$0

Check: Line 214 is the same as line 195.

Please Answer The Following	Dev. Reserves	Initial Rent-Up	Op. Reserves	Net Worth	Other	Letter of Credit
Who requires the reserves?						
Who administers the reserves?						
When and how are they used?						
Under what circumstances can they be released?						

Unit Sales (For Sale Projects Only):

217 . Gross Sales From Units \$960,000

218 . Cost of Sales (Commissions, etc.) \$

219 . Net Receipt from Sales \$960,000

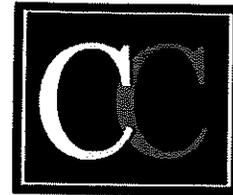
Debt Service Requirements:

220 . Minimum Debt Service Coverage

221 . Is this Project subject to HUD Subsidy Layering Review? No

Optional user comments

CLANCY CONSTRUCTION, Inc.
217 Clinton Ave
Falmouth, MA 02540
Tel 508-265-4911
Greg@GregClancyConstruction.com
www.GregClancyConstruction.com



FEBRUARY 9, 2023

SPECIFICATIONS & ALLOWANCES:

FALMOUTH HOUSING TRUST

Lot 19 / 20 / 21 / 22 Sam Turner Road, East Falmouth, MA 02536

- 1) **Permitting:**
 - a. Use building plans and site/septic plan to obtain building permit from the Town of Falmouth (all fees paid for by FHT)
- 2) **Clearing:**
 - a. Not Included.
 - b. All site clearing, tree cutting / stumping work to be paid by FHT separately.
 - c. Site to be prepared for new dwelling as per plan prepared by D.H. Martin Engineering, Inc. (dated: 12/15/22).
 - d. All trees to be removed and stumped where house, driveway, septic system are located and 25 feet around house sides and rear.
- 3) **Excavation:**
 - a. No excavation work included in this proposal.
 - b. Site to be prepared for new dwelling as per plan prepared by D.H. Martin Engineering, Inc. (dated: 12/15/22).
 - c. All site excavation, trenching for underground water and power (NOTE: Clancy Construction is responsible for electrical conduit and wire only), infill and backfill, fill delivery /removal (trucking off site) to be paid by FHT separately.
 - d. All unwanted fill to be removed and site to be rough graded as part of site work prior to landscaping.
 - e. Removal 8"-10" of dirt where driveway is to go and installation of compacted dense grade base layer in prep and crushed stone for driveway to be completed and paid by FHT separately.
- 4) **Sewerage Disposal System:**
 - a. No septic system work included.
 - b. Installation of system designed by D.H. Martin Engineering, Inc. (dated: 12/15/22) and receiving Certificate of Compliance from Falmouth Board of Health to be completed and paid by FHT separately.
- 5) **Foundation:** (as per plan by Clancy Construction: 05/21/19)
 - a. No foundation work included. To be completed and paid by FHT.
 - b. FHT is responsible for pouring foundation, footings, pouring cellar slab with vapor barrier, tar damp proofing below grade, installing and supplying (4) basement windows (white vinyl: 36"x16").
 - c. NOTE: If there are any deviation from plan that results in additional labor / material /management time will be completed by Clancy Construction and billed separately to FHT.
 - d. NOTE: Clancy Construction to install (3) sauno tubes for front porch and rear deck [as per plan details]
- 6) **Framing:** Construct house as per plan by Clancy Construction: 05/21/19
 - a. All 2 x 6 Construction on exterior walls, 2x10 rafters, 2X10 floor joists, 2X12 girts, 2X8 collar ties, 2X12 ridge.
 - b. CDX Plywood on roof (5/8") and sidewall (1/2")
 - c. Building Code Edition No. 9, including 3 inspections; sheathing, framing, final.
 - d. Includes one Bilco C bulkhead.
 - e. All framing followed as per plan exactly.
- 7) **Exterior:**
 - a. Sidewall to be white cedar shingles; Maibec grade A natural or Vinyl 4" Hardie clapboard (same as used on Lewis Neck Project)
 - b. All exterior trim to be PVC Azek. Trim detail as per plan.
 - c. Front porch landing (4'x5') and rear deck (5'x12') and one step to grade on both to have pressure treated decking (no railings on either).
 - d. Front porch to have bead board ceiling with white fiberglass column with base and capital as per plan
 - e. All fasteners on exterior trim to be stainless steel and decking PT compliant ceramic screws.
 - f. Roof shingles: CertainTeed Landmark (color TBD), including cobra ridge vent.
 - g. All roofs to receive 36" of ice and water at eave lines.
 - h. 5" white aluminum gutters and 2x4 white aluminum down spouts (Allowance \$1,575 Installed).
 - i. No solar panel work of any kind included.

- 8) Windows and Doors:**
- Andersen 200 Series; white vinyl exterior, pre-finished white interior with grills between glass & screens included and white hardware as per window schedule (Allowance \$10,500).
 - Andersen 200-series Sliding Glass Door to rear platform with sliding screen and white handle. (Allowance \$2,100).
 - Front exterior door to be insulated Thermatru fiberglass as per plan (Allowance \$640).
 - Basement bulkhead door (Allowance \$420)
- 9) Plumbing: (Rough and Final Inspections Included)**
- Basement Laundry: hookup only for side-by-side W/D included.
 - NOTE: Washer and dryer units are NOT INCLUDED
 - Master Bath: 48" vanity with 21" linen tower and (1) under mount porcelain sink, (1) toilet and 5x3 white acrylic shower unit with single shower head and center drain.
 - Guest bathroom: 60" vanity w/1 under mount porcelain sink, 1 toilet and 5x3 acrylic white tub/shower unit with single shower head.
 - 2 toilets included: (style TBD: \$420 Allowance for both with seats)
 - Kitchen: 18-gauge stainless steel undermount sink with single faucet and hand soap (Allowance of \$315 for sink and \$210 for faucet).
 - Dishwasher and ice/water fridge hookup in kitchen.
 - 2 bath Faucets: (Allowance of \$420)
 - 2 Shower Heads: (Allowance of \$1,050 (including valve covers/tub spouts)
 - (2) acrylic units (\$2,100 allowance for both).
 - Exterior: Two frost free faucets (location: TBD).
 - Plastic pex tube piping for domestic water piping.
 - Schedule 40 PVC Waste drains, sink drains, vent piping.
 - Falmouth Town Water hookup and meter: all fees paid by FHT. All trenching and water piping done as part of site work and paid by FHT.
- 10) Electrical: (Rough and Final Inspections Included)**
- 200-Amp underground service with 40 circuit breaker panel, all conduit and wire included. All trenching done as part of site work and paid by FHT.
 - Prep for EV charger with junction box and solar conduit.
 - Electrical outlets throughout house per code
 - Smoke detectors, Carbon Monoxide detectors, Heat detectors in laundry to be hard wired and interconnected per code (no alarm system included).
 - Front door bell and chime included.
 - All bathrooms to include 110 cfm Panasonic exhaust fan/light combos to be vented to exterior with rigid 4" duct and taped/insulated in attic to roof/wall terminations.
 - (7) Interior Lights: (2) bath vanity lights, (3) bedrooms lights, (1) sink light and (1) dining room light: (Allowance \$735 for all)
 - (3) Bedrooms: Switched outlets for lamps included.
 - (10) 5" Recessed lights included on entire first floor and 2nd floor stairs/hallway only. NOTE: Second floor guest bedrooms to receive (1) light fixture each.
 - NOTE: No dimmers or closet lights included.
 - (4) Cable TV jacks and 1 Phone jack included.
 - (3) Wall Mount exterior lanterns, (2) exterior spotlight: (Allowance of \$630 for all fixtures).
 - (1) Post light included (Allowance \$265 for post and light)
 - Basement keyless lights per code.
 - Eversource account put in FHT name and paid for during construction.
- 11) Insulation: per Falmouth and Mass state stretch code: Spray Foam**
- R-20 closed cell spray foam in all exterior house walls.
 - R-49 hybrid spray foam in all sloped/flat ceilings.
 - R-30 fiberglass batt in all basement ceilings with spray foam in rim joists.
 - R-11 fiberglass in all interior walls for sound.
 - R-19 fiberglass in first floor ceiling.
 - AeroBarrier Envelope Air Sealing in each unit (down to JIACH)
 - House will be a Tier 1 High Efficiency All Electric Home
- 12) Interior walls and Ceilings:**
- ½" Blue board and plaster w/smooth walls and ceilings and textured in all closets (2 coats applied on all seams/corners).

- 13) **Paint: Exterior**
- PVC trim as per plan installed with stainless steel screws and bungs. All joints glued with PVC glue and mitered
 - All trim to be cleaned and all bungs to be sanded and all joints to be caulked with epoxy caulking before being painted with two coats of Benjamin Moore paint (Color TBD).
- 14) **Painting: Interior**
- All doors and window/door trim primed and painted semi-gloss white (sprayed two coats: Benjamin Moore Advance, Color TBD).
 - Interior walls primed and painted two coats of Ben Moore eggshell paint (rolled two coats)
 - Ceilings/closets painted flat white.
 - (2) Wall colors included (Benjamin Moore Aura, Color TBD)
- 15) **Interior Trim and Doors:**
- Solid Core doors: MDF 3-panel shaker doors (or similar) with brushed nickel hinges (Allowance of \$210 per 2'6"x6'8" door).
 - Windows and Doors: 2.5" primed pine colonial casing included.
 - 3 1/2" colonial primed pine baseboards.
 - Schlage "Plymouth" Door Hardware w/ Brushed Nickel finish (Allowance: \$525 for all interior handles).
 - All Exterior doors to have same hinge and hardware finish w/common keyed dead bolts & locks (Allowance: \$160 total for 2 locksets)
- 16) **HVAC:**
- All air source Mitsubishi heat pumps with (1) multi-port exterior condensing unit with (2) ducted air handlers in basement and attic for all electric heating/cooling.
 - Air handlers and condensing unit to be HSPF 12.6 Cold Weather 18,000 BTU (heating cycle up to -13)
 - Energy recovery ventilation (ERV) included.
 - 2-zones included: (1) first floor, (1) second floor. Upgraded thermostats included.
 - High Efficiency All Electric Home Rebates to be paid to FHT.
- 17) **Hot Water: (Rough and Final Inspections Included)**
- Bradford white hybrid/electric 40-gallon hot water heater with built-in dehumidifier.
- 18) **Flooring/Stairs:**
- LVT flooring throughout the house, including bathrooms (\$4.20 Allowance for LVT material)
 - Basement Stairs to be plywood unfinished treads.
 - Main staircase to have 3/4" white oak treads, all poplar skirts and risers (painted to match) with (4) open treads with (1) box newel and oak railing and square balusters. Stain to match LVT.
- 19) **Kitchen & Vanities per plan (Custom Design by Clancy Construction)**
- Kitchen/ (2) Vanities: (Allowance of \$9,450). Final design TBD, all cabinets to be "ready to assemble" type, manufactured, plywood/melamine construction and prefinished.
 - (1) Part crown molding on top of kitchen cabinets included.
NOTE: Optional vanities from home improvement store.
NOTE: Based on foot print per plan, with 5-piece doors and slab drawers, standard hinges/ drawer glides included.
 - Cabinet pulls / knobs included (Allowance \$315).
 - Granite countertops: Kitchen with 4" backsplash and (2) vanities with back/side splashes: (Allowance of \$4,935).
- 20) **Appliances:**
- Not Included. To be supplied by FHT.
- 21) **Mirrors & Closets:**
- (2) Bathroom vanity mirrors included (Allowance \$260 for both)
 - Bathroom accessories included (Allowance \$210 for all)
 - All closets to receive: (1) built-in plywood shelf (painted) and brush nickel pole.
 - (2) Linen closets to receive (4) built in wood shelves.
- 22) **Landscaping: \$7,350 Allowance to include:**
- Crushed native stone driveway and walkway to front door.
 - Shrubs as per approved list.
 - Grass lawn Front/Sides/Rear: loam and Hydro Seeding (3,000 sq. ft.)
 - Perimeter of property and disturbed areas to be pine bark mulched.

Schedule of Values:

Based on one 3 bedroom and 2 full bathroom Single family home, Clancy Construction Plan: dated 05/21/19
and current lumber and labor pricing.

Clearing Site	Not Included
Excavation/Septic	Not Included
Foundation	Not Included
Slab	Not Included
Underground services (electric only)	\$3,125.00
Framing labor	\$26,756.00
Roof/Side labor	\$10,500.00
Framing, Roofing, Siding, Window, Doors, Trim and Decking	\$95,550.00
Plumbing/Water heater	\$11,550.00
Plumbing Fixtures	\$4,515.00
HVAC	\$16,367.00
Electrical Labor	\$12,500.00
Electrical fixtures (including recessed)	\$3,150.00
Insulation	\$15,350.00
Blueboard/Plaster	\$12,600.00
Finish materials	\$10,500.00
Finish Labor	\$15,750.00
LVT/Materials	\$6,510.00
LVT/Labor	\$4,725.00
Stairs (Material, install and finish)	\$5,250.00
Kitchen/Counters	\$14,700.00
Exterior Paint	\$2,100.00
Gutters	\$1,575.00
Interior Paint	\$6,400.00
Appliances	Not Included
Mirrors/Closets	\$2,100.00
Landscaping	\$7,350.00
Dumpster/Porta Potty/Cleaning	\$4,200.00
HERS Rater	\$2,100.00
SUBTOTAL:	\$297,225.00
Clancy Construction Fee:	\$29,722.00
Management Fee:	\$6,300.00
TOTAL:	\$333,247.00
TOTAL for 4 Single Family Homes:	\$1,332,988.00

NOTE: FHT to receive \$60,000 rebates for High Efficiency All Electric Home

OPEN SESSION

BUSINESS

8. Residential occupancy deed restriction **(5 minutes)**

Diane Davidson

From: Peter Johnson-Staub
Sent: Friday, April 28, 2023 2:52 PM
To: Diane Davidson
Subject: May 1 Agenda

Please include the below email and the news article linked below in the SB packet.

Peter Johnson-Staub
Interim Town Manager
Town of Falmouth, MA
O: 508-495-7320

www.falmouthma.gov

Be advised that most emails to, and from, municipal offices and officials are public record. Confidentiality should not be expected.

-----Original Message-----

From: Doug Brown [REDACTED]
Sent: Tuesday, April 11, 2023 1:10 PM
To: Nancy Taylor <nancy.taylor@falmouthma.gov>
Cc: Peter Johnson-Staub <peter.johnson-staub@falmouthma.gov>
Subject: [EXTERNAL] - Select Board Embraces Year-round Housing Bill | C...

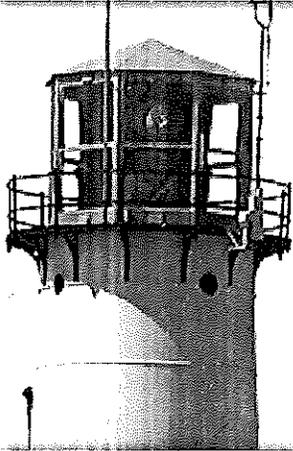
Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Nancy

I'm forwarding a news article regarding a Chatham Select Board meeting where the Board members voted a letter of support for pending legislation by Julian Cyr to allow deed restrictions on residential occupancy. Could we please place an agenda item for consideration of a letter of support for this pending legislation to allow residential deed restrictions on housing in Massachusetts. This is being used successfully in Vail Colorado to secure deed restrictions on residential housing to preserve it as year round housing. It doesn't have an affordable component but could help with opportunities for home ownership and preservation of year round housing.

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fcapecodchronicle.com%2fen%2f5814%2fchatham%2f10175%2fSelect-Board-Embraces-Year-round-Housing-Bill-Housing-and-homelessness.htm&c=E,1,ZNW0_7YJIQY2F47ofuI55UGepSXo3-vLEVul3nWZsw1ckP9Vg00kO8J8uJr-DghWvBxbxSc0YdTkWFnuXZEfO89UxgUdFe5H3-XjJR1rloCY&typo=1

Thank You, Doug Brown
Brown Building Company
199 Old Main Rd Unit B
North Falmouth Ma 02556
Office & Fax 508 540 6182



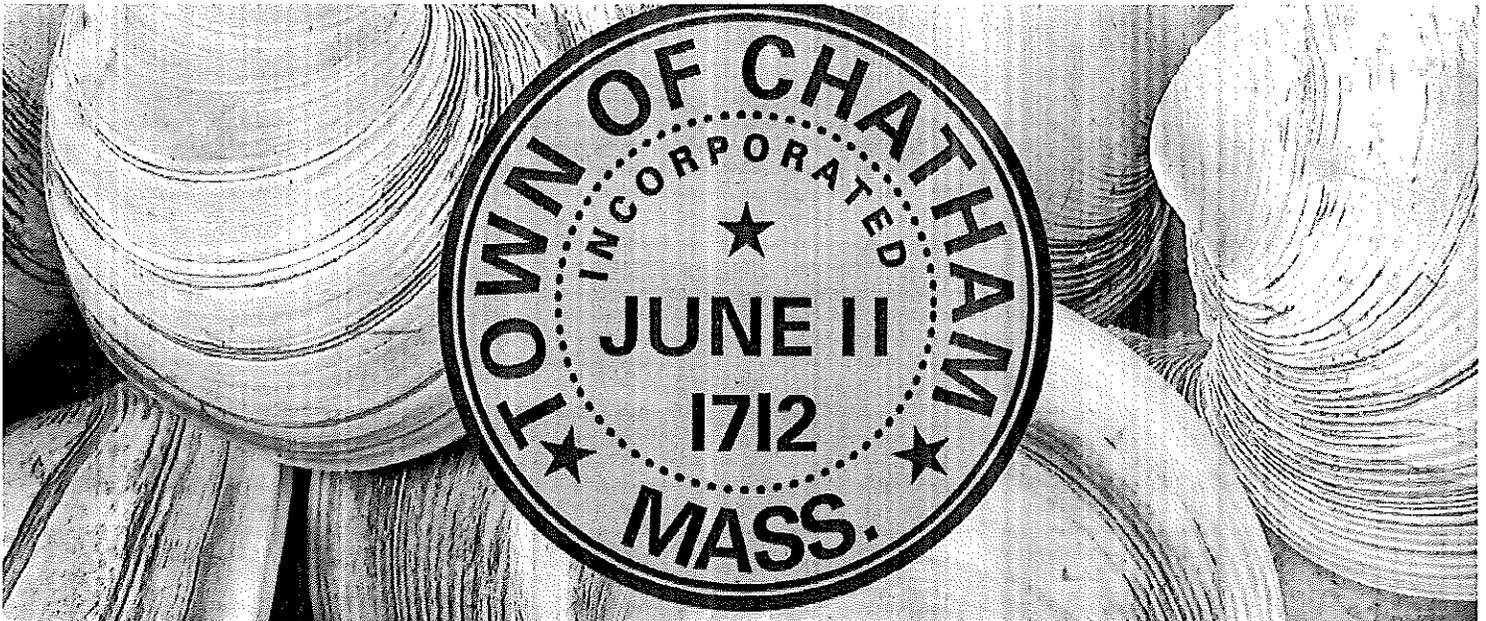
Search

Select Board Embraces Year-Round Housing Bill

05 April 2023

By: Alan Pollock

Topics: Housing And Homelessness



Chatham seal.

So Town Could Purchase Housing Deed Restrictions

CHATHAM – When the town wants to ensure that a tract of open space remains undeveloped, it can purchase a deed restriction to make sure the land is conserved forever. The select board is hoping a bill on Beacon Hill will give it the same tool to preserve year-round housing units.

Modeled after a successful program in the resort community of Vail, Colo., the legislation would allow municipalities to purchase deed restrictions keeping properties in use for year-round housing in perpetuity. Filed by State Sen. Julian Cyr, D-Truro, the bill aims to preserve housing stock for year-round residents who earn too much to qualify for subsidized housing but not enough to compete with buyers with deep pockets who are looking for vacation homes.

Select board member Shareen Davis brought the matter to the attention of the board last week and urged them to sign a letter of support for the bill, known as SD.1040. The legislation has the support of State Rep. Sarah Peake, D-Provincetown, and won the unanimous endorsement of the Cape and Islands Municipal Leadership Association. The bill was crafted by select board members from Provincetown and Nantucket with help from their town counsels.

With affordable housing programs already in place to help people who earn up to 80 percent of the area median income (AMI), or about \$60,900 for an individual, there is a serious need to help working people bridge the gap between what they earn and what the housing market demands.

"It's displacing households making \$100,000 or less, which is much of our workforce," Davis said. The population is sometimes referred to as the "missing middle." According to a recent study, about 48 percent of the Cape's workforce — about 42,000 people — live over the bridges and commute here to work.

"A year-round deed restriction would be an important tool to help the missing middle," she said. The bill would change the law to add a year-round housing occupancy restriction category to other land use restrictions that are on the books, like those for historical, agricultural and conservation lands. The legislation would allow deed restrictions on housing properties without any restrictions based on an occupant's AMI.

"This is straightforward legislation that would give us the ability to create our own year-round, deed-restricted housing," Davis said. If the bill passes, individual communities would then craft their own bylaws and develop systems for purchasing the deed restrictions.

"This letter would signal our approval or our support for this act," select board Chair Jeffrey Dykens said. "It doesn't mean it's going to happen yet."

Davis said the town needs to begin a conversation about how it would implement such a program and how it would be funded. But in broad terms, if an owner of a home wants "to see that it stays year-round, there would perhaps be a program in town that would allow us to pay a certain amount of money to put that restriction on that home. That's the program that we would be building," she said.

Board member Cory Metters said a key challenge the town faces when trying to preserve housing units involves timing.

"We always get bogged down in the process and it takes longer than it should, so we lose out on things," he said. Would the deed restriction program allow the town to move quickly when opportunities arise?

"The beauty of it is that we can build this model to be what we need to have for the town," Davis said. "The next step, I think, is for us as a town to start looking at what that sort of bylaw would look like for us."

As part of the town's strategy to increase its stock of workforce housing, the idea of year-round housing deed restrictions has already been raised during a discussion of the proposed West Chatham zoning changes, select board member Mike Schell said.

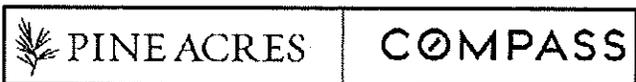
"It's obviously timely," he said. He praised Davis for advocating for the bill. "Thank you very much for bringing this forward. It's a very important initiative," he said.

The board voted unanimously to send a letter to the legislative chairs of the Joint Committee on Housing asking them to vote to advance the bill.

Tweet

Follow 21K people are following this. Be the first of your friends to follow this.

Share 0



Remember When?



Students rehearsing for the Chatham High School class play "Nowhere Fast," 1950. Sitting: James Macdougall, Joanne MacDonald, Patsy Peters, Anne Hesler, Shirley Gould, Helen Hammond, Bob Belliveau. Standing: Weston Keene, Roland Kelley and their teacher/director Richard

OPEN SESSION

CONSENT AGENDA

1. Licenses

- a. Approve application for a Second-Hand Dealer License –
Divine Consignments, located at 419 Palmer Avenue

LICENSE APPLICATION REVIEW

Restaurant/Business: Divine Consignments

Address: 419 Palmer Avenue, Suite 16, Falmouth

License Type: _____

New or Transfer of License Second Hand Dealer License

or

Change of License _____

Police No Concerns

Fire No concerns but address should be checked

Building No issues

Health _____

Zoning No Comment

Planning _____

DPW _____

Assessor _____

Tax Collector _____

NOTES: The shop has been in operation for some time; the applicant did not believe a license was needed because the shop intends to operate as a consignment shop. Derolyn Beitman is the second hand dealer license holder for Home Again Consignments, Inc. d/b/a Home Again located at 93 East Falmouth Highway.

The Town Engineer's office is reviewing the address on the application and lease for accuracy as it relates to town addressing policy.

PAID



TOWN OF FALMOUTH
APPLICATION for SECOND HAND DEALER LICENSE

LICENSE TO SELL, TRADE OR BARTER JUNK, OLD METALS OR SECOND-HAND ARTICLES
CODE OF FALMOUTH CH. 136

Required fields are outlined in RED

NAME OF OWNER: Derolyn Beitman

HOME ADDRESS: 25 Colony Ave.

TOWN: Bourne STATE: MA ZIP CODE: 02532

BUSINESS NAME: Divine Consignments

D/B/A - if any:

BUSINESS ADDRESS: 419 Palmer Ave. Ste 10

TOWN: Falmouth STATE: MA ZIP CODE: 02540

MAILING ADDRESS (if different):

MANAGER - if any: Derolyn Beitman

FEDERAL ID #: EMAIL required: divineconsignments@aol.com

TELEPHONE BUSINESS: 508-388-7061 HOME:

MOTOR VEHICLES - list year, make and license number of each vehicle:

TYPE OF GOODS SOLD: Clothing, jewelry, handbags + accessories

TAX ATTESTATION: I certify under the penalties of perjury that the information provided in this application is true and that, to my best knowledge, I have filed all state tax returns and paid all state and local taxes as required under law. I understand that Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation:

3-27-23
DATE

Derolyn L. Beitman
OWNER / MANAGER / AUTHORIZED AGENT

A Background Check for the Owner of the establishment must be performed annually at the Falmouth Police, Central Records Office within 10 days of submitting this application, call 774-255-4527 for hours & details.

Total License fee payable to Town of Falmouth: \$65.00

LEASE AGREEMENT

PALMER JONES, LLC

AND

DIVINE CONSIGNMENTS LLC

1. PARTIES.

Amended Lease Agreement entered into this ^{9/6} day of December, 2022 by Palmer Jones, LLC, 419 Palmer Ave, Suite 16, Falmouth, MA 02540 (hereinafter referred to as Lessor), and Divine Consignments, LLC, Derolyn Beitman and Danette Cardeiro, 419 Palmer Ave, Falmouth, MA 02540 (hereinafter referred to as Lessee(s)).

2. PREMISES

Lessor does hereby lease, demise and let unto Lessee (s), Unit fronting Jones Road, located at 419 Palmer Ave, Falmouth, MA 02540, (the leased Premises) consisting of approximately 1,350± SF

Lessor warrants and represents that it is the owner of record of the demised premises.

3. RENTS AND TERMS

The term of the Lease shall be for THREE (3) Years,

PERIOD

August 1, 2022-July 31, 2023
August 1, 2023- July 31, 2024
August 1, 2024- July 31, 2025

MONTHLY RENT



Rent is payable on the first day of each month, in advance starting on August 1, 2022. Payment should be made to Palmer Jones, LLC, 419 Palmer Ave, Suite 16, Falmouth, MA 02540. Failure on the part of Lessee to pay rent in thirty days from the first day of each month will result in the default of this Lease.

Lessor or Lessee(s) reserve(s) the right to terminate his Lease with six (6) month's prior written notice to Lessee(s)/Lessor.

4. SECURITY DEPOSIT

Lessee(s) shall pay to Lessor a Security Deposit of First, Last, and Security, in the amount of \$5,000.00 (\$1,500.00, \$1,750.00, and \$1,750.00) upon signing of this Lease.

Danette Cardeiro 12/9/22
Derolyn Beitman 12/9/22

Maulana FX

29. NOTICE OF LEASE

This Lease is not to be recorded, but each party hereto agrees on request of the other to execute a Notice of Lease in recordable form, complying with applicable Massachusetts Laws. In no event shall such document set forth the rental or other charges payable by Lessee under this Lease, and any such document shall expressly state that it is executed pursuant to the provisions contained in this Lease- and is not intended to vary the terms and conditions this Lease.

SUBORDINATION

30.

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

31. COMPLETE AGREEMENT

This instrument contains the entire agreement between the parties and supersedes all prior or contemporaneous oral or written agreements, and it may not be modified except by a writing signed by all parties.

32. JOINT AND SEVERAL LIABILITY

Reference, in this Lease Agreement to Lessee shall be deemed to refer to Lessee(s) or Lessee(s) named herein, and if there are more than one Lessee(s), their obligations hereunder shall be joint and several.

IN WITNESS WHEREOF, the said parties have hereto set their hands and seals this 9th day of December 2022.

LESSOR:
PALMER JONES,
LLC,

LESSEE(S):
DIVINE CONSIGNMENTS LLC

By: Marilyn Fox 12/20/22
Marilyn Fox -- President Date

By: Derolyn Beitman 12/20/22
Derolyn Beitman -- Manager Date
Divine Consignments LLC

12/9/22
MF By: Danette E. Cardeiro
Danette Cardeiro -- Soc Signatory Date
Divine Consignments LLC

29. NOTICE OF LEASE

This Lease is not to be recorded, but each party hereto agrees on request of the other to execute a Notice of Lease in recordable form, complying with applicable Massachusetts Laws. In no event shall such document set forth the rental or other charges payable by Lessee under this Lease, and any such document shall expressly state that it is executed pursuant to the provisions contained in this Lease- and is not intended to vary the terms and conditions this Lease.

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IN WITNESS WHEREOF, the said parties have hereto set their hands and seals this 9th day of December 2022.

LESSOR:
PALMER JONES,
LLC,,

By: Marilyn Fox 7/27/22
Marilyn Fox - President Date
MF
12/9/22

LESSEE(S):
DIVINE CONSIGNMENTS LLC

By: Derolyn Beitman DB 12/9/22
Derolyn Beitman - Manager Date
Divine Consignments LLC
By: Danette E. Cardero DC 12/9/22
Danette Cardero - Sec Signatory Date
Danette Cardero

OPEN SESSION

CONSENT AGENDA

1. Licenses

- b. Approve a change of date of an approved Special One-Day All Alcohol Liquor License – Falmouth Theatre Guild – Highfield Theater, 58 Highfield Drive – Thursday, 5/11/23 (previously approved for Saturday, 4/29/23)

Diane Davidson

From: Phyllis Downey
Sent: Thursday, April 27, 2023 11:41 AM
To: Diane Davidson
Subject: FW: FTG Liquor Licenses
Attachments: FTG One-Day License for April 28-30.2023.pdf

Hi Diane,

Is it possible to transfer the Special One-Day Liquor License approved for Saturday, April 29th to Thursday, May 11, 2023? The Falmouth Theatre Guild performances this weekend have been cancelled due to COVID isolation which ends Sunday, April 30th and they have added a performance on May 11th.

Thank you,
Phyllis

Phyllis Downey
Town fo Falmouth
59 Town Hall Square
Falmouth MA 02540
508-495-7325

-----Original Message-----

From: Tomas McCahill [REDACTED]
Sent: Thursday, April 27, 2023 11:28 AM
To: Phyllis Downey <phyllis.downey@falmouthma.gov>
Subject: Re: FTG Liquor Licenses

Hi Phyllis,

It was several cases of Covid. The quarantine period for them is ending in time for Sunday.

Thanks much,
Tomas

Sent from my iPhone

> On Apr 27, 2023, at 10:23 AM, Phyllis Downey <phyllis.downey@falmouthma.gov> wrote:
>
> Good morning Tomas,
>
> We don't usually transfer license, but May I ask why the performances were cancelled? We did transfer some due to COVID.
>
> Phyllis
> Phyllis Downey
> Town fo Falmouth
> 59 Town Hall Square
> Falmouth MA 02540

> 508-495-7325

>

> -----Original Message-----

> From: Tomas McCahill [REDACTED]

> Sent: Thursday, April 27, 2023 9:42 AM

> To: Phyllis Downey <phyllis.downey@falmouthma.gov>

> Cc: Brian Buczkowski [REDACTED]; Liz Moakley [REDACTED]

> Subject: FTG Liquor Licenses

>

> Good morning Phyllis,

>

> I have a question. FTG has had to cancel a couple of performances, but we've added in an evening performance on Thursday May 11. Would it be possible to transfer over a liquor license from tomorrow or Saturday to be used on May 11?

>

> Please let me know either way, we're just trying to recoup a loss if we can.

>

> Thanks so much,

> Tomas McCahill

>

> Sent from my iPhone

mail
4-7-23

2023

License Alcoholic Beverages

23-5-AA

Fee:

75

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

Special License For The Sale Of All Alcoholic Beverages

License to Expose, Keep for Sale, and to Sell
All Kinds of Alcoholic Beverages

To Be Drunk On the Premises

To Falmouth Theatre Guild
Brian J. Buczkowski, Director-at-Large
Highfield Theater
58 Highfield Drive, Falmouth, MA 02540

On the following described premises:

Highfield Theater, 58 Highfield Drive, Falmouth, MA 02540

THE ABOVE NAMED NON-PROFIT ORGANIZATION IS HEREBY GRANTED A SPECIAL LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES, TO BE DRUNK ON THE PREMISES UNDER CHAPTER 138, SECTION 14, OF THE LIQUOR CONTROL ACT.

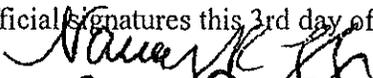
This license is valid from the 28th day of April 2023 until the 30th day of April 2023, unless earlier suspended, cancelled or revoked.

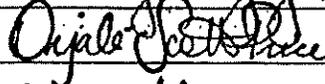
The hours during which Alcoholic Beverages may be sold are from:

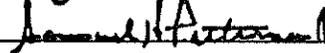
Friday and Saturday 6:30 pm to 9:30 pm; Sunday 1:00 pm to 5:00 pm

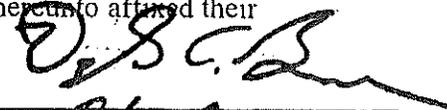
Conditions: 1. Certificate of liquor liability insurance required, 2. Servers must be TIPS certified, 3. Apply for temporary food permit with Health Department, 4. Rope or fence off area where alcohol will be sold and consumed.

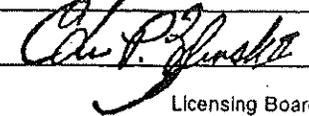
IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 3rd day of April 2023











Licensing Board

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

OPEN SESSION

CONSENT AGENDA

2. Administrative Orders

- a. Vote to approve request to spend up to \$1,250.00 from the Recreation Department donation account for the upcoming spring dances and to purchase ice cream from Sea Scoops

Diane Davidson

From: Joe Olenick
Sent: Tuesday, April 25, 2023 5:35 PM
To: Peter Johnson-Staub
Cc: Diane Davidson
Subject: RE: Donation account use

Hi Peter,

The Recreation Dept will be using our Donation Account for our upcoming Spring dances (May 5, and June 2). Purchasing Ice Cream from Sea Scoops. The total for both dances not to exceed \$1,250. I have revised our plan to help keep the cost down. If you have any questions please let me know.

Thanks Joe

From: Peter Johnson-Staub <peter.johnson-staub@falmouthma.gov>
Sent: Monday, April 24, 2023 3:48 PM
To: Joe Olenick <joe.olenick@falmouthma.gov>
Cc: Diane Davidson <diane.davidson@falmouthma.gov>
Subject: RE: Donation account use

No problem Joe. Just can you re-send a request to us with a "not to exceed" dollar amount?

Peter Johnson-Staub
Interim Town Manager
Town of Falmouth, MA
O: 508-495-7320

www.falmouthma.gov

Be advised that most emails to, and from, municipal offices and officials are public record. Confidentiality should not be expected.

From: Joe Olenick <joe.olenick@falmouthma.gov>
Sent: Monday, April 24, 2023 1:52 PM
To: Peter Johnson-Staub <peter.johnson-staub@falmouthma.gov>
Cc: Diane Davidson <diane.davidson@falmouthma.gov>
Subject: Donation account use

Hi Peter,

The Recreation Department will be use more than \$500 from our donation account on both May 5 and June 3 for our Mother/Son and Father /Daughter dances. We will be suppling Ice Cream from Sea Scoops. Please let me know if you have any questions.

Thanks Joe

OPEN SESSION

CONSENT AGENDA

2. Administrative Orders

- b. Vote to accept donation from Nancy L. Erikson and John S. Erikson in memory of Jack Erikson in the amount of \$500.00 to the Falmouth Fire Rescue Department

From the Office of Fire Prevention

From: Joan L. Geggatt, Admin. Office Clerk-Fire Prevention

Sent: April 25, 2023

To: Board of Selectmen's Office

Subject: Donations

Attachments: Copy of Donation Check

I would like to respectfully request your approval for a donation check from Nancy L. Erikson and John S. Erikson in memory of Jack Erikson in the amount of \$500.00 made payable to Falmouth Fire Rescue Department.

The generous donation enhances the fire and rescue capabilities to all citizens and visitors within our community.

Please place this request on your agenda for approval. If you should have any questions and or require additional information to support this request, please feel free to call 508-495-2531.

OPEN SESSION

MINUTES

1. Review and Vote to Approve Minutes of Meetings:

Public Session – April 10, 2023 (meetings 1 and 2)

TOWN OF FALMOUTH
SELECT BOARD
Meeting Minutes
MONDAY, APRIL 10, 2023 – 6:30 P.M.

LAWRENCE SCHOOL
113 LAKEVIEW AVENUE
FALMOUTH, MA 02540

ROOM 105

Present: Nancy Taylor, Chair; Onjalé Scott Price, Vice Chair; Sam Patterson; Doug Brown; Scott Mr. Zylinski.

Staff Present: Peter Johnson-Staub, Interim Town Manager.

OPEN SESSION

1. Call to Order by Chair Taylor at 6:30 p.m.
2. Pledge of Allegiance

BUSINESS

1. Discuss/Vote Motions and Reports to Special Town Meeting and Annual Town Meeting as Needed

Mr. Johnson-Staub orally previewed/summarized all agenda items for the Board, referring to a memo in the Select Board packet entitled *Preliminary Report for April 10, 2023*, and dated April 7, 2023.

a.

Ms. Scott Price made a motion to amend Line 9 under the Select Board/Town Manager to \$696,246. Mr. Zylinski seconded the motion. Vote: Yes-5. No-0.

b.

Mr. Zylinski made a motion to amend Line 175 under DPW Parks to \$1,118,027. Ms. Scott Price seconded the motion. Vote: Yes-5. No-0.

Mr. Johnson-Staub noted that the total of the funds remains unchanged.

c.

Mr. Johnson-Staub explained that they are asking the Finance Committee to indefinitely postpone Article 28 because of ongoing dialogue between Water Department staff and the U.S. Airforce (USAF) regarding this cleanup. The USAF is funding most of the cost of bringing the wells online, but not this particular phase of the project. In the article it said funds would not be used unless the Airforce would reimburse the full cost. They will take some time to pursue other funding opportunities, see what can be negotiated with the USAF and bring it back to Town Meeting in November. No Select Board action is needed for this item.

d.

Article 32 – Amend Flow Neutral Bylaw requires action on the part of the Select Board as described in the packet. Staff has been engaged in dialogue with Massachusetts DEP. The purpose of the article is to modify the bylaw to meet the requirements of DEP to qualify zero interest loans for wastewater projects. They just came back with a final set of revisions to the bylaw, so there will be a new main motion. It has been emailed to town meeting members.

Mr. Zylinski made a motion to move a new Main Motion for Article 32 as presented by the Wastewater Superintendent in the packet. Mr. Patterson seconded the motion. Vote: Yes-5. No-0.

2. Discuss, Consider and Vote Date for November 2023 Town Meeting
Mr. Zylinski made a motion to set the November Town Meeting date to Monday, November 13, 2023.
Ms. Scott Price seconded the motion. Vote: Yes-5. No-0.

3. Acting as Trustees of the Falmouth Affordable Housing Fund, discussion and vote to reduce previously approved funding amount, and change legal entity receiving funding, for affordable, age-restricted housing project at 24 Scranton Avenue & 763 Main Street

Linda Clark, Falmouth Housing Corp., stated that there is a reduction in the Town subsidy for this housing project because additional funds were received from the Cape Light Compact.

Mr. Johnson-Staub explained they want to reduce the dollar amount and make a change to the entity receiving the funds to a for-profit LLC needed to receive the tax credits.

Mr. Patterson made the following motion: "The Board, acting as Trustees of the Falmouth Affordable Housing Fund, previously voted to grant \$4,800,000 to the Falmouth Housing Corporation for the Scranton and Main Project. Falmouth Housing Corporation has advised they will only need \$3,785,000 of said award. Mr. Patterson move we now award the requested decreased amount of \$3,785,000 to the Falmouth Housing Corporation." Ms. Scott Price seconded the motion. Vote: Yes-5. No-0.

Mr. Patterson made the following motion: "The Board, acting as Trustees of the Falmouth Affordable Housing Fund, previously granted an award to the Falmouth Housing Corporation. Since then, Falmouth Housing Corporation has created a limited liability company for the Scranton and Main Project, Scranton Main LLC. I move, we now grant the award in the amount of \$3,785,000 to the newly created entity, Scranton Main LLC." Ms. Scott Price seconded the motion. Vote: Yes-5. No-0.

4. Other Business As Needed

Chair Taylor stated that she filed a disclosure in Town Clerk's office today, the 23(b)(3) form, in advance of the Falmouth Affordable Housing Fund discussion, in case there are any questions.

5. Adjourn

Ms. Scott Price made a motion to adjourn at approximately 6:46 p.m. Mr. Patterson seconded the motion. Vote: Yes-5. No-0.

Respectfully Submitted,

Jennifer Chaves
Recording Secretary

TOWN OF FALMOUTH
SELECT BOARD
Meeting Minutes
MONDAY, APRIL 10, 2023 – 9:32 P.M.

LAWRENCE SCHOOL
113 LAKEVIEW AVENUE
FALMOUTH, MA 02540

ROOM 105

Present: Nancy Taylor, Chair; Onjalé Scott Price, Vice Chair; Doug Brown; Scott Mr. Zylinski.

Absent: Sam Patterson.

Staff Present: Peter Johnson-Staub, Interim Town Manager.

1. Open session was called to Order by Chair Taylor at 9:32 p.m.
2. Vote to place proposition 2 ½ override on the May 16, 2023 election ballot.

Mr. Zylinski made the following motion: I move that the Select Board vote to place the following proposition 2 ½ override question on the election ballot of May 16, 2023. Ms. Scott Price seconded the motion. Vote: Yes-4. No-0. Absent-1.

“Shall the town of Falmouth be allowed to assess an additional \$950,000 in real estate and personal property taxes for the purposes of funding wages, benefits and expenses associated with hiring fourteen (14) firefighters for the fiscal year beginning July first, 2023?”

Ms. Scott Price moved to adjourn at approximately 9:40pm. Mr. Zylinski seconded the motion. Vote: Yes-4. No-0. Absent-1.

Respectfully Submitted,

Jennifer Chayes
Recording Secretary

OPEN SESSION

TOWN MANAGER'S SUPPLEMENTAL REPORT

May 1, 2023



TOWN OF FALMOUTH
Office of the Town Manager & Select Board
59 Town Hall Square, Falmouth, Massachusetts 02540

TO: Select Board
FROM: Peter Johnson-Staub, Acting Town Manager *PJS*
SUBJECT: Supplemental Report 04/03/20236
DATE: April 3, 2023

Police Chief Selection:

I have selected the following three finalists for Falmouth's next Police Chief:

- Brian Reid, Captain - Falmouth Police Department
- Sean Doyle, Lieutenant – Falmouth Police Department
- Jeffrey A. Lourie, Chief – Westborough, MA Police Department

We will be conducting a final round of interviews and reference checks prior to making a conditional offer of employment subject to a thorough background check. I will then bring an appointment to the Select Board the background check is completed.

Upcoming Meetings:

- May 22
- June 5
- June 26
- July 10

//Supplemental Report 05-01-2023