

TOWN OF FALMOUTH
SELECT BOARD
REVISED AGENDA
MONDAY, JUNE 17, 2024 – 5:30 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.

5:30 p.m. OPEN SESSION

5:30 p.m. EXECUTIVE SESSION

1. M.G.L. c.30A s.21(a)(3) – Discuss strategy with respect to collective bargaining – Public Works
2. M.G.L. c.30A s.21(a)(3) – Discuss strategy with respect to collective bargaining – Police Patrol Federation
3. M.G.L. c.30A s.21(a)(3) – Discuss strategy with respect to collective bargaining – Police Lieutenants

6:30 p.m. OPEN SESSION

1. Call to Order
2. Pledge of Allegiance
3. Proclamation – Honoring the service of Rabbi Elias Lieberman
4. Recognition
5. Announcements
6. Public Comment

6:35 p.m. COMMITTEE INTERVIEWS

Interview, vote and appoint committee members (15 minutes)

1. Regulatory boards
 - a. Historical Commission – Annie Dean
 - b. Zoning Board of Appeals – D. Scott Peterson
2. Non-regulatory boards
 - a. Bicycle and Pedestrian Committee – Michael Taylor, Mitchell Flaherty, Stephen Morris
 - b. Council on Aging – Karen Dusini, James Vieira
 - c. Freshwater Ponds Advisory Committee – Angela Tanner
 - d. Water Quality Management Committee – Jonathan Kaufman
 - e. Taskforce on Workforce Sustainability – Paul Speer, Paula Stone, Sandra Faiman-Silva, Hannah Vanderscheuren, Nelia Luviano Aparicio, Miranda Vogt, Benjamin Weiss, Max Jans
3. Committee reappointments (uncontested seats)

6:45 p.m. PUBLIC HEARINGS

1. Hearing to determine if there are violations of the Lodging House License issued to Frederick William House located at 594 Palmer Avenue, Falmouth, MA

7:00 p.m. BUSINESS

1. Discuss and vote on a site recommendation for the future All-Inclusive Playground (10 minutes)
2. Report – Commission on Disabilities (15 minutes)
3. Report – Affirmative Action Committee (15 minutes)
4. Discuss and vote to adopt revisions to the LIP Application and Process Guidelines (10 minutes)

5. Update on Hatchville Fire Station construction and Fire Rescue Department staffing (15 minutes)
6. Approve application for a Change of Hours of an All-Alcoholic Beverages Innholder License – Wagner Hospitality & Management, LLC d/b/a Holiday Inn Falmouth located at 291 Jones Road, Falmouth (5 minutes)
7. Request for variance to Sign Code §184-18, C. Measurement of Sign Area, and §184-25, B.3. Freestanding Signs: Aldi, 39 Davis Straits, Falmouth (10 minutes)
8. Discuss and vote to sign a Home Rule Petition regarding a Real Estate Transfer Fee (5 minutes)
9. Review of Select Board liaison assignments (5 minutes)

8:20 p.m. CONSENT AGENDA

1. Licenses
 - a. Approve application for two Special One-Day All Alcoholic Beverages License – Silver Beach Improvement Association to be executed at the tennis courts located at 6 West Avenue, North Falmouth
2. Administrative Orders
 - a. Approve Grant of License to Bank of America for the installation of two freestanding signs on town property at 871 Main Street, Falmouth
 - b. Accept donation from Cape Cod Baptist Church in the amount of \$500.00 to the Police Department donation account
 - c. Approve water main easement that will service the Municipal Police Training facility at 71 Tech Park Drive

8:25 p.m. TOWN MANAGER'S SUPPLEMENTAL REPORT

8:30 p.m. SELECT BOARD REPORTS

8:40 p.m. ADJOURN

Nancy Robbins Taylor, Chair
Select Board

OPEN SESSION

4. Proclamation – Honoring the service of Rabbi Elias Lieberman

June 17, 2024



PROCLAMATION

Honoring Rabbi Elias Lieberman

WHEREAS; June 30, 2024 marks the retirement of Rabbi Elias Lieberman after 34 years of distinguished service as spiritual leader of Falmouth Jewish Congregation; and

WHEREAS; Rabbi Lieberman has led by example in warmly welcoming all members to Falmouth Jewish Congregation, providing a sense of belonging and inclusion; and

WHEREAS; Rabbi Lieberman has, over many years, also extended a welcome to the broader community — to worship, Passover community seders, Holocaust Remembrance Day, Sukkot, educational offerings; and

WHEREAS; Rabbi Lieberman has led and modeled a commitment to social justice, engaging Falmouth Jewish Congregation in *Tikkun Olam* (Hebrew: repair of the world) in multiple ways, supporting local agencies such as the Falmouth Service Center, Housing Assistance Corporation, Barnstable County Human Rights Commission and Belonging to Each Other, among others; and

WHEREAS; Rabbi Lieberman has modeled an unwavering commitment to social justice through leadership of these and many other causes: No Place for Hate – Falmouth, Compassion and Choices, suicide prevention, LGBTQ rights, affordable housing; and

WHEREAS; Rabbi Lieberman has taught Judaism to youth and adults alike, to members of Falmouth Jewish Congregation and to the community, expanding understandings of this ancient and diverse religion as it was in the past and is lived in the present; and

WHEREAS; Rabbi Lieberman has brought to his distinguished service qualities of compassion, attentive listening, warmth and deep dedication to serving others

NOW, THEREFORE, be it resolved that we, Nancy Robbins Taylor, Edwin P. Zylinski II, Douglas C. Brown, Robert P. Mascali and Heather M. H. Goldstone, as members of the Select Board of the Town of Falmouth, do hereby issue this proclamation in recognition of Rabbi Lieberman's decades of contributions to the Town of Falmouth, celebrate with him on the occasion of his retirement, and wish him continued success and fulfillment in his endeavors. Mazel tov

IN WITNESS THEREOF, we have hereunto set our hand and caused the great seal of the Town of Falmouth to be affixed.

Nancy Robbins Taylor, Chair

Robert P. Mascali

Edwin P. Zylinski II, Vice Chair

Heather M. H. Goldstone

Douglas C. Brown

SELECT BOARD

OPEN SESSION

COMMITTEE INTERVIEWS

Interview, vote and appoint committee members

1. Regulatory Boards
 - a. Historical Commission – Annie Dean



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Committee Interviews – Regulatory Boards 1.a. - Dean

ITEM TITLE: Interview, vote, and appoint committee members- Historical Commission- Annie Dean

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Email from candidate indicating desire to be re-appointed, dated May 13, 2024

PURPOSE:

The Select Board will conduct an interview and consider the re-appointment of Ms. Annie Dean to the Historical Commission.

BACKGROUND/SUMMARY:

- Annie Dean's term on the Historical Commission will expire on June 30, 2024; in an email dated May 13, 2024 she indicated her desire to be re-appointed to serve another term.
- There is one full-member position available effective June 30, 2024 and Ms. Dean is the only applicant for the position; the available term ends on June 30, 2027.

DEPARTMENT RECOMMENDATION:

The Town Manager recommends that the Select Board appoint Annie Dean to serve on the Historical Commission for a term expiring on June 30, 2027.

OPTIONS:

- Motion to appoint Annie Dean to serve on the Historical Commission for a term expiring on June 30, 2027.

- Motion to deny the appointment of Annie Dean to serve on the Historical Commission for a term expiring on June 30, 2027.

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board appoint Annie Dean to serve on the Historical Commission for a term expiring on June 30, 2027.

Michael Renshaw

Town Manager

6/11/2024

Date

Historical Commission (5 members, 2 alternates) (3-year terms)

One full member position:

- With a term ending 6/30/27

One applicant:

- Annie Dean (incumbent) has requested to be reappointed to another term as a full member

Diane Davidson

From: annie dean [REDACTED]
Sent: Monday, May 13, 2024 5:48 PM
To: Diane Davidson
Subject: Re: Committee Reappointment - Historical Commission

Hi Diane,
Yes, I will seek reappointment.
Thank you,
Annie

On Fri, May 10, 2024 at 3:23 PM Diane Davidson <diane.davidson@falmouthma.gov> wrote:

To: Annie Dean

Dear Annie,

Your term on the Historical Commission expires on June 30, 2024.

Please let us know if you are interested in serving another term. The Select Board policy requires that we consider incumbents and new applicants when filling expired terms.

You may reply to this email and indicate either that you would like to be reappointed, or that you will not be seeking reappointment. Please reply by Friday, May 24, 2024.

Thank you for your interest in serving the Town.

Sincerely,

Sent on behalf of
Michael Renshaw,

Town Manager

Diane S. Davidson

Office Manager/Licensing

Office of the Town Manager & Select Board

59 Town Hall Square

Falmouth, MA 02540

(508) 495-7321

diane.davidson@falmouthma.gov

Please note that the Massachusetts Secretary of State has determined that most email correspondence is public record and therefore cannot be kept confidential.

OPEN SESSION

COMMITTEE INTERVIEWS

Interview, vote and appoint committee members

1. Regulatory Boards
 - b. Zoning Board of Appeals – D. Scott Peterson



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Committee Interviews – Regulatory Boards 1.a. - Peterson

ITEM TITLE: Interview, vote, and appoint committee members- Zoning Board of Appeals- D. Scott Peterson

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Email from candidate dated May 28, 2024 indicating desire to be re-appointed to the ZBA

PURPOSE:

The Select Board will conduct an interview and consider the re-appointment of Mr. D. Scott Peterson to serve another term on the Zoning Board of Appeals with a term ending June 20, 2029.

BACKGROUND/SUMMARY:

- Mr. Peterson indicated his desire to be re-appointed to serve on the Zoning Board of Appeals via email dated May 28, 2024.

- There is currently one (1) full member position that will be available effective June 30, 2024.

DEPARTMENT RECOMMENDATION:

The Town Manager recommends that the Select Board appoint Mr. D. Scott Peterson to serve on the Zoning Board of Appeals for a term expiring on June 30, 2029.

OPTIONS:

- Motion to reappoint D. Scott Peterson to serve on the Zoning Board of Appeals with a term ending on June 30, 2029.

- Motion to deny the appointment of D. Scott Petersen to serve on the Zoning Board of Appeals.

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board appoint Mr. D. Scott Peterson to serve on the Zoning Board of Appeals for a term expiring on June 30, 2029.

Michael Renshaw

Town Manager

6/11/2024

Date

Zoning Board of Appeals (5 members, 2 associate members) (5-year terms)

One full member position:

- With a term ending 6/30/29

One applicant:

- D. Scott Peterson (incumbent) has requested to be reappointed to another term as a full member



TOWN OF FALMOUTH

Office of the Town Manager and Select Board
59 Town Hall Square, Falmouth, Massachusetts 02540
Telephone (508) 495-7320
townmanager@falmouthma.gov



THE COMMONWEALTH OF MASSACHUSETTS
The Town of Falmouth

May 9, 2024

D. Scott Peterson
70 Saddleback Lane
East Falmouth, MA 02536

Zoning Board of Appeals

The Select Board has decided on this format for inquiring about the status of Committee and Board members wishing to be considered for reappointment. Our records indicate that your term is about to expire. Under the terms of the Falmouth Charter an incumbent will continue to serve until reappointment or a successor is appointed.

Please indicate if you are interested in being considered for reappointment by completing the form, below, and return this letter to the office of the Select Board, 59 Town Hall Square, Falmouth, MA 02540 or email this letter to diane.davidson@falmouthma.gov no later than **Friday, May 24, 2024**.

Thank you for your cooperation and interest in serving the Town. If you have any questions, please call this office at (508) 495-7320.

Sincerely,
Michael Renshaw
Michael Renshaw
Town Manager

.....
I am interested in reappointment to the Zoning Board of Appeals.

Please check one:

YES NO

SIGNATURE *D. Scott Peterson* DATE *May 20, 2024*

EMAIL [REDACTED] TEL. # [REDACTED]

OPEN SESSION

COMMITTEE INTERVIEWS

Interview, vote and appoint committee members

2. Non-Regulatory Boards

a. Bicycle and Pedestrian Committee

- Michael Taylor
- Mitchell Flaherty
- Stephen Morris

Bicycle and Pedestrian Committee (9 members) (3-year terms)

One position:

- With a term ending 6/30/27

Three applicants:

- Michael Taylor
- Mitchell Flaherty
- Stephen Morris



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Committee Interviews – Non-Regulatory 2.a. - Taylor

ITEM TITLE: Interview, vote, and appoint committee members- Bicycle and Pedestrian Committee- Michael Taylor

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Application Form dated May 24, 2024; Committee Appointment Policy

PURPOSE:

The Select Board will conduct an interview and consider the appointment of Michael Taylor, who has submitted an application to serve on the Bicycle and Pedestrian Committee.

BACKGROUND/SUMMARY:

- Michael Taylor's application was submitted on May 24, 2024 and it indicates that he has experience in managing running groups at his workplace and that he is an active runner in the community.
- Mr. Taylor has been a resident of Falmouth for two (2) years.
- There is currently one vacancy to be filled with a term ending June 30, 2027, and there are three applicants for this vacancy to include Mr. Taylor.

DEPARTMENT RECOMMENDATION:

The Town Manager recommends that the Select Board conduct interviews of each of the three applicants who have expressed interest in serving on the Bicycle and Pedestrian Committee and make an appointment that the Board determines to be in the best interest of the Town.

OPTIONS:

Following the interview process:

- Motion to appoint Michael Taylor to serve on the Bicycle and Pedestrian Committee for a term to expire on June 30, 2027.
- Motion to appoint Mitchell Flaherty to serve on the Bicycle and Pedestrian Committee for a term to expire on June 30, 2027.
- Motion to appoint Stephen Morris to serve on the Bicycle and Pedestrian Committee for a term to expire on June 30, 2027.

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board conduct interviews of each of the three applicants who have expressed interest in serving on the Bicycle and Pedestrian Committee and make an appointment that the Board determines to be in the best interest of the Town.

Michael Renshaw

Town Manager

6/11/2024

Date



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: Michael Taylor

Address: 134 Blacksmith Shop Road Village: Falmouth ZIP: 02536

Mailing Address: 134 Blacksmith Shop Road Village: Falmouth ZIP: 02536

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident 2 (date:) / Taxpayer 2 (date:)

Amount of time you are available to give: Every other Friday and intermittent time throughout the week

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

1. Bicycle & Pedestrian Committee
2. Affordable Housing Committee
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: _____

Managed running groups at my workplace, Managed school clubs

Software developer with analytical skills, Active participant in local running scene

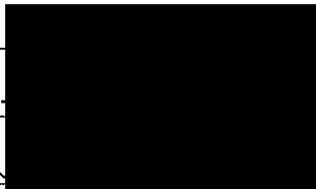
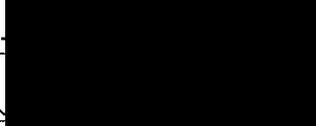
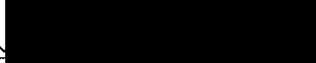
Town offices held in Falmouth or elsewhere and dates of years served: No, but I am
eager to learn and engage with the committees' work. I have

attended town hall meetings and the Zoning Board
of Appeals meetings.

Briefly describe the particular skills you feel you will add to the committee or board: As a
software developer, I bring analytical skills to analyze data and inform
decisions. My experience managing running groups and
school clubs demonstrates my ability to collaborate, lead, and
communicate effectively. As an avid runner with extensive knowledge
of Falmouth's trails and streets, I can provide valuable insights
on pedestrian safety and infrastructure needs. My passion for affordable
housing will drive me to find creative solutions that benefit our community.

You may attach a resume to this application.

List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	<u>Jennifer McElCarthy-Taylor</u>	<u>Postdoctoral Researcher</u>	
2.	<u>Mary Tynell</u>	<u>Realtor</u>	
3.	<u>Ken Gartner</u>	<u>Physical Therapist</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.

05/24/24
DATE


APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.

**Town of Falmouth
Board of Selectmen
COMMITTEE APPOINTMENT POLICY**

Adopted September 29, 1993

Updated March 15, 1999, April 30, 2007 and May 18, 2011

The Falmouth Board of Selectmen has the responsibility of appointing over 300 persons to over 44 committees. As this is among the most important responsibilities of the Board, these policies and procedures are intended to provide guidelines for the appointment of all persons serving thereon. The Board of Selectmen will make every effort to encourage participation in and to effectively communicate with these volunteer committees, which are a major component of effective town government.

Definitions

Committee – Any multi-member body; for example, a board, committee or commission.

Advisory committee - Boards, committees and/or commissions which act only in an advisory capacity to the Board of Selectmen; for example, Bikeways Committee, Waterways Committee, Transportation Management Committee.

Regulatory committee – Boards, committees and/or commissions with financial and/or regulatory authority granted by state law and/or the town charter. These include, Conservation Commission, Zoning Board of Appeals, Historical Commission, Historic Districts Commission, Community Preservation Committee and Board of Health.

Applicability

All policies and procedures set forth under the General Law of the Commonwealth of Massachusetts and all provisions of ARTICLE VII, “Appointed Town Boards”, of the Falmouth Home Rule Charter shall be applicable. This policy applies to all committees appointed by the Board of Selectmen and its subordinates.

General Policy and Responsibility

1. As stipulated in Article VII of the Charter, all vacancies for committee appointment shall be publicized in advance of consideration of candidates.
2. Applications for committee appointment are available in the Selectmen’s office or on the Town website, which can be submitted at any time to express interest in serving the Town. Applications shall be retained for 6 months so that a pool of applicants will be available in the event of a vacancy. Applications more than 6 months old shall be discarded.
3. The appointment of completed terms of office shall be considered at a regularly scheduled public meeting of the Board in June. Pending appointments, due to both completion of terms and vacancies, shall be considered together.

4. Unless circumstances require greater expediency (for example, there is no quorum of members), all vacancies not filled in June will be advertised and filled at a regularly scheduled public meeting of the Board on a quarterly basis.
5. Incumbents are asked to indicate in writing their interest in continuing to serve on their respective committees.
6. To qualify for membership on a committee, a person must be a resident or taxpayer of the Town of Falmouth.
7. Length of terms shall be for three years, unless otherwise specified. No member of a committee shall serve more than three consecutive three-year terms (for the Zoning Board of Appeals, two five-year terms). After leaving a committee due to term limits, candidates may not return to the same committee until a minimum of one year has lapsed.
8. All applicants shall be interviewed by the Board at a regularly scheduled public meeting.
9. If the only applicant to an advisory committee is an incumbent in good standing seeking reappointment, the Board may waive the requirement for a public interview by a majority vote.
10. The requirement of a public interview for applicants to regulatory committees may not be waived because of the authority granted to these committees by State Law and/or the Town Charter.
11. The Board shall take no public comment during the public interviews, but will solicit public feedback about the fitness of the applicants for appointment.
12. Appointments are made by a vote of no less than three selectmen, and confirmed in writing. If only three members of the Board are present, the vote must therefore be unanimous.
13. Committees appointed for a specific purpose shall be given a charge and provided with guidelines and dates of completion.
14. Attendance, among other factors, shall be considered by the Board when reappointing incumbents; therefore, each board shall forward annually to the Selectmen the attendance records of all members.



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Committee Interviews – Non-Regulatory 2.a. - Flaherty

ITEM TITLE: Interview, vote, and appoint committee members- Bicycle and Pedestrian Committee- Mitchell Flaherty

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Application Form dated May 30, 2024; Resume; Committee Appointment Policy

PURPOSE:

The Select Board will conduct an interview and consider the appointment of Mitchell Flaherty, who has applied to serve on the Bicycle and Pedestrian Committee.

BACKGROUND/SUMMARY:

- Mitchell Flaherty's application was submitted on May 30, 2024 and it indicates that he has experience while in college working on a variety of projects related to bicycle infrastructure and multi-use pathways.
- Mr. Flaherty has been a resident of Falmouth for three (3) years.
- There is currently one vacancy to be filled with a term ending June 30, 2027, and there are three applicants for this vacancy to include Mr. Flaherty.

DEPARTMENT RECOMMENDATION:

The Town Manager recommends that the Select Board conduct interviews of each of the three applicants who have expressed interest in serving on the Bicycle and Pedestrian Committee and make an appointment that the Board determines to be in the best interest of the Town.

OPTIONS:

Following the interview process:

- Motion to appoint Michael Taylor to serve on the Bicycle and Pedestrian Committee for a term to expire on June 30, 2027.

- Motion to appoint Mitchell Flaherty to serve on the Bicycle and Pedestrian Committee for a term to expire on June 30, 2027.

- Motion to appoint Stephen Morris to serve on the Bicycle and Pedestrian Committee for a term to expire on June 30, 2027.

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board conduct interviews of each of the three applicants who have expressed interest in serving on the Bicycle and Pedestrian Committee and make an appointment that the Board determines to be in the best interest of the Town.

Michael Renshaw

Town Manager

6/11/2024

Date



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: Mitchell Flaherty

Address: 38 Brockton St Village: Teaticket ZIP: 02536

Mailing Address: 38 Brockton St Village: Teaticket ZIP: 02536

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident 3 (date:) / Taxpayer (date:)

Amount of time you are available to give: 4-5 days a month or more if needed

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

1. Bicycle and Pedestrian 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: While in college in Boulder, CO I worked on a number of school projects dealing with bike infrastructure and multi-use pathways including the history of Boulder (1960s) bikeways and exploring bike infra through comedy

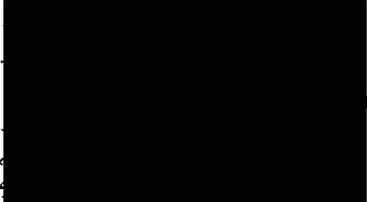
Town offices held in Falmouth or elsewhere and dates of years served: N/A

Briefly describe the particular skills you feel you will add to the committee or board: I

want to help get the board more ambitious goals
and raise public awareness of the BAP committee
and help the town of Falmouth plan for development
in the future. With less emphasis on car centered
infrastructure and instead putting people and places above cars
and traffic

You may attach a resume to this application. ✓

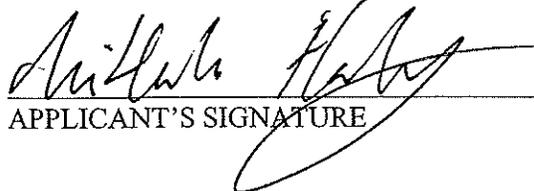
List three (3) references:

<u>Name</u>	<u>Title</u>	<u>Phone</u>
1. <u>Tim Cohan</u>	<u>Director of Sales, Marketing, CS</u>	
2. <u>Dave Walsh</u>	<u>Offshore Maritime Team Leader</u>	
3. <u>Carric Udehwal</u>	<u>College Professor</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.

05/30/2024
DATE


APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.

Mitchell Flaherty

[LinkedIn Profile](#)

Career Focus: Environmental Science

Oceanographic Science | Climatology | Climate Change Planning | Renewable Energy | Data Extraction and Modeling

Recent BA Environmental Studies/minor in Atmospheric Ocean Sciences, passionate about using technical and scientific expertise to preserve our environment and create livable, equitable communities. *Value offered:*

- **Problem Solving:** Intuitive, creative, logical thinker who applies data and science to find solutions to real-world issues.
- **Professionalism:** Hard worker recognized for leadership, initiative, and independently managing duties and projects.
- **Interpersonal Skills:** Natural relationship builder able to convey complex information in easy-to-understand language.

Skills: Python | C++ | Data Analysis and Visualization | Data Mapping | Team Leadership | Project Management

Education

UNIVERSITY OF COLORADO

Boulder, CO | 2022

BA in Environmental Studies, Minor in Atmospheric Oceanic Sciences

Notable Projects:

- **Atmospheric Research:** Selected topic and worked with partner to identify promising locations for wave energy production. Independently developed Python coding method to extract real-time data from National Data Buoy Center. *Grade: A*
- **Energy Policy:** Created detailed recommendations to streamline the permitting process for offshore wind energy. *Grade: A*
- **Creative Climate Communication:** With team, developed innovative idea to raise awareness of climate crisis through comedy skits. Created humorous monologue on bicycle infrastructure for [Stand-Up for Climate comedy show](#), delivered to a sold-out audience. *Performance at 38:20.*

Relevant Coursework: Atmospheric Research and Analysis | Physical Oceanography and Climatology | Energy and Climate Change | Principles of Climate | Data for Development | Descriptive Oceanography | Governing the Environment | Land Use Ethics

Honors and Activities: Dean's List | Member Freeskiing Team, Club Frisbee Team, Sustainable Buffs Club

Experience

EAST WEST TECHNICAL SERVICES

Falmouth, MA | 2023–Present

Industry-Funded Scallop At-Sea Observer for National Marine Fisheries Services (NMFS)

Accompany East Coast commercial vessels at sea, conducting unbiased in-field data collection to ensure regulatory compliance.

- Weigh and measure catch, identify species, collect biological DNA samples, and gather haul data.
- Confirm that safety equipment is up to USCG standards and fishing gear falls within allowable tolerances.
- Provide real-time updates to regional fishery quotas via an online portal.
- Maintain positive and professional communications with captain and crew throughout multi-day fishing voyages.

MACDOUGALL'S CAPE COD MARINE SERVICES

Falmouth, MA | 2019–2023

Assistant Dockmaster | Summers 2022 and 2023

Promoted to newly created position, oriented new Dockmaster, and served as second-in-command for summer boating seasons.

- Led 8-person crew, overseeing 130 vessels on site and managing/maintaining all facilities: docks, clubhouse, landscapes.
- Scheduled fuel deliveries to create a safe, efficient process for customers while safeguarding the environment.
- Served as first point of contact for customers seeking service or transient dockage.
- Co-managed boat valet program, overseeing loading and unloading of 40 vessels (20 to 35 ft.) via marina forklift.
- Assisted in evaluating candidates for summer positions and training and orienting new staff.

Dock Hand | Summers 2019, 2020, 2021

Repeatedly recruited to return for summer position based on work ethic, initiative, and reliability.

- Entrusted to manage opening and closing operations for marina with \$20M annual revenue.
- Docked and handled 70+ customer boats, up to 50 ft. in length, in all weather conditions.
- Managed safe fueling for up to 200 vessels per day.

Additional

- VEX Robotics Competition Design Award, 2018, as member of high school robotics team
- Volunteer with Falmouth Pedestrian and Bicycle Committee and MassBike
- First Aid and CPR Certified | TWIC Card Holder



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Committee Interviews – Non-Regulatory 2.a. - Morris

ITEM TITLE: Interview, vote, and appoint committee members- Bicycle and Pedestrian Committee- Stephen Morris

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Application Form dated May 27, 2024

PURPOSE:

The Select Board will conduct an interview and consider the appointment of Stephen Morris, who has submitted an application to serve on the Bicycle and Pedestrian Committee.

BACKGROUND/SUMMARY:

- Stephen Morris' application was submitted on May 27, 2024 and it indicates that he has experience serving on the Middleboro Select Board (1982-1989 and 1999-2001) and that he is a frequent user of the bike path.
- Mr. Morris has been a resident of Falmouth for over nine (9) years.
- There is currently one vacancy to be filled with a term ending June 30, 2027, and there are three applicants for this vacancy to include Mr. Morris.

DEPARTMENT RECOMMENDATION:

The Town Manager recommends that the Select Board conduct interviews of each of the three applicants who have expressed interest in serving on the Bicycle and Pedestrian Committee and make an appointment that the Board determines to be in the best interest of the Town.

OPTIONS:

Following the interview process:

- Motion to appoint Michael Taylor to serve on the Bicycle and Pedestrian Committee for a term to expire on June 30, 2027.
- Motion to appoint Mitchell Flaherty to serve on the Bicycle and Pedestrian Committee for a term to expire on June 30, 2027.
- Motion to appoint Stephen Morris to serve on the Bicycle and Pedestrian Committee for a term to expire on June 30, 2027.

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board conduct interviews of each of the three applicants who have expressed interest in serving on the Bicycle and Pedestrian Committee and make an appointment that the Board determines to be in the best interest of the Town.

Michael Renshaw

Town Manager

6/11/2024

Date



TOWN OF FALMOUTH
BOARD, COMMITTEE OR COMMISSION
APPLICATION FORM

WORKS Mondays until 8:00;
may he be interviewed at the
end of the meeting?

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: Stephen D. MORRIS

Address: 34 hummingbird hill Rd Village: West Fal ZIP: 02540

Mailing Address: Same Village: _____ ZIP: _____

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident 9+ (date: 2015) / Taxpayer yes (date: 2015)

Amount of time you are available to give: 10 hrs / wk

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

1. Bicycle + Pedestrian 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 _____

I use the bike path five days / week, walking, running and biking

Town offices held in Falmouth or elsewhere and dates of years served: _____

Board of Selectmen (1982-89, 2 1999-2001) middleboro
Capital Planning Committee (1995-2022) middleboro

Falmouth Running Club Board of Directors (2017-2024)

Briefly describe the particular skills you feel you will add to the committee or board: _____

I use the bike path 5x/wk

WALKING, RUNNING, BIKING

- I'm a good listener and an active member of any committee I belong to.

- I never miss meetings

- I can follow committee/meeting rules

You may attach a resume to this application.

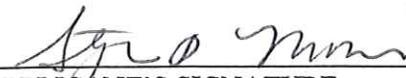
List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	Jack Afarian	Falmouth Running Club President Cape Cod Marathon Director	[REDACTED]
2.	Sue Callan	A Horney	[REDACTED]
3.	Bernie Cabral	teacher	[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.

5/27/24
DATE


APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.

OPEN SESSION

COMMITTEE INTERVIEWS

Interview, vote and appoint committee members

2. Non-Regulatory Boards

b. Council on Aging

- Karen Dusini
- James Vieira

Council on Aging (9 members) (3-year terms)

Two positions:

- Both with a term ending 6/30/27

Two applicants:

- Karen Dusini
- James Vieira



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Committee Interviews – Non-Regulatory 2.b. - Dusini

ITEM TITLE: Interview, vote and appoint committee members: Council on Aging-
Karen Dusini

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Application Form dated May 22, 2024; Applicant Resume

PURPOSE:

The Select Board is requested to conduct an interview and vote on the appointment of applicant Karen Dusini to serve on the Council on Aging.

BACKGROUND/SUMMARY:

- Applicant Karen Dusini submitted her application form to serve on the Council on Aging on May 22, 2024 (copy attached).
- There are currently two (2) vacancies on the Council on Aging, with terms that will expire on June 30, 2027; the vacancies were properly advertised in accordance with Select Board policy.
- Ms. Dusini is an active member and volunteer of the Senior Center and is a member of the Trip Committee and Friends of the Falmouth Senior Center.

DEPARTMENT RECOMMENDATION:

The Town Manager recommends that the Select Board vote to appoint applicant Karen Dusini to serve on the Council on Aging for a term to expire on June 30, 2027.

OPTIONS:

- Motion to appoint applicant Karen Dusini to serve on the Council on Aging for a term to expire on June 30, 2027.

- Motion to deny the appointment of Karen Dusini to serve on the Council on Aging for a term to expire on June 30, 2027.

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board vote to appoint applicant Karen Dusini to serve on the Council on Aging for a term to expire on June 30, 2027.

Michael Renshaw

Town Manager

6/11/2024

Date



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: Karen Dusini
Address: 16 Strand Way Village: E. Falmouth ZIP: 02536

Mailing Address: same Village: _____ ZIP: _____

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident 4 yrs (date: 5/2020) / Taxpayer 3+yrs (date: 7/2020)

Amount of time you are available to give: 20 hours per month

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

1. Council on Aging
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: Member and volunteer at the FSC since 2021, to include cafe, special events, trip committee and Friends of FSC Board. Board member Falmouth Garden Club, Cape Cod Guang Ping Tai Ji Club. Volunteer Hand in Hand Thrift Shop.

Attended and reported at Trustee Board meeting during my career at Champlain College.

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: _____
My husband and I have been visiting Falmouth for decades and knew this was
_____ where we wanted to retire. With all the volunteer work I have done in the
_____ community since we relocated here, and the contact with so many local citizens
_____ I have met and also worked with I believe I have a good sense of the Falmouth
_____ community. We have an amazing population here, and assistance is needed in
_____ different areas. Many of our population are also extremely healthy and active -
_____ our Tai Ji club membership proves that. See resume for personal skills.

You may attach a resume to this application.

List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	<u>Jill Bishop</u>	<u>Director, FSC</u>	<u>██████████</u>
2.	<u>Brenda Swain</u>	<u>Chairman, Board</u>	<u>██████████</u>
3.	<u>Cynthia Syverson-Mercer</u>	<u>Asst Mng, Hand in Hand, FSC</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.

5/21/2024
DATE

Karen Dusini
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.

Karen Watson Dusini



SUMMARY

Strong interpersonal, oral, and written communication skills. Experienced in hands-on project management, budget management, team building, and human resources. High organizational and time management skills. Proficient with computer software, including Microsoft applications, Google applications, internet applications, web implementation (CMS), facilities software, Ellucian software for finance. Ability to adjust to constantly changing priorities. High degree of discretionary judgment and confidentiality.

AREAS OF EXPERTISE

- Project Management
- Leadership
- Space Management
- Soft Skills
- Capital Planning Budget/Schedule
- Communications

PROFESSIONAL EXPERIENCE

RETIRED

Board Member, Friends of Falmouth Senior Center
Board Member, Falmouth Garden Club
Board Member, Cape Cod Guang Ping Tai Ji Quan Club
Volunteer, FSC – Café, Special Events, Trip Committee
Volunteer, Hand-in-Hand Thrift Shop, Falmouth Service Center

CHAMPLAIN COLLEGE, Burlington, VT 2016 – 2019

Senior Campus Space Manager/Project Manager

Implementation of CapitalForecast building system's needs - projections for fifty one buildings. Creation of Capital Planning budget and schedule. Maintain all building data updates. In addition to SPCM role, oversees space request/needs and priorities along with Academic committee. Maintains lease agreements across campus. Project Manager in design of Office of Diversity and Inclusion, Women's and Gender Center, and Sarah Ramsey Ilab. Assistant Project Manager for 194 St. Paul Street project – completion August 2018. Attend and report to the Board of Trustees.

CHAMPLAIN COLLEGE, Burlington, VT 2011 – present

Senior Project Manager

Lead project management of new dormitory facilities and design development of Creative and Communications Media Center and Career Services building. Project Team on over 18 construction projects during career. Work closely with LEED and Green Globe consultant to attain high sustainable standards. Work closely with Sustainability department. Responsible for overall RFP process for projects. Responsible for final estimation and documentation of annual maintenance and capital planning program for all campus facilities; annual Board of Trustee report. Administrator for work order software. Responsible for tracking campus space allocation and coordinating moves. Responsible for communications including web page, social media, internal and external. Supervision and mentoring of junior staff and undergraduate interns.

CHAMPLAIN COLLEGE, Burlington, VT 2009 – 2011

Sr. Project Coordinator

Supported the Associate Vice President of Campus Planning & Auxiliary Services in program management of projects, special projects, client service relations and daily operations. Liaison with campus, community, city and government. Worked with Budget Director and Comptroller to develop and maintain project and operational budget tracking. Implemented capital planning software process through facilities software to integrate with planned maintenance and work order process.

CHAMPLAIN COLLEGE, Burlington, VT

2007 – 2009

Sr. HRIS Coordinator

Responsible of administration of relocation program tracking expenses, advised new staff and faculty on options and expenses and worked with payroll to tax benefits accordingly. Project Manager for software implementation for onboard hiring. Managed Human Resources reporting and information, and maintenance of internal website. Assisted with staffing and hiring support including all communications with application and onboarding software. Responsible for criminal background checks and department invoicing. Interview Exchange requisitions, identification of potential candidates. Responsible for planning of yearly college Recognition Event and work study hiring, coordination and supervision.

OTHER EXPERIENCE

CHAMPLAIN COLLEGE, Burlington, VT

2004 - 2007

Event Coordinator – Young Vermont Writers' Conference

Responsible for all aspects of event coordination, including marketing, information processing, workshops, invoicing, meal plans, housing, security, and entertainment.

CHAMPLAIN COLLEGE, Burlington, VT

1997 - 2005

Adjunct Faculty- ACS Division

Taught classes in all levels of Word, Excel, Access, and PowerPoint both on campus and on-line.

ETHAN ALLEN CLUB, Burlington, VT

2004 - 2007

Event Coordinator – EAC Athletic Scholarship Banquet

Responsible for all aspects of event coordination including marketing, information processing, invitations, meal selections, and event program.

EDUCATION

UNIVERSITY OF PHOENIX, Project Management Certification

2011-2012

COMMUNITY COLLEGE OF VERMONT, AS Liberal Studies

1997

CHAMPLAIN COLLEGE, Burlington, VT – Various classes related to career

1997 - 2004

UNIVERSITY OF VERMONT, Burlington, VT – Various classes

1990 - 1997



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Committee Interviews – Non-Regulatory 2.b. - Vieira

ITEM TITLE: Interview, vote and appoint committee members: Council on Aging-
James Vieira

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Application Form dated May 24, 2024; Applicant Resume

PURPOSE:

The Select Board is requested to conduct an interview and vote on the appointment of applicant James Vieira to serve on the Council on Aging.

BACKGROUND/SUMMARY:

- Applicant James Vieira submitted his application form to serve on the Council on Aging on May 24, 2024 (copy attached).
- There are currently two (2) vacancies on the Council on Aging, with terms that will expire on June 30, 2027; the vacancies were properly advertised in accordance with Select Board policy.
- Mr. Vieira lists that he has extensive experience with the Falmouth Senior Center and Council and has served as a Town Meeting member (1995-2020), Conservation Commission (1990-

1995), Finance Committee (1995-2007, Chair from 2000-2004) and on Council on Aging from 2012-2023 (Chair from 2013-2023).

DEPARTMENT RECOMMENDATION:

The Town Manager recommends that the Select Board vote to appoint applicant James Vieira to serve on the Council on Aging for a term to expire on June 30, 2027.

OPTIONS:

- Motion to appoint applicant James Vieira to serve on the Council on Aging for a term to expire on June 30, 2027.

- Motion to deny the appointment of James Vieira to serve on the Council on Aging for a term to expire on June 30, 2027.

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board vote to appoint applicant James Vieira to serve on the Council on Aging for a term to expire on June 30, 2027.

Michael Renshaw

Town Manager

6/11/2024

Date



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: JAMES A. VIEIRA

Address: 47 GARRISON Rd. Village: Falmouth ZIP: 02540

Mailing Address: SAME Village: _____ ZIP: _____

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident _____ (date: _____) / Taxpayer _____ (date: _____)
Lifelong resident & taxpayer
Amount of time you are available to give: As needed

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

- 1. Council on Aging
- 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: Extensive past experience with Falmouth Senior Center & Council.

Town offices held in Falmouth or elsewhere and dates of years served: see Attached

James A. Vieira
47 Garrison Road
Falmouth, MA 02540



Education:
Falmouth Public Schools
B.A. Trinity College, Hartford, CT 1976

Military:
Officer, United States Coast Guard 1977 - 1981
Reserve Officer 1981- 1986

Professional Career:
President, Vieira Builders, Inc. 1981-2017

Town of Falmouth Boards and Committees:
Town Meeting Member 1995-2020
Conservation Commission 1990-1995
 Vice Chair 1993-1995
Finance Committee 1995-2007
 Vice Chair 1998-2000
 Chair 2000-2004
Board of Health 2007-2010
 Vice Chair 2008-2009
 Chair 2009-2010
Council on Aging 2012-2023
 Chair 2013-2023
 New Senior Center Site Selection Committee, Chair
 New Senior Center Building Committee, Chair

OPEN SESSION

COMMITTEE INTERVIEWS

Interview, vote and appoint committee members

2. Non-Regulatory Boards

c. Freshwater Ponds Advisory Committee

- Angela Tanner



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Committee Interviews – Non-Regulatory 2.c. - Tanner

ITEM TITLE: Interview, vote, and appoint committee members- Freshwater Ponds Advisory Committee- Angela Tanner

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Application Form dated June 3, 2024; Applicant resume

PURPOSE:

The Select Board will conduct an interview and consider the appointment of Angela Tanner, who has submitted an application to serve on the newly formed Freshwater Ponds Advisory Committee.

BACKGROUND/SUMMARY:

- Angela Tanner submitted an application to serve on the Freshwater Ponds Advisory Committee on June 3, 2024.
- Ms. Tanner's application indicates that she is a Landscape Architect/Ecological Restoration Designer, holds a Landscape Architecture degree, and currently serves on the Board of Trustees at the Ecological Landscape Alliance (since 2016).

- There is currently one Alternate member position available, with a term ending on June 30, 2025.

DEPARTMENT RECOMMENDATION:

The Town Manager recommends that the Select Board appoint Angela Tanner to serve as an Alternate Member on the Freshwater Ponds Advisory Committee for a term expiring on June 30, 2025.

OPTIONS:

- Motion to appoint Angela Tanner to serve as an Alternate Member on the Freshwater Ponds Advisory Committee for a term expiring on June 30, 2025.
- Motion to deny the appointment of Angela Tanner to serve on the Freshwater Ponds Advisory Committee.

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board appoint Angela Tanner to serve as an Alternate Member on the Freshwater Ponds Advisory Committee for a term expiring on June 30, 2025.

Michael Renshaw

Town Manager

6/11/2024

Date

Freshwater Ponds Advisory Committee (5 members, 2 alternate members) (3-year terms)

One alternate position:

- With a term ending 6/30/25

One applicant:

- Angela Tanner



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: ANGELA TANNER

Address: 116 CURTIS STREET Village: FALMOUTH ZIP: 02540

Mailing Address: 116 CURTIS STREET Village: FALMOUTH ZIP: 02540

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident 21 YRS (date: MAY 2003) / Taxpayer 21 YRS (date: MAY 2003)

Amount of time you are available to give: 2-5 hours per month

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

1. FALMOUTH FRESHWATER Ponds Advisory Committee
2. _____
3. _____

Seeking: Permanent Position Alternate Position

Have you attended any meetings of the committee for which you are applying? No

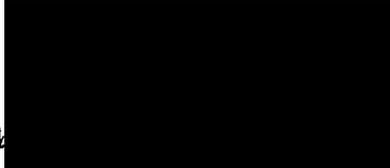
Relevant affiliation and work and personal experiences: LANDSCAPE ARCHITECT / ECOLOGICAL RESTORATION DESIGNER, LANDSCAPE ARCHITECTURE DEGREE, Currently serving on the Board of Trustees at the Ecological LANDSCAPE ALLIANCE (SINCE 2016)

Town offices held in Falmouth or elsewhere and dates of years served: _____

Briefly describe the particular skills you feel you will add to the committee or board: Through my work as a landscape architect and restoration designer and my involvement in the Ecological landscape alliance, I've learned a lot about ecological systems, especially near water - here on Cape Cod. I particularly enjoy working with nature plants and helping homeowners establish wildlife friendly landscapes.

You may attach a resume to this application.

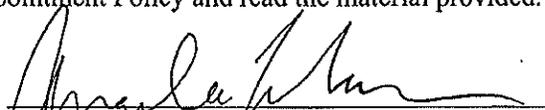
List three (3) references:

<u>Name</u>	<u>Title</u>	<u>Phone</u>
1. <u>KRISTIN ANDRES</u>	<u>DIRECTOR OF EDUCATION + OUTREACH - APCC</u>	
2. <u>ANNIE DEAN</u>	<u>CONSULTING CURATOR CALHOUN MUSEUM + HISTORICAL COMMISSION</u>	
3. <u>MIKE BORSSELLI</u>	<u>PRESIDENT / OWNER FALMOUTH ENGINEERING</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.

6/3/2024
DATE


APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.

Experience

JENICK STUDIO AND CRAWFORD LAND MANAGEMENT SANDWICH, MA OCT 2016 - CURRENT

Landscape Architect: Landscape architecture, master planning, conservation permitting and ecological restoration services for residential and commercial properties. Design and manage projects from schematic design through construction documentation, construction oversight, post-construction and maintenance. Role includes oversight and management of other designers and collaboration with in-house implementation crews.

RAPOZA LANDSCAPE EAST FALMOUTH, MA MARCH 2011 - OCT 2016

Landscape Designer: Designed Master Plans, Outdoor Rooms, Planting Plans, Hardscape, Pools.

GANIM'S GARDEN CENTER & FLORIST FAIRFIELD, CT MAY 2010 - NOV 2010

Designer: Landscape & Web design, garden consultation, marketing, promotional materials & retail services.

STEPHEN STIMSON ASSOCIATES FALMOUTH, MA MAY 2003 - MAR 2009

Senior Landscape Designer: Managed residential estate planning and design projects in Massachusetts, Rhode Island, Vermont, Connecticut, New York, Michigan. Created site studies and landscape construction documents for various institutional projects including Harvard, Yale, Northeastern & Bentley Universities; Muskingum College; Woods Hole Oceanographic Institute.

BSLA Honor Award 2008 Turkey Hill Farm (Project Manager)
BSLA Merit Award 2008 Bentley University Entry Quadrangle (Project Team)
BSLA Honor Award 2007 Chilmark Residence (Project Team and Project Manager)
ASLA Honor Award 2016 Chilmark Residence (Project Team and Project Manager)

MORGAN WHELOCK, INC. CAMBRIDGE, MA JUNE 2001 - MAY 2003

Landscape Designer: Contributed to schematic design, construction documents and planting plans for several residential estates and equestrian farms. BSLA Merit Award 2008 for Litchfield Residence (Project Team)

HERMAN GIBANS FODOR ARCHITECTS CLEVELAND, OH JUNE 1999 - AUG 2000

Intern Architect: Contributed to architecture projects including assisted living facilities and corporate institutions. Performed site research, developed construction documents and presentation materials.

Education

HARVARD GRADUATE SCHOOL OF DESIGN MLA-AP 2000 - 2002

Advanced Placement Program in Landscape Architecture
Awarded Distinction for White Path Sangha Studio Project

KENT STATE UNIVERSITY SCHOOL OF ARCHITECTURE & ENVIRONMENTAL DESIGN B-ARCH + BS-ARCH 1995 - 2000

Graduated Cum Laude with General Honors; Founders Scholar 1995-1999; Honors College Scholar 1995-1999; 2000 First Place HABS Charles E. Peterson Prize Team Member; Tau Sigma Delta Member (Honors Architecture Fraternity); First Energy Design Competition Finalist 1999; Ohio Masonry Design Competition Semi-Finalist 1997

Licenses / Certification

LANDSCAPE ARCHITECT - STATE OF RHODE ISLAND (Registration #LA.0000684)
INVASIVE PLANT CERTIFICATION - UNIVERSITY OF MASSACHUSETTS

Current Affiliations

ECOLOGICAL LANDSCAPE ALLIANCE (Board of Directors 2016-Current)
AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS (Member)

OPEN SESSION

COMMITTEE INTERVIEWS

Interview, vote and appoint committee members

2. Non-Regulatory Boards

d. Water Quality Management Committee

- Jonathan Kaufman



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Committee Interviews – Non-Regulatory 2.d. - Kaufman

ITEM TITLE: Interview, vote, and appoint committee members- Water Quality Management Committee- Jonathan Kaufman

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Application Form dated May 21, 2024; Email

PURPOSE:

The Select Board will conduct an interview with and consider the appointment of Dr. Jonathan Kaufman to serve a three-year term on the Water Quality Management Committee.

BACKGROUND/SUMMARY:

- Dr. Kaufman submitted his application to serve on the Water Quality Management Committee on May 21, 2024; he has been a resident of Falmouth for three years.
- Dr. Kaufman has over 30 years' experience in the Energy Industry with relevant experience in low-temperature geochemistry and hydrologic modeling.
- There is currently one position available with a term ending on June 30, 2027, and Dr. Kaufman is the only applicant.

DEPARTMENT RECOMMENDATION:

The Town Manager recommends that the Select Board vote to appoint Dr. Jonathan Kaufman to serve a three-year term on the Water Quality Management Committee with a term ending date of June 30, 2027.

OPTIONS:

- Motion to appoint Dr. Jonathan Kaufman to serve a three-year term on the Water Quality Management Committee with a term ending date of June 30, 2027.

- Motion to deny the appointment of Dr. Jonathan Kaufman to serve a three-year term on the Water Quality Management Committee with a term ending date of June 30, 2027.

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board vote to appoint Dr. Jonathan Kaufman to serve a three-year term on the Water Quality Management Committee with a term ending date of June 30, 2027.

Michael Renshaw

Town Manager

6/11/2024

Date

Water Quality Management Committee (7 members) (3-year terms)

One position:

- With a term ending 6/30/27

One applicant:

- Jonathan Kaufman



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: Jonathan Kaufman

Address: 193 Shorewood Dr Village: East Falmouth ZIP: 02536

Mailing Address: 193 Shorewood Dr Village: East Falmouth ZIP: 02536

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident 3 years (date: 08/2021) / Taxpayer 3 years (date: 08/2021)

Amount of time you are available to give: 10-15 hours/week (retired so no time issues)

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

1. Water Quality Management 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: M.S. & Ph.D. in Geology

Over 30 years experience in the Energy Industry with relevant experience

in low-temperature geochemistry & hydrologic modeling, in addition to

stratigraphic analysis and sedimentology of marine/non-marine systems.

Town offices held in Falmouth or elsewhere and dates of years served: This would
be my first Town office.

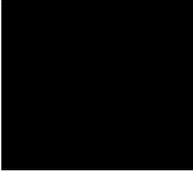
Briefly describe the particular skills you feel you will add to the committee or board: My addition to the WQMC would add someone with a background in geology to the board.

This skillset is not currently part of the experience base of the board, so my technical background would provide a crucial element to the current mix of skills.

Furthermore, my experience in low-temperature geochemistry and hydrologic modeling of groundwater would be a strong fit with the current and future issues facing our threatened ponds and estuaries. A geologist would add a unique perspective in tackling key water-quality challenges.

You may attach a resume to this application.

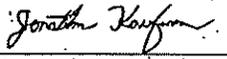
List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	<u>Lance Jackson</u>	<u>Geologist</u>	
2.	<u>Donald Victory</u>	<u>Engineer</u>	
3.	<u>Steve Scribe</u>	<u>Engineer</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.

5/21/2024
DATE


APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.

OPEN SESSION

COMMITTEE INTERVIEWS

Interview, vote and appoint committee members

2. Non-Regulatory Boards

e. Taskforce on Workforce Sustainability

- Paul Speer
- Paula Stone
- Sandra Faiman-Silva
- Hannah Vanderscheuren
- Nelia Luviano Aparicio
- Miranda Vogt
- Benjamin Weiss
- Max Jans

Taskforce on Workforce Sustainability (7 - 9 members) (end date 7/1/26)

7 - 9 positions:

- All with a term ending 7/1/26

8 applicants:

- Paul Speer
- Paula Stone
- Sandra Faiman-Silva
- Hannah Vanderscheuren
- Nelia Luviano Aparicio
- Miranda Vogt
- Benjamin Weiss
- Max Jans

**TOWN OF FALMOUTH
TASKFORCE ON WORKFORCE SUSTAINABILITY**

The Taskforce on Workforce Sustainability shall be appointed by the Select Board in accordance with relevant provisions of the Falmouth Home Rule Charter. The Committee shall consist of seven (7) to nine (9) members who shall serve until the Taskforce is dissolved. The Board will seek to appoint Taskforce members who:

- Have experience in childcare, business management, and the delivery of services for low-income households and working families;
- Represent one or more employment sectors (e.g. health care, service economy, construction, local government, marine sciences)
- Represent diverse demographic groups – racial, economic, gender, age, LGBTQ+

The mission of the Taskforce is to prepare for Select Board consideration an action plan to promote a better quality of life for working individuals and families in Falmouth. The Taskforce will consider potential actions related to service needs (e.g. childcare, housing support); providing financial resources for low and moderate income individuals and families; and policy change (e.g. zoning, tax policy). To develop this action plan, the Taskforce will gather information on best practices from other municipalities and thought leaders. The Taskforce will solicit community input on proposed action items making a concerted effort to include participation of individuals from diverse backgrounds.

The Taskforce shall be a temporary, single-purpose committee to be dissolved July 1, 2026. The Select Board may vote to extend the term of the Committee to a date certain if additional time is required to achieve the purposes of the Taskforce.

Applications can be found on the Town website at <https://www.falmouthma.gov/647/Town-Committees-Commissions-and-Boards>. The preference date to apply has been extended to Friday, May 10, 2024 in the Office of the Select Board, 59 Town Hall Square, or by email to townmanager@falmouthma.gov.

Publication date: Friday, April 23, 2024; Falmouth Enterprise.

**TASKFORCE ON WORKFORCE SUSTAINABILITY
MISSION STATEMENT**

ADOPTED: October 25, 2021

REVISED: March 25, 2024

The Taskforce on Workforce Sustainability shall be appointed by the Select Board in accordance with relevant provisions of the Falmouth Home Rule Charter. The Committee shall consist of seven (7) to nine (9) members who shall serve until the Taskforce is dissolved. The Board will seek to appoint Taskforce members who:

- Have experience in childcare, business management, and the delivery of services for low-income households and working families;
- Represent one or more employment sectors (e.g. health care, service economy, construction, local government, marine sciences)
- Represent diverse demographic groups – racial, economic, gender, age, LGBTQ+

The mission of the Taskforce is to prepare for Select Board consideration an action plan to promote a better quality of life for working individuals and families in Falmouth. The Taskforce will consider potential actions related to service needs (e.g. childcare, housing support); providing financial resources for low and moderate income individuals and families; and policy change (e.g. zoning, tax policy). To develop this action plan, the Taskforce will gather information on best practices from other municipalities and thought leaders. The Taskforce will solicit community input on proposed action items making a concerted effort to include participation of individuals from diverse backgrounds.

The Taskforce shall be a temporary, single-purpose committee to be dissolved July 1, 2026. The Select Board may vote to extend the term of the Committee to a date certain if additional time is required to achieve the purposes of the Taskforce.



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Committee Interviews 2.e. - Speer

ITEM TITLE: Interview, vote, and appoint committee members- Taskforce on Workforce Sustainability- Paul Speer

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Application Form dated April 17, 2024; Mission Statement and Charge of taskforce on Workforce Sustainability

PURPOSE:

The Select Board will conduct an interview with Dr. Paul Speer for the purpose of considering an appointment of Dr. Speer to the Taskforce on Workforce Sustainability.

BACKGROUND/SUMMARY:

- Dr. Paul Speer submitted his application to serve on the Taskforce on Workforce Sustainability on April 17, 2024.
- Dr. Speer is currently the Chief Operating Officer of Marine Biological Laboratory (MBL), and has extensive first-hand knowledge of Falmouth's workforce issues centered around housing, childcare, and quality of life for the 270 employees of MBL.
- The Taskforce on Workforce Sustainability is comprised of 7-9 members, all with a term ending date of July 1, 2026.

DEPARTMENT RECOMMENDATION:

The Town Manager recommends that the Select Board appoint Dr. Paul Speer to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026.

OPTIONS:

- Motion to approve the appointment of Dr. Paul Speer to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026.

- Motion to deny the appointment of Dr. Paul Speer to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board appoint Dr. Paul Speer to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026.

Michael Renshaw

Town Manager

6/13/2024

Date



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: Paul Speer

Address: 516 Old Barnstable Rd Village: East Falmouth ZIP: 02536

Mailing Address: same as above Village: _____ ZIP: _____

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident 9 1/2 (date: 11/2) / Taxpayer 2y4m (date: 8/21)

Amount of time you are available to give: _____

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

1. Falmouth Workforce Sustainability
2. _____
3. _____

Seeking: Permanent Position Alternate Position

Have you attended any meetings of the committee for which you are applying? I think it is r

Relevant affiliation and work and personal experiences: _____

I have held senior leadership positions in non-profits since :

I am the MBL's Chief Operating Officer and have been in th

These are the kind of issues I have had to focus on for son

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: _____

Knowledge of workforce issues through my interactions wit
around housing, child care, quality of life. Analytical skills--
Familiarity with Falmouth issues. My position at the MBL c
provides me a good deal of visibility into important town cc
employs over 270 people.

You may attach a resume to this application.

List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	<u>Sandy Faiman-Silva</u>	<u></u>	
2.	<u>Colin Reed</u>	<u>Director of Cor</u>	
3.	<u>Ann Egan</u>	<u>MBL HR Direc</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.

4/17/24

DATE

Paul G

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.



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Committee Interviews 2.e. - Stone

ITEM TITLE: Interview, vote, and appoint committee members- Taskforce on Workforce Sustainability- Paula Stone

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Application Form dated May 1, 2024; Mission Statement and Charge of Taskforce on Workforce Sustainability

PURPOSE:

The Select Board will conduct an interview with Paula Stone for the purpose of considering an appointment of Paula Stone to the Taskforce on Workforce Sustainability.

BACKGROUND/SUMMARY:

- Paula Stone submitted her application to serve on the Taskforce on Workforce Sustainability on May 1, 2024.
- Paula Stone has an extensive professional background in project/program management, having served as the Operations Director at Sodexo and Director of R&D Facilities Operations at Wyeth/Pfizer.
- The Taskforce on Workforce Sustainability is comprised of 7-9 members, all with a term ending date of July 1, 2026.

DEPARTMENT RECOMMENDATION:

The Town Manager recommends that the Select Board appoint Paula Stone to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026.

OPTIONS:

- Motion to approve the appointment of Paula Stone to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026.

- Motion to deny the appointment of Paula Stone to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board appoint Paula Stone to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026.

Michael Renshaw

Town Manager

6/13/2024

Date



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: Paula Stone

Address: 59 Marvin Circle Village: Sippewissett ZIP: 02540

Mailing Address: same Village: _____ ZIP: _____

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident 12 yrs (date: 4/2012) / Taxpayer 12 yrs (date: 4/2012)

Amount of time you are available to give: 10 hours/week

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

1. Taskforce on Workforce Sustainability
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: Please see attached resume. Since retiring, I have been a volunteer docent at the Marine Biological Laboratory in Woods Hole.

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: _____

Project/Program management

Build a framework for crafting a solution for workforce sustainability (I use Excel for everything). In this case, I would identify the various stakeholders and their needs so that we could develop solution requirements.

I would craft a methodology for obtaining input from other communities.

You may attach a resume to this application.

List three (3) references:

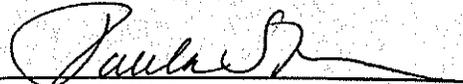
	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	<u>Jim Estes</u>	<u>Owner, Landfall</u>	
2.	<u>Judi Bartek</u>	<u>Member of Upper Cape Women's Coalition</u>	
3.	<u>Heidi Reichert</u>	<u>Ex-colleague, Pfizer</u>	

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.

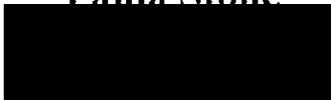
5/1/2024

DATE


APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.

Paula Stone



SUMMARY

Senior level professional with multi-functional experience in the pharmaceutical industry. Inspirational leader recognized for consistently achieving results in operations, project, and program management. Major areas of experience include Facilities Management, Regulatory Affairs, and Operations Management.

- Facilities vendor contract management
- Lab services management
- GMP document management systems
- Budget management (\$4M)
- Site start up and decommissioning
- Event planning and execution
- Lease, MSA, & SOW administration
- Capital project management
- Communications and marketing collateral
- CMC regulatory document operations
- Quality compliance and FDA readiness
- Move management
- Business process re-engineering
- Business continuity planning
- Fluent in Spanish

PROFESSIONAL EXPERIENCE

Sodexo

January, 2015-September, 2017

Operations Director/Program Manager, Corporate Services

Served as a subject matter expert in pharmaceutical services, assigned lead role for due diligence and transition activities for facilities outsource vendor management. Assisted in the development of compliance documents and processes. PMO lead for projects at Johnson & Johnson, Puerto Rico; Alexion Pharmaceuticals, New Haven, CT; and 7 Pfizer US and Puerto Rican manufacturing plants.

Wyeth/Pfizer, Cambridge, MA

2001- 2014

Director, R & D Facilities Operations – 7 years

Managed internal and outsourced colleagues performing all site and lab services for 1000+ colleagues across multiple sites in Cambridge, Andover and Boston. Led soft services integrated facility management RFP process. Areas of oversight include: materials management and logistics, janitorial services, move management, A/V and conferencing support, cafeteria services, event management, lab media preparation, glass wash, sample shipping, and building exterior maintenance.

- Reduced operating expense in several areas including scientific instrument repair contracts; consumable inventory, cafeteria subsidy, courier and shuttle services.
- Managed transition from in house site services to outsourced vendor management
- Managed operational start up of several buildings and personnel moves
- Managed renovation of 17 conference rooms and founded the Posters in the Park event

Project Manager – 4 months

Short term project management assignment in Guyama, Puerto Rico for FDA inspection preparedness. Managed a team that closed hundreds of outstanding Commitments and Change Controls; revised the related site processes and created SOPs.

Associate Director, Documentation and Regulatory Systems – 3 years

Managed a CMC documentation team responsible for project management, document templates, formatting, compilation, and submission. Re-engineered processes resulting in reduction of end-to-end process time.

Manager, IS Applications – 3 years

Managed GMP Documentum system and delivered validated system to greenfield site in Grange Castle, Ireland. Developed, re-engineered, or supported other site systems including: Projeca utilization system, ISOtrain training administration system, Interwoven TeamSite web management system, and other “home grown” applications.

ADDITIONAL RELEVANT EXPERIENCE

Start-up company positions: NetGenesis - Professional Services Engagement Manager; New Vision Systems - General Manager; Visual Edge Technology - Sales Manager.

Zeff Photo Supply Company - COO, Owner of wholesale photography distribution company

Teaching experience: Boston University School of Management, American Language Academy, and Centro de Lenguas de la Ciudad de Mexico.

EDUCATION

Master of Business Administration, *honors*, Boston University, Boston, MA.

Master of Administration, Contrastive Linguistics, *Summa Cum Laude*, Universidad de las Americas, Puebla, Mexico.

Bachelor of Science, *Magna Cum Laude*, Bilingual Elementary Education, Boston University, Boston, MA.

PROFESSIONAL DEVELOPMENT

OHSA 10 Certified, 2015

IFMA Certified Facilities Manager (CFM), 2011

PCI Global's Bottom-Line Project Leadership

IS Project Management Process and Methodology

Facilities Capital Project Management Program

CTD & eCTD Strategies

Principles and Practices of US Regulatory Affairs

Six Sigma Red Belt (Wyeth) certification

OTHER

2017 – Present: Docent at the Marine Biological Laboratory, Woods Hole, MA



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Committee Interviews 2.e. – Faiman-Silva

ITEM TITLE: Interview, vote, and appoint committee members- Taskforce on Workforce Sustainability- Dr. Sandra Faiman-Silva

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Application Form dated May 9, 2024; Mission Statement and Charge of Taskforce on Workforce Sustainability

PURPOSE:

The Select Board will conduct an interview with Paula Stone for the purpose of considering an appointment of Dr. Sandra Faiman-Silva to the Taskforce on Workforce Sustainability.

BACKGROUND/SUMMARY:

- Dr. Faiman-Silva submitted her application to serve on the Taskforce on Workforce Sustainability on May 9, 2024.
- Dr. Faiman-Silva has an extensive professional background in political economics, education, and early education as well as over 30 years of experience teaching anthropology.
- The Taskforce on Workforce Sustainability is comprised of 7-9 members, all with a term ending date of July 1, 2026.

DEPARTMENT RECOMMENDATION:

The Town Manager recommends that the Select Board appoint Dr. Faiman-Silva to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026.

OPTIONS:

- Motion to approve the appointment of Dr. Faiman-Silva to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026.

- Motion to deny the appointment of Dr. Faiman-Silva to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board appoint Dr. Faiman-Silva to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026.

Michael Renshaw

Town Manager

6/13/2024

Date



TOWN OF FALMOUTH
BOARD, COMMITTEE OR COMMISSION
APPLICATION FORM

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Name: Sandra Faiman-Silva

Address: 50 Davis Road Village: Falmouth ZIP: 02540

Mailing Address: same Village: _____ ZIP: _____

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident 1984 (date: _____) / Taxpayer 1984 (date: _____)

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

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

1. Workforce Sustainability Task Force
2. _____
3. _____

Seeking: Permanent Position Alternate Position

Have you attended any meetings of the committee for which you are applying? n/a

Relevant affiliation and work and personal experiences: _____

Coalition for Social Justice, Common Start Coalition for early ed and childcare funding;
research in political economy, education & early ed, culture of schools,
30+ years college teaching in anthropology, economic anthro;

Town offices held in Falmouth or elsewhere and dates of years served: _____

Barnstable County Human Rights Advisory Commission Falmouth Rep, ~6 mos. Town Meeting Member, ~6 years;

Briefly describe the particular skills you feel you will add to the committee or board: _____

Extensive research skills; research into early education and care system & funding; schools and culture; political economy in rural and indigenous communities;

community organizing skills related to MA legislation on behalf of low income and working

families and individuals, including communities of color, LGBTQ+, indigenous, immigrant and women.

You may attach a resume to this application.

List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	Meghan Hanawalt	LWV Falmouth	
2.	Rosemary Dreger Carey	Falmouth DTC	
3.	Bethany Gay	Coalition for Children, CFCE Falmouth	

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.

May 9, 2024

DATE

APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Committee Interviews 2.e. - Vanderscheuren

ITEM TITLE: Interview, vote, and appoint committee members- Taskforce on Workforce Sustainability- Hannah Vanderscheuren

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Application Form dated May 10, 2024; Mission Statement and Charge of Taskforce on Workforce Sustainability

PURPOSE:

The Select Board will conduct an interview with Hannah Vanderscheuren for the purpose of considering an appointment of Dr. Sandra Faiman-Silva to the Taskforce on Workforce Sustainability.

BACKGROUND/SUMMARY:

- Hannah Vanderscheuren submitted her application to serve on the Taskforce on Workforce Sustainability on May 10, 2024.
- She is a research assistant at the Marine Biological Laboratory and has direct personal experience in many of the issues the Taskforce was created to address such as housing insecurity and childcare challenges.

- The Taskforce on Workforce Sustainability is comprised of 7-9 members, all with a term ending date of July 1, 2026.

DEPARTMENT RECOMMENDATION:

The Town Manager recommends that the Select Board appoint Hananah Vanderscheuren to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026.

OPTIONS:

- Motion to approve the appointment of Hannah Vanderscheuren to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026.
- Motion to deny the appointment of Hannah Vanderscheuren to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board appoint Hannah Vanderscheuren to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026.

Michael Renshaw

Town Manager

6/13/2024

Date



TOWN OF FALMOUTH
BOARD, COMMITTEE OR COMMISSION
APPLICATION FORM

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Name: Hannah Vanderscheuren

Address: 49 Glenwood Ave., unit A Village: Falmouth ZIP: 02540

Mailing Address: 49 Glenwood Ave., unit A Village: Falmouth ZIP: 02540

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident Nov (date: 2022) / Taxpayer Apr (date: 2023)

Amount of time you are available to give: Available to meet (at least) every two weeks for committee meetings and conduct outside work if allowed/necessary _____

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

1. Taskforce on Workforce Sustainability
2. _____
3. _____

Seeking: Permanent Position Alternate Position

Have you attended any meetings of the committee for which you are applying? (N/A) taskforce newly organized _____

Relevant affiliation and work and personal experiences: In many ways, I represent the demographic this task _____

force aims to serve. I am an entry-level research assistant at the MBL . I qualify as housing cost-burdened (50% of my income is spent on rent to live _____

in Falmouth), which is commonplace for early-career workers in town. I've seen housing insecurity and the lack of childcare lead members of my community _____

to move out of necessity, which I feel driven to change. I also have experience working with nonprofits, which could be relevant to how the task force will function. _____

Town offices held in Falmouth or elsewhere and dates of years served: N/A

Briefly describe the particular skills you feel you will add to the committee or board: _____

I am confident in my ability to gather zoning and tax policy information as part of the task force, because
_____ reading literature and making it accessible to a general audience is highly relevant to my research position.

I am a co-founder of a group of early career workers in Falmouth to advocate for affordable housing, so I

I have a good sense of how the task force could best solicit for community input.

You may attach a resume to this application.

List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	<u>Ruth Gainer</u>	<u>Co-founder Jewel Cobb Action Coalition</u>	
2.	<u>Emil Ruff</u>	<u>Assistant scientist</u>	
3.	<u>Molly Moynihan</u>	<u>Postdoctoral scientist</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.

05/10/2024
DATE

Hannah Vanderscheuren
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.

Curriculum Vitae
Hannah Z. Vanderscheuren

49 Glenwood Ave, Falmouth MA 02540 • [REDACTED]

Education and Credentials

BSc Biology, May 2022

University of Wisconsin-Madison, Madison, WI

GPA 3.7

Honors and Grants

Holstrom Environmental Research Fellowship (May 2021 - May 2022) \$4000

UW-Madison *Grow Magazine* 'Class Act' (Spring 2022) [Link to article](#)

Dean's List (2018-2022)

Leadership/Volunteering

The Marine Biological Laboratory Housing Action Committee

Co-chair (May 2023-present)

Co-led the initiation of a program to secure emergency housing for MBL employees in need. Develop surveys to monitor statistics related to the housing situation of MBL employees. Communicate with MBL staff and faculty in meetings about the housing resources available through MBL.

- Independent of the Housing Action Committee, I organize groups of early-career scientists to regularly attend Falmouth select board, zoning board, and affordable housing committee meetings to speak about the need for affordable housing in Falmouth.

Mushroom Observer (501 (c) 3 nonprofit)

Volunteer E-commerce Manager (March 2022 - May 2023)

Developed and managed an Etsy store for a nonprofit organization. Presented to leadership in board meetings.

The University of Wisconsin-Madison Arboretum

Work Party Volunteer (August 2021 - May 2022)

Volunteered for invasive plant removal maintenance at the university arboretum.

Research Experience

The Marine Biological Laboratory, Woods Hole, MA

Research Assistant I, November 2022- Present

Assist with experimental design and independently carry out goals of grant on carbon storage and the metabolism of soil microbes. Mentor undergraduate students working on independent research projects. Communicate with MBL administration, grant collaborators, and vendors. Manage the lab website.

Cedar Creek Ecosystem Science Reserve, East Bethel, MN

BioCON Plant Community Ecology Intern, May 2022 - November 2022

Maintained long-term field experiments on plant physiology with a team of interns. Routinely measure carbon flux, TDR, and light. Conducted independent research on soil carbon storage and abiotic soil properties along an agricultural chronosequence.

Holstrom Environmental Research Fellowship, the Pringle laboratory

Independent Research Fellow, August 2019 - May 2022

Advisor: Dr. Anne Pringle

Conducted independent research on the adaptation of a decomposer fungus to nitrogen pollution. Developed proficiency in scientific programming (R studio) and Excel. Successfully optimized protocols, such as adapting media recipes. Communicated research in a thesis and presentations to a variety of audiences.

The University of Wisconsin-Madison, Department of Botany & Bacteriology

Undergraduate Researcher, August 2019 - May 2022

Advisor: Dr. Anne Pringle

Conducted a literature review on filamentous fungal growth kinetics. Mastered aseptic lab techniques to culture fungi. Led lab outreach by facilitating activities for the public and making a promotional lab video.

The University of Minnesota, Department of Plant & Microbial Biology

Undergraduate Research Assistant, May 2019 - July 2019

Advisor: Dr. Peter Kennedy

Set up and harvested seedling bioassays. Assisted with field work and sample inventory at the university herbarium.

Presentations

“The fitness of *Trichoderma koningiopsis* in the context of nitrogen pollution”. Poster Presentation. Mycological Society of America 2022 Annual Meeting. Gainesville, FL, July 2022.

- Oral presentation given to the UW-Madison Fungal Supergroup (a monthly inter-disciplinary mycology seminar) May 2nd, 2022. Additional oral presentation at the UW-Madison Undergraduate Research Symposium April 14th, 2022.

“Soil Organic Matter and Abiotic Soil Properties in the Old Fields”. Oral Presentation. Cedar Creek Intern Research Symposium. East Bethel, MN, August 2022.

Technical Skills

Computational: R studio, Excel

Field: operate LiCOR machine for terrestrial carbon flux, Time Domain Reflectometry (TDR), plant identification, and light meters.

Wet laboratory: Tin packing, fungal/bacterial culturing, physical soil fractionation, making and adapting media recipes, microscopy



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Committee Interviews 2.e. - Aparicio

ITEM TITLE: Interview, vote, and appoint committee members- Taskforce on Workforce Sustainability- Nelia Luviano Aparicio

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Application Form dated May 13, 2024; Mission Statement and Charge of Taskforce on Workforce Sustainability

PURPOSE:

The Select Board will conduct an interview with Neila Luviano Aparicio for the purpose of considering an appointment of Nelia Luviano Aparicio to the Taskforce on Workforce Sustainability.

BACKGROUND/SUMMARY:

- Nelia Luviano Aparicio submitted her application to serve on the Taskforce on Workforce Sustainability on May 13, 2024.
- She is a post-doctoral researcher at the Marine Biological Laboratory and has direct personal experience in many of the issues the Taskforce was created to address such as childcare challenges in the community.

- The Taskforce on Workforce Sustainability is comprised of 7-9 members, all with a term ending date of July 1, 2026.

DEPARTMENT RECOMMENDATION:

The Town Manager recommends that the Select Board appoint Nelia Luviano Aparicio to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026.

OPTIONS:

- Motion to approve the appointment of Nelia Luviano Aparicio to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026.
- Motion to deny the appointment of Nelia Luviano Aparicio to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board appoint Nelia Luviano Aparicio to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026.

Michael Renshaw

Town Manager

6/13/2024

Date



**TOWN OF FALMOUTH
BOARD, COMMITTEE OR COMMISSION
APPLICATION FORM**

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Name: Nelia Luviano Aparicio

Address: 141 Locust Street Village: Falmouth ZIP: 02540

Mailing Address: 141 Locust Street Village: Falmouth ZIP: 02540

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident 7 months (date: 10/22/24) / Taxpayer 5 months (date: 01/01/24)

Amount of time you are available to give: 10 hours per week

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

1. Falmouth Workforce Sustainability Task Force
2. _____
3. _____

Seeking: Permanent Position Alternate Position

Have you attended any meetings of the committee for which you are applying? No

Relevant affiliation and work and personal experiences: _____

I am a postdoctoral researcher at the Marine Biological Laboratory.

Town offices held in Falmouth or elsewhere and dates of years served: _____

Briefly describe the particular skills you feel you will add to the committee or board: _____

I am very concerned about child care because I am a mom of a 2-year-old child.

I have lived in different countries and I am willing to adapt to new cultures

and meet people to share experiences and help our community.

You may attach a resume to this application.

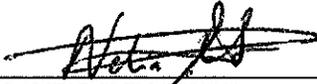
List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	<u>Sandra Faiman-Silva</u>	<u>Professor</u>	
2.	<u>Mark Kurtz</u>	<u>WHOI researcher</u>	
3.	<u>Kristin Gribble</u>	<u>MBL researcher</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.

09/05/2024
DATE



APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Committee Interviews 2.e. - Vogt

ITEM TITLE: Interview, vote, and appoint committee members- Taskforce on Workforce Sustainability- Miranda Vogt

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Application Form dated May 24, 2024; Mission Statement and Charge of Taskforce on Workforce Sustainability

PURPOSE:

The Select Board will conduct an interview with Miranda Vogt for the purpose of considering an appointment of Miranda Vogt to the Taskforce on Workforce Sustainability.

BACKGROUND/SUMMARY:

- Miranda Vogt submitted her application to serve on the Taskforce on Workforce Sustainability on May 24, 2024.
- She currently works as an operations specialist at the Marine Biological Laboratory and has direct personal experience in many of the issues the Taskforce was created to address such as affordable workforce housing and childcare challenges in the community; she is also a newly elected Town Meeting member.

- The Taskforce on Workforce Sustainability is comprised of 7-9 members, all with a term ending date of July 1, 2026.

DEPARTMENT RECOMMENDATION:

The Town Manager recommends that the Select Board appoint Miranda Vogt to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026.

OPTIONS:

- Motion to approve the appointment of Miranda Vogt to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026.
- Motion to deny the appointment of Miranda Vogt to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board appoint Miranda Vogt to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026.

Michael Renshaw

Town Manager

6/13/2024

Date



TOWN OF FALMOUTH
BOARD, COMMITTEE OR COMMISSION
APPLICATION FORM

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Name: Miranda Vogt

Address: 43 Stephens Ln Village: Falmouth ZIP: 02540

Mailing Address: 43 Stephens Ln Village: Falmouth ZIP: 02540

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident 2.5 y (date: 11/2) / Taxpayer _____ (date: _____)

Amount of time you are available to give: 2 hr/week or 8 hrs monthly

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

1. TASKFORCE ON WORKFORCE SUSTAINA
2. _____
3. _____

Seeking: Permanent Position Alternate Position

Have you attended any meetings of the committee for which you are applying? N/A

Relevant affiliation and work and personal experiences: I am a member of the Fal
involved in local politics (recently I became a town meeting
2021. I am involved in the housing action committee at MBI
very interested in improving childcare options on the cape.

Town offices held in Falmouth or elsewhere and dates of years served: town meeting m
this May election

Briefly describe the particular skills you feel you will add to the committee or board: _____

I have seen what a fantastic town Falmouth is, and value it. I've been fighting to help increase the affordable housing in the Action Committee and by doing so have exercised my skills. I applied them by trying to understand everyone's position with what I do. I think that the skills that will most benefit me on the committee are my communication skills, attention to detail, and a strong work ethic. I only applied for this position because I'm excited to get the chance to apply and help

You may attach a resume to this application.

List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	<u>Carrie Albertin</u>	<u>Assistant Scientist</u>	
2.	<u>Bret Grasse</u>	<u>Manager of Cephalopod</u>	
3.	<u>Taylor Sakmar</u>	<u>Cephalopod Curator</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.

5/24/24

DATE

Miranda Vogt Digitally signed by Miranda Vogt
Date: 2024.05.24 16:46:38 -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.

MIRANDA VOGT

43 Stephens Ln. Falmouth, MA 02540



Education

Stanford University

Sep. 2015 – Dec. 2019

Bachelor of Science with Honors in Biology, concentration in Ecology and Evolution

GPA: 3.85

Undergraduate Honors Thesis: A two-pronged approach to urban ants: How is behavior affected by habitat urbanization level and what characteristics of an urban tree are attractive to native ants?

<https://searchworks.stanford.edu/view/km433rx1841>

Languages: Fluent in English, Limited Proficiency in French, Experience in R, Python, LaTeX

Professional Experience

The Marine Biological Laboratory

Nov 2021 – Present

Cephalopod Culture Operations Specialist

Woods Hole, MA

- Maintained cultures of squid, octopuses, and cuttlefish through multiple generations for use in research.
- Ordered and restocked lab supplies and shipped live research animals domestically and internationally.
- Managed a rotating team of 4 interns and interacted with media, donors, schools, and general public.
- **Skills developed:** Data collection and analysis, marine animal husbandry, science communication, financial administrative work

Alaskan Observers, inc.

May 2020 – Sep. 2021

North Pacific Groundfish Observer

Dutch Harbor, AK

- Collected biological data aboard Bering Sea commercial fishing vessels for use in fisheries management and monitoring
- Participated in research projects including the Pacific Sleeper Shark Size Estimation and Age Structure special project
- **Skills developed:** Fish, bird, and marine mammal identification, meticulous data collection technique, experience working in extreme conditions, mentoring new hires on the job, professionally handling disputes while away from land

Mississippi Entomological Museum

Jan. 2020 – May 2020

Museum Technician

Starkville, MS

- Taxonomically identified ant specimens from unsorted collections and prepared specimens for museum archives
- **Skills developed:** Entomological specimen preparation (collection, pinning, labeling), ant taxonomy

Learnika Language and Tutoring Center

Aug. 2018 - Dec. 2019

Tutor

Palo Alto, CA

- Tutored high school students in AP and Honors Chemistry, AP Biology, Honors Algebra, and Honors Geometry
- Assisted with homework help and test prep approximately 6 hours/week

Lecuit Lab, Institut Pasteur

June 2018 - Aug. 2018

Intern

Paris, France

- Investigated the mechanisms of *Listeria* translocation across the intestinal epithelial barrier using intestinal organoids
- **Skills developed:** Light Sheet and Confocal microscopy, organoid production, cell culture, virus production and transfection, microinjection, aseptic technique

Leadership and Community Engagement

Students for a Sustainable Stanford

2015-2019

Co-Director, Director of Operations

Managed a yearly \$20,000 budget and an over 40 person membership, Led a workshop at Global Climate Action Summit 2018

Stanford Shakespeare Company

2016-2017

Set-Designer, Assistant Stage Manager

Participated in public productions of *Macbeth* and *Twelfth Night* as a member of the troupe's Technical Crew



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Committee Interviews 2.e. - Weiss

ITEM TITLE: Interview, vote, and appoint committee members- Taskforce on Workforce Sustainability- Benjamin Weiss

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Application Form dated May 24, 2024; Mission Statement and Charge of Taskforce on Workforce Sustainability

PURPOSE:

The Select Board will conduct an interview with Benjamin Weiss for the purpose of considering an appointment of Benjamin Weiss to the Taskforce on Workforce Sustainability.

BACKGROUND/SUMMARY:

- Benjamin Weiss submitted an application to serve on the Taskforce on Workforce Sustainability on May 24, 2024.
- Benjamin Weiss currently works at the Woods Hole Oceanographic Institution (WHOI) and has direct personal experience in many of the issues the Taskforce was created to address such as affordable workforce housing; Benjamin Weiss also has extensive experience with organizing the community around housing issues.

- The Taskforce on Workforce Sustainability is comprised of 7-9 members, all with a term ending date of July 1, 2026.

DEPARTMENT RECOMMENDATION:

The Town Manager recommends that the Select Board appoint Benjamin Weiss to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026.

OPTIONS:

- Motion to approve the appointment of Benjamin Weiss to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026.
- Motion to deny the appointment of Benjamin Weiss to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board appoint Benjamin Weiss to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026.

Michael Renshaw

Town Manager

6/13/2024

Date



**TOWN OF FALMOUTH
BOARD, COMMITTEE OR COMMISSION
APPLICATION FORM**

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Name: Benjamin Weiss

Address: 175 Lake Shore Drive Village: East Falmouth ZIP: 02536

Mailing Address: Falmouth Housing Authority Village: East Falmouth ZIP: 02536

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident 3.5 yrs (date: Jan 2021) / Taxpayer 3.5 yrs (date: 1/21)

Amount of time you are available to give: 5 hrs/week

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

1. Taskforce on Workforce Sustainability
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: See link:
<https://docs.google.com/document/d/19SuWZUlnz18YkVWDeentpalqsSkfVACx6>

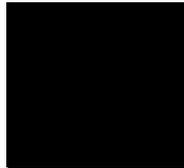
Town offices held in Falmouth or elsewhere and dates of years served: N/A

Briefly describe the particular skills you feel you will add to the committee or board: _____

<https://docs.google.com/document/d/19BuaWzUlnz18YxWDeentpalqsSkfVACx6>

You may attach a resume to this application.

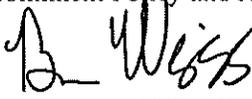
List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	<u>Onji Scott-Price</u>	<u>ex. Select Board Member</u>	
2.	<u>Max Jahns</u>	<u>Scientific Researcher</u>	
3.	<u>Nick Rypkema</u>	<u>Principal Investigator</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.

5/24/2024
DATE



APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.

Benjamin Weiss
Survey Responses
Submitted 5/24/2024

Relevant affiliation and work and personal experience:

As a young, full time employee of the Woods Hole Oceanographic Institution (WHOI), I have personally experienced many of the challenges that the Task Force on Workforce Sustainability aims to address. I have moved six times in my three years as a resident, due to extreme housing pressures. Despite all of this, I wholeheartedly believe that Falmouth is an amazing place to live. I want to do my part to ensure that it continues to be a thriving, prosperous, and diverse community, which will only be possible if we can effectively address challenges to workforce sustainability.

After I decided to get involved, I began organizing around housing issues at my workplace. First, I co-organized and led a community wide listening session at WHOI (attended by over 100 employees) in order to collect feedback on housing struggles faced by our community. Next, I helped to collate this feedback which was then submitted to the administration. In response, they formed a Housing Working Group, which I was also invited to join. This group further refined our understanding of the problem and ultimately generated a list of solutions that could be implemented by WHOI. But employers cannot fix this problem alone. Advocacy and action at the town level is crucial. For this reason, I joined the Housing Action Committee, a joint effort between MBL and WHOI, which aims to bring our community's perspective to Town forums, including Select Board Meetings, ZBA Meetings, and through submissions to the Enterprise.

Briefly describe the particular skills you feel you will add to the committee or board:

Given my track record of organizing at the community level, I am well equipped to help this Taskforce collect community feedback. I am also dedicated to ensuring that we collect said feedback from a diverse range of Falmouth residents. One key to doing this is establishing connections with community centers that are already embedded in diverse populations. As one of the co-leads of GLOW (an LGBTQ+ organization in Falmouth) and one of the Co-Chairs of the Committee for Diversity, Equity and Inclusion at WHOI, I feel equipped to do just that. Furthermore, my skills as a researcher will certainly come in handy while we look to collect best practices from a wide range of towns. I am eager to work alongside fellow residents as we seek solutions to these pressing challenges.



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Committee Interviews 2.e. - Jans

ITEM TITLE: Interview, vote, and appoint committee members- Taskforce on Workforce Sustainability- Maxim Jans

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Application Form dated May 24, 2024; Mission Statement and Charge of Taskforce on Workforce Sustainability

PURPOSE:

The Select Board will conduct an interview with Maxim Jans for the purpose of considering an appointment of Maxim Jans to the Taskforce on Workforce Sustainability.

BACKGROUND/SUMMARY:

- Maxim Jans submitted an application to serve on the Taskforce on Workforce Sustainability on May 24, 2024.
- Maxim Jans is a Ph.D. student and graduate worker at the Woods Hole Oceanographic Institution (WHOI) and has direct personal experience in many of the issues the Taskforce was created to address such as affordable workforce housing; Maxim Jans also has extensive experience with organizing the community around housing issues and is the former lead organizer of the WHOI Graduate Student Union.

- The Taskforce on Workforce Sustainability is comprised of 7-9 members, all with a term ending date of July 1, 2026.

DEPARTMENT RECOMMENDATION:

The Town Manager recommends that the Select Board appoint Maxim Jans to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026.

OPTIONS:

- Motion to approve the appointment of Maxim Jans to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026.
- Motion to deny the appointment of Maxim Jans to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board appoint Maxim Jans to serve on the Taskforce on Workforce Sustainability with a term to expire on July 1, 2026.

Michael Renshaw

Town Manager

6/13/2024

Date

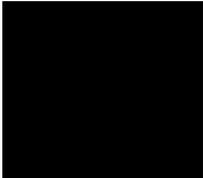
Briefly describe the particular skills you feel you will add to the committee or board: _____

Please see attached document "Workforce Sustainability Taskforce

Application Supplemental Information.pdf"

You may attach a resume to this application.

List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	Ciara Dooley	WHOI GSU Organizer & Ph.D. Student	
2.	Saberah Malik	Textile Artist	
3.	Benjamin Weiss	Engineer & MBL-WHOI Housing Action Committee Member	

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.

05/24/2024

DATE



APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.

Relevant affiliation and work and personal experiences:

I am a Ph.D. student and graduate worker at WHOI. I am also one of the founding members and former lead organizer of the WHOI Graduate Student Union. I became passionate about organized labor after being briefly homeless during my time in Falmouth and learning that 16% of young WHOI scientists go homeless before they obtain their Ph.D. At WHOI I was also a board member of the JP-ASK peer-mentorship program, designed to help young scientists from marginalized or “non-traditional” backgrounds to see a place for themselves in Woods Hole. I have worked at two other educational institutions in Falmouth. I am also a member of the LGBTQ community and created “Queer Prom,” an annual event open to everyone in the Woods Hole scientific community to celebrate the work and identities of the LGBTQ people in our community.

Briefly describe the particular skills you feel you will add to the committee or board:

I know first-hand how difficult it can be for young people to find housing in Falmouth. Like many at WHOI, I came here for the incredible opportunity to work for the best oceanographic institution in the world and stayed because I fell in love with Falmouth and our local community. Yet, I cannot see a future here with the current state of the workforce and the housing stock. I also have trouble seeing a future because I have noticed my LGBTQ community, while strong, is dwindling. Many LGBTQ friends and friends from other minority communities have left Falmouth because they do not feel supported by this community. I think I can bring a perspective as a young person, as a scientist, and as a member of a marginalized group that can help the town figure out how to solve our out-migration problem. Also, as a former leader of organized labor, I have experience working tirelessly for the needs of low-income and housing insecure people. I have a proven track-record of successfully organizing grassroots campaigns and balancing the needs of diverse constituencies for the benefit of all.

Max A. Jahns

161 Alcott Road, East Falmouth, MA 02536

EDUCATION

Ph.D. Candidate in Chemical Oceanography, *Woods Hole Oceanographic Institution* June 2019-Present
Bachelor of Arts in Biology, *Vassar College* Graduated May 2019

PROFESSIONAL EXPERIENCE

National Science Foundation Graduate Fellow, *Woods Hole Oceanographic Institution* June 2019-Present

- Design an independent project investigating how marine microbial organisms cooperate and compete in resource-limited environments to better predict ecological shifts in changing ocean climates.
- Presented my findings at six local and national conferences.
- Raise more than \$20,000 from competitive scientific grants to support my research.

Visiting Assistant Professor, *Gull Island Institute* July 2023-Aug 2023

- Designed and lead a week-long class for eight college-aged students living on Gull Island focused on evolution and human connections with the local environment.
- Actively participated in school governance and student mentoring.

Visiting Assistant Professor, *Sea Education Association* June 2021-Dec 2021

- Designed a novel curriculum for 12 college students centered around proper science communication with the public, peer-reviewed scientific publishing, and visualizing data.
- Ran the Sea Education Association twitter account as a collaborative class project where students uploaded original their written and video creations which received over 1000 likes and 100,000 views in total over the six week "twitter takeover".

Program Coordinator for Education and Healthy Living, *15-LOVE* June 2016-Aug 2016

- Managed and taught 11 summer programs in reading, healthy eating, and science for intercity and disadvantaged youth which served over 250 children aged 4-15.
- Solicited approximately \$800 of in-kind donations from local businesses for the organization's pilot STEM summer program I designed.

SERVICE EXPERIENCE

Town Meeting Member, *Precinct 3, Town of Falmouth* (Elected 2024)

- Elected to serve my local community in the twice yearly town governance meetings.

Co-Lead Organizer & Union Rep, *WHOI Graduate Student Union* June 2022-May 2024

- Managed and lead a bargaining unit of ~120 graduate workers at the Woods Hole Oceanographic Institution through amicable voluntary recognition with our employer, becoming the first graduate union (to our knowledge) to be recognized without the exclusion of workers on fellowship.
- Served as the chair and cochair of the organizing committee where I led button-ups, speak-outs, protests, and other grassroots efforts to secure workers' rights for WHOI graduate students.

Chair & Founder, *Woods Hole Queer Prom* June 2019-August 2023

- Founded and run the largest queer-focused event at WHOI (100-150 participants every year)
- Celebrate LGBTQ members off he community

Board Member & Chair of Assessment, *JP Applicant Support and Knowledgebase* July 2020-Jan 2024

- Led a peer mentoring program to bring more diverse and non-traditional scientists to study at WHOI serving >400 people with more than 100 peer mentors.
- Managed all assessments to measure and ensure program success and published our findings in the prestigious peer-reviewed scientific journal *Oceanography* to encourage other graduate schools to replicate our program.

OPEN SESSION

COMMITTEE INTERVIEWS

Interview, vote and appoint committee members

3. Committee reappointments (uncontested seats)



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Committee Interviews – 3. Committee Reappointments

ITEM TITLE: Committee reappointments- uncontested seats

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Listing of reappointments to Non-Regulatory Boards (incumbents with no new applications for seats)

PURPOSE:

The Select Board will consider the reappointment of various non-regulatory board positions for which there are incumbents and no applications for their seats.

BACKGROUND/SUMMARY:

- There are currently seven (7) non-regulatory committee and board seats that are due for reappointment (see attached listing).
- None of these seven board or committee seats have any new applications to serve.

DEPARTMENT RECOMMENDATION:

The Town Manager recommends that the Select Board vote to reappoint the individuals to serve on those boards and committees as reflected in the attached Town Committee Reappointments to Non-Regulatory Boards sheet.

OPTIONS:

- Motion to reappoint the individuals to serve on those boards and committees as reflected in the attached Town Committee Reappointments to Non-Regulatory Boards sheet.

- Some other Board defined alternative.

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board vote to reappoint the individuals to serve on those boards and committees as reflected in the attached Town Committee Reappointments to Non-Regulatory Boards sheet.

Michael Renshaw

Town Manager

6/13/2024

Date

**Town Committee
Reappointments to Non-Regulatory Boards
(Incumbents with no new applications for the seats)**

Non-Regulatory Boards:

Committee	Incumbent for Reappointment	Term
Affirmative Action Committee	Milene Chioatto	6/30/27
Affordable Housing Committee	Chinna Mapp	6/30/27
Board of Assessors	Robert Dolan	6/30/27
Cultural Council	Rima Petrosyan	6/30/27
Recreation Committee	Thomas Zine	6/30/27

Other		
Parking Clerk	Patricia O'Connell	6/30/25
Assistant Parking Clerk	Mary Ellen Lopes	6/30/25

OPEN SESSION

PUBLIC HEARINGS

1. Hearing to determine if there are violations of the Lodging House License issued to Frederick William House located at 594 Palmer Avenue, Falmouth, MA



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Public Hearings 1.

ITEM TITLE: Hearing to determine if there are violations of the Lodging House License issued to Frederick William House located at 594 Palmer Avenue, Falmouth, MA

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Notice of Violation and Hearing dated June 7, 2024; Notice of Violation and Hearing Letter dated June 5, 2024; Service of Notice dated June 6, 2024; Lodging House License issued by Select Board to Frederick William House, License # 012-LH dated April 22, 2024; Certificate of Inspection, Office of Public Safety and Inspections dated March 29, 2024; Email Complaint from Abutter dated May 3, 2024; Screen shots of Frederick William House website reflecting the advertising for lodging of the Shining Sea Bikeway Cottage May 2024 through September 2024; Decision of Falmouth Zoning Board of Appeals; Lodging House License warning Letter dated April 23, 2024

PURPOSE:

The Select Board will conduct a public hearing to determine if there are violations of the Lodging House License issued to Frederick William House located at 594 Palmer Avenue, Falmouth, MA.

BACKGROUND/SUMMARY:

- This public hearing was properly noticed in the paper on Friday, June 7, 2024.

- On April 22, 2024 the Select Board approved the renewal of the Lodging House License for the Frederick William House located at 594 Palmer Avenue (License # 102-LH, see attached)
 - The License stipulated that the Frederick William House could operate a maximum of five (5) rooms and only on the Main House.
 - The issued License is valid from May 1, 2024 through April 30, 2025.
 - During the April 22 meeting, the Chair commented that the Select Board office had received complaints that more than five rooms were being rented, and that continued violations of the license would result in a hearing before the Select Board to consider whether there were violations of the license and possible suspension or revocation of the license.

- On April 23, 2024 the Town Manager sent a letter to the manager of Frederick William House, Jeannette Robinson (see attached), indicating that the license that was issued on April 22 allowed for the operation of five (5) rooms, Main House only.
 - The letter further identified that as of April 23, 2024 the establishment was advertising on the Frederick William House website six (6) rooms to include the Cottage Suite and that this was a violation of the terms of the license.
 - The letter stated that failure to remove all advertising of any rooms in excess of the five licensed rooms, or any other showing of noncompliance with the terms of the license will result in the issuance of a Notice of Violation and a hearing before the Select Board for consideration of revoking or suspending the license in accordance with MGL c. 140 Section 30.
 - This letter was served on Jeanette Robinson by a Falmouth Constable on April 25, 2024.
 - A copy of the letter was also mailed to legal counsel for the Frederick William House, Attorney P. Cook, on May 22, 2024.

- On May 3, 2024 an abutter to the Frederick William House, Jonathan Stronach, made a complaint to the Building Department alleging that the establishment was advertising for lodging the Cottage House in violation of their license (see attached).

- On May 23, 2024 the Building Department forwarded a screen shot of the Frederick William House website clearly showing that the Shining Sea Bikeway Cottage (1,388 square feet) was listed as an option to rent with the note that it sleeps 6, with two queen beds and one twin sofa bed (see attached); on May 23 the Shining Sea Bikeway Cottage was listed on the site as “We are sold out.”

- The Building Department has submitted additional screenshots (see attached) of the Frederick William House website booking page showing the advertisement for lodging of the Shining Sea Bikeway Cottage; these screen shots indicate that as of June 5, the Shining Sea Bikeway Cottage is booked for 14 days in the month of June 2024, for 22 days in the month of July, for 11 days in the month of August, and for 4 days in the month of September 2024.

DEPARTMENT RECOMMENDATION:

Following the public hearing and based upon the information presented, if the Select Board determines that the Frederick William House has violated the conditions of the Lodging House License it issued on April 22, 2024 then the Town Manager recommends that the Lodging House License issued to Frederick Willaim House located at 594 Palmer Avenue be suspended for a period of thirty (30) days.

OPTIONS:

- Motion to suspend the Lodging House License issued to Frederick William House, 594 Palmer Avenue (License # 012-LH) for a period of 30 days.
- Motion to revoke the Lodging House License issued to Frederick William House, 594 Palmer Avenue (License # 012-LH).
- Motion to deny suspension or revocation of the Lodging House License issued to Frederick William House, 594 Palmer Avenue (License # 012-LH).
- Some other Select Board alternative.

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

Following the public hearing and based upon the information presented, if the Select Board determines that the Frederick William House has violated the conditions of the Lodging House License it issued on April 22, 2024 then the Town Manager recommends that the Lodging House License issued to Frederick Willaim House located at 594 Palmer Avenue be suspended for a period of thirty (30) days.

Michael Renshaw

Town Manager

6/13/2024

Date



NOTICE OF VIOLATION AND HEARING

Notice is hereby given under M.G.L. c. 140 § 30 that the Town of Falmouth Select Board will conduct a public hearing to determine if there are violations of the Lodging House license issued to Frederick William House located at 594 Palmer Avenue, Falmouth, MA.

The hearing will be held in the Select Board Meeting Room, Falmouth Town Hall on Monday, June 17, 2024, at 6:45 p.m.

LICENSING BOARD

Nancy Robbins Taylor
Edwin P. Zylinski, II
Douglas C. Brown
Robert P. Mascali
Heather M. H. Goldstone

Publication Date: Friday, June 7, 2024



TOWN OF FALMOUTH

Office of the Town Manager & Select Board

59 Town Hall Square, Falmouth, Massachusetts 02540

Telephone: (508) 495-7320

townmanager@falmouthma.gov

NOTICE OF VIOLATION AND HEARING

June 5, 2024

Frederick William House
Jeanette Robinson, Manager
594 Palmer Avenue
Falmouth, MA 02540
By Hand Delivery, email, and First Class Mail

and

Law Office of Patrick Cook
154 West Grove Street, Unit D3
Middleborough, MA 02346
By First Class Mail

Re: Lodging House License for Frederick William House

Dear Jeanette Robinson:

On April 23, 2024, you were issued a letter of warning that your license for the Frederick William House to operate a lodging house allows you to rent 5 rooms in the Main House, only, and that any violations of the terms of the license could result in a hearing. You were informed that rental of the Cottage Suite is not permitted under your license. At your request, this warning letter was also forwarded to your attorney on May 25, 2024.

It is now alleged that the Frederick William House continues to advertise for rent and operate the Cottage Suite - Whole House.

Notice is hereby given under M.G.L. c. 140 § 30 that the Falmouth Select Board will conduct a public hearing to determine if there are violations of the Lodging House License.

The hearing will be held in the Select Board Meeting Room, Falmouth Town Hall on Monday, June 17, 2024, at 6:45 p.m. You will be afforded an opportunity to be heard on these issues and are invited to present evidence on your behalf.

Please be advised that pursuant to M.G.L. c. 140 §30, the Select Board may modify, suspend, revoke, or cancel the licenses upon a finding that a violation has occurred. Failure to appear for the hearing will result in a finding that a violation has occurred.

LICENSING BOARD

Nancy Robbins Taylor

Edwin P. Zylinski, II

Douglas C. Brown

Robert P. Mascali

Heather M. H. Goldstone



June 6, 2024

Frederick William House
Jeanette Robinson, Manager
594 Palmer Avenue
Falmouth, MA 02540

I acknowledge that the correspondence addressed as noted above was delivered on June 6, 2024, in hand to:

~~_____~~ ~~_____~~ Jeanette Robinson
Print Name

By: , Town of Falmouth Constable
Signature

Thomas Zine
Print Name

June 6, 2024
Date

1:25 pm
Time

mint
4-26-24

Number:
012-LH

Fee
\$35.00

The Commonwealth of Massachusetts
Town of Falmouth

This is to certify that
Frederick William House
Jeanette Robinson, Manager
594 Palmer Avenue, Falmouth, MA 02540
is hereby granted this
Lodging House License

and at that place only and expires on the below specified date unless sooner suspended or revoked for violation of the laws of the Commonwealth of Massachusetts relating to the licensing of Lodging Houses. This license is issued in conformity with the authority granted to the licensing authorities under section twenty-three, of chapter one hundred and forty, of the General Laws, and is subject to the provisions of sections twenty-two to thirty-one inclusive of said chapter.

MAXIMUM 5 ROOMS - ONLY IN MAIN HOUSE

MAXIMUM # OF LODGERS 18 PERSONS: 2 ADULTS and 2 CHILDREN -
UNDER THE AGE OF 12 ONLY PER ROOM.

CONTINENTAL BREAKFAST FOR LODGERS ONLY.

Valid from: May 1, 2024

Valid until: April 30, 2025

By order of The Falmouth Board of Selectmen

April 22, 2024

Nancy R. [Signature]

[Signature]

[Signature]

[Signature]

This License Must be Posted in a Conspicuous Place upon the Premises



The Commonwealth of Massachusetts
TOWN OF FALMOUTH
Office of Public Safety & Inspections

New and Renewal Certificate of Inspection

In accordance with **780 CMR, Chapter 1** (The Ninth Edition of the Massachusetts State Building Code) and **Chapter 304 of the Acts of 2004** (an Act to further enhance fire and life safety), this Certificate Of Inspection is issued to the premise or structure or part thereof as herein identified

Issued to	Identify Name of Establishment	Certificate No. <i>CI-24-0791</i>
	<i>Frederick William House</i>	
Located at	Identify property address including street number, name, city or town and county	Certificate Expiration
	<i>594 PALMER AVE</i>	<i>03/29/25</i>
Use Group / Description	<i>R-1</i>	
Story	Allowable Occupant Load	
	<i>5 Rooms- not including carriage house or gift shop</i>	

This is hereby issued by the undersigned to certify that the premise, structure or portion thereof as herein specified has been inspected for general fire and life safety features. This certificate shall be framed behind clear glass and/or laminated and posted in a conspicuous place within the space as directed by the undersigned. **Failure to post or tampering with the contents of the certificate is strictly prohibited.**

Name of Municipal Fire Chief or Designee	Name of Municipal Building Official <i>Gary Street Building Commissioner</i>	Date of Inspection <i>03/25/24</i>
Signature of Municipal Fire Chief or Designee	Signature of Municipal Building Official <i>Gary Street</i>	Date of Issuance <i>03/29/24</i>

Phyllis Downey

Subject: FW: 594 Palmer Ave Lodging License Complaint *Update*
Attachments: 594 Palmer-Screenshot 2024-05-29 May bookings.jpg; 594 Palmer-Screenshot 2024-05-29 September bookings.jpg; 594 Palmer-Screenshot 2024-05-29 August bookings.jpg; 594 Palmer-Screenshot 2024-05-29 July bookings.jpg; 594 Palmer-Screenshot 2024-05-29 June bookings.jpg

From: Eleanor MacKay <eleanor.mackay@falmouthma.gov>
Sent: Wednesday, June 5, 2024 12:03 PM
To: Phyllis Downey <phyllis.downey@falmouthma.gov>; Sari Budrow <Sari.Budrow@falmouthma.gov>
Cc: Gary Street <gary.street@falmouthma.gov>; Mike Renshaw <mike.renshaw@falmouthma.gov>
Subject: RE: 594 Palmer Ave Lodging License Complaint *Update*

Hi Phyllis,
Attached are pdf of the bookings from May – September as of May 29, 2024.
Best,
Eleanor

From: Phyllis Downey <phyllis.downey@falmouthma.gov>
Sent: Wednesday, June 5, 2024 11:41 AM
To: Sari Budrow <Sari.Budrow@falmouthma.gov>
Cc: Gary Street <gary.street@falmouthma.gov>; Eleanor MacKay <eleanor.mackay@falmouthma.gov>; Mike Renshaw <mike.renshaw@falmouthma.gov>
Subject: RE: 594 Palmer Ave Lodging License Complaint *Update*

Hi Sari,

Do you still have copies of the calendars you located on the Frederick William House website on 5/23? The links have expired and we are working on a hearing notice for the Select Board.

Thank you,
Phyllis

Phyllis Downey
Town Manager & Select Board Office
508-495-7325

From: Sari Budrow <Sari.Budrow@falmouthma.gov>
Sent: Thursday, May 23, 2024 8:13 AM
To: Gary Street <gary.street@falmouthma.gov>; Mike Renshaw <mike.renshaw@falmouthma.gov>
Cc: Eleanor MacKay <eleanor.mackay@falmouthma.gov>; Phyllis Downey <phyllis.downey@falmouthma.gov>
Subject: RE: 594 Palmer Ave Lodging License Complaint *Update*

Good Morning,

Frederick William house, today, on line shows the cottage but is noted "sold out" at the bottom. See attached.

The Cottage did not show on Booking.com.

Sari

Thank you Phyllis. Can you tell me whether or not the "warning letter" dated April 23 was ever served/mailed to the attorney representing the property owner?

Gary, could you provide me with the status/disposition of any open complaints regarding the May 6 advertising on Booking.com of 5/7 (two bedroom house)?

Mike Renshaw, ICMA-CM, MPA
Town Manager
Town of Falmouth
59 Town Hall Square
Falmouth, MA 02540
O: (508) 495-7324
C: (774) 392-1365



When responding, please be aware that the Massachusetts Secretary of State has determined that most email correspondence is public record and therefore cannot be kept confidential.

From: Phyllis Downey <phyllis.downey@falmouthma.gov>
Sent: Tuesday, May 21, 2024 4:06 PM
To: Mike Renshaw <mike.renshaw@falmouthma.gov>
Cc: Gary Street <gary.street@falmouthma.gov>; Maura O'Keefe <maura.okeefe@falmouthma.gov>
Subject: FW: 594 Palmer Ave Lodging License Complaint *Update*

Mike,

Jonathan Stronach visited the office to request an update on the violation by Lodging House Licensee, Frederick William House, his neighbor. He states that the Building Department has advised the violations are continuing and he would like to know when the violation might be taken up by the Select Board.

I understand that all correspondence should be addressed to Jeanette Robinson's attorney. Attached please find a draft notice of hearing letter and a draft hearing notice as well as a copy of the warning letter sent to the Frederick William House April 25th.

Please let me know how I should respond to Jonathan Stronach. Also let me know if upon review you and Maura find the letter and notice to be a good start and want to proceed in sending them.

Phyllis

Jonathan Stronach
600 Palmer Ave
[REDACTED]

Jonathan Stronach [REDACTED]

Phyllis Downey
Town Manager & Select Board Office
508-495-7325

From: Gary Street <gary.street@falmouthma.gov>
Sent: Monday, May 6, 2024 9:04 AM
To: Mike Renshaw <mike.renshaw@falmouthma.gov>; Peter Johnson-Staub <peter.johnson-staub@falmouthma.gov>
Cc: Phyllis Downey <phyllis.downey@falmouthma.gov>
Subject: FW: 594 Palmer Ave Lodging License Complaint *Update*

Mike,

A quick web search turned up the following listing for cottage. I believe this is a violation of the lodging license for the Fredrick William House.

Respectfully,

Gary Street

Gary Street CBO
Building Commissioner and Zoning Enforcement Officer
Town of Falmouth
Gary.Street@Falmouthma.gov
(508)495-7470

[Get Outlook for iOS](#)

From: Phyllis Downey <phyllis.downey@falmouthma.gov>
Sent: Friday, May 3, 2024 4:34:00 PM
To: Falmouth Town Manager <townmanager@falmouthma.gov>
Cc: Gary Street <gary.street@falmouthma.gov>; Maura O'Keefe <maura.okeefe@falmouthma.gov>
Subject: FW: 594 Palmer Ave Lodging License Complaint *Update*

Hello,

Below please find a review of the Cottage House at the Frederick William House dated 5/2/2024 (2.05.24 European date format) and the Cottage Suite. <https://www.frederickwilliamhouse.com/reviews>

Frederick William House

594 Palmer Ave, Falmouth, MA

Write a review

4.8 ★★★★★ 72 reviews ⓘ

Sort by

- Most relevant
- Newest**
- Highest
- Lowest



Christina Johnson

7 reviews

★★★★★ a day ago **NEW**

Vacation | Family

We had a great experience in the cottage suite. It was spacious and just what we needed as a family. The grounds are gorgeous.

Nearby activities: There's an adorable park across the street, the fun bike trail that goes down to the water, and lots of yummy food and cute shops nearby.

Walkability: The bike trail backs up the property which can get you just about anywhere in the local area. There's also bikes available to use on your stay.

Food & drinks: Delicious and tasty continental breakfast was included.

Rooms: 5/5 | **Service:** 5/5 | **Location:** 5/5

Hotel highlights

Quiet, Kid-friendly

Mike Renshaw

From: Jonathan Stronach [REDACTED]
Sent: Friday, May 3, 2024 3:52 PM
To: Gary Street; Falmouth Town Manager; Peter Johnson-Staub
Subject: 594 Palmer Ave Lodging License Complaint *Update*

Dear Mr. Street,

On April 22nd, I attended a Select Board meeting with the agenda item for seasonal license renewals. At that meeting, I heard that the Frederick William House at 594 Palmer Ave would be granted a license renewal, however the property owner would be put on notice regarding ZBA violations as well as violations of the license itself for a 5bd room guest accommodation.

My concern is that following the license, the Cottage remains as a booking option on the below website as well as all affiliate websites.

<https://www.frederickwilliamhouse.com/cottage-rates>

In addition, that same website includes a guest review of a stay in the Cottage that was posted just yesterday.

As you know, I am an abutter to this property and this matter is important to me. I would ask that your office look into if this business is operating within the recently approved lodging license as the board indicated at the April 22nd meeting.

The below review and the website advertisement seem to indicate that the "Cottage" is part of the B&B which is subject to the Select Board license as continental breakfast is provided same as any other rooms.

Frederick William House

594 Palmer Ave, Falmouth, MA

Write a review

4.8  72 reviews ⓘ

Sort by

Most relevant

Newest

Highest

Lowest



Christina Johnson

7 reviews

 a day ago **NEW**

Vacation | Family

We had a great experience in the cottage suite. It was spacious and just what we needed as a family. The grounds are gorgeous.

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Food & drinks: Delicious and tasty continental breakfast was included.

Rooms: 5/5 | **Service:** 5/5 | **Location:** 5/5

Hotel highlights

Quiet, Kid-friendly



Black Room, Deluxe King Suite, Garden View, Private Bath, Bikes Included | Dining

Point of interest

Point of interest

White Room, Deluxe Queen Suite, Private Bath, Park View, Bikes Included | Living area | 36-inch flat-screen TV with satellite channels, TV, toys

Black Room, Deluxe King Suite, Garden View, Private Bath, Bikes Included | Property amenity

119+

VIP Access

Frederick William House

★★★★

Comfortable Colonial bed & breakfast, walk to Goodwill Park

Fully refundable

9.6 **Exceptional**

[See all 214 reviews >](#)

Popular amenities

Pet friendly

Free WiFi

Housekeeping

[See all property amenities >](#)

Breakfast available ⓘ

Parking included

Air conditioning

Explore the area

Map

-  Snining Sea Bikeway 19 min walk
-  Island Queen Ferry 4 min drive
-  Falmouth Heights Beach 8 min drive
-  Boston, MA (BOS-Logan Intl.) 86 min drive

[See more >](#)

VIP Access

Our Silver, Gold and Platinum members get perks at select VIP Access properties, on top of exceptional service.

- Silver** A perk like food and drink extras, free breakfast, or parking credits
- Gold** Room upgrades when available, plus Silver perks
- Platinum** Room upgrades when available, plus Silver perks

[Learn about perks with VIP Access >](#)

Earn OneKeyCash on this stay when you sign in and book. More rewards for more adventures!

[Sign in](#)

Choose your room

 Check-in
May 28

 Check-out
May 29

 Travelers
1 room, 2 travelers

Price is typical ⓘ

The nightly rate for the lowest priced room matching your search is within our typical \$179-\$219 range for this property (excluding taxes and fees).

\$184

\$179

\$219

- All rooms
1 bed
2 beds
3+ beds

Showing 6 of 6 rooms

 White Room, Deluxe Queen Suite, Private Bath, Park View, Bikes Included | Egyptian cotton sheets, premium bedding, down comforters

 Black Room, Deluxe King Suite, Garden View, Private Bath, Bikes Included | Egyptian cotton sheets, premium bedding, down comforters

 Harbor Side Garden Suite, King Bed, Fireplace, Private Bath, Bikes Included | Egyptian cotton sheets, premium bedding, down comforters



White Room, Deluxe Queen Suite, Private Bath, Park View, Bikes Included
8.8/10 Excellent

Black Room, Deluxe King Suite, Garden View, Private Bath, Bikes Included
10/10 Exceptional

Harbor Side Garden Suite, King Bed, Fireplace, Private Bath, Bikes Included
10/10 Exceptional

- Reserve now, pay deposit
-  193 sq ft
-  Coffee/Pastries Each Morning
-  Free WiFi
-  Free self parking
-  Sleeps 3
-  Park view
-  1 Queen Bed

- Reserve now, pay deposit
-  249 sq ft
-  Coffee/Pastries Each Morning
-  Free WiFi
-  Free self parking
-  Sleeps 3
-  1 King Bed

- Reserve now, pay deposit
-  248 sq ft
-  Coffee/Pastries Each Morning
-  Free WiFi
-  Free self parking
-  Sleeps 3
-  1 King Bed

Fully refundable ⓘ
Before Sat, May 25

Fully refundable ⓘ
Before Sat, May 25

Fully refundable ⓘ
Before Sat, May 25

[More details >](#)

[More details >](#)

[More details >](#)

<p>\$184 \$204</p> <p>\$210 total includes taxes & fees</p> <p>Price details ></p> <p>We have 1 left</p> <p>Reserve</p> <p>9</p> <p>Glendale Petit, Deluxe Double, Park View, Private Bath, Bikes Included Egyptian cotton sheets, premium bedding, down comforters</p> <p>8.8/10 Excellent</p> <ul style="list-style-type: none"> 139 sq ft Free WiFi Free self parking Sleeps 3 Park view 1 Double Bed <p>More details ></p> <p>We are sold out</p>	<p>\$215 \$239</p> <p>\$246 total includes taxes & fees</p> <p>Price details ></p> <p>We have 1 left</p> <p>Reserve</p> <p>5</p> <p>Luxury Seaside Suite, King Bed, Private Bath, Bikes Included Egyptian cotton sheets, premium bedding, down comforters</p> <p>9.3/10 Wonderful</p> <ul style="list-style-type: none"> 178 sq ft Free WiFi Free self parking Sleeps 2 1 King Bed <p>More details ></p> <p>We are sold out</p>	<p>\$269 \$299</p> <p>\$308 total includes taxes & fees</p> <p>Price details ></p> <p>We have 1 left</p> <p>Reserve</p> <p>21</p> <p>ShiningSea Bikeway Cottage, Garden View, Bikes Included, 2 Queen Bedroom Cottage, Kitchen, Laundry, Egyptian cotton sheets, premium bedding, down comforters</p> <p>10/10 Exceptional</p> <ul style="list-style-type: none"> 1388 sq ft Free WiFi Free self parking Sleeps 6 2 Queen Beds and 1 Twin Sofa Bed <p>More details ></p> <p>We are sold out</p>
---	--	--

Similar properties we recommend

<p>Close to Falmouth Heights Beach</p>  <p>Falmouth Tides Falmouth Heights</p> <ul style="list-style-type: none"> ✓ On private beach ✓ Pet friendly ✓ Parking included ✓ Free WiFi <p>9.4/10 Exceptional (409)</p> <p>\$259 per night \$325 total</p>	<p>Travelers like the pool here</p>  <p>The Palmer House Inn Falmouth</p> <ul style="list-style-type: none"> ✓ Breakfast included ✓ Pet friendly ✓ Parking included ✓ Free WiFi <p>9.6/10 Exceptional (152)</p> <p>\$247 per night \$283 total</p>	<p>Sea Crest Beach Resort North Falmouth</p> <ul style="list-style-type: none"> ✓ On private beach ✓ Pool ✓ Kids pool ✓ Parking included <p>7.8/10 Good (1001)</p> <p>\$229 \$172 per night \$248 total</p>
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6 popular things to do nearby

 <p>Marthas Vineyard Tour: Self-Guided Drive 7.9 mi away 4.3/5 (4)</p>	 <p>Private, Guided Sightseeing Tour of Marthas Vineyard Island(2hrs) 7.9 mi away</p>	 <p>Martha's Vinyard Driving & Walking GPS-Guided Audio Tour 7.9 mi away</p>	 <p>Martha's Vineyard Venture Scavenger Hunt 8.4 mi away 5/5 (1)</p>	 <p>Oal Au 8.4 2.7</p>
--	---	---	---	---

~~\$15~~ **\$13**
per traveler

\$375
per traveler*

\$15
per traveler*

~~\$27~~ **\$22**
per adult

About this property

Frederick William House

Family-friendly bed & breakfast revitalized in 2020 and located near Shining Sea Bikeway

Located close to Goodwill Park and Highfield Hall, Frederick William House provides a free daily manager's reception, a terrace, and a firepit. Active travelers can enjoy hiking/biking at this bed & breakfast. Stay connected with free in-room WiFi, and guests can find other amenities such as a garden and a playground.

Other perks include:

- Free self parking
- Continental breakfast (surcharge), free bicycle rentals, and express check-out

[See more](#)

Languages

English

📅 hotel booking calendar

📍 Frederick William House
594 Palmer Ave. Falmouth Mass. 02540



👤 Log In

+1 (508) 566-7582 📞

- Explore the B&B
- Rooms & Reservations
- the Dining Room
- Local Attractions
- Local Dining & Spirits
- Reviews
- Blog
- Contact

← ShiningSea Bikeway Cottage



May 2024

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

From
\$449
Per Night

30 May 2024 📅

Check-Out 📅

1 Adults ⬆️

0 Kids ⬆️

Book Now

ity. & Beaches



all of May '24 was booked except 5/31 as of June 5, 2024



hotel booking calendar

Frederick William House
594 Palmer Ave. Falmouth Mass. 02540

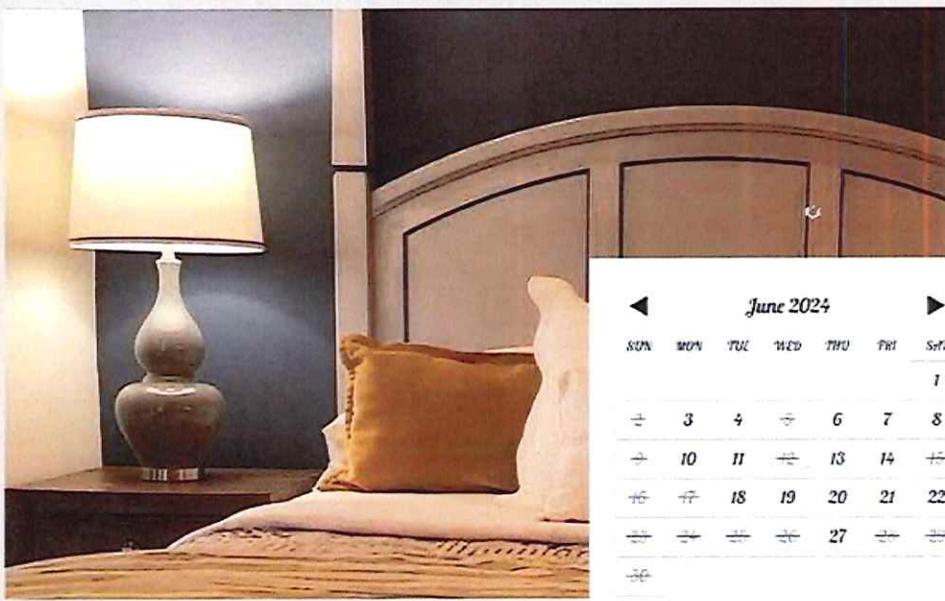


+1 (508) 566-7582

- Explore the B&B
- Rooms & Reservations
- the Dining Room
- Tours
- Local Attractions
- Local Dining & Spirits
- Reviews
- Blog

As of June 5th
14 days in June '24
are booked

← ShiningSea Bikeway Cottage



June 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
	3	4		6	7	8
	10	11		13	14	
	17	18	19	20	21	22
				27		

From
\$449
Per Night

30 May 2024

Check-Out

1 Adults

0 Kids

Book Now



hotel booking calendar

Frederick William House
594 Palmer Ave. Falmouth Mass. 02540

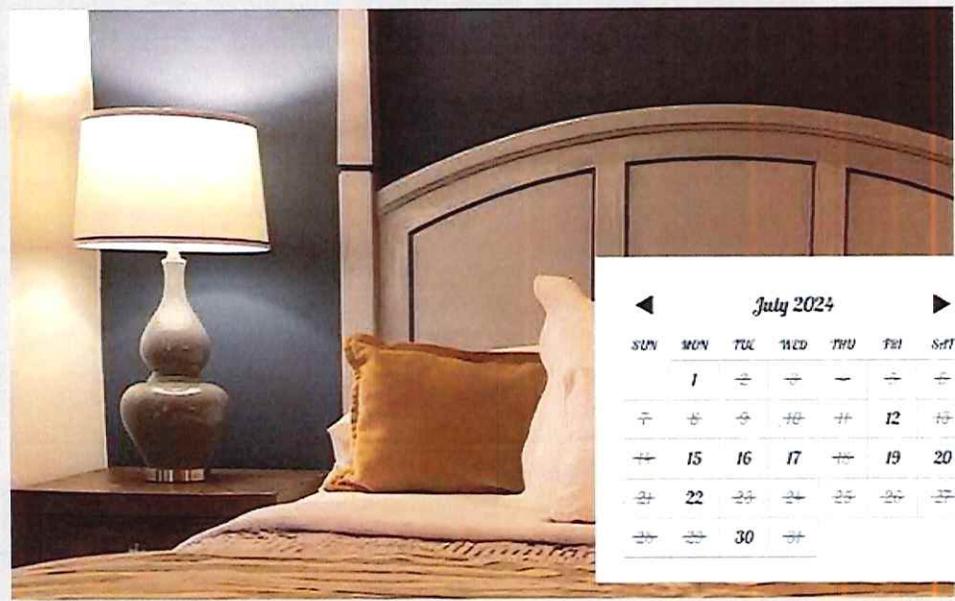


-1 (508) 566-7582

as of June 5th
22 day in July '24
are booked

- Explore the B&B
- Rooms & Reservations
- the Dining Room
- Local Attractions
- Local Dining & Spirits
- Reviews
- Blog
- Contact

← ShiningSea Bikeway Cottage



Beachfront & Beaches

July 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

From
\$449
Per Night

30 May 2024

Check-Out

1 Adults

0 Kids

Book Now



📅 hotel booking calendar

📍 Frederick William House
594 Palmer Ave. Falmouth Mass. 02540

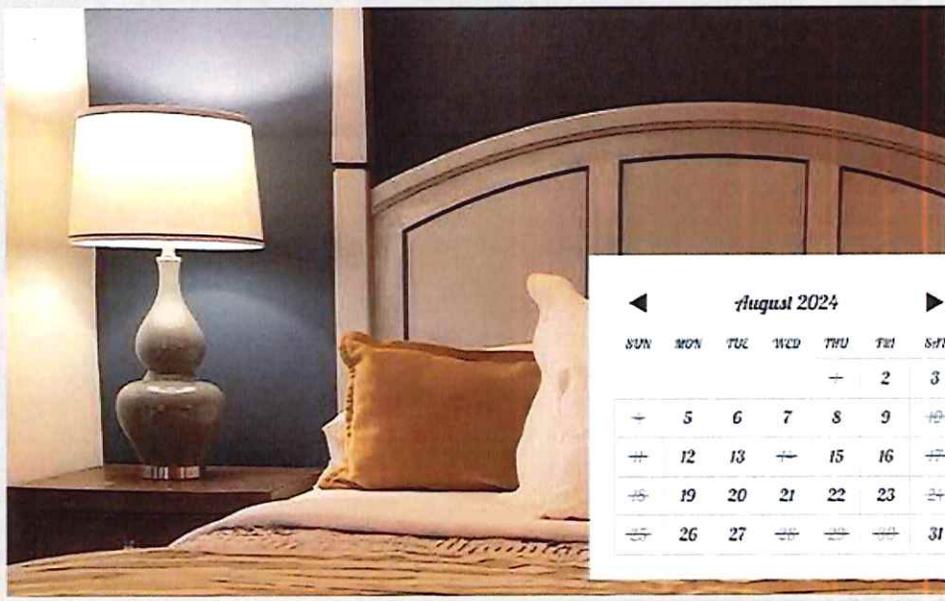


📞 -1 (508) 566-7582

As of June 5th
11 days in August
2024 are booked

- Explore the B&B
- Rooms & Reservations
- the Dining Room
- Local Attractions
- Local Dining & Spirits
- Reviews
- Blog
- Co

← ShiningSea Bikeway Cottage



August 2024

SUN	MON	TUE	WED	THU	FRI	SAT
				+	2	3
+	5	6	7	8	9	+
+	12	13	+	15	16	+
+	19	20	21	22	23	+
+	26	27	+	+	+	31

From
\$449
Per Night

30 May 2024 📅

Check-Out 📅

1 Adults ⬆️

0 Kids ⬆️

Book Now



hotel booking calendar

Frederick William House
594 Palmer Ave. Falmouth Mass. 02540



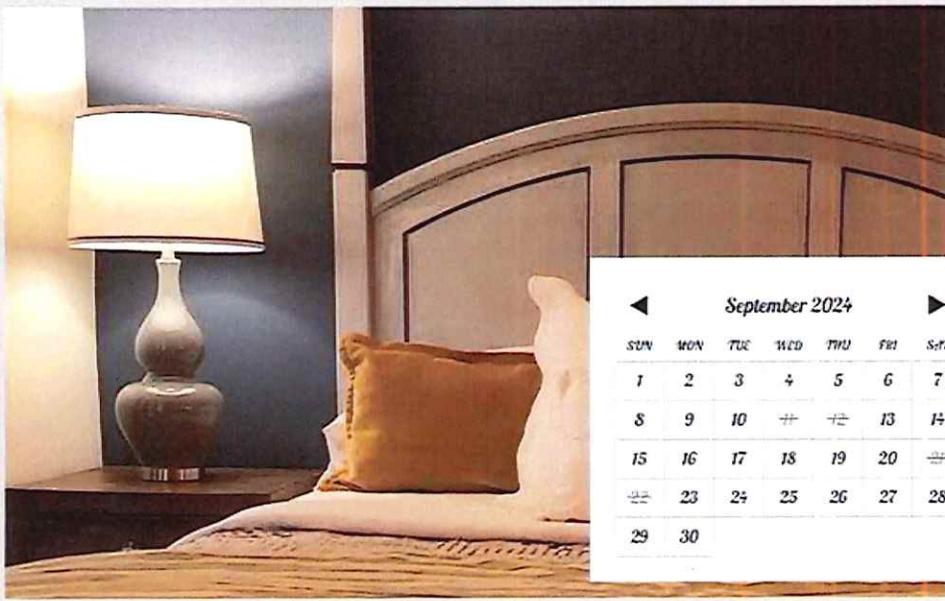
Frederick William House
...a different way to stay...

+1 (508) 566-7582

As of June 5th
4 deep in
September are
booked

- Explore the B&B
- Rooms & Reservations
- The Dining Room
- Local Attractions
- Local Dining & Spirits
- Reviews
- Blog
- Contact Us

← ShiningSea Bikeway Cottage



September 2024

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

From
\$449
Per Night

30 May 2024

Check-Out

1 Adults

0 Kids

Book Now



18931/279
8/12/04

DECISION OF FALMOUTH ZONING BOARD OF APPEALS

APPEAL NO: 4-04

APPLICANT: MILLER-STARBUCK CONSTRUCTION

PROPERTY OWNER: JEANETTE MARIE MARQUES of Whittier, CA

LOCATION OF PROPERTY: 594 PALMER AVENUE, FALMOUTH, MA
MAP 35, SECTION 1A, PARCEL 8B, LOT 0

Under a date of November 5, 2003, Miller-Starbuck Construction representing Jeanette Marie Marques of Whittier, CA, applied to the Zoning Board of Appeals for a Special Permit under Sections 240-23A and 240-109B of the Code of Falmouth to allow a bed and breakfast facility with five guest rental rooms and an alternate parking surface at 594 Palmer Avenue, Falmouth, MA.

A public hearing was held on January 7, 2004, and continued until February 4, 2004, and February 25, 2004, at which time the hearing was closed. Notice was duly given as required by Section 11, Chapter 40A, M.G.L., as well as notices sent to all persons deemed to be affected thereby as they appear on the tax list, and at which hearing all parties desiring to be heard were heard. The applicant has agreed to extend the statutory time that the Board of Appeals has to commence the public hearing by an additional thirty days.

Mike Borselli explained that the applicant has filed under 240-23A to allow commercial accommodations in a general residence zone. Currently there is an existing two-family dwelling with a garage on the property. The applicant plans to construct an addition and install a new driveway to serve the proposed bed and breakfast. Jeanette Marques will be the innkeeper and will live on the property as well. A new septic system will be installed. There will be 8 parking spaces, and the parking lot will be screened. They are also applying under Section 240-109B to allow an alternate parking surface, crushed shell. This kind of surface would be more cost effective and in keeping with the property.

Mr. Borselli stated that the proposal has been to the Planning Board three times, and plans have been changed accordingly

In response to questions from the Board, Mr. Borselli indicated that the maximum number of occupants per room would be limited to two adults and two children. Phil Miller stated that the rooms will be 12'x 14' and 14'x 16'. Ms. Marques indicated that breakfast will be served, only for residents of the inn. No other meals will be served. Ms. Marques also wishes to maintain a small gift shop and resource area for guests of the inn.

The Water Department referral indicates that the existing water service, a 1941 3/4-inch line, is inadequate for the proposed use and must be replaced. The property owner must apply for new service and pay all applicable fees.

There was no opposition to the proposal.

The Board of Appeals, after carefully considering all of the facts and evidence submitted at the hearing, makes the following findings:

Although the applicant applied for relief in accordance with section 240-23A, the property is located in a general residence district and not a single residence district. Therefore the application is considered in accordance with section 240-28A.

The subject property contains 25,136 square feet of general residence zoned land located at 594 Palmer Avenue, Falmouth, MA. The applicant proposes a bed and breakfast facility with five guest rental rooms, along with an alternate parking surface. Section 240-28A allows commercial accommodations by special permit in general residence districts. Section 240-109B allows alternate parking surfaces by special permit.

The Board finds that the site is both adequate and suitable for the proposed use.

There is adequate parking provided at the site. An alternate parking surface is appropriate in this instance, and will prevent unsightly conditions. The alternative surface will prevent dust, erosion, water accumulation and unsightly conditions.

The Board finds there will be no adverse impact on traffic flow or safety by the granting of this permit. The construction will be done in compliance with the Ma. State Building Code.

It is the opinion of this Board that the granting of this permit will have no adverse impact on the visual character of the neighborhood including views and vistas.

The Board finds there will be adequate utilities to the site including town water after upgrade of the water service is completed. The septic system will meet Title V or the requirements of the Health Agent.

The proposal has been approved by the Planning Board under Site Plan Review.

This Board finds there will be no effect on the adequacy of the supply of affordable housing as this property has neither been designated for nor represented as affordable housing.

The Board finds that the beneficial effects of granting this permit outweigh any negative effects there may be. The Board further finds that the granting of this permit will be in harmony with the purpose and intent of the Bylaw.

NOW THEREFORE

BE IT RESOLVED, that the Board of Appeals, being of the opinion aforesaid and acting under the provisions of the Code of Falmouth, hereby unanimously votes to GRANT a special permit under Sections 240-28A and 240-109B of the Code of Falmouth to allow a bed and breakfast facility with five guest rental rooms, along with an alternate parking surface at 594 Palmer Avenue, Falmouth, MA. This special permit is subject to the following conditions:

1. The bed and breakfast facility shall be substantially as shown on submitted plans and as represented to this Board.
2. The total number of guests shall be limited to no more than two adults and two children per room.
3. Any food served on the premises shall be for guests of the inn only. There shall be no private cooking as defined in section 240-142 of the by-law.
4. The septic system shall meet Title V or the requirements of the Health Agent.
5. A new water service line must be installed that meets the requirement of the water department.
6. Any gift shop shall be limited to sales to bed and breakfast guests only.
7. This permit shall lapse two years from the date on which this decision is filed in the Town Clerk's office if a substantial use thereof has not sooner commenced except for good cause as determined by the Board of Appeals.
8. This permit shall not take effect until a copy of the decision bearing the certification of the Town Clerk that 20 days has elapsed after the decision has been filed in the office of the Town Clerk and no appeal has been filed, and is recorded in Barnstable Registry of Deeds.

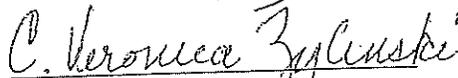
ACTION: The Board of Appeals, consisting of Kenneth L. Swartz, C. Veronica Zylinski,
Michael S. Freeman, being all present and voting as follows:

VOTE TO: GRANT

SWARTZ:


CLERK Michael S. Freeman

ZYLINSKI:



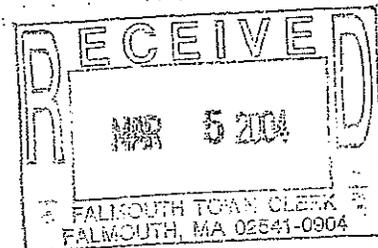
ZONING BOARD OF APPEALS

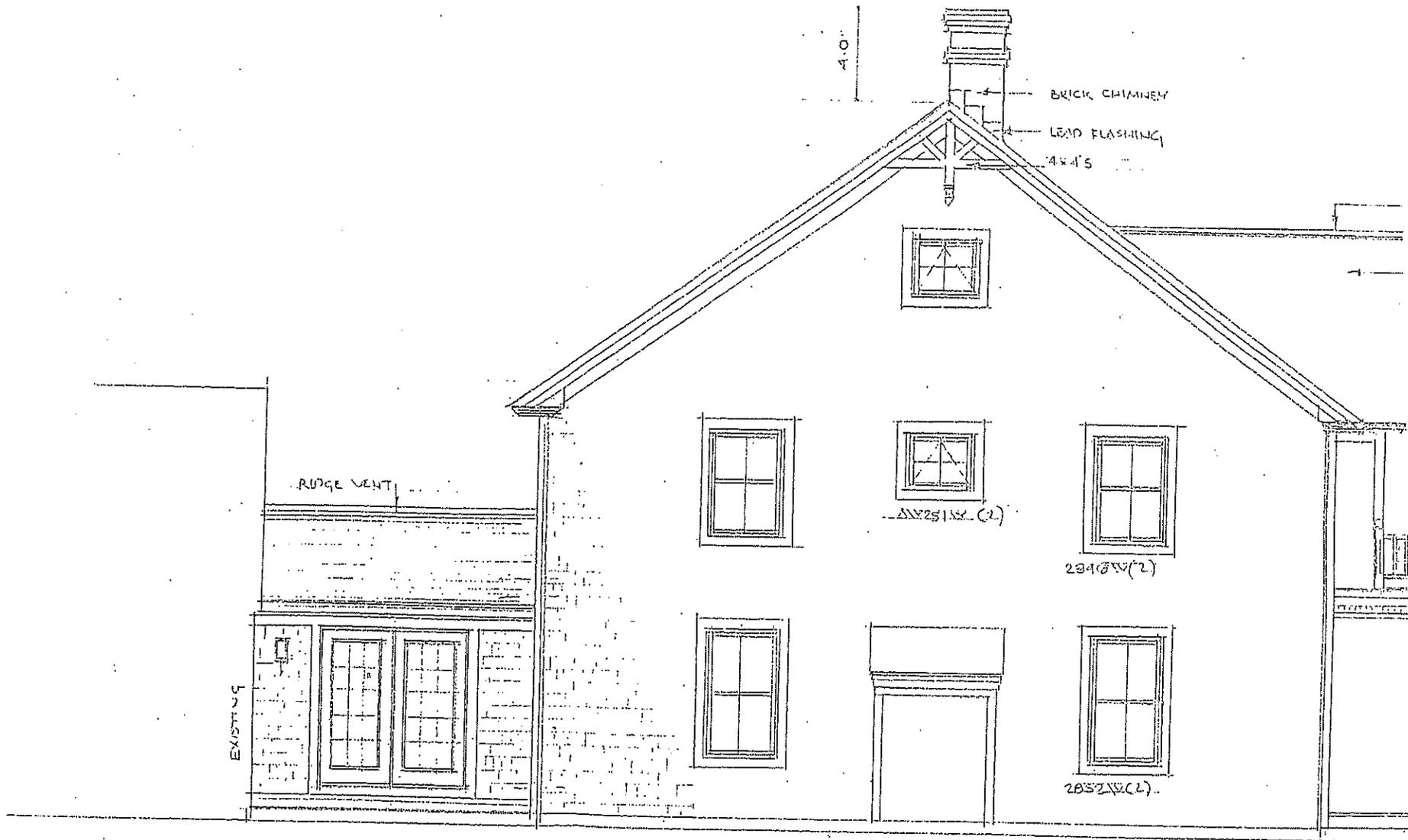
FREEMAN:



DATE: March 5, 2004

Notice is hereby given that any appeal from this decision shall be made pursuant to Section 17 of Massachusetts General Laws, Chapter 40A, and shall be filed within twenty(20) days after the date of filing of this decision in the office of the Town Clerk.





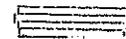
EX

RIDGE VENT

2852 SV (2)

284 SV (2)

2852 SV (2)





ParcelID: 35 01A 008B 000 Card: 1 of 1 Location: 594 PALMER AVE FALMOUTH



TOWN OF FALMOUTH

ZONING BOARD OF APPEALS

59 TOWN HALL SQUARE, FALMOUTH, MA 02540

November 8, 2016

Jeanette Robinson
Frederick William House
594 Palmer Avenue
Falmouth, MA 02540

RE: Administrative Approval Request – Special Permit #4-04
594 Palmer Avenue, Falmouth – Map 35, Section 01A, Parcel 008B, Lot 000

Dear Ms. Robinson:

At a duly posted open meeting of the Board of Appeals held on November 3, 2016, the Board reviewed and discussed your request of October 31, 2016 regarding the above referenced Special Permit and subject property.

Your request is to modify Condition 6 of the Special Permit that states: *Any gift shop shall be limited to sales to bed and breakfast guests only.* It is the Board's understanding that you wish to allow to add the sale of pre-packaged ice cream from the gift shop and to allow bikeway customers access to the Bed and Breakfast gift shop on site and to be able to add the sale of pre-packaged ice cream as well from the gift shop. It is noted that you currently sell gifts, water and pre-packaged snacks from the gift shop to the Bed and Breakfast guests as allowed through the special permit.

The Board voted unanimously to amend Condition 6 of Special Permit #4-04 to allow pre-packaged ice cream to be sold at the gift shop and to allow the individuals using the bike path access to the gift shop on subject property. This approval is only for the guests of the Bed and Breakfast and the individuals using the bike path. There shall be no derogation whatsoever from any of the Conditions set forth in the Decision of Special Permit #4-04, except as stated herein.

If you have any questions or concerns regarding the Board's approval, please do not hesitate to contact me.

Sincerely,

Sari D. Budrow
Zoning Administrator

cc: Board of Health
Building Department
Board Members



TOWN OF FALMOUTH

Office of the Town Manager & Select Board

59 Town Hall Square, Falmouth, Massachusetts 02540

Telephone: (508) 495-7320

townmanager@falmouthma.gov

April 23, 2024

Frederick William House
Jeanette Robinson, Manager
594 Palmer Avenue
Falmouth, MA 02540

By Hand Delivery, Certified Mail, and email

RE: Lodging House License Warning

Dear Jeanette Robinson:

At its meeting on April 22, 2024, the Falmouth Select Board voted to renew your license to operate a lodging house at 594 Palmer Avenue. In accordance with the Certificate of Inspection Issued by the Building Department, the Select Board renewed the license to allow for the operation of a lodging house as follows:

5 Rooms- not including carriage house or gift shop and as described in the conditions of the Lodging House License, Main House only, 5 rooms. Maximum lodgers 18: 2 adults & 2 children under 12 years per room.

Currently, the Frederick William House website, <https://www.frederickwilliamhouse.com>, offers six (6) rooms; the Garden Room, the Seaside Room, the Black Room, the White Room, the Glendale Petite Suite, and the Cottage Suite - Whole House, see enclosure. Renting more than five rooms is a clear violation of the terms of the license to operate a lodging house. Renting any rooms outside of the main house is also a clear violation of the terms of the license. Violations of the terms of the license place your license and your ability to operate the business in jeopardy.

Any advertising on the Frederick William House website, hard copy pamphlets, or other marketing material showing that the Cottage Suite -Whole House or any other areas or rooms not located in the Main House as stated on its lodging house license are for rent shall be considered evidence of a violation of the terms of the license.

Failure to remove all advertising of any rooms in excess of the five licensed rooms, or any other showing of noncompliance with the terms of the license will result in the issuance of a Notice of Violation and a hearing before the Falmouth Select Board at which time the Select Board may vote to suspend or revoke your license to operate a lodging house in accordance with M.G.L. c. 140 § 30.

Please contact the Select Board Office should there be any questions.

Respectfully,

Michael Renshaw
Town Manager

cc: Select Board
Building Commissioner, Gary Street
Tim Smith, Fire Chief
Gary Street, Building Commissioner

enc: 1



TOWN OF FALMOUTH

Office of the Town Manager & Select Board

59 Town Hall Square, Falmouth, Massachusetts 02540

Telephone: (508) 495-7320

townmanager@falmouthma.gov

TO: Law Office of Patrick Cook
154 West Grove Street, Unit D3
Middleborough, MA 02346

FROM: Phyllis Downey
Administrative Assistant
Falmouth Town Manager & Selectmen Office
508-495-7325

DATE: May 22, 2024

Enclosed please find a Lodging House License Letter forwarded to Jeanette Robinson proprietor of the Frederick William House located at 594 Palmer Avenue, Falmouth MA on April 23, 2024.

Please contact the Town Manager/Select Board office with any questions.

Lynne and Marion Porter
12604 Quarterhorse Drive
Bowie, MD 20720



June 11, 2024

Town of Falmouth
Office of the Town Manager & Select Board
59 Town Hall Square
Falmouth, MA 02540

Attention: Falmouth Licensing Board Members
Nancy Robbins Taylor
Edwin P. Zylinski, II
Douglas C. Brown
Robert P. Mascali
Heather M.H. Goldstone

Dear Board Members:

We are Lynne and Marion Porter, and this letter is in support of Ms. Jeanette Robinson, Proprietor of the Frederick William House. We have been “bed and breakfast” guests of the Frederick William House for several years. Our stays are prior to our annual trip to Martha’s Vineyard and have included time for us to not only enjoy scenic Falmouth and Cape Cod, but also included opportunities for us to patronize many of the local businesses.

Over the years, we have become friends with Ms. Robinson and have learned the history behind Frederick William House—how she inherited the home from an uncle, decided to uproot her family from the West Coast to move to Massachusetts, and how she has painstakingly restored the home to its present glory. The result is a labor of love that is reflected in every aspect of the property. Ms. Robinson has created beautiful and unique accommodations that represent the ambiance of Cape Cod while showing her guests a level of hospitality that rivals most four-star hotels. It is because of Ms. Robinson and the Frederick William House that the town of Falmouth is a part of our yearly itinerary

The Frederick William House, in providing above average accommodations to travelers and engaging with local small businesses that maintain this bed and breakfast establishment, is an asset to Falmouth. We believe strongly that it would be a shame to lose such a gem, especially due to a minor licensing technicality through no fault of Ms. Robinson’s own. Surely, whatever

small, technical difficulties in licensing that have arisen could be resolved quickly and amicably in order to keep the Frederick William House functioning as an integral part of the Falmouth business community. If you require additional testimony regarding this matter, we can be reached at the numbers and email addresses listed above and would be happy to appear virtually as we are not planning to travel to Falmouth to stay at the Frederick William House until August 17, 2024.

Respectfully submitted,

Handwritten signatures of Lynne Porter and Marion Porter in blue ink. The signature of Lynne Porter is on top, and the signature of Marion Porter is below it.

Lynne and Marion Porter

cc:

Jeanette Robinson

Pat Cook

Mike Renshaw

OPEN SESSION

BUSINESS

1. Discuss and vote on a site recommendation for the future All-Inclusive Playground (**10 minutes**)



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Business 1.

ITEM TITLE: Discuss and vote on a site recommendation for the future All-Inclusive Playground

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager and Peter McConarty, Director of Public Works

ATTACHMENTS: *PowerPoint Presentation; Site Evaluation and Scoring Matrix; Inclusive Play Design Guide 2015*

PURPOSE:

The Select Board will discuss and be requested to vote on a site recommendation for the future construction of an All-Inclusive Playground facility.

BACKGROUND/SUMMARY:

- During its meeting on September 11, 2023 concerning the potential development of the Emerald Property into affordable housing as well as a portion of the site to be used as a potential all-inclusive playground facility, the Select Board directed the Town Manager to establish a working group for the purpose of evaluating alternative sites for the all-inclusive playground project so that the project could move forward.

- The Town Manager formed a working group comprised of a combination of staff and members of the Commission on Disabilities; between February 8, 2024 and May 23, 2024 a series of three working group meetings were conducted.
- During the three working group meetings, the group evaluated multiple Town-owned properties utilizing the database under the development of the Town Planner; ultimately the following three sites were selected for a more in-depth evaluation due to their acreage and road accessibility:
 - Trotting Park
 - 67 Davisville Road
 - Goodwill Park (near existing playground area off Palmer Avenue)
- The working group then developed a listing of the following eight (8) site criteria against which each of the three chosen sites would be evaluated (the attached document *Inclusive Play Design Guide 2015* was used as a reference):
 - Public Transit Access
 - Visibility from Roadway
 - Site Topography
 - Compatible Adjacent Uses
 - Construction Readiness
 - Existing Infrastructure
 - Oversight/Existing Maintenance Schedule
 - Ease of Public Access
- The working group scored each of the three sites and prepared an Evaluation Matrix (see attached); the site scoring exercise resulted in the following:
 - Trotting Park scored 4 points out of maximum of 8 points
 - Davisville Road scored 6.5 points out of maximum of 8 points
 - Goodwill Park scored 7 points out of maximum of 8 points

DEPARTMENT RECOMMENDATION:

Based upon the working group's detailed analysis, the Town Manager recommends that the Select Board approve the selection of Goodwill Park as the future site for the design and construction of an all-inclusive playground facility, as presented.

OPTIONS:

- Motion to approve the selection of Goodwill Park as the future site for the design and construction of an all-inclusive playground facility, as presented.

- Motion to approve the selection of Trotting Park as the future site for the design and construction of an all-inclusive playground facility.
- Motion to approve the selection of 67 Davisville Road as the future site for the design and construction of an all-inclusive playground facility.

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board approve the selection of Goodwill Park as the future site for the design and construction of an all-inclusive playground facility, as presented.

Michael Renshaw

Town Manager

6/13/2024

Date



ALL-INCLUSIVE PLAYGROUND PRESENTATION

All-Inclusive Playground Working Group
June 17, 2024

3 Possible Site Locations



All-Inclusive Playground Location Evaluation

8 key site components were created to evenly evaluate all 3 sites.
Each component score has a maximum value of 1.0.

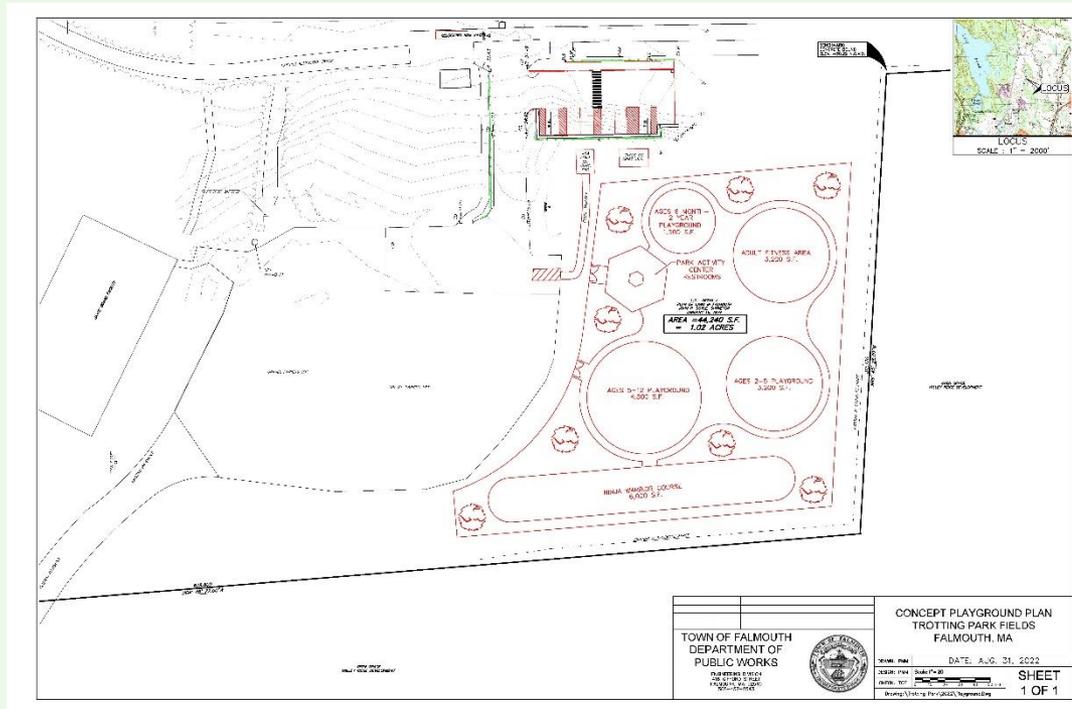
- Public Transit Access
- Visibility from Roadway
- Site Topography
- Compatible Adjacent Uses
- Construction Readiness
- Existing Infrastructure
- Oversight/Existing Maintenance Schedule
- Ease of Public Access

All-Inclusive Playground Site Evaluation Matrix

	Public Transit Access	Visibility From Street	Site Topography	Compatible Uses	Construction Readiness	Existing Infrastructure	Oversight/ Existing Maintenance Schedule	Ease Of Public Access
67 Davisville Road								
Trotting Park								
Goodwill Park								

Total Score	Maximum Score = 8
67 Davisville Road	
Trotting Park	
Goodwill Park	

Site # 2 – Trotting Park



	Public Transit Access	Visibility From Street	Site Topography	Compatible Uses	Construction Readiness	Existing Infrastructure	Oversight/ Existing Maintenance Schedule	Ease Of Public Access
Trotting Park	0	0	.5	1	1	0	1	.5

Total Score	Maximum Score = 8
Trotting Park	4.0

Site # 3 – Goodwill Park



	Public Transit Access	Visibility From Street	Site Topography	Compatible Uses	Construction Readiness	Existing Infrastructure	Oversight/ Existing Maintenance Schedule	Ease Of Public Access
Trotting Park	.5	1	1	1	1	1	1	.5

Total Score	Maximum Score = 8
Trotting Park	7

Goodwill Park Evaluation Continued:

Pros:

- ✓ Site can have dedicated access off Palmer Avenue.
- ✓ Site has bathrooms.
- ✓ Site has a covered pavilion.
- ✓ Direct access from bike path (Palmer Ave crossing).
- ✓ Existing parking areas can be expanded.
- ✓ Playground components can be spread out.
- ✓ Adjacent walking paths.
- ✓ Public Works Parks Division has dedicated staff for Goodwill Park (May-September).

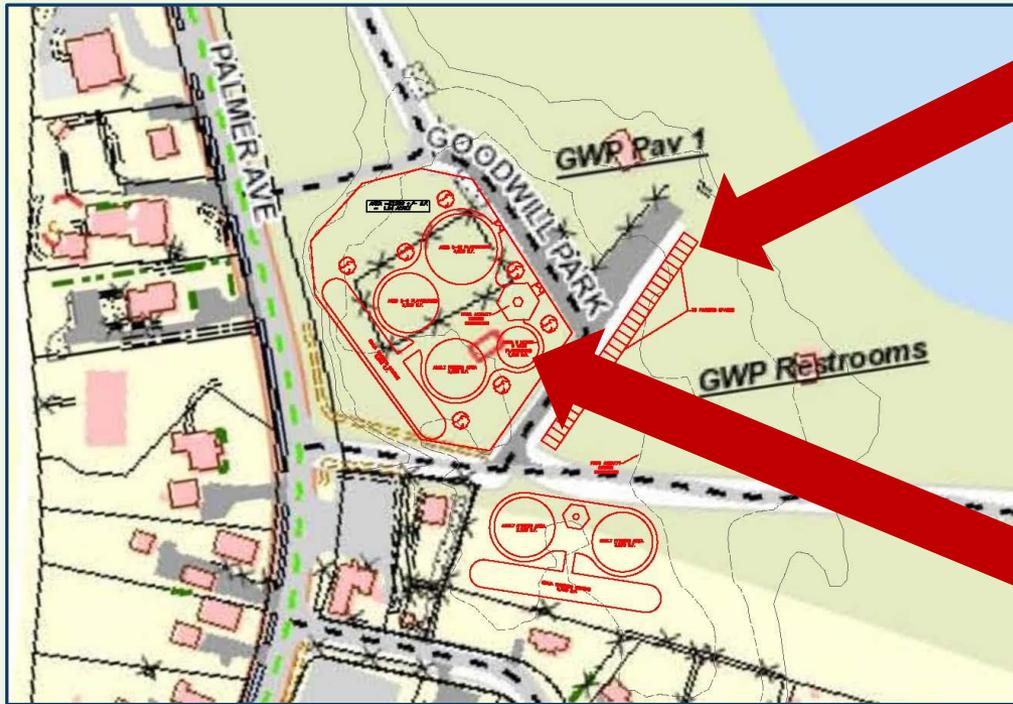
Cons:

- Parking.
- Congestion.
- Park / Playground Access.

Group Unanimously Chose Site # 3 – Goodwill Park As the Best Location for the Playground



Site # 3 – Goodwill Park: Possible Upgrade Areas



Site # 3 – Goodwill Park: Access



Additional Site Amenities:



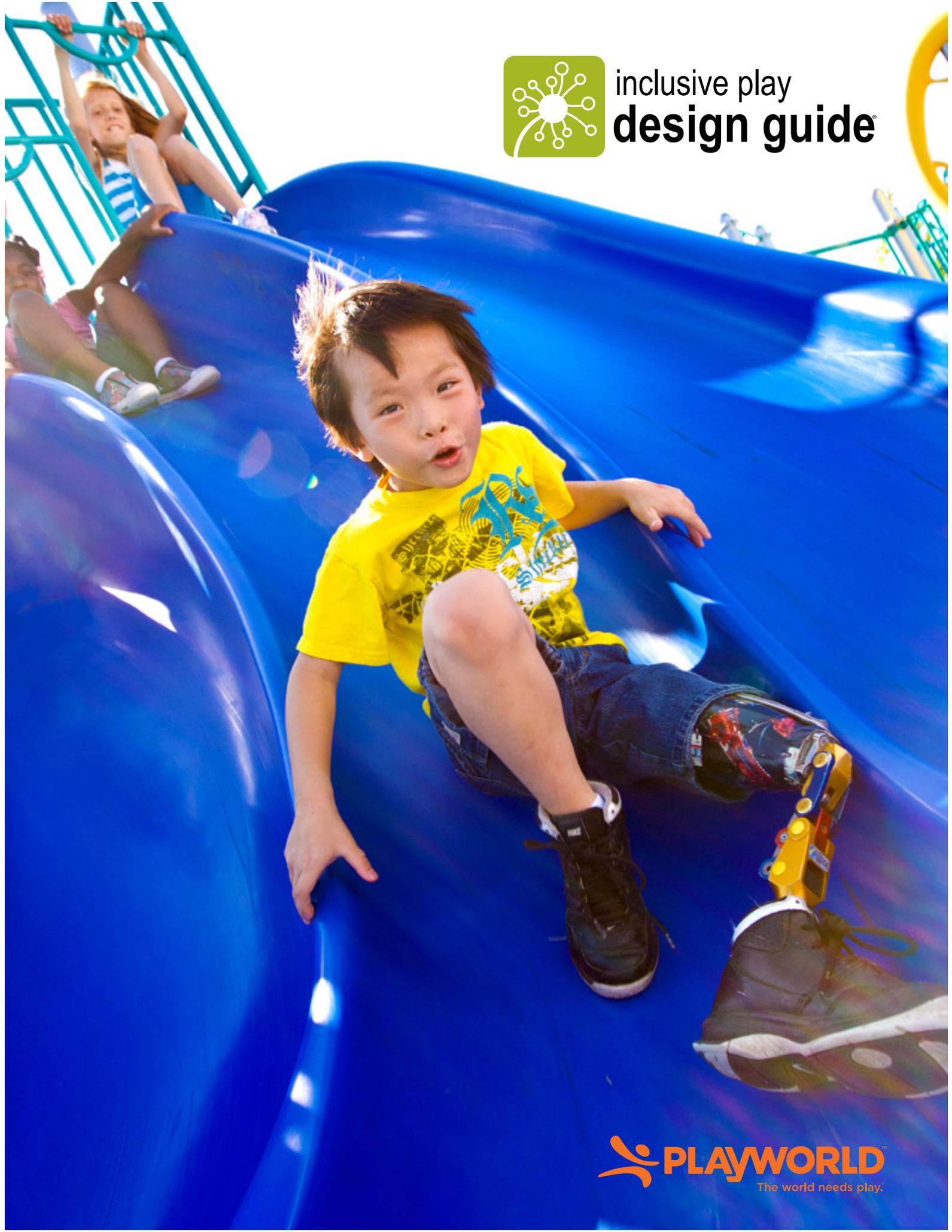
All-Inclusive Playground Working Group Site Evaluation Matrix

	Public Transit Access	Visibility from Roadway	Site Topography	Compatible Uses	Construction Readiness	Existing Infrastructure	Oversight/Existing Maintenance Schedule	Ease of Public Access
67 Davisville Road	.5	1	1	1	.5	1	.5	1
Trotting Park	0	0	.5	1	1	0	1	.5
Goodwill Park	.5	1	1	1	1	1	1	.5

67 Davisville Road	6.5
Trotting Park	4.0
Goodwill Park	7.0



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Foreword

This Inclusive Play Design Guide (Design Guide) has been developed by a group of playground and child development experts as an inspirational resource to guide the creation of great outdoor play environments for everyone.

Everyone

“Everyone” meaning:

- Typically developing children
- Children with neurological disabilities such as autism
- Children who have intellectual disabilities such as Down syndrome, fetal alcohol syndrome
- Children who require wheelchairs or other medical equipment
- Children with physical disabilities
- Children with social and/or emotional difficulties
- Family, siblings, parents, grand-parents etc.
- The community: friends, caregivers, teachers, etc.
- Adults with disabilities



12%

This design guide is essential for the future of playground design when considering the high number of people affected by disability in the United States. According to the United States Census, 12% of the population has a severe disability that affects at least one function of daily living. But this group of people does not live in a vacuum; they have parents, siblings and grandparents who are involved in their daily lives. So in actuality, more than 36% of the population is touched by severe disability – 1 in 3 people. Disability challenges how affected individuals and their families go to school, go to work, and even spend the day at a park.

The authors of this document, the Inclusive Play Design Guide Work Group, hope that this guide will inspire others to build environments that allow better access to play, which will in turn enrich our society.



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INTRODUCTION

Design Guide FAQ

WHAT IS AN INCLUSIVE PLAYGROUND?

An inclusive playground addresses the needs of all people including those who have autism, intellectual disabilities, hearing impairments, cerebral palsy, spina bifida and other disabilities. It also addresses the needs of typical children. An inclusive playground accommodates everyone and challenges them at their own developmental level.

WHAT IS THE PURPOSE OF THE DESIGN GUIDE?

To offer inspiration and guidance to support the design of an inclusive, universally designed outdoor playground.

WHO IS THE DESIGN GUIDE FOR?

People who care about inclusion and aim to create a play space in their community for people of all ages and abilities.

HOW TO USE THE DESIGN GUIDE

The Design Guide includes best practices for the planning and development of outdoor inclusive play.

Each of the chapters is divided into several categories. Each category outlines “intents” and “strategies”.

- Intents = Goals
- Strategies = Implementation tactics

The Intents create a composite picture of an inclusive play space. The identified strategies are suggestions on how to meet each intent.

THE DESIGN GUIDE IS NOT A RULEBOOK

As a decision maker or designer of a playground, you may choose to emphasize one Intent over another, or create a strategy of your own to achieve an intent not mentioned here.

Make these decisions consciously, with an understanding of the tradeoffs and consequences.

HOW WAS THE DESIGN GUIDE DEVELOPED?

The Design Guide was developed through a consensus-based process and led by a work group of industry professionals. This diverse group of individuals represents a cross-section of child development, inclusive advocacy, landscape architecture and playground industry expertise. In addition, the majority of the work group are parents to a child with a disability. *(See page 59 for further descriptions of the work group.)*

WHY IS THIS DESIGN GUIDE NECESSARY?

Regardless of the best intentions, interesting products placed together on the playground do not make it inclusive. Designers must be mindful of the impact individual decisions make to the entire experience. From the directional signage to the overall playspace layout. From the location of sound-making events to the location of benches, accessible routes and perimeter fencing, all these have impact on certain users.

This Design Guide attempts to inspire and educate people on their journey to inclusive play with the hope that individual decisions are made with an understanding of the effect of that decision for everyone.



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PLAYGROUND STANDARDS

“If I have seen further it is by standing on the shoulders of giants.” -Isaac Newton

The Design Guide is meant to add to the knowledge built by other advancements in the in the outdoor play industry. The goal of this section is to raise awareness of those developments and standards.

This Design Guide is designed to be used in conjunction with guidelines and laws that exist to advance inclusion and safety in the playground. Any recommendations made in this guide do not supersede the requirements listed below.

This section also provides information for guidelines and standards for other countries. Check with the local officials prior to designing the playground to ensure the playground design complies with all regulations.

UNITED STATES GUIDELINES AND LAWS

AMERICANS WITH DISABILITIES ACT (ADA)

<http://www.access-board.gov/>

ADA is a wide-ranging US civil rights law that prohibits discrimination based on disability. Disability is defined by the ADA as “a physical or mental impairment that substantially limits a major life activity.”

Section 240 of the 2010 Standards—This section discusses modifications to existing play components and playgrounds, and provides information on the minimum number and types of play components required.

Section 1008—This section addresses the requirements for accessible ground surfaces including accessible routes and turning space.

AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM)

<http://www.astm.org/Standards/F1487.htm>

<http://www.astm.org/Standards/F1292.htm>

ASTM International, formerly known as the American Society for Testing and Materials (ASTM), is a globally recognized leader in the development and delivery of international voluntary consensus standards

The standards that must be followed for playgrounds are: ASTM F1487-11 - Standard Consumer Safety Performance Specification for Playground Equipment for Public use. As well as ASTM F1292-09 - Standard Specification for Impact Attenuation of Surface Materials within the Use Zone of the Playground Equipment.

THE U.S. CONSUMER PRODUCT SAFETY COMMISSION (CPSC)

<http://www.cpsc.gov/CPSCPUB/PUBS/325.pdf>.

The CPSC is charged with protecting the public from unreasonable risks of injury or death from thousands of types of consumer products under the agency’s jurisdiction. They publish the “Public Playground Safety Handbook”

Because many factors affect playground safety, the CPSC staff believes that guidelines, rather than a mandatory rule, are appropriate. These guidelines are not being issued as the sole method to minimize injuries associated with playground equipment, but as one resource to consider. The Commission believes that the recommendations in Public Playground Safety Handbook together with the technical information in the ASTM standards will contribute to greater playground safety.

Assistance on can be received from The National Parks and Recreation Association (www.nrpa.org) They have a registry of local Certified Playground PSIs.

Some communities mandate compliance with CPSC. **Communities may also have local ordinances. Check with the local officials prior to designing the playground to ensure the playground design complies with all regulations.**

CANADIAN GUIDELINES & LAWS

CANADIAN STANDARDS ASSOCIATION (CSA)

<http://www.csa.ca/cm/ca/en/home>

Fourth edition of CSA Z614-07 Children's Playspaces and Equipment is the current Canadian playground safety standard

The Canadian Standards Association (CSA) has developed the only nationally recognized standard on children's play spaces and equipment. The CSA Standard provides detailed information about materials, installation, strength of the equipment, surfacing, inspection, maintenance, performance requirements, and access to the playground, play space layout, and specifications for each type of equipment.

The standards are voluntary and are not a law. The standards apply to public playgrounds, such as those on school grounds, in parks, or at day care centers or motels. It does not apply to private, residential (home) playgrounds or indoor facilities. There is no national enforcement body for playground safety; however, some jurisdictions in Canada have passed regulations requiring public playground operators to ensure that their playgrounds meet the CSA Standard. For example, in some provinces, playgrounds at day care centers may be required to meet the standard in order for the center to get an operating license. The standards are not retroactive and only apply to play spaces and equipment installed after the date the Standard was published. The CSA does not certify playgrounds or specific pieces of play equipment.

OTHER COUNTRIES

EUROPEAN TECHNICAL STANDARDS

<http://www.en-stanudard.eu>

Safety standards related to public playground environments, playground equipment and surfacing standards:

- EN 1176-1 : Part 1: General safety requirements and test methods,
- EN 1176-2 : Part 2: Additional specific safety requirements and test methods for swings
- EN 1176-3 : Part 3: Additional specific safety requirements and test methods for slides
- EN 1176-4, EN 1176-5, EN 1176-6, EN 1176-7, EN 1176-10, EN 1176-11, EN 1177

STANDARDS AUSTRALIA

<http://standards.com.au>

Standards Australia is recognized by the Government as Australia's peak Standards body. It coordinates standardization activities, develops internationally aligned Australian Standards® and facilitates the accreditation of other Standards Development Organizations. Through the Australian International Design Awards it promotes excellence in design and innovation for public play areas including guidance for labeling and maintenance of playground equipment, moveable play equipment and exercise equipment to minimize potential hazards. Also makes recommendations for the provision of impact absorbing surfaces, and the siting of play and exercise equipment, as well as indoor play areas and their surroundings.

DR 91167 Playgrounds and playground equipment - Public use AS 4685-2004 Sections 1 through 6 -

Playground equipment - particular safety requirements and test methods for specific pieces of equipment

SINGAPORE PLAYGROUND STANDARDS

stn@spring.gov.sg

SS 457 : 2007 Specification for Playground Equipment for Public Use

This Singapore Standard was prepared by a Working Group appointed by the Technical Committee on General Safety under the direction of the Industrial Safety Standards Committee. It supersedes the section on playground equipment specified in SS 223 : 1979 - 'Safety requirements for children's toys and playthings'.



This Singapore Standard specifies safety requirements for outdoor playground equipment. The aim is to reduce potential hazards in such equipment itself thereby reducing the risk of injury to children who use it. This standard covers hazards involving impact by swings and other moving equipment and contact with protrusions, pinch points and sharp edges.



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PLANNING & PREPARATION



PLANNING & PREPARATION (PP)

DEFINITION:

This section will help someone who wants to build an inclusive playground by offering ideas on the community-based work of planning and building an inclusive playground.

INTENT:

To provide a series of options for the process of planning the playground project.

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NOTE:

Substantial portions of this chapter have been contributed by KaBOOM!, a non-profit organization dedicated to creating playgrounds with walking distance of every child.

PP-1 | PLANNING COMMITTEE MEMBERSHIP

INTENT

A planning committee increases the chances of success by spreading out the responsibilities, increases the diversity of ideas from which to choose and increases the chances of buy-in by the user groups and the surrounding community.

STRATEGIES

Consider including on the planning committee:

- People in the community with disabilities as well as parents who are raising children with disabilities
- Accessibility experts
- People from the neighborhood, or the wider community
- Site professionals such as landscape architects
- Local government officials or employees
- Playground professionals
- The owner/operator of the land
- Parents of typically developing children.
- Include the entire community. People of all ages, all the family, must have something to do
- Children, and their parents, with different disabilities
- Personnel and parents from the local schools, special education schools, non-profit organizations that work with children who have disabilities.
- People who will be responsible for maintenance once the playground is open
- Other stakeholders. Whose agreement would be desired or needed?

Between the parents, accessibility experts, school personnel and nonprofit workers, try to get expertise in at least the following disabilities: visual impairment, hearing impairment, autism/SPD, mobility impairment, and cognitive disabilities.

KaBOOM!, a leader in community build playgrounds (see glossary), suggests setting up your committee as follows:

Two Co-Chairs — The co-chairs are the coordinators and leaders of the entire playground project. Co-chairs should have adequate time available to lead this project, and be organized and resourceful.

Recruitment Team Captain — This captain is responsible for recruiting volunteers to build the playground. It is an exciting and challenging task that demands a “people person” who isn’t afraid to ask others to lend a helping hand.

Children’s Team Captain — This captain will develop ways for children to participate in the project from the beginning to the end. He/she should be creative, responsible and good with children.

Construction Team Captain — The goal of this team captain is to prepare for and facilitate the building of the playground, acquiring the tools and materials needed.

Fundraising Team Captain — This captain is in charge of raising money for the project at grass-roots and corporate levels. The more money raised by the community, the more people will feel invested in the project. The Fundraising Captain also acts as a treasurer and tracks the project’s budget.

Food Team Captain — The way to a volunteer’s heart is through the stomach! This captain is responsible for launching an all-out effort to feed the volunteers on Build Day, which can include

breakfast, lunch, snacks and lots of water. Someone who can solicit in-kind donations from local grocers or restaurants with ease should be considered.

Public Relations Team Captain — This person will generate all the press and publicity that lets the wider community, city or state support your project and celebrate your accomplishments.

Safety Team Captain — This captain plays an essential role on build day. He/she creates an environment on the playground work site where everyone can work hard without worrying about unsafe conditions or accidents. This individual is someone who can work with all age groups, is understanding, and is not afraid to speak up for safety's sake.

PP-2 | COMMITTEE LIFESPAN

INTENT

Ensure continuity during the life of the project.

STRATEGIES

- Ensure that the committee stays in place from inception to conclusion.
- Try to minimize committee turnover by involving everyone in the activities of the committee, making progress toward the goals and allowing people to take responsibility.

PP-3 | FINANCIAL PLANNING

INTENT

Ensure that the funds to build the project are raised, managed and spent wisely, and that the long term funding for maintenance and upkeep is considered before building starts.

STRATEGIES

- Use transparency to increase trust. (Trust in the committee's leaders is an essential component for success.)
- Write down and share the fundraising plan.
- Make regular reports on your financial status.
- Contact playground manufacturers regarding the size you are hoping to create. Ask about their annual maintenance costs.
- Create a financial plan for your project that makes those purchase dollars and long term maintenance funds available when they will be needed.

RAISING FUNDS

Top Five Strategies by KaBOOM! Community Partners.

These represent the most successful playground build fundraising methods used by KaBOOM! and their community partners.

1. Buy a Piece of the Playground

This is a tried-and-true fundraising winner that can be customized for your playground project. Why is this so popular? You provide donors with a real sense of ownership and psychological connections to your playground.

- Break down your playground design. What are the most sellable pieces? Usually, it's a big colorful tube slide or the classic favorite, a swing set. Assign the highest prices for these pieces.
- Don't be concerned about getting the actual price for your piece. You know your community and your potential donors, so price pieces of the playground according to what you think is acceptable, achievable and profitable.

- A good visual display is important for this. Make a GIANT poster of your playground and clearly identify the pieces of the playground to be sold. Consider making brochures with individual photos of the pieces for sale. Include a little information about the piece: color, use, developmental benefits.
- Recognition is important. These types of donors may want the world to know that they “bought” a certain piece of equipment. Publish donor names and the pieces they purchased in a newsletter, or have them inscribed on a plaque at the playground.
- This is a great way to get people on board for the life of your playground. Send out annual thank-you notes and reports on the progress of your playground.

2. Challenge Grants

Build momentum through challenges! Challenge, or matching, grants are special grants that are awarded to a project once a set fundraising goal has been met. For example, an individual might say, “If your organization raises \$5,000 for the playground, then I’ll match it with another \$5,000.”

Or, a company might agree to something like this arrangement: “For every dollar raised, we’ll contribute two dollars.”

- Give yourself a specific timeframe in which to raise the money. This will help you to stay motivated and on target.
- Agree on a dollar-to-dollar, fixed amount before starting.
- Use challenge grants to leverage and motivate other donors. If they know that Company ABC or Foundation XYZ is backing your project with a challenge grant, they will be more likely to give.
- Don’t be afraid to go out and create your own challenge. These kinds of grants frequently don’t already exist, but may require that you persuade a funder to accept your own challenge!
- Keep your community abreast of your status by displaying a large “thermometer” showing how much you’ve raised or some kind of clock that displays how much time is left. The challenge alone should keep your volunteers motivated to continue fundraising, but this added visual tool has broader impact that can come as a result of visible reminders of your progress.

3. House Parties

Depending on the number of guests and the amount donated, you can almost guarantee that a party of 10 will generate at least \$100. Increase the number of guests, hold a party a week for awhile, and BINGO! — you can raise a considerable amount of money just by having fun.

- Identify a host who will pick a time, date, and style for the party. Supply a guest list if needed, but the real trick is to tap into all of your supporters’ different and diverse networks of family and friends.
- Generate invitations that announce the purpose of the party, the expected donation, as well as the usual logistics of time, place, directions, RSVP information, etc. Be sure to let people know they can make a contribution or send a check if they are unable to attend.
- Prepare a persuasive, simple, and short presentation on your project that includes photos, take-home brochures, etc. A good presentation will give people a clear and inspiring idea of your project. Don’t be shy about asking guests to consider giving an additional contribution after the presentation.
- Shop and prepare for your party. Remember that the host pays for the party — so plan a party that will fit your budget. A party doesn’t have to be fancy or be successful: a bagel brunch can be as good as a sit-down dinner.
- Host the party and have fun! Try to recruit future hosts at each party.



4. Spaghetti Dinners

Pasta is inexpensive and easy to cook for large numbers of people. Use this to your advantage and host a spaghetti dinner in your community. Add extra fun (like a silent auction) to increase your fund-raising potential!

- Decide on logistics — always with an eye and ear open as to what you can have donated. For example, ask your local community center or house of worship if you can use their meeting and eating space for free. Save time in the kitchen by asking a local restaurant to donate the entire meal — or at least part of it, like garlic bread, appetizers, or dessert.
- Create eye-catching (err on the simpler side) publicity materials such as invitations, fliers, menus, etc. that contain information about your project and how people can contribute if they are unable to attend.
- Try to combine the spaghetti dinner with an event that attracts a lot of people (after a big soccer tournament, in conjunction with parent/teacher night, etc.).
- Add some fun by asking local performers (singers, magicians, comedians) to perform for parents, children or both.

5. Buy a Brick Campaigns

People love the idea of having a lasting impact — and an engraved brick featured in an attractive brick walkway or wall is a great way for the general public to support your project. And, bricks can be a logical component of your park's amenities. So, through this fundraiser, you double your benefit — you raise money by selling a product you may actually need.

- Research brick companies that sell engraved bricks. Obviously you will want to base your decision on price, but also consider customer service, appearance of bricks, and any extras that may come with your purchase.
- Be sure to have a plan for how the bricks will be used, and show people what the grand plan (walkway, fence, etc.) will look like.
- Don't wait for the bricks to come in to recognize the donors. Make an indoor "yellow brick road" display using yellow index cards with each donor's name.
- This is a great way to encourage everyone to have a little piece of your playground. Most companies charge a net price for the bricks, and let you choose the sale price, depending on your needs and your community.
- Sell bricks to different donors at different prices: a price for alumni, a price for families, a price for corporations, etc. (Also applicable to campaigns in which people buy fence pickets.)

PP-4 | OUTREACH

INTENT

Ensure that stakeholders are recruited to the project, kept informed on project status, involved in the launch, kept informed about events at the play site, and be included in the community enough to offer their support when that becomes necessary.

STRATEGIES

- Hold public meetings.
- Nurture a community that will ensure that the project is given the time, attention and support it needs to succeed.
- Ensure that the stakeholders and surrounding community are aware of the changes as the project evolves through the iterations that will be necessary. It is extremely important to the project to retain their buy-in, since without that the viability of the project is at risk. Establish communication policies and systems to exchange high

quality and quantity information.

- Commit to communication with whatever means necessary.
- Develop a website, Facebook page or other on-line resource to share your updates.

PP-5 | EXPERTS

INTENT

People who have no previous experience in an area can achieve wonderful things. However, the selective use of experts can smooth the path, reduce the project timeline and increase project quality. For medium to large projects, the following professional specialties will be able to add value.

STRATEGIES

- Hire a landscape architect; they understand the relationship between design, construction, maintenance, regulations and the cost of outdoor play spaces. They can help you generate creative ideas with a technical understanding and serve as project managers, coordinate meetings, involve the appropriate stakeholders, understand most government regulation processes and even supervise construction activities. A landscape architect can offer guidance and support in a variety of ways throughout the life of your project. You can find an appropriate firm through the American Society of Landscape Architects at www.asla.org
- Hire an expert in the design of play environments for children with disabilities. Such a person is going to have knowledge about many different types of disabilities and how playgrounds can be designed to enrich play for many different children. This expert will most likely be well versed in accessibility standards and laws, as well as know of the latest research in playground design.

PP-6 | MISSION & VISION

INTENT

Projects drift away from their original objective for several reasons; loss of focus and long timelines are a couple of examples. The extent to which the committee's attention can be focused on the mission will determine the quality, cost-effectiveness, and timeliness of the outcome.

STRATEGIES

- Define Success. One of the priorities for the group guiding the process is to define what success means for your community. Does success mean that more children are using the playground? (Define 'more'.) Does success mean attracting more dollars spent by regional visitors to the town? Does success mean that specific children can now play outdoors? The answers to such questions will help when deciding between two alternative solutions and serve as a vision statement when introducing new people to the project.
- Write a Mission & Vision Statement. A mission statement answers the question 'Why does the organization exist?' It defines the fundamental purpose of the group or project. A vision statement answers the question 'What does it look like when we succeed?' A vision is a long-term view, describing how the organization would like the world to be once it has succeeded in its mission.

PP-7 | TIMELINE

INTENT

Establish a realistic timeline to avoid disillusionment and diminishing support.

STRATEGIES (IN APPROXIMATE SEQUENCE)

- Create a vision shared by leadership of the group
- Ensure all major shareholders agree with the vision

- Use the vision to identify all the phases of the project and associated timeframes
- Determine how long it will take to raise the funds needed to accomplish all phases of the plan.
- Check on how long it will take to obtain approval
- Consider breaking the project into phases if the timeline is too daunting.

PP-8 | SITE SELECTION

SELECTING A SITE

At this point, you probably have a site in mind for your future playground and play environment. If so, great! If not, use the following questions to navigate your way to finding the ideal site. Even if you do have a site in mind, the questions will help you evaluate its potential. Since the location of your playground will affect the playground's design, it is worth analyzing your site carefully at the beginning to minimize prep costs and maximize safety and use for years to come.

KaBOOM! suggests you consider the following questions:

Who owns the land?

This is not always as obvious as you might think. Check into the ownership, because the owner of the land ultimately will be liable for the playground and the children who play on it. If neither you nor your organization own the land, we encourage you to contact the landowner and request proof of land ownership and general liability.

How big is the site?

Some equipment, like swings, requires lots of extra space for fall zones, so measure as large an area as you can for planning purposes. Of course, the larger the area, the more expensive it will be to surface it properly.

Is the site ready?

The site should be as level as possible, although a very slight grade (1%) can improve drainage. Drainage can also be assisted by placing geotextile fabric beneath loose fill surfacing. If the site needs to be excavated and/or leveled, expect expenses for machinery and labor. Do not let a major slope on the site intimidate you. A creative landscape architect or playground designer may be able to work the natural slope into the playground design.

What man-made elements are on the site now?

If you have an existing playground, a professional can help you assess its safety so that you can decide whether to remove it (at a cost), or not (leaving possible safety hazard in your community). Are there buried utilities, sewage pipes or sprinkler pipes? These and other "hidden" elements can present hazardous situations during installation.

Your local phone/utility company will usually do a free check for underground utilities upon request. You'll have to consult the original plans, or the landscaping company who installed it to see if a sprinkler system is in place. Don't just concentrate on what's below the surface, keep in mind any overhead utilities as well.

What natural elements are on the site?

Existing trees and shrubs may contribute shade and beauty to a new playground, but their location (and/or their underground roots) might get in the way. Any overhanging branches should be trimmed and kept at least seven feet from play equipment at all times. Consider kinds of trees; those that are fruit-bearing or thorny should not be located near the playground. Fruit-bearing trees, for example, drop fruit that increases maintenance and cleaning.

Ponds, streams, and drainage ditches can present hazards to children, and signage cannot be relied to deter young children who cannot read. If your potential site is near a larger body of water, such as a river or lake, you may want to obtain a flood plain map from the Federal Emergency Management Agency (FEMA) to make sure that the site is not located in a flood plain.

Finally, consider the sun! The surface of some play equipment (slides and decks) can absorb heat and become hot. Equipment should be placed away from the sun, facing north or east when possible.

What's the space being used for now and what has it been used for in the past?

Is it already a place that the community is aware of and uses? What has it been used for in the past? Do your archeological duties and find out what the land has been used for over the past one hundred years, because you may incur a huge, unwanted, and surprise cost as you begin digging!

Where is the site in relation to possible obstacles or hazards?

The site of the playground should be visible, and ideally, not hidden behind a building. This helps with supervision of children and can cut down on vandalism. A playground should also be a safe distance from any roads or otherwise congested areas.

What amenities are available to the site? Is security lighting available? How about parking, water fountains and restrooms?

Take the time to answer these questions before you begin! This way, you will prevent "surprises" that could stop the entire project, and knowing answers to these questions will give you credibility later on.

PREPARING YOUR SITE

Looking at one of the huge, modular play units that have become the standard for new playgrounds, you may think you have to be a rocket scientist to design, plan and construct one (or at least an architect or an early childhood specialist). You don't! Being a parent, a member of a community-based organization, a business person, a teacher or anyone with an interest in the well-being of children means you probably know kids, and that goes a long way in designing and planning a great play environment.

Two items that will affect your design from the outset, though, are the playground site and your budget. The site's size, existing features (both natural and man-made) and slope are all factors that influence your design. The size of your budget and the amount of money your community will be able to raise for the project will define what you can build. Playgrounds and play environments come in all shapes and sizes, so one can definitely be designed to fit your community's needs.

PP-8 | SITE PREPARATION

SITE PREPARATION TIPS FROM KABOOM!

Site Leveling

It is best to choose a relatively flat surface for your new playground. If such a site is unavailable, you will have to level off the site. If there is an obvious slope, machinery may be required to level it. If the bumps are slight, a good crew of volunteers can level the site with some old-fashioned sweat and elbow grease. Alternatively, a playground designer or landscape architect can help you to decide if bringing in backfill is a better option for leveling.

Tearing Up Old Asphalt/Concrete

If you plan to build your playground on an existing asphalt or concrete surface (such as a parking lot), consider removing the asphalt/concrete in the area of your playground - depending on the equipment and surfacing you choose. Consult with a play equipment company representative or landscape architect to determine whether this surface needs to be removed. This work is usually done by professionals who have the proper tools and machinery at hand.

Digging Holes

Whether you are building on a grass or dirt surface, or even an asphalt or concrete surface, you will need to dig large holes for the play equipment. The footers that support the equipment are inserted into these holes, which are then filled with concrete. Although a group of volunteers may be able to accomplish hole-digging on your build day, it is always a good idea to dig the holes several days before. We recommend this to eliminate a large group of volunteers around potentially dangerous machinery in case something goes wrong. Holes can be dug in several ways. The chosen method may be determined by the financial and human resources at hand (consider donated resources).



Old Play Equipment Removal

Many people are interested in a new playground because their existing one may be old and/or unsafe. In these cases, the first step is to evaluate existing equipment. KaBOOM! recommends that you ask a play equipment company representative or a National Playground Safety Institute Certified Inspector to do a safety check. They should determine if the equipment complies with CPSC and ASTM requirements. Be wary of thinking that you can modify or repair older equipment. Modifications have to be approved by the manufacturer in writing to maintain product warranties.

Concrete Slabs

A concrete slab is usually required if you have chosen a synthetic surfacing material and are not already building on cement or asphalt. Laying a slab may involve specialized labor and tools, so work with someone who knows. You need to allow an appropriate amount of time for the concrete to set-up and take hold (depending on the type of concrete and weather). So, this needs to be arranged and planned for well before build day. It is worth checking city codes before you arrange for the work to be done.

POST HOLE DIGGING

Human Labor

This is very long and tiring work, and is not recommended. (Requires tools such as post-hole diggers, shovels, digging bars, etc.)

A hand-held power auger

This kind of machine usually requires two fairly strong people to operate and is basically like a large drill bit that spirals itself into the ground. Power augers can usually be rented at a tool rental company. They do not work well on rocky or hard soil, or with concrete.

A Bobcat with an auger bit attachment

A Bobcat requires an experienced operator, and the right size auger bit must be begged, borrowed or rented.

Utility Auger

A utility auger is a specialized piece of machinery that is used by professionals, such as a power company. It requires skilled handlers. Cities on occasion donate this service.



LAYOUT



LAYOUT (LA)

Definition: the placement and relationship of events on the playground and the surrounding environment in order to maximize inclusion.

INTENT:

Provide everyone of all abilities inclusive access and the opportunity to move throughout the play space safely and independently.

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LA-1 | GENERAL LAYOUT

INTENT

Design the experience in a way that maximizes everyone's enjoyment of the facility; to ensure safety and independent use, and to encourage play between people of different abilities, ages, cultures, and genders.

STRATEGIES

- Choose the unitary surfacing that best meets the needs of the users of the playground (See AC-1)
- Create an entry experience for the playspace (See LA-3) Place the entry way in order for users and caregivers to move directly on to the orientation path.
- Develop a wayfinding system to help people find their way through the play space (See LA-3)
- Install perimeter containment (See LA-4)
- Arrange play events as a series of rooms, zones or pods around the path. (See LA-6)
- Place equipment and plants so that they can be easily reached by children of different heights. (AC-2)
- Intersperse gathering spaces and quiet area with the play events. (See LA-8 And PR-14)
- If using a modular play system, place it in the back or corner of the play space. This minimizes the amount of the play space where a child cannot be seen. (See LA-9)
- Create an orientation path (See LA-5)
- Provide extra space throughout the playground. There are many children who require this extra space to maneuver around play events. Children who are using a mobility device need extra space to make turns easily and wheel themselves into proper positions for transfers on to the play event. The extra space will also accommodate the larger bodies of an adult who maybe assisting a child. Children who are visually impaired use the extra space to ensure that they play independently without entering a fall zone. The extra space also supports children with poor balance, tactile sensitivity, or who have trouble understanding where their bodies are in space.
- Hire a landscape architect to help meet the intents.

LA-2 | ENTRY WAY & ORIENTATION

INTENT

Allow people to orient themselves to the playground without being thrust into the excitement of the activities and stimuli. This will be particularly important in the case of a child or caregiver on the Autism spectrum.

This area at the entrance to the playground space should familiarize individuals with play space layout, features, and activities before they arrive in the play space. This will minimize surprises. For some users surprises lead to crises and/or provide on-site signage or web-based information that familiarizes individuals with play space layout.

STRATEGIES

- As in the foyer of a home or office, this is a space that allows people to acclimatize to the environment, before they are engaged in the activities of the residents or business on the premises. This is a good place to welcome people, thank sponsors, set expectations and point out emergency procedures.
- There should be a low level of visual and auditory stimuli.
- The soothing and orientation effects of landscaping can be used here to good effect.
- There should be a clear line of sight from the entry way into the play space and parking lot so a caregiver can quickly identify where a child goes, if they do not stop in the entry way.

- For larger play spaces, provide signage with a plan view of the area and a site map defining individual site features and activities.
- The signage should be located along the entry path and visible prior to entry into the play space itself.
- Include seating. Consider including a bike rack.

LA-3 | WAYFINDING

INTENT

Allow each person to maneuver their way around and through the play space regardless of their cognitive or sensory capabilities.

Create multi-sensory signals and cues in the play space and surrounding environment. This will help children with differing cognitive and sensory systems to be guided through the play space by sight, sound, touch, and body spatial awareness.

Wayfinding:

According to the IDEA Center at the University of Buffalo, "Wayfinding is the organization and communication of our dynamic relationship to space and the environment. Successful design to promote wayfinding allows people to: (1) determine their location within a setting, (2) determine their destination, and (3) develop a plan that will take them from their location to their destination. The design of wayfinding systems should include: (1) identifying and marking spaces, (2) grouping spaces, and (3) linking and organizing spaces through both architectural and graphic means."

STRATEGIES

- Provide a tactile map of the area. This could be the same map that is provided for everyone. A tactile map is a raised schematic map showing what will be encountered throughout the playground. Tactile maps are widely used as a way-finding mechanism for people with visual impairments, but can also be helpful for people who do not know how to read. There are large maps that are placed in an entrance area. There are also portable maps. (See resources for additional information)
- Use signage to direct people to specific places in the play space such as water fountains or restrooms. Use large letters with contrasting colors as well as picture or universal (non-reader) symbols on the signage. The signage can also have raised letters or braille on them to assist people with visual impairments.
- Use a hierarchy of paths using different but consistent materials to help children to orient around a space. Consider texture codes or colored patterns on paths which are consistent across the site to give meaning and pleasure.
- Use appropriate landscaping features (shrubs, long grass, rocks) that offer a texture, smell, color unique to each area and can guide the child around the play space, allowing for sensory interaction and opportunities to explore.
- Use audible orientation clues to help children and parents with vision disabilities, as those with other disabilities. If the playground is large, consider creating a signature sound for each of the different zones of the play space.
- Mow pathways across lawns to assist children to find their way around an otherwise featureless area of grass.
- Place tactile indicators at entries to help children find where they would like to play.
- Place audible communication for children who are hard of hearing in quieter places on the playground.
- Use of a limited amount of scented plants to help distinguish between spaces, and assist with orientation.
- Use different colors of surfacing to depict quiet or busy areas or put one color around the equipment to show where the use zone is and another color throughout the rest of the playground.

LA-4 | PERIMETER CONTAINMENT

INTENT

Allow children to play freely without the risk that they run into nearby dangers, such as traffic. This becomes particularly important in the case of children on the Autism spectrum who run away from stimulation where in

many cases the caregiver has little hope of reaching them. Fences have a calming effect for children on the Autism spectrum as large spaces often say 'run' to them. Teach children to understand boundaries.

STRATEGIES

Perimeter

- Create a perimeter boundary around the entire play space with only one or two entrances. Some of the ways to create perimeters are by using walls, fences, landscaping or topography. Do not use water as part of the perimeter (although water is encouraged in the play area).
- Provide double-width gates for maintenance access.
- Avoid horizontal components that can be climbed upon or create entrapment spaces.
- Use materials and colors that can be easily seen at night and by people with visual impairments. Cables or wires are not good choices.
- Provide seats near fence openings to make supervision easier for adults (See SU- 1)
- Consider designs that make the fence a playful feature of the space.
- Have a few clearly identifiable openings. The location and direction of the orientation path will help identify these openings. The caregiver and a helper can go to those points and watch for their child, knowing they are somewhere in the play space.

Gates

- Some inclusive playgrounds choose to put in gates at all the entry ways to ensure completion of the perimeter. The gates need to be designed so as to be inoperable by a child, but can still be operated by an adult using a mobility device. This ensures that a child cannot leave without adult help.

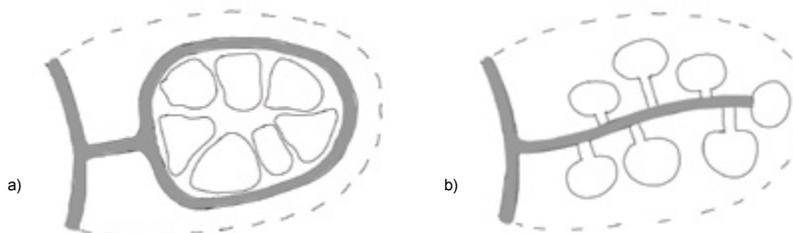
LA-5 | ORIENTATION PATH

INTENT

Allow users to survey the play experiences prior to engaging. Allow users to assess the amount of physical and social contact they can reasonably expect. Provide direction to users through the play space. Children on the Autism spectrum or who have Sensory Processing Disorder (SPD) will benefit from a spatial arrangement that allows children to move to a safe zone, the orientation path, if their anxiety rises. They will still be able see the activity which may increase their confidence to re-enter the play area.

STRATEGIES

- As a significant component of the wayfinding scheme, an orientation path that surrounds the play area allows users to survey the different activities without engaging in them. The orientation path lets a child to decide whether to participate or not.
- The path should be a firm, accessible, even, and predictable surface using materials such as asphalt, concrete or pavers. Playground surfacing material such as Poured in Place could be used to create the path.
- Place the path in one of two ways:
 - a) Surround the play equipment.
 - b) As a central spine from which the pods or zones (LA-6) originate.



- Make the path wide enough (72" is recommended) so that two people using mobility devices can easily pass one another.
- It should be free of barriers with clear line of sight along the path.
- The construction of the path should be consistent (same colors, textures and cues). Predictability is the key.
- There should not be any play activities on the orientation path.
- Delineate where the path ends and the play area begins by providing a visual or tactile cue (e.g. place a bright yellow strip at the edges or change the texture at the edges of the path).

LA-6 | PODS, ROOMS, AND ZONES

INTENT

Divide the larger playground into areas that allow for delineation of activities. Example: separate vigorous play from quiet play areas.

Many of the goals discussed in Play Richness are best achieved through clearly identified play pods.

STRATEGIES

- Locate distinct play pods directly off the orientation path.
- The pods can be defined through a path, surfacing, seating, landscaping, or the equipment itself.
- Determine the number of pods and their relative size by dividing the desired activities and equipment into the categories discussed in Play Richness.
- No single pod should dominate the design.

LA-7 | COLOR AS A SAFETY AND WAYFINDING TOOL

INTENT

Color can be an important tool in communication as applied to wayfinding and safety.

STRATEGIES

- Use high contrast colors between the equipment and orientation path.
- Modular systems: Changes of height can be difficult to see. Perception of those changes can be accentuated by changing the deck color at each height change.
- Surfacing: Use two different colors of surfacing material; one color within the fall zones and one color outside the fall zone. This will help a child to determine where the danger to them may be greatest. Dark colors, when used on the ground surface, may be perceived as holes in the ground.
- Include the meaning of the color scheme in the wayfinding tools. Never use just color in wayfinding, as someone who is color blind may not be able to distinguish the difference between colors.
- To help people who have trouble distinguishing between colors (10% of males are color blind), choose colors that contrast light colors (blue-green green, yellow and orange) with dark colors (blue, purple, and red). Do not use orange and red or blue and green as contrasting colors. Choose combinations such as yellow/violet, green/purple, orange/blue, red/blue-green.

LA-8 | GATHERING SPACES

INTENT

Allow the community to use the playground as a meeting point. This builds community spirit and reinforces the role of the playground as a community resource.

Using the play space as a community resource and gathering place increases support for the facility, increasing the potential for fundraising and resistance to budget cuts that may target resources not seen as widely endorsed.

STRATEGIES

- Incorporate gazebos and pavilions in places where parents can see their children but can socialize with their peers.
- Use seating, grouping of play equipment (e.g. boulders), or other landscaping techniques to create gathering places throughout the play space.
- Shade these gathering places to increase the chances of extended use in hot weather.
- Incorporate site amenities such as seating, water fountains and trash cans in order to increase the likelihood of people gathering. (See Support Features section.)

LA-9 | LINE OF SIGHT

INTENT

Maximize parental supervision of the children using the playground. This is particularly important when children who have a tendency to become over-stimulated run from the source of the stimulation and possibly away from the caregiver. It is also important when a caregiver is responsible for multiple children of different ages.

A caregiver needs to be able to stand at almost all points on the playground orientation path and be able to tell if there is a child using almost all the play events on the site. If there are many play zones within the playground, the line of sight should at least cross each play pod or zone (see LA-6) allowing a caregiver to find their child easily within their pod.

STRATEGIES

- Maximize the use of “see through equipment” so that children are visible (eg rope structures) and minimize the use of large equipment that does not have holes through which a child is visible on the other side.
- Place modular systems toward the rear of the playspace.
- Line of sight is significantly improved if the space is broken into pods that can be supervised individually.
- Place seating at multiple points around the entire area and at each entrance and exit.
- Emphasize freestanding independent items over consolidated modular structures. These do not inherently guarantee visibility, but are usually less opaque than a modular structure.
- Lay out the events in such a way as to maximize visibility across the structures and spaces.
- Enable the caregiver to view both the exit and entrance to the play area or in larger playgrounds at least the section in which they are playing.
- Avoid using high walls or dense, tall planting to delineate the play pods.

LA-10 | LANDSCAPING

INTENT

Use plantings to soften the look and feel of the playground, help define the pods, zones or rooms where the play equipment is located, and to create shade.

STRATEGIES

- Use a landscape architect with experience in inclusive play environments to develop a complete design for the space.
- Try to see what the space will look like when it is planted, ten years afterward and all the time in between. At any



time in this growth cycle, the landscaping should not block routes or impede people with disabilities.

- Make sure that the landscaping materials do not include poisonous materials that children could put in their mouths. While the landscaping plan should include a variety of textures, do not use any material that has thorns or any other texture that might hurt someone running into it. Avoid plants that pose a choke hazard (e.g. berries). Avoid bee attracting plants (e.g. lavender).
- See PR-13 for information on interacting with natural features.



ACCESS



ACCESS (AC)

Definition: The design of the play space and surrounding environment as it relates to the users and caregivers getting into, around, and out of the play area.

INTENT:

Provide all people of all abilities inclusive access and the opportunity to move throughout the play space safely and independently.

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AC-1 | UNITARY SURFACING

INTENT

The impact attenuation surface is the safety surfacing that surrounds the playground equipment. Although the ADA law allows loose fill such as engineered wood fiber or rubber pieces to be used in an ADA compliant playground, loose fill has disadvantages from an inclusive point of view

- (1) It is almost always difficult to move a mobility device across this type of material.
- (2) When not maintained it can eliminate smooth transition from one type of surfacing to another.
- (3) Parents raising children on the Autism Spectrum report that their children will often pick up this material and mouth it.

For these reasons unitary surfacing is highly recommended for inclusive playgrounds.

STRATEGIES

Pour-in-place, tiles, playground turf, and some hybrid surfacing are considered unitary surfacing for the purpose of this guide.

In order to ensure that your playground has the best surfacing for your site and climate, it is recommended that the playground planning committee:

- Visit various playgrounds in your area with different surfaces. Ask the owners of the playgrounds how the surfacing has worked and how much maintenance has had to be done.
- Meet with multiple vendors of different type of surfacing. Ask them about warranties and expected life of the surfacing. Ask who does the installation; whether they are certified by the manufacturer, and how much experience they have with this product.
- Check that the surfacing has IPEMA (International Playground Equipment Manufacturers Association) Certification by visiting www.ipema.org

See playground surfacing FAQ in this guide.

AC-2 | REACH RANGES

INTENT

Being able to reach and touch play events and landscaping is critical to a child's engagement. Research has demonstrated that it is not enough for a child to see, they must also be able to touch in order to be engaged. All children should be able to interact with the play events, wayfinding signage and surrounding tactile input, with their hands.

Since most children need to touch the object they are interacting with, a child's functional ability will be more of a determinant than their age of what they can touch and manipulate in the play environment. This means that include everyone means placing an object in the reach ranges of all children, not just the typically developing child.

STRATEGIES

- Place play panels, landscaping, telescopes, water tables, sand tables, etc. at varying heights to accommodate children at different heights and who may have different abilities to reach.
- Include multiple pieces of the same equipment at different heights, for example on a deck put in two telescopes at different heights.
- Ensure that there is a child who is using a wheelchair can access the play events by rolling under them as reaching forward is more enjoyable and doable than reaching to the side to play.

The Gross Motor Function Classification System (GMFCS) is used to generate standards for accessibility measurements. The recommended ranges below are based on the functional ability of the child of a certain age range and the middle of the GMFCS range of capability levels.



6 year old – Level III:

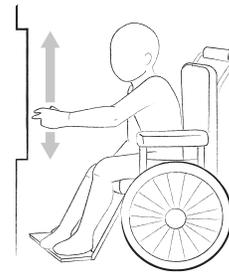
Assumption: 6 years of age and in the 50th percentile for height and weight. Children sit on a regular chair but may require pelvic or trunk support to maximize hand function. Children move in and out of their chair sitting using a stable surface to push on or pull up with their arms. Children walk with a hand-held mobility device on level surfaces and climb stairs with assistance from an adult. Children frequently are transported when traveling for long distances or outdoors on uneven terrain.

10 year old – Level III:

Assumption: Children walk using a hand-held mobility device in most indoor settings. When seated, children may require a seat belt for pelvic alignment and balance. Sit-to-stand and floor-to-stand transfers require physical assistance of a person or support surface. When traveling long distances, children use some form of wheeled mobility. Children may walk up and down stairs holding onto a railing with supervision or physical assistance. Limitations in walking may necessitate adaptations to enable participation in physical activities and sports including self-propelling a manual wheelchair or powered mobility.

Assumptions and appropriate reach ranges

	6 yr old	10 yr old
Upper reach range	38.3"	43.5"
Lower reach range	19.4"	21.1"



AC-3 | AC-3 | TRANSFER PLATFORMS

INTENT

Allow a person who is using a mobility device to transfer into and out of that device independently.

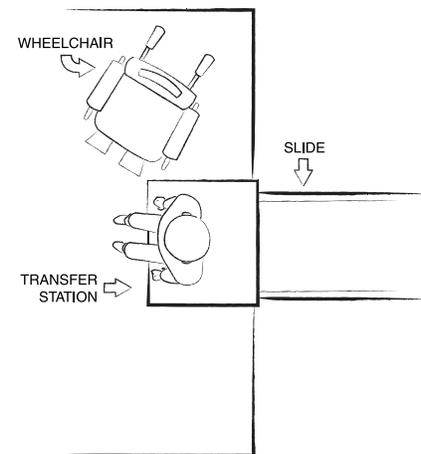
A child who is unable to use their legs proficiently may be able to move themselves around the playground if transfers in and out of the chair can be made easily.

STRATEGIES

After getting measurements for over 40 pediatric wheelchairs, the authors of the guide determined that the best height for a transfer platform should be 16-18". This is a portion of the range allowed by ADA and aimed at maximizing ease of transfer.

- Consider all the surfaces adjacent to the accessible route. Estimate the possibility of a playground user transferring to them from a chair.
- Look at how a child who is using a chair might transfer to the events that don't have a platform per se. Is there a surface or grip point that can help this child be included?
- When considering the space a child will need when sitting: A 6 yr. old will occupy 3'-2" sitting with their legs out in front of them. A 10 yr. old will need 3'-8".
- Provide on-deck transfers that facilitate movement from a mobility device onto the play activity. This is especially important at slides.

Consider a deck with a transfer platform on one side and a set of steps of the other side to facilitate children of different abilities being able to enter the play system.



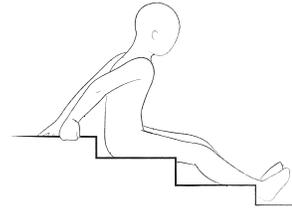
AC-4 | TRANSFER STEPS

INTENT

Allow someone who does not have use of their legs to be able to move their body between elevation changes on the play equipment and back into a mobility device.

STRATEGIES

- If someone is moving themselves on their backside, the smaller the change in height between elevation between decks or play surfaces, the better. For this reason, the following step heights are recommended in order of preference.
a) 4" b) 6" c) 8"
- Talk to playground manufacturer representatives about their ability to ramp the elevation change or break down the height change into manageable increments.



AC-5 | WIDTH OF ROUTES

INTENT

Build accessible routes throughout the play space. On those routes allow wheelchair users, parent with strollers, and/or children who do not like to be touched, enough room to pass each other while using the play space. The playground can help children grow beyond their limitations, so a mixture of passage widths within the playspace will provide choice and play richness.

STRATEGIES

- Consider the play environment as a small city. Which routes need to be arteries that connect one side of the city to another? Which ones have less priority? Which areas are the equivalent of sleepy, quiet neighborhoods where a highway would destroy the intent?
- Entry and exit onto all accessible routes must be 60" (US ADA law). A 72" width allows two wheelchairs to pass each other and is therefore a recommended step beyond ADA.
- The available room in front of play components should optimally allow a person in a wheelchair and their ambulatory companion to play adjacent to one another.

Note: Review the ADA sections that discuss accessible routes: Chapter 4 - Outside the play space Chapter 10 - Section 1008.2 – Within the play space

AC-6 | FLUSH TRANSITIONS (SURFACING)

INTENT

Allow people using mobility devices to move freely by providing flush transitions to all areas of the play space and surrounding area.

STRATEGIES

- Transitions must be flush between all route surfaces and play surface access points.
- Play surface connections must have tight seams throughout the play space. There should be no barriers or trip hazards between sections of play space that would impede a user of a mobility device.
- To ensure this occurs:
 - Perform an accurate topographic survey.
 - Write the requirements in the bid/contract documents.



- Hold contractor accountable by monitoring execution.
- Transitions between surfaces often indicate the end of one contractor's work and the beginning of the work of another. The quality of the communication between contractors will be a major determinant in the quality of the transition.



inclusive play
design guide

PLAY RICHNESS



PLAY RICHNESS (PR)

DEFINITION:

The quantity, quality, diversity and inter-relationships of play events on the playground.

INTENT:

Provide a rich, inclusive play space where children of all abilities can grow and learn through physical, emotional, sensory, and social experiences.

Play Richness is divided into three categories: Physical, Social, and Cooperative Play. When selecting play equipment and activities, the goal is to include strategies from each of the three play categories. Each type of play is crucial to a child’s development. Having a mixture of the categories will increase the probability of creating an exciting and more inclusive playground.

SELECTING EXPERIENCES:

Physical: Choose which physical play experiences you want on the playground, for example: rocking and sliding. Choose 2-3 pieces of equipment/activities within each play experience.

Note: Challenge levels have been added to the Climbing, Crawling & Strengthening section to help select a variety of experiences in this category.

Sensory: Choose a wide variety and depth of sensory experiences.

Social: Social play is a critical to the success of a playground. For some children socialization comes easily, for others, especially some children with disabilities, it does not. Therefore it is crucial to design spaces with specific activities and equipment that encourage children to play with one another.

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PHYSICAL

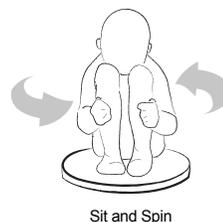
PR-1 | SPINNING

INTENT

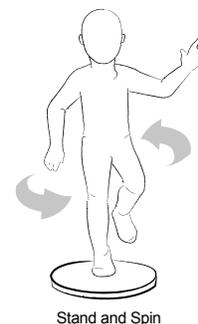
Challenge, stimulate, and develop the user's vestibular system by providing activities which turn their body in a rotary motion. When children spin, different parts of the brain are stimulated simultaneously. This builds new and more developed pathways throughout the brain – pathways that improve learning potential, spatial awareness, rhythm and more. Spinning activities develop the brain in such a way that pre-reading concepts are advanced while improving balance, muscle control and gross motor skills.

STRATEGIES

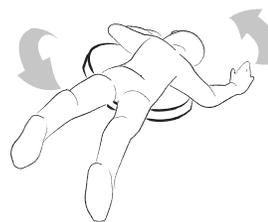
- Choose different pieces of equipment to provide children the ability to sit and spin, stand and spin, and lay and spin. This could mean three different pieces or one piece could provide the ability to play in different positions. For example: a child could sit, stand or lay on a tire swing.
- Provide challenge by choosing spinning equipment with and without hand holds.
- Choose spinning equipment where a child can support themselves by having multiple touch points. (See glossary for an explanation of multiple touch points)



Sit and Spin



Stand and Spin



Lay and Spin

PR-2 | SLIDING

INTENT

Offer the experience of a modified fall through space and the thrill of perceived risk while stimulating the user's vestibular system and sense of balance.

STRATEGIES

- Provide slides at a variety of heights. For example: 2', 4', and 6'.
- Include at least one slide that carries two people side-by-side.
- Provide a wide slide so that a parent can support a child going down the slide.
- Choose different types of slides: Roller, tube, textured, curved, straight, hill, spiral, etc.
- Have one slide that does not create static electricity for people with a cochlear implant.
- Provide a place for the disabled person to sit while their chair is being retrieved. (See SE-3)
- The tallest slide should be accessible. (See SE-1)

PR-3 | ROCKING

INTENT

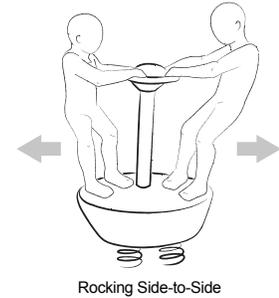
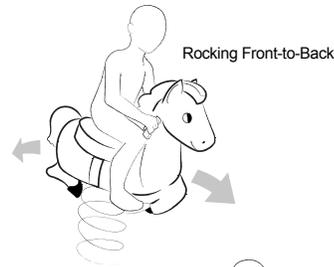
Challenge and develop the user's vestibular system by moving his/her body in a rocking motion.

STRATEGIES

- Include at least one piece of equipment that provides a to-and-fro motion and another one that provides side-to-side motion.



- Include multiple pieces of rocking equipment to support children in a variety of positions: sitting, standing, and lying. Certain pieces of equipment could provide multiple experiences. For example, a child could sit or lay on some kinds of spring rockers.
- Include at least one rocking piece of equipment intended for individual play and another intended for multiple children.
- Include backrest, footrests and hand support on the rockers.
- Include rockers with different width seats to accommodate a range of sizes.
- Include rockers with a longer & deeper seat to allow a child to sit in front of an adult.
- Provide adult-sized seats on a few pieces of equipment to allow older children and adults to use them.



PR-4 | SWINGING

INTENT

Challenge, stimulate and develop the user's vestibular system by providing various swinging events.

STRATEGIES

- Provide a swing that moves in a linear motion and another swing that moves in a circular motion.
- Provide an adaptive swing with harness as well as other types of adaptive swings.
- Consider a variety of swings and swing sizes. E.g. a belt swing, toddler swing, tire swing, a bird nest swing
- Include a swing which provides a full body experience and physical support when a child lays on it. e.g. a bird nest swing



PR-5 | CLIMBING, CRAWLING & STRENGTHENING

Note: Challenge levels have been added to help select a variety of experiences in this category.

INTENT

1. Challenge, stimulate, and develop the user's proprioceptive system by providing activities that allow for the contraction and stretching of muscles as well as the bending, straightening, pulling and compression of the joints.
2. Improve motor skills such as power balance, coordination, strength, and dexterity.

STRATEGIES

Climbing

Provide at least two challenge levels for climbing. If climbing activities are selected, a Level I event must be included to include the users who have the least strength.

Level I: A combination of any of the following characteristics: low to the ground, low slope, hand holds on each side (hand holds should be big enough for a child to climb using the back of their arms), the ability to put the entire body on the climbing event to provide more support, the path a child takes from bottom to top (or across) the climber must be obvious. Example: level to the ground web net, a ladder with hand holds, a low boulder, stairs with hand holds.

Level II: A combination of any of the following characteristics: can be angled, there must be at least one way to support the body (put the full body on it, one hand hold), there can be multiple paths to reach the top, but they must be obvious, first step is easy to reach, the steps are evenly spaced. Example: Angled rock wall, medium size boulder with good hand or foot support, a straight up climber with even steps and good hand or foot supports, a curved climber with even steps where the entire body can be on it for support.

Level III: A combination of any of the following characteristics: reaches a high place, is vertical, can have a complicated or multi-way path to reach the top, supports are minimal or not obvious, is dynamic, requires great agility to accomplish. Level III climbers are ones normally used for the oldest children Example: large boulder with limited supports, web net, vertical rock wall.

Crawling

Provide at least two (2) activities that allow a child to attempt different challenge levels.

Level I: A short tunnel placed on the ground.

Level II: A longer tunnel on the ground, or elevated with accessible routes on either side.

Level III: A tunnel that changes elevations.

Arm Strengthening

Provide at least two challenge levels of overhead events or other arm strengthening equipment. If an overhead event is included on the playground, a Level I event must be included.

Level I: An arm strengthening activity that is at ground level and can be used by a person in a wheelchair. Examples: An accessible sand digger. A chinning bar or overhead event appropriately positioned.

Level II: A static overhead event where the rungs are close together, entry on to the equipment is simple, and an obvious path exists to follow from beginning to end.

Level III: A very challenging overhead event which may include all or some of these characteristics: high off the ground, require long reaches, it moves, and the path from the beginning to end can be modified requiring higher levels of motor planning.

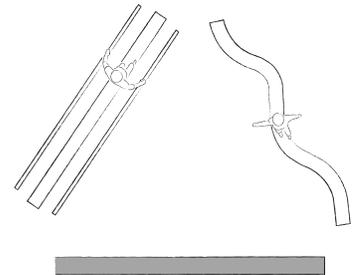
PR-6 | BALANCING

INTENT

Provide a wide variety of activities that increase a user's ability to balance on their feet (dynamic balance), and build core body strength.

STRATEGIES

- Provide one balancing activity where a child can use one hand to help support their body as well as another balancing activity where the child can use both hands.
- Provide at least one balancing activity for each of the following positions: sitting and standing. One piece of equipment could meet both criteria. Example: a stool could be sat or stood on.
- Provide a piece of balancing equipment that is static and another one that is dynamic.





- Incorporate challenge by choosing balancing activities of varying widths. Add further challenge by having some of the standing balancing activities straight, while others are curved.
- Provide a balancing activity at ground level and one balancing activity that is elevated and reached by an accessible route.
- Ground level activities could be patterns in the surfacing.

PR-7 | JUMPING AND BOUNCING

INTENT

Challenge, stimulate, and develop the user’s vestibular system and proprioceptive system by jumping or bouncing activity.

STRATEGIES

Provide at least one jumping or bouncing activity that is used while sitting as well as another activity that is used while standing. This could be the same piece of equipment.

PR-8 | WALKING, RUNNING AND ROLLING

INTENT

Provide opportunities for people to move through space using their typical mode of mobility in order to build endurance, increase muscle tone, and master dynamic balance.

STRATEGIES

Include space and equipment for games to be played (i.e. basketball, tether-ball, tag).

Include a bike trail and/or trike trail that can be accessed from the perimeter path.

Create a track using a design in the surfacing.

Include a maze or running obstacle course. Ensure the route is wide enough for a wheelchair to easily maneuver through the space.

Build a path that rise and falls along its length to allow runners (feet) and rollers (wheelchairs) to build strength with the resistance of their own body weight.

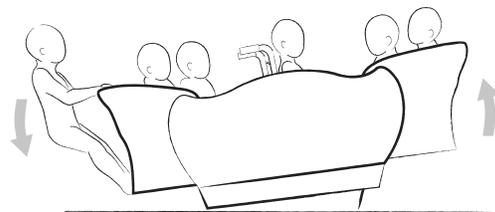
PR-9 | MOVEMENT EXPERIENCED FROM A MOBILITY DEVICE

INTENT

Enable an individual using a wheelchair to experience a motion that stimulates their vestibular system without leaving their chair.

STRATEGIES

Provide a piece of equipment that moves the child and their wheelchair. The piece of equipment should be a social experience i.e. more than one person can play on it at a time. Example: gliders, merry-go-rounds, and carousels designed to meet this intent.



SENSORY

PR-10 | TACTILE EXPERIENCES

INTENT

Provide activities in the play space that exercise and develop the user's sense of touch.

STRATEGIES

- Provide the opportunity for a child to feel at least one of each of the following textures.
 1. Smooth — The material is free from projections or unevenness of surface. Example: a metal pole, metal slide, mirrors, marbles
 2. Soft — The material is yielding readily to touch or pressure. Example: grass, rubber components of rope climbers.
 3. Hard — The material is solid and firm to the touch; unyielding to pressure and impenetrable. Example: rocks, plastic play equipment
 4. Rough — The material is coarse. It has projections, irregularities, or breaks. Example: boulders or rocks, rope.
 5. Grainy — The material has a granular texture. Example: sand, dirt, rocks or boulders (natural or concrete).
 6. Uneven — Bumpy, not level or flat. Example: a slide that has bumps built in, plastic decoration that sticks out from the base of a piece of equipment.
- Provide one opportunity for a child to have his full body involved in the activity. Example: roll down a hill, put sand all over themselves, use a roller slide, water play where the entire body gets wet.
- Provide one opportunity for playing with loose and/or liquid materials. Example: sand, dirt, water, gravel, rice.
- Create pathways that undulate and/or have texture built into them for fun wheeled play.



PR-11 | AUDITORY

INTENT

Include events in the play space that assist the development of the auditory system.

STRATEGIES

- Provide pieces of equipment that create sound or enable a person to hear another person talking from a distance.
- Use different ways to generate sound.
- Choose a piece of equipment where the child creates a sound by activating a piece of equipment, Example: pushes a button and a sound comes out or hits a drum.
- Child creates a sound and then hears the sound repeat. Example: talking tubes or items that echo.
- Choose equipment that generates a sound. Example: by walking across or entering an area a sound is created.
- Place sound, echoes/acoustics, and activities with interactive sound and movement at the end of a ramp or other pathway to provide interest and reward for effort. This can also be done with tactile and other sensory activities.

Note: Care must be taken to locate these activities such that families can interact or remove themselves as needed.

PR-12 | VISUAL SENSORY SYSTEM

INTENT

Include activities and equipment in the play space that assist development of sight and the visual sensory process.

Visual processing refers to a group of skills used for interpreting and understanding visual information. Here are just a few things that the visual system deals with:

- Seeing something and remembering what was seen. The sense of sight involves the brain and visual recognition.
- Writing information accurately.
- Moving the eyes in a specific direction with or without distraction; tracking things with the eyes.
- Strengthening of the eye muscles.
- Focusing on an object.
- Seeing the differences between objects that are similar but not identical.

STRATEGIES

Most of the strategies that can help children improve their visual sensory system have already been addressed in other areas of the Play Richness section: swinging, spinning, balancing, using complex textures that resemble nature (artificial grass, trees and rocks).

If play panels are used in the play space, choose ones that will help develop the visual system. Example: tracing or tracking, looking at a picture and then recalling what it is, looking at a partial picture and have to determine what the whole picture is, games that involve matching.

NOTE: A developmental optometrist can help select appropriate activities.

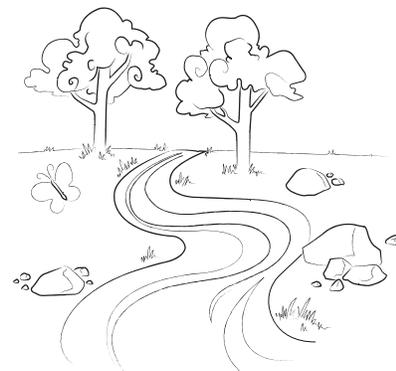
PR-13 | INTERACTION WITH NATURAL FEATURES

INTENT

Enable children to engaging in nature in order to provide a wide-ranging benefit for children including the development of their cognitive and creative skills. Natural features include trees, shrubs, grasses, bark, soil, sand, water and rocks.

STRATEGIES

- Include thoughtfully placed landscaping throughout the play space. Refer to LA-10.
- Add a sensory garden to the play space.
- Install raised planters as well as wide paths through the plantings
- Add items found in a nature playground such as logs, rocks, water, hills, etc.
- Include a range of planting types to encourage play, such as tree climbing, weaving through dense planting and hiding in bushy cubbies.
- Plant specific items that encourages birds, mammals and insects;
- Include diversity of vegetation throughout the play space, instead of having it all in a separate sensory area
- Include a selection of plants that create loose parts such as pine cones.



PR-14 | COZY PLACES

INTENT

Provide a place on the playground where a child can go to decompress or relax when overstimulated.

STRATEGIES

Provide at least one location within the play space where a child can go and feel alone. The place should feel to the child that he is enclosed, but the play piece must enable the caregiver to see the child. Example: an area under the play structure, a piece of equipment a child can go into, a nature area where tall plants or vines provide quiet, a playhouse, a tunnel with a window.

SOCIAL

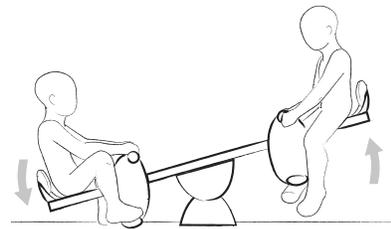
PR-15 | COOPERATIVE PLAY

INTENT

Ensure that children learn how to play with each other. To teach skills required for cooperation.

STRATEGIES

- Provide a piece of equipment that requires two or more people to operate it. Example: seesaw.
- Provide a piece of equipment that will do additional things when more than one person is playing with it.
- Include pulleys and scoops on upper and lower levels which rely on someone at ground level as well as someone above; ensure the pulleys and conveyor belts are reachable as described in (AC-1)



PR-16 | SOCIAL INTERACTION

INTENT

Encourage and enable social interaction and eye contact between children while playing on the playground.

STRATEGIES

- Include built features, equipment or space that encourages interaction while playing with others.
 - Examples:*
 - Games: basketball hoops, tether ball, seesaws, hopscotch, four square, electronic games designed to be used by multiple players
 - Seating: groupings of seats in close proximity
 - Sensory Play: water features, sand play, nature play
- Provide play areas where the younger children can watch and copy the actions of the older children. This enables children to learn from their peers (and older peers) instead of just their parents or caregivers.

PR-17 | DRAMATIC & IMAGINATIVE PLAY

INTENT

Provide opportunities for children to create play “themes” and act them out by participating in various roles that are spontaneous, child-initiated, and open-ended.

Expand a child’s awareness of self in relation to others and their social environment by providing dramatic play opportunities.

Provide opportunities through dramatic play for children to learn language, cognitive and social skills.

STRATEGIES

- Provide a space that fosters dramatic play opportunities within the play space. The space should allow children to create dramatic play experiences through the use of a mixture of abstract and realistic play events. Example: Themed structures, a stage, a playhouse made of natural materials.
- Utilize play spaces under the equipment or somewhere on the play structure for dramatic and imagery play. If it is on the structure, it must be on an accessible route. If the space is under the play structure ensure there is enough head room for a person using a wheelchair to enter.
- Provide a space where children can gather to plan and create their dramatic play.
- Provide children with opportunities to create varied individual and group dramatic play episodes throughout the play space and assist them in understanding the world around them through their play experiences.
- Use dramatic play panels above and below play decks, independent of the composite play structure that allow children to create dramatic play experiences that are based on the real world around them and on their own imagination.
- Use representations of real world activities and experiences, both abstract and realistic that are designed to create real world experiences that may be used by an individual or group of children.
- Create small semi-private spaces that encourage dramatic play by an individual or group of children.
- Use various play equipment that allows children to experience movement or stillness during their dramatic play.
- Include things which are easy to manipulate for creative play and do not require great physical strength or fine motor skills.
- When using wheels spinning items and steering wheels for imaginative play ensure that they have spokes or knobs to grasp (rather than a solid wheel) to assist a child with limited mobility to actively engage in the play.
- Provide loose parts such as props and costumes (see PR-18).

PR-18 | LOOSE PARTS

INTENT

Provide easily moved materials to assist children in manipulating and changing their environment, and provides opportunities for social, imaginative, and creating play experiences. Loose parts allow children to adapt and manipulate their play environment and help them gain confidence and independence thru their individual or group play experiences.

STRATEGIES

- Provide natural and/or synthetic materials that can be moved, carried, combined, redesigned, and taken apart and put back together in multiple ways with in the play environment and that may be used by children to enhance their individual or group play experiences. Such as:
 - Various sized building blocks and/or construction materials.
 - Materials and props that may be used for dramatic play.
 - Movable game or sports materials that children may use in individual or group games.
 - Sand and/or water toys that may be used during sand and water play
 - Items from nature (e.g. twigs, stones, leaves, pine cones)

Work with a local occupational therapist to add simple adaptations to the loose parts to make them more usable by children who are working on their fine motor skills.



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SELECTING PLAYGROUND EQUIPMENT



SELECTING PLAYGROUND EQUIPMENT (SE)

INTENT:

The goal of this section is to encourage conscious and well thought out decisions when determining what types of equipment to purchase and where to place them. The planning committee should have in-depth conversations to address the issues raised in this section, prior to purchasing any equipment. Equipment in this sense can mean manufactured playground equipment or natural elements that are used as play activities.

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SE-1 | ELEVATED PLAY

INTENT

No discussion of inclusive playgrounds would be complete without a discussion on elevated vs. ground level play. Many children with and without disabilities like the experience of height. They like being above everyone else. Being above is exciting and gives a sense of achievement.

STRATEGIES

- There must be a reason to go up high. It could be an amazing view or play activities that are unique.
- Include activities on the highest platform a child to do if they do not want or cannot go down the slide. These activities should have a high play value and should be enjoyed by children with and without disabilities. (e.g. Periscopes, Musical Instruments)
- When not using a ramped system, the topography of the land can be used to create a hill above the playground where children could go up and look down on everyone else playing.
- The highest slide should be accessible via a ramp system or contoured path.

Elevated play must have a reward; an amazing view and/or several play activities for everyone. Elevated elements must not dominate an inclusive playground.

- Fiona Robbé – Creative Design Solutions for Everyone

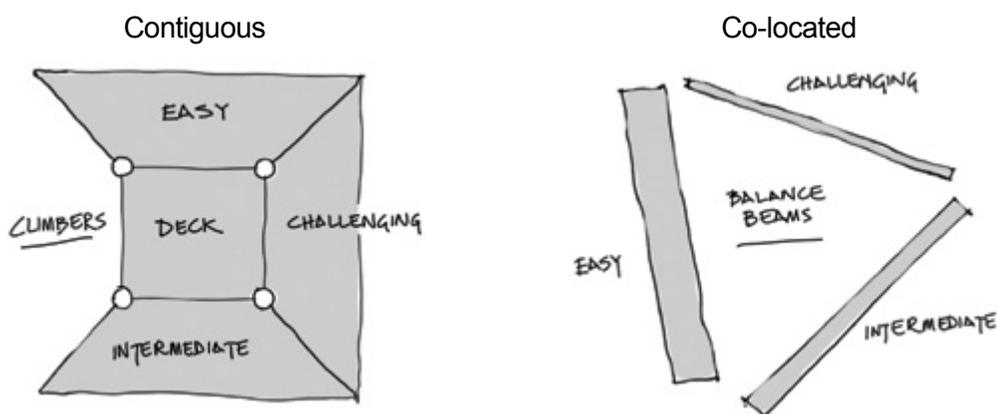
SE-2 | CONTIGUOUS OR CO-LOCATED PLAY

INTENT

Invite engagement between children of diverse abilities. Encourage children of the same age, but different abilities to play in the same location. Achieve this by locating similar types of equipment, such as balance or climbing, in the same area.

STRATEGIES

- As described in Play Richness, there should be two or more things that do the same thing such as climbing, spinning, or swinging at different challenge levels.
- Connect similar play events (contiguous). If this is not possible, place the similar play event adjacent to one another (co-located).
- Play equipment challenges should be graduated to include people with a wide range of abilities.





SE-3 | RESTING POINT NEAR A SLIDE

INTENT

Provide a resting point close to the slide exit for a person who uses a mobility device while it is being retrieved from the top of the slide.

STRATEGIES

- Place a seat with back support at the outside edge of the use zone for the slide. This keeps the child safe, preserves their dignity, and reduces the amount of distance they need to be carried.

SE-4 | COLOR OF PLAY EQUIPMENT

INTENT

Color is a stimulating input to the human brain. Adults tend to assume that brighter colors suggest a playful atmosphere, and the more the better. That may or may not be true for children and adults who process information in typical way. It is not true for people with Sensory Processing Disorder, Autism or Visual Perception issues. These people can be over-stimulated by color input.

Color can also be used as a wayfinding tool, providing contrast to children with low vision to help them determine where steps are on the play structure.

STRATEGIES

- The predominant playground equipment color should be a muted tone, rather than a primary color. Colors such as camouflage, beige, tan, brown, dark blue, dark green, grey, light blue, white (any color within white palette).
- Accent pieces can be accent colors.
- Material finishes should be matte rather than gloss. Shiny, reflective surfaces should be avoided as they can confuse people with a vision impairment
- The decks and steps (as much as possible) should have alternating colors to delineate where a child should step. People with low vision see yellow the best.
- The hand grips should use a high contrast (such as light yellow, when viewed against a contrasting background)

See using color as a wayfinding tool (LA-7) for specific ideas on contrasting colors.

SE-5 | RICH PLAY EXPERIENCES AT ALL HEIGHTS

INTENT

Encourage the play experiences available for a user at each height to have depth and breadth.

STRATEGIES

Include at each platform along the ramp circuit at least one activity for all children to do besides using the slide or going down a climber. Ensure that the activities are placed at heights that accommodate different reach ranges (AC-2). At each platform along the ramp circuit there must be at least one activity for all children to do beside using the slide or going down a climber. Example: periscopes, talk tubes, music or other auditory activity, pulley systems to send things up and down, activity panels that encourage more than one child to play with it at a time.

SE-6 | MULTIPLE LEVELS OF CHALLENGE

INTENT

Choose play activities that provide graduated levels of challenge to ensure that all ages and abilities are actively engaged on the playground.

STRATEGIES

- For each type of physical play, choose multiple pieces with different degrees of difficulty.
- Place the equipment together as described in SE-3.
- For the easiest challenge, consider creating ground levels patterns in surfacing as a play event. For the most difficult challenge choose equipment that requires a high level of motor planning.

SE-7 | COOLEST PLAY ACTIVITY

INTENT

Nothing excludes, separates and creates differences between children more than having the special piece of equipment that everyone wants to play on be inaccessible to some of them. Ensure that “the coolest” play activity is accessible and usable for all.

STRATEGIES

Examine the play activities chosen for the playground. Identify the one that will create the most excitement from children. Ensure that this piece can be played on by the vast majority of people. For example:

- Ensure that the most exciting slide has ramps leading to it and the ability to easily transfer.
- A web net that is easy to use at the ground level and then more advanced as it goes up.
- A wheelchair accessible glider.
- Water play that enables a child to control when they engage with the sensation and access for all has been considered.



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SUPPORT FEATURES



SUPPORT FEATURES (SU)

This section discusses the support systems and the built environment surrounding the play space to maximize inclusion.

INTENT:

Provide supportive infrastructure and amenities that are inclusive, safe, and easy to use by people of all abilities. Design a playground with inclusive comfort facilities and ensure inclusion throughout the site and play environment. Some of the concepts in this section are from the Global Universal Design Commission, who is currently developing UD voluntary consensus standards for commercial buildings. For more information visit www.globaluniversaldesign.com.

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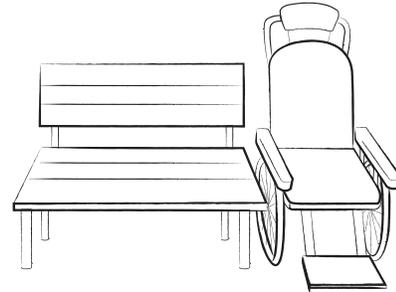
SU-1 | SEATING

INTENT

Provide a variety of types of seats for caregivers and children of all abilities to rest in proximity to one another and to the play space.

STRATEGIES

- Allow space next to a bench for a wheelchair to pull up to it.
- Orient the seating for the best vantage points for caregivers to supervise children during play. Seating should be closer to the play areas where younger children will play and a little further back for older children.
- Install a seating area in each play area.
- Strategically place play equipment that can be used for caregivers to sit on.
- Include benches with, and some without arm rests to allow someone in a wheelchair to transfer to them.
- Locate seating so the user is protected from wind and provide thermal comfort in all seasons on a universal route.
- Use lightweight, movable furniture where local security allows.
- Ensure that seating and tables in each area accommodates a wide range of statures, mobility levels and perceptual abilities.



SU-2 | RESTROOMS

INTENT

Provide toilet facilities for all members of a family.

STRATEGIES

- Build a permanently installed structure that is plumbed into local sewage, water and electrical systems.
- Comply with ADA regulations as a bare minimum.
- Include a family restroom that has a changing table capable of accommodating an adult body.

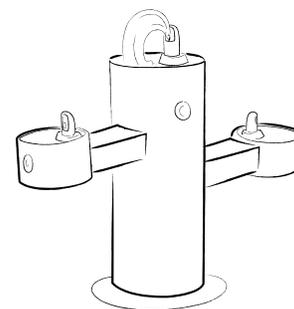
SU-3 | DRINKING FOUNTAINS

INTENT

Allow everyone at the playground the ability to drink water while they are there.

STRATEGIES

- Include at least two different heights of fountains.
- Utilize water fountains that turn on when the unit senses someone within its perimeter.
- Provide a facility for filling up personal water containers
- Provide drinking fountains that can be operate by a lever rather than a button.





SU-4 | PICNIC TABLES

INTENT

Allow everyone to eat and feel included in the activities. Too frequently wheelchair spaces are in less than optimal locations.

STRATEGIES

- Use accessible picnic tables positioned so that the open space for the wheelchairs are looking out in different directions.
- Choose seating and tables in each area that accommodate a wide range of statures, mobility levels and perceptual abilities.
- Include child-sized picnic tables with wheelchair places.
- Allow space for more than one wheelchair. This not only offers a chance for multiple people who use wheelchairs to sit comfortably at the same table, but also offers a choice of where each person may sit.
- Position wheelchair spaces for social interaction. A space in the middle of the table places a person who uses a wheelchair closer to their friends and family increasing social interaction rather than always having to sit at the end of the table. In addition, for a parent with more than one child, a seat in the middle of the table enables the parent to care for multiple children by sitting in between them.
- Allow for extra leg space and knee clearance.
- Provide a larger surface area than required around the tables for easier manipulation around the space. Increase number of fixed accessible tables to prevent displacement of tables. If accessible tables are moved away from their firm and stable surface, they are no longer accessible.
- Place some tables in the sun and some in the shade.

SU-5 | PARKING

INTENT

Ensure that parking spaces are provided for people who need their vehicle to be close to the play events as well as provide a safe parking lot.

STRATEGIES

- Exceed the spacing between van parking by 20% greater than the local standards. Meet or exceed all other local standards in regard to parking. Users of van parking often find they do not have enough space between the vehicles, even though the space is technically compliant.
- Provide accessible parking spaces close to the play area. This does not mean that the whole parking area needs to be located nearby. For site design or aesthetic reasons the accessible parking spaces may need to be separated from and closer to the playspace than the rest of the parking area.
- Install seating in the designated loading and waiting areas.
- Separate vehicular travel routes from pedestrian routes in the parking lot.
- Protected pedestrian routes/islands are provided (Example: landscaped area with a sidewalk.)
- Provide temporary loading/unloading area for buses near the primary entrance or designated entrance for tour buses.
- Provide a designated parking area for buses, RVs, and other larger vehicles away from primary entrances.
- Create separate areas for different transportation modes (e.g. automobiles, transit, rickshaws/pedicycles)

SU-6 | TRASH CANS

INTENT

Make waste receptacles convenient for use by everyone.

STRATEGIES

- Ensure that receptacles can be used with only one hand. Example: open tops, slots, and push doors.
- Provide receptacle covers operated by motion detectors.
- Receptacles should be on an accessible route.
- Trash cans should not be located within eating areas, but placed at exits of each area.
- Do not locate trashcan in clear spaces next to benches, since those spaces may be needed for people in wheelchairs in order to be close to people on the bench.

SU-7 | SHADE

INTENT

Provide spaces within the playground where a child is not in direct sunlight. Adults and children with sun allergies and those susceptible to sun poisoning are not able to go to standard playgrounds where shade is not provided.

STRATEGIES

- Use established shade trees.
- Use a freestanding fabric shade structure.
- Utilize fabric structures on top of the equipment.
- Consider shading some of the seating or gathering areas.

NOTE: the shade provided by a new tree will be very different than that provided by that same tree in 10+ years.

SU-8 | COOLING DEVICES

INTENT

Allow children of all abilities to cool down.

STRATEGIES

- A water feature that is usable by a child or adult regardless of their mobility device. Example: water misters. Do not put them on a play structure as it as it can create a risk of slipping,
- Water spray pad.



SU-9 | SERVICE ANIMALS

INTENT

Allow children and adults who depend on a service animal to use the play space.

STRATEGIES

- Include signs that prohibit curbing service animals without collecting and disposing of waste. Provide for appropriate waste disposal.
- Include a designated area on site provided for animal care, ensuring that it is on a universal route.
- Provide water trough or basin for use by pets and service animals

SU-10 | EMERGENCIES

INTENT

Enable the people at the play space to reach emergency services. Not everyone has a cell phone, and if they did, in the event of a parent becoming ill the child may not know how to find the cell phone or use it.

STRATEGIES

- Include emergency call boxes. Ensure that they are clearly marked and are usable by someone using a wheelchair.

SU-11 | ALTERNATIVE TRANSPORTATION

INTENT

Allow people who cannot drive or do not have a car to use the playground.

STRATEGIES

- Locate transit stops near primary entrances. Provide route and scheduling information in both print and audible modes.
- Place transit stops separate from other vehicular loading and unloading zones in front of playground entrance.
- Provide a protected area (from weather and other obstacles) that accommodates at least one personal wheeled mobility device.
- Provide bike racks near the primary entrance for those patrons who wish to bike to the play space.
- Consider adding a “parking lot” immediately inside the entry way to park strollers, wheelchairs, and other adaptive equipment such as a cane or walker.

SU-12 | SIGNAGE VISIBILITY

INTENT

Allow signage to be legible to all readers.

STRATEGIES

- Review ADA signage rules.

- Text is large enough to read from the expected viewing distance (see ADA requirements).
- Surfaces are free from glare from the expected viewing location.
- Make alternatives to text available, e.g. audible and/or tactile modes. Volume adjustment provided for audible displays. Device triggers audible information by proximity.

SU-13 | INTRODUCTION TO THE PLAY SPACE

INTENT

For many people with a disability, a significant amount of effort is required to get out of their house. For a trip to be enjoyable, information about access, public transportation, layout of space, activities included, and accessible facilities, such as restrooms, needs to be provided ahead of time for that person to make sure their effort will not be wasted. Allow parents to work with their child prior to leaving home to understand the layout, play equipment, and overall play space. This type of preparation makes it much easier for a child on the Autism spectrum to go to a new place.

STRATEGIES

- Create a website and other marketing material for the playground. At a minimum include:
 - A brief description of the spaces and its major features
 - Directions to reach the playground, including public transportation
 - Whether the playground is fenced
 - Whether the playground has accessible features such as restrooms and picnic tables
- Offer orientation materials to prepare a child for their visit: a video, a virtual map, a printable map.
- Develop flashcards that can be printed out of the different areas so that a child can point to where they want to go. They will enable a parent or caregiver to create Story Boards for child to prepare them for their visit.
- It is assumed that additional technology will evolve to create new ways to prepare a child for their visit, and they should be used to help in this way.

SU-14 | PUBLIC STATEMENT OF INCLUSIVE PLAY

INTENT

Educate the public about universal design at a local level. Make a clear statement to the community about the goals of the playground.

STRATEGIES

- A sign at the entrance of the park which explains the purpose of the playground.
- Audio button that is pushed to receive information about the playground.
- Signage at each station that explains why the type of equipment was chosen. The heights should accommodate children adults and meets ADA signage requirements.



GLOSSARY

ACCESSIBLE ROUTE An ADA term referring to the route within the boundary of the site which provides access from public transportation stops, accessible parking, accessible passenger loading zones, and public streets or sidewalks to the play activity. The accessible route shall, to the maximum extent feasible, coincide with the route for the general public.

AUTISM SPECTRUM DISORDER Autism, part of a group of disorders known as autism spectrum disorders (ASD), is a complex neurobiological disorder that typically lasts throughout a person's lifetime. The disorder is characterized by varying degrees of impairment in communication skills and social abilities, and also by repetitive behaviors. Symptoms range from mild to severe.

BIRD NEST SWING OR BASKET SWING A type of swing that consists of a suspended shallow basket that usually swings in a planar (back and forth) motion. This type of swing is considered more inclusive since the user can lie, sit or stand as their ability allows. It also invites more than one user, creating a social capability.

CEREBRAL PALSY (CP) A blanket term commonly described by loss or impairment of motor function. It is caused by brain damage which typically occurs before birth, during birth, or immediately after. CP affects body movement, muscle control, muscle coordination, muscle tone, reflex, posture and balance. It can also impact fine and gross motor skills.

COCHLEAR IMPLANT This is a surgically implanted electronic device that provides a sense of sound to a person who is profoundly deaf or severely hard of hearing. Cochlear implants are sometimes referred to as a 'bionic' ear.

COMMUNITY BUILD The members of the community share their energy and time to assemble and install the playground equipment

CROSS SLOPE The slope that is perpendicular to the direction of travel

DOWN SYNDROME Down syndrome occurs when some or all of a person's cells have an extra full or partial copy of chromosome 21. People with Down syndrome have an increased risk for certain medical conditions such as congenital heart defects, respiratory and hearing problems, Alzheimer's disease, childhood leukemia, and thyroid conditions. All people with Down syndrome experi-

ence cognitive delays, but the effect is usually mild to moderate and is not indicative of the many strengths and talents that each individual possesses.

COGNITIVE DISABILITIES
See intellectual disabilities.

FLUSH TRANSITION The relationship between two sections of flooring materials. 'Flush' means there should be no height difference between the two sections. In reality, there will be a difference and it may be measurable. Acceptability can be defined by quantifying what this difference should not exceed. Smaller wheels on mobility devices will have more problems than larger wheels when moving across a non-flush transition.

GROSS MOTOR FUNCTION CLASSIFICATION SYSTEM (GMFCS) A five level classification system that describes the gross motor function of children and youth with cerebral palsy on the basis of their self-initiated movement with particular emphasis on sitting, walking, and wheeled mobility. Distinctions between levels are based on functional abilities, the need for assistive technology, including hand-held mobility devices (walkers, crutches, or canes) or wheeled mobility, and to a much lesser extent, quality of movement.

IMPACT ATTENUATION SURFACE A surface that absorbs the force of a falling body.

INCLUSIVE The ability to include everyone, regardless of physical or psychological situation.

INTELLECTUAL DISABILITY A term used when a person has certain limitations in mental functioning and in skills such as communicating, taking care of him or herself, and social skills. These limitations will cause a child to learn and develop more slowly than a typical child. Children with intellectual disabilities (sometimes called cognitive disabilities or mental retardation) may take longer to learn to speak, walk, and take care of their personal needs such as dressing or eating. They are likely to have trouble learning in school. They will learn, but it will take them longer. There may be some things they cannot learn.

KABOOM! KaBOOM! is a national non-profit dedicated to saving play for America's children. Their mission is to create great playspaces through the participation and leadership of communities. Ultimately, they envision a place to play within walk-

ing distance of every child in America.

LOCOMOTOR SKILL Motor skills in which the feet move the body from one place to another. They are (roughly in order of how children learn them): walking, running, hopping, jumping, skipping, galloping, sliding (a sideways gallop), leaping.

MODULAR SYSTEM OR COMPOSITE

STRUCTURE A composite play structure consists of two or more play components/events attached or an integrated unit providing more than one play activity.

MOBILITY DEVICES A mobility device is a mechanism such as a wheelchair, a transfer chair (also called a convertible or stretcher chair), a sling lift, a sit-to-stand lift, a hobcart, or calipers, designed to aid individuals with mobility impairments. They can be either powered or manually operated.

MOTOR PLANNING Motor planning or praxis is the ability of the brain to conceive, organize, and carry out a sequence of unfamiliar actions. In the playground this includes walking, climbing, running and/or any unfamiliar activities that do not have consistent, predictable steps to follow or outcomes.

MULTIPLE TOUCH POINTS The number of points at which a child makes contact with the play activity or ground surface. If a child is hopping on one leg they have one touch point, while crawling they have four.

OVERHEAD EVENT An overhead event is one that the user hangs from, or moves themselves across using their hands and upper body.

PERCEPTUAL MOTOR SKILLS The muscles cannot work in isolation. They are in constant contact with the brain and visual sensory system to ensure the action is doing what is required. Gross motor skill requires controlled movement of most, if not all, of the body to perform a task. Fine motor skill is the ability to manipulate small and delicate objects. Children develop most of their gross motor skills, such as moving arms and legs, before accomplishing fine motor skills like writing. Both are essential to the growth and development of children.

PERIMETER BOUNDARY When used in connection with inclusive play, this is a fence or wall with a limited number of openings. This will prevent a child who tends to run when overstimulated to be hurt by hazards that may be near the playground.

PLAY EVENT An individual play event. Slides and swings are play events. If the structure is modular, it could have many play events.

PROPRIOCEPTIVE SENSORY SYSTEM

The proprioceptive system consists of sensory information caused by contraction and stretching of muscles and by bending, straightening, pulling and compression of the joints between the bones. Because there are so many muscles and joints in the body, the proprioceptive system is always at work. Most proprioceptive input is processed in areas of the brain that do not produce conscious awareness. Without good automatic responses, such things as eye-hand coordination are very difficult.

ROLLER SLIDE Rollers are built into the bed of the slide.

RUNNING SLOPE The slope that is parallel to the direction of travel

SENSORY PROCESSING DISORDER (SPD)

Formerly known as “sensory integration dysfunction,” SPD is a condition that exists when sensory signals don’t get organized into appropriate responses. Pioneering occupational therapist and neuroscientist A. Jean Ayres, PhD, likened SPD to a neurological “traffic jam” that prevents certain parts of the brain from receiving the information needed to interpret sensory information correctly. A person with SPD finds it difficult to process and act upon information received through the senses, which creates challenges in performing everyday tasks. Because of motor clumsiness, anxiety towards people, and/or new or certain activities, social interaction difficulties, auditory and visual disturbances, balance and performance problems: SPD can make simple “play” difficult.

SPATIAL AWARENESS A well thought-out awareness of things in the space around us. It also deals with the awareness of our body’s position in space. Without having spatial awareness, we would not be able to turn the page of a book. Without spatial awareness, we would not be able to drink from a cup. Enhanced spatial awareness plays a crucial role in sports and games.

SPINA BIFIDA The words Spina Bifida mean “split spine.” Spina Bifida happens when a baby is in the womb and the spinal column does not close completely. Spina Bifida is the most common birth defect that disables people for life. Every day, about eight babies born in the United States have Spina Bifida or a similar birth defect of the brain and spine. Children

PLAYGROUND SURFACING

FREQUENTLY ASKED QUESTIONS

What is playground surfacing?

A playground's surface is the material that lies directly beneath and around swings, slides, and other playground equipment. Many playground surfaces are designed with a specific purpose in mind:

- Child safety
- Wheelchair accessibility
- Aesthetics
- Cost

What types of surfacing are available?

There are two categories of surfacing material: unitary and loose.

Unitary Surfacing Material — A manufactured material used for protective surfacing in the use zone that may be rubber tiles, mats, turf or a combination of energy absorbing materials that forms a unitary shock absorbing surface. The following are examples of unitary surfacing materials:

- Pour-in-place rubber
- Rubber Tiles
- Playground turf

Loose-Fill Surfacing Material — A material used for protective surfacing in the use zone that consists of loose particles. These surfaces can meet minimum ADA guidelines if it is installed properly. ongoing maintenance is required to maintain compliance.

The following are examples of Loose-Fill Surfacing Material:

- Engineered wood fiber (EWF)
- Rubber mulch

Why is surface selection important?

While many surfaces meet the minimum United States ADA accessibility guidelines, not all surfaces fully meet the standards for accessibility that should be considered as 'minimum' for the guidelines set forth in this design guide. Due to variations in the type, quality and general maintenance of loose-fill surfacing material, the members of the work group feel that it is functionally non-compliant. In order to maintain an high level of accessibility the work group feels that a unitary surface material should be selected as the preferred alternative. (See AC-1)

What are the advantages and disadvantages of different types of surfacing?

	ADVANTAGES	DISADVANTAGES
Engineered Wood Fiber	<ul style="list-style-type: none"> • Wheelchair accessible (with proper maintenance) • Fairly durable • Easy to obtain • Retards insect infestation and fungal growth • Free of bark and leaves • Low initial cost 	<ul style="list-style-type: none"> • Can conceal animal excrement or dangerous sharp items • Microbial growth when wet • High humidity and freezing temperatures can reduce its effectiveness • Decomposes and contracts over time. • Can easily be displaced to areas outside the playground • Requires regular replenishment • Requires high on-going maintenance and associated costs • Parents report that children pick it up to play with or mouth it.
Pour-in-Place	<ul style="list-style-type: none"> • Wheelchair accessible • Stays in place • Lower maintenance costs over long term • Graphics can also be incorporated into the play surface adding play value. 	<ul style="list-style-type: none"> • Requires professional installation • Wide variation in quality • Can become hard over time • Must be swept free of dirt and other debris that can collect and decrease its shock absorption • May require annual deep cleaning to remove debris from air pockets in order maintain shock absorption
Playground Tiles	<ul style="list-style-type: none"> • Wheelchair accessible • Stays in place • Easy to clean • Consistent impact-absorbing qualities • Manufactured in a quality controlled environment • Lower maintenance costs over long term • Very durable • Tiles may be placed individually 	<ul style="list-style-type: none"> • Requires professional installation • Quality varies by manufacturer • May separate or shift if not installed professionally
Playground Turf	<ul style="list-style-type: none"> • Wheelchair accessible • Stays in place • Consistent impact-absorbing qualities • Lower maintenance costs over long term • Looks like natural grass which may increase the play value 	<ul style="list-style-type: none"> • Requires professional installation • Quality varies by manufacturer • If the playground is higher than 12', the turf may not meet standards. • It may be hot or create static. Ask the manufacturer what is done to mitigate against this.

PLAYGROUND TESTING AND TECHNICAL INFORMATION

What is ASTM F1292? It is the standard specification that provides a uniform means of quantifying the impact absorbing properties of playground surfaces and is appropriately used to compare the relative performance of different playground surfacing materials.

How do I know if the product I am purchasing is complaint with ASTM 1292? Every product and/or manufacturer should be able to provide you with a certified test report listing the ASTM F1292 results for their surfacing product. Also consider requiring the installer to conduct a post installation field test to determine if the surface installed and paid for actually meets the safety standards on day one. If not included in the work specifications, ensure that the budget reflects the cost of the testing.

How are compliance tests conducted? A metal “head-shaped” instrument is dropped onto the surfacing sample which sends key measurements to a computer upon impact. Two key impact absorbing properties are measured. They are the HIC (head injury criteria) and the GMAX and they both relate to the ability of the surfacing system to absorb impact or cushion falls. The standard allows for a maximum HIC reading of 1000 and a maximum GMAX reading of 200. In order for a surface to meet the standard, it must provide readings below these numbers at a pre-specified height. The key concept is that these values are the maximum threshold which must never be exceeded at any time over the entire life cycle of the product.

How do I make sure the product is compliant throughout the life of the product? Look for the lowest possible HIC rating within your budget. This helps to ensure that the surface remains compliant for many years. Examine the warranty offered by the manufacturer. Determine if the written warranty guarantees that the surfacing will be complaint with ASTM F1292 throughout the length of the warranty.

WORK GROUP

INCLUSIVE PLAY WORK GROUP MEMBERS:

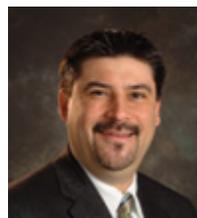
Experts and Parents from Across the Country



JC Boush (California) is a play consultant, head playground designer for Design for Play, and a specialist in child development. He has lectured worldwide, presented several training webinars for KaBOOM! Head Start Body Smart, and Peaceful Playgrounds as well as authored numerous articles and blogs on play, brain development, and children's play environments.



Cindy Burkhour (Michigan) is a Certified Therapeutic Recreation Specialist and Certified Park and Recreation Professional who has consulted around the country on a variety of recreation issues in the areas of inclusive recreation, universal design and the Americans with Disabilities Act (ADA). She was the director of a community recreation department and coordinator of therapeutic recreation services for a community recreation program. Cindy has taught therapeutic recreation and adapted physical education at several universities in Michigan. Cindy has been active in working with persons with disabilities her entire life. She has a sibling, who has multiple physical and mental impairments, and she is also the parent of a child who faces a variety of challenges after experiencing several massive strokes. She advocates professionally and personally for the rights of ALL people to be included in all aspects of community life.



Jim Dziatkowicz, (Ohio) RLA, ASLA, has 17 years' experience as a landscape architect within the parks and recreation arena. He assists communities in the planning and design of parks, open recognized leader in his field and has recently been appointed to serve on the Ohio Parks and Recreation Association Board of Directors.



Carrie Fannin (Washington) is the founder of the social network Sensory Planet: One Puzzle, Many pieces. The goal of the network is to bring a positive, purposeful and valuable social network community to those whose lives are affected by Sensory Processing Disorder (SPD). Carrie is the managing director of The Children's Institute for Learning Differences located on Mercer Island, Washington and is raising a daughter with SPD.



Blake Hobson (Ohio) has been a playground consultant and sales representative for over twenty years. More importantly, as a father, he has walked in the shoes of parents who have children with significant challenges. He knows the paths are emotional, physically challenging and frustrating, not only for the child, but also the child's parents, siblings, grandparents and caregivers. Since 1993, Blake has observed children and adults with disabilities struggle to play. He has watched loved ones and caregivers become exasperated and saddened as they try to enjoy what should have been a pleasant outing. Instead, these play areas provided limited and frustrating opportunities. Today, Blake is more committed than ever to help playground decision makers understand the importance of inclusive play.



Christopher Joseph (Maryland) is the director of physical therapy at the Kennedy Krieger Institute. Chris received his master's degree in physical therapy from Thomas Jefferson University in 1994. He has been practicing in the field of pediatrics for 17 years and has worked in inpatient and outpatient rehabilitation, schools, patients' homes and in the early intervention field. Chris also has a background in motor learning and motor control in children and brings a unique prospective to the team regarding how children with disabilities move through space.



Mara Kaplan (Pennsylvania) is an educator, a seasoned advocate for inclusive play and a parent of a child with a disability. She has over 17 years' experience reviewing toys and designing playgrounds. Her firm, Let Kids Play, designs accessible playgrounds, reviews and recommends toys for children with disabilities, and operates the website accessible-playground.net. Mara is a certified playground safety inspector. Mara also speaks about her journey as parent of a child with severe disabilities as well as universal design, inclusive playgrounds, playgrounds for children with autism, inclusion and other topics. In conjunction with Ian Proud, Mara facilitated the creation of the Inclusive Play Design Guide and was an active member of the working group that wrote the document. Mara has an elementary education degree from Indiana University in Bloomington, IN and an MBA, with a concentration in nonprofit management, from Boston University.

REVIEWERS

Thanks to the following people who reviewed the **Inclusive Play Design Guide**.

Lynn A. Barnett, Ph.D. is Associate Professor in the Department of Recreation, Sport and Tourism at the University of Illinois in Urbana-Champaign. Her areas of interest include analysis of play and its relation to development; investigation of toys and play spaces as facilitative of play; and resources in research design and statistical analysis. Professor Barnett-Morris' areas of research include theoretical formulation of children's play; intrinsic motivation and rewards; and the play of children with special challenges and needs.

Norman K. Booth, FASLA is a registered landscape architect, photographer, outdoor enthusiast, and professor emeritus at The Ohio State University where he taught landscape architectural design and site planning courses for 31 and half years at both the undergraduate and graduate levels. He is the author of several books, including *Foundations of Landscape Architecture*. It is his belief that good landscape design is a hands-on craft that is founded on a thorough understanding of fundamental design principles and theories.

Cathy DeLeon, OTR/L is the Director of Clinical Services at Developmental Therapy Services (DTS), a division of The Children's Institute for Learning Differences (CHILD) located on Mercer Island, Washington. DTS provides occupational, speech and mental health therapy services to children ages 3 to 17.

Teresa (Teri) B. Hendy, CPSI is the President and owner of Site Masters a design and safety consulting firm. Teri brings extensive knowledge of the standards and guidelines that apply to the playground industry as she has actively worked with the ASTM subcommittees and the Consumer Product Safety Commission since 1987. Teresa is a nationally recognized author, speaker and expert in the area of playground safety and design.

Rebecca Ho is the Playground Project Manager for the Australian charity, Touched by Olivia Foundation, who are building 42 inclusive playgrounds across Australia. With a background in marketing and social media, Rebecca brings together the government, corporations and community in a unique partnership to create truly inclusive play spaces where people of all abilities can happily play side by side.

Carol A. Krawczyk has more than 24 years' experience as a landscape architect in the public and private sector. Krawczyk specializes in research-based design. Since 1996, Krawczyk has taught courses in landscape design, construction methods, detailing, planting design and therapeutic garden design at the University of Delaware, Temple University, Longwood Gardens Continuing Education, and the Coastal Georgia Center for Continuing Education.

Laurie Renke has been advocating for children and families whose lives have been touched by SPD for over a decade. She was the founder of SPD Parent Connections, a grass roots effort offering parent support and education. Laurie is the author of the Children's book *I Like Birthdays....It's the Parties I'm not sure about!* Her efforts to bring SPD into the mainstream continue.

Ben Richards is a playground designer who specializes in the design of inclusive public playgrounds. His particular interests are in making public space and play less threatening and more accessible to those with physical and neurological impairments. He also believes that for play to be truly inclusive it has to be inter-generational



and cater to all ages as well as all abilities. Ben won Best Playground in New South Wales, Best Playground in Australia and a Special State Community Award in 2010 as well as being a finalist in the 2011 Australian National Disability Awards.

Fiona Robbé is a registered Landscape Architect. Fiona has specialized in the design of outdoor children's environments for the past ten years. Her work encompasses public playgrounds in parks (local and state government), as well as play areas in schools, preschools, churches and other institutions. Fiona's commitment to design of quality playgrounds includes daily advocacy for the rights of children of all ages and abilities to play outdoors safely, regularly and imaginatively.

RESOURCES

ADA AND OTHER ACCESSIBILITY RESOURCES

ADA Checklist for Readily Achievable Barrier Removal - This checklist is based on the 2010 ADA Standards for Accessible Design (2010 Standards). The specifications are in this checklist to help determine what may be readily achievable barrier removal for existing facilities. The checklist is a project of the Institute for Human Centered Design. <http://www.adachecklist.org/>

Americans with Disability Act - Website with all of the information about ADA. <http://www.ada.gov/>

National Accessibility Center (NCA) - The National Center on Accessibility promotes access and inclusion for people with disabilities in parks, recreation and tourism. NCA Research investigates the critical issues and challenges facing recreation professionals as they work to make their programs and facilities fully inclusive of people with disabilities. NCA Research is practitioner-based with end results focused on providing professionals with practical information to provide effective accessibility solutions. CA Education programs are designed to engage practitioners in recreation access issues with instructors nationally recognized for their expertise and commitment to inclusive recreation environments for people with disabilities. NCA also provides technical assistance and consultations. <http://www.ncaonline.org/>

United States Access Board - A federal agency committed to accessible design. <http://www.access-board.gov/>

PLAYGROUND RESOURCES

A Guide to Playground Planning (<https://dnr.state.il.us/ocd/IDNRPlaygroundManual.pdf>) Distributed by the Illinois Department of Natural Resources - It includes information about site selection and preparation, budget, ADA, installation, and maintenance. Includes helpful checklists and sample forms. Published 2004.

Accessibleplayground.net is the home for accessible playgrounds on the web. The site is dedicated to helping people find all the resources needed to design and build a playground that goes far beyond ADA. Here you can use the directory to find a playground in the United States or Canada; learn about inclusive play; read stories of how others built their playground; and see pictures of existing playgrounds and unique play equipment. <http://www.accessibleplayground.net/>

Canadian Association of Playground Practitioners (CAPP) – This is a voluntary, non-profit organization with an important mission - to act as a collective voice for the promotion of appropriate playground environments. <http://www.capp-online.ca/>

CPRA—Through the Everybody gets to play Initiative, the Canadian Parks and Recreation Association is creating awareness of the issue and providing the tools to help mobilize communities to provide recreation without barriers for kids without means. <http://www.cpra.ca/cpra>

The United States **Consumer Product Safety Commission (CPSC)** is an independent agency of the United States government. It was created in 1972 through the Consumer Product Safety Act. The CPSC is an agency that reports to Congress and the President and is not part of any other department or agency in the federal government. The CPSC regulates the sale and manufacture of more than 15,000 different consumer products including playground equipment. CPSC published the **Public Playground Safety Handbook**—(<http://www.cpsc.gov/PageFiles/122149/325.pdf>) The handbook presents safety information for public playground equipment in the form of guidelines. These guidelines are not being issued as the sole method to minimize injuries associated with playground equipment. However, the Commission believes that the recommendations in this handbook along with the technical information in the ASTM standards for public playgrounds will contribute to greater playground safety.

Inclusive Play Space (inclusiveplayspace.com)—is Australia’s website for advocating for inclusive playgrounds. The website provides accessible, informed guidance for the development of quality inclusive playspaces as well as examples, resources, references and networks from around the world to help make playspaces accessible to all.

IPEMA (International Playground Manufacturers Association) - Provides 3rd party Product Certification services for U.S. and Canadian public play equipment and public play surfacing materials in the U.S. They service IPEMA-certified member companies, affiliated playground industry groups and anyone with an interest in playground equipment regulations. <http://www.ipema.com/default.aspx>

KaBOOM! is the longest-running non-profit organization that specializes in linking communities and corporations together to build much-needed, safe and accessible playgrounds, and has helped build more playgrounds than any other service organization, making it the #1 playground facilitator of its kind. <http://www.kaboom.org/>

Let Kids Play was founded by Mara Kaplan and is a consulting firm that works with manufacturers, communities, non-profits, park districts, retail stores, and parents on projects and strategies that ensure that all children have the best play opportunities regardless of ability. <http://www.letkidsplay.com/>

National Recreation and Parks Association (NRPA)—(NRPA.org) The National Recreation and Park Association is a not-for-profit organization in the United States dedicated to advancing park, recreation and conservation efforts that enhance quality of life for all people. Through its network of 20,000 recreation and park professionals and citizens, NRPA encourages the promotion of healthy lifestyles, recreation initiatives, and conservation of natural and cultural resources.

Play by Playworld is the blog of Playworld Systems, an outdoor recreational equipment manufacturer. This is a discussion of play in the real world. That’s the world where we all need play, especially those who may not be average in any way. <http://www.playbyplayworld.com/>

Play Everyone’s Right – Design for Play has over nine years of experience in creating unique outdoor play environments and providing numerous learning opportunities in outdoor classroom designs. Design for Play’s playground services include playground design consulting, playground planning, and playground project management. <http://www.jcboushconsulting.com/>

Playgroundology scours the web for all things bright, beautiful and occasionally tarnished in the world of playgrounds. Find posts about design, art, civic engagement, history, equipment old and new, photography, advocacy groups, bloggers and oddities. <http://playgroundology.wordpress.com/>

Play Unlimited is a 501(c)3 non-profit organization that helps to plan, design and build fully accessible playgrounds that allow all children – regardless of their abilities – to play together. A valuable resource in our community, Play Unlimited has unique expertise in this area, and is available to assist in the development of inclusive playgrounds that promote dignity, understanding and respect among children. <http://unlimitedplay.org/>

Touched by Olivia - Since 2006, it has been the mission of the Touched by Olivia Foundation to help improve the health and happiness of Australian kids. One of their initiatives is focused on creating a level playing field for children with special needs. They help design all abilities playground that enable children and parents of all abilities and ages to play side-by-side on the same equipment, ensuring integration of children and families with special needs. <http://www.touchedbyolivia.com.au/playgrounds/>

Voice of Play - The “Voice of Play” website is IPEMA’s effort to educate the general public, parents, teachers, and organizations such as PTA, PTO and community groups about the various benefits of play. The website provides resources of the benefits of play and playground safety. <http://voiceofplay.org/default.aspx>

UNIVERSAL DESIGN

Center for Universal Design – a national information, technical assistance, and research center that evaluates, develops, and promotes accessible and universal design in housing, commercial and public facilities, outdoor environments, and products located at NC State. <http://www.ncsu.edu/project/design-projects/udi/>

Global Universal Design Commission - (GUDC) a not-for-profit corporation, was established to develop Universal Design (UD) standards for buildings, products and services. GUDC is currently developing UD voluntary consensus standards for commercial buildings, which will expand access to buildings for all people, regardless of physical stature and varying abilities. The approved UD standards will guide corporations and government entities in the creation of barrier-free facilities, providing diverse users with access to commerce, public services, entertainment and employment opportunities. <http://globaluniversaldesign.com/>

IDEA Center at Buffalo – is dedicated to making environments and products more usable, safer and healthier in response to the needs of an increasingly diverse population. They are located at Buffalo University. <http://www.ap.buffalo.edu/idea/>

Institute for Human Centered Design – Adaptive Environments (AE) is a 30 year old international non-profit organization, based in Boston, committed to advancing the role of design in expanding opportunity and enhancing experience for people of all ages and abilities. <http://www.adaptenv.org/>

Trace Center – Their mission is to prevent the barriers and capitalize on the opportunities presented by current and emerging information and telecommunication technologies, in order to create a world that is as accessible and usable as possible for as many people as possible. Located at University of Wisconsin. <http://trace.wisc.edu/>

Universal Designers & Consultants—is a world leading team of experts providing Universal Design and Accessible Design consulting services. <http://www.universaldesign.com/>

DISABILITY RESOURCES

Autism Speaks - is the largest autism science and advocacy organization, dedicated to funding research in the causes, prevention, treatments and a cure for autism; increasing awareness of autism spectrum disorders; and advocating for the needs of individuals with autism and their families. <http://www.autismspeaks.org/>

CanChild Centre for Childhood Disability Research is a research and educational center located at McMaster University in Hamilton, Ontario, Canada. Their research is focused on improving the lives of children and youth with disabilities and their families. <http://www.canchild.ca>

Center for Disease Control Fact Sheets — Fact Sheets on developmental disabilities, autism spectrum disorder, visual impairments, cerebral palsy, hearing loss, and intellectual disabilities. <http://www.cdc.gov/ncbddd/dd/default.htm>

National Dissemination Center for Children with Disabilities (NICHCY) offers a wealth of information on disabilities. They serve as a central source of information on disabilities in infants, toddlers, children and youth. <http://nichcy.org/>

National Down Syndrome Association is the national advocate for the value, acceptance and inclusions for persons with Down syndrome. <http://www.ndss.org/>

Sensory Processing Disorder Foundation (SPDF) provides education, conducts research and expands

knowledge, fosters awareness and promotes the recognition of sensory processing disorder.
<http://www.sinetwork.org/>

Spina Bifida Association (SBA) serves adults and children who live with the challenges of Spina Bifida. SBA is a health agency solely dedicated to enhancing the lives of those with spina bifida and those whose lives are touched by this challenging birth defect. Its tools are education, advocacy, research, and service. <http://www.spinabifidaassociation.org>

WHERE TO FIND ADDITIONAL RESOURCES

Carol Torgan's list of greatest play resources - lists of play resource that include organizations, resources, guidelines and reports, current news stories, books, audio and video, e-newsletters, blogs, twitter hashtags, image and design collections, programs, locations, and events.
<http://www.caroltorgan.com/100-top-play-resources/>

The Play & Playground Encyclopedia - The Play & Playground Encyclopedia is a wonderful resource for play and playground information. Designed to cover a broad range of topics, this encyclopedia offers valuable information about organizations, companies, and people who have contributed to the play and playground industries as well as listings about important issues regarding play, safety, and playground construction.
<http://www.pgpedia.com/>

List of playground equipment grants and fundraising resources - <http://www.playground-contractors.org>



 **PLAYWORLD™**
The world needs play.®

OPEN SESSION

BUSINESS

2. Report – Commission on Disabilities **(15 minutes)**



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Business 2.

ITEM TITLE: Report- Commission on Disabilities

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: None

PURPOSE:

The Select Board will hear and discuss a report from the Commission on Disabilities.

BACKGROUND/SUMMARY:

- The mission of the Commission on Disabilities for the Town of Falmouth is to work with and educate all stakeholders in the community in order to raise the awareness of all of the Town's residents and businesses as to the needs of persons with disabilities including physical, intellectual and developmental impairments.

DEPARTMENT RECOMMENDATION:

This report is for informational purposes only; no formal Board action is requested.

OPTIONS:

N/A

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

This report is being provided for informational purposes only; no formal action is requested.

Michael Renshaw

Town Manager

6/12/2024

Date

Commission on Disabilities

Report to Select Board – June 17, 2024

The Commission on Disabilities is operating with a deficit in personnel, and is therefore unable to reach a quorum, because of this, which began in January with the resignation of Carolyn Knox. We have been meeting regardless with the exception of April, when a member was away, leaving only three members to meet, so it did not seem reasonable to ask the others to come out for a meeting. Although no official votes have been able to be taken, the commission felt it was important to meet and keep the commission updated to the playgrounds in town and the placement of mats such as at the North Falmouth School. Jeremiah Pearson, Jim Grady and Peter McConarty have met with the existing Commission on several occasions to look at ways to place mats at other schools. One suggestion is meeting with Dr. Lori Duerr and see where the school department can aid in purchasing mats.

Chairperson Kathleen Haynes and Commissioner Tracy LaChapelle are part of the working group meeting with the DPW and Mr. Renshaw to determine what the best places to suggest to the Select board for the home of the Falmouth Community Play Space. Those choices will be presented to the Select board tonight. The commission has been kept updated on the process and their suggestions have been considered. Dan Solien, the landscape architect who conceived the original design has been contacted to see if he will continue with the project and design the master plan, to no avail.

Jed Cornock presented the Downtown Parking Management & Wayfinding proposal to the commission, which led to a discussion on the ability of the mobility impaired to cross Main St. safely and the handicap parking in and around town. The proposal for a handicap parking space, with a time limit, in front of the post office, which was turned down a few years ago, was again proposed as part of the parking management plan.

Rather than a Wellness Fair this spring, as in the past, the Commission is hoping to sponsor a Health and Wellness Fair this fall that encompasses not only the disabled community but the general public, as well. We are also hoping to sponsor a talk by Jacob Stapleton from Children's Cove, in the near future.

OPEN SESSION

BUSINESS

3. Report – Affirmative Action Committee **(15 minutes)**



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Business 3.

ITEM TITLE: Report- Affirmative Action Committee

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: None

PURPOSE:

The Select Board will hear and discuss a report from the Affirmative Action Committee.

BACKGROUND/SUMMARY:

- The Affirmative Action Committee is a five-member advisory committee appointed by the Select Board.
- The Committee meets the first Wednesday of each month at 7:00 PM at Town Hall.

DEPARTMENT RECOMMENDATION:

This report is for informational purposes only; no formal Board action is requested.

OPTIONS:

N/A

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

This report is being provided for informational purposes only; no formal action is requested.

Michael Renshaw

Town Manager

6/12/2024

Date

AFFIRMATIVE ACTION COMMITTEE

July 1, 2023 – June 30, 2024

Advisory • Community Resource • Collaboration • Policy, Program and Procedure Review

ADVISORY Committee Directive (Town Code Ch. 58, §251-6 (3) last amended 6-17-2013

The Affirmative Action Committee is an advisory committee that is also appointed by the Board of Select [men] and is responsible for reviewing the Affirmative Action Policy and relevant programs. Policy is set by the Affirmative Action Committee on a yearly basis in the month of July and is submitted to the Board of Select[men] for its approval. Policy will contain areas in which the Town can improve and goals for the committee to accomplish over the next year.

The committee held meetings at 7PM, on the first Wednesday of each month. Twelve (12) meetings were held. The July 5, 2023 meeting was held in-person, and all other meetings were held via Zoom.

Table A Attendance Record

Members The committee met its goal of 5 members.

Dale Kapp, Chair

Amy Bower, Secretary

Milene Chioatto, Co-Chair

Chinna Mapp

Mananjo Jonahson

Liaisons

Susan Lumping, Town

Henry St. Julien, Falmouth Public Schools

Chris Lumping, School Committee

Chloe Bridges, High School Student Representatives

Onjale Scott Price, Select Board, as available

TBD, Falmouth DEI Officer / DEI Consultant

Further Assistance -- We are thankful for the assistance from

Diane Davidson---TM's office,

Barbara Rymsha & Laurie Robbins –Clerk's Office, and

Dawn Lewis IT assistance & Justin Shannahan – Zoom assistance.

COMMUNITY RESOURCE -- There was no direct communication with residents; however, the committee actively worked on the community's behalf. We remain available as a safe space to receive diversity, equity inclusion and belonging concerns from, and as identified by, the community. We reviewed some of Falmouth's wonderful services and resources to first see if all residents were provided equitable access, and then, to check if the access was being provided in a way that created inclusive treatment within our community. Our reviews foster an understanding of both the need to effectively serve diverse persons, and the need for inclusion as a dynamic strategy for success within our community.

Table B Community Resource – Resident Attendees

COLLABORATIONS -- We participated in community events, since it is through training, consulting and sponsoring events, that community organizations are able to create pathways to address the understanding of differences. We invited speakers and guests to join our meetings, in order to collaborate on ways to ease the path used to gain access to town services and resources.

Table C Community Participation Invited Speakers / Guests

POLICY, PROGRAM & PROCEDURE REVIEW – FOCUS ON ACCESSIBILITY

Access is a quality of life need. Access to services permits individuals to take advantage of opportunities offered regarding such needs as healthcare, education, nutrition, transportation, housing, and legal services. It provides the privilege of participating in cultural and social activities within the community. Residents need equal and inclusive, user appropriate access to the wonderful services & resources that Falmouth offers.

Our review of user access to resources/services looked into 3 areas, detailed below. During our review we connected with other Falmouth committees, departments and organizations; e.g. the Commission on Disability, the Public Library, the IT Department, Personnel Director/ Town Manager, the Human Services Department, the Human Services Committee, and NPFH. We also sought information about relevant activities being undertaken by the town of Sandwich.

Town Website and Library Services - Blind and Low Vision Persons

This project reviewed how resources are being provided to the group of residents, who have various levels of visual impairment. Specifically, we wanted to know if such persons have equitable access to information provided on the town's website and at our libraries. Our review of these town resources/services sort to identify the type of enabling technologies used to provide information to such users. We wondered if our town website and libraries were up to date in offering what current enabling technology is capable of providing for this impacted group of residents. The project was initiated after a blind user needed to request help to access a document on the town website. Access was quickly provided to the resource. But what are other users to do? Might the town need to reconsider how we provide access to information, for these residents and visitors?

Our review this past year has included:

(1) Partially testing the Town website for accessibility to screen readers (computer software that allows blind persons to access all computer content). Many aspects of the website were found to be accessible, but some other elements were difficult to navigate with a screen reader.

(2) Outreach to the Falmouth IT Director sought more information about possible plans to improve website accessibility for blind and low vision users. The committee learned that an AudioEye accessibility upgrade by the town's current Civic Plus software provider would currently cost \$16,000. The committee's liaison, Susan Lumpkin, provided the Town Manager's reply to our thoughts on an upgrade. There is no upgrade request contained within the current budget. Such a request could be made in the FY 2026 budget.

(3) Outreach to the town of Sandwich's IT Director about a state grant proposal Sandwich submitted, requesting funds to upgrade their town website for better accessibility for visually impacted persons. They requested funds for software that automatically identifies inaccessible web content, making it more efficient to find and fix accessibility problems (e.g., Audio Eye). They also requested funds to purchase the latest version of the Civic Plus web template that has more accessibility features than their current version.

(4) Exploration of the accessibility resources offered by the Falmouth Public Library for persons who are blind or have low vision. A visit to the main library branch found it has a video magnifier and a Perkins Talking Book reading device for public use. A committee representative met with the Interim Library Director to discuss the pros and cons of various screen readers for use on library computers, learned about their intention to form a DEI working group at the library, and their plans for future accessibility

enhancements. The committee looks forward to collaborating with the library staff on projects of mutual interest.

(5) Coordination with the Falmouth Commission on Disability: One of our committee members has started attending the Commission's monthly meetings, since there are topics of mutual interest being addressed by both committees.

Review Summary

In the coming year, we look forward to learning more about the Falmouth IT Director's plans for upgrades to the town website, and to working collaboratively with the library staff on a broad array of topics related to DEI and accessibility. We plan to coordinate with the Commission on Disability on this project and possible other projects of mutual interest. We plan to follow how the town of Sandwich is implementing upgrades to accessibility on their town website.

Recommendation

Some liken a screen reader tool to a wheelchair ramp. When a wheelchair user enters a public building, they are not expected to bring their personal ramp. Accessibility is already there, installed and waiting to be used. The ability for blind and low vision persons to access a website should be equally available.

The committee encourages the Select Board to consider supporting, submissions of budgets for both the town website and for our library services, when they request software upgrades relevant to this review. Implementing such software can improve equity of access to town services and resources for blind and low vision users.

Town Resources/Services –Central Town Webpage

In Falmouth we see a need to further enhance ways to aid the assimilation of a diverse immigrant population, and to fulfill the desire to increase the numbers of young families. We envision one central web location, as a reception point, that builds on the accessibility to services and resources that are currently available in Falmouth. Improvements in ease of navigation and of identifying from whom or how to seek assistance, offers an intended, user focused and more effective path for access to town resources. The webpage would need translation aid in multiple languages.

To start, we are exploring the possibility of creating a user friendly "one-stop" central web site that provides links to all the current web pages for the town's offered resources/services. We believe a central webpage that outlines these offerings, directs seekers to essential information, is a user friendly and more effective path for users to access the town's resources. Currently the user must know the service is offered, and then search for it. A central webpage can provide a map to aid all users by showing all resources and services, and directing them to each (via currently available links) from one starting (page) place.

To understand possibilities, our review this year included

- (1) Reviewing the set up and offerings at an active One Stop Resource Center by inviting the Director of the Acton/Boxborough Resource Center, to make a presentation about the center, detailing their process, timeline and collaborators. We visited the "one-stop" center operations to see the location set up, the daily operations, the extent of its offerings, and to have further discussions on funding and staffing.
- (2) Establishing, and looking to expand collaborations with town entities that currently provide the resources/services.

- (3) Acknowledging and being fueled by the positive feedback from town entities and non-profits, with whom we seek to collaborate about the scope and construct of a central webpage.
- (4) Learning through collaborative discussion, of the Barnstable Network of Care webpage. We intend further investigation of the site particulars; e.g. owner, current number of users, associations, etcetera.
- (5) Hearing about some intended rehab at our Falmouth Libraries, and a potential possibility of collaborating as they build out their computers, software, etcetera.

Review Results

We recognize the increasing complex needs of families, especially those whose primary language is one other than English. We believe a central webpage furthers the ability for Falmouth to become a place where all are welcome, where they see the efforts to help them belong; and, where they can easily find the correct information to start their lives in Falmouth.

Transportation – Expanded Range of Locations

Falmouth no longer has a Transportation Committee. This project sought answers and ideas by reviewing that committee's prior annual reports, checking current public transportation service offerings, and identifying potential service gaps. As we reviewed the current transportation accessibility options across Falmouth, we kept in mind that, the town's population has greatly increased, and newly arriving persons bring into focus considerations for providing expanded public transportation service to residents. The project reviewed who was serviced by current public transportation options, where routes were located and the current stops along the way. TABLE D Current Transportation Options

The review took into account how residents, who do not own private modes of transportation, gain access to the town's resources and service. We found there were increasing and necessary concerns that support a review of transportation accessibility. For example, how do we offer access to and from our schools (including for those participating in after school programs)? Can expanded transportation options address the changing thought about ridesharing for students? Can we provide safer, more accessible public transportation for seasonal and other workers? Without an expanded public transportation option, how will the town meet future requirements for the expansion of housing locations; and how do we assure equitable access to the future Gifford Street YMCA?

Any expansion of public transportation needs to include, for example, contact with the DPW and the Mass DOT. A complete review needs to seek information on the status of transportation in Falmouth, by many different methods; e.g. by speaking with our Falmouth Cape Cod Metropolitan Planning Organization representative, Selectperson Mr. Zylinski about the Cape Cod Unified Planning Work Program on current or potential future transportation planning activities, that might be under consideration for Falmouth. There's a lot of information required from entities outside of the committee, for assessing how, where, when and by whom such transportation expansion should be undertaken. If this project were to proceed, it may be advisable for it to eventually become the one project to receive the committee's complete focus.

Recommendation

Ultimately, for reasons suggested above, we recommend that an expansion to Falmouth's public transportation resource could provide equitable access that is essential for an increasing majority of Falmouth residents, who do not own personal transportation. We believe an expansion should be considered as a needed improvement for the town.

New Mission Statement The team has worked diligently and has crafted a proposed statement.
Name Change The committee has several names under consideration.
 Once a proposed name is finalized, both the statement and name will be presented to the SB for approval.

Implicit Bias, etc. Training Team training is set for July 10th, prior to its committee meeting.

Open Meeting Law Training Arrangements are set for this training on the August 7th meeting date.

DEI Interim Consultant, We look forward to meeting the interim consultant.
DEI Officer We support hiring a DEI officer; and, hope for a renewed search soon.

Town Land Acknowledgement At the request of Sandra Faiman-Silva Ph.D., the team reviewed her draft and final document. A vote to support Dr. Faiman-Silva’s document passed; however, since the proposal does not include a funding request, she was made aware that neither the committee nor the DEI Officer have budgets to implement the responsibilities attached to the proposal. We welcomed Dr. Faiman-Silva to return to the committee, after discussing the acknowledgement with the local Wampanoag tribe.

The committee appreciates the opportunity to serve the town of Falmouth, and will actively continue to review the level of the town’s diversity; and, the equity and inclusion all residents have to our wonderful community resources. With Select Board support, the town can help residents in need feel the town “sees” them and that they too belong to Falmouth’s community.

TABLE A Attendance Record
 Voting Members

	Dale Kapp	Milene Chioatto	Amy Bower	Chinna Mapp	Mananjo Jonahson <i>Appointed in March</i>
Present	12	12	12	10	3
Excused				2	

Non-Voting Members

Month	Susan Lumpung (Town)	Christopher Lumpung (School Committee)	Henry St. Julien (DEIB, FPS)	Onjale Scott-Price (Select Board)	Chloe Bridges (HS Student) <i>Reports in via Chinna</i>	DEI Officer/ Consultant
Present	11	9	9	Available On Request	5	To Be Hired
Excused	1	3	3		2	

TABLE B Community Resource - Meeting Attendees

July, October, November, January, February & April	Deborah Berglin	Human Services Committee (FHS); Co-Chair & Former Committee member
July	Sandra Faiman-Silver	BHRAC & Former Committee member
October	Joanne Treistman	Falmouth YMCA & Former Committee member
November	Rev Nell Fields	Waquoit Congregational Church
December	Noelle Annonen	Falmouth Enterprise; recording
February	Patricia Oshman	BHRAC & Former Committee member
	Mananjo Jonahson	Perspective member
March	Noelle Annonen	Falmouth Enterprise; recording for note taking only
	Sandra Faiman-Silva	Collaboration on a Town Land Acknowledgement
April	Sandra Faiman-Silva	Collaboration on a Town Land Acknowledgement
May	Noelle Annonen	Falmouth Enterprise; stated she was not recording
June	Brian Stokes	Interim Director, Falmouth Public Library

TABLE C Participation in Community Events

General	Mashpee I & D Committee	Attend some: monthly on 3 rd Tuesday at 5P
	Cape Cod & South Shore Coalition – member	Attend Some: monthly on 1 st Thursday at 4P, via Zoom
September 9	NPFH	“We Need to Talk About Hate” book discussion
October 1 st	Waquoit Congregational	“Equity & the 4 Agreements” workshop
October 7 th	Falmouth High School	Presentation to recruit 2 committee members
October 16 th	BHRA Commission Zoom	“What is Polarization”
October 23 rd	Noelle Annonen	Falmouth Enterprise Interview
October 28 th	LWVMA Zoom	“What Does It Mean to be Intentional About DEI”
November 14 th	Falmouth	Personnel Activities
December 6 th	Acton/Boxborough	Members visit the A/B Welcome Center
January 15 th	NPFH MLK Jr Breakfast	Emcee for the event
February 3 rd	UUF & LINK Series 2	“How Colonization Led to the War”
February 15 th	NAACP Virginia Zoom	“Moving Forward Together Navigating Equity in Transportation”
February 22 nd	Waquoit Congregational	“What Happened Here? Researching & Reckoning with Cafe Cod’s Role in Slavery”
March 16 th	UUF & LINK Series 3	“Continuation of Colonization & It’s Impact”
April 12 th	NPFH	1 st Falmouth DEI Coalition Gathering
April 20 th	UUF & LINK Series 4	“How The Impacts of Colonization Create Historic Trauma”
May 7 th	Human Services Committee Meeting Zoom	AA Committee discussion of the Resource Center project
June 4 th	NPFH	2 nd Falmouth DEI Coalition Gathering

TABLE D Current Public Transportation Options

Provider – time - days	Who	Service Provided
CCRTA – Sealine Bus 6A – 7:53P	Falmouth Citizens	Hyannis to Woods Hole; 11 Stops within Falmouth –along Rt. 28, Main St., Hospital, Bus Depot, WH Ferry Dock
CCRTA –Whoosh Trolley -- Schedule determined seasonally	Available to all	Throughout Falmouth
Senior Center Shuttle Call in Request 8A – 4P M - F	Falmouth Senior Citizens	Within Falmouth, for medical appointments, shopping, and other destinations.
Volunteer Program- from Senior Center Call-in Request 8A – 4P	Falmouth Citizens	For medical appointments in surrounding towns

OPEN SESSION

BUSINESS

4. Discuss and vote to adopt revisions to the LIP Application and Process Guidelines **(10 minutes)**



ITEM NUMBER: Business 4.

ITEM TITLE: Discuss and vote to adopt revisions to the LIP Application and Process Guidelines

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Kimberly Fish, Housing Coordinator and Town Counsel

ATTACHMENTS: Amended LIP Application Process and Review Guidelines; Redlined Amended LIP Application Process and Review Guidelines

PURPOSE:

To receive Select Board approval of the suggested technical revisions to the LIP Application and Process Guidelines to address potential Open Meeting Law violations. Town Counsel will provide a brief summary of the suggested technical revisions to the LIP Application and Process Guidelines and explain how they avoid future OML issues.

BACKGROUND/SUMMARY:

- The Local Initiative Program (LIP) is a state housing program that was established to give cities and towns more flexibility in their efforts to provide low and moderate-income housing. It is administered by the Executive Office of Housing and Livable Communities (EOHLC).
- The purpose of a LIP is premised on the fact that a municipality and a developer are working in concert on a project that fits within the community, meets the housing needs, and limits the impacts to the surrounding neighborhood.

- Falmouth has historically not received many LIP applications. We are anticipating receiving more LIP applications as we approach the Ch. 40B threshold of 10%.
- On April 22, 2024, the Select Board voted to re-establish the LIP Review Advisory Committee, appoint a Select Board member to the Committee and adopt new LIP Application Process and Review Guidelines.
- Upon further review by Town Counsel, she recommends that the LIP Review Advisory Committee, as presently constituted, presents certain challenges related to compliance with the Open Meeting Law. Placing three staff members on a subcommittee where three members constitute a quorum raises a likelihood that Town staff could violate the Open Meeting Law by simply discussing issues of affordable housing together in the course of day-to-day work.
- To address the open meeting law issues, Town Counsel proposed these technical revisions to the Application and Guidelines. All of the other components of the process will remain the same.
- The Town Manager intends to establish a “Housing Development Working Group” which will provide a recommendation directly to him on each LIP application. The Housing Development Working Group will hold their meetings as public meetings; agendas will be published, the public will be welcome, and public comment on the projects will be allowed.

DEPARTMENT RECOMMENDATION:

The Housing Coordinator recommends the Select Board vote to adopt the amended LIP Application Process and Review Guidelines as presented.

RECOMMENDED MOTION:

“I move that Select Board vote to adopt the revised LIP Application Process and Review Guidelines as presented.”

OPTIONS:

- Motion to adopt the revised LIP Application Process and Review Guidelines as presented.
- Motion to deny adoption of the amended LIP Process & Review Guidelines.
- Some other Board defined alternative.

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board vote to adopt the revisions to the LIP Application and Process Guidelines as presented.

Michael Renshaw

Town Manager

6/11/2024

Date

**1) AMENDED LIP APPLICATION PROCESS AND REVIEW
GUIDELINES**

**LOCAL INITIATIVE PROGRAM (“LIP”)
APPLICATION PROCESS AND REVIEW GUIDELINES**

- 1) AMENDED LIP APPLICATION PROCESS AND REVIEW GUIDELINES**

- 2) REDLINED VERSION – AMENDED LIP APPLICATION PROCESS AND REVIEW GUIDELINES**



TOWN OF FALMOUTH

LOCAL INITIATIVE PROGRAM ("LIP")

APPLICATION PROCESS AND REVIEW GUIDELINES

ADOPTED BY THE SELECT BOARD APRIL 22, 2024, AMENDED JUNE 17, 2024

APPLICATION PROCESS

The application process is overseen by the Town Manager, or designee, who will make recommendations to the Select Board.

The process is divided into two main parts: the Pre-Application Phase and the Formal Application Phase.

The Pre-Application Phase is intended to provide the developer with feedback on its conceptual plan before investing in engineering and architectural design so the Town and the applicant can engage in a dialog about the respective needs and preferences of each party before the developer invests in design development. This is done to create a project that meets the community's housing needs and is tailored to mitigate impacts to the environment, infrastructure and surrounding neighborhood to the greatest extent feasible. The Town reserves its right to reject LIP proposals that are deemed not in the Town's best interest based on a full analysis of all considerations including, but not limited to, the housing crisis.

The Formal Application Phase includes the LIP Application required by the Executive Office of Housing and Livable Communities ("EOHLC") with a site plan, floor and elevation plans and other documentation of the proposed project incorporating the results of the discussions between the Town Manager, or designee, and the applicant during the Pre-Application Phase. The LIP Application is available at the website for the Massachusetts Executive Office of Housing and Livable Communities:

<https://www.mass.gov/doc/comprehensive-permit-application-as-a-fillable-form-0/download>. A LIP Application project must meet the LIP Guidelines as published by EOHLC on its website.

While it isn't required, it is strongly recommended that a developer seek input from the Town's Land Use Group at one of their meetings prior to entering the LIP application process. Please contact the Town Planner for more information.

PRE-APPLICATION PHASE

1. To receive consideration for Select Board approval of a Local Initiative Program project proposal under Massachusetts General Laws Chapter 40B ("Chapter 40B"), Sections 20-23, 760 CMR 56.00 and Executive Office of Housing and Livable Communities Local Initiative Program, the applicant shall submit a letter of intent (LOI) to the Housing Coordinator with a copy to the Town Manager. The LOI shall contain the following information:
 - a. Subject property address(es) and parcel ID;
 - b. Development Team – name and address of firm(s) and individuals, attach resumes and a description of affordable housing projects completed;
 - c. Evidence of ownership or property control;
 - d. Property description - # of acres, zoning, existing structures and infrastructure; and
 - e. Project Summary:
 - i. Number of units
 - ii. Number of buildings
 - iii. Ownership / rental
 - iv. Number of market and income restricted units
 - v. Target mix of income ranges by % of Area Median Income
2. Housing Coordinator will review LOI for completeness and contact applicant to request additional information, if needed. LOI is not considered complete until all required information is supplied by the applicant.
3. Once LOI is deemed complete, the applicant will be invited to participate in a Pre-Application/Joint Review Process.
4. This Pre-Application phase is intended to be a dialog to shape the project in a manner that best balances the needs of the community and those of the developer. This phase may include multiple meetings and correspondence.
5. This Phase will conclude when both parties reach an agreement on a concept plan or when either party determines it is not possible to reach an agreement.
6. If the Town Manager, or designee, finds the concept plan is beneficial to the Town, the applicant will be invited to proceed to the Formal Application Phase.
7. In the event the Town Manager, or designee, finds the project is not beneficial to the Town, he/she shall submit a recommendation to the Select Board and the applicant will have an opportunity to present its proposal to the Select Board directly.

FORMAL APPLICATION PHASE

1. If an agreement has been reached between the Town Manager, or designee, and the applicant on the conceptual details of the proposed project, the applicant is invited to file its LIP Application with the Town Manager. The application shall include:
 - a. name and address of the members of the development team;
 - b. address of the proposed site and site description (to include any wetlands, waterways, easements, conservation restrictions, and any other deed restrictions). It should also include a description of any existing buildings and their uses;
 - c. a locus map identifying the site within a plan of the neighborhood, accompanied by photographs of the surrounding buildings and features that provide an understanding of the physical context of the site including any wetlands boundaries;
 - d. a tabulation of proposed buildings with the number, size (number of bedrooms, floor area as per the LIP Guidelines established by EOHLC), and type (ownership or rental) of housing units proposed;
 - e. the site plan, floor plans and exterior elevations of the proposed buildings, that include a summary showing the percentage of the land to be occupied by buildings, parking and other paved areas, and by open areas. Also included in the summary shall be the number of parking spaces, and the ratio of parking spaces to housing units;
 - f. a narrative description of the approach to building massing, the relationships to adjacent properties, and the proposed exterior building materials (See EOHLC LIP Design Guidelines at: <https://www.mass.gov/files/documents/2017/10/16/handbook-approachtoch40b-designreviewa.pdf>);
 - g. a tabular analysis comparing existing zoning requirements to the waivers requested for the project;
 - h. estimated or determined wetland locations on the subject parcel(s) or within regulatory buffers of the proposed development;
 - i. for projects proposed on the municipal sewer, a calculation of proposed daily sewer flow per Title V of the MA State Environmental Code based on proposed uses, and for redevelopment projects a calculation of percentage increase or decrease in daily flow is to be included;
 - j. Complete list of previous housing projects and any in process, including notation of any 40B comprehensive permits and Local Initiative Program projects (LIP). If more than 20, applicant may limit list to the 20 most recent projects;
 - k. A description of any past or current litigation involving 40B or LIP projects;
 - l. Three references that include contact name, address, email address and telephone number. All qualifications, past projects, references, and results of reference checks shall be documented and made available as a matter of public record; and
 - m. The Town Manager, or designee, may request additional information to support the review of the proposal. Recognizing the importance of a timely review process for all parties, and that the Zoning Board of Appeals shall conduct a full review of every project including formal hearings, such requests shall be limited to information deemed essential to the Select Board determination whether to support the project.

2. The Housing Coordinator will review the application for completeness and may contact the applicant to clarify issues and/or to request additional information. Applications are not considered complete until all the information requested has been supplied by the applicant.
3. Once the application is deemed complete, it will also be distributed to the Affordable Housing Committee. The Town Manager, or designee, and the Affordable Housing Committee shall each hold a public meeting at which the applicant will present its project and allow for public comment.
4. The Town Manager, or designee, and the Affordable Housing Committee shall each render a recommendation within thirty (30) days following the final public meeting, unless extended mutually by the Committee.
5. The Town Manager, or designee, shall report its findings and recommendations to the Affordable Housing Committee.
6. The Affordable Housing Committee shall vote its recommendations on the proposed project only after receiving the recommendations of the Town Manager, or designee. The Affordable Housing Committee recommendations shall be submitted to the Select Board with a copy to the Town Manager.
7. Once the Town Manager has communicated their recommendation to the Select Board, the applicant will then present its project to the Select Board at a public meeting and the Select Board shall vote to endorse, not endorse or some other action to be determined. If they endorse the project, they will send a written letter to the Executive Office of Housing and Livable Communities and direct the Town Manager to sign the LIP application. The endorsement letter shall include all of the project information, supporting documents, and the results of the review by the Town Manager, or designee, and the Affordable Housing Committee. This information may be included in the Comprehensive Permit application to the Zoning Board of Appeals.

REVIEW GUIDELINES

In addition to the requirements of EOHLIC for the LIP Application, the project should demonstrate benefits to the community greater than the minimum statutory standards for Chapter 40B development and should reflect community need in order to be considered as a LIP project.

The Select Board has identified the following criteria for evaluating LIP proposals:

- A. mixed-income year-round rental and homeownership opportunities for households earning from 30% and up to 120% of the Area Median Income ("AMI")
- B. mixed-use development is desirable in certain locations;
- C. strong preference for proposals in which more than 25% of the total units are deed-restricted for households earning 120% of AMI or less;
- D. proposals which provide attainable housing for the "missing middle" by including deed restricted units (in excess of the mandatory 25% affordable at 80% of AMI or less), for households earning from 80% to 120% of the AMI;
- E. site design that provides open space and recreational amenities;
- F. architecture that is compatible with the surrounding neighborhood;
- G. enhancements to site and surrounding neighborhood (landscaping, drainage, connectivity, etc.);
- H. ability to meet identified housing needs (senior, workforce, rental);
- I. availability of sewer and/or on-site wastewater disposal technology that reduce nitrogen output;
- J. has a positive economic impact on the neighborhood and stimulates new investment in distressed area;
- K. mitigates environmental impact through redevelopment of existing structures, proximity to existing infrastructure, and use of best available design and technology;
- L. proposes a low fertilizer and low water consumption landscape design;
- M. has Energy Star Rating;
- N. provides Handicapped Accessible/Visitable options; and
- O. located in a planning district with a lower percentage of affordable housing.

The LIP applicant is strongly encouraged to review the proposed project with the project's neighbors and any applicable village associations.

All benefits shall be clearly identified in the LIP Application before an agreement is entered into between the Town of Falmouth and the applicant and made available as a matter of public record.

The LIP Application process allows for developers seeking to build single or multi-family homes, condos, or apartments, where a certain percentage of the units are proposed to be affordable, to work with town officials to obtain approval. Such units must serve households below 80% of the area median income; the units must be subject to use restrictions to ensure that they remain in a community's affordable housing stock and must be sold or rented on a fair and open basis. Applicants are advised to review the EOHLIC LIP Guidelines as published by EOHLIC before proceeding with a LIP Application.

LIP projects are subject to profit limitations. For homeownership projects, profit and developer fees to all partners and owners are limited to no more than 20 percent (20%) of the total development costs. For rental and cooperative housing projects, the LIP regulatory agreement, signed by the community, developer, and EOHLIC, limits distribution of return to all partners and legal or beneficial owners to a maximum of 10 percent (10%) equity per year during the time when the affordability restrictions are in place.

**2) REDLINED VERSION – AMENDED LIP APPLICATION
PROCESS AND REVIEW GUIDELINES**



TOWN OF FALMOUTH
LOCAL INITIATIVE PROGRAM ("LIP")
APPLICATION PROCESS AND REVIEW GUIDELINES
ADOPTED BY THE SELECT BOARD APRIL 22, 2024

APPLICATION PROCESS

The application process is overseen by the Town Manager, or designee, who will make recommendations to the Select Board. a LIP Review Advisory Committee, which is comprised of a Select Board member, Assistant Town Manager, Housing Coordinator, Town Planner and a member of the Affordable Housing Committee. The LIP Review Advisory Committee submits its recommendations to the Town Manager who may attend and participate in the Committee's meetings.

The process is divided into two main parts: the Pre-Application Phase and the Formal Application Phase.

The Pre-Application Phase is intended to provide the developer with feedback on its conceptual plan before investing in engineering and architectural design so the Town and the applicant can engage in a dialog about the respective needs and preferences of each party before the developer invests in design development. This is done to create a project that meets the community's housing needs and is tailored to mitigate impacts to the environment, infrastructure and surrounding neighborhood to the greatest extent feasible. The Town reserves its right to reject LIP proposals that are deemed not in the Town's best interest based on a full analysis of all considerations including, but not limited to, the housing crisis.

The Formal Application Phase includes the LIP Application required by the Executive Office of Housing and Livable Communities ("EOHLC") with a site plan, floor and elevation plans and other documentation of the proposed project incorporating the results of the discussions between the LIP Review Advisory Committee Town Manager, or designee, and the applicant during the Pre-Application Phase. The LIP Application is available at the website for the Massachusetts Executive Office of Housing and Livable Communities: <https://www.mass.gov/doc/comprehensive-permit-application-as-a-fillable-form-0/download>. A LIP Application project must meet the LIP Guidelines as published by EOHLC on its website.

While it isn't required, it is strongly recommended that a developer seek input from the Town's Land Use Group at one of their meetings prior to entering the LIP application process. Please contact the Town Planner for more information.

PRE-APPLICATION PHASE

1. To receive consideration for Select Board approval of a Local Initiative Program project proposal under Massachusetts General Laws Chapter 40B ("Chapter 40B"), Sections 20-23, 760 CMR 56.00 and Executive Office of Housing and Livable Communities Local Initiative Program, the applicant shall submit a letter of intent (LOI) to the Housing Coordinator with a copy to the Town Manager. The LOI shall contain the following information:
 - a. Subject property address(es) and parcel ID;
 - b. Development Team – name and address of firm(s) and individuals, attach resumes and a description of affordable housing projects completed;
 - c. Evidence of ownership or property control;
 - d. Property description - # of acres, zoning, existing structures and infrastructure; and
 - e. Project Summary:
 - i. Number of units
 - ii. Number of buildings
 - iii. Ownership / rental
 - iv. Number of market and income restricted units
 - v. Target mix of income ranges by % of Area Median Income
2. Housing Coordinator will review LOI for completeness and contact applicant to request additional information, if needed. LOI is not considered complete until all required information is supplied by the applicant.
3. Once LOI is deemed complete, the applicant will be invited to participate in a Pre-Application/Joint Review Process ~~with the LIP Review Advisory Committee.~~
4. This Pre-Application phase is intended to be a dialog to shape the project in a manner that best balances the needs of the community and those of the developer. This phase may include multiple meetings and correspondence.
5. This Phase will conclude when both parties reach an agreement on a concept plan or when either party determines it is not possible to reach an agreement.
6. If the Town Manager, or designee, finds, ~~based on the recommendation of the LIP Review Advisory Committee,~~ the concept plan is beneficial to the Town, the applicant will be invited to proceed to the Formal Application Phase.
7. In the event the Town Manager, or designee, finds the project is not beneficial to the Town, he/she shall submit a recommendation to the Select Board and the applicant will have an opportunity to present its proposal to the Select Board directly.

FORMAL APPLICATION PHASE

1. If an agreement has been reached between the Town Manager, or designee, and the applicant on the conceptual details of the proposed project, the applicant is invited to file its LIP Application with the Town Manager. The application shall include:
 - a. name and address of the members of the development team;
 - b. address of the proposed site and site description (to include any wetlands, waterways, easements, conservation restrictions, and any other deed restrictions). It should also include a description of any existing buildings and their uses;
 - c. a locus map identifying the site within a plan of the neighborhood, accompanied by photographs of the surrounding buildings and features that provide an understanding of the physical context of the site including any wetlands boundaries;
 - d. a tabulation of proposed buildings with the number, size (number of bedrooms, floor area as per the LIP Guidelines established by EOHLC), and type (ownership or rental) of housing units proposed;
 - e. the site plan, floor plans and exterior elevations of the proposed buildings, that include a summary showing the percentage of the land to be occupied by buildings, parking and other paved areas, and by open areas. Also included in the summary shall be the number of parking spaces, and the ratio of parking spaces to housing units;
 - f. a narrative description of the approach to building massing, the relationships to adjacent properties, and the proposed exterior building materials (See EOHLC LIP Design Guidelines at: <https://www.mass.gov/files/documents/2017/10/16/handbook-approachtoch40b-designreviewa.pdf>);
 - g. a tabular analysis comparing existing zoning requirements to the waivers requested for the project;
 - h. estimated or determined wetland locations on the subject parcel(s) or within regulatory buffers of the proposed development;
 - i. for projects proposed on the municipal sewer, a calculation of proposed daily sewer flow per Title V of the MA State Environmental Code based on proposed uses, and for redevelopment projects a calculation of percentage increase or decrease in daily flow is to be included;
 - j. Complete list of previous housing projects and any in process, including notation of any 40B comprehensive permits and Local Initiative Program projects (LIP). If more than 20, applicant may limit list to the 20 most recent projects;
 - k. A description of any past or current litigation involving 40B or LIP projects;
 - l. Three references that include contact name, address, email address and telephone number. All qualifications, past projects, references, and results of reference checks shall be documented and made available as a matter of public record; and
 - m. The ~~LIP Review Advisory Committee~~ Town Manager, or designee, may request additional information to support ~~its~~ the review of the proposal. Recognizing the importance of a timely review process for all parties, and that the Zoning Board of Appeals shall conduct a full review of every project including formal hearings, such requests shall be limited to information deemed essential to the Select Board determination whether to support the project.

2. The Housing Coordinator will review the application for completeness and may contact the applicant to clarify issues and/or to request additional information. Applications are not considered complete until all the information requested has been supplied by the applicant.
3. Once the application is deemed complete, it will also be distributed to ~~the LIP Review Advisory Committee and~~ the Affordable Housing Committee. The ~~LIP Review Advisory Committee~~ Town Manager, or designee, and the Affordable Housing Committee shall each hold a public meeting at which the applicant will present its project and allow for public comment.
4. The ~~Town Manager, or designee, LIP Review Advisory Committee~~ and the Affordable Housing Committee shall each render a recommendation within thirty (30) days following the final public meeting, unless extended mutually by the Committees ~~and applicant~~.
5. The ~~LIP Review Advisory Committee~~ Town Manager, or designee, shall report its findings and recommendations to ~~the Town Manager and~~ the Affordable Housing Committee.
6. The Affordable Housing Committee shall vote its recommendations on the proposed project only after receiving the ~~LIP Review Advisory Committee~~ recommendations of the Town Manager, or designee. The Affordable Housing Committee recommendations shall be submitted to the Select Board with a copy to the Town Manager.
7. ~~The Town Manager shall inform the Select Board and the applicant of his/her decision within 21 days of receiving the LIP Review Advisory Committee's recommendation. Once the Town Manager has communicated their recommendation to the Select Board,~~ the applicant will then present its project to the Select Board at a public meeting and the Select Board shall vote to endorse, not endorse or some other action to be determined. If they endorse the project, they will send a written letter to the Executive Office of Housing and Livable Communities and direct the Town Manager to sign the LIP application. The endorsement letter shall include all of the project information, supporting documents, and the results of the review by the LIP Review Advisory Committee Town Manager, or designee, and the Affordable Housing Committee. This information may be included in the Comprehensive Permit application to the Zoning Board of Appeals.

REVIEW GUIDELINES

In addition to the requirements of EOHLC for the LIP Application, the project should demonstrate benefits to the community greater than the minimum statutory standards for Chapter 40B development and should reflect community need in order to be considered as a LIP project.

The Select Board has identified the following criteria for evaluating LIP proposals:

- A. mixed-income year-round rental and homeownership opportunities for households earning from 30% and up to 120% of the Area Median Income ("AMI")
- B. mixed-use development is desirable in certain locations;
- C. strong preference for proposals in which more than 25% of the total units are deed-restricted for households earning 120% of AMI or less;
- D. proposals which provide attainable housing for the "missing middle" by including deed restricted units (in excess of the mandatory 25% affordable at 80% of AMI or less), for households earning from 80% to 120% of the AMI;
- E. site design that provides open space and recreational amenities;
- F. architecture that is compatible with the surrounding neighborhood;
- G. enhancements to site and surrounding neighborhood (landscaping, drainage, connectivity, etc.);
- H. ability to meet identified housing needs (senior, workforce, rental);
- I. availability of sewer and/or on-site wastewater disposal technology that reduce nitrogen output;
- J. has a positive economic impact on the neighborhood and stimulates new investment in distressed area;
- K. mitigates environmental impact through redevelopment of existing structures, proximity to existing infrastructure, and use of best available design and technology;
- L. proposes a low fertilizer and low water consumption landscape design;
- M. has Energy Star Rating;
- N. provides Handicapped Accessible/Visitable options; and
- O. located in a planning district with a lower percentage of affordable housing.

The LIP applicant is strongly encouraged to review the proposed project with the project's neighbors and any applicable village associations.

All benefits shall be clearly identified in the LIP Application before an agreement is entered into between the Town of Falmouth and the applicant and made available as a matter of public record.

The LIP Application process allows for developers seeking to build single or multi-family homes, condos, or apartments, where a certain percentage of the units are proposed to be affordable, to work with town officials to obtain approval. Such units must serve households below 80% of the area median income; the units must be subject to use restrictions to ensure that they remain in a community's affordable housing stock and must be sold or rented on a fair and open basis. Applicants are advised to review the EOHLC LIP Guidelines as published by EOHLC before proceeding with a LIP Application.

LIP projects are subject to profit limitations. For homeownership projects, profit and developer fees to all partners and owners are limited to no more than 20 percent (20%) of the total development costs. For rental and cooperative housing projects, the LIP regulatory agreement, signed by the community, developer, and EOHLC, limits distribution of return to all partners and legal or beneficial owners to a maximum of 10 percent (10%) equity per year during the time when the affordability restrictions are in place.

OPEN SESSION

BUSINESS

5. Update on Hatchville Fire Station construction and Fire Rescue Department staffing **(15 minutes)**



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Business 5.

ITEM TITLE: Fire Rescue Department Update Hatchville Station Construction and Staffing update

MEETING DATE: 6/17/24

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Tim Smith-Fire Chief

ATTACHMENTS: PowerPoint Presentation

PURPOSE:

Fire Rescue Department Chief Tim Smith will present an update to the Select Board on the status of the new Hatchville Fire Station construction and a Department staffing update.

BACKGROUND/SUMMARY:

- Information regarding current Fire Department staffing efforts and an update related to the new fire station construction project in Hatchville will be provided in a PowerPoint presentation.

DEPARTMENT RECOMMENDATION:

This agenda item is for discussion purposes only. The Select Board is not being requested to take any formal action.

OPTIONS:

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

This report is being provided for informational purposes only; no formal action is requested.

Michael Renshaw

Town Manager

6/13/2024

Date



Falmouth Fire Rescue
Hatchville Station Construction
And
Staffing Update

Hatchville Station Construction

- GC (Tower Construction) Reports Building Construction Now Near Substantial Completion.
- Ongoing Subcontractor Work Related To Electrical Projects, PV Panels, Security, Cabinets, Apparatus Doors (Delivered 6/7/24).
- Furnishings, Exercise Equipment, Supplies, Etc. Scheduled For Delivery And Set-up.
- Anticipated Time Frame Building Ready For Use: September To October



As of June 11th 2024



Operational Planning For New 6th Station

- Equipment For Fire/EMS Response
 - Requires A Pumping Engine
 - ✓ Spare Engine To Be Assigned At Onset. Awaiting New Engine (Deliver Est. 1/25)
 - Requires An Ambulance
 - ✓ Spare Ambulance To Be Assigned At Onset. Awaiting New Ambulance (Delivery Est. 12/24)
- District Creation (Required For Running Assignments)
 - District Will Border North Falmouth, East Falmouth And Up To Sandwich Rd./Brick Kiln Intersection.
 - Determination Based On Call Data And Geography.
 - Each Station Shares A Border And Cover Each When Committed To A Call.
- Personnel
 - At A Minimum, Requires Two (2) Personnel To Operate Either The Pumping Engine Or Ambulance.



Current shift staffing needed to staff five (5) stations is **16** personnel at the start of the shift (7:00 am or 7:00 pm)



Shift Staffing needed to staff six (6) stations will require **18** personnel at the start of the shift.

Personnel Staffing

Personnel Required To Staff 6 Stations

- Need 18 Personnel start of every shift
 - Account for:
 - Vacancies and long academy and training timeline (resignations/retirements)
 - Long-term leave (e.g. medical)
 - Short-term leave (e.g. vacation, sick, military leave)
 - What is a reasonable number of shifts to fill on OT basis - voluntary and mandatory?
- Working Estimate: Need at least 80 shift-strength qualified personnel and right to mandate holdover OT to staff 6 stations on routine basis

Override Staffing – 14 New Positions



Staffing Goal as of April
2023 - Town Meeting
presentation:

7 Personnel Shift Strength by Nov 2024

7 Personnel Shift Strength by Nov 2025



Current Status:

All 14 positions filled

7 Personnel Shift Strength March 2024

7 Personnel anticipated Shift Strength by
August 2024 – **15 months ahead of
schedule!**

Personnel Staffing-Levels/Impacts

- 4 Vacancies (Resignations/Retirements) Interviews Conducted (April 2024), And Conditional Letters Of Employment Provided.
All Vacancies Filled.
- 12 Personnel On Long Term Leave.
- Fire Personnel In Qualification/Training- 9 Personnel
- Total Of **25** Personnel Not Available For Shift Strength.
- **92** Personnel Budgeted Less **25** = **67** Shift Strength Available, Or **16.75 Per Shift** (Before Allowance For Short-term Leave)

Current Staffing Overview



Timeline For Staffing 6 Stations

- Anticipate 9 personnel completing training and qualification process by October 2024
- Hope to reduce # on long-term leave from 12 to 8 or fewer by October 2024
- Will bargain with Firefighters union to increase minimum start of shift staffing to 18.
- Depending on new long-term leave, resignations, retirements and union bargaining, may be able to staff 6 stations by end of calendar year 2024.

OPEN SESSION

BUSINESS

6. Approve application for a Change of Hours of an All-Alcoholic Beverages Innholder License – Wagner Hospitality & Management, LLC d/b/a Holiday Inn Falmouth located at 291 Jones Road, Falmouth **(5 minutes)**



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Business 6.

ITEM TITLE: Approve application for a Change of Hours of an All-Alcoholic Beverages Innholder License- Wagner Hospitality & Management, LLC d/b/a Holiday Inn Falmouth located at 291 Jones Road, Falmouth

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: License Application Review Form; Letter from Applicant dated May 29, 2024;

PURPOSE:

The Select Board will consider the approval of an application for a Change of Hours of an All-Alcoholic Beverages Innholder License- Wagner Hospitality & Management, LLC d/b/a Holiday Inn Falmouth located at 291 Jones Road, Falmouth.

BACKGROUND/SUMMARY:

- The applicant, Wagner Hospitality & Management dba Holiday Inn Falmouth submitted its request for a Change of Hours of an All-Alcoholic Beverages License via letter on May 29, 2024.

- The applicant states that the establishment's current hours for servicing alcohol are from 11:00 AM to 12:00 AM, Monday through Saturday, and from 12:00 PM to 12:00 AM on Sundays.
- The requested Change of Hours being proposed is Monday through Saturday from 8:00 AM to 1:00 AM, and Sundays from 12:00 PM to 1:00 AM; the applicant states that it believes this change would better accommodate the desires of its guests, and that the requested/proposed new hours of alcohol service mirror those that were approved in 2022 under the former management.
- The applicant states that it will strictly adhere to its "all glass off tables/bar and patrons out by 1:30 AM" policy.
- The Police Department has reviewed the application and has no objections to its approval.

DEPARTMENT RECOMMENDATION:

The Town Manager recommends that the Select Board approve the application for a Change of Hours of an All-Alcoholic Beverages Innholder License- Wagner Hospitality & Management, LLC d/b/a Holiday Inn Falmouth located at 291 Jones Road, Falmouth as presented.

OPTIONS:

- Motion to approve the application for a Change of Hours of an All-Alcoholic Beverages Innholder License- Wagner Hospitality & Management, LLC d/b/a Holiday Inn Falmouth located at 291 Jones Road, Falmouth as presented.
- Motion to deny approval of the application for a Change of Hours of an All-Alcoholic Beverages Innholder License- Wagner Hospitality & Management, LLC d/b/a Holiday Inn Falmouth located at 291 Jones Road, Falmouth.
- Some other Board specified alternative.

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board approve the application for a Change of Hours of an All-Alcoholic Beverages Innholder License- Wagner Hospitality & Management, LLC d/b/a Holiday Inn Falmouth located at 291 Jones Road, Falmouth as presented.

Michael Renshaw

Town Manager

6/12/2024

Date

LICENSE APPLICATION REVIEW

Restaurant/Business: Wagner Hospitality & Management, LLC dba Holiday Inn Falmouth

Address: 291 Jones Road

License Type: All Alcoholic Beverages Innholder License

New License _____

Transfer of License _____

Change of License Change of Hours

Police No objection

Fire _____

Building _____

Health _____

Zoning _____

Planning _____

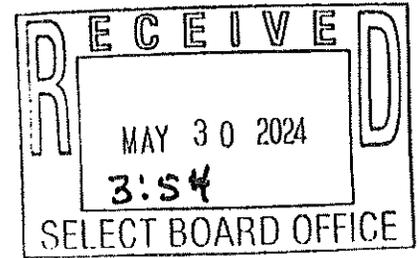
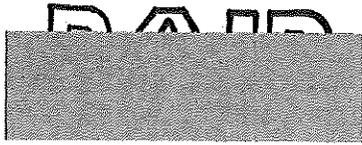
DPW _____

NOTES:

The applicant is requesting to change the hours of alcohol service as follows:

Current Hours: 11:00 am to Midnight Monday - Saturday and Noon to Midnight Sundays

Requested Hours: Monday – Saturday 8:00 am to 1:00 am
Sundays – 12:00 pm to 1:00 am



Town of Falmouth

59 Town Hall Square
Falmouth MA 02540
508-495-7320

Application for Change of Hours Checklist

Step 1: *Complete the requirements.*

- Complete, save, and print the No Fee Monetary Transmittal Form and the Vote of the Entity.
- Provide a formal letter to the Select Board describing the requested change to the hours of service.

Step 2: *Now you are ready to submit the application.*

- Submit the ABCC forms and letter to the Select Board office.
- A review by the Select Board is scheduled. Depending upon the change requested, a hearing may be scheduled which requires the
- applicant's attendance.

**Proofread the application carefully.
Incomplete applications may be denied.**

For questions contact licensing@falmouthma.gov or call 508-495-7320



272 Huntington Ave,
Boston, MA 02115
(603) 831-9642

Falmouth, May 29th 2024

Subject: Request for Application for Change of Hours - Holiday Inn Falmouth
Liquor License

Dear Town of Falmouth Select Board Members,

I hope this letter finds you well. My name is Wagner Quintanilha, and I am the manager of Wagner Hospitality Management, operating as Holiday Inn Falmouth. As a representative of our establishment, I am formally requesting an Application for Change of Hours for our Liquor License from the town of Falmouth, MA, and the Alcoholic Beverages Control Commission (ABCC).

Currently, our operational hours for serving alcohol are from 11:00 AM to midnight, Monday through Saturday, and from noon to midnight on Sundays. We adhere strictly to the regulations regarding liquor sales, ensuring that there are no sales during the breakfast hours, which run from 6:00 AM to 11:00 AM.

We are requesting a modification to our liquor service hours to better accommodate the preferences of our patrons and align with previous licensing arrangements. Specifically, we propose the following revised hours:

- Weekdays: 8:00 AM to 1:00 AM
- Sundays: 12:00 PM to 1:00 AM

These proposed hours mirror those granted to this property in 2022 under former management and ownership. Our loyal patrons have expressed a strong desire for extended restaurant and bar services, as they were accustomed to during the previous licensing period. Additionally, it's worth noting that the 2022 license stipulated that all glass would be off tables/bar and patrons out by 1:30 AM, a condition we will continue to uphold rigorously.



272 Huntington Ave,
Boston, MA 02115
(603) 831-9642

We believe that extending our liquor service hours will enhance the overall experience for our guests and contribute positively to the local hospitality industry. Moreover, it will enable us to better meet the evolving needs of our clientele while maintaining our commitment to responsible alcohol service.

We understand the importance of compliance with local regulations and are fully committed to following the necessary procedures to effect this change. As such, we kindly request your assistance in providing the appropriate Application for Change of Hours for our Liquor License from both the town of Falmouth and the ABCC. Additionally, any guidance or specific requirements related to this process would be greatly appreciated.

Thank you for considering our request. We look forward to working closely with the relevant authorities to ensure a smooth and efficient process. Should you require any further information or clarification, please do not hesitate to contact me at my cell phone or email listed below.

Warm regards,

President,
Wagner Hospitality Management DBA Holiday Inn Falmouth

A handwritten signature in cursive script, appearing to read 'Wagner Quintanilha'.

Wagner Quintanilha
wagner@wagnerhm.com

ENTITY VOTE

The Board of Directors or LLC Managers of Wagner Hospitality Management, LLC
Entity Name

duly voted to apply to the Licensing Authority of Falmouth and the
City/Town

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on 05/28/2024
Date of Meeting

For the following transactions (Check all that apply):

Change of Manager

Other Change of Hours

"VOTED: To authorize Wagner Quintanilha
Name of Person

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

"VOTED: To appoint Wagner Quintanilha
Name of Liquor License Manager

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

A true copy attest,



Corporate Officer /LLC Manager Signature

Wagner Quintanilha

(Print Name)

For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

(Print Name)

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

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

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY): 07530-HT-0390

LICENSEE NAME: Wagner Hospitality Management, LLC DBA HOLIDAY INN FALMOUTH

ADDRESS: 291 Jones Road

CITY/TOWN: Falmouth

STATE MA

ZIP CODE 02540

TRANSACTION TYPE (Please check all relevant transactions):

Change of Hours

Change of DBA

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND
SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396

CHANGE OF CORPORATE NAME

LLA Certification
\$200 fee via ePay
Monetary Transmittal Form
DOR Certificate of Good Standing
DUA Certificate of Compliance
Change of Corporate Name Application
Vote of the Entity
Business Structure Documents
If Sole Proprietor, Business Certificate
If partnership, Partnership Agreement
If corporation or LLC, Articles of Organization from the Secretary of the Commonwealth
Please Note: You may be requested to submit additional supporting documentation if necessary.

Change of DBA

LLA Certification
No Fee
Monetary Transmittal Form
Change of DBA Application
Vote of the Entity
Business Certificate

Change of Hours

LLA Certification
No Fee
No Fee Monetary Transmittal Form
Vote of Corporate Board for the Change

CHANGE OF PLEDGE OF LICENSE, STOCK OR INVENTORY

LLA Certification
\$200 fee via ePay
Monetary Transmittal Form
DOR Certificate of Good Standing
DUA Certificate of Compliance
Change of Pledge of License,
Stock or Inventory Application
Vote of the Entity
Pledge documentation
Promissory note
Please Note: You may be requested to submit additional supporting documentation if

OPEN SESSION

BUSINESS

7. Request for variance to Sign Code §184-18, C. Measurement of Sign Area, and §184-25, B.3. Freestanding Signs: Aldi, 39 Davis Straits, Falmouth **(10 minutes)**



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Business 7.

ITEM TITLE: Request for variance to sign code, Section 184-18 C Measurement of Sign Area and 184-25 B.3 Freestanding Signs: Aldi, 39 Davis Straits, Falmouth

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager and Gary Street, Building Commissioner

ATTACHMENTS: Sign illustrations; Site Plan

PURPOSE:

The Select Board is requested to review and consider a request for variance to sign code, Section 184-18 C Measurement of Sign Area and 184-25 B.3 Freestanding Signs: Aldi, 39 Davis Straits, Falmouth.

BACKGROUND/SUMMARY:

- Aldi has applied for 4 signs. They are in the B2 Zoning District. They are on a separate parcel of land but are next to Falmouth Plaza which has Staples, Pet Co, Planet Fitness, Dollar Tree, and a few other stores.

- Sign 1 and 2: Each of these Proposed Signs are 120 square feet, they are both 12' high x 10'-3/4" wide. They are internally illuminated. Sections of the By-law which apply are: 184-37 D.- Wall and roof signs, 184-18 - Measurement of Area, and 184-26 B – Illumination.

- 184-37 D: The allowable sign area is calculated based on the length of wall which encloses the store facing a street or the parking lot of the business. Both the front and side walls of this store are over 100' long but the by-law limits the area of a wall sign to 75 sf. Each of these signs exceed the allowable area by 45 sf. They do not comply.
 - 184-18 C: Measurement of Sign Area, Allowable height of signs is three (3) feet in height. The rings of color are included in the logo and count toward height. Their proposed signs are 12' high where 3' is allowed. These signs do not comply.
 - 184-26 B: allows 40 sf of sign may be illuminated, these signs exceed that area.
- Sign 3 is a Freestanding Sign. The proposed sign itself is 4'-4" high by 3'-8" wide and sits on a brick plinth or base which is 4'-8" high by 4' wide. The sign area is 15.8 sf. This sign is going to be located along Davis Straits, on their property in the grass next to the sidewalk. The sign is internally illuminated. Sections of the by-law which apply are 184-25 A. – Freestanding Signs, 184-18 C.- Measurement of Sign Area, and 184-26 B.- Illumination.
- 184-25 A. allows a freestanding sign to be 18' tall with an area of 16 sf. This sign complies with the allowable area.
 - 184-18, C. this sign is 4'-4" high where 3' is allowed. This sign does not comply with height.
 - 184-26 B. this sign complies with area of illumination.
- Sign 4 is another proposed freestanding sign with the Aldi logo atop a base with an enter arrow on the face. This sign is 2' wide by 2'-4" high, the brick base is 2'-2" wide and 2'-4" high. This sign is internally illuminated and is located on their property in the grass next to the sidewalk on Davis Straits about 50' south of Sign 3. Sections of the by-law which apply are 184-25 B. (3) Freestanding Signs, 184-9 C, - Exceptions, and 184-26 B – Illumination.
- 184-25 B. (3) The store has frontage on another road, Worchester Court, so they are allowed to have another freestanding sign on that road. This sign does not comply.
 - 184-9 C, they could have a sign indicating ingress or egress, but it may not contain any advertising, cannot exceed 3 sf. nor be more than 4' high. This sign does not comply, it is too tall and has the logo.
 - 184-26 B – it is small enough to be illuminated.

- During its meeting on June 3, 2024, the Select Board approved the variance requests for the dimensions of Sign 1 and Sign 2 (to be placed on the exterior facing of the building); however requested that the applicant reconfigure the design of Sign 3 and Sign 4 to address concerns with driver line-of-sight obstruction, as well as provide some data concerning the luminosity levels of the internally illuminated signs.

DEPARTMENT RECOMMENDATION:

The Building Department recommends that the Select Board require the applicant to reduce the size of their signs to meet the by-law. Signs 1 and 2 are 12' high where 3' is allowed, Sign 3 is 4'-4" tall directly on the roadway, it has a significant impact. Sign 4 should show an enter arrow only without the logo.

OPTIONS:

- Motion to approve the applicant's request for variance to sign code, Section 184-18 C Measurement of Sign Area and 184-25 B.3 Freestanding Signs: Aldi, 39 Davis Straits, Falmouth.
- Motion to deny approval of the applicant's request for variance to sign code, Section 184-18 C Measurement of Sign Area and 184-25 B.3 Freestanding Signs: Aldi, 39 Davis Straits, Falmouth.
- Some other Board specified alternative.

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board review the re-designed plans for the construction of free-standing Sign 3 and Sign 4 as well as the internal lighting luminosity information provided by the applicant and, if satisfied that safety concerns have been adequately addressed, approve the applicant's request for variance.

Michael Renshaw

Town Manager

6/11/2024

Date

Diane Davidson

From: Russ Hassmann <russ@nationalsign.com>
Sent: Tuesday, June 11, 2024 12:36 PM
To: Diane Davidson
Cc: Phyllis Downey; Hazel Hopkins hwoodhopkins@charter.net; Derbes, Richard (NRE US/Dir Real Estate)
Subject: RE: National Sign Select Board Application - Aldi @ 28 Davis Straits, Falmouth, MA
Attachments: 74541-04 Rev 6.11.24.pdf; 74541-05 Rev 6.11.24.pdf; Aldi Wall Signs - Night Photo.jpg

Diane,

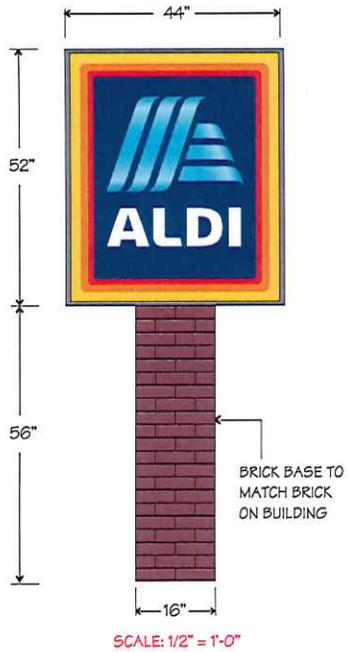
Please find attached our revised shop drawings in response to the Select Board's comments from the 6/3/24 meeting.

I also included a photo of (2) Aldi signs at night so we can answer any additional questions regarding the illumination of the wall signs.

We look forward to presenting the new information on Monday 6/17 to the Board.

Thank you for all your assistance with this application.

Russell Hassmann
President & CEO
National Sign Corporation
Email: russ@nationalsign.com
Web: www.nationalsign.com
Phone: 860-829-9060 Ext. 223
Fax: 860-829-9062
Web: www.nationalsign.com
Phone: 860-829-9060 Ext. 223
Fax: 860-829-9062

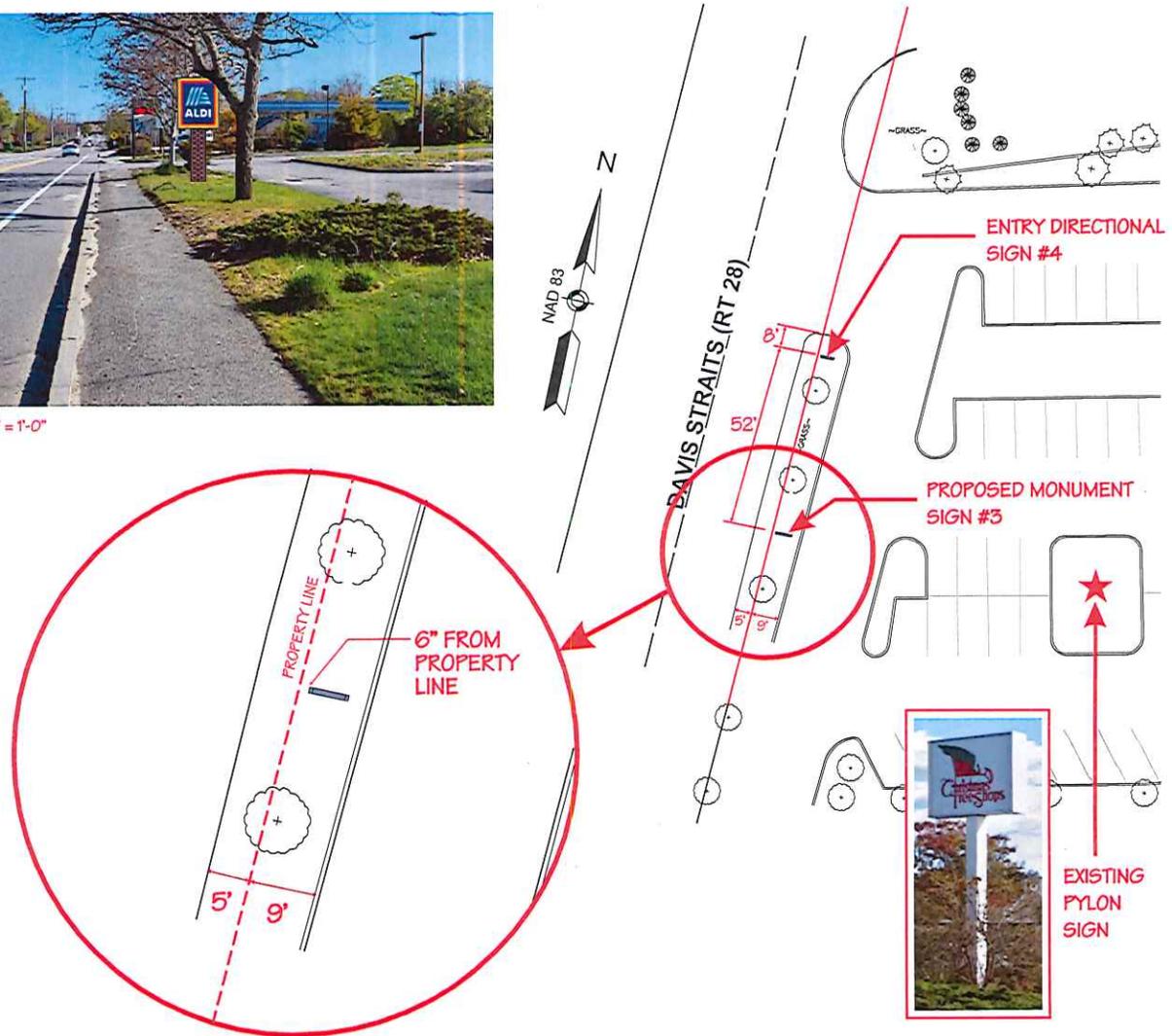


NEW D/S MONUMENT SIGN
W/ INTERNAL ILLUMINATION
SIGN TO SIT ON BRICK BASE
WHICH MATCHES BRICK USED
ON THE BUILDING

COLORS:



SCALE: 1/16" = 1'-0"



NATIONAL SIGN CORPORATION
www.nationalsign.com

CONNECTICUT
780 Four Rod Rd.,
Berlin, Ct 06037
Ph:(860) 829-9060

MASSACHUSETTS
21 Larsen Way
North Attleboro, Ma
Ph:(508) 809-4638

CLIENT / PROJECT LOCATION:
 FALMOUTH MA

ADDRESS:
39 DAVIS STRAITS
FALMOUTH MA
PROJECT MANAGER:
KA

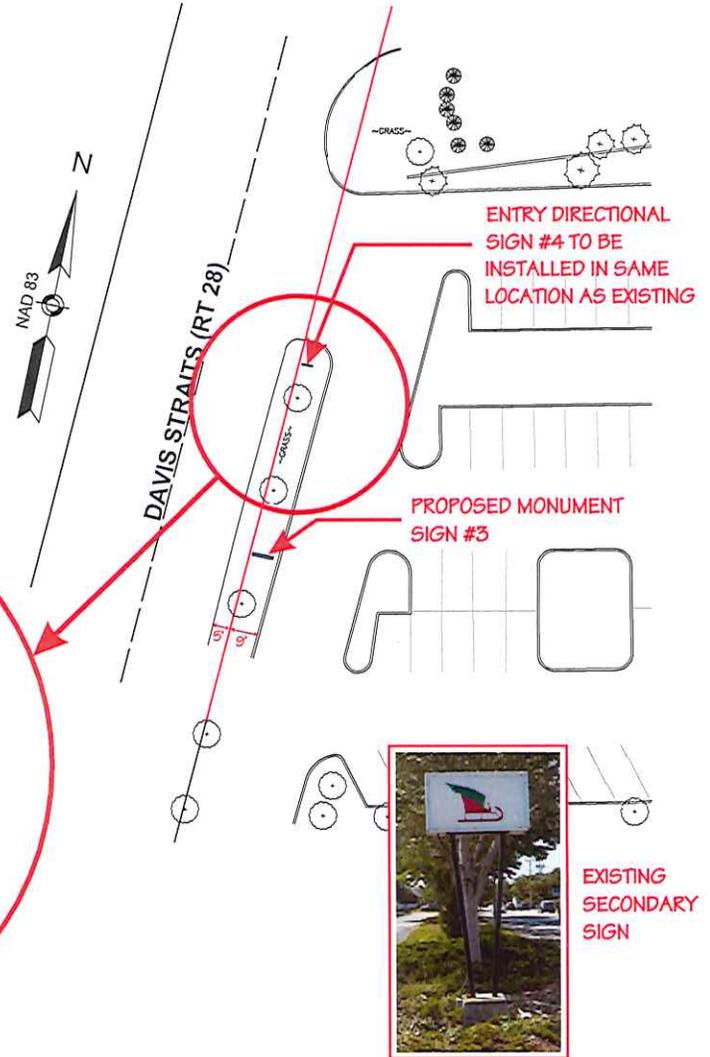
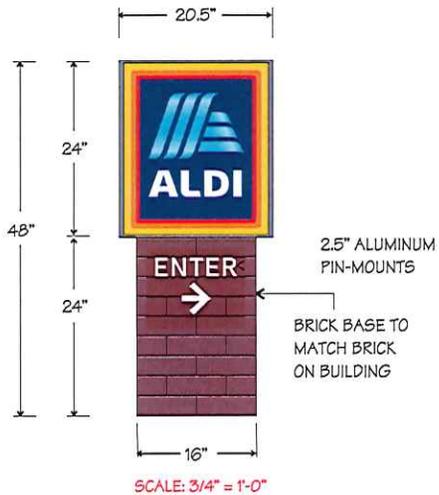
DRAWING NO:
74541-04
FILE LOCATION:
FFALDILOCATIONS/
MASSACHUSETTS/FALMOUTH MA/
DRAWINGS

DRAWING DATE:
04/04/24
DRAWN BY:
PS

REVISIONS:
PS - 4/26/24
PS - 5/9/24
NOTES:
AS MARKED

This Drawing Is Property Of National Sign Corporation And All Rights To Its Use For Reproduction Are Reserved By National Sign Corp.





NEW D/S DIRECTIONAL SIGN
 W/ INTERNAL ILLUMINATION
 SIGN TO SIT ON BRICK BASE
 WHICH MATCHES BRICK USED
 ON THE BUILDING
 *PAINTED ALUM. PIN-MOUNTED
 LETTERS & ARROW ON BASE

COLORS:

PMS #754B CMX2Y100L0	PMS #3564 CMX4Y100L0	PMS #2035 CMX30Y100L5	PMS #281 CMX00Y00L0	PMS #298 CMX00Y00L0	SLATE GRAY

NATIONAL SIGN CORPORATION
 www.nationalsign.com

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 780 Four Rod Rd.,
 Berlin, Ct 06037
 Ph: (860) 829-9060

MASSACHUSETTS
 21 Larson Way
 North Attleboro, Ma
 Ph: (508) 809-4638

CLIENT / PROJECT LOCATION:

FALMOUTH MA

ADDRESS:
 39 DAVIS STRAITS
 FALMOUTH MA
PROJECT MANAGER:
 KA

DRAWING NO.:
 74541-05
FILE LOCATION:
 P:\FIELD LOCATIONS\MASSACHUSETTS\FALMOUTH MA\DRAWINGS

DRAWING DATE:
 04/04/24
DRAWN BY:
 PS

REVISIONS:
 PS - 4/26/24
 PS - 5/9/24
NOTES:
 AS MARKED



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E164024



Materials included in the
June 3rd packet for reference.

OPEN SESSION

BUSINESS

9. Request for variance to Sign Code §184-18, C Measurement of Sign Area and §184-25, B.3. Freestanding Signs: Aldi, 39 Davis Straits, Falmouth **(5 minutes)**



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Business 9

ITEM TITLE: Request for variance to sign code, Section 184-18 C Measurement of Sign Area and 184-25 B.3 Freestanding Signs: Aldi, 39 Davis Straits, Falmouth

MEETING DATE: 6/3/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: application & supporting plans

PURPOSE:

The Select Board is requested to review and consider a request for variance to sign code, Section 184-18 C Measurement of Sign Area and 184-25 B.3 Freestanding Signs: Aldi, 39 Davis Straits, Falmouth.

BACKGROUND/SUMMARY:

- Aldi has applied for 4 signs. They are in the B2 Zoning District. They are on a separate parcel of land but are next to Falmouth Plaza which has Staples, Pet Co, Planet Fitness, Dollar Tree, and a few other stores.
- Sign 1 and 2: Each of these Proposed Signs are 120 square feet, they are both 12' high x 10'-3/4" wide. They are internally illuminated. Sections of the By-law which apply are: 184-37 D.- Wall and roof signs, 184-18 - Measurement of Area, and 184-26 B – Illumination.

- 184-37 D: The allowable sign area is calculated based on the length of wall which encloses the store facing a street or the parking lot of the business. Both the front and side walls of this store are over 100' long but the by-law limits the area of a wall sign to 75 sf. Each of these signs exceed the allowable area by 45 sf. They do not comply.
 - 184-18 C: Measurement of Sign Area, Allowable height of signs is three (3) feet in height. The rings of color are included in the logo and count toward height. Their proposed signs are 12' high where 3' is allowed. These signs do not comply.
 - 184-26 B: allows 40 sf of sign may be illuminated, these signs exceed that area.
- Sign 3 is a Freestanding Sign. The proposed sign itself is 4'-4" high by 3'-8" wide and sits on a brick plinth or base which is 4'-8" high by 4' wide. The sign area is 15.8 sf. This sign is going to be located along Davis Straits, on their property in the grass next to the sidewalk. The sign is internally illuminated. Sections of the by-law which apply are 184-25 A. – Freestanding Signs, 184-18 C.- Measurement of Sign Area, and 184-26 B.- Illumination.
- 184-25 A. allows a freestanding sign to be 18' tall with an area of 16 sf. This sign complies with the allowable area.
 - 184-18, C. this sign is 4'-4" high where 3' is allowed. This sign does not comply with height.
 - 184-26 B. this sign complies with area of illumination.
- Sign 4 is another proposed freestanding sign with the Aldi logo atop a base with an enter arrow on the face. This sign is 2' wide by 2'-4" high, the brick base is 2'-2" wide and 2'-4" high. This sign is internally illuminated and is located on their property in the grass next to the sidewalk on Davis Straits about 50' south of Sign 3. Sections of the by-law which apply are 184-25 B. (3) Freestanding Signs, 184-9 C, - Exceptions, and 184-26 B – Illumination.
- 184-25 B. (3) The store has frontage on another road, Worchester Court, so they are allowed to have another freestanding sign on that road. This sign does not comply.
 - 184-9 C, they could have a sign indicating ingress or egress, but it may not contain any advertising, cannot exceed 3 sf. nor be more than 4' high. This sign does not comply, it is too tall and has the logo.
 - 184-26 B – it is small enough to be illuminated.

DEPARTMENT RECOMMENDATION:

The Building Department recommends that the Select Board require the applicant to reduce the size of their signs to meet the by-law. Signs 1 and 2 are 12' high where 3' is allowed, Sign 3 is 4'-4" tall directly on the roadway, it has a significant impact. Sign 4 should show an enter arrow only without the logo.

OPTIONS:

- Motion to approve the request for variance to sign code, Section 184-18 C Measurement of Sign Area and 184-25 B.3 Freestanding Signs: Aldi, 39 Davis Straits, Falmouth.
- Motion to deny approval of the request for variance to sign code, Section 184-18 C Measurement of Sign Area and 184-25 B.3 Freestanding Signs: Aldi, 39 Davis Straits, Falmouth.
- Motion to require the applicant to reduce the size of their signs to meet the by-law as recommended by the Building Department.

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board require the applicant to reduce the size of their signs to meet the by-law as recommended by the Building Department.

Michael Renshaw

Town Manager

5/29/2024

Date

⚙ APPLICATION TO SIGN PERMIT

Please fill out completely all applicable areas - Please use link

APPLICATION DETAILS

Application #:	<i>S-24-244182</i>	Date Issued:		Permit #:		Date Paid:	<i>05/13/24</i>
Fee Payable: (\$)	<i>100.00</i>	Fee Paid: (\$)	<i>100.00</i>	Receipt #:	<i>S-24-24404</i>		

SECTION 1 - SITE INFORMATION

Street Name	<i>DAVIS STRAITS</i>	Map Block Lot	<i>39 15 049 000A</i>
Street Number	<i>39</i>	Zone	<i>B2</i>
Unit Number			

SECTION 2 - PROPERTY OWNER INFORMATION

Property Owner Name	<i>BILEZIKIAN TRUSTEE DOREEN</i>				
Street Number	<i>231</i>	Street Name	<i>WILLOW ST</i>		
City	<i>YARMOUTH PORT</i>	State	<i>MA</i>	Zip Code	<i>02675</i>
Telephone		Email	<i>hwoodhopkins@charter.net</i>		
Property Owner Name 2	<i>WAQUOIT RD REAL ESTATE TR</i>				
Street Number		Street Name			
City		State		Zip Code	
Telephone		Email			

SECTION 3 - APPLICANT INFORMATION

Applicant Name HEATHER DUDKO

Street Number 27 Street Name OLD MEETINGHOUSE ROAD

City Auburn State MA Zip 01501-3312

Telephone 508-612-6954 Email heatherdudko@gmail.com

SECTION 4 - MAILING ADDRESS

Street Number 27 Street Name OLD MEETINGHOUSE ROAD

City Auburn State MA Zip 01501-3312

SECTION 5 - WORK DETAILS

Name of Store of Development ALDI

Number of Signs 4 Percentage of aggregate coverage of front wall _____

Approve by Design Site Review meeting on n/a

Type of Sign Wall Free Standing Projecting Awning Banner

Portable Sign Window Blade Off Premise/Variance

Is this a replacement of the same size Sign Yes No

Historic District Yes No

Is the Sign(s) Illuminated? Yes No

If Yes, how is it illuminated INTERNAL

Is the Sign a promotional sign? Yes No

Date _____

Dimensions of Sign(s)

Length <u>10FT</u>	Width _____	Height <u>12FT</u>	Area <u>120</u>
Length <u>10FT</u>	Width _____	Height <u>12FT</u>	Area <u>120</u>
Length <u>3' 8"</u>	Width _____	Height <u>4' 4"</u>	Area <u>16</u>

Wall Linear Feet FRONT = 180 SIDE = 130 Set back from Freestanding 6"

Brief Description of Proposed Work _____

I, HEATHER DUDKO as Owner/Authorized Agent hereby declare that the statements and information on the foregoing application are true and accurate, to the best of my knowledge and belief. Signed under the pains and penalties of perjury.

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

Date 05/13/24

INSTRUCTIONS

Please review **Chapter 184** of the Town Of Falmouth Zoning By Laws for a **complete wording** regarding the requirements and restrictions for Signs within the Town Of Falmouth

What is needed to be submitted:

All Signs:

- All applications require plans with new sign(s) pictures and dimensions and pictures of all existing signs.

If you have obtained a Variance for the Sign(s), that recorded Variance must be submitted with this application.

Chapter 184. Signs

Article III. Administration

§ 184-18. Measurement of sign area.

- A. Sign area shall be the entire area of the sign, bounded by a single continuous line that encloses the extreme limits of the sign surface.
- B. For a sign applied to a building, the area shall be considered to include all lettering, wording and accompanying designs or symbols, together with any background of a different color than the natural color, or finish material of the building.
- C. For a sign consisting of individual letters or symbols attached to or painted on a surface, building, wall or window, the area shall be considered to be that of the smallest square, circle, rectangle, triangle or other shape which encompasses all of the letters and symbols. Such signs shall be no greater than three (3) feet in height.
[Amended AFTM 11-17-1998, Art. 64, approved 2-25-1999]
- D. The area of supporting framework (for example, brackets, posts, etc.) shall not be included in the sign area measurement if such framework is incidental to the display. The area of the supporting framework shall be considered incidental if the total is eight (8) square feet or less. The Design Review Committee shall have the discretion of allowing an additional eight (8) square feet.
[Amended AFTM 11-8-2004, Art. 21, approved 12-30-2004]
- E. When a sign has two (2) or more faces, the area of all faces shall be included in determining the area, except where two (2) faces are placed back to back and are at no point more than two (2) feet from each other. In this case, the sign shall be taken as the area of either face, and if the faces are unequal, the larger shall determine the area.

Chapter 184. Signs

Article II. General Standards

§ 184-9. Exceptions.

For the purposes of this Article, the term "sign" shall not include:

- A. Signs erected or posted and maintained for public safety and welfare or pursuant to any governmental function, law, bylaw or other regulation.
- B. A bulletin board or similar sign not exceeding ten (10) square feet in display area, in connection with any church, museum, library, school or similar public or semipublic structure, provided that the top of such sign shall not be more than eight (8) feet above ground level, and provided that it does not possess any of the characteristics listed in § 184-5 above.
- C. Directional signs solely indicating ingress and egress placed at driveway locations, containing no advertising material, and where display area does not exceed three (3) square feet or extend higher than four (4) feet above ground level. Such sign shall conform in all respects with the requirements of this chapter.
- D. Signs relating to trespassing and hunting, warning of danger such as "High Voltage," etc., not exceeding two (2) square feet in area.

Chapter 184. Signs

Article IV. Standards for Specific Types of Signs

§ 184-25. Freestanding signs.

Freestanding: a self-supporting sign not attached to any building, wall or fence but in a fixed location. This does not include movable, portable or mobile type signs.

- A. Dimensional standards for freestanding signs in different zoning districts, according to use, are specified in the table below:
[Amended AFTM 11-13-2007, Art. 38, approved 2-11-2008]

Dimension	Business, Industrial, Public Use and Marine Districts			All Other Districts	
	All Permitted Uses	Shopping Center	Shopping Mall	Residential Uses	Community Service Uses
Height, maximum feet	18	18	18	8	12
Area, including all outward side of signs, maximum (square feet)	16	40	100	2	16
Ground clearance, minimum (feet) ²	7	7	7	4	7

Note
s:

1. In all other districts, each premises on which there exists or is permitted any business activity, including agriculture, horticulture and floriculture (other than home occupation), duly authorized by special permit, variance or exception under Chapter 240, Zoning, shall be allowed to use the business and industrial use column of this table; however:
 - a. Commercial accommodations with sleeping accommodations for five (5) to twenty (20) guests may have a maximum sign area of eight (8) square feet.
 - b. Commercial accommodations with sleeping accommodations for less than five (5) guests shall may have a maximum sign area of four (4) square feet.
2. Exception: The sign may be constructed with less than the minimum ground clearance if there is adequate visibility for vehicles and adequate protection for pedestrian safety.
3. For permitted uses, a multitenant building with two (2) commercial tenants can have eight square feet for each tenant for a sixteen-square-foot sign. A multitenant building with three (3) commercial tenants can have eight square feet for each tenant for a twenty-four square foot sign. A multitenant building with four (4) commercial tenants can have eight square feet for each tenant for a thirty-two-square-foot sign.
[Added STM 4-6-1993, Art. 6, approved 7-16-1993; amended AFTM 11-15-1999, Art. 73, approved 3-22-2002]

4. Residential development signs under "All Other Districts" shall be no larger than 12 square feet for developments of 10 lots or more.

[Added AFTM 11-17-1998, Art. 64, approved 2-25-1999]

B. Attachments, number of sides, more than one (1) sign, directory and gas-price signs.

- (1) Freestanding signs and/or their supports shall not have any attachments of additional signs or banners (i.e., credit card, auto clubs, open, rates, pool, air conditioned, television, menus, live entertainment, special events, temporary promotions, etc.). Such information shall be incorporated within the main sign itself. However, this shall not prohibit multiple or ladder signs as permitted in § 184-31. Exception: Commercial accommodations may have one (1) "(no) vacancy" sign attached (to the freestanding sign), with a maximum of two (2) square feet in area.
- (2) Freestanding signs over six (6) feet high may have no more than two (2) sides; those less than six (6) feet high may have three (3) or four (4) sides.
- (3) Only one (1) freestanding sign is allowed per parcel of land upon which there exists a permitted business(es), except that a lot with frontage on two (2) streets, having three hundred (300) feet or more of total street frontage, may have two (2) freestanding signs, one (1) for each street, not less than one hundred seventy-five (175) feet apart. A lot with frontage on more than one (1) street, which is not continuous frontage, may have one (1) additional sign for each driveway entrance. However, only one (1) sign may exceed sixteen (16) square feet in total area, if allowed.
- (4) In addition to the above, freestanding directory signs for properties containing nine (9) or more businesses may be erected in accordance with §§ 184-31D and 184-13C.
- (5) In addition to the above, retail businesses selling automotive fuel may have one (1) additional freestanding sign which only indicates the price of motor fuel only. The maximum size shall be twelve (12) square feet with no additional advertising on the same sign or supports.

Diane Davidson

From: Eleanor MacKay
Sent: Monday, May 13, 2024 3:24 PM
To: Diane Davidson
Subject: ALDI application
Attachments: 20240513152657724.pdf

Hi Diane,

This is the CORRECTED version of what I've just attached to the application. Please see my comments in the chat bubble too.

Please call if you have any questions.

Thanks

Eleanor

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

From: scan@falmouthma.gov <scan@falmouthma.gov>
Sent: Monday, May 13, 2024 3:21 PM
To: Eleanor MacKay <eleanor.mackay@falmouthma.gov>
Subject: Scan from Building Savin IM4000

This E-mail was sent from "BUILDING-4000" (IM 4000).

Scan Date: 05.13.2024 15:26:57 (-0400)

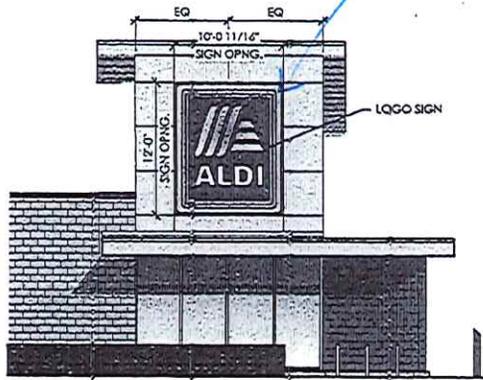
Queries to: scan@falmouthma.gov

Sign 1 + 2

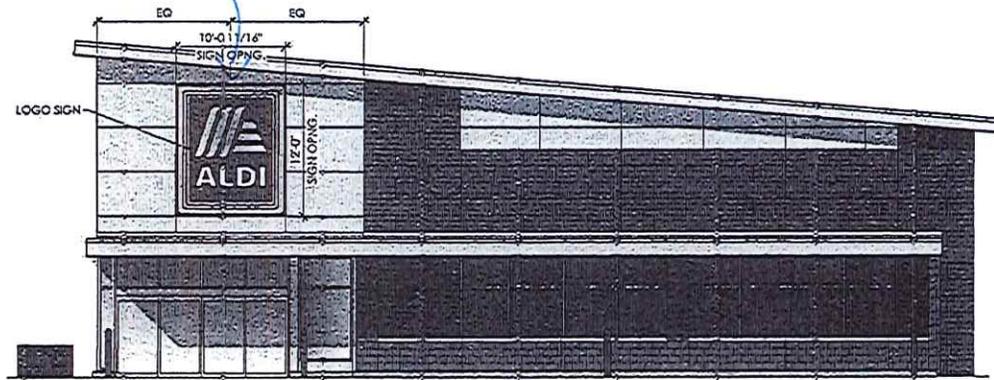
5/13/24

120 & EACH. These signs do not comply with the Big-Laws. Based on 184-18, C. Max height of a sign is 3' tall. These are 12' tall.

Based on 184-37, Max allowable area for each sign is 75 sf.

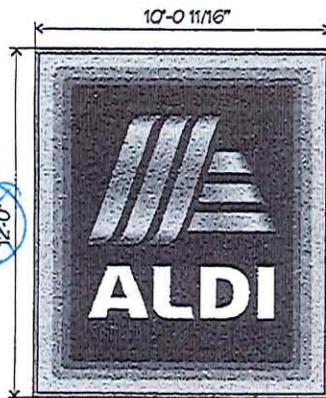


5 Proposed Side Elevation Sign One
Scale 3/32"=1' - Building Frontage 130'

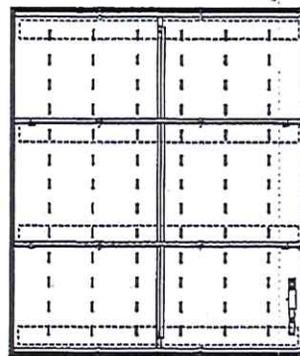


1 Proposed Elevation Sign Two
Scale 3/32"=1' - Building Frontage: 180'

3'
Allowed



SCALE: 1/4"=1'



FRAME & LAMP DETAIL
NOT TO SCALE



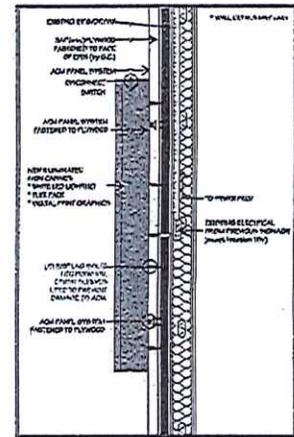
SEE MOUNTING DETAIL



CROSS SECTION A-A
NOT TO SCALE

- COLORS:**
- PMS 1235
 - PMS 287
 - PMS ORANGE 021
 - PMS 638
 - PMS WARM RED
 - SLATE GRAY

- GENERAL NOTES:**
- NEW FABRICATED ILLUMINATED SIGN CABINET:
 - > 9 1/4" DEEP SIGNCOMP SIGN CABINET
 - > FLEX FACE w/DIGITAL PRINT GRAPHICS
 - > HINGED FACE/RETAINERS
 - > 4100K LED LIGHTING
 - > Qty: 2 Signs
- INSTALLATION:**
- 3/8" lag bolts into plywood blocking (provided by G.C.)
 - crush sleeves
 - (QTY: 6 attachment points)
 - * POWER LOCATION TO BE CONFIRMED
- POWER REQUIREMENTS:**
- * (1) 20 AMP-120 VOLT CIRCUITS
- SIGN CALCULATIONS:**
- > PROPOSED SIGNAGE: 120 sq.ft. Each



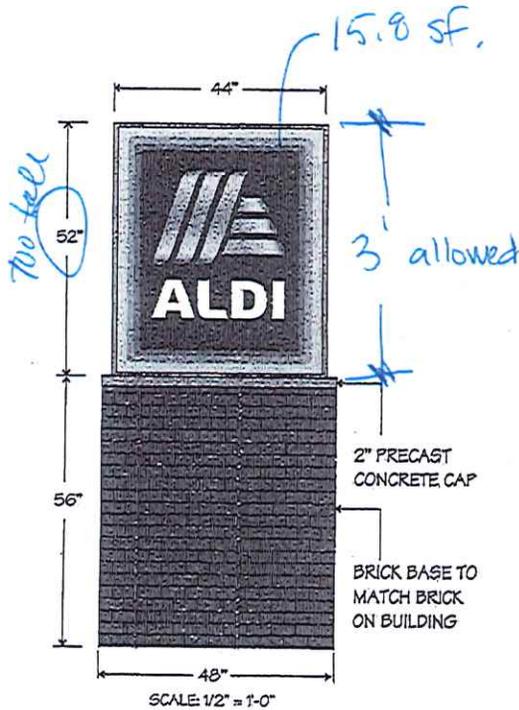
INSTALLED WITH (12) 3/8" LAG BOLTS INTO PLYWOOD. CRUSH SLEEVES USED TO PREVENT DAMAGE TO ACM.

 NATIONAL SIGN CORPORATION www.nationalsign.com	CONNECTICUT 780 Four Rod Rd., Berlin, CT 06037 Ph: (860) 829-9060	MASSACHUSETTS 21 Larsen Way North Attleboro, MA Ph: (508) 809-4638	CLIENT / PROJECT LOCATION: 	ADDRESS: 39 Davis Straits Falmouth, MA	DRAWING NO: 77541-01	PROJECT MANAGER: KEITH	REVISIONS/NOTES:
	This Drawing is Property Of National Sign Corporation And All Rights To Its Use For Reproduction Are Reserved By National Sign Corp.			FILE LOCATION: T:\Photo File\Aldi\LOCATIONS\MASSACHUSETTS\ALDI - Falmouth, MA\Drawings	DRAWING DATE: 02.15.24	DRAWN BY: Jamie Vaughan	THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 800 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

SIGN 3

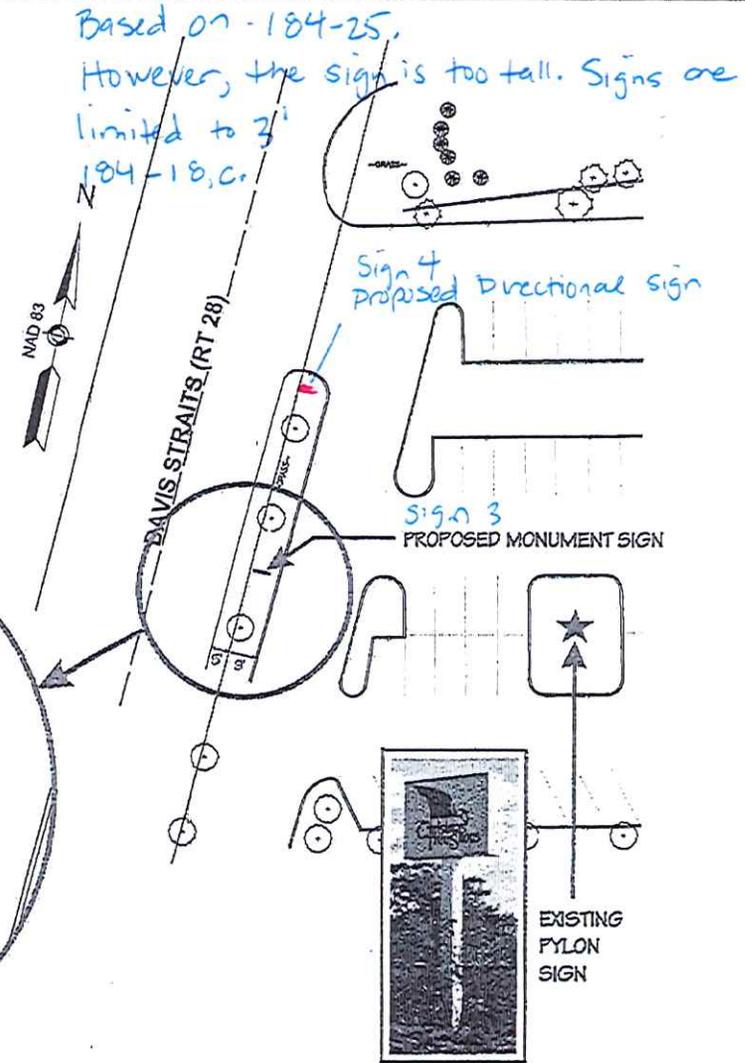
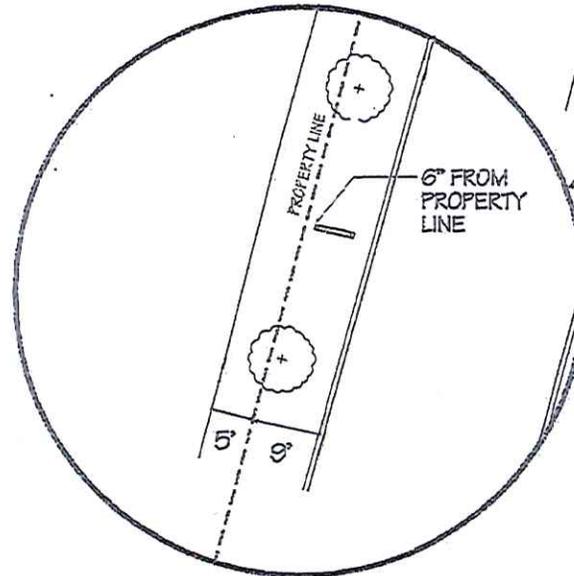
16 SQ FT. 9ft OAH.

This is a freestanding sign at a shopping center - 16 sf allowed.



SCALE: 1/16" = 1'-0"

Based on 184-25. However, the sign is too tall. Signs are limited to 3' 184-18.c.



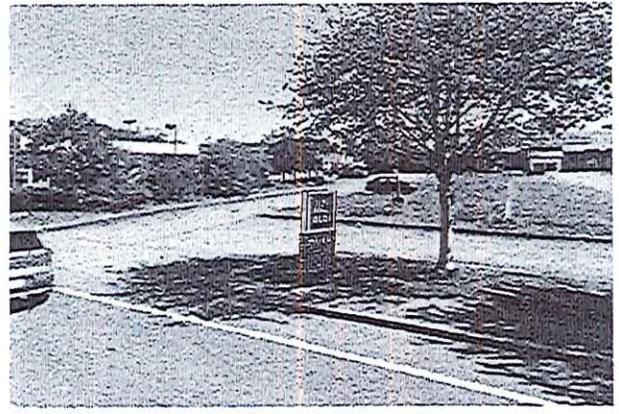
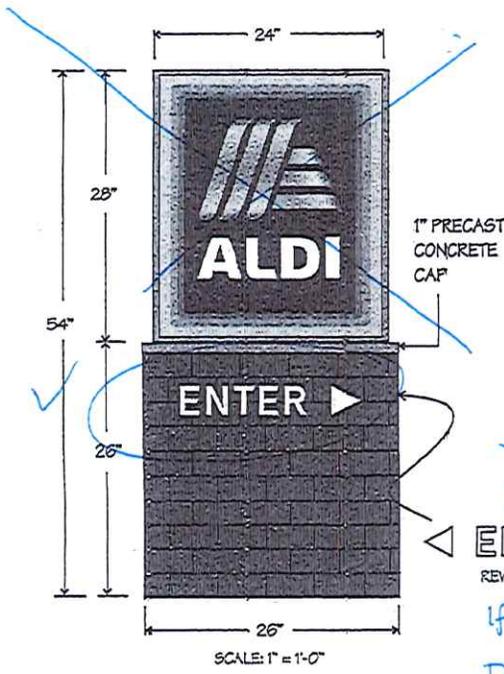
NEW D/S MONUMENT SIGN
W/ INTERNAL ILLUMINATION
SIGN TO SIT ON BRICK BASE
WHICH MATCHES BRICK USED
ON THE BUILDING

COLORS:

- PMS #7548
- PMS #3564
- PMS #2035
- PMS #281
- PMS #256
- SLATE GRAY

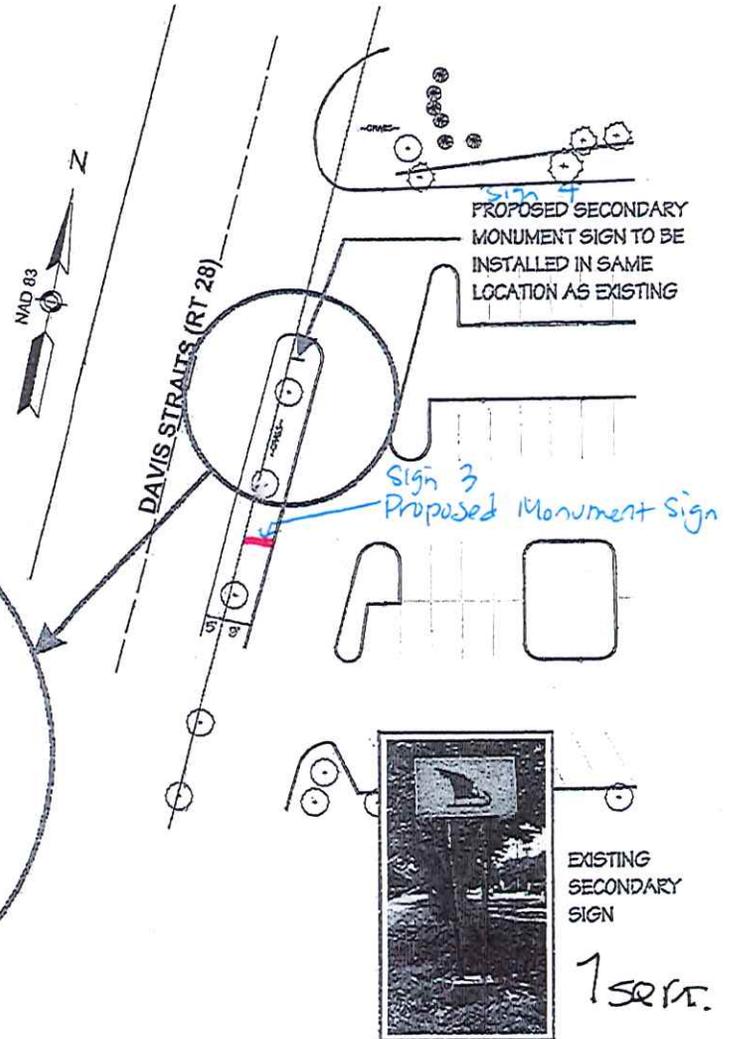
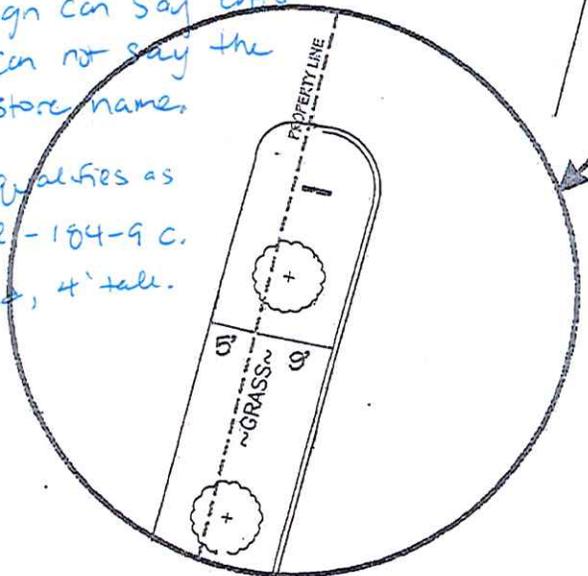
 NATIONAL SIGN CORPORATION www.nationalsign.com	CONNECTICUT 780 Four Rod Rd., Berlin, CT 06037 Ph: (860) 629-9060	MASSACHUSETTS 21 Larson Way North Attleboro, MA Ph: (508) 803-4634	CLIENT / PROJECT LOCATION: ALDI FALMOUTH MA	ADDRESS: 39 DAVIS STRAITS FALMOUTH MA	DRAWING NO: 74541-04	DRAWING DATE: 04/04/24	REVISIONS: PS - 42624 PS - 52624
	This Drawing is Property Of National Sign Corporation And All Rights To Its Use For Reproduction Are Reserved By National Sign Corp.			PROJECT MANAGER: KA	FILE LOCATION: PF\ALM\LOCATIONS\MASSACHUSETTS\FALMOUTH MA\DRAWINGS	DRAWN BY: PS	NOTES: AS MARKED

This store has frontage on another Road Worcester Ct. They can have another freestanding sign on that road,
 SIGN 4. However, two signs within a few feet of each other does not comply with the by-law.
 5 SQ FT - 4'6" OAH. Neither may exceed 16sf.



This sign can say enter
 but it can not say the
 ENTER store name.

REVERSE SIDE
 If so, it qualifies as
 Directional - 184-9 c.
 3' allowed, 4' tall.
 No Logo.



NEW D/S DIRECTIONAL SIGN
 W/ INTERNAL ILLUMINATION
 SIGN TO SIT ON BRICK BASE
 WHICH MATCHES BRICK USED
 ON THE BUILDING
 *ALUM. PIN-MOUNT LETTERS

COLORS:

PMS #7545 dk2ly884	PMS #3564 dkw02016	PMS #2035 ck072011	PMS #281 ckw04112	PMS #298 ck045110	SLATE GRAY

 NATIONAL SIGN CORPORATION www.nationalsign.com	CONNECTICUT 780 Four Rod Rd., Berlin, CT 06037 Ph: (860) 829-9060	MASSACHUSETTS 21 Larsen Way North Attleboro, MA Ph: (508) 809-4631	CLIENT / PROJECT / LOCATION ALDI FALMOUTH MA	ADDRESS 39 DAVIS STRAITS FALMOUTH MA	DRAWING NO. 74541-05	DRAWING DATE 04/04/24	REVISIONS PR - 4/28/24 PS - 5/2/24
			PROJECT MANAGER KA	FILE LOCATION PROJECTS\LOCATIONS\MASSACHUSETTS\FALMOUTH MA\DRAWINGS	DRAWN BY PS	NOTES AS MARKED	 E164024

OPEN SESSION

BUSINESS

8. Discuss and vote to sign a Home Rule Petition regarding a Real Estate Transfer Fee **(5 minutes)**



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Business 8.

ITEM TITLE: Discuss and vote to sign a Home Rule Petition regarding a Real Estate Transfer Fee

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Town Counsel

ATTACHMENTS: Home Rule Petition, Draft Legislation, Explanation

PURPOSE:

This Home Rule Petition asks the General Court to enact a law that would allow the Town of Falmouth to assess and collect a fee on the seller of residential real estate upon transfer.

BACKGROUND/SUMMARY:

- Town Meeting voted favorably to authorize the Select Board to submit the proposed Petition and draft legislation for a Real Estate Transfer Fee.
- Town Counsel drafted the proposed legislation to reflect the article that was approved by Town Meeting, incorporating the vital elements of the discussion of the Select Board on the matter.
- The proposed legislation requires a seller of residential real estate to pay a certain percentage of the purchase price, on a graduated scale, to the Town to be deposited with the Affordable Housing Fund. The proceeds will be used to create and maintain affordable

housing in Falmouth. Certain transactions are exempt from the fee, including transfers to the government, transfers between family members, and the transfer of housing units that are subject to an affordable deed restriction.

- If enacted, the act would go into effect 90 days after being signed into law.

DEPARTMENT RECOMMENDATION:

Town Counsel recommends that the Select Board vote to sign the petition so that the draft legislation may be considered by the State Legislature in the current term which expires at the end of June.

OPTIONS:

- Motion to submit the Petition to the state legislature for consideration.
- Motion to refrain from submitting the Petition to the state legislature for consideration.
- Motion to submit the Petition with Board specified amendments.

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board vote to sign the petition so that the draft legislation may be considered by the State Legislature in the current term which expires at the end of June.

Michael Renshaw

Town Manager

6/11/2024

Date

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

Town of Falmouth

PETITION
TO
THE GENERAL COURT

We, the undersigned members of the Select Board of the Town of Falmouth, in the County of Barnstable and Commonwealth of Massachusetts, hereby submit this petition to the General Court to adopt the special legislation as approved by Article 33 of the April 8, 2024 Annual Town Meeting which authorizes the Select Board to Petition the Massachusetts General Court for a special act to establish a real estate transfer tax upon the transfer of residential property in the Town of Falmouth. Further the Board authorizes the General Court to make minor changes upon the recommendation of legislative counsel to effectuate or improve upon the stated purposes of the Town Meeting vote.

Attachments:

1. Article 33 of April 8, 2024 Annual Town Meeting
2. Explanation for Article 33
3. Draft legislation

Dated this _____ day of June _____, 2024

Town of Falmouth
By its Select Board

Nancy Robbins Taylor, Chair

Edwin P. Zylinski II, Vice Chair

Douglas C. Brown

Robert P. Mascali

Heather M. H. Goldstone

DRAFT LEGISLATION RELATIVE TO:

*An Act establishing a real estate transfer fee
upon the transfer of residential property in the Town of Falmouth
for the purpose of funding affordable housing*

Be it enacted by the Senate and House of Representative in General Court assembled, and by authority of the same, as follows:

SECTION 1. For purposes of this act, the words and phrases set forth in this section shall have the following meanings:

“Falmouth Affordable Housing Fund” shall refer to the fund or account established by Chapter 29 of the Acts of 2011.

“Purchaser” shall refer to the transferee, grantee, or recipient of any real property interest.

“Purchase price” all consideration paid or transferred by or on behalf of a purchaser to a seller or their nominee, or for their benefit, for the transfer of any real property interest, and shall include, but not be limited to, all cash or its equivalent so paid or transferred; all cash or other property paid or transferred by or on behalf of the purchaser to discharge or reduce any obligation of the seller; the principal amount of all notes or their equivalent, or other deferred payments, given or promised to be given by or on behalf of the purchaser to the seller or his/her nominee; the outstanding balance of all obligations of the seller which are assumed by the purchaser or to which the real property interest transferred remains subject after the transfer, determined at the time of transfer, but excluding real estate and other municipal liens or assessments which are not overdue at the time of transfer.

“Real property interest” shall refer to any legal or equitable interest in or to real property, and any beneficial interest therein, including the interest of any beneficiary in a trust which holds any legal or equitable interest in real property, the interest of a partner or member in a partnership or limited liability company, and the interest of a stockholder in a corporation.

“Seller” shall refer to the transferor, grantor, or immediate former owner of any real property interest.

“Time of transfer” of any real property interest shall mean the time at which such transfer is legally effective as between the parties thereto, and, in any event, with respect to a transfer evidenced by an instrument recorded with the appropriate registry of deeds.

“Town” shall refer to the Town of Falmouth acting by and through the Select Board.

SECTION 2.

(a) There is hereby imposed a real estate transfer fee on the sale of residential real estate where the purchase price is one million dollars or more; and the first million dollars of any purchase price is exempted from the calculations made under this section. The amount of this exemption may be amended by a 2/3 vote of Town Meeting;

(b) the transfer fee structure shall be a percentage of the purchase price, graduated as follows: for conveyances where the purchase price is \$1 million but less than \$1,500,000, a fee of 1% of the excess over \$1 million is assessed; and, for conveyances where the purchase price is \$1,500,000 but less than \$2 million, a fee of 1% of the excess over \$1 million and in addition a fee of 1.5% of the excess over \$1,500,000 is assessed; and, for conveyances where the purchase price is \$2 million or more a fee of 1% of the excess over \$1 million and a fee of 1.5% of the excess over \$1,500,000 up to and including \$2 million and a fee of 2% of the excess over \$2 million is assessed;

(c) the fee is payable by the seller at the time of transfer to the Town of Falmouth;
and

(d) all fees collected shall be deposited to the Falmouth Affordable Housing Fund.

SECTION 3. The Falmouth Affordable Housing Fund may use any funds deposited under this Act for any purpose for which the Falmouth Affordable Housing Fund was established.

SECTION 4. A copy of the deed or other instrument evidencing a transfer of property subject to this transfer fee shall be provided to the Town and shall be accompanied by a) an affidavit signed under oath or under the pains and penalties or perjury by the purchaser and the seller attesting to the purchase price, (b) the applicable fee owed, and (c) the basis, if any, upon which the transfer is claimed to be exempt from said fee. Upon receipt of the payment of the transfer fee or

satisfactory evidence of exemption, the Select Board or designee shall promptly issue a certificate indicating that the fee has been paid or that the transfer is exempt from the fee.

SECTION 5. The following transfers of real property interests shall be exempt from the fee established in Section 2. The seller shall have the burden of proof that any transfer is exempt under this section.

- (a) Transfers to the government of the United States, the commonwealth, and any of their instrumentalities, agencies or subdivisions, including but not limited to transfers to the Town of Falmouth;
- (b) Transfers which, without additional consideration, confirm or correct a transfer previously made;
- (c) Transfers made with consideration of less than \$100.00;
- (d) Transfers by operation of law without actual consideration, including but not limited to transfers resulting from a court order or decree;
- (e) Transfers to any charitable organization as defined in M.G.L. Ch. 59 § 5(3), or any religious organization, provided that the real property interest so transferred will be held by the charitable or religious organization solely or its public charitable or religious purposes;
- (f) Transfers made between family members including spouses, parents and children, grandparents and grandchildren, and siblings; and
- (g) Transfers of any unit that is subject to a year round affordable housing deed restriction approved by the Executive Office of Housing and Livable Communities, MassHousing, or the Town of Falmouth.

SECTION 6. The Town shall have such remedies to collect an unpaid fee that is owed to the Town as provided by law with respect to the collection of real property taxes.

SECTION 7. The Town may, by bylaw, adopt additional requirements, exemptions, and regulations to implement or enforce the provisions of this Act, to be consistent with the Act. The Town may not, by bylaw or otherwise, eliminate or reduce any exemption set forth in this act.

SECTION 7. This act shall take effect ninety (90) days following the date of passage.

EXPLANATION OF ARTICLE 33: The structure of this revenue source is to assess a fee at such a time that a residential dwelling is transferred to different ownership. The fee would be charged only on sales of residential property exceeding one million and only on the amount more than this threshold. There are exceptions where the fee would not apply, such as in divorce settlements and transfers to government or non-profit organizations. These funds would be designated to fund affordable and/or attainable housing. For Falmouth to meet the serious challenges posed by the lack of housing, it must have sufficient resources on hand to provide subsidies for qualifying projects. Governor Maura Healey has filed a Housing Bond Bill, which this Real Estate Transfer Fee aligns with.

OPEN SESSION

BUSINESS

9. Review of Select Board liaison assignments **(5 minutes)**

June 17, 2024



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Business 9.

ITEM TITLE: Review of Select Board liaison assignments

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Listing of Current Select Board Committee Assignments

PURPOSE:

The Select Board will review and discuss liaison assignments to the various boards and committees.

BACKGROUND/SUMMARY:

- With the election of a new Select Board member in May, the Board will review and discuss the assignment of committee and board liaison positions.
- Traditionally, the incoming Select Board member receives the committee liaison assignments of the member who they replaced, although alternative assignments may be made by the Chair.

DEPARTMENT RECOMMENDATION:

N/A

OPTIONS:

Following review and discussion, the Chair will make committee/board liaison assignments for the upcoming year.

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

Following review and discussion, the Chair will make committee/board liaison assignments for the upcoming year.

Michael Renshaw

Town Manager

6/12/2024

Date

Select Board
Committee Liaisons

COMMITTEES	Zylinski	Scott Price	Brown	Taylor	Mascali	RELATION	AUTHORITY	DAY	TIME	LOCATION	ROOM
Affirmative Action Committee		x				liaison		1st Wednesday	7:00 p.m.	Town Hall	Small Conf. Room
Affordable Housing Committee		x				liaison		2nd Thursday	5:30 p.m.	Town Hall	Old Water Dept. Room
Agricultural Commission		x				liaison		Last Thursday	6:00 p.m.	Town Hall	Old Water Dept. Room
Assembly of Delegates (Barnstable County)			x			member	elected				
Beach Committee			x			liaison	charter	3rd Wednesday	6:00 p.m.	Gus Canty Rec.	790 Main St.
Bicycle and Pedestrian Committee					x	liaison		1st Wednesday	7:00 p.m.	Town Hall	Old Water Dept. Room
Board of Health	x					liaison	charter	Every other Monday	5:30 p.m.	Town Hall	Civil Defense Room
Cable Advisory Committee				x		liaison		3rd Monday	5:15 p.m.	Town Hall	Old Water Dept. Room
Cape Cod Regional Transit Authority					x						
Coastal Ponds Mgmt. Committee (inactive)			x			liaison		1st Monday	7:00 p.m.	Harbor Master's Office	180 Scranton Ave.
Commission on Disabilities				x		liaison		2nd Thursday	3:30 p.m.	Main Library	Bay Room
Commission on Substance Use				x		liaison		3rd Thursday	5:30 p.m.	Gus Canty Rec.	790 Main St.
Community Preservation Committee					x	liaison		2nd & 4th Thursday	6:00 p.m.	Sch. Adm. Bldg.	340 Teaticket Hwy.
Conservation Commission					x	liaison	charter	Every Wednesday	7:00 p.m.	Town Hall	Sel. Meet. Rm.
Council on Aging					x	liaison	charter	1st Tuesday	12:00 p.m.	Senior Center	790 Main St.
EDIC					x	member		2nd Tuesday	8:30 a.m.	Town Hall	Sel. Meet. Rm.
Edward Marks Building Advisory Committee			x			liaison		as notified		Town Hall or Marks Bldg.	
Energy Committee	x					liaison		2nd Wednesday	8:30 a.m.	Town Hall	Small Conf. Room
Falmouth Housing Authority		x				liaison	elected				
Finance Committee					x	liaison	town meeting	as notified	7:00 p.m.	Town Hall or Main Library	
Golf Advisory Committee		x				liaison		as notified		Falmouth Country Club	Club House
Historical Commission	x					liaison	charter	1st Tuesday	6:00 p.m.	Town Hall	Sel. Meet. Rm.
Human Services Committee		x				liaison	charter	1st Tuesday	4:30 p.m.	Town Hall	Sel. Meet. Rm.
Library Board of Trustees		x				liaison	elected	2nd Tuesday	6:30 p.m.	Main Library	300 Main Street
Planning Board			x			liaison	elected	2nd & 4th Tuesday	6:30 p.m.	Town Hall	Sel. Meet. Rm.
Recreation Committee					x	liaison	charter	2nd Wednesday	7:00 p.m.	Gus Canty Rec.	790 Main Street
School Committee				x		liaison	elected	2nd & 4th Tuesday	6:30 p.m.	Sch. Adm. Bldg.	340 Teaticket Hwy.
Sign Review Committee (inactive)						liaison		2nd & 4th Wednesday	5:00 p.m.	Town Hall	Sel. Meet. Rm.
Solid Waste Advisory Committee	x					liaison		1st Tuesday	7:00 p.m.	Town Hall	Old Water/Civil Defense
Town Building Committee (inactive)											
Transportation Committee								Thursday as notified	6:00 p.m.	Town Hall	Old Water Dept. Room
Veterans Council Committee	x					liaison		2nd Wednesday	4:00 p.m.	Town Hall	Civil Defense Room
Water Quality Management Committee			x					Every other Monday	4:30 p.m.	Main Library	Hermann Room
Waterways Committee			x			liaison	charter	1st Wednesday	7:00 p.m.	Harbor Master's Office	180 Scranton Ave.
Zoning Board of Appeals	x					liaison	charter	Every Thursday	6:30 p.m.	Town Hall	Sel. Meet. Rm.
Total	6	7	7	4	8						

OPEN SESSION

CONSENT AGENDA

1. Licenses

- a. Approve application for a Special One-Day All-Alcoholic Beverages License – Silver Beach Improvement Association to be executed at the tennis courts located at 6 West Avenue, North Falmouth



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Consent Agenda – Licenses 1.a.

ITEM TITLE: Application for two Special One-Day All Alcoholic Beverages Licenses- Silver Beach Improvement Association- to be executed at the tennis courts located at 6 West Avenue, North Falmouth

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: License Application Review Form, Special One-Day Liquor License for Sale of Alcoholic Beverages Application dated May 29, 2024; Certificate of Liability Insurance; TIPS Certification; Site Plan; Letter Describing Events

PURPOSE:

The Select Board will consider the approval of an application for two Special One-Day All Alcoholic Beverages Licenses- Silver Beach Improvement Association- to be executed at the tennis courts located at 6 West Avenue, North Falmouth.

BACKGROUND/SUMMARY:

- The applicant Ronald Fernandes, Treasurer of the Association, submitted an application for two Special One-Day All Alcoholic Beverages Licenses on May 29, 2024.
- The date of the two events are Saturday, June 22, 2024 and Saturday, July 27, 2024 from the hours of 6:00 PM to 10:00 PM.

- The title of the event is Opening Day Cocktail Party & Adult Social.
- This is an annually recurring license application; the application states that only members and guests will be permitted to attend the events.
- A club member will be stationed at the entrance/exit gate to ensure that no alcohol leaves the enclosed area.
Bothe the Police Department and Fire Rescue Department have reviewed the application and have no objection to approval.

DEPARTMENT RECOMMENDATION:

The Town Manager is recommending that the Select Board approve the application for two Special One-Day All Alcoholic Beverages Licenses- Silver Beach Improvement Association- to be executed at the tennis courts located at 6 West Avenue, North Falmouth as presented.

OPTIONS:

- Motion to approve the application for two Special One-Day All Alcoholic Beverages Licenses- Silver Beach Improvement Association- to be executed at the tennis courts located at 6 West Avenue, North Falmouth as presented.
- Motion to deny approval of the application for two Special One-Day All Alcoholic Beverages Licenses- Silver Beach Improvement Association- to be executed at the tennis courts located at 6 West Avenue, North Falmouth.
- Select Board defined alternative.

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager is recommending that the Select Board approve the application for two Special One-Day All Alcoholic Beverages Licenses- Silver Beach Improvement Association- to be executed at the tennis courts located at 6 West Avenue, North Falmouth as presented.

Michael Renshaw

Town Manager

6/12/2024

Date

LICENSE APPLICATION REVIEW

Restaurant/Business: Silver Beach Improvement Assn.

Address: 192 Crystal Spring Avenue / event location 6 West Avenue

License Type: _____

New License two (2) One-Day All Alcoholic Beverages Licenses

Transfer of License _____

Change of License _____

Police No objection

Fire No Objection

Building _____

Health _____

Zoning _____

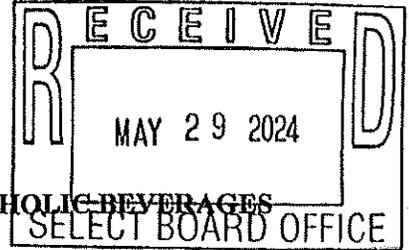
Planning _____

DPW _____

NOTES:

This is an annually recurring license application. The 2024 dates are June 22nd and July 27th from 6:00 pm to 10:00 pm.

The narrative states only members and guests will attend the parties. A club member will be stationed at the entrance/exit gate to ensure no alcohol leaves the enclosed area.



**APPLICATION
SPECIAL ONE-DAY LIQUOR LICENSE FOR THE SALE OF ALCOHOLIC BEVERAGES
M.G.L.A. CHAPTER 138, SECTION 14**

Apply at least 30 days prior to Select Board hearing.

NAME OF APPLICANT:

ADDRESS OF APPLICANT:

TOWN STATE ZIP CODE

NAME OF ORGANIZATION:

MAILING ADDRESS:

TELEPHONE #: EMAIL:

LOCATION TO BE LICENSED-ADDRESS:

TOWN STATE ZIP CODE

EVENT TITLE: APPROXIMATE # OF PEOPLE:

DATE(S) OF EVENT: HOURS OF EVENT:

AUTHORIZED MANAGER OF ESTABLISHMENT EVENT:

TYPE OF LICENSE:

1. WINE & MALT FOR PROFIT

2. ALL ALCOHOLIC NON-PROFIT ORGANIZATIONS ONLY NON-PROFIT

- REQUIREMENTS check list:**
1. Submit In a separate note or letter a narrative overview of the event including a description of the premises, food service, and security
 2. Certificate of non-profit status (if your organization is non-profit)
 3. Certificate of liquor liability insurance; 1 MILLION PER OCCURANCE - \$2 MILLION AGGREGATE
 4. Certificate of TIPS or other alcohol safety training for all persons handling alcohol
 5. Floor plan of area where alcohol will be served, consumed, and securely stored and how this will be separated from public areas (roping, fences, etc.)
 6. Temporary Food Permit (Health Department)

DATE

APPLICANT SIGNATURE

FEE: \$25.00 PER DAY
\$10.00 FILING FEE

Silver Beach Improvement Association

Request for 2 single day liquor licenses on 6/22 and 7/27

6/22 - Opening Day Cocktail Party - Adults only party. For members of the association and their guests. We will have some type of music, either DJ or live music. Food is limited to purchased platters and desserts.

7/27 - Adult Social - Adults only party. Typically this is a themed party (examples - Irish Night, Hawaiian Luau Night, Golden Oldies Night). For members of the association and their guests. We will have some type of music, either DJ or live music. Food is limited to purchased platters and desserts.

Alcohol security - The only people attending our events are members and their guests. We hold these events at our enclosed tennis courts area. We check ID's at the entrance to insure everyone's a member. There is someone at the entrance/exit to insure that no one leaves our court with any alcohol.

We inform/remind our members of the events via "email blasts". We will note and remind our members that alcohol can not leave our tennis courts area. Second, we will have a member stationed at our entrance/exit gate to insure no one leaves our tennis courts with any alcohol.

We have put in stringent security precautions that no one leaves our courts area with any alcohol.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 26 2014

SILVER BEACH IMPROVEMENT
ASSOCIATION INC
C/O RYAN HUTCHINS
17 COLBY RD
WELLESLEY, MA 02482

Employer Identification Number:
04-2589866.

DIN:

17053238337013

Contact Person:

CUSTOMER SERVICE

ID# 31954

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31

Form 990 Required:

Yes

Effective Date of Exemption:
May 15, 2010

Contribution Deductibility:
No

Addendum Applies:
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(7) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Please see enclosed Publication 4221-NC, Compliance Guide for Tax-Exempt Organizations (Other than 501(c)(3) Public Charities and Private Foundations), for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Director, Exempt Organizations

Enclosure: Publication 4221-NC

Letter 948

Non-Profit
DETERMINED
LETTER FROM
I.R.S.

Certificate of Completion

This Certificate of Completion of
eTIPS Concessions 3.0
For coursework completed on May 30, 2022
provided by Health Communications, Inc.
is hereby granted to:

Ronald Fernandes

Certification to be sent to:

**Silver Beach Improvement Association
192 Crystal Spring Ave # 792
North Falmouth MA, 02556-2505 USA**



HEALTH COMMUNICATIONS, INC.

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

*Ron
FERNANDES*

From: Penelope Fleming [REDACTED]
Subject: TIPS Certification
Date: May 31, 2022 at 11:19 AM
To: Ron & Debbie Fernandes [REDACTED]

Attached is my certification for passing the exam for TIPS Certification.

Penny



Penelope Fleming

OPEN SESSION

CONSENT AGENDA

2. Administrative Orders

- a. Approve Grant of License to Bank of America for the installation of two freestanding signs on town property at 871 Main Street, Falmouth



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Consent Agenda – Administrative Orders 2.a.

ITEM TITLE: Approve Grant of License to Bank of America for the installation of two freestanding signs on town property at 871 Main Street, Falmouth

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Draft Grant of Licenses; Emails from staff; site plan/illustration of sign locations

PURPOSE:

The Select Board will consider the approval of a Grant of License to Bank of America for the installation of two freestanding signs on town property at 871 Main Street, Falmouth. If approved, the license is given to remove and replace existing directional signs within the layout of the public ways.

BACKGROUND/SUMMARY:

- Bank of America located at 871 Main Street has requested a license to allow for the removal and replacement of two existing directional signs within the layout of the public ways (see attached illustration).

- The Building Department reviewed the plans and sign dimensions and stated that the two signs that will be erected meet the bylaw 184-9 C requirements, and only require Select Board approval since they are located in the layout.
- Town Counsel has prepared the attached Grant of License for Board consideration.

DEPARTMENT RECOMMENDATION:

The Town Manager recommends that the Select Board approve the Grant of License to Bank of America for the installation of two freestanding signs on town property at 871 Main Street, Falmouth, as presented.

OPTIONS:

- Motion to approve the Grant of License to Bank of America for the installation of two freestanding signs on town property at 871 Main Street, Falmouth, as presented.
- Motion to deny approval of the Grant of License to Bank of America for the installation of two freestanding signs on town property at 871 Main Street, Falmouth.
- Some other Board defined alternative.

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board approve the Grant of License to Bank of America for the installation of two freestanding signs on town property at 871 Main Street, Falmouth, as presented.

Michael Renshaw

Town Manager

6/12/2024

Date

GRANT OF LICENSE

The TOWN OF FALMOUTH, a Municipal Corporation and political subdivision of the Commonwealth of Massachusetts having its usual place of business at 59 Town Hall Square, Falmouth, Barnstable County, Massachusetts acting by and through its duly elected Select Board (the "Grantor"), in consideration of One and 00/100 (\$1.00) Dollar and of the covenants contained herein, hereby grants to Bank of America, with a usual place of business at PO Box 32547, 100 N Tryon Street, Charlotte NC 28232 (the "Grantee"), the following license to use certain portions within the layout of Main Street and Falmouth Heights Road, public ways in the Town of Falmouth, adjacent to property located at 871 Main Street. For reference see Deed dated June 25, 1987 and filed with the Barnstable Registry of Deeds at Book 5796, Page 163.

The license is given to remove and replace existing directional signs within the layout of the public ways, as more fully described in the sketch plans of the approved location of the licensed areas, attached hereto as Exhibit A.

This license is granted upon the following express conditions:

- a. Said license is revocable by the Select Board at any time when they deem it appropriate to revoke the same in the best interest of the Town of Falmouth and/or public convenience, safety and needs; the Town may revoke this license by sending a notice to the grantee, its successors and assigns at the above-referenced property address and by thereafter within a reasonable time filing a Notice of Revocation of License with the Barnstable County Registry of Deeds;
- b. Upon revocation, the grantee, its successors and assigns shall, if and when directed by the Select Board, remove all encroaching improvements from the Town's road and restore any disturbed area to its original condition;
- c. If the licensee, and their successors and assigns, fails to remove said encroachment, all the expenses of the Town to do same or have the same done or any expenses arising from the failure to comply with this license, including attorney's fees, costs and expenses and contractor fees shall be paid by the licensee, and their successors and assigns, to the Town upon demand;
- d. Until such revocation, this License shall continue permissively;
- e. The grant of this license is contingent upon full and complete compliance with the terms and conditions of any sign variance granted by the Select Board relative to the signs that are subject to this License;
- f. The licensee and their successors and assigns shall be forever obligated to indemnify, defend and hold harmless the Town of Falmouth, its agents,

officers, officials and employees for any and all claims, actions, suits, or demands for personal injury or property damage arising out of the licensed encroachments and the grant of this License.

- g. Nothing contained in the License shall authorize the grantee, its successors and assigns to do any work or undertake any activity or to continue any activity not otherwise in full compliance with all applicable laws, rules and regulations; and
- h. The terms, conditions, agreements and covenants contained herein shall be binding on the grantee, its successors and assigns.
- i. This document shall be recorded at the licensee's expense with the Barnstable County Registry of Deeds.

IN WITNESS WHEREOF, the seal of the Town of Falmouth is affixed hereto and these presents executed and delivered in its name and behalf by its Select Board, hereto duly authorized this _____ day of _____, 2024.

SELECT BOARD OF
THE TOWN OF FALMOUTH

Nancy Robbins Taylor
Chair, Select Board

Edwin (Scott) P. Zylinski II,
Vice Chair

Douglas C. Brown

Robert P. Mascali

Heather M. H. Goldstone

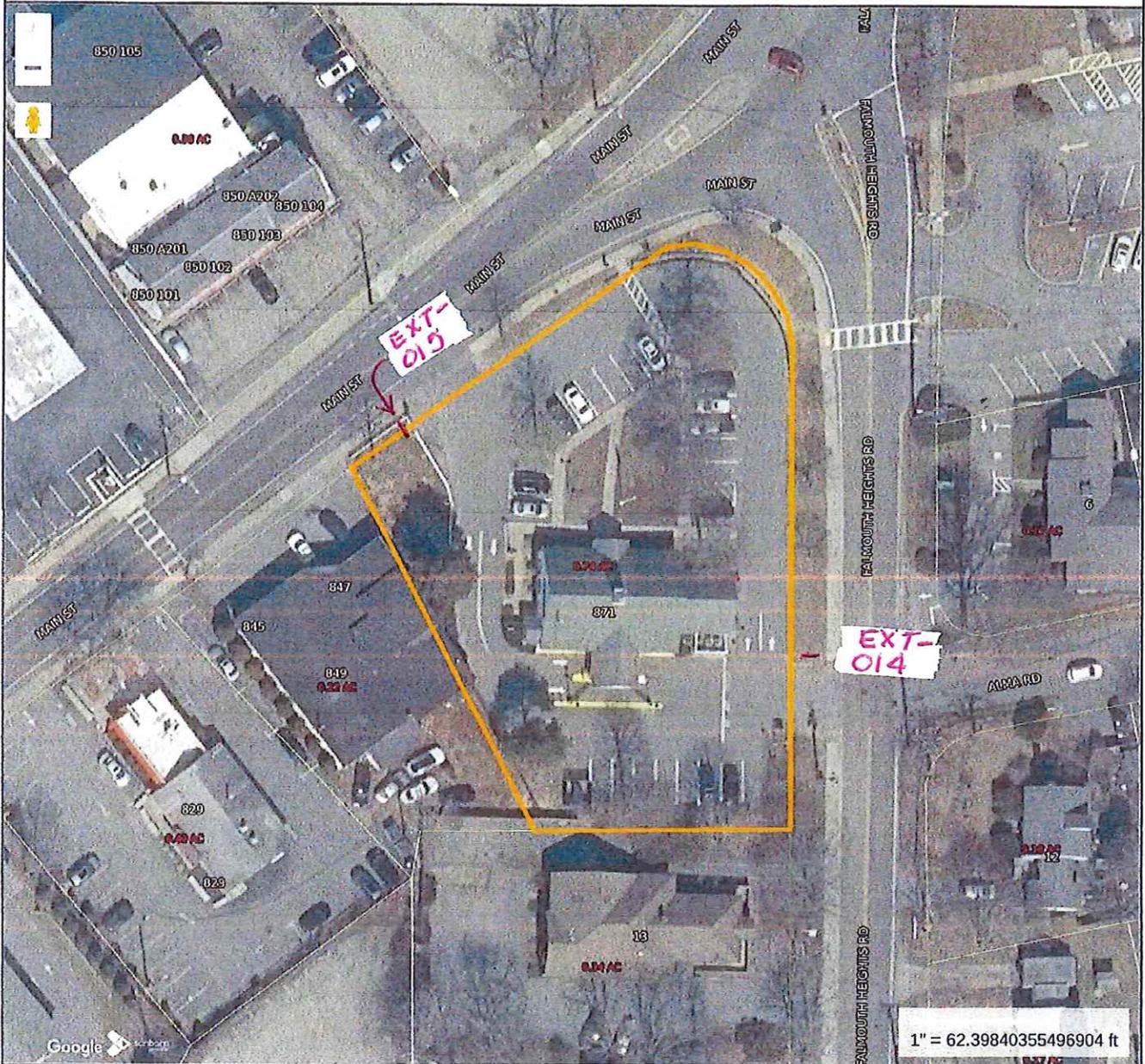
COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this _____ day of _____, 2024 before me the undersigned notary public, personally appeared _____, and proved to me through satisfactory evidence of identification which was _____, to be the person whose name is signed on the preceding or attached document and acknowledged to me that he/she signed it voluntarily for its stated purpose.

Notary Public:
My Commission expires:

871 Main Street, Falmouth



**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

Town of Falmouth, MA makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 10/10/2023
Data updated 04/03/2024

Print map scale is approximate. Critical layout or measurement activities should not be done using this resource.

Diane Davidson

From: Maura O'Keefe
Sent: Monday, June 10, 2024 12:58 PM
To: Diane Davidson
Subject: Re: Grant of License

It doesn't need to be anything fancy. It can be a google map showing where the signs are.

Maura E. O'Keefe

Town Counsel

Town of Falmouth

157 Locust Street

Falmouth, MA 02540

(508) 548-8800



When responding, please be aware that the Massachusetts Secretary of State has determined that most email correspondence is public record and therefore cannot be kept confidential.

From: Diane Davidson <diane.davidson@falmouthma.gov>
Sent: Monday, June 10, 2024 12:54 PM
To: Maura O'Keefe <maura.okeefe@falmouthma.gov>
Subject: RE: Grant of License

Hi Maura,

Thank you. I will send a request to the representative for the Bank of America to request a legible plan.

Diane

From: Maura O'Keefe <maura.okeefe@falmouthma.gov>
Sent: Monday, June 10, 2024 9:30 AM
To: Diane Davidson <diane.davidson@falmouthma.gov>
Subject: Re: Grant of License

Diane,

Attached is the draft license for 871 Main Street. The bank will need to submit a plan showing the location of the two signs that are subject to this license in a plan that can be recorded. The plans that were submitted are not legible, and the bank will have difficulty recording the document as required.

Let me know if you have questions or concerns.

Thanks,
Maura

Maura E. O'Keefe

Town Counsel

Town of Falmouth

157 Locust Street

Falmouth, MA 02540

(508) 548-8800



When responding, please be aware that the Massachusetts Secretary of State has determined that most email correspondence is public record and therefore cannot be kept confidential.

From: Diane Davidson <diane.davidson@falmouthma.gov>
Sent: Friday, June 7, 2024 10:26 AM
To: Maura O'Keefe <maura.okeefe@falmouthma.gov>
Subject: Grant of License

Hi Maura,

The Bank of America on 871 Main Street is replacing its signage. Eleanor MacKay in the Building Department has informed me that the signs comply with the sign code, but they are located on town property and will need a grant of license for placement.

Attached is the email from Eleanor, the sign permit application and plans containing photos and locations of the signs. Would you please prepare a Grant of License for Select Board approval. Also, the Board meets on 6/17 and on

7/1. I know that you have a large workload, so just let me know which meeting is doable, and I will inform the applicant accordingly.

Please let me know if there is any other information you need.

Thank you,

Diane

Diane S. Davidson

Office Manager/Licensing

Office of the Town Manager & Select Board

59 Town Hall Square

Falmouth, MA 02540

(508) 495-7321

diane.davidson@falmouthma.gov

Please note that the Massachusetts Secretary of State has determined that most email correspondence is public record and therefore cannot be kept confidential.

Diane Davidson

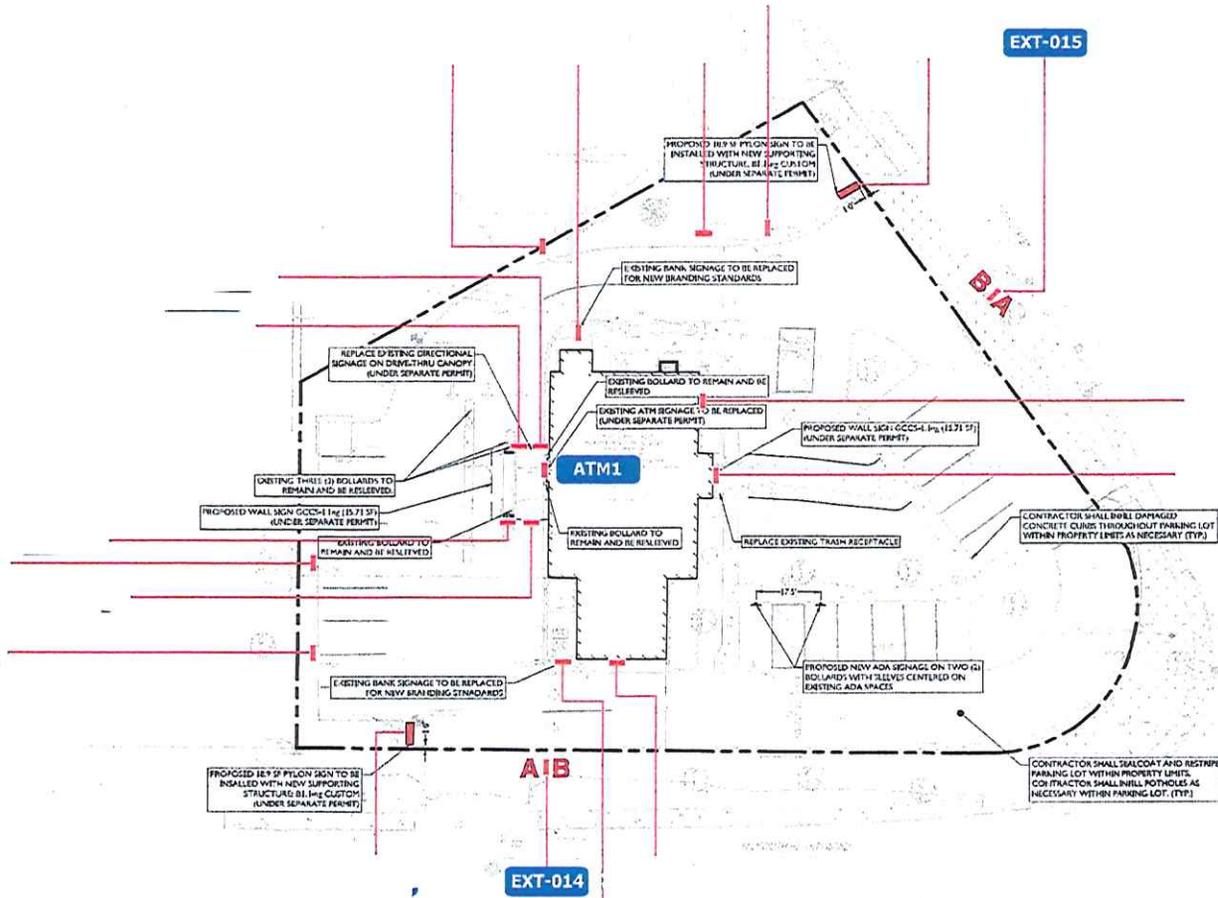
From: Eleanor MacKay
Sent: Monday, May 13, 2024 3:14 PM
To: Diane Davidson
Subject: Bank of America Application 244118

Hi Diane,
These two signs meet the By-law 184-9, C., and only need select board approval because they are in the public way, not on their property. I've added this note to the chat bubble in the application.
Best,
Eleanor

Eleanor C. MacKay, AIA
Assistant Zoning Compliance Agent
Town of Falmouth
Building Dept.
T-508-495-7468

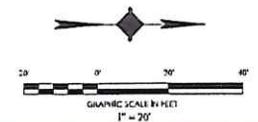
SITE PLAN

Scale: as noted



Proposed Sign Schedule

Item	Description	Qty	Page #
EXT-001	P11ng-D/F Illuminated Monument @ OAH - Custom	1	4.7
EXT-002	P11ng-D/F Illuminated Monument @ OAH - Custom	1	5.6
EXT-003	GCSS-11ng-Face Lit Channel Letters (Stacked)	1	7.9
EXT-003a	GCSS-11ng-Face Lit Channel Letters (Stacked)	1	8.8
EXT-004	Hours Plaque - by Others	1	10
EXT-005	DOT - Pole Regulatory - No Parking Any Time	1	11
EXT-006	RP1ng Custom - Pole Reg - Bank Customer Parking	1	12
EXT-007	RP1ng Custom - Pole Reg - Bank Customer Parking	1	12
EXT-008	P11ng - D/F Directional	1	13
EXT-009	P11ng - D/F Directional	1	14
EXT-010	Existing Directional - Removal Only	1	15
EXT-011	P11ng - D/F Directional	1	16
EXT-012	SS1ng - Informational Regulatory (Clearance Sign)	1	17, 18
EXT-012a	SS3ng - Informational Regulatory (Drive-Thru ATM)	1	17, 18
EXT-012b	Electronic Lane Signals - Removal Only	1	17
EXT-013	Electronic Lane Signals (A2) - Removal Only	1	19
EXT-013a	SS2ng - Directional Regulatory (Do Not Enter)	1	20, 21
EXT-014	P11ng - D/F Directional	1	22
EXT-015	P11ng - D/F Directional	1	23



Stratus
stratusunlimited.com
8950 Tyler Boulevard
Mentor, Ohio 44000
888.503.1569

CLIENT:
BANK OF AMERICA

ADDRESS:
871 Main St
Falmouth, MA
02540-3657

PAGE NO.:
3

ORDER NUMBER:
1204079

SITE NUMBER:
2029

ELECTRONIC FILE NAME:
K:\ACCOUNTS\BANK OF AMERICA\2024\MAI2029_Falmouth\4306_2029_Falmouth_R3.cdr

PROJECT NUMBER:
4306

PROJECT MANAGER:
Brian Whitman

Rev #	Req #	Date/Artist	Description	Rev #	Req #	Date/Artist	Description
Original	458896	01/15/24 DB					
Rev 1	464651	02/22/24 NPP					
Rev 2	468199	03/18/24 AKS	Added page				
Rev 3	470596	04/08/24 NPP	Added sign placements to site plan				

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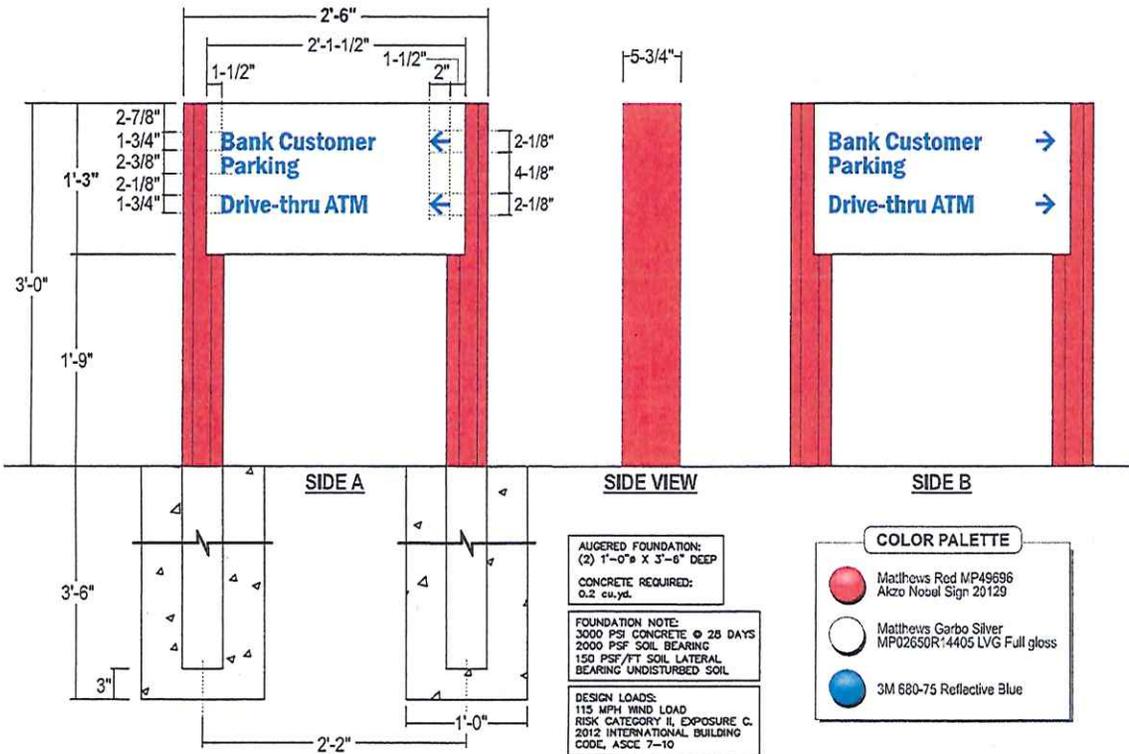
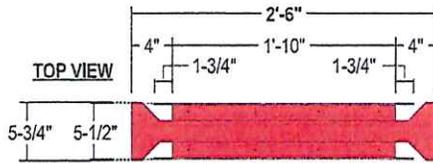
BANK OF AMERICA
871 MAIN STREET
FALMOUTH MA

EXT-014 D/F DIRECTIONAL

Scale: 1"=1'-0"

2.7 square feet

P1ng



AUGERED FOUNDATION:
(2) 1'-0" x 3'-6" DEEP
CONCRETE REQUIRED:
0.2 cu.yd.

FOUNDATION NOTE:
3000 PSI CONCRETE @ 28 DAYS
2000 PSF SOIL BEARING
150 PSF/FT SOIL LATERAL
BEARING UNDISTURBED SOIL

DESIGN LOADS:
115 MPH WIND LOAD
RISK CATEGORY II, EXPOSURE C.
2012 INTERNATIONAL BUILDING
CODE, ASCE 7-10

COLOR PALETTE

- Matthews Red MP49696
Akzo Nobel Sign 20129
- Matthews Garbo Silver
MP02650R14405 LVG Full gloss
- 3M 680-75 Reflective Blue

- FRAME:** 1-1/2" x 1-1/2" angle frame; miter cut - weld & ground smooth at corners
Mechanically attached to support angles top & bottom - painted Red semi-gloss finish
.090 alum. filler cap at top edge - painted Red SG
- FACE:** .125 alum. sign face painted Garbo Silver - gloss finish
Chemically welded to alum. angle frame
- COPY:** 3M Reflective blue vinyl copy;
Typeface - Franklin Gothic Demi Condensed
- SUPPORTS:** .090 break formed aluminum frame; cladding attaches to support tube;
weld to support tube verticals; painted Red semi-gloss finish
- INSTALL:** Direct burial of aluminum support tubes into concrete footings.
Install to meet all applicable city codes & engineering requirements.
- QUANTITY:** (1) One sign required



Stratus
stratusunlimited.com
8959 Tyler Boulevard
Mentor, Ohio 44060
888.503.1569

CLIENT: BANK OF AMERICA

ORDER NUMBER: 1204079

PROJECT NUMBER: 4306

SITE NUMBER: 2029

PROJECT MANAGER: Brian Whitman

ELECTRONIC FILE NAME: K:\ACCOUNTS\BANK OF AMERICA\2024\MAI2029_Falmouth\4306_2029_Falmouth_R3.cdr

ADDRESS: 871 Main St
Falmouth, MA
02540-3657

PAGE NO.: 22

Rev #	Req #	Date/Artst	Description	Rev #	Req #	Date/Artst	Description
Original	458990	01/10/24	DB				
Rev 1	464661	02/22/24	NPP				
Rev 2	468199	03/18/24	AKS				
Rev 3	470590	04/08/24	NPP				

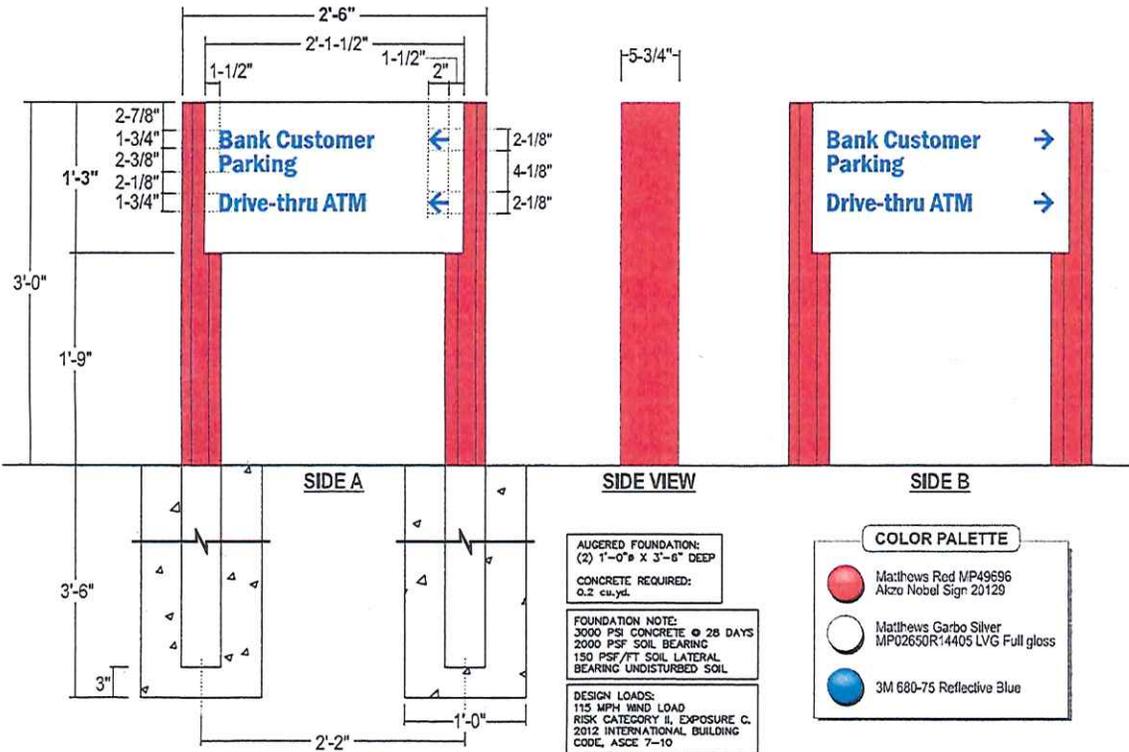
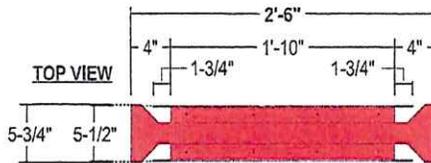
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EXT-015 D/F DIRECTIONAL

Scale: 1"=1'-0"

2.7 square feet

P1ng



FRAME: 1-1/2" x 1-1/2" angle frame; miter cut - weld & ground smooth at corners
 Mechanically attached to support angles top & bottom - painted Red semi-gloss finish
 .090 alum. filler cap at top edge - painted Red SG

FACE: .125 alum. sign face painted Garbo Silver - gloss finish
 Chemically welded to alum. angle frame

COPY: 3M Reflective blue vinyl copy;
 Typeface - Franklin Gothic Demi Condensed

SUPPORTS: .090 break formed aluminum frame; cladding attaches to support tube;
 weld to support tube verticals; painted Red semi-gloss finish

INSTALL: Direct burial of aluminum support tubes into concrete footings.
 Install to meet all applicable city codes & engineering requirements.

QUANTITY: (1) One sign required



NEW DIRECTIONAL TO BE INSTALLED AT LOCATION SHOWN

Stratus
 stratusunlimited.com
 8859 Tyler Boulevard
 Mentor Ohio 44060
 888.503.1569

CLIENT: BANK OF AMERICA

ORDER NUMBER: 1204079

PROJECT NUMBER: 4306

SITE NUMBER: 2029

PROJECT MANAGER: Brian Whitman

ADDRESS: 571 Main St
 Falmouth, MA
 02540-3657

PAGE NO.: 23

ELECTRONIC FILE NAME:
 K:\ACCOUNTS\BANK OF AMERICA\2024\MA\2029_Falmouth\4306_2029_Falmouth_R3.cdr

Rev #	Req #	Date/Artist	Description	Rev #	Req #	Date/Artist	Description
Original	456896	01/16/24 DB					
Rev 1	464661	02/22/24 NPP					
Rev 2	468199	03/18/24 AKS					
Rev 3	470596	04/08/24 NPP					

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OPEN SESSION

CONSENT AGENDA

2. Administrative Orders

- b. Accept donation from Cape Cod Baptist Church in the amount of \$500.00 to the Police Department donation account



ITEM NUMBER: Consent Agenda – Administrative Orders 2.b.
ITEM TITLE: Cape Cod Baptist Church Donation to the Police Department
MEETING DATE: 7/17/2024
WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**
SUBMITTED BY: Chief Jeff Lourie
ATTACHMENTS: Copy of Check

PURPOSE:

This is a written request to the Select Board to vote to approve a \$500.00 donation from the Cape Cod Baptist Church to the Police Department donation account (28-210-5211-4830) to aid in the department's community engagement.

BACKGROUND/SUMMARY:

- The Falmouth Police Department held a Coffee with a Cop on June 4, 2024, that was hosted by the Cape Cod Baptist Church. The church is supportive of the Department's Community Engagement initiatives that they have kindly donated to help us in our continued efforts.

DEPARTMENT RECOMMENDATION:

The Falmouth Police Department is recommending that the Select Board accept the donation.

OPTIONS:

Briefly state the options the Select Board should consider.

There will usually be a minimum of three options:

- 1) approval of your recommended action or request;
- 2) denial of your recommended action or request;
- 3) Board defined alternative.

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
Donations	Police Dept.	28-210-5211 4830		\$11,839.16	+\$500.00	\$12,339.16

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

APPROVE AS RECOMMENDED.



Town Manager

6/12/2024
~~7/14/2023~~

Date

CAPE COD BAPTIST CHURCH
1205 NATHAN ELLIS HWY.
EAST FALMOUTH, MA 02536
(508) 540-6884

03/05

Bank of America
ACH R/T 011000138

18674

53-13/110 MA
26957

06/04/2024

PAY TO THE
ORDER OF

FALMOUTH POLICE DEPARTMENT

\$ 500.00

FIVE HUNDRED AND 00/100

DOLLARS

MEMO

COMMUNITY ENGAGEMENT


AUTHORIZED SIGNATURE



OPEN SESSION

CONSENT AGENDA

2. Administrative Orders

- c. Approve water main easement that will service the
Municipal Police Training facility at 71 Tech Park Drive



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Consent Agenda – Administrative Orders 2.c.

ITEM TITLE: Approve water main easement that will service the Municipal Police Training Facility at 71 Technology Park Drive

MEETING DATE: 6/17/2024

WORK SESSION **REGULAR MEETING** **PUBLIC HEARING**

SUBMITTED BY: Town Counsel

ATTACHMENTS: Water Main Easement for 71 Technology Park Drive

PURPOSE:

Woods Hole Landholding, LLC is seeking to grant a permanent easement to the Town to construct an extension of the Town's water main to the property at 71 Technology Park Drive, where a Municipal Police Training facility will be built.

BACKGROUND/SUMMARY:

- In order to provide sufficient water service to the proposed new construction at 71 Technology Park Drive, the Town requires an easement over said property owned by Woods Hole Landholding, LLC. This proposed easement would allow for connection to the Town's water service and gives the Town a perpetual right to maintain the pipes and any hydrants at the location.
- This easement has been reviewed by Town Counsel and may be accepted administratively by the Select Board pursuant to chapter 65 § 3 of the Falmouth

bylaws.

DEPARTMENT RECOMMENDATION:

Town Counsel recommends that the Select Board vote to accept the Water Main Easement so that the facility at 71 Technology Park Drive may connect to the Town's water service and the Town may maintain the infrastructure at that location.

OPTIONS:

- Motion to accept the grant of easement that will service 7th the Municipal Police Training Facility at 71 Technology Park Drive as presented.
- Motion to reject the grant of easement that will service 7th the Municipal Police Training Facility at 71 Technology Park Drive.
- Motion to request that Town Counsel negotiate modifications to the Easement Agreement as determined by the Board.

BUDGET INFORMATION: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

N/A

TOWN MANAGER COMMENTS:

The Town Manager recommends that the Select Board vote to accept the Water Main Easement so that the facility at 71 Technology Park Drive may connect to the Town’s water service and the Town may maintain the infrastructure at that location.

Michael Renshaw

Town Manager

6/11/2024

Date

71 Technology Park Drive, East Falmouth, MA 02536
Barnstable County Registry District of the Land Court
Certificates of Title Numbers 144015 and 144016

WATER EASEMENT

Woods Hole Landholding, LLC, a Delaware limited liability company legally registered under the laws of the Commonwealth of Massachusetts having a principal place of business at 81 Technology Park Drive, East Falmouth, Massachusetts 02536 (“Grantor”) grants to the Town of Falmouth (the “Town” or “Grantee”), a municipal corporation, of 59 Town Hall Square, Falmouth, Barnstable County Massachusetts 02540, the Easement Area (as defined more particularly below) with respect to those real properties known and numbered as 71 Technology Park Drive, East Falmouth, Massachusetts 02536

for nominal, non-monetary consideration,
the receipt and sufficiency of which is herein acknowledged,

the perpetual right, privilege, and easement, to use in common with the Grantor and others from time to time entitled to use the same, those strips of land lying within the area labelled “Prop. 10’ Wide Utility Easement for Water Service Area = 2,500± Sq. Ft.” (the, “Easement Area”) on the plan attached hereto as Exhibit A, for underground water lines, including, without limitation, the right to use said strips for the purpose of laying, installing, maintaining, operating, constructing, re-constructing, removing, replacing, re-laying, inspecting, patrolling, servicing and using water mains, drains, pipes, hydrants, shut-offs, back flow devices, and related equipment and appurtenances, with the necessary manholes or conduits (all of which, water mains and related equipment, and conduits shall remain the property of the persons installing the same, and which are referred to herein as the “Water Infrastructure”) in, through, under, across and upon said premises within the Easement Area in which the Water Infrastructure herein provided for is laid.

1. The Grantor shall have the right to use and enjoy the foregoing right and easement for the purposes stated in common with the Grantee and others legally entitled thereto, subject to

the terms and conditions expressed herein, but water usage shall be separately metered and paid by the party using the same.

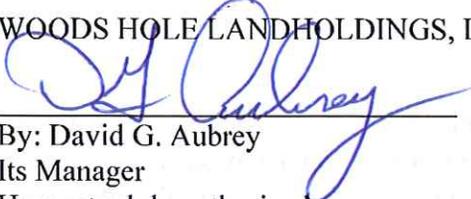
2. The Grantor has or will, without any cost or expense to said Town of Falmouth, lay, construct, make, furnish, supply and install an extension of the existing water main of the Town of Falmouth, according to specifications approved by the Town of Falmouth Water Division (the, "Water Division") and to its entire approval and satisfaction, from the existing water main on Technology Park Drive, in, through, under, across and along the Easement Area shown on the plan attached hereto as Exhibit A.
3. It is agreed that during such constructions and laying of the Water Infrastructure as contemplated herein and hereby, the Water Division, and its duly appointed agents or representatives, shall have the right to inspect and to determine whether or not the rules and regulations and specifications of said Town of Falmouth are hereby complied with.
4. Grantor shall not perform, nor authorize or permit anyone to perform, any laying, installation, construction, maintenance, repairs or replacement of said Water Infrastructure without providing at least five (5) days written Notice to the Water Division and scheduling the supervision of an authorized agent of the Water Division onsite at all times. Under no circumstances shall Grantor use, improve, or perform work on, including, without limitation, repairs, nor authorize or permit anyone to Grantor use, improve, or perform work on, including, without limitation, repairs, any hydrants without the express written approval and direct supervision of the Water Division.
5. It is further agreed and understood that there will be no change in the grade of said Easement Area in which said Water Infrastructure is constructed without the prior written approval of the Water Division and that in the event that there is any change made to the grade of the Easement Area after the Water Infrastructure is installed as herein contemplated or provided, that the undersigned Grantor, and/or their successors in the record title thereto, will pay the entire costs of relocating the Water Infrastructure other equipment or appurtenances that may become necessary by virtue of any such change in the grade of such Easement Area.
6. Grantor will not authorize nor permit to be laid any existing or proposed waste water management system or components thereof, including, without limitation, gravity sanitary or storm sewer, septic tank, or subsoil treatment system within 10 feet horizontally from the Water Infrastructure. Grantor will also not authorize nor permit to be laid any other utilities, including, without limitation, underground telephone or electric wires or cables in said Easement Area within five (5) feet of any Water Infrastructure constructed in said Easement Area. However, the immediately preceding provision in this Paragraph 6 will apply only to parallel lines and not to lines crossing said Water Infrastructure leading into occupied structures in the development. In the event of any violation of the covenant(s), in this Paragraph 6, any such offending installation shall be moved without any cost or expense to the Town of Falmouth.

7. If in connection with the installation of the Water Infrastructure or otherwise any excavations are made within the Easement Area, the party making such excavation shall forthwith restore said strips and the surfaces thereof to their prior condition. If said party is anyone other than Grantee or their successors in the record title, then Grantor or their successors in record title shall be responsible for ensuring compliance with this Paragraph 7.
8. It is further agreed that upon the completion of the aforementioned Water Infrastructure as herein provided, to the approval and satisfaction of the Water Division as evidenced by water being furnished through said Water Infrastructure to said premises that all such Water Infrastructure shall become, and remain, a part of the Town of Falmouth water supply system and shall be subject to all of the rules and regulations of the Water Division; and that the said Town of Falmouth may connect other water pipes or water mains or other connections thereto, whether on land of the undersigned or otherwise, without obtaining the consent or approval of any person or persons, or corporation who may at that time own said premises or any portion thereof, and without the cost of this water main extension being considered in determining any water guarantee or other charges or conditions that may then be required by the Town of Falmouth.
9. This Easement creates rights for the Town of Falmouth and nothing in this Easement is intended to create a duty or responsibility of any kind whatsoever for the Town of Falmouth to lay, install, maintain, operate, construct, re-construct, remove, replace, re-lay, inspect, patrol, service and use water mains, drains, pipes, hydrants, shut-offs, back flow devices, and related equipment and appurtenances, with the necessary manholes or conduits, for the water main extension contemplated herein. Grantor has not and shall not convey any rights in the Water Infrastructure to anyone other than the Town of Falmouth as contemplated herein. The limitation in the immediately preceding sentence shall apply to the Water Infrastructure as a whole, including, without limitation, its mains, lines, improvements, appurtenances, drains, repairs and replacement.
10. The Town is hereby authorized to maintain, repair or replace the Water Infrastructure if the Grantor fails to make or undertake with due diligence maintenance, repair or replacement of said Water Infrastructure within ten days after it is given written notice of such failure from anyone; provided, however, that in case of emergency where, in the sole opinion of the Water Superintendent or any Town Official temporarily acting in the Water Superintendent's stead during his or her absence or a vacancy of the role, delay would cause serious loss or damages or a hazard or inconvenience to the public or any combination thereof, the Water Division may maintain, repair or replace the Water Infrastructure or place lights, signs, and barricades without prior notice to said Grantor. Said Grantor shall pay any and all costs arising out of or relating to any and all maintenance, repairs, or replacement of the Water Infrastructure, whether performed by the Water Division or not, including, without limitation, legal fees, expenses and costs.

For title reference, see Barnstable County Registry District of the Land Court Certificates of Title Numbers 144015 and 144016.

IN WITNESS WHEREOF, the undersigned David G. Aubrey being the manager, real estate signatory, and duly authorized agent of Woods Hole Landholdings, LLC has signed, sealed, acknowledged and delivered this instrument on behalf of Woods Hole Landholdings, LLC, this 10th day of June, 2024.

WOODS HOLE LANDHOLDINGS, LLC

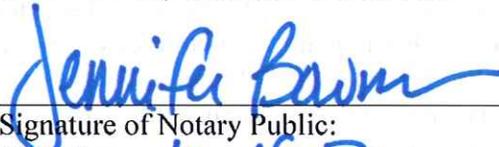

By: David G. Aubrey
Its Manager
Hereunto duly authorized

Commonwealth of Massachusetts

County of Barnstable

On June 10th, 2024 before me, the undersigned notary public personally appeared David G. Aubrey, proved to me on the basis of satisfactory evidence of identification which was MA Driver's License to be the person(s) whose name(s) is/are signed on the preceding instrument and who acknowledged to me that he signed it voluntarily for its stated purpose as Manager of Woods Hole Landholdings, LLC as the voluntary act of Woods Hole Landholdings, LLC.

WITNESS my hand and official seal.


Signature of Notary Public:
Print Name: Jennifer Bowman
My Commission Expires March 22, 2030



JENNIFER RODGERS BOWMAN
Notary Public
Commonwealth of Massachusetts
My Commission Expires
March 22, 2030

We the undersigned Select Board of the Town of Falmouth hereby accept this Easement on behalf of the Town of Falmouth under authority of Ch. 65, § 3 of the Code of Falmouth.

Town of Falmouth
By its Select Board

Nancy Robbins Taylor, Chair

Edwin (Scott) P. Zylinski II, Vice Chair

Douglas C. Brown

Heather M.H. Goldstone

Robert P. Mascali

Date: _____

Exhibit A

Water Easement Plan

[See Attached]

