

TOWN OF FALMOUTH
SELECT BOARD

AGENDA

MONDAY, OCTOBER 21, 2024 – 6:30 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.

6:30 p.m. OPEN SESSION

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

6:45 p.m. PUBLIC HEARINGS

1. Consider the request to name a sports field or village green for Harry Hill (10 minutes)
2. Consider the approval of the application by Town Hall Partners, LLC d/b/a Timber for a Change of Ownership Interest and a Change of Officers/Directors/LLC Managers for its All-Alcoholic Beverages Restaurant License located at 23 Town Hall Square, Falmouth (10 minutes)

7:05 p.m. BUSINESS

1. Report – Cape Cod Regional Transit Authority – Thomas Cahir (15 minutes)
2. Report – Beach Committee (15 minutes)
3. Report – Board of Library Trustees (15 minutes)
4. Report – Golf Advisory Committee (15 minutes)
5. Discuss recommendations of the Beach Committee (10 minutes)
6. Consider approval of an application for a Change of Manager of a Seasonal All-Alcoholic Beverages Club License – Seacoast Shores Association located at 7 Farview Lane, East Falmouth (5 minutes)
7. Consider the adoption of the Town of Falmouth’s Mission, Vision and Values Statement (10 minutes)
8. Discuss and consider voting to adopt the FY23-FY27 Select Board Strategic Plan as revised based upon discussion during the August 24, 2024 strategic planning workshop (15 minutes)
9. Discuss short-term rental properties (10 minutes)
10. Update and discussion concerning the establishment of a Licensing Commission (10 minutes)
11. Consider approval of a variance to Sign Code §184-30 D. Sandwich board signs: Mindful Medical Care, 100 Teaticket Highway, #3 (5 minutes)

9:10 p.m. CONSENT AGENDA

1. Licenses
 - a. Consider approval of an application for a Common Victualler License – East Falmouth Subway, LLC d/b/a Subway located at 236 Teaticket Highway, East Falmouth

2. Administrative Orders

- a. Consider request from the Solid Waste Advisory Committee to change its committee membership from 7 to 9 members
- b. Consider request to accept the FY2024 Bulletproof Vest Partnership Program Award in the amount of \$11,933.09
- c. Consider the approval of a request from the Recreation Department to submit an application to the Falmouth Road Race Grant Program
- d. Consider approval of the Town Manager's contract

9:15 p.m. MINUTES

1. Review and Vote to Approve Minutes of Meetings

- a. Public Session – March 2, 2024 and October 7, 2024
- b. Executive Session – September 23, 2024

9:20 p.m. TOWN MANAGER'S SUPPLEMENTAL REPORT

9:25 p.m. SELECT BOARD REPORTS

9:30 p.m. ADJOURN

Nancy Robbins Taylor, Chair
Select Board

OPEN SESSION

PUBLIC HEARINGS

1. Consider the request to name a sports field or village green for Harry Hill **(10 minutes)**



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Public Hearings 1.

ITEM TITLE: Consider the request to name a sports field or village green for Harry Hill

MEETING DATE: 10/21/2024

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

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Recreation Committee nomination letter 07/17/2023, Email from R Antonucci of 09/10/2024

PURPOSE:

The Select Board is asked to consider honoring Harry Hill with a memorial in recognition for his dedicated service as an employee of the Falmouth Parks Division.

BACKGROUND/SUMMARY:

- On July 17, 2023, the Recreation Committee submitted a letter recommending that the Select Board consider honoring Mr. Harry Hill, a longtime Department of Public Works employee who passed away in March of 2023, with some form of memorial in recognition of his outstanding service to the Town and community.
- At its July 24, 2023 Board meeting, the Select Board voted to initiate the renaming process as outlined in the Naming Policy for Public Facilities and Places.

- At the meeting of July 29, 2024, the Select Board designated member Bob Mascali to seek input and advice from the Recreation Committee and any others he deems appropriate regarding some form of memorial to honor Harry Hill.
- Select Board member Mascali has spoken with several individuals familiar with Harry Hill and his work for the Public Works Department.
- The Chair and Vice Chair of the Recreation Committee have been advised of this hearing as has Brian Dale who initiated this nomination by bringing it to the Recreation Committee.

DEPARTMENT RECOMMENDATION:

After receiving public input at the hearing, the Town Manager recommends the Board consider whether it is appropriate and feasible to either name an athletic field for Harry Hill or create a memorial to honor his service to the community.

In evaluating these options, the Board may wish to consider who will pay for and maintain any memorial that might be authorized.

OPTIONS:

- Motion to name a sports field or village green for Harry Hill.
- Motion to create a memorial plaque or other form of recognition in honor of Harry Hill's service to the community.
- Motion to postpone a decision in order to identify additional information or input that might be needed to decide on an appropriate recognition for Harry Hill.
- 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:

After receiving public input at the hearing, the Town Manager recommends the Board consider whether it is appropriate and feasible to either name an athletic field for Harry Hill or create some other form of memorial to honor his service to the community.

Michael Renshaw

Town Manager

10/17/2024

Date

NOTICE OF PUBLIC HEARING

The Select Board of the Town of Falmouth will hold a public hearing as required by the *Select Board Naming Policy for Public Facilities and Places* to solicit comments from the public on the request to name a sports field or village green for Harry Hill. Comments may be sent via email to selectboard@falmouthma.gov.

The public hearing will be held on Monday, October 21, 2024 at 6:45 p.m. in the Select Board meeting room, Town Hall, 59 Town Hall Square, Falmouth, MA 02540.

Nancy Robbins Taylor, Chair
Select Board

Publication date: Friday, October 11, 2024; Falmouth Enterprise.

Recreation Committee Town of Falmouth

July 17, 2023

Select Board
59 Townhall Square
Falmouth, MA 02540

Re: Memorial Recognition for Late Department of Public Works employee, Harry Hill

Dear Select Board,

On Saturday, June 10, 2023, retired Parks Department Director Brian Dale presented a proposal to the Committee to name a recreation field for deceased Department of Public Works employee, Harry Hill. He passed away in March of 2023. Present with Mr. Dale was other co-employees of Mr. Hill including Ernie Holcomb, and Ed Valorani in support of the tribute. All reported Mr. Hill was a mentor to many DPW workers. Ernie stated to the Committee by "honoring Harry Hill in this manner would be honoring all DPW workers."

Mr. Dale and others commented that Mr. Hill was dedicated to his community beyond the scope of his employment for the Town of Falmouth. Mr. Hill's attended youth sporting events for the Public Schools and recreation to ensure his painted or limed "sport lines and boundaries" were still in order before opening kickoff or otherwise. He attended his work functions on holidays and weekends when needed. He took great effort and care of his projects including the Village Green throughout the year and especially for the December Holidays even on his time off.

The Committee recommends the Select Board to honor retired DPW worker, Harry Hill with a memorial as deemed just and proper for his dedication to the Town, DPW and his co-workers.

Sincerely,



Recreation Committee

Robert A. Brown, Chair and on behalf of Sandy Cuny, Thomas Zine, Richard Boles, Patricia Moran, Michael Heylin and Scott Ghelfi.

Cc. Recreation Committee
Joe Olenick, Recreation Department
Peter Dale

Peter Johnson-Staub

From: Robert Mascali
Sent: Wednesday, October 16, 2024 9:14 AM
To: Mike Renshaw; Peter Johnson-Staub; Nancy Taylor
Subject: Fwd: [EXTERNAL] - Harry Hill

Fyi
Sent from my iPhone
Robert P. Mascali
Member
Falmouth Select Board

Begin forwarded message:

From: Robert Antonucci [REDACTED]
Date: September 10, 2024 at 4:10:09 PM EDT
Subject: [EXTERNAL] - Harry Hill

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

Bob,

Hope all is well with you. Brian Dale asked me to contact you regarding naming of a field in honor of Harry Hill who worked for the DPW for 42 years. I was Supt. of Schools when both Brian and Harry were in the DPW and handled all the outside areas of all the schools. Harry was the best and really took pride in the work to make sure Falmouth was number one. His work ethic was exemplary and he worked above the call of duty. He truly was an unsung hero. He loved his work and was my pleasure to be associated with him. He deserves this recognition for his dedication to the Town. Feel free to give me a call or I meet for coffee if you want to discuss this more. My cell is [REDACTED].

Regards,

Bob Antonucci

OPEN SESSION

PUBLIC HEARINGS

2. Consider the approval of the application by Town Hall Partners, LLC d/b/a Timber for a Change of Ownership Interest and a Change of Officers/Directors/LLC Managers for its All-Alcoholic Beverages Restaurant License located at 23 Town Hall Square, Falmouth **(10 minutes)**



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Public Hearings 2.

ITEM TITLE: Consider the approval of the application by Town Hall Partners, LLC for a Change of Ownership Interest and a Change of Officers/Directors/LLC Managers to its All-Alcoholic Beverages Restaurant License, located at 23 Town Hall Square, Falmouth

MEETING DATE: 10/21/2024

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

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: License Application Review Form, ABCC Application for Amendment Change of Officers, Stock, or Ownership Interest Form dated September 24, 2024; Liquor License Hearing Posting dated October 11, 2024

PURPOSE:

The Select Board will conduct a public hearing and consider the approval of the application filed by Town Hall Partners, LLC for a Change of Ownership Interest and a Change of Officers/Directors/LLC Managers to its All-Alcoholic Beverages Restaurant License, located at 23 Town Hall Square, Falmouth.

BACKGROUND/SUMMARY:

- Applicant Town Hall Partners., LLC, properly completed the attached Application for Amendment- Change of Officers, Stock or Ownership Interest Form.

- Per the application, a change in LLC ownership from three (3) members to one (1) member is requested, and the LLC Manager will be changed from Devan Muttart to Mark Bogosian.
- Notice of a Liquor License Hearing was properly advertised in the Falmouth Enterprise paper on October 11, 2024.

DEPARTMENT RECOMMENDATION:

As this is a public hearing, the Town Manager recommends that the Select Board conduct the hearing and, following the hearing, render a decision as to the application by Town Hall Partners, LLC for a Change of Ownership Interest and a Change of Officers/Directors/LLC Managers.

OPTIONS:

- Motion to approve the application filed by Town Hall Partners, LLC for a Change of Ownership Interest and a Change of Officers/Directors/LLC Managers to its All-Alcoholic Beverages Restaurant License, located at 23 Town Hall Square, Falmouth, as presented.
- Motion to deny approval of the application filed by Town Hall Partners, LLC for a Change of Ownership Interest and a Change of Officers/Directors/LLC Managers to its All-Alcoholic Beverages Restaurant License, located at 23 Town Hall Square, 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:

As this matter is the subject of a properly advertised public hearing, the Town Manager recommends that the Select Board conduct the hearing and, following the hearing, render a decision as to the application by Town Hall Partners, LLC for a Change of Ownership Interest and a Change of Officers/Directors/LLC Managers.

Michael Renshaw

Town Manager

10/15/2024

Date



LIQUOR LICENSE HEARING

Notice is hereby given under Chapter 138 of the General Laws, as amended, that Town Hall Partners, LLC has applied for a Change of Ownership Interest and a Change of Officers/Directors to its All Alcoholic Beverages Restaurant License located at 23 Town Hall Square, Falmouth, MA.

A hearing on the above application will be held in the Select Board Meeting Room, Falmouth Town Hall on Monday, October 21, 2024, at 6:45 pm.

Comments may be sent to selectboard@falmouthma.gov.

Per order of the Select Board

LICENSING BOARD
Nancy Robbins Taylor
Edwin (Scott) P. Zylinski, II
Douglas C. Brown
Robert P. Mascali
Heather M. H. Goldstone

Publication date: Friday, October 11, 2024; Falmouth Enterprise

LICENSE APPLICATION REVIEW

Restaurant/Business: Town Hall Partners, LLC - Timber

Address: 23 Town Hall Square

License Type: All Alcoholic Beverages Restaurant

New License _____

Transfer of License _____

Change of License Change Ownership-Officer/Director/LLC Manager

Police No objections

Fire No Objections

Building _____

Health _____

Zoning _____

Planning _____

DPW _____

NOTES: The application change the LLC ownership from three members to one member. Mr. Bogosian also has an ownership interest in Sailor's, Inc. d/b/a Flying Bridge Restaurant.
The LLC Manager will change from Devan Muttart to Mark Bogosian the remaining LLC member.



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

APPLICATION FOR AMENDMENT

-Change of Officers, Stock or Ownership Interest

Change of Officers/ Directors/LLC Managers **Change of Stock Interest**

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- Vote of the Entity
- CORI Authorization
- 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

(e.g. New Stockholders or Transfer or Issuance of Stock)

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- Financial Statement
- Vote of the Entity
- CORI Authorization
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement
- Business Structure Documents

Change of Ownership Interest

(e.g. LLC Members, LLP Partners, Trustees etc.)

- Payment Receipt
- Monetary Transmittal
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- Financial Statement
- Vote of the Entity
- CORI Authorization
- Business Structure Documents
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement
 - If Sole Proprietor, Business Certificate
 - If partnership, Partnership Agreement
 - If corporation or LLC, Articles of Organization from the Secretary of the Commonwealth

Non-Profit Club Change of Officers/ Directors

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- Vote of the club signed by an approved officer
- Business Structure Documents -Articles of Organization from the Secretary of the Commonwealth

Management Agreement

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Vote of Entity
- Management Agreement

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

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Town Hall Partners LLC d/b/a Timber	Falmouth	06241-RS-0390

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

Jacob Avakian and Michael Mueller are transferring their interest in the LLC to Mark Bogosian, who will now hold 100% of the interest in the LLC. Mark Bogosian is replacing Devan Muttart as Manager of the LLC.

APPLICATION CONTACT

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

Name	Title	Email	Phone
Kevin P. Klauer II	Attorney	kevin@amentklauer.com	508-540-6555

APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

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

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

Name of Principal	Residential Address	SSN	DOB
Mark Bogosian	33 Waterside Avenue, Falmouth, MA 02540		
Title and or Position	Percentage of Ownership	Director/ LLC Manager	
Manager	100	<input checked="" type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No	
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No

Additional pages attached? Yes No

CRIMINAL HISTORY

Has any individual listed in question 2, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

Yes No

MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement? Please provide a copy of the management agreement.

Yes No

APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

3. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST

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

Name of Principal	Title/Position	Percentage of Ownership
Michael A. Mueller	Partner	40%
Name of Principal	Title/Position	Percentage of Ownership
Jacob Avakian	Partner	40%
Name of Principal	Title/Position	Percentage of Ownership
Mark Bogoslan	Partner	20%
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership

4. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 2, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
Mark Bogoslan	All Alcohol Common	Sailors' Inc.	Falmouth

5. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 2, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

6. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 4 or 5 ever been suspended, revoked or cancelled? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

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

7. FINANCIAL DISCLOSURE

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

Associated Cost(s):

Nominal Consideration

SOURCE OF CASH CONTRIBUTION

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

Name of Contributor	Amount of Contribution
Mark Bogoslan	Less than \$100
Total	Less than \$100

SOURCE OF FINANCING

Please provide signed financing documentation.

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

FINANCIAL INFORMATION

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

The interest held by Michael Mueller and Jacob Avakian is being transferred to Mark Bogoslan for nominal consideration of less than \$100.00.

APPLICANT'S STATEMENT

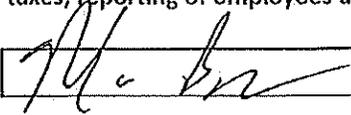
I, Mark Bogoslan the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory
of Town Hall Partners LLC d/h/a Timber
Name of the Entity/Corporation

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

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

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

Signature:



Date:

9/21/24

Title:

Mark Bogoslan

ENTITY VOTE

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

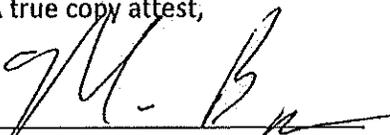
For the following transactions (Check all that apply):

- Change of Officers/Directors/LLC Manager
- Change of Ownership Interest (LLC Members, LLP Partners, Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Management/Operating Agreement
- Other

"VOTED: To authorize Name of Person

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

A true copy attest,


Corporate Officer /LLC Manager Signature

Mark Bogoslan
(Print Name)

For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

(Print Name)

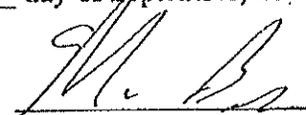
TOWN HALL PARTNERS LLC
AMENDMENT TO CERTIFICATE OF ORGANIZATION

Pursuant to the provisions of the Massachusetts Limited Liability Company Act (the "Act"), the undersigned hereby certifies as follows:

1. **Federal Employer Identification Number.** The Federal Employer Identification Number for the limited liability company organized hereby is _____.
2. **Name of the Limited Liability Company.** The name of the limited liability company formed hereby (the "LLC") is Town Hall Partners LLC
3. **Office of the Limited Liability Company.** The address of the office of the LLC in the Commonwealth required to be maintained by Section 5 of the Act is 850 Main Street, Falmouth, MA 02536.
4. **Business of the LLC.** The general character of the business of the LLC is to engage in the operation of a bowling alley and restaurant and to engage in any activities directly or indirectly related or incidental thereto.
5. **Date of Dissolution.** The LLC is to have no specific date of dissolution.
6. **Agent for Services of Process.** The name and address of the resident agent for service of process for the LLC is Kevin P, Klauer II, Esq., having a mailing address of Ament Klauer LLP, 39 Town Hall Square, Falmouth, MA 02530.
7. **Manager.** At the time of formation the LLC have one manager, whose name and address is as follows:

Mark Bogosian
33 Waterside Avenue
Falmouth, MA 02540
8. **Execution of Documents (Secretary of the Commonwealth).** Any manager of the LLC is authorized to execute on behalf of the LLC any documents to be filed with the Secretary of State of the Commonwealth of Massachusetts.
9. **Execution of Recordable Instruments.** Any manager of the LLC is authorized to execute, acknowledge, deliver and record any recordable instrument purporting to affect an interest in real property.

IN WITNESS WHEREOF, the undersigned hereby affirms under the penalties of perjury that the facts stated herein are true, this 24 day of September, 2024.



Mark Bogosian

TOWN HALL PARTNERS LLC

ASSIGNMENT OF INTEREST

I, Michael A. Mueller, of 91 Central Avenue, East Falmouth, MA 02536, being the owner of forty (40.00%) percent of the interest in Town Hall Partners LLC, a Massachusetts limited liability company with a principal place of business at 23 Town Hall Square, Falmouth, Massachusetts for consideration of less than One Hundred Dollars, hereby assign to Mark Bogosian, having a mailing address of 33 Waterside Avenue, Falmouth, Massachusetts all of my right, title and interest in said Town Hall Partners LLC.

Executed as a sealed instrument and dated this ²⁶ ____ day of September, 2024.

DocuSigned by:
Ashley Pratt
B3B23182C527461...

Witness

Michael Mueller

Michael A. Mueller

TOWN HALL PARTNERS LLC

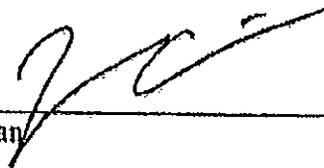
ASSIGNMENT OF INTEREST

I, Jacob Avakian, of 54 Hamlin Avenue, Falmouth, MA 02540, being the owner of forty (40.00%) percent of the interest in Town Hall Partners LLC, a Massachusetts limited liability company with a principal place of business at 23 Town Hall Square, Falmouth, Massachusetts for consideration of less than One Hundred Dollars, hereby assign to Mark Bogosian, having a mailing address of 33 Waterside Avenue, Falmouth, Massachusetts all of my right, title and interest in said Town Hall Partners LLC.

Executed as a sealed instrument and dated this 24 day of September, 2024.



Witness



Jacob Avakian

Phyllis Downey

From: Falmouth Licensing
Sent: Thursday, October 3, 2024 3:45 PM
To: Brian Reid; Ryan Hergt; Jeff Lourie; Boyd Demello; Craig O'Malley
Subject: License application for Change of Ownership-Officers-Town Hall Partners, LLC
Attachments: CHANGE of OWNERSHIP-CHANGE of OFFICERS-TOWN HALL PARTNERS, LLC.pdf

Follow Up Flag: Follow up
Due By: Tuesday, October 8, 2024 3:30 PM
Flag Status: Flagged

Good afternoon,

Attached please find an application by Town Hall Partners, LLC for a Change of Ownership Interest and a Change of Officers/Directors/LLC Managers.

There has been no application for a change to the restaurant. If your office has any comments or concerns please provide them by Friday October 11th.

Thank you,
Phyllis

Phyllis Downey
Town Manager & Select Board Office
59 Town Hall Square
Falmouth MA 02540
508-495-7325

Phyllis Downey

From: Boyd Demello <boyd.demello@falmouthfirema.gov>
Sent: Friday, October 4, 2024 6:05 AM
To: Falmouth Licensing; Brian Reid; Ryan Hergt; Jeff Lourie; Craig O'Malley
Subject: RE: License application for Change of Ownership-Officers-Town Hall Partners, LLC

Fire Rescue has no objections to this application for change of ownership.

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

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

From: Falmouth Licensing <licensing@falmouthma.gov>
Sent: Thursday, October 3, 2024 15:45
To: Brian Reid <brian.reid@falmouthpolicema.gov>; Ryan Hergt <ryan.hergt@falmouthpolicema.gov>; Jeff Lourie <Jeff.Lourie@falmouthpolicema.gov>; Boyd Demello <boyd.demello@falmouthfirema.gov>; Craig O'Malley <craig.omalley@falmouthfirema.gov>
Subject: License application for Change of Ownership-Officers-Town Hall Partners, LLC

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Thank you,
Phyllis

Phyllis Downey
Town Manager & Select Board Office
59 Town Hall Square
Falmouth MA 02540
508-495-7325

Phyllis Downey

From: Brian Reid <brian.reid@falmouthpolicema.gov>
Sent: Friday, October 4, 2024 8:33 AM
To: Boyd Demello; Falmouth Licensing; Ryan Hergt; Jeff Lourie; Craig O'Malley
Subject: Re: License application for Change of Ownership-Officers-Town Hall Partners, LLC

No objection to this application from Police.

Respectfully,



Brian L. Reid
Captain of Operations
Falmouth Police Department
774-255-4527 ext. 4502

From:
Boyd
Demello

<boyd.demello@falmouthfirema.gov>
Sent: Friday, October 4, 2024 6:05 AM
To: Falmouth Licensing <licensing@falmouthma.gov>; Brian Reid <brian.reid@falmouthpolicema.gov>; Ryan Hergt <ryan.hergt@falmouthpolicema.gov>; Jeff Lourie <Jeff.Lourie@falmouthpolicema.gov>; Craig O'Malley <craig.omalley@falmouthfirema.gov>
Subject: RE: License application for Change of Ownership-Officers-Town Hall Partners, LLC

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Boyd W. DeMello
Fire Prevention Inspector
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boyd.demello@falmouthfirema.gov
508-495-2534 - Office
774-836-2436 - Cell Phone

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Sent: Thursday, October 3, 2024 15:45
To: Brian Reid <brian.reid@falmouthpolicema.gov>; Ryan Hergt <ryan.hergt@falmouthpolicema.gov>; Jeff Lourie <Jeff.Lourie@falmouthpolicema.gov>; Boyd Demello <boyd.demello@falmouthfirema.gov>; Craig O'Malley <craig.omalley@falmouthfirema.gov>
Subject: License application for Change of Ownership-Officers-Town Hall Partners, LLC

Good afternoon,

Attached please find an application by Town Hall Partners, LLC for a Change of Ownership Interest and a Change of Officers/Directors/LLC Managers.

OPEN SESSION

BUSINESS

1. Report – Cape Cod Regional Transit Authority – Thomas Cahir **(15 minutes)**



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Business 1.

ITEM TITLE: Report- Cape Cod Regional Transit Authority

MEETING DATE: 10/21/2024

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

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Click or tap here to enter text.

PURPOSE:

Mr. Thomas Cahir, Administrator of the Cape Cod Regional Transit Authority (CCRTA), will provide the Select Board with a presentation concerning CCRTA operations and programs.

BACKGROUND/SUMMARY:

- The Cape Cod Regional Transit Authority (CCRTA), is one of 15 Regional Transit Authorities within the Commonwealth of Massachusetts and has been providing public transportation services since 1976 to residents and visitors as well as consumers of state agencies and human service organizations for all 15 Cape Cod communities.
- Cape Cod (Barnstable County) towns include Barnstable, Bourne, Brewster, Chatham, Dennis, Eastham, Falmouth, Harwich, Mashpee, Orleans, Provincetown, Sandwich, Truro, Wellfleet and Yarmouth.

- The CCRTA owns and operates the Hyannis Transportation Center in downtown Hyannis and the CCRTA Operations and Maintenance Facility in South Dennis.

DEPARTMENT RECOMMENDATION:

This report is for informational purposes only; no formal action is requested.

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

10/16/2024

Date

Diane Davidson

From: Tom Cahir <tcahir@capecodrta.org>
Sent: Wednesday, October 16, 2024 1:15 PM
To: Diane Davidson
Cc: Kathy Jensen
Subject: FW: [EXTERNAL] - RE: Report of the CCRTA to Falmouth Select Board

Hi Diane,

I did not plan on submitting a written report or Power Point for my 15-minute presentation to the Select Board on Monday, October 21st. However, I do have a list of key topics of interest that I plan on presenting to the Select Board, as follows:

- Electronic Bus Location Displays – Installed in Falmouth Bus Shelters
- Falmouth Station Ambassador Program – CCRTA Support
- CCRTA and Steamship – NTD Reporting/Funding Provided
- SmartDART Ridership & Expansion
- Older Adult and Persons with a Disability – Free Fare Fixed Route Program
- “Go Card” - New Fare Collection System
- Cape Flyer 2024 Season
- FTA Low/No Grant Funding
- CCRTA’s Zero Emission Vehicle Plan Status
- Fixed Route Evaluation Underway
- Bridge Replacement
- Bourne Rail Trail

Best regards,

Tom C.

Thomas S. Cahir
Administrator
Cape Cod RTA/CapeFLYER
1 Transportation Avenue
Hyannis, MA 02601
508.775.8504



OPEN SESSION

BUSINESS

2. Report – Beach Committee **(15 minutes)**



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Business 2.

ITEM TITLE: Report- Beach Committee

MEETING DATE: 10/21/2024

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

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Beach Committee Report

PURPOSE:

The Select Board will hear an annual report from the Chair of the Beach Committee, Dr. Barbara Schneider.

BACKGROUND/SUMMARY:

- The Beach Committee is comprised of seven (7) members.

DEPARTMENT RECOMMENDATION:

This item is for informational purposes only; no action is being 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 item is for informational purposes only; no action is being requested.

Michael Renshaw

Town Manager

10/15/2024

Date



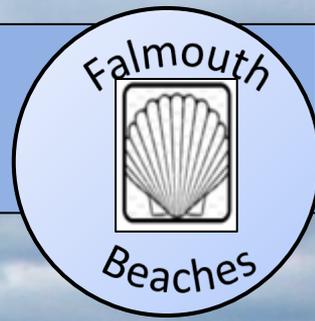
BEACH COMMITTEE REPORT 2024

2024 BEACH COMMITTEE

Barbara Schneider – Chair
Joseph Strazzulla – Vice Chair
Heather Burke
Trisha Herlihy
Nancy Quigg
Lyn Schad
Mark Twitchell



2024 ACCOMPLISHMENTS

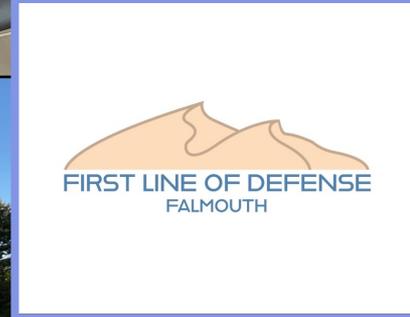


- Worked with beach superintendent, assistant superintendent and full staff to successfully have 155 seasonal employees safely operate all 10 beaches, provide swim lessons at all possible sites and provide CPR training for more staff
- Participated in the Beach Facility Working Group to seek solutions to mobility needs to replace three beach buildings and plan for inevitable beach office relocation



- Took what we gleaned from the 2023 summit and worked to get a CZM grant to proceed with furthering our knowledge about the Surf Drive Beach stretch to help determine if we can extend the life of that shoreline

- Oversaw completion of all of the new parking attendant huts to provide safer, more comfortable and certainly more attractive seating for our employees.



2024 ACCOMPLISHMENTS



Held two focus group meetings with a number of local food industry experts to craft a plan to convert food offerings at the beaches to food truck delivery for the 2025 season. Recommendation to follow...





- Worked with local community groups to organize litter pick-up at the beaches numerous times over the year, and to provide staff recognition and better morale with special breakfasts, the staff awards banquet and distribution of water bottles.

Saw the completion of the installation of water stations at each of the beaches thanks to the hard work of the Falmouth Water Stewards and funds from the CP Fund.

Continued to improve upon social media monitoring and as to provide photos and updated information to our patrons, identifying issues and concerns and responding when needed



2025 STAFFING RECOMMENDATIONS

Continue to work on making the rehiring process easier, onboard applicants as soon as possible to increase the shoulder season coverage and expand dialogue with HR to find ways to alleviate delays in the hiring process. Also find ways to do follow-up surveys with seasonal staff to ensure the Town is not ignoring good ideas and improvement possibilities that those in the know might have.

- In order to continue with that level of success, we once again recommend an increase in salaries. We also believe the bonus system is important and both continue to work well to keep our beaches safe and encourage CPR training. Suggestion: find a way to use the bonus system to encourage shoulder season participation.



Total Beach Dept. revenues for FY2024 - \$1,427,129.43
or 0.87% increase from FY2023
19,226 daily passes sold last season to day trippers at
Menauhant East, Surf Drive, Mill Road and Old Silver
Public gates by Beach parking attendants.

COMMUNICATION

Keep:



Currently using:

Social Media



RESULTS

 Almost 3K followers
(up almost 1K over last
year)

 2292 subscribers to
text notifications RAVE

 Superintendent and
Asst. Superintendent
provide consistent useful
and informative content.

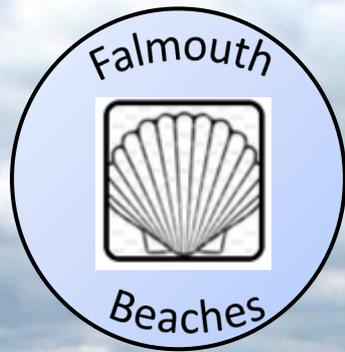


HEADQUARTER LOCATION AND MOBILITY PLAN



Mobile Unit Working Group determined that most critical need is to relocate Surf Drive office space for Beach Department

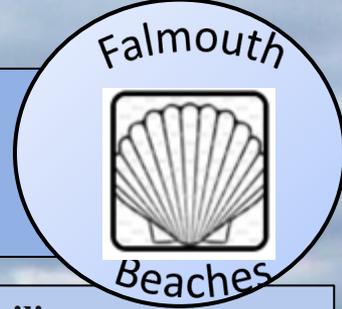
- Committee analyzed where to relocate facility and what other amenities must become mobile or replaced; recommendation to follow...
- Also looked at portable toilet options like this one just installed in Provincetown



SUSTAINABILITY & COASTAL RESILIENCY

DRONE STUDIES, CZM GRANT
& COASTAL RESILIENCY CO-ORDINATOR

SUSTAINABILITY & RESILIENCY



- **Healey-Driscoll Administration Invests \$5.2 Million in Coastal Community Resilience**

- **Funding will help strengthen more than a dozen coastal communities against the impacts of climate change**

- **IMMEDIATE RELEASE: 10/16/2024**

Executive Office of Energy and Environmental Affairs, Massachusetts Office of Coastal Zone Management (CZM)

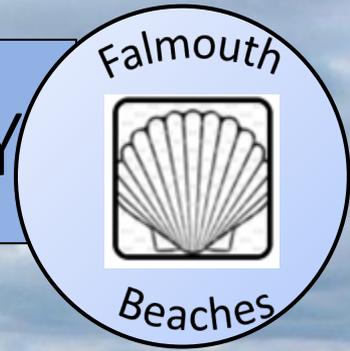
- **BOSTON** — The Healey-Driscoll Administration today announced \$5.2 million in grants to support Massachusetts coastal communities in combating climate change impacts. The Office of Coastal Zone Management (CZM) is helping fund 16 innovative projects through the Coastal Resilience Grant Program. These projects are designed to enhance local planning and shoreline management, empowering communities to proactively combat the immediate impacts of climate change. This funding is crucial for building resilience and sustainability along the state's coastlines as communities face more frequent storms, storm surge, flooding, erosion, and sea level rise.

- **Falmouth**

Feasibility of Beach and Dune Nourishment to Build Resiliency for Surf Drive, \$153,466

The Town of Falmouth will evaluate the performance and longevity of beach and dune nourishment designs under storm conditions for the Surf Drive area. The town will also continue a public outreach program that informs residents of flood risks and a phased management approach to provide resiliency over the long term.

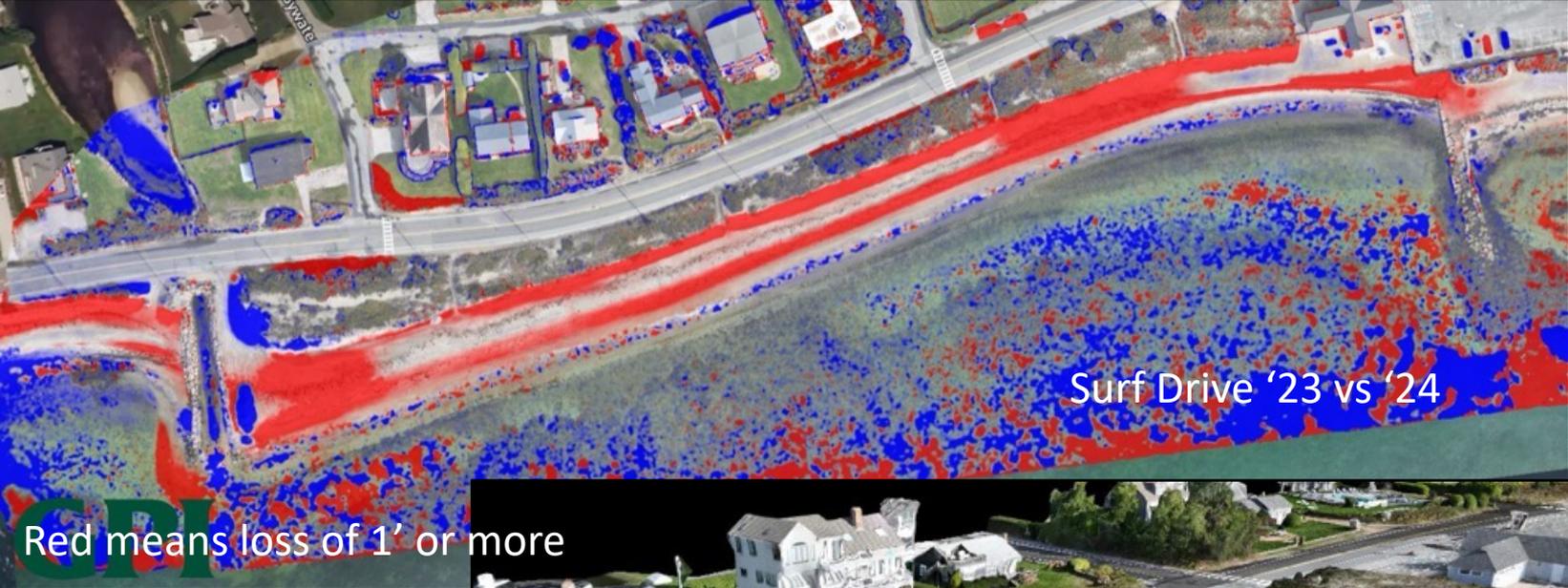
SUSTAINABILITY & COASTAL RESILIENCY

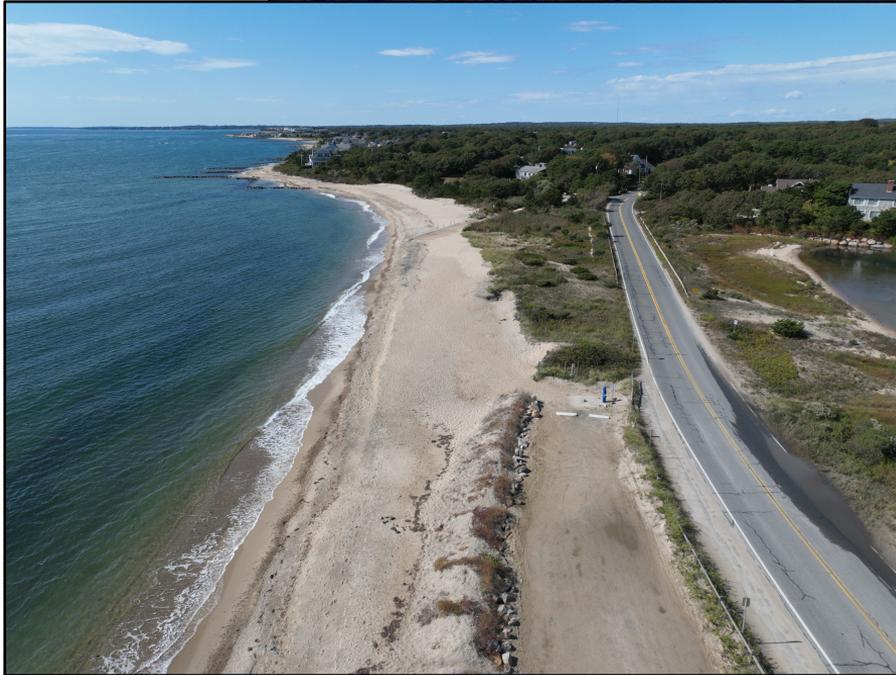
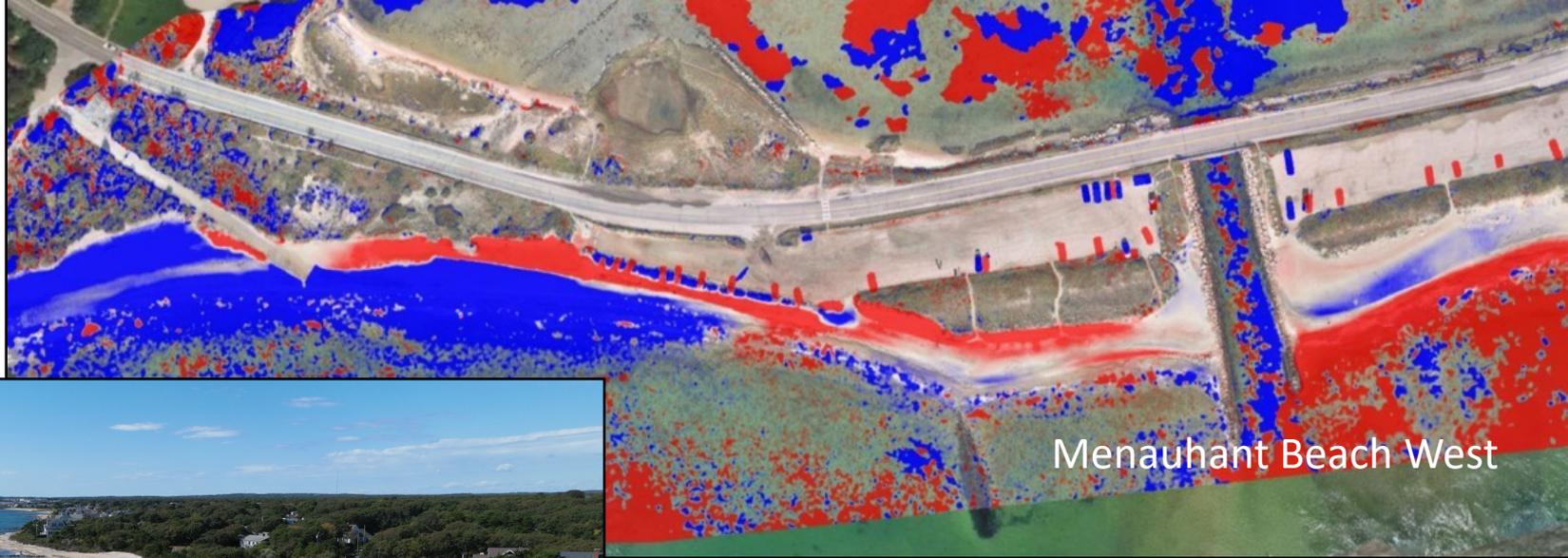


GPI Drone Study

- The drone imagery service again has been instrumental, and serves as an excellent tool continually evaluating the status of our beaches
- Very excited to welcome a Town of Falmouth Coastal Resiliency Director to our resources so we have an expert giving us guidance in how we can extend the life of our shorelines.



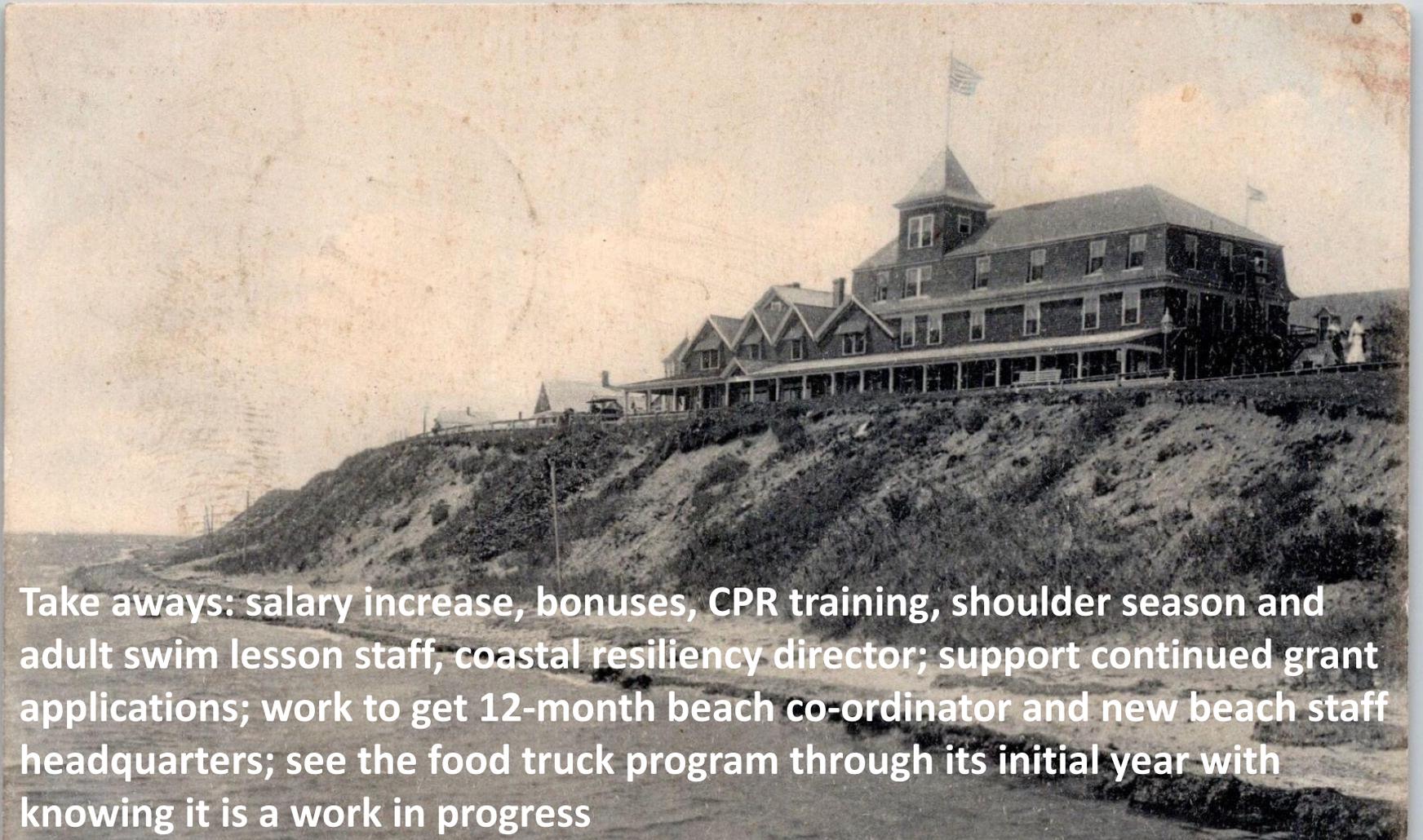






CLOSING REMARKS





Take aways: salary increase, bonuses, CPR training, shoulder season and adult swim lesson staff, coastal resiliency director; support continued grant applications; work to get 12-month beach co-ordinator and new beach staff headquarters; see the food truck program through its initial year with knowing it is a work in progress

OPEN SESSION

BUSINESS

3. Report – Board of Library Trustees **(15 minutes)**



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Business 3.

ITEM TITLE: Report- Board of Library Trustees

MEETING DATE: 10/21/2024

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

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Report

PURPOSE:

The Chair of the Board of Library Trustees will provide an annual report to the Select Board. This item is for informational purposes, and no formal Select Board action is requested.

BACKGROUND/SUMMARY:

- The Falmouth Public Library Board of Trustees is a seven-member, elected board. They serve as a vital link between the library and the community.
- The Trustees are library advocates and leaders in developing services for all members of the public.

DEPARTMENT RECOMMENDATION:

This item is for informational purposes only. No formal Select 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 item is for informational purposes only. No formal Select Board action is requested.

Michael Renshaw

Town Manager

10/15/2024

Date

Board of Library Trustees

with FPL Director's Annual Report and Staff Summer Report

Ann Patchett, the novelist and independent bookstore owner, wrote "Even with all the cutting of budgets and hours, a library is still the best example of our government at work. We may never have full equality in our legal system, our schools, or our health care, but in our libraries there is parity: all are welcome, all books are free, and, if you can wait a little while, all books are available." (Afterword, *The Public Library* by Richard Dawson, Princeton Architectural Press, 2014.) I maintain, especially during budget season, that the Falmouth Public Library gives the best return on dollars spent for all the residents of Falmouth.

Books are still the backbone of our libraries with the Capewide *CLAMS network* and the Statewide *Commonwealth Catalog*. We have added *Hoopla*: audiobooks, eBooks, movies, music, and television; *Libby*: eBooks and audiobooks; and *Kanopy*: for streaming films. And the *Library of Things*: borrowing (not buying) a sewing machine or a metal detector or a microscope. All of these services and things are available free of charge with a CLAMS library card.

The Board of Library Trustees hold primary responsibility for governance of the three Town libraries: Main, East Falmouth, and North Falmouth, as stated in our Home Rule Charter and bylaws. The Library's Strategic Plan, 2022-2027, and its annual Action Plans set our course. Trustees meet in open session once a month and hold periodic open meetings of Resource, Policy, and Building and Grounds committees.

The current Library Trustees are Jenifer Alai, Vice Chair (serving third term; class of 2027); Mary Fran Buckley (first term; class of 2025); Kathryn Elder, Treasurer (second term; class of 2025); Judith Fenwick, Chair (third term; class of 2026); Donna Mattison-Earls (first term; class of 2027); Kathie Mount (third term; class of 2027); and Camille Romano, Secretary (first term; class of 2026). Lucy Helfrich retired at the end of her first term, after serving on the Building and Grounds, and Policy committees with the promise of re-engaging with the Board when circumstances allow.

Library lawn use requests, requiring Trustee approval, increased from seven in 2023 to nine in 2024. This does not include the Friends five-day Summer Book Sale or the numerous programs offered by Library staff on the lawn. Among the events were Rotary Club's Day of Play; Falmouth Village Association's Summer Movies under the Stars six-week program; Arts Alive; College Light Opera Company; and North Falmouth Village "Unplugged"/Paul White Memorial Race information center.

As a result of our meetings, we tapped the Trustees Fund to support the following activities and projects (not from the Town's operating budget):

- Funded Adult and Young Adult programs: Adult programs--235 programs with 4,949 attendees, and Young Adult programs--14 programs with 660 attendees (\$7,292);
- Funded staff professional development for two staff to attend the Public Library Association annual conference in Columbus, Ohio (\$4,010) and staff recruitment (\$598);
- Funded institutional membership for five department heads with Mass. Library Association (\$1,000);
- Funded staff appreciation events and staff in-service day (\$1,395);
- Funded East Falmouth branch building assessment in anticipation of Mass. Public Libraries Construction Program application (\$53,067);
- Funded annual Falmouth High School Junior Book Awards (\$540);
- Covered Mass. Library Trustees Association dues, insurance bonding fees, office expenses, books and materials, and the Sunshine Fund (\$2,073).

The Massachusetts Public Library Construction Program (MPLCP) application to rebuild the East Falmouth Branch library was submitted by the Board of Library Trustees and the Town on May 28, 2024. The administrative team of Brian Stokes (FPL Interim Director), Leslie Morrissey (former FPL Director), and Meg Borden (FPL Acting Assistant Director) did all the heavy lifting on the research, drafting, writing, and polishing of the grant application. Prior to the application submission, the Board of Library

Trustees submitted an article at April 2024 Town Meeting for the Town to authorize the Board of Library Trustees to apply for, accept, and expend the MPLCP grant if approved, and to appropriate \$150,000 for the planning and design phase related to construction of the East Falmouth Branch. The article passed on a unanimous vote. A step preceding the April Town Meeting article passage was the Board of Library Trustees contracting with Gale Associates in October 2023 to complete a Condition Assessment Report on the East Falmouth branch by January 2024.

The retirement of Linda Collins, as Director of the Falmouth Public Library, was effective September 7, 2023. Assistant Director Brian Stokes was appointed Acting Director from May to December 2023, to cover Collins's time on medical leave through to her retirement, and during the time of the Library Director search, for which he was a candidate. He was then appointed Interim Director for the six month period from January through June 2024.

Brian Stokes was appointed as the 14th Director of the Falmouth Public Library on July 9, 2024 after meeting collaborative goals set with the Trustees during the previous six month period. The press release, which the Board of Library Trustees issued, noted that the first Falmouth Public Library Director was appointed in 1898, and subsequent directors have served terms ranging from 2 to 23 years. The Trustees hope that Brian Stokes has a long and successful career as the newest Director.

The Falmouth Public Library staff plays a critical role in the success of the institution. Recently the Library staff underwent position reclassifications and got new titles, along with new department names. The staff's resilience going into and emerging from the pandemic, adopting new services, expanding outreach and digital access, proves their adaptability. The Trustees appreciate the staff's commitment to maintaining a level of attentive and respectful customer service highly regarded by the public.

Two groups collaborate with Trustees and Library staff to support and enhance the Library

The Friends of the Falmouth Public Library (FFPL), under the leadership of President Edwina Yee and an army of volunteers led by Mary Tamucci, put on the annual summer Book Sale in July. The sale brought in \$81,584, breaking all previous records. The annual Holiday Book Sale in December brought in \$7,500. With the proceeds from the book sales, the Friends honored the Library staff's annual wish list. The list includes support of museum passes, children's and branch programming, digital and special collections, and Joy of Learning classes. The Trustees greatly appreciate the Friends dedication to and continuing support of the Library.

The Falmouth Public Library Support Fund (FPLSF) saw a change in leadership at its June 2024 annual meeting with Lysbeth Abrams being elected President and Leonard Johnson continuing as Treasurer. Bob Ripley stepped down as President and off the Fund after many years of service. Sylvia Szulkin is stepping down as Clerk, but remaining as a Director of the Fund with deep institutional memory. The Fund amended its bylaws, including adding the office of Vice President, which will be filled along with electing the next Clerk at the group's August meeting. Among FPLSF's 11-member board, two Trustees, Judy Fenwick and Camille Romano, serve as voting Directors on the Support Fund. The Fund continues with its focus on providing funding for literacy and educational programs and on capital improvements.

Respectfully submitted,

Judith Fenwick, Chair
Board of Library Trustees
Falmouth Public Library
September 2024

Library

Falmouth Public Library
300 Main Street. Falmouth MA 02540

INTERIM DIRECTOR · · Brian Stokes
ACTING ASSISTANT Director · · Meg Borden

BUDGET

FY2025: \$2,463,251

FY2024: \$2,348,787

FY2023: \$2,193,524

ADMINISTRATION

- After over a decade of dedicated service to the Falmouth Public Library, Director Linda Collins retired in September 2023. Assistant Library Director Brian Stokes was appointed Interim Library Director. and Managing Librarian for Branch Services Meg Borden was appointed Acting Assistant Library Director.
- Library administration, in collaboration with Town Management and the Falmouth Public Library Staff Association, reviewed and updated Library job descriptions for the first time since 2006.
- Library administration completed the application process for the Massachusetts Public Library Construction Program, a grant administered by the Massachusetts Board of Library Commissioners (MBLC). The grant, if awarded, will aid in the planning, design, and construction of a new East Falmouth branch library.
- The Library continued to develop a strong outreach relationship with the Barnstable County Correctional Facility, introducing a literature course-style book discussion group focused on the impact of the terrorist attacks of September 11, 2001, on American literature.

YOUTH SERVICES

- The Youth Services team received a Library Services and Technology Act (LSTA) grant from the MBLC to plan programming centered on developing healthy eating habits in children. The lion's share of the \$20,000 grant was used to purchase the Library's Charlie Cart, a mobile durable kitchen that can be used to teach kids how to prepare nutritious snacks for themselves and their families.
- At the end of the 2023-24 school year, the Library kicked off a new tradition - School Nights. Each of Falmouth's four elementary schools were scheduled for their own night out at the library, complete with special bookmarks and buttons for each school.
- Amanda Bock joined the team, supported by Library Associate Taylor Gonsalves, Library Information Assistant Kelly Cooke, and Library Aide Debbie Pettengill.

CIRCULATION

- Library circulation surged nearly 25 percent year over year, with nearly 105,000 more digital and physical items circulating in FY2024 than in the prior year
- The Main Library and its two branches saw nearly 7,000 more visitors in FY2024 than in FY2023.
- The Library started circulating a substantial collection of jigsaw puzzles, a collection that has proven to be even more popular than expected. Instead of requiring library users to check these items out, puzzles are taken and returned from the library on the honor system, and the collection is supported entirely by puzzle enthusiasts' donations.

INFORMATION SYSTEMS

- The Library invested in higher speeds for its public Wi-Fi networks, increasing bandwidth to gigabit speed at the Main Library and 200 Mbps at the East Falmouth branch.
- The Library purchased 12 new Chromebooks for programming in the Youth Services department.
- The Library implemented a number of new cybersecurity measures, becoming the first town department to be fully compliant with multifactor authentication on all staff workstations.

ADULT SERVICES

- The Library offered a full-day of comic, manga, and video game programming at the first-ever Cape Con in June, a library-wide event styled in the tradition of ComicCon. Over 600 people attended programming at the event, ensuring this will become a yearly Falmouth Public Library tradition.
- Library users celebrated the Great American Eclipse with programming and free solar eclipses glasses at all three Falmouth Public Library locations.
- The Falmouth Reads Together committee selected *The Finest Hours* as its town-wide read for 2024, which was supported by a number of different programs in the spring including author talks, Nobska Lighthouse tours, and book discussions.

TECHNICAL SERVICES

- The department continued important work in making Library documents and resources more accessible to library users. A key project centered on the digitization of many years of minutes from Board of Library Trustees meetings, making these documents available for researchers everywhere.
- The Library continued its partnership with FCTV on the Postcards from Falmouth series, the latest edition featuring a robust history of the Falmouth Commodores baseball team.

EAST FALMOUTH AND NORTH FALMOUTH BRANCHES

- The East Falmouth Branch hosted two informational open houses ahead of the Library's application to the MPLCP grant program. Village residents were able to visit the library to talk with Trustees and administration about the current East Falmouth Library and the need for a modern, state-of-the-art library to serve the village for many years to come.
- The East Falmouth Branch hosted a popular Memory Cafe program for individuals and families experiencing the effects of Alzheimer's.

FRIENDS OF THE 'FALMOUTH PUBLIC LIBRARY

- The Friends provided vital support to the Library's outreach efforts at the Barnstable County Correctional Facility, purchasing books to support programming and providing donated books to fulfill requests.
- The Friends hosted their wildly popular Book Sale on the Library Lawn in July and the Holiday Sale in the Hermann Foundation Meeting Room in December.
- The Friends provided support for the Library's acquisition of Hiveclass, a digital platform of exercise and wellness videos that gives library users access to fitness classes from anywhere with their library card.

FALMOUTH PUBLIC LIBRARY SUPPORT FUND

- The extremely popular Great Decisions program series returned to the Library thanks to funding provided by the Support Fund.
- The Support Fund also sponsored a number of concerts at the Main Library, both on the Library Lawn and in the Hermann Foundation Meeting Room.

FALMOUTH PUBLIC LIBRARY – SUMMER 2024 STAFF REPORT

Adult Services

Kristin Nelson
Managing Librarian

Librarians
Sue Henken
Jessica O'Connor

Between the 75 days that the library is open between Memorial Day and Labor Day the Adult Services Department hosted 51 programs, which 1,623 people attended! That's an average of almost 32 people per program.

Our regular programs included: four monthly book clubs, including the very popular Senior Center book club; weekly lawn games; weekly Master Gardeners visits to the library, book bike visits to the farmers' market and, Movies Under the Stars (town) and the biweekly Friday Films series; monthly meetings for Great Decisions; and virtual workshops, lectures and author talks. We also started a LGBTQIA Walking Group in August, held the second Friday of each month.

Our special programs included: author talks from local PEN award winning writer, Dan Perdios; Armenian-American author, Victoria Waterman; Historic Storms of Cape Cod with Don Wilding and shark scientist, Jasmine Graham; Dance meditation; Understanding Alzheimer's and Dementia; Concerts on the Lawn, especially the performance by the George Gritzbach Band.

Highlights: The cooperative and interactive program with Michael Finkel hosted by the East Falmouth Branch and broadcast via Zoom to the Main Branch! Attending the Town's Pride Event in June and showcasing the library's collection and services and really any time we get to perform outreach.

Our regular services: traditional reference, reader's advisory, answering research inquiries, scheduling study rooms, electronic resource troubleshooting (Hoopla, Kanopy, Libby, etc.), computer assistance, and test proctoring.

Highlights: The new computers and copier! Loved by all patrons.

Standout Research: Two architects came in looking to find original pictures of a house on Chapoquoit Island. Using the address, I looked up the home in the Falmouth Survey of Old Homes plus the old Barnstable plot maps and the more current Falmouth Maps and Index. I also checked out Residential Falmouth: Homes, Old & New. I found what they were looking for in the 75th Anniversary History of Chapoquoit Island 1890-1965. I also found a Woods Hole Museum archived paper titled "The Development of Falmouth as a Summer Resort 1850-1900" for them too that discusses the house, known as the Weeks House; see page 21.

**PDF address: <https://woodsholemuseum.org/oldpages/sprtsllv6n1-SummerRes.pdf>*

A family was seeking articles to share as a memorial about a recently deceased loved one who survived a Cape Air plane crash in Chatham in 1956 and how he overcame his injuries in part

through community support. We found several articles in the Cape Cod Times from the summer and fall of 1956. The family was very grateful, especially since there was a short lead time.

Determining the publication date of a specific Pogo comic strip based solely on a quote.

Compliments and Interactions

Said by a caller: "I really want to buy the Reference Librarians a Caribbean island".

"Thank you for the help. I've been working all my life and never learned my way around the computer." - from a patron who was job searching online (and was later hired and had to onboard online!)

We experienced an overall sense of gratitude from folks who are longtime library users, first time visitors and everyone in between; on the phone, online and in person! It was a great summer and we are super excited to begin fall programming and to continue offering excellent customer service to our library patrons.

FALMOUTH PUBLIC LIBRARY – SUMMER 2024 REPORT

East Falmouth Branch

Ryan Carey
Associate

Jeanne Harper
Assistant

Every summer the highlights at the East Falmouth Branch are the (generally) weekly special programming we put on for families thanks to the generosity of The Friends of the Falmouth Public Library. Live- animal programs are always the favorites. This year we hosted both The Amazing Animal Ambassador and the ever favorite: Rainforest Reptiles. On a rainy day, Beth of Amazing Animals introduced over 150 patrons to a Blue and Gold Macaw, an African hedgehog, a boa constrictor, a very cute (scentless) skunk, and an alligator! Another popular performer was Rolando the Magician. "Rolando" (aka Ethan) not only entertained over 80 people with his magic show, but stayed long after to make a balloon sculpture for every single child in attendance.

Staff member Jeanne Harper, "interviewed" New York Times bestselling author (and personal friend!) Mike Finkel about his latest book *The Art Thief: A True Story of Love, Crime, and a Dangerous Obsession* via zoom. It was an excellent presentation by Mike with enthusiastic compliments by patrons at both the East Falmouth Branch Library and at the Main Library. Due to technological issues Jeanne had to type her questions but Mike handled it spectacularly.

Ryan Carey, on staff at East Falmouth for over 15 years, continued with Tuesday morning Songs and Stories (a program he does for children year round) sometimes having over 40 attendees. And both our year-round knitting groups, Sit 'n Stitch and Why Knot Knit Nite, remained as popular as ever. Our Game sessions and weekly Scavenger Hunts continue to grow in attendance.

Staff member Martha Murphy (with a little help from Jeanne) spearheaded the summer reading program at both the Branches. This year's theme was *Adventure Begins Here* and Library Aware had some excellent resources we were able to adapt. Each week for 6 weeks there was a reading challenge for participants. Upon completion of a task, their "Passport" was stamped and they received a prize. These included "like-new" books donated by Friends of Falmouth Public Library and a free ice cream donated by Richard Smith of Smitty's Ice Cream.

New books last only minutes on the shelf. Our available Express Books were minimal as they flew off the shelf as soon as they returned. Our display of "Summer Beach Reads" is always our most popular of the year needing to be replenished daily.

The two new computers are excellent! The patrons and staff are most grateful for their arrival.

And finally, The East Falmouth Village Association has begun hosting biannual (twice a year) community gatherings at Smitty's Ice Cream and the East Falmouth Branch Library parking area. The library has extended hours on both these occasions; it's been a great way to get more locals into the building.

September 3, 2024 Jeanne Harper

FALMOUTH PUBLIC LIBRARY – SUMMER 2024 REPORT

North Falmouth Branch

Martha Murphy
Associate

Holly Dayton
Assistant

Summer kicked off with the North Falmouth Village Association's annual "Unplugged musical event on the library lawn. Some 240 people of all ages attended, listened to music, ate local fare and used the library services.

Our summer reading program and Tuesday events started after the fourth and the summer kids arrived in droves. We worked jointly with the East Branch to launch summer reading sign ups and activities, and had about 30 kids sign up for the six-week program (which Jeanne has nicely summarized in the report for East Falmouth!)

The North Falmouth branch provided an activity or performer every Tuesday for seven weeks this summer. Our first program was the ever popular, tie-dye tee shirts. It was a family affair with 36 children and adults making their own creations. Other activities included decorating a birdhouse and wind chimes, creating a mandala, and making a decoupage votive holder or flower vase. Rolando the Magician performed in July, and Marcus the Magician in August, and both shows were well attended and enjoyed by all especially the kids who were chosen to participate!

Every Wednesday, all summer, we provided games on the lawn such as corn hole, ping pong, and giant checkers and tick- tack-toe. These were a nice stop on the way to the always popular playground.

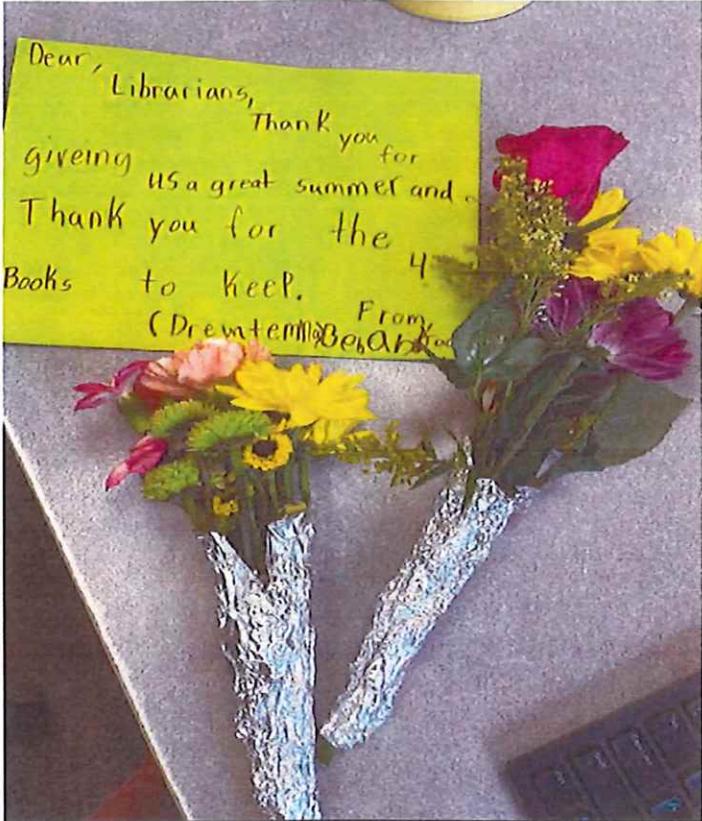
We continued with our year-round Friday scavenger hunts. We have a regular following for the hunts and so create new ones in the off season when time allows! The scavenger hunts are shared with the East Branch and are gaining popularity there.

The little North Falmouth Branch is a favorite part of the North Falmouth community and we love to welcome the summer residents who return every year. We have kids arriving on their bikes, in their bathing suits, on the way to the playground, or just to cool off. Adults reminisce about coming to the library as kids and are now bringing-their own youngsters. We are also gaining new patrons who are stopping in after playing pickleball! The thrice weekly delivery makes it convenient for these folks to pick up their books at our branch.

Our regulars continued to come in on regular basis, hopeful to snag a popular 'Express' book, try a new author, check out the staff picks, or pick up holds. They like to have us make recommendations and we enjoy discussing the books we've all read. More than a few patrons give us thumbs up or down on each return and we try to remember for future recommendations!

While we enjoy all of our summer visitors, there are some that are so endearing, we especially hate to see them go. We had two brothers who came in almost daily, arriving by bike and took their selections (and Mom's limits) very seriously. After making sure all their books (and those of the two younger siblings) were returned before leaving for home, they rushed back with flowers and a thank you note.

What a sweet end to the summer!



FALMOUTH PUBLIC LIBRARY – SUMMER 2024 REPORT

Outreach Services

Laura Wool
Associate

Laura Wool's Homebound Librarian Beach Reads

The following titles are some of Laura's favorite reads this summer.

Click on each book cover to learn more!

The Lonely Hearts Trivia Night by Lauren Farnsworth - Great first novel

The Same Bright Stars by Ethan Joella - Set in beach towns in Delaware

A Happier Life by Kristy Woodson Harvey

Husbands & Lovers by Beatriz Williams - Historical novel

Last Night by Luanne Rice - Great mystery set in Rhode Island

If you want to send Laura an email saying you liked the book and why, you can contact her at lwool@falmouthpubliclibrary.org



Homebound had a busy summer. There is currently a book discussion group at both Atria and Heritage. Books are reserved and delivered to support these endeavors. Clint pedaled the book bike to Cape Cod Apartments on Locust Street once per month. Apartment residents were delighted. The newsletter piece attracted some new patrons. Hopefully there will be outreach service at the new housing unit that is under construction on the corner of Scranton Avenue.

FALMOUTH PUBLIC LIBRARY – SUMMER 2024 REPORT

Public Services

Sara Bevilacqua
Managing Librarian

Josh Maurer
Associate

Since I was out all summer (on my relaxing beach vacation), I asked Josh to put something together.

As a busy summer ends and we enter the quieter days of fall, the Adult Circ staff at FPL looks back on a season filled with community engagement, creativity, and a shared love of reading. Serving as both a resource and a refuge for our town's residents and visitors, this summer has been one of our most rewarding yet.

From June through August, our library was a bustling hub of activity. According to our door counter statistics, we had a whopping 73,000 visits to the library in those three months alone!

The number of new patron registrations saw a huge surge, with readers of all ages receiving their first FPL library cards. In total, we had over 600 new patrons!

The Circ staff made a concerted effort this summer to let patrons know about our many online offerings - be it Libby, Hoopla, Kanopy, etc. With so many of the 'hot' books having increasingly long wait lists, it was great to be able to offer patrons an instant, easy, online alternative if they needed to read that one super popular book by the end of the week for their book club.

Our 'Staff Picks' section was more popular than ever this summer, leaving the section almost empty on many Saturday afternoons, and the staff struggling to quickly come up with new recommendations on the fly. The section also served as an impromptu meeting place, sparking random 'Have you read this?' conversations among locals, tourists and staff alike.

The 'Take A Puzzle' program, started by Jessica and now under Gail's purview, continues to be a runaway hit. We averaged a little over five puzzles a day from June 1-August 31. That's almost 500 puzzles borrowed this summer!

Here's what some of our patrons had to say:

- "This library is a gem. The programs are fantastic, and the staff is always so helpful. It's one of the reasons we love visiting Falmouth every summer."
- "We have a summer home here, and coming to this library always feels like part of coming home."
- "You have the friendliest staff here. Our library back home is, like, Library Cops. We're scared to go in!"

As we enter autumn, we're excited to carry the momentum of summer into the fall. We're planning new displays, including a local history, winter crafts, and of course, Halloween! The enthusiasm and support of our community inspire us to keep innovating and expanding our services.

FALMOUTH PUBLIC LIBRARY – SUMMER 2024 REPORT

Technical Services

Kim Dewall
Managing Librarian

Anna Lee
Associate

While the summer months are especially bustling and hectic for our frontline staff; it's the time of year for the Technical Services team to take a deep dive into focused work. Early summer is when we close one fiscal year and kick off a new one, then we concentrate on department housekeeping, running essential reports, and planning new initiatives--all while continuing to deliver those popular beach titles to our summer readers!

Acquisitions

This was our first full year using the new ILS module to manage our materials budget through electronic data interchange, and the fiscal year and the fiscal year transition proved to be seamless. After closing out FY24 on June 30th, FY25 ordering resumed on July 1st with ease. As one team member says, "Our work is successful if no one notices the closing of one fiscal year and the opening of another." Such was the case this summer!

Cataloging and Physical Processing

This summer, we ordered, cataloged, and processed a total of 3728 items. The team works like a well-oiled machine in delivering materials to the shelves! We also kept busy with housekeeping tasks, such as cleaning up storage areas, fixing and refreshing the physical collection, and editing metadata in the catalog to enhance and streamline the discovery of our holdings.

Special & Ongoing Projects

Special projects this summer included testing out new tools for report-writing and reviewing data collection to develop a comprehensive overview of library resources. We began an inventory of digital files and continued transferring department files and library documents from print to digital. We also welcomed our colleagues from New England Micrographics and Boston Public Library's Digital Services, who were willing to brave the Cape traffic and pick up local resources for preservation.

All in all, the summer was good! Learning and working together to implement new tools made available to us boosted our productivity in more meaningful ways. Also, the creation of a new full-time position in July has been instrumental in driving efforts that allow us to efficiently manage and execute important initiatives and projects. Kudos to the team for their behind the scenes work in serving the public and supporting frontline staff and each other.

FALMOUTH PUBLIC LIBRARY – SUMMER 2024 REPORT

Young Adult

Clint Johnson
Teen Librarian

Programs

- ⊙ CapeCon
 - Held a library CapeCon, our own ComiCon (a convention) of comic books, video games, panels, voice acting for web cartoons, mental health in voice acting and through manga (Japanese format of reading backwards, cosplay (costume) making and a cosplay contest at the end of the day. We also provided Dungeons and Dragons and other tabletop games.
 - Patron counts brought in at least 1,200, more than doubling our usual count of 500 on a Saturday.
 - Brought in folks that never knew that library programming is for everyone and be inclusive as possible.
 - Brought people from all ages, backgrounds and demographics. There was one gentleman who was from Italy dressed in full Spiderman gear. This costume broke down that barrier because Spiderman is well known all over the world and shows we can provide an awesome event even for someone who does not speak English.
 - Breaking down barriers like language, economic situation or other diverse patrons so that all feel welcome and meet people that they never would have if they did not attend.
 - Had very intense and positive presentation and talked about how manga and anime helped them understand themselves (specifically sexuality and self-identification).
- ⊙ Dungeons and Dragons
 - We hold a weekly Dungeons and Dragons club, in person, with groups of 5 and our wonderful Dungeon Master, Gian McEneaney.
 - There have been so many sign ups that we have decided to do campaigns that last 4 months, and then we will go through the waitlist to see if they still want to play and can start a new campaign!
- ⊙ Motoko
 - Spoke about manga based on Japanese culture, folklore, and history.
 - Taught patrons some origami to go along with the presentation.
- ⊙ Book bike
 - Brought free books on a book bike "machine" to different parts of the community. We have a large comic book donation and many donated children, young adult, and adult books for all to have access.
- ⊙ Anime/Manga Club
 - Steady 5 members with growing numbers. Watch anime, read manga, learn dances and watch it grow organically since it is all about what the patrons would like to do!
 - Share manga selections with each other.
- ⊙ Lightsaber dueling with Watermelon Alligator theater
 - Two stunt masters from theaters and movies came in to instruct how to use swords (lightsabers) to teach how to use basic combat skills for defense.

Statistics

- Have had success with every event so far
- CapeCon bringing in new patrons
- Making sure that I keep statistics of the books young adults read and then leave the library without checking them out

Comments

- Newspaper articles, being invited to do an interview with Martha's Vineyard NPR.
- Invited to speak at Anime NYC.
- Get calls from folks in Boston about book selections and how to keep young adults using the library.
- Very successful CapeCon
- Many people outside of the library and schools knew about CapeCon and that it went very well. This will hopefully bring in all new patrons to use and see the resources that the library provides.
- I have worked very hard to provide literature in different world languages. This is an ongoing process and will continue to suit our patron's needs.
- Creating strong relationships with Falmouth Public Schools.

Patron Interactions

- Have had wonderful students and patrons hang their artwork in the YA room.
- Games are so fun to start interacting with a new regular patron.
- I pride myself on working with patrons with some sort of disabilities. It is truly one of the most rewarding experiences.
- I keep up on popular manga with our patrons and have it ready for them. They get so excited about the next volume, they will run into the room and get the books I just put back on the shelves!
- I try to have a reputation for patience and kindness with our patrons that are somewhat harder to manage.
- I've gotten at least 10 folks who usually just hide in a corner to read, to open up and have fun talking to me, because I like the same things!

Feel Good Moments

- One specific interaction I had was when I was out on the lawn with the book bike for the book fair. We had a dungeons and dragons starter set which a father and son grabbed. Then next to the book cart, his dad laid everything out and started to teach his son how to play. It was wonderful to see the joys and imaginations of those young and older, learning to connect with people via tabletop games.

FALMOUTH PUBLIC LIBRARY – SUMMER 2024 REPORT

Youth Services

Amanda Bock
Managing Librarian

Taylor Gonsalves
Associate

It's the start of a new era for the Children's Room, with more than half of our team being newly hired. Flexibility was the theme of the summer, and we learned a lot about what we want to do going forward.

Before the school year ended, we visited each of the elementary schools to do some outreach. At the end of May and early June we hosted an evening at the Library for each school. Attendance varied- from 25 from Teaticket to over 200 from North Falmouth. Throughout the summer, it was so gratifying to hear kids say, "You came to my school!"

Our regular programs included stories & songs for toddlers, storywalks outside on the lawn, nature walks, scavenger hunts, and arts & crafts for all ages. We greatly increased the number and variety of activities available for families to use in the Children's Room, such as puzzles, drawing and coloring stations, building toys, a puppet theater, and board games of all kinds.

Our special events included Marcus the Magician, Mad Science, CAP Therapy Dogs, Wingmasters, local author Mohamed Zefzaf, High Flying Dogs, the Falmouth Commodores, and LED Mini-Golf.

Two events stand out this summer. In partnership with the Massachusetts Center for the Book, we hosted Linda Coombs to kick off their Book of the Year program. Linda is a member of the Wampanoag Nation and author of *Colonization and the Wampanoag Story*. She spoke to a multi-generational group about writing the book, the impact of colonization, and how we all need to question the dominant narrative surrounding that time in our history. We are hopeful that it is the beginning of increased collaboration with our Wampanoag neighbors.

Perhaps our most well-attended event was hosting Blades, the mascot for the Boston Bruins, in collaboration with MBLC. We had over 100 visitors, including a significant portion of the police department. The presenters from MBLC were blown away by the enthusiasm and kindness of our patrons. They commented that it was their best experience of the summer.

Every day in the Children's Room is a program, whether or not there is anything on the event calendar. Over the course of the summer, we had nearly 20,000 visitors, according to our door counter, plus all those who participated in our outdoor activities. Everyone is greeted, most receive readers' advisory services, and many require assistance using our in-house materials.

Finally, we have been experimenting with the layout of the room. We have relocated the baby/toddler area to the back corner and created space for elementary-aged children to play and read. The Chill Zone remains for middle school students. We had so many positive comments about how wonderful this space is. It is always interesting to meet people from all over the country and even the world. Children are children no matter where they come from and it was always such a good feeling to see little smiles.

OPEN SESSION

BUSINESS

4. Report – Golf Advisory Committee **(15 minutes)**



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Business 4.

ITEM TITLE: Report- Golf Advisory Committee

MEETING DATE: 10/21/2024

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

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Golf Advisory Committee Annual Report Presentation

PURPOSE:

The Select Board will hear and discuss the annual activities report of the Golf Advisory Committee. This item is for information and discussion purposes only, no formal action is requested.

BACKGROUND/SUMMARY:

- Carey Murphy, Chair of the Golf Advisory Committee, will present the Committee's annual report.
- The mission of the Committee is to advise the Select Board on annual activities and long-term goals of Golf Facilities Operations at Falmouth Country Club.

DEPARTMENT RECOMMENDATION:

This item is for informational purposes only. No formal action of the Select Board 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 item is for informational purposes only. No formal action of the Select Board is requested.

Michael Renshaw

Town Manager

10/15/2024

Date

**Falmouth Golf Advisory Committee
Committee report 10/21/2024
Board of Selectman**

The committee last met on May 6th 2024 where the committee heard a report from the Indigo / Troon management group on the 2023/2024 financial numbers and their general activities at Falmouth CC

Committee members in attendance were, in addition to myself, fellow members Brian Arthur , Richard Boles, Barbara Dixon, Chris Inoue and Rob Pacheco and Chuck Eastman.

The meeting is posted as a public meeting and there were several members of the public in attendance.

The course continues its upward curve in terms of play and it's financial performance. I believe the payments to the town in 2023 were just short of a million dollars at \$966,000.00. 2024's payment is expected to exceed that at over one million. If that current trend continues, in ten years the debt used to purchase this parcel will be paid off and the note retired

We are well served by a top-notch management company whose lease terms will expire at the conclusion of 2024. A new lease is currently being advertised which has the blessing of

the Golf Advisory Committee. An August meeting was held and the process was laid out by Peter – Johnson Staub as to its conditions and a time matrix in addition to the advertising and awarding of a new lease. In addition there has been input and approval by the Board of Selectman. Your thoughtful discussions were well received.

The power point presentation that you will see tonight will highlight the financial performance of the course in addition to the general operations of FCC. We have been getting strong support from town staff in addition to the staff at the Recreation department whose programming at the club is creating a whole new generation of young golfers.

We anticipate having openings on the committee and have informed Diane in your office as to the nature of them.

I thank the Board for acknowledging the importance of this open space / Recreational parcel and how it has been supported by the community regionally and by our many visitors. The economic shared impact ripples throughout our communities businesses as a positive impact.

Respectfully submitted
Carey Murphy Committee Chair

OPEN SESSION

BUSINESS

5. Discuss recommendations of the Beach Committee **(10 minutes)**



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Business #5

ITEM TITLE: Discuss Recommendations of the Beach Committee

MEETING DATE: 10/21/2024

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

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: None

PURPOSE:

The Beach Committee will present the Select Board with recommendations related to Beach Division operations. The Board will have an opportunity to discuss the recommendations. No Select Board action is requested for this item.

BACKGROUND/SUMMARY:

- The Beach Committee has investigated a potential change from fixed food concession to food trucks at Falmouth Beaches. The Committee will present information compiled over the past year and offer specific recommendations.
- In past years, the Town has awarded contracts to food concession vendors for the following fixed locations based on competitive proposals:
 - Surf Drive
 - Old Silver – Resident Beach, and
 - Old Silver Public Beach

- In addition, the Town has solicited bids for mobile beach concessions serving:
 - Falmouth Heights
 - Menauhant
 - Chapoquoit
 - Megansett
 - Wood Neck
 - Grew's Pond

- The Beach Committee may also present a recommendation with regard to a future location for Beach staff offices. The Town Manager appointed a beach facilities working group to evaluate options for future Beach offices and restrooms in light of the vulnerability of the Surf Drive Bathhouse to flooding and storm damage. This working group also looked at alternatives to the existing restroom facilities at Old Silver (Resident and Public).

- A report is anticipated from this working group in the coming week or two. In the interim, the Assistant Town Manager submitted a capital request for \$200,000 as a contingency to set up temporary Beach offices in the event the Surf Drive Bathhouse is rendered unusable due to storm damage.

DEPARTMENT RECOMMENDATION:

The Town Manager recommends the Select Board take no action under this item.

OPTIONS:

- 1) No action
- 2) Board defined alternative.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

FINANCE DIRECTOR COMMENTS (IF APPLICABLE):

TOWN MANAGER COMMENTS:

Town Manager

10/21/2024

Date

Bringing mobility to our beach food services in 2025



FALMOUTH BEACHES FOOD TRUCK SURVEY & VENDOR USAGE 2024

Beach	Electricity	Water	Space Available	Notes
Bristol	N	N	20X15	East side only
Chapoquoit Weekends & Special Events Lower Fees \$100/day (?)	N	N	27X12	North far end/dead space
Falmouth Heights 7 Days	Y	Y	16X20	WIFI hotspot available/Verizon/uses 3 spaces presently used
Grew's Pond - Goodwill Park Weekends & Special Events Limited Access Lower Fees \$100/day (?)	N	N	25X15	Use 3 spaces in gravel lot/or space on open lawn for truck events The Filling Station-Special Nights Beachside Blends-Special Nights
Megansett Weekends (?)	N	N	10X35	Will use 2 spaces Neighbors/Megansett Yacht Club Snack Bar?
Menauhant East Not at this time.	N	N	20X20	Would use 2-3 parking spaces
Menauhant West Not at this time.	N/A	N/A	N/A	N/A
Old Silver - Residents 7 Days	Y	Y	9X24	In front of Burger Shack or to the left side by Ramp Shipwrecked: 10AM-6 PM 7 Days (weekly) (monthly) & Weekends May, June, Sept. <ul style="list-style-type: none"> Barking Claw would be interested Thurs-Sun 4p-8p July/Aug

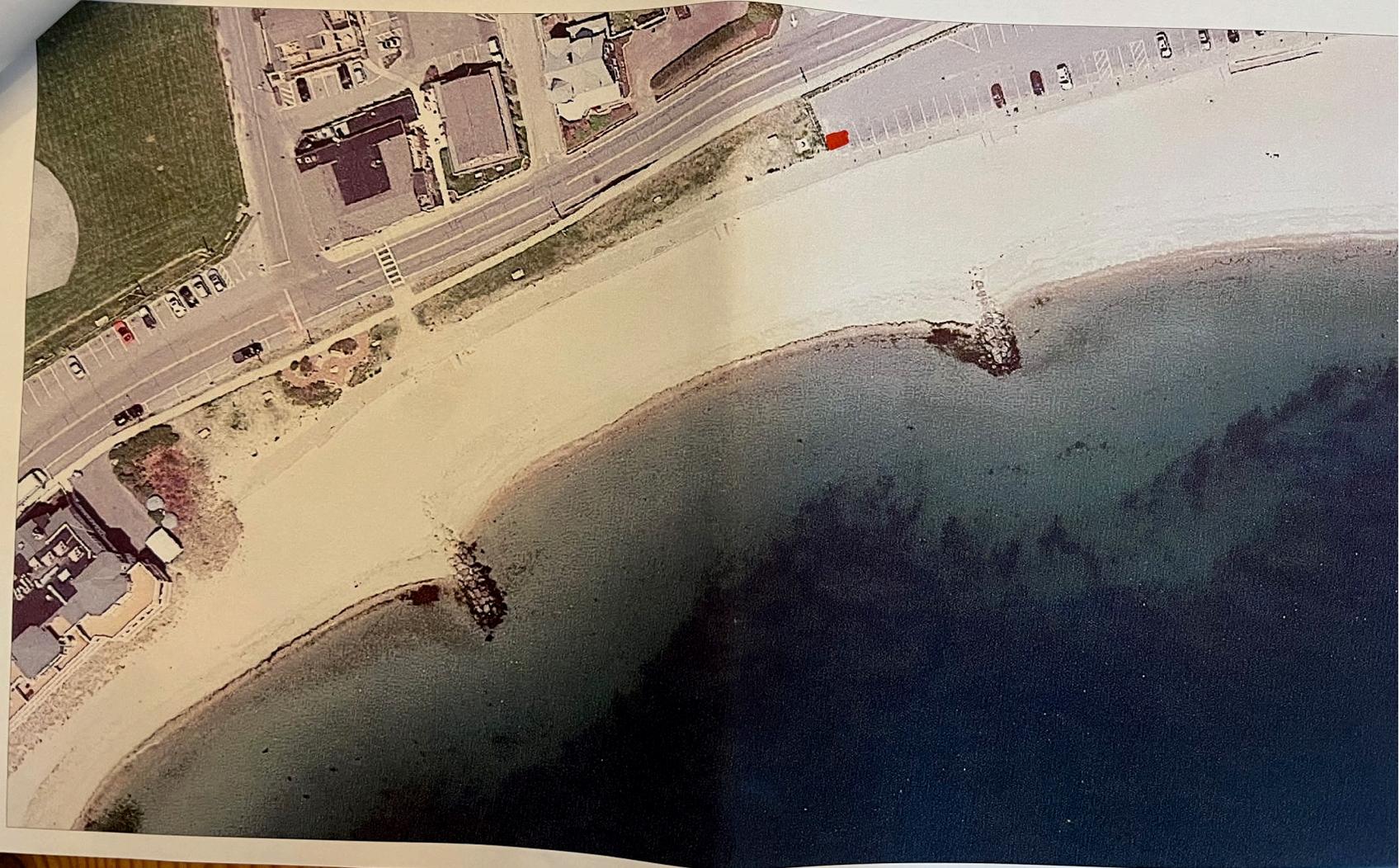
				<ul style="list-style-type: none"> The Filling Station might be interested in Mon-Wed 8/Hrs/day & Special Events Fees \$175/200/day (?)
Old Silver - Public 7 Days & Special Events	Y	Y	10X22	Right of Burger Shack/power & water via the bldg or to the Left of Deck * Shipwrecked: Same as above. *The Filling Station might be interested in Mon-Wed. 8 Hrs/day & Special Events * Barking Claw would be interested Thurs-Sun 4p-8p Jul/Aug Fees \$175-200/day??
Stoney/MBL	N/A	N/A	N/A	N/A
Surf Drive 7 Days & Special Events	Y	Y	25X?	No spaces needed with 4 spaces for Street Food pick up, also Possible 18X29 facing lot w/power & water
Wood Neck NOTES: Maintain Ice Cream Truck service as in the past and include other Beaches that have no Ice Cream available. (Extra Money ?)	N/A	N/A	N/A	N/A NOTES: ** Little Blue Truck probably not participating in 2025. Stay in touch.
*The Ktchn (Wesley) will be at the Oct 16th Meeting. Would prefer Thur-Sun 4-8 and rotate wkly to other beaches. Has a truck & trailer.	*Bo Peep (Lisa) has not responded back yet.			



Old Silver Beach Public

Engineering

Heights 2 of 2



In order to provide a sustainable and consistent food service at our beaches, the Town of Falmouth Beach Committee recommends:

- Mobile Food Service at the following beaches: Old Silver Public, Old Silver Permit, Surf Drive, and Falmouth Heights, 7 days/week, 12 weeks for the season, with a minimum of a three-week period per vendor, four vendors per season, 8 hours of operation per day
- Maintain the present operation of a Mobile Ice Cream vendor at all Falmouth beaches
- Add a mobile morning coffee service at locations and times that serve the public's needs for a service not otherwise offered by another vendor at any one location
- Provide mobile food service for the beaches not included above, during regular beach hours, schedule to be determined

Let's get our heads out of the sand;
we need a new place to call home!





The Positives of 10 Pumping Station Road

- The numbers of a redo make far more financial sense than the numbers of a new build
- The location is central to all the town beaches AND to Town Hall
- There is ample parking
- This would be using a building that is already a town asset but in need of repair
- It qualifies for use of Community Preservation Historic Preservation Funds for much of what it would need
- It is in a park that holds a body of water and one of the town's 10 beach areas
- It has room for both building expansion as well as outdoor landscaping expansion
- It has room for onsite storage
- It has ample square footage
- It would put the department in new headquarters and away from the constantly rising seas years before another option
- It already has utilities at the site

OPEN SESSION

BUSINESS

6. Consider approval of an application for a Change of Manager of a Seasonal All-Alcoholic Beverages Club License – Seacoast Shores Association located at 7 Farview Lane, East Falmouth **(5 minutes)**



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Business 6.

ITEM TITLE: Consider approval of the application by Seacoast Shores Association for a Change of Manager for its Seasonal All-Alcoholic Beverages Club License at 7 Farview Lane, East Falmouth

MEETING DATE: 10/21/2024

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

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: License Application Review form; Retail Alcoholic Beverages License Application- Amendment- Change of Manager dated September 20, 2024; Staff review emails

PURPOSE:

The Select Board is requested to review and approve an application by Seacoast Shores Association for a Change of Manager for its Seasonal All-Alcoholic Beverages Club License at 7 Farview Lane, East Falmouth

BACKGROUND/SUMMARY:

- The applicant, Seacoast Shores Association, Inc., submitted the proper Retail Alcoholic Beverages License Application Amendment- Change of Manager form (attached, dated September 20, 2024).

- The proposed new manager's name is Taryn Savoy.

- Seacoast Shores Association holds a Seasonal All Alcoholic Beverages Club License and is licensed to operate April 1 to November 30 from 8:00 AM to 12:00 AM with Sunday hours 10:00 AM to 12:00 AM.
- The Club also has Entertainment and Sunday Entertainment Licenses and has seating for 127 guests.
- The Falmouth Police Department, Fire Rescue Department, and Building Department have reviewed the application and have no objection to its approval.
- The Health Department has reviewed the application and has no concerns.
- The proposed new manager has successfully completed the required background check.

DEPARTMENT RECOMMENDATION:

The Town Manager recommends that the Select Board approve the application by Seacoast Shores Association for a Change of Manager for its Seasonal All-Alcoholic Beverages Club License at 7 Farview Lane, East Falmouth as presented.

OPTIONS:

- Motion to approve the application by Seacoast Shores Association for a Change of Manager for its Seasonal All-Alcoholic Beverages Club License at 7 Farview Lane, East Falmouth, as presented.
- Motion to deny approval of the application by Seacoast Shores Association for a Change of Manager for its Seasonal All-Alcoholic Beverages Club License at 7 Farview Lane, East Falmouth.
- 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 application by Seacoast Shores Association for a Change of Manager for its Seasonal All-Alcoholic Beverages Club License at 7 Farview Lane, East Falmouth as presented.

Michael Renshaw

Town Manager

10/16/2024

Date

LICENSE APPLICATION REVIEW

Restaurant/Business: Seacoast Shores Assn., Inc.

Address: 7 Farview Lane, East Falmouth

License Type: All Alcoholic Beverages Club License

New License _____

Transfer of License _____

Change of License Change of Manager

Police No Objections

Fire No Objections

Building No Objections

Health No issues

Zoning _____

Planning _____

DPW _____

NOTES:

Seacoast Shores is a Seasonal All Alcoholic Beverages Club licensed to operate April 1st to November 30th, from 8:00 am to 12 midnight with Sunday hours 10:00 am to 12 Midnight, 110 hours weekly, with seating for 127 guests. The Club also has Entertainment and Sunday Entertainment Licenses.

The application states the proposed manager will be on the licensed premises 32- 40 hours per week. A town background check has been completed.

2024

License Alcoholic Beverages

00209-CL-0390

Fee: 1275

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

CLUB LICENSE - SEASONAL

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

To Be Drunk On the Premises

To Seacoast Shores Association, Inc.
Jon G.Elmlad, Manager

7 Farview Lane, East Falmouth, MA 02536

On the following described premises:

2 level Clubhouse, ground level: office, function room, 2 bathrooms, changing room, storage room. Upper level: deck, 2 bathrooms, kitchen, storage room. Outside: fenced pool area (60'x35' adult pool & small kiddie pool), fenced tennis court, parking area. The clubhouse building is fully handicapped accessible with an elevator and three entrances/exits. Seating capacity 120 patrons.

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities.

This license is valid from the 22nd day of April 2024 until the 30th day of November 2024, unless earlier suspended, cancelled or revoked.

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

8:00 am-12:00 am Monday-Saturday; 10:00 am - 12:00 am - Sundays. Note: All glasses off tables and bar and all patrons out by 12:30 a.m.

Weather permitting lunch served to 40 outdoor Adirondack chairs in the Pool Area from 11:30 am-4:00 pm at which time the interior seating will be reduced by 40 seats. No glass permitted in the Pool Area. A TIPS certified manager will be on duty in the Pool Area during lunch service. BUILDING MUST BE SO INSULATED THAT ALL ENTERTAINMENT, MUSICAL OR OTHERWISE, WILL NOT BE HEARD OUTSIDE THE BUILDING. OFF-SITE PARKING NOT ALLOWED AT THE LOT AT WHITE'S LANDING.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 22nd day of April 2024

Licensing Board

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



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

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM

AMENDMENT-Change of Manager

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

ECRT CODE: RETA

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

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

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

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN

STATE

ZIP CODE

For the following transactions (Check all that apply):

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

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

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



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

AMENDMENT-Change of Manager **Change of License Manager**

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Seacoast Shores Association Inc	East Falmouth	00209-CL- 0390

2. APPLICATION CONTACT

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

Name	Title	Email	Phone
Ron Woods	Administration	[REDACTED]	[REDACTED]

3A. MANAGER INFORMATION

The individual that has been appointed to manage and control of the licensed business is:

Proposed Manager Name	Taryn Savoy	Date of Birth	[REDACTED]
Residential Address	175 Red Brook Road, Waquoit, MA 02536		
Email	[REDACTED]	Phone	[REDACTED]
Please indicate how many hours per week you intend to be on the licensed premises	<input checked="" type="radio"/> 10-15	Last-Approved License Manager	Jon G Emblad

3B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?* Yes No *Manager must be U.S. citizen
 If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.
 Have you ever been convicted of a state, federal, or military crime? Yes No
 If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

3C. EMPLOYMENT INFORMATION

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

Start Date	End Date	Position	Employer	Supervisor Name
03/2022	Current	Server	Quarterdeck	Hanna Collins
08/2005	03/2022	Manager	The Green Pond Fish Market	Robert Lewis

3D. PRIOR DISCIPLINARY ACTION

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

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

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

Manager's Signature Taryn Savoy Date 09/20/24



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

AMENDMENT-Change of Manager Change of License Manager

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Seacoast Shores Association INC	East Falmouth	00209-CL- 0390

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

Name	Title	Email	Phone
Ron Woods	Administration	[REDACTED]	[REDACTED]

3A. MANAGER INFORMATION
 The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name	Taryn Savoy	Date of Birth	[REDACTED]	SSN	[REDACTED]
Residential Address	175 Red Brook Road, Waquoit, MA 02536				
Email	[REDACTED]	Phone	[REDACTED]		
Please indicate how many hours per week you intend to be on the licensed premises	32-40	Last-Approved License Manager		Jon G Emblad	

3B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen? Yes No *Manager must be U.S. citizen

If yes, attach one of the following as proof of citizenship: US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers. Have you ever been convicted of a state, federal, or military crime? Yes No

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

Date	Municipality	Charge	Disposition

3C. EMPLOYMENT INFORMATION
 Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
03/2022	Current	Server	Quarterdeck	Hanna Collins
08/2005	03/2022	Manager	The Green Pond Fish Market	Robert Lewis

3D. PRIOR DISCIPLINARY ACTION
 Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? Yes No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

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

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

Manager's Signature Taryn Savoy Date 09/28/24

APPLICANT'S STATEMENT

I, *Samuel Frawley* the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory

of Seacoast Shores Association Inc
Name of the Entity/Corporation

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

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

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

Signature: *Samuel Frawley*
Title: President

Date: 9/20/24

Phyllis Downey

From: Boyd Demello <boyd.demello@falmouthfirema.gov>
Sent: Monday, September 30, 2024 11:05 AM
To: Falmouth Licensing; Brian Reid; Sean Doyle; Ryan Hergt; Jeff Lourie; Craig O'Malley; Gary Street; Scott McGann
Cc: Pam Marshall; Paula Gerry; Morgan Cardoso
Subject: RE: Seacoast Shores-Change of Manager application

Fire Rescue has no objections to the change of manager application.

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

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

From: Falmouth Licensing <licensing@falmouthma.gov>
Sent: Monday, September 30, 2024 11:00
To: Brian Reid <brian.reid@falmouthpolicema.gov>; Sean Doyle <sean.doyle@falmouthpolicema.gov>; Ryan Hergt <ryan.hergt@falmouthpolicema.gov>; Jeff Lourie <Jeff.Lourie@falmouthpolicema.gov>; Boyd Demello <boyd.demello@falmouthfirema.gov>; Craig O'Malley <craig.omalley@falmouthfirema.gov>; Gary Street <gary.street@falmouthma.gov>; Scott McGann <scott.mcgann@falmouthma.gov>
Cc: Pamela Marshall <pamela.marshall@falmouthma.gov>; Paula Gerry <paula.gerry@falmouthma.gov>; Morgan Cardoso <morgan.cardoso@falmouthma.gov>
Subject: Seacoast Shores-Change of Manager application

Good morning,

Attached please find an application for a Change of Manager for Seacoast Shores Association, Inc., a Seasonal All Alcoholic Beverages Club licensed to operate April 1st to November 30th, from 8:00 am to 12 midnight with Sunday hours 10:00 am to 12 Midnight with seating for 127 guests. The Club also has Entertainment and Sunday Entertainment Licenses.

The proposed applicant Taryn Savoy has completed a town background check. May we please request your review of this application by Monday, October 7th?

Thank you,
Phyllis

Phyllis Downey
Town Manager & Select Board Office
59 Town Hall Square
Falmouth MA 02540

Phyllis Downey

From: Gary Street
Sent: Monday, September 30, 2024 1:17 PM
To: Falmouth Licensing
Subject: RE: Seacoast Shores-Change of Manager application

Phyllis,

Building has no objections. 127 is the occupancy of record.

Respectfully,

Gary Street

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

From: Falmouth Licensing <licensing@falmouthma.gov>
Sent: Monday, September 30, 2024 11:00 AM
To: Brian Reid <brian.reid@falmouthpolicema.gov>; Sean Doyle <sean.doyle@falmouthpolicema.gov>; Ryan Hergt <ryan.hergt@falmouthpolicema.gov>; Jeff Lourie <Jeff.Lourie@falmouthpolicema.gov>; Boyd Demello <boyd.demello@falmouthfirema.gov>; Craig O'Malley <craig.omalley@falmouthfirema.gov>; Gary Street <gary.street@falmouthma.gov>; Scott McGann <scott.mcgann@falmouthma.gov>
Cc: Pam Marshall <pamela.marshall@falmouthma.gov>; Paula Gerry <paula.gerry@falmouthma.gov>; Morgan Cardoso <morgan.cardoso@falmouthma.gov>
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The proposed applicant Taryn Savoy has completed a town background check. May we please request your review of this application by Monday, October 7th?

Thank you,
Phyllis

Phyllis Downey
Town Manager & Select Board Office
59 Town Hall Square
Falmouth MA 02540
508-495-7325

Phyllis Downey

From: Morgan Cardoso
Sent: Wednesday, October 2, 2024 10:50 AM
To: Falmouth Licensing
Cc: Scott McGann
Subject: RE: Seacoast Shores-Change of Manager application

No issues from health.



Morgan Cardoso
Health Inspector
(508) 495-7486 | morgan.cardoso@falmouthma.gov
Town of Falmouth Health Department
59 Town Hall Square, Falmouth, MA 02540

Please Note:

The Town of Falmouth Health Department has rolled out PermitEyes (online permitting system). Please see the links below to register, apply or for Public View.

Applicant Registration Page : <https://permiteyes.us/falmouth/userregistration.php>

Applicant Side Login Page : <https://permiteyes.us/falmouth/loginuser.php>

Public View Site (no login required): <https://permiteyes.us/falmouth/publicview.php>

From: Falmouth Licensing <licensing@falmouthma.gov>
Sent: Monday, September 30, 2024 11:00 AM
To: Brian Reid <brian.reid@falmouthpolicema.gov>; Sean Doyle <sean.doyle@falmouthpolicema.gov>; Ryan Hergt <ryan.hergt@falmouthpolicema.gov>; Jeff Lourie <Jeff.Lourie@falmouthpolicema.gov>; Boyd Demello <boyd.demello@falmouthfirema.gov>; Craig O'Malley <craig.omalley@falmouthfirema.gov>; Gary Street <gary.street@falmouthma.gov>; Scott McGann <scott.mcgann@falmouthma.gov>
Cc: Pam Marshall <pamela.marshall@falmouthma.gov>; Paula Gerry <paula.gerry@falmouthma.gov>; Morgan Cardoso <morgan.cardoso@falmouthma.gov>
Subject: Seacoast Shores-Change of Manager application

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The proposed applicant Taryn Savoy has completed a town background check. May we please request your review of this application by Monday, October 7th?

Thank you,
Phyllis

Phyllis Downey
Town Manager & Select Board Office

Phyllis Downey

From: Brian Reid <brian.reid@falmouthpolicema.gov>
Sent: Thursday, October 3, 2024 12:46 PM
To: Falmouth Licensing; Sean Doyle; Ryan Hergt; Jeff Lourie; Boyd Demello; Craig O'Malley; Gary Street; Scott McGann
Cc: Pam Marshall; Paula Gerry; Morgan Cardoso
Subject: Re: Seacoast Shores-Change of Manager application

No objection from Police.

Respectfully,



Brian L. Reid
Captain of Operations
Falmouth Police Department
774-255-4527 ext. 4502

From:

Falmouth Licensing <licensing@falmouthma.gov>
Sent: Monday, September 30, 2024 10:59 AM
To: Brian Reid <brian.reid@falmouthpolicema.gov>; Sean Doyle <sean.doyle@falmouthpolicema.gov>; Ryan Hergt <ryan.hergt@falmouthpolicema.gov>; Jeff Lourie <Jeff.Lourie@falmouthpolicema.gov>; Boyd Demello <boyd.demello@falmouthfirema.gov>; Craig O'Malley <craig.omalley@falmouthfirema.gov>; Gary Street <gary.street@falmouthma.gov>; Scott McGann <scott.mcgann@falmouthma.gov>
Cc: Pamela Marshall <pamela.marshall@falmouthma.gov>; Paula Gerry <paula.gerry@falmouthma.gov>; Morgan Cardoso <morgan.cardoso@falmouthma.gov>
Subject: Seacoast Shores-Change of Manager application

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The proposed applicant Taryn Savoy has completed a town background check. May we please request your review of this application by Monday, October 7th?

Thank you,
Phyllis

Phyllis Downey
Town Manager & Select Board Office
59 Town Hall Square
Falmouth MA 02540
508-495-7325

OPEN SESSION

BUSINESS

7. Consider the adoption of the Town of Falmouth's Mission, Vision and Values Statement **(10 minutes)**



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Business 7.

ITEM TITLE: Discuss and consider the adoption of the Town of Falmouth Mission, Vision, and Values Statements

MEETING DATE: 10/21/2024

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

SUBMITTED BY: Mike Renshaw, Town Manager and Peter Johnson-Staub, Assistant Town Manager

ATTACHMENTS: Draft Mission, Vision, and Values Statements

PURPOSE:

The Select Board will discuss and consider the adoption of the Town of Falmouth's first Mission, Vision, and Core Values Statements.

BACKGROUND/SUMMARY:

- In September 2023 the Town Manager began working with the Management Team (primarily the staff leadership team comprised of both department and division managers) to develop a set of core value statements.
- Developing a set of Core Values for the organization is foundational because they:
 - Highlight an organization's core principles and philosophical ideals; what we stand for.
 - Guide the decisions and behaviors of the people inside the organization.

- Signal to external stakeholders what's important to the organization.
- In November 2023 the senior management team focused their efforts on developing draft Mission and Vision Statements.
- Mission Statements are important for an organization because they:
 - Define an organization's purpose/reason for being.
 - Serve as a guide for the day-to-day operations of the organization.
 - Motivate employees toward a common near-to-medium term goal.
 - A well-defined Mission Statement answers the question of:
 - What do we do today?
 - Who do we serve?
 - What are we trying to accomplish?
 - What impact do we want to achieve?
- A well-crafted Vision Statement provides an important strategic look to the future of an organization by:
 - Describing the future of the organization.
 - Revealing what the organization aspires to be or hopes to achieve in the long-term.
 - Provides inspiration and motivation, but also provides clear direction, mapping out where the organization is headed.
 - A well-framed Vision Statement answers the questions of:
 - Where are we going moving forward?
 - What do we want to achieve in the future?
 - What kind of future services do we want to deliver?
- To be most effective as a strategic planning and navigational aid for the organization, it is important that the Mission, Vision, and Values Statements have employee buy-in and are developed as part of a collaborative process, and that they are adopted by the governing body.
- At its March 2, 2024, strategic planning workshop, the Select Board reviewed and discussed a set of draft Core Values, Mission, and Vision Statements.
- On May 14, 2024, the Select Board voted to adopt these statements with revisions suggested by the Board.
- During its August 24, 2024, strategic planning workshop the Select Board was provided a revised Mission and Vision statement that included the addition of a

Values Statement for discussion purposes; the revised Town of Falmouth Mission, Vision, and Values Statements draft document is now being brought back to the Select Board for its consideration and adoption.

- Once adopted, these Mission, Vision, and Values Statements will be included in the Town’s staff recruitment and retention process, Town website, and placed within the soon to be released strategic plan reporting platform.

DEPARTMENT RECOMMENDATION:

The Town Manager recommends that the Select Board vote to adopt the Town of Falmouth Mission, Vision, and Value Statements as presented.

OPTIONS:

- Motion to adopt the Town of Falmouth Mission, Vision, and Value Statements as presented.
- Motion to deny the adoption of the Town of Falmouth Mission, Vision, and Value Statements as presented.
- Motion to adopt the Town of Falmouth Mission, Vision, and Values Statements with specified revisions.

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 adopt the Town of Falmouth Mission, Vision, and Values Statements as presented.

Michael Renshaw

Town Manager

10/15/2024

Date



Town of Falmouth

Mission, Vision and Values Statements

Mission Statement

The Town of Falmouth's mission is to provide impeccable and effective customer service to allow our residents, businesses, employees, and visitors the opportunity to live, work, and experience our unique charm today, tomorrow, and for future generations.

Vision Statement

To be the premiere Cape community that provides the most responsive, accessible, and inclusive environment for all.

Values Statement

The Town of Falmouth strives to be an inclusive, welcoming, equitable, and diverse community and an employer that provides the highest level of customer service to all individuals and groups of various abilities, cultures, backgrounds, and identities through the equitable application of policies and procedures.

Our Core Values

❖ **Honesty & Integrity**

We believe that honesty is the backbone of our credibility, ensuring that our words and actions are always aligned with the truth, and in the quiet strength of unwavering principles to guide our actions even when no one is watching.

❖ **Transparency**

We create windows through which trust is built, allowing the community clear insight into our actions and decisions in order to foster accountability and public confidence.

❖ **Communication**

We value the art of genuine listening, ensuring every word spoken or unspoken bridges understanding and fosters respect, allowing all voices to be heard.

❖ **Professionalism**

We are committed to excellence, where expertise meets empathy, ensuring each interaction reflects our dedication to service and respect for all.

❖ **Teamwork**

We are committed to a culture of mutual support and a harmony of diverse skills, where each voice is valued, contributing to a unified mission beyond individual capacities.

OPEN SESSION

BUSINESS

8. Discuss and consider voting to adopt the FY23-FY27 Select Board Strategic Plan as revised based upon discussion during the August 24, 2024 strategic planning workshop **(15 minutes)**



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Business 8.

ITEM TITLE: Discuss and consider voting to adopt the FY23-FY27 Select Board Strategic Plan as revised based upon discussion during the August 24, 2024 strategic planning workshop

MEETING DATE: 10/21/2024

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

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Revised FY23-FY27 Select Board Strategic Plan showing redline changes

PURPOSE:

The Select Board is being asked to consider adopting the revised FY23-FY27 Select Board Strategic Plan based upon edits made as a result of the August 24 planning workshop discussion.

BACKGROUND/SUMMARY:

- The current FY23-FY27 Select Board Strategic Plan was adopted by the Select Board on October 16, 2023.
- A strategic plan provides focused direction through a set of goals and objectives to allow the organization to continuously move forward and advance the strategic policy goals of the governing body, and as such it should be considered a living document subject to periodic review and revision.

- On August 24, 2024 the Select Board met for the purpose of conducting a strategic planning workshop; during this workshop the Board reviewed each of the seven Strategic Priority Areas (SPA), including having significant discussion on the ongoing goals and objectives within each SPA.
- The attached redlined revised FY23-FY27 Strategic Plan incorporates the comments made during this recent workshop discussion.
- The Plan also includes a new section containing the Town’s mission, vision, and values statement.
- The Select Board is being asked to review these proposed revisions based upon the August 24 workshop discussions, and to adopt the Revised FY23-FY27 Select Board Strategic Plan.

DEPARTMENT RECOMMENDATION:

The Town Manager is recommending that the Select Board approve the revised FY23-FY27 Select Board Strategic Plan as presented.

OPTIONS:

- Motion to adopt the FY23-FY27 Select Board Strategic Plan as revised based upon discussion during the August 24, 2024, strategic planning workshop as presented.
- Motion to adopt an amended version of the FY23-FY27 Select Board Strategic Plan with specified revisions.
- Some other 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 revised FY23-FY27 Select Board Strategic Plan as presented.

Michael Renshaw

Town Manager

10/15/2024

Date

Select Board Strategic Plan



FY2023 – FY2027

Adopted by the Falmouth Select Board on October 24, 2022
Updated per Select Board Vote on ~~October 16, 2023~~ October 21, 2024

Introduction

In accordance with the Town of Falmouth Home Rule Charter, the Falmouth Select Board hereby presents its five-year strategic plan for the Town of Falmouth. During its annual Strategic Planning retreats throughout September and October 2022 the Board reviewed strategic priorities for Fiscal Years 2023-2027.

As it embarks on the work of Strategic Planning, the Board recognizes the importance of setting forth a vision for our community annually and the need to work through our Town Manager to involve the department heads, also receiving input from Town boards and committees in our decision making. There is also the fundamental need to hear from our citizens to gain a better understanding of community priorities. The goals set forth herein reflect this community of varied, comprehensive interests.

In this five-year plan, the Board has established broad policy areas. The goals of each Town Department are expected to be regularly updated and to address all programs and services of our community. Acting through the Town Manager, the Board will communicate its expectations to the Department, Board, Committee or Commission involved in achieving the policy objective. The Board expects that over the course of the five-year planning period, additional goals may be added during plan review or as updated annually as progress is reported by advisory committees and staff.

At the time of this retreat, the Town and the nation are still living with the coronavirus pandemic that continues to disrupt all our lives, requiring adaptation of many municipal operations, and continues to have implications for short-term and long-term plans and priorities. The seven Strategic Priority areas adopted for the FY2023 - FY2027 planning horizon listed ranked in alphabetical order:

- I. Housing
- II. Energy & Water Conservation and Sustainability
- III. Financial and Economic Stability
- IV. Health and Public Safety
- V. Management of Coastal/Natural Resources & Infrastructure
- VI. Organizational Effectiveness & Community Engagement
- VII. Water, Water Conservation, Wastewater & Solid Waste Management

The Select Board members recognize that these strategic priorities do not address every area of service provided by the Town of Falmouth. The core values, established for strategic planning purposes, in no way diminish the value and importance of all the services provided by Falmouth's Departments and Divisions. These strategic priorities do involve all staff members and citizens as the Board implements its objectives and will serve as the foundation for the administration of Town government and delivery of services.

It is our hope that all decision makers, including staff, boards, and committees, will embrace these priorities and take positive steps toward achieving our strategic vision for the planning period of Fiscal Years 2023 - 2027.

Falmouth Select Board,
Nancy Robbins Taylor, Chair
Onjalé Scott Price, Vice Chair
Douglas C. Brown
Samuel H. Patterson
Edwin Scott Zylinski

Adopted: October 24, 2022

Revised and Adopted: October 16, 2023
Nancy Robbins Taylor, Chair
Edwin Scott Zylinski, Vice Chair
Douglas C. Brown
Robert P. Mascali
Onjalé Scott Price

Revised and Adopted: October 21, 2024
Nancy Robbins Taylor, Chair
Edwin Scott Zylinski, Vice Chair
Douglas C. Brown
Robert P. Mascali
Heather M.H. Goldstone



Town of Falmouth

Mission, Vision and Values Statements

Mission Statement

The Town of Falmouth's mission is to provide impeccable and effective customer service to allow our residents, businesses, employees, and visitors the opportunity to live, work, and experience our unique charm today, tomorrow, and for future generations.

Vision Statement

To be the premiere Cape community that provides the most responsive, accessible, and inclusive environment for all.

Values Statement

The Town of Falmouth strives to be an inclusive, welcoming, equitable, and diverse community and an employer that provides the highest level of customer service to all individuals and groups of various abilities, cultures, backgrounds, and identities through the equitable application of policies and procedures.

Our Core Values

❖ **Honesty & Integrity**

We believe that honesty is the backbone of our credibility, ensuring that our words and actions are always aligned with the truth, and in the quiet strength of unwavering principles to guide our actions even when no one is watching.

❖ **Transparency**

We create windows through which trust is built, allowing the community clear insight into our actions and decisions in order to foster accountability and public confidence.

❖ **Communication**

We value the art of genuine listening, ensuring every word spoken or unspoken bridges understanding and fosters respect, allowing all voices to be heard.

❖ **Professionalism**

We are committed to excellence, where expertise meets empathy, ensuring each interaction reflects our dedication to service and respect for all.

❖ **Teamwork**

We are committed to a culture of mutual support and a harmony of diverse skills, where each voice is valued, contributing to a unified mission beyond individual capacities.

I. Housing

The Select Board has included housing as a specific priority area to signify its importance. Prioritizing creation of housing that is available and attainable to individuals of all income levels including working individuals and families is critical to supporting the hiring and retention of Town staff and maintaining the stability of Town operations. The vitality of the Town is dependent upon a community that is affordable and accessible.

The affordable housing crisis has been exacerbated by ~~the pandemic~~, an unprecedented and unpredictable housing market; ~~and as well as by~~ inflation. This crisis requires significant dedication and cooperation among Town staff and community to resolve.

The ongoing goals within this strategic priority area are:

- Continue using the Housing Production Plan as a guide.
- ~~Continue to~~ Evaluate Town owned parcels of land for potential development of affordable housing.
- ~~Update Local Initiative Program (LIP) guidelines and procedures with input from ZBA, Planning Board, Affordable Housing Committee to facilitate development of affordable housing.~~
- Consider developing a program to purchase deed restrictions on existing properties to be converted on future sale.
- Support Falmouth Housing Authority with renovating existing residential properties by supporting state and federal grant applications.
- Seek methods of addressing housing needs of the so-called “missing middle” which refers to households that have an income that is not high enough to afford market rate housing in Falmouth but whose income is above the 80% of Area Median Income (AMI) threshold applied by the Commonwealth under M.G.L. c. 40B.
- ~~Consider proposing special legislation to assess a new real estate transfer fee to raise funds for creating new housing opportunities.~~
- Consider pursuing a residential deed exemption program similar to the one adopted by Vail Colorado, whereby homeowners and real estate buyers/sellers can receive funds in exchange for adding a deed restriction to the property.
- Consider supporting a Planning Board proposal to broaden the scope of the Mixed Residential Commercial Overlay District (MRCOD) to allow greater zoning flexibility for permitting multifamily housing within the designated District.

The specific, actionable goals within this strategic priority area are:

- Prioritize the creation of affordable rental units and add a minimum of ~~100 more~~ 60 deed restricted affordable rental units annually over the course of the next 5 years.
 - The Housing Coordinator should manage this list and conduct a review every 3 months.
- Consider creative and radical solutions to increasing affordable housing options.
 - Housing Coordinator in collaboration with Affordable Housing Committee seek innovate/radical ways to increase housing stock such as addressing ADU bylaw

- issues/confusion, reviewing strategies implemented by other Cape towns to incentivize developers to build affordable housing, etc.
 - Special focus on researching an Airbnb moratorium.
- Contract with creative contractors to establish innovative ways to increase affordable housing stock through existing infrastructure.
- Prioritize redevelopment of existing parcels and explore programs that would incentivize development of housing options along Main Street.
- The Town Manager to provide regular (monthly/quarterly) updates on LIP (Local Initiative Plan) or other affordable housing related projects and their status. Maintain a minimum balance of \$4 million in the Falmouth Affordable Housing Fund Trust.
- Promote a diversity of housing types targeting different household needs.
- Maximize the number of affordable units included in development on Town-owned land.
- Work with private developers to ensure community needs for affordable housing are met.
- Minimize greenfield development by targeting residential development and redevelopment where it already exists.
- Collaborate both within Falmouth and with neighboring communities and other regional partners to address housing needs and implement related planning processes.

Completed goals within this strategic priority area:

- Consider proposing special legislation to assess a new real estate transfer fee to raise funds for creating new housing opportunities.
- Update Local Initiative Program (LIP) guidelines and procedures with input from ZBA, Planning Board, Affordable Housing Committee to facilitate development of affordable housing.

II. Energy & ~~Water Conservation~~ and Sustainability

The Board will pursue conservation of vital resources with an eye to renewables and efficiencies. The Board is committed to raising awareness of energy conservation opportunities that provide financial and environmental benefits to the community.

The ongoing goals within this strategic priority area are:

- Pursue and promote energy efficiency in existing and new building construction.
- Promote and provide infrastructure to support electric vehicles.
- Continue to investigate viability of electric vehicles when replacing municipal vehicles.
- Explore & implement ~~municipal sites for~~ alternative energy Town-wide.

Solar:

- Explore municipal and school sites for rooftop, ground mount, and carport canopies

- Explore community solar opportunities with private or non-profit solar developers
- Encourage private land and property owners to install solar

Wind:

- Consider well-planned, appropriate wind power
- ~~Develop program to encourage solar energy on private property.~~
- ~~Consider ground mounted and rooftop solar installations.~~
- ~~Explore public and private partnerships for renewable energy.~~
- Enhance and promote efforts to improve composting and recycling practices.
 - Explore a municipal composting program through private/public partnerships or through a regional approach.
- Continue ESCO and related programs – i.e., building upgrades to improve energy efficiency.
- ~~Consider utilizing the interconnection to the Eversource electric grid at the Wastewater Treatment Facility for a solar installation.~~
- ~~Explore strategies to conserve potable water. (already addressed in priority VII.)~~
- ~~Consider taking on negotiation of power purchase agreement with Eversource as part of the AMP Solar project. The Town would negotiate the power purchase agreement with Eversource instead of AMP Solar doing so.~~
- ~~Consider Town purchase of solar power from local non-profit owner of solar pv installation.~~
- ~~Consider well-planned, appropriate wind power (suggested by one member, not clear there is a majority of Select Board in support)~~

The specific, actionable goals within this strategic priority area are:

- ~~Hire a Sustainability Coordinator as voted at Town meeting.~~
- Explore partnerships with outside entities to identify proactive ways to encourage electric grid modifications through modernization.

Completed goals within this strategic priority area from previous Strategic Plan:

- Manage disposition of municipal wind turbines in compliance with applicable procurement law.
- Hire a Sustainability Coordinator as voted at Town Meeting.

III. Financial and Economic Stability

In this five-year planning period, the fiscal health of our operations and community remains a strategic priority for the Town of Falmouth as we face the continued challenges of high inflation, increasing housing costs and a declining supply of qualified workers for municipal positions.

Among the Town's financial goals are to promote long-term financial stability of Town operations through sound financial planning and practices. The Town will be positioned to sustain essential services through economic downturns by continuing conservative revenue assumptions and disciplined budgeting. These sound financial practices allowed us to retain the Town's 'AAA' bond rating – the highest available bond rating. This bond rating upgrade saves taxpayers money every year by reducing borrowing costs and it represents an independent third-party validation of the quality of the Town's management practices. The Town's ongoing Capital needs and wage pressure caused by the declining population of working age individuals in the region remains a pressing fiscal concern.

The Town has been fortunate to be able to increase staffing levels to address targeted service needs in the past several years supported by sustainable, recurring revenues. This broad strategic priority area will influence decisions made about public safety, education and other important direct services such as community planning, housing, historic preservation, recreation, visitor resources, human services, elder services, and the increase in food insecurity and mental health issues.

The ongoing goals within this strategic priority area are to:

- Promote long-term financial stability of Town operations.
- Review and publicize long-term capital plan and promote funding strategy for capital; needs including town and school facilities report.
- Continue to prepare a Comprehensive Annual Financial Report each year.
- Continue working with the School Department to create a sustainable financial plan.
- Continue program budgeting and move toward full costing of services.
- Continue collaboration with School Department to complete facility and efficiency upgrades.
- Respond to fiscal impacts related to COVID-19-market volatility, increase in population working remotely, and inflation and explore new grant and revenue opportunities.
- Monitor appropriate grant opportunities and procedures for submitting and tracking grant applications.
- Support opportunities to generate additional funds for community housing.
- Support development of improved high speed internet service.
- Plan for use, development or disposition of Town properties including but not limited to the Emerald House properties, Andrews Farm Farmhouse, 300 Dillingham Ave, and the un-programmed portions of the Edward Marks Building former Water Department Offices and storage facility on Palmer Avenue.
- Develop a policy and plan to address traffic, parking, and transportation needs.
- Support business and community development to promote a vibrant local economy.

- ~~Support Finance Department implementation of a carefully crafted tax lien program to collect past due taxes without putting any year-round resident at risk of homelessness.~~
- Explore ways to enhance the collaborative process between the Town Manager's Office, Finance Department, and School Superintendent in the development of the School Department budget.

The specific, actionable goals within this strategic priority area are:

- ~~Increase water rates to generate funds needed for a comprehensive annual water main replacement program.~~
- Implement the integrated financial management system approved by Town Meeting.

Completed goals within this strategic priority area from previous Strategic Plan:

- Improve coordination of planning, permitting, and preservation functions.
- Improve permitting environment to be more user-friendly to the applicant.
- Increase water rates to generate funds needed for a comprehensive annual water main replacement program.
- Support Finance Department implementation of a carefully crafted tax lien program to collect past due taxes without putting any year-round residents at risk of homelessness.

IV. Health and Public Safety

Public Health and Safety are fundamental governmental functions. In this priority area the Board will develop goals to address emerging public health issues, ~~pandemic impacts~~, and issues of concern related to substance use disorders and the opiate use epidemic in our Town and nation. The Town will focus on efforts to efficiently use our limited staffing and budgetary resources to sustain a high quality of public safety and improve accessibility in the Town of Falmouth.

The ongoing goals within this strategic priority area are:

- Monitor and address emerging public health issues.
- Continue to enhance public safety services town wide.
- Provide quarterly statistics related to ongoing opioid initiatives to measure our effectiveness in addressing the issue.
- Review response data and analysis to evaluate effectiveness of fire station staffing model to best serve the entire Town of Falmouth.
- Support improved efficiency of police and fire operations and consider future expanded services within available resources.
- Commit to staffing West Falmouth fire station.
- Continue to collaborate among Town departments to respond to substance use crisis including opiate use.
- Consider land acquisition and funding for new replacement Fire station based on a six-fire station model based on the McGrath consultant study, recommendations of the Future Fire Stations Citizens Advisory Committee and public input to evaluate potential locations for this new fire station to serve the entire town more effectively.
- Continue to review and update Local Emergency Management Plan.
- Explore possibility of adding ambulance bay to West Falmouth Fire Station.

The specific, actionable goals within this strategic priority area are:

- ~~Provide Licensed Social Workers (LSW) to the Falmouth Police Department (FPD) to assist on calls related to mental health, substance use disorder, and people without housing.~~
 - ~~The FPD will convert 2 patrol officer positions to Licensed Social Workers during FY223. For FY25 and beyond, the Select Board will: 1) add the 2 Patrol Officer positions back into the FPD budget, and 2) retain at least 2 LSW positions in the FPD budget.~~
- ~~Actively support the Town's vote to remove FPD from Civil Service.~~
 - ~~The Select Board will support the passing of this legislation through letter writing or any other appropriate means~~
- Complete a staffing study of the Police Department in FY26.
- Complete a feasibility and site selection process for the new Falmouth Police Facility.
- Explore the implementation of a K-9 Program within the Police Department.
- Collaborate with local and regional organizations providing treatment and support to those impacted by opioid epidemic.

- The Health and Human Services Department, in collaboration with other appropriate departments, identify gaps in services offered within the Town and options for filling the gaps. Recommendations for funding to be presented in preparation for the FY25 budget.
- Commit to a full-time six-fire station model.
 - The Select Board will work to create a budgetary plan to support six fire stations.

Completed goals within this strategic priority area from previous Strategic Plan:

- Pursue funding for design and construction of new fire station.
 - The funds for the Hatchville Fire Station have been appropriated, and design and construction are on schedule.
- Pursue opportunities to improve hiring process for police department including removal from civil service and the procedures that will replace civil service hiring.
 - Town Meeting approved the removal from Civil Service, we are awaiting the legislative vote.
- Provide Licensed Social Workers (LSW) to the Falmouth Police Department (FPD) to assist on calls related to mental health, substance use disorder, and people without housing.
 - The FPD will convert 2 patrol officer positions to Licensed Social Workers during FY223. For FY25 and beyond, the Select Board will: 1) add the 2 Patrol Officer positions back into the FPD budget, and 2) retain at least 2 LSW positions in the FPD budget.
- Actively support the Town's vote to remove FPD from Civil Service.
 - The Select Board will support the passing of this legislation through letter writing or any other appropriate means

V. Management of Coastal/Natural Resources & Infrastructure

Falmouth's waterfront amenities and natural and enhanced coastal resources are the cornerstone of our cultural identity and financial foundation. The Select Board's decision-making will be guided by the principle that clean and welcoming coastal resources and our marine environment are core values and strategic public infrastructure must be protected. The resiliency of our coast and our infrastructure is a driver of our Strategic Plan and community decision making process.

The ongoing goals within this strategic priority area are:

- Continue to pursue Community Rating System.
- Continue to implement municipal shellfish management plan.
- Dredging:
 - Explore alternatives to increase annual dredging.
 - Consider financial implications of permitting dredging in areas that have not been dredged on a regular basis in the past.
 - Support regional efforts to improve dredging resources and opportunities including legislation that reduces time of year restrictions.
 - Continue annual dredging and associated permitting to maintain channels and harbors.
- Survey curb cuts at beach and harbor entrances and parking lots.
- Incorporate accessibility improvements in conjunction with any sidewalk or pavement improvements.
- Consider construction of barrier reef to protect Nobska Point.
- ~~Consider elevating roads.~~ Evaluate the feasibility and cost of elevating sections of Surf Drive.
- Develop a plan to protect water quality of freshwater ponds. Assign responsibility for evaluating causes and implementing solutions. Conduct detailed evaluation of sea level rise and storm threats to additional areas of Town similar to what was done for Surf Drive.
- Evaluate low lying roads and consider actions to mitigate problems identified.

The specific, actionable goals within this strategic priority area are:

- ~~Consider hiring a Coastal Resiliency Coordinator (or similar position) for FY25~~
- Develop a plan to prioritize and protect public infrastructure and to inform private development.
- Coastal Resiliency Specialist will evaluate the Surf Drive adaptation pathways outlined in the Coastal Resiliency Planning for Surf Drive report and prepare recommendations.
- Review, discuss and adopt Coastal Resiliency Action Plan on recommendation of Coastal Resiliency Action Committee.
- Develop beach improvements and 10-year Beach Management Plan.
- Prioritize and plan for repairs to aging coastal structures, such as docks, ramps and retaining structures.
- Prioritize, plan, and manage needs of non-waterways coastal structures, such as parking areas, bridges, bikeways, Trunk River sewer, etc. and other non-waterways retaining structures.

- Explore a policy modeled after Chatham to require recurring beach nourishment to compensate for coastal structures.
- The Town Manager and Coastal Resiliency Specialist will be active members of the Resilient Woods Hole Steering Committee.

Completed goals within this strategic priority area from previous Strategic Plan:

- Assess feasibility of installing accessible mats where they are not already in place.
 - Some mats have been purchased
- Consider hiring a Coastal Resiliency Coordinator (or similar position) for FY25

VI. Organizational Effectiveness & Community Engagement

The Select Board will encourage continued evaluation of the Town's organizational effectiveness. We will evaluate our own effectiveness in serving the community in our role as the Select Board and we will encourage ongoing assessment of all Town functions and services including those performed by municipal staff and volunteer committee members¹. We take pride in knowing that Falmouth community members benefit from a wide array of high-quality municipal services, and we acknowledge there is always room for improvement.

This goal also involves creating a public participation process so the Select Board can better understand and inform the Falmouth community. The Board recognizes there is already a high level of community engagement in Falmouth. We all benefit from the fine work of the talented individuals who serve as Town Meeting members and who volunteer their service on our many boards and committees. We seek to build upon that strength by engaging with the community and department heads in new ways. We acknowledge the valuable public communications provided by FCTV and other local media. By doing so, we hope to better serve the diverse members of our community.

The ongoing goals within this strategic priority area are:

- Support volunteer board and committee members in their work.
- Evaluate needs of committees, assessing any significant unmet needs that might be addressed with available resources.
- Maintain a fixed schedule for the calendar year for committee reports to the Select Board to provide more advance notice and increase the number of committee reports received each year. Where in person meeting is not feasible, a written report may be substituted.
- Continue to receive reports from department heads through the Town Manager.
- Continue to hold staff appreciation/interaction events.
- Receive quarterly department reports including quantitative overview and some explanatory narrative.
- Evaluate permitting system on recurring basis.
- Maintain citizen confidence in the Select Board and Town leadership by providing a vision of Falmouth over time.
- Maintain a 'Recognition' item as a routine item on Select Board agendas to celebrate individuals, staff and groups for noteworthy contributions to the community.
- Expand use of website and 'notify me' function to notify the public of matters of interest.
- Discuss status of Transportation Committee which does not have a quorum of appointment members.
- Maintain municipal facilities to preserve the value of the assets and provide a good working environment for staff.
- In the absence of a DEIB Officer, seek out resources to assist the Town in consciously practicing diversity, equity, and inclusion in decision-making and community engagement.

¹ Throughout the Strategic Plan we will use the generic term "committee" to refer to boards, committees and commissions.

The specific, actionable goals within this strategic priority area are:

- Develop training video for committee members on open meeting law, ethics, and role of committee members relative to staff.
- Host meeting with committee chairs to discuss annual schedule and how the Board can support the committees in their work.
- Make municipal services (specifically the Town website) easier to navigate for the public.
- Fill Town staff vacancies
 - Especially Director of Finance and DEI Officer.
- Support departments
 - Conduct departmental assessment or audit to allow the Select Board and Town Manager to assess each department's strengths and weaknesses, where departments need support, etc.
- Support and show appreciation to volunteer committees, boards, and commissions
 - Reinstitute ~~(as deemed safe and appropriate under COVID-19 restrictions)~~ annual potluck social
 - Explore designating one staff person to serve as resource to committee chairs and members with questions and concerns about committee protocols
- Increase general community engagement with the Town
 - Continue to hold two Community Engagement Forums each year including one in the summer months when seasonal residents are in town.
 - Consider potential action items based on feedback received at Community Engagement Forums.
 - Continue engaging/communicating with non-municipal entities (Woods Hole scientific institutions, CCHC, JBCC, etc.)
 - Encourage Chief of Police to consider re-establishing community policing with Police Department resident assigned to each village association subject to available staffing.
 - Consider providing more funding to televise more community meetings.
- Conduct a comprehensive evaluation of the condition of municipal facilities including cost estimates for needed improvements.
- Adopt an organization mission, vision, and values statement.
- Conduct a DEIB Readiness Survey for all employees to provide input anonymously.
- Provide DEIB training for the management team and then for all employees, tailored to the findings of the Readiness Survey.
- Review Town policies, procedures, and job descriptions and update as necessary according to DEIB best practices.
- The Human Resources Director will continue to participate in the Falmouth Community DEI Coalition.
- Continue to host a Town Pride Celebration during Pride month.
- Continue to support International Persons with Disabilities Day sponsored by the Commission on Disabilities.
- Support Falmouth Juneteenth celebrations and activities.

Completed goals within this strategic priority area from previous Strategic Plan:

- Develop orientation for Select Board members.

- An onboarding packet was created, further 'orientation' options can be explored.
- Promote updated Committee Handbook by distributing copies and requiring acknowledgement of receipt.
- Implement online permitting system.
- Pursue expedited parallel processing and other process improvements to reduce time required for approval of permits.
- Strive to provide preliminary feedback to permit applicants earlier in the review process.
- Provide frequent updates regarding new developments related to coronavirus pandemic and take timely appropriate action to address challenges and opportunities.
- Reduce the length of Select Board meetings by adding times to each agenda item and communicating time limits to invited participants.
- The Town Manager and Human Resources Director vacancies have been filled.

VII. Water, Water Conservation, Wastewater & Solid Waste Management

By comprehensively and effectively managing our water and wastewater needs and operating systems, Falmouth will improve water quality, protect public health, and enhance the Town's economic vitality. If managed and planned for properly, we can offer our residents, visitors and future generations healthy water and sustain property values and our vibrant economy.

This planning period will focus on the management of potable water consumption to meet peak seasonal demand, and expansion of the sewer service system. Recent system improvements, planned for more than twenty years, will improve potable water quality and natural water resources, and may require necessary increases in staffing and resources to support operations.

This period will include an upgrade to the wastewater treatment facility on Blacksmith Shop Road and an expansion of the sewer collection system to include the Great Pond and Green Pond areas. This expansion will require decisions related to additional discharge site locations to manage the increased wastewater effluent flows associated with this increase in the number of properties connected to the sewer system. The careful implementation of these programs and ongoing quality control will be the hallmark of the long-term success of these important water quality projects.

The ongoing goals within this strategic priority area are:

- Evaluate Town wide strategies for addressing water conservation and to mitigate water pressure concerns including the encouragement of private wells for irrigation purposes.
- Explore new sources for additional water supply opportunities.
- Minimize disruptive work; scheduling maintenance/repairs in 'off season'.
- Develop long-range plan for solid waste management.
- Continue managing Upper Cape Regional Transfer Station.
- Enhance and promote efforts to improve composting and recycling practices.
- Continue to monitor water quality of all potable water sources.
- Explore enterprise account for water system.

The specific, actionable goals within this strategic priority area are:

- Implement Comprehensive Wastewater Management Plan
 - Manage and evaluate the implementation of CWMP and construction of sewer service area.
 - Implement, develop, and promote funding plan for CWMP including regular review and update of sewer rates.
 - Determine discharge sites or methods to implement CWMP.
 - Develop long-range plan for coastal ponds and waterways utilizing knowledge gained from CWMP.
 - Explore new methods to improve water quality for inland ponds.

- Plan and implement Stormwater Management Plan in compliance with EPA regulations. Prioritize improvements in locations where there is currently direct discharge into waterways.
- Monitor and provide input to the Town representative to the Cape Cod & Islands Water Protection Fund Management Board.
- Consider a program to require nitrogen reducing septic systems (AKA Innovative/Alternative systems) to protect freshwater ponds.
- Ensure continual supply of quality drinking water and adequate water pressures.
 - Replace larger sections of existing water mains: Connect loops to help with water quality and fire suppression pressure.
- Develop water conservation programs designed to reduce water consumption by 10% by FY27.
- Pursue regionalization in water, wastewater, and solid waste management.

Completed goals within this strategic priority area from previous Strategic Plan:

- Secure funds to install treatment required to bring Fresh Pond well back online.
- Evaluate options for collection and disposal of solid waste prior to negotiating a successor contract, including provision of totes for residential curbside collection of trash and/or recyclables.

OPEN SESSION

BUSINESS

9. Discuss short-term rental properties **(10 minutes)**



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Business 9.

ITEM TITLE: Discuss short-term rental properties

MEETING DATE: 10/21/2024

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

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Falmouth Town Code, Chapter 172, Rental Property

PURPOSE:

The Select Board will discuss issues related to short-term rental properties within the community.

BACKGROUND/SUMMARY:

- The Health Department currently oversees the registration of rental properties, including short-term rentals, in accordance with Chapter 172 of the Town Code (see attached).

DEPARTMENT RECOMMENDATION:

This item is for discussion and informational purposes only, no 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 item is for informational purposes only; no formal action is requested.

Michael Renshaw

Town Manager

10/17/2024

Date

Chapter 172

RENTAL PROPERTY

§ 172-1.	Registration to determine occupancy limits.	§ 172-4.	Posting of certificate of registration.
§ 172-2.	Fine for failure to register.	§ 172-5.	(Reserved)
§ 172-3.	Fine for exceeding occupancy limits.	§ 172-6.	Violations and penalties.
		§ 172-7.	Variances.

[HISTORY: Adopted by the Town of Falmouth Special Town Meeting 6-3-1975, Art. 16; amended in its entirety Special Town Meeting 4-5-1994, Art. 10, approved 7-9-1994. Amendments noted where applicable.]

GENERAL REFERENCES

Housing Authority — See Ch. 42.

§ 172-1. Registration to determine occupancy limits.

Any owner or agent who shall offer for rent or lease any building or portion thereof to be used for habitation, other than duly authorized or licensed premises, shall first register with the Health Agent who shall determine the number of persons said building or portion thereof can legally accommodate. Such registration shall remain effective until December 31st of the calendar year. Occupancy shall be determined by application of the following formula: Two persons shall be allowed for each bedroom over one hundred (100) square feet, provided that additional occupancy, as allowed upon Article II of the State Sanitary Code, 105 CMR 410.400(B), may be allowed upon inspection by the Board of Health.

§ 172-2. Fine for failure to register.

Any owner or agent who shall offer for rent or lease any building or portion thereof which has not been registered under § 172-1 shall be punished by a fine of not more than three hundred dollars (\$300.).

§ 172-3. Fine for exceeding occupancy limits.

If it is found that the number of occupants in any building or portion thereof used for habitation exceeds the number of the registered occupancy as required by § 172-1 of this chapter, or if no such registration shall be in effect, then the tenant, lessee or person in control of said building or portion thereof shall be punished by a fine of not more than three hundred dollars (\$300.).

§ 172-4. Posting of certificate of registration.

Any building or portion thereof registered by the provisions of this chapter shall have conspicuously posted therein a certificate of registration issued by the Board of Health which shall indicate, at a minimum, the number of occupants that may legally occupy said building or portion thereof, and the name, address and telephone number of the owner and the owner's agent, if applicable.

§ 172-5. (Reserved)¹

§ 172-6. Violations and penalties.

For penalty, see Chapter 1, General Provisions, Article I, Penalties.

§ 172-7. Variances.

The Board of Health on petition of a property owner, may vary any provision of this chapter if, in its opinion, strict application of the chapter would constitute a manifest injustice and would not materially affect the safety or well-being of the occupants.

1. Editor's Note: Former § 172-5, Fees, was repealed ATM 4-8-2013, Art. 28, approved 5-3-2013.

OPEN SESSION

BUSINESS

10. Update and discussion concerning the establishment of a Licensing Commission **(10 minutes)**



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Business 10.

ITEM TITLE: Update and discussion concerning the establishment of a Licensing Commission

MEETING DATE: 10/21/2024

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

SUBMITTED BY: Maura O'Keefe, Town Counsel

ATTACHMENTS: Click or tap here to enter text.

PURPOSE:

The Select Board has expressed interest in establishing a Licensing Commission to administer the Town's regulatory licenses that are currently issued by the Select Board. Through this discussion agenda item, Town Counsel will provide background information about the pros and cons of establishing a Licensing Commission and how to go about creating a Commission if the Board opts to pursue this course of action.

BACKGROUND/SUMMARY:

- Both the 2012 Charter Review Committee and the 2022 Charter Review Committee recommended that the Select Board consider creating a Licensing Commission to ease some of the Board's administrative burdens to allow for more focus on policy and planning.
- Pursuant to M.G.L. c. 138 § 1, Falmouth can establish a Licensing Commission by a charter amendment or by a special act.

- Currently the Select Board administers many types of licenses, all or some of which could be migrated to a Licensing Commission, such as:
 - Alcohol Licenses
 - Common victualler licenses
 - Entertainment licenses
 - Lodging Houses
 - Automobile dealers

- In creating a Licensing Commission, the Select Board will need to consider:
 - How many members will make up the Commission
 - How long the terms will be
 - Qualifications of the members
 - Whether the members will be elected or appointed
 - If appointed, whether there will be alternates
 - The scope of the functions of the Commission

DEPARTMENT RECOMMENDATION:

As this is a discussion item, Town Counsel has no recommendation but stands ready to assist the Select Board in making determinations.

OPTIONS:

The Select Board may:

- Request additional information about anything learned during the discussion or missing from the discussion;

- Request that Town Counsel draft a special act to establish a licensing commission;

- Consider whether the Town should pursue convening a Charter Commission.

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 agenda item is for informational and discussion purposes only; no formal action is requested.

Michael Renshaw

Town Manager

10/16/2024

Date

OPEN SESSION

BUSINESS

11. Consider approval of a variance to Sign Code §184-30 D.
Sandwich board signs: Mindful Medical Care, 100 Teaticket
Highway, #3 **(5 minutes)**



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Business 11.

ITEM TITLE: Consider approval of a variance to Sign Code 184-30 D, sandwich board signs: Mindful Medical Care, 100 Teaticket Highway, #3

MEETING DATE: 10/21/2024

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

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Sign Permit Application dated September 22, 2024; Cease and Desist Order issued by Building Department Inspectional Services dated September 4, 2024; Photo of sandwich board sign; Staff email thread

PURPOSE:

The Select Board will consider the approval of a variance to Sign Code 184-30 D, sandwich board signs requested by Mindful Medical Care, 100 Teaticket Highway, #3.

BACKGROUND/SUMMARY:

- Applicant owner/agent of Mindful Medical Care submitted a request for a variance to sign code Section 184-30 (D).
- An image of the sign is attached; the sign dimensions are 2.5 feet x 3 feet or 7.5 square feet.

- The business owner has indicated that the sign is removed at the close of business (5:00 PM) every day.
- The current code allows for sandwich-board style signs under two very specific conditions:
 - To advertise perishable goods for sale only, such as food goods or a menu, or
 - For any business in its first year of operation, the sign may be used in the absence of a multi-tenant or freestanding sign (only for a four-month period).
- The Falmouth Housing Corporation owns the land upon which Mindful Medical Care is located and has given the business written permission (see attached letter from Linda Clark) to allow the sign on the property if approved by the Select Board.

DEPARTMENT RECOMMENDATION:

The Town Manager recommends that the Select Board approve the request for a variance to Sign Code 184-30 D, sandwich board signs: Mindful Medical Care, 100 Teaticket Highway, #3 as presented.

OPTIONS:

- Motion to approve the variance request to sign code 184-30 D sandwich board signs: Mindful Medical Care, 100 Teaticket Highway, #3 as presented.
- Motion to deny approval of the variance request to sign code 184-30 D sandwich board signs: Mindful Medical Care, 100 Teaticket Highway, #3.
- 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 request for a variance to Sign Code 184-30 D, sandwich board signs: Mindful Medical Care, 100 Teaticket Highway, #3 as presented.

Michael Renshaw

Town Manager

10/16/2024

Date

APPLICATION TO SIGN PERMIT

Please fill out completely all applicable areas - Please use link

APPLICATION DETAILS					
Application #:	<i>S-24-248762</i>	Date Issued:		Permit #:	
Fee Payable: (\$)	<i>0.00</i>	Fee Paid: (\$)	<i>0.00</i>	Receipt #:	
				Date Paid:	

SECTION 1 - SITE INFORMATION			
Street Name	<i>TEATICKET HWY</i>	Map Block Lot	<i>39 23 006 000</i>
Street Number	<i>100</i>	Zone	<i>NA</i>
Unit Number	<i>3</i>		

SECTION 2 - PROPERTY OWNER INFORMATION			
Property Owner Name	<i>FALMOUTH COMMUNITY LLC</i>		
Street Number	<i>704</i>	Street Name	<i>MAIN ST</i>
City	<i>FALMOUTH</i>	State	<i>MA</i>
		Zip Code	<i>02540</i>
Telephone	<i>508-540-4009</i>	Email	<i>lclark@falmouthhousingcorp.org</i>
Property Owner Name 2			
Street Number		Street Name	
City		State	
		Zip Code	
Telephone		Email	

SECTION 3 - APPLICANT INFORMATION

Applicant Name Erin Murphy

Street Number 311 Street Name Falmouth Woods Rd

City East Falmouth State MA Zip 02536

Telephone [REDACTED] Email [REDACTED]

SECTION 4 - MAILING ADDRESS

Street Number 311 Street Name Falmouth Woods Rd

City Falmouth State MA Zip

SECTION 5 - WORK DETAILS

Name of Store of Development Mindful Medical Care OC

Number of Signs 1 Percentage of aggregate coverage of front wall 6 sq feet

Approve by Design Site Review meeting on

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

Is the Sign a promotional sign? Yes No

Date

Dimensions of Sign(s)

Length	<u></u>	Width	<u>2 feet</u>	Height	<u>3 feet</u>	Area	<u>6 sq feet</u>
Length	<u></u>	Width	<u></u>	Height	<u></u>	Area	<u></u>
Length	<u></u>	Width	<u></u>	Height	<u></u>	Area	<u></u>

Wall Linear Feet Set back from Freestanding

Brief Description of Proposed Work

Portable Sandwich sign to be removed daily at closing time.

SECTION 6 - CONTRACTOR INFORMATION

Name Erin Murphy Type _____

LIC No. _____ VERIFY NA Expiration Date _____

Business Name _____ Type _____

LIC No. _____ Expiration Date _____

Street Number _____ Street Name _____

City _____ State _____ Zip _____

Telephone No. _____ Alternate Tel. No. _____

Email _____

The owner/Licensee assumes responsibility for compliance with the state building code and all other applicable codes.

Owner/Licensee _____

SECTION 7 - ESTIMATED COST

Estimated Value of Work \$ 30.00

SECTION 8 - PROPERTY OWNER AUTHORIZATION

I am the Owner Contractor / Agent

I, FALMOUTH COMMUNITY LLC as owner of the subject property hereby authorize Erin Murphy to act on my behalf, in all matters relative to work authorized by this building permit application.

Property Owner's Email lclark@falmouthhousingcorp.org OR Copy of Signed Contract to be attached after submitting application

Telephone No. 508-540-4009

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

SECTION 9 - DECLARATION

I, Erin Murphy 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.

Date 09/22/24



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

INSTRUCTIONS

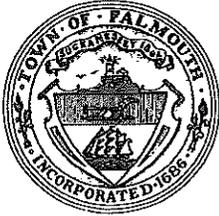
Please review **Chapter 184** of the Town Of Falmouth Zoning By Laws for a **complete wording** regarding the requirements and restrictions for Signs within the Town Of Falmouth

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.



Town of Falmouth

INSPECTIONAL SERVICES

GARY STREET, C.B.O.
BUILDING COMMISSIONER

59 TOWN HALL SQUARE, FALMOUTH, MA 02540
(508) 495-7470 • FAX (508) 548-4290

September 4, 2024

Mindful Medical Care
100 Teaticket Highway, #3
E. Falmouth, MA 02536

RE: Cease and Desist Order
Violation of Town of Falmouth By-Law section 184-30- Sandwich Board Signs
100 Teaticket Highway, East Falmouth, MA

Dr. Azizian:

This letter is to notify you that it has been observed that your establishment currently has placed a sandwich board sign on the above referenced property for purposes not allowed according to Section 184-30 D. of the Town Code.

Town Code – Section 184-30 Movable, portable or mobile signs -

D. Sandwich board signs. A business or community service may have one (1) sandwich board sign not to exceed eight (8) square feet in area on each side.

(1) Use of signs.

- (a) The sign shall advertise perishable goods for sale only, such as food goods or a menu.*
- (b) For any business in its first year of operation, the sign may be used in the absence of a multi-tenant or freestanding sign. Such signs may be used for a maximum continuous four-month period.*

Your business does not comply with the by-law so we request that if you would like to keep your sandwich board sign, please apply to the Select Board for a Variance.

If you choose to keep your sandwich board sign without obtaining a Variance from the Select Board, you will be found in violation of the By-Law and fined two hundred dollars (\$200), daily.

If you have any questions, please do not hesitate to contact Eleanor MacKay, AIA, Assistant Zoning Compliance Agent at 508-495-7468.

Respectfully,

A handwritten signature in cursive script, appearing to read "Gary Street". The signature is written in black ink and is positioned above the printed name.

Gary Street
Building/Zoning Commissioner

cc: Eleanor MacKay, AIA, Assistant Zoning Compliance Agent

Sign is under 85FT
25 FT

~~Sign~~ ~~is~~
~~25 FT~~

WALK-IN



AVAILABLE

FULL BODY SKIN CHECK \$350

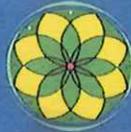
3 FT

SKIN ISSUE CONSULT

Spots, Masses, Rashes,
Cosmetic \$250



SUPERBILL PROVIDED FOR YOUR INSURANCE



MINDFUL MEDICAL CARE PC

White
Sandwich sign
Plastic frame - Removed when closed

Diane Davidson

From: lclark@falmouthhousingcorp.org
Sent: Wednesday, October 16, 2024 2:34 PM
To: Diane Davidson
Cc: [REDACTED]
Subject: RE: [EXTERNAL] - Re: Sign Permit will be required

Hi Diane,

I spoke with ZBA and as long as the Owner/Landlord has granted permission to seek Town approval, then nothing is required.

Please consider this email as the Owner/Landlord granting permission to request Town approval.

Thank you,
Linda

From: Diane Davidson <diane.davidson@falmouthma.gov>
Sent: Wednesday, October 16, 2024 2:06 PM
To: L Clark <lclark@falmouthhousingcorp.org>
Cc: erin [REDACTED]
Subject: RE: [EXTERNAL] - Re: Sign Permit will be required

Hi Linda,

Do you have an update on obtaining ZBA approval?

I will be posting the agenda soon and will need to move this request to the 11/4 Select Board agenda if you need to wait for the ZBA to review and approve.

Thank you,

Diane

From: L Clark <lclark@falmouthhousingcorp.org>
Sent: Tuesday, October 15, 2024 12:02 PM
To: Diane Davidson <diane.davidson@falmouthma.gov>
Cc: erin [REDACTED]
Subject: [EXTERNAL] - Re: Sign Permit will be required

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

Hi Diane,

I am required to get approval from ZBA as the comp permit sites signage.

I will get back to you by day end.

Diane Davidson

From: Diane Davidson
Sent: Monday, September 30, 2024 1:44 PM
To: L Clark
Subject: Request for Variance to Sign Code - Mindful Medical
Attachments: Business Request for Sign Variance-Mindful Medical Care-100 Teaticket Hwy.pdf

Hi Linda,

Thank you for stopping by this morning regarding this sign variance request. We received a request from Mindful Medical Care located at 100 Teaticket Highway to place a sandwich board style sign next to the fixed sign in front of the office door of the business. They are requesting to put it out daily in the morning and take it back in at closing time (5:00 p.m.). Since the sign requested will be located on property owned by Falmouth Community LLC, please provide your comments by Wednesday, as this is tentatively scheduled on the Monday, October 7 Select Board agenda.

Attached is information regarding the sign for your reference.

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: Phyllis Downey
Sent: Wednesday, September 11, 2024 12:36 PM
To: Diane Davidson
Cc: Peter Johnson-Staub; Eleanor MacKay; Mike Renshaw
Subject: Sign Variance Request - 100 Teaticket Hwy
Attachments: Request for Sign Variance-Mindful Medical Care-100 Teaticket Hwy.pdf

Good afternoon Diane,

Attached please find a Cease & Desist order and photo with measurements for a request for a variance for a sandwich board sign that has been in use at Mindful Medical Care, 100 Teaticket Highway.

Mr. Erin Murphy made the request on behalf of the property and has been advised he or another representative will need to attend the Select Board meeting on October 7th and that a sign permit will be required if the variance is approved. He can be reached at [REDACTED] and at erin [REDACTED]

Please let me know if I can be of further assistance.
Phyllis

Phyllis Downey
Town Manager & Select Board Office
59 Town Hall Square
Falmouth MA 02540
508-495-7325

Phyllis Downey

From: Erin <erin[REDACTED]>
Sent: Monday, September 23, 2024 6:28 AM
To: Phyllis Downey
Subject: [EXTERNAL] - Sandwich sign

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

Since March, 2024, Mindful Medical Care no longer accepts medical insurance. This was prompted by inability for this very small business (1 physician) to recruit new staff. To compensate for that a Walk-in component was introduced. This sign will be located right next to the regular street sign for Mindful Medical Care in front of the office door on Teaticket Hwy, and it will be taken out at the closing time, 5 pm, every day

[REDACTED]

OPEN SESSION

CONSENT AGENDA

1. Licenses

- a. Consider approval of an application for a Common Victualler License – East Falmouth Subway, LLC d/b/a Subway, located at 236 Teaticket Highway, East Falmouth



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Consent Agenda – Licenses 1.a.

ITEM TITLE: Consider the approval of an application for a Common Victualler license- East Falmouth Subway, LLC d/b/a Subway at 236 Teaticket Highway, East Falmouth

MEETING DATE: 10/21/2024

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

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: License Application Review Form; Common Victualler & Innholder License Application dated October 2, 2024; Letter from Isha Poorak Properties, LLC concerning lease extension dated January 26, 2021; Emails from staff reviewers

PURPOSE:

The Select Board will consider the approval of an application for a Common Victualler license- East Falmouth Subway, LLC d/b/a Subway at 236 Teaticket Highway, in East Falmouth.

BACKGROUND/SUMMARY:

- The owners of East Falmouth Subway, LLC located at 236 Teaticket Highway have applied to reopen their restaurant; they have been unable to renew their Common Victualler license over the past couple of years due to an unexpectedly lengthy franchise renovation project.
- A health inspection and Food Service Establishment permit are pending.

- The Police Department and Fire Rescue Department have reviewed the application and have no objections to its approval.
- The Health Department has reviewed the application and has no issues or objections (pending the health inspection and permit).

DEPARTMENT RECOMMENDATION:

The Town Manager recommends that the Select Board approve the application for a Common Victualler license- East Falmouth Subway, LLC d/b/a Subway at 236 Teaticket Highway, East Falmouth as presented.

OPTIONS:

- Motion to approve the application for a Common Victualler license- East Falmouth Subway, LLC d/b/a Subway at 236 Teaticket Highway, East Falmouth as presented.
- Motion to deny approval of the application for a Common Victualler license- East Falmouth Subway, LLC d/b/a Subway at 236 Teaticket Highway, East Falmouth as presented.
- 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 application for a Common Victualler license- East Falmouth Subway, LLC d/b/a Subway at 236 Teaticket Highway, East Falmouth as presented.

Michael Renshaw

Town Manager

10/17/2024

Date

LICENSE APPLICATION REVIEW

Restaurant/Business: East Falmouth Subway, LLC d/b/a Subway

Address: 236 Teaticket Highway

License Type: _____

New License Common Victualler License

Transfer of License _____

Change of License _____

Police No concerns

Fire No objections

Building _____

Health No issues, pending inspection and permit

Zoning _____

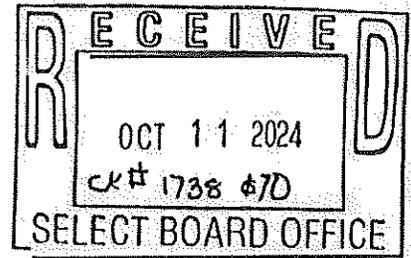
Planning _____

DPW _____

NOTES:

The owners of East Falmouth Subway, LLC d/b/a Subway located at 236 Teaticket Highway have applied to reopen their restaurant. They have been unable to renew their Common Victualler License in 2023 or 2024 due to an unexpectedly long period of franchise renovation.

A Health Inspection and Food Service Establishment Permit are pending.



TOWN OF FALMOUTH
 Office of the Town Manager & Selectmen
 59 Town Hall Square, Falmouth, Massachusetts 02540
 Telephone (508) 495-7320 • licensing@falmouthma.gov

COMMON VICTUALLER & INNHOLDER LICENSE APPLICATION

CHECK THE APPROPRIATE LICENSE

- Common Victualler Annual License
 Innholder Seasonal License

Required fields are outlined in red:

NAME OF APPLICANT: James Turi TITLE: Member

HOME ADDRESS: 45 Pine Hill Drive
 Town: East Greenwich State: RI Zip code: 02818

BUSINESS NAME: East Falmouth Subway, LLC

D/B/A if any: Subway

BUSINESS ADDRESS: 236 Teaticket Highway
 Town: East Falmouth State: MA Zip code: 02536

MAILING ADDRESS (if different): 45 Pine Hill Drive
 Town: East Greenwich State: RI Zip code: 02818

FEDERAL ID #: [REDACTED] MANAGER OF RECORD: James Turi

EMAIL - required: [REDACTED]

TELEPHONE - BUSINESS: 508-540-6000 ALTERNATE: [REDACTED]

DAYS OF OPERATION: 7 days a week

HOURS OF OPERATION: 8 Am to 9 pm

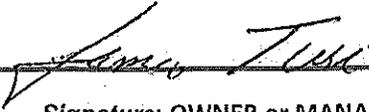
SEATING CAPACITY :

18

APPLICATION MUST BE SIGNED BY OWNER, MANAGER of RECORD, OR AUTHORIZED REPRESENTATIVE

**DATE:

10/2/2024



Signature: OWNER or MANAGER of RECORD

APPLICATION REQUIREMENTS :

- Food Service Establishment Permit – Health Department
- Filing Fee \$10.00 due with application
- License Fee \$60.00 due upon issue
- Business Structure Documents:
 - a. Copy of Articles of Organization (*if corporation*)
 - b. Copy of LLC Agreement (*if limited liability company*)
 - c. Copy of Partnership Agreement (*if partnership*)
 - d. Copy of Certificate of Doing Business (*if sole proprietorship*)
- Copy of lease or deed
- Copy of special zoning permits, *if any*
- Copy of Floor Plan
- Copy of Menu
- Attend a hearing before the Board of Selectmen at a time and date designated



Telephone: (416) 820-5637
Facsimile: (905) 455-4915
Email: narinder@ishapoorak.com

January 26, 2021

Laurie Turi
SUBWAY
236 Teaticket Highway, Unit #1&2
East Falmouth, MA 02536

Re: Lease Extension / SUBWAY #29742
236 Teaticket Highway, Unit #1 & 2 , East Falmouth, MA

Dear Laurie and the authorized representatives at SUBWAY / Franchise ^{World} Headquarters, LLC:

This letter is to notify you that your lease for the above-referenced property expires on May 31, 2021. We value you as tenant and are offering you a Five (5) year extension at the following base monthly rent:

June 1, 2021 through May 31, 2024: Base Monthly Rent fixed at [REDACTED] for 2021. CAM charges will continue to be adjusted each year to reflect a corresponding decline in Base Monthly Rent, therefore keep [REDACTED] for the first 3 years.

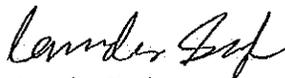
June 1, 2024 through May 31, 2026: [REDACTED] charges for year 2024, 2025 and 2026 respectively. Base Monthly Rent [REDACTED] as specified by the lease.

All other terms and conditions of the existing lease between Teaticket, LLC (transferred to Isha Poorak Properties LLC on January 25, 2012) and SUBWAY shall remain in effect.

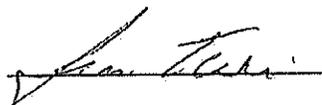
Should this offer be acceptable please sign and return this letter to our office for execution ON/BEFORE February 5, 2021.

If you have any questions please call our office at (416) 820-5637

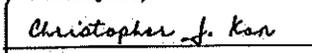
Sincerely,
Isha Poorak Properties, LLC


Narinder Singh
Manager

Jan 27 2021


JIM TURI / LAURIE TURI

Subway Real Estate, LLC


01F4AF58EAB042A...

Date: 27-Jan-2021

AUTHORIZED REPRESENTATIVE - LESSEE
Christopher J. Kan, Vice President

1 Seastar Road, Brampton, Ontario, Canada L6Y0N9

Phyllis Downey

From: Sean Doyle <sean.doyle@falmouthpolicema.gov>
Sent: Friday, October 11, 2024 8:29 PM
To: Phyllis Downey; Falmouth Health Department; Brian Reid; Jeff Lourie; Ryan Hergt; Boyd Demello
Subject: Re: Application for Common Victualler License-Subway

Good evening,

The PD has no concerns regarding this request.

From: Phyllis Downey <phyllis.downey@falmouthma.gov>
Sent: Friday, October 11, 2024 3:49 PM
To: Falmouth Health Department <health@falmouthma.gov>; Brian Reid <brian.reid@falmouthpolicema.gov>; Sean Doyle <sean.doyle@falmouthpolicema.gov>; Jeff Lourie <Jeff.Lourie@falmouthpolicema.gov>; Ryan Hergt <ryan.hergt@falmouthpolicema.gov>; Boyd Demello <boyd.demello@falmouthfirema.gov>
Subject: Application for Common Victualler License-Subway

Good afternoon,

I apologize for the late notice of this application. The owners of East Falmouth Subway, LLC d/b/a Subway located at 236 Teaticket Highway have applied to reopen their restaurant as soon as possible. They have been unable to renew their common Victualler License in 2023 or 2024 due to an unexpectedly long period of franchise renovation.

If possible may I please request your review of the attached application by next Wednesday, October 16th?

The Health inspection has not been completed and if acceptable the application would be approved "pending completion of inspection and issuance of the Food Service Establishment Permit".

Thank you,
Phyllis

Phyllis Downey
Town Manager & Select Board Office
59 Town Hall Square
Falmouth MA 02540
508-495-7325

Phyllis Downey

From: Boyd Demello <boyd.demello@falmouthfirema.gov>
Sent: Saturday, October 12, 2024 8:27 AM
To: Phyllis Downey; Falmouth Health Department; Brian Reid; Sean Doyle; Jeff Lourie; Ryan Hergt
Subject: RE: Application for Common Victualler License-Subway

Phyllis,

There are no objections from the Fire Rescue Department

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

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

From: Phyllis Downey <phyllis.downey@falmouthma.gov>
Sent: Friday, October 11, 2024 15:50
To: Falmouth Health Department <health@falmouthma.gov>; Brian Reid <brian.reid@falmouthpolicema.gov>; Sean Doyle <sean.doyle@falmouthpolicema.gov>; Jeff Lourie <Jeff.Lourie@falmouthpolicema.gov>; Ryan Hergt <ryan.hergt@falmouthpolicema.gov>; Boyd Demello <boyd.demello@falmouthfirema.gov>
Subject: Application for Common Victualler License-Subway

Good afternoon,

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Thank you,
Phyllis

Phyllis Downey
Town Manager & Select Board Office
59 Town Hall Square
Falmouth MA 02540
508-495-7325

Phyllis Downey

From: Morgan Cardoso
Sent: Tuesday, October 15, 2024 9:25 AM
To: Phyllis Downey
Subject: RE: Application for Common Victualler License-Subway

Hi Phyllis,

No issues from health (thanks for the note regarding the inspection and issuance of the permit).



Morgan Cardoso
Health Inspector
(508) 495-7486 | morgan.cardoso@falmouthma.gov

Town of Falmouth Health Department
59 Town Hall Square, Falmouth, MA 02540

Please Note:

The Town of Falmouth Health Department has rolled out PermitEyes (online permitting system). Please see the links below to register, apply or for Public View. .

Applicant Registration Page : <https://permiteyes.us/falmouth/userregistration.php>

Applicant Side Login Page : <https://permiteyes.us/falmouth/loginuser.php>

Public View Site (no login required): <https://permiteyes.us/falmouth/publicview.php>

From: Phyllis Downey <phyllis.downey@falmouthma.gov>
Sent: Friday, October 11, 2024 3:50 PM
To: Falmouth Health Department <health@falmouthma.gov>; Brian Reid <brian.reid@falmouthpolicema.gov>; Sean Doyle <sean.doyle@falmouthpolicema.gov>; Jeff Lourie <Jeff.Lourie@falmouthpolicema.gov>; Ryan Hergt <ryan.hergt@falmouthpolicema.gov>; Boyd Demello <boyd.demello@falmouthfirema.gov>
Subject: Application for Common Victualler License-Subway

Good afternoon,

I apologize for the late notice of this application. The owners of East Falmouth Subway, LLC d/b/a Subway located at 236 Teaticket Highway have applied to reopen their restaurant as soon as possible. They have been unable to renew their common Victualler License in 2023 or 2024 due to an unexpectedly long period of franchise renovation.

If possible may I please request your review of the attached application by next Wednesday, October 16th?

The Health inspection has not been completed and if acceptable the application would be approved "pending completion of inspection and issuance of the Food Service Establishment Permit".

Thank you,
Phyllis

Phyllis Downey
Town Manager & Select Board Office
59 Town Hall Square

OPEN SESSION

CONSENT AGENDA

2. Administrative Orders

- a. Consider request from the Solid Waste Advisory Committee to change its committee membership from 7 to 9 members



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Consent Agenda – Administrative Orders 2. a.

ITEM TITLE: Consider request from the Solid Waste Advisory Committee to change its committee membership from 7 to 9 members

MEETING DATE: 10/21/2024

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

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: A. Robinson email of 10/1/2024

PURPOSE:

The Board is asked to consider increasing the membership of the Solid Waste Advisory Committee (SWAC) from 7 to 9 members.

BACKGROUND/SUMMARY:

- At its meeting of August 2024 the SWAC voted unanimously to request Select Board approval to expand its membership to 9 members. In support of this request, SWAC Chair Alan Robinson referenced new opportunities to serve the community:
 - Engage parents and the community as a whole to build on the Falmouth public schools' K-12 cafeteria food scrap separation and composting program;
 - Support the DPW in developing a Falmouth solid waste management plan;

- Engaging with the entire community during development and implementation of the solid waste management plan;
- Support the Barnstable County-led initiative for development of an upper Cape regional food scrap/waste composting facility at JBCC;
- Support the increasing number and variety of DPW-led, community popup recycling events
- Survey curbside recycling performance.

DEPARTMENT RECOMMENDATION:

The Town Manager supports this request to expand the size of this committee.

MOTION: Move that the membership of the Solid Waste Advisory Committee be expanded from 7 members to 9 members effective November 15, 2024.

OPTIONS:

- Motion to approve the expansion of the Solid Waste Advisory Committee to 9 members as presented.
- Motion to deny approval of the expansion of the Solid Waste Advisory Committee to 9 members as presented.
- 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 expansion of the Solid Waste Advisory Committee to 9 members as presented.

Michael Renshaw

Town Manager

10/17/2024

Date

Peter Johnson-Staub

From: Alan Robinson <amrobinson101@gmail.com>
Sent: Tuesday, October 1, 2024 5:19 PM
To: Falmouth Selectboard
Cc: Mike Renshaw; D Scott Peterson; Kristine Copley; Mary Ryther; Peter McConarty; Peter Johnson-Staub
Subject: [EXTERNAL] - Solid Waste Advisory Committee Request - Board Approval to Become a 9-member Committee

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

Dear Falmouth Select Board Members

The Solid Waste Advisory Committee, at its August 2024 meeting, unanimously voted to request that the Select Board expand committee membership from 7 to 9 members. This email serves as the committee's formal request to the Select Board to approve this request.

We make this request for the very good reason that the committee's opportunities to serve the Falmouth community continue to expand. These opportunities include:

- partner with the DPW and School Administration to build on the Falmouth public schools' K-12 cafeteria food scrap separation and composting program to engage parents and the community as a whole in composting at home
- support the DPW in developing a Falmouth solid waste management plan
- actively participate in a messaging program focused on engaging with the entire community during development and implementation of the plan. Elements of this may begin as soon as this month.
- assist in maintaining momentum for the Barnstable County-led initiative for development of an upper Cape regional food scrap/waste composting facility at JBCC

- support the increasing number and variety of DPW-led, community popup special recycling events, including textiles and clothing, expanded polystyrene, rigid plastic, and paper shredding
- survey curbside recycling performance

We make this request at a time when there is growing interest in our committee's activities as indicated in part by members of the public regularly attending our meetings.

We will welcome the opportunity to discuss our request with you and to obtain your approval at an upcoming board meeting.

Sincerely,
Alan Robinson
Chair, Solid Waste Advisory Committee

OPEN SESSION

CONSENT AGENDA

2. Administrative Orders

- b. Consider request to accept the FY2024 Bulletproof Vest Partnership Program Award in the amount of \$11,933.09



ITEM NUMBER: Consent Agenda – Administrative Orders 2.b.

ITEM TITLE: Consider the acceptance of a Bulletproof Vest Partnership Program grant award of \$11,933.09.

MEETING DATE: 10/21/2023

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

SUBMITTED BY: Chief Jeffery Lourie

ATTACHMENTS: FY 2024 Bulletproof Vest Partnership Memo

PURPOSE:

The Falmouth Police Department has been designated to receive an award under the Fiscal Year 2024 Bulletproof Vest Partnership Program in the amount of \$11,933.09. We are requesting that the Select Board formally accept this award.

BACKGROUND/SUMMARY:

- The FY 2024 award may be used for National Institute of Justice (NIJ) compliant armored vests which were ordered after April 1, 2024.
- The deadline to request payments from the FY 2024 award is August 31, 2026, or until all available funds have been requested.
- The Falmouth Police Department has certified that a mandatory wear policy for vests is in place for our jurisdiction, a requirement of the Bulletproof Vest Partnership Program.

DEPARTMENT RECOMMENDATION:

The Falmouth Police Department recommends accepting the award of \$11,933.09 for Bulletproof Vests.

OPTIONS:

- Motion to accept the Bulletproof Vest Partnership Program grant award of \$11,933.09 as presented.

- Motion to deny acceptance of the Bulletproof Vest Partnership Program grant award of \$11,933.09.

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 accept the award of \$11,933.09 from the Bulletproof Vest Partnership Program as presented.

Michael Renshaw

Town Manager

10/10/2024

Date



Brian L. Reid
Captain

Falmouth Police Department

Jeffrey A. Lourie
Chief of Police

Brian J. Loewen
Deputy Chief of Police



Douglas M. DeCosta
Captain

October 7, 2024

Dr. Nancy R. Taylor, Chair
Select Board
Falmouth Town Hall
59 Town Hall Square
Falmouth, MA 02540

Subject: Acceptance of FY 2024 Bulletproof Vest Partnership = \$11,933.09

Honorable Members of the Select Board:

We have been designated to receive an award under the Fiscal Year 2024 Bulletproof Vest Partnership Program in the amount of \$11,933.09. We are requesting that the Board of Selectmen formally accept this award.

The FY 2024 award may be used for National Institute of Justice (NIJ) compliant armored vests which were ordered after April 1, 2024. The deadline to request payments from the FY 2024 award is August 31, 2026, or until all available funds have been requested. We have certified that a mandatory wear policy for vests is in place for our jurisdiction, a requirement of the Bulletproof Vest Partnership Program.

Thank you in advance for your attention to this matter.

Sincerely,

Jeffrey A. Lourie
Chief of Police

OPEN SESSION

CONSENT AGENDA

2. Administrative Orders

- c. Consider the approval of a request from the Recreation Department to submit an application to the Falmouth Road Race Grant Program



ITEM NUMBER: Consent Agenda - Administrative Orders 2.c.

ITEM TITLE: Consider the approval of a request from the Recreation Department to submit an application to the Falmouth Road Race Grant Program

MEETING DATE: 10/21/2024

WORK SESSION **VOTING SESSION** **PUBLIC HEARING**

SUBMITTED BY: Julie Williams-Tinkham

ATTACHMENTS: None

PURPOSE:

The purpose of this agenda item is to seek the Select Board's approval for the Recreation Department to apply for a grant from the Falmouth Road Race Grant Program. This funding would support the creation of a new futsal program aimed at providing expanded recreational opportunities for youth in the community.

BACKGROUND/SUMMARY:

- Futsal is a variant of soccer played on a smaller, hard court with a focus on skill development, control, and technique.
- Futsal's fast pace and smaller teams create an inclusive environment, encouraging participation across all age groups and skill levels.
- The Falmouth Road Race Grant Program offers funding to non-profit organizations and town departments for projects that promote health, wellness, and community engagement. This grant presents an opportunity to fund the initial launch of the futsal program, which will require purchasing futsal equipment.

- Ongoing costs of the program will be paid from user fees.

DEPARTMENT RECOMMENDATION:

The Recreation Department recommends that the Select Board approve the submission of the grant application. The funding would allow the department to:

- Purchase necessary equipment to establish the program.
- Offer futsal clinics and recreation league play for youth.
- Partner with local organizations to promote health and wellness through physical activity.

The department believes that futsal will be a sustainable addition to the Town’s recreational offerings and provide an opportunity for enhanced skill development and inclusive participation.

OPTIONS:

- Motion to approve the Recreation Department’s request to apply for the Falmouth Road Race Grant.
- Motion to deny approval of the Recreation Department’s request to apply for a Falmouth Race Grant.
- 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 request from the Recreation Department to submit an application to the Falmouth Road Race Grant Program as presented.

Michael Renshaw

10/15/2024

Town Manager

Date

OPEN SESSION

CONSENT AGENDA

2. Administrative Orders

d. Consider approval of the Town Manager's contract

October 21, 2024



AGENDA ITEM SUMMARY SHEET

ITEM NUMBER: Consent Agenda – Administrative Orders 2.d.

ITEM TITLE: Consider the approval of the Town Manager’s contract

MEETING DATE: 10/21/2024

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

SUBMITTED BY: Mike Renshaw, Town Manager

ATTACHMENTS: Draft Employment Agreement between the Town of Falmouth and Town Manager Michael Renshaw

PURPOSE:

The Select Board will consider the approval of the Employment Agreement between the Town of Falmouth and Town Manager Michael Renshaw.

BACKGROUND/SUMMARY:

- The Town Manager officially began his duties with the Town on June 12, 2023.
- The Select Board and Town Manager Renshaw have entered into a prior Employment Agreement dated May 22, 2023, as amended on September 14, 2023 and the parties intend that this Agreement shall replace and supersede said prior Agreements.

DEPARTMENT RECOMMENDATION:

N/A

OPTIONS:

- Motion to approve the Employment Agreement between the Town of Falmouth and Town Manager Michael Renshaw as presented.

- Motion to deny the approval of the Employment Agreement between the Town of Falmouth and Town Manager Michael Renshaw.

- 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:

N/A

Michael Renshaw

Town Manager

10/17/2024

Date

**EMPLOYMENT AGREEMENT
BETWEEN THE TOWN OF FALMOUTH
AND
TOWN MANAGER MICHAEL RENSHAW**

This Agreement is made pursuant to M.G.L. c. 41 § 108N and entered into this _____ day of _____, 2024 by and between the Town of Falmouth (the “Town”), acting through its Select Board (the “Board”), and Michael Renshaw (“Mr. Renshaw” or the “Town Manager”), to set forth the terms and conditions under which Mr. Renshaw will be employed as the Falmouth Town Manager.

WHEREAS the Town desires to employ the services of Mr. Renshaw to serve as the Falmouth Town Manager;

WHEREAS the Board, under M.G.L. c. 41 § 108N, may enter into a contract for Town Manager services;

WHEREAS the Board desires to provide certain benefits, establish certain conditions and set working conditions for Mr. Renshaw’s employment as Town Manager;

WHEREAS Mr. Renshaw accepts employment with the Town and agrees to undertake and duly perform the duties of the position of Town Manager in good faith and in accordance with the terms of this Agreement;

WHEREAS, the Board and Mr. Renshaw have entered into a prior Employment Agreement dated May 22, 2023, as amended on September 14, 2023 and the Parties intend that this Agreement shall replace and supersede said prior Agreements.

NOW THEREFORE, pursuant to M.G.L. c. 41 § 108N and in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1: Duties

The Town Manager shall be the Chief Administrative Officer of the Town. The Town Manager shall perform the duties specified in the Town Charter, Town Bylaws, Town policies, policies of the Select Board, as well as other duties as the Board may from time to time assign to him. The applicable terms and conditions of the Town Charter, Bylaws, Town policies, policies of the Select Board, and duties as may be assigned by the Board pursuant to the Charter are hereby incorporated into this Agreement by reference. The Town Manager shall perform these duties in a competent and professional manner.

Section 2: Term

- a. The term of this Agreement shall begin on November 1, 2024 and continue in full force and effect until June 11, 2028, subject to prior termination or resignation as set forth in paragraph 5 below. This Agreement shall be binding on the parties in each year of its duration.
- b. If the Town Manager continues in office after the expiration of the term of the Agreement and there is no successor Agreement, the Town Manager shall continue to receive the salary and benefits in effect at the time.

Section 3 – Hours of Work

- a. The Town Manager shall devote full time and attention to the business of the Town during regular Town Hall hours. It is recognized that the Town Manager must also devote a great deal of time outside the normal hours to the business of the Town. The Town Manager shall attend meetings of the Board, Town Meeting and other meetings of designated Town boards and committees as may be required for the proper performance of the position of Town Manager. In recognition, the Town Manager will be allowed to take reasonable time off from work as he deems appropriate and when it will least affect the operations of the Town.
- b. It is acknowledged that the Town Manager is an exempt employee for purposes of the Fair Labor Standards Act.
- c. This section shall not be construed to permit the accrual of or compensation for compensatory time.
- d. The Town Manager shall not engage in any other compensated or uncompensated employment without the prior approval of the Board.

Section 4 – Compensation

- a. Salary: The Town agrees to pay the Town Manager an annual salary of \$228,500 (Two Hundred Twenty Eight Thousand Five Hundred Dollars and 00/100), payable in installments at the same time as other employees of the Town are paid and subject to applicable deductions and withholdings.
- b. Annual Increase: Effective July 1, 2025, and each July first thereafter during the term of this Agreement, the Town agrees to pay the Town Manager the base salary of the prior year plus the same percentage increase that is received by other nonunion Technical, Administrative and Managerial (“TAM”) employees of the Town.
- c. At any time during the term of this Agreement, the Board may review the various compensation provisions of this Agreement and adjust the salary and benefits in such amounts

and to such an extent as the Board may determine, based upon the Town Manager's performance of his duties.

d. The salary and benefits provided under this Agreement are subject to annual appropriation.

e. The Town shall not at any time during the terms of this Agreement reduce the salary, compensation or other benefits of the Town Manager, except to the degree such a reduction is applied equally to all other employees of the Town.

Section 5 – Performance Evaluation

a. The Board and the Town Manager shall set annual goals and objectives for the proper operation of the Town. These goals and objectives shall be reduced to writing and achievement of these goals and objectives, along with adherence to and promotion of all enacted Select Board policies, shall form the basis for the performance reviews and evaluations of the Town Manager.

b. The Board shall review and evaluate the Town Manager in accordance with the provisions of the Charter. The evaluation shall take place each year prior to the annual anniversary date of this Agreement and in accordance with any written procedures and criteria adopted by the Board pursuant to the Charter.

Section 6 – Resignation, Suspension, Termination, Removal and Severance Pay

a. Resignation – The Town Manager may voluntarily terminate this Agreement and resign from the position of Town Manager in accordance with the provisions of Section C5-11 of the Charter. During the notice period, the Town Manager may not take any vacation leave unless expressly permitted by the Board in writing. As of the effective date of resignation, the Town Manager will receive payment of any salary earned but unpaid through the effective date of resignation, including any accrued but unused vacation and accrued but unused sick leave subject to any limitations of this Agreement. Any benefits shall cease as of the effective date of resignation, subject to any rights or obligations under state and federal law with respect to retirement benefits or the continuation of group health benefits.

b. Termination and Removal – The Board may remove the Town Manager in accordance with the provisions of Section C5-10 of the Charter and this Agreement. Pursuant to the removal provisions of the Charter, if the Town Manager is suspended pending a hearing, the Town shall not be required to pay the salary of the Town Manager for longer than 45 calendar days. Any suspension served after the 45th day, while pending removal, shall be unpaid.

Immediately upon suspension, the Town Manager shall return any Town-owned property to the custody of the Town, including smart phones, laptops, tablets and all other electronic devices. Access to Town owned equipment during the suspension will be denied, including access to the Town Manager's electronic mail addresses.

Calculation of the final salary required to be paid to the Town Manager upon removal under the Charter shall be limited to base salary only. Any payments under this section shall be subject to the usual deductions and withholdings and made in accordance with the Town's usual payroll practices, based upon a biweekly pay schedule.

Section 7 – Health Insurance, Vacation, Holidays, Sick Leave, Bereavement Leave, Jury Duty and Equipment

- a. The Town shall provide to the Town Manager the High Deductible Blue Care Elect Preferred PPO health insurance family plan benefit, or similar PPO plan that is in effect during the term of the Agreement, for him and his spouse and will pay 100% of the Employee Monthly Premium as illustrated in the Town of Falmouth Health Insurance Plans Employee Monthly Premiums table.
- b. The Town Manager shall be entitled to twenty (20) days paid vacation in the first year of this Agreement, which vacation leave will be credited upon the first day of employment. In the second and third years of the Agreement, the Town Manager shall be entitled to twenty-five (25) days paid vacation. In any year, five (5) unused vacation days may be carried over into the next year but must be used within that next year or the unused vacation leave is forfeited.
- c. The Town Manager shall be granted fifteen (15) sick days per fiscal year. Unused sick days may be carried over from one year to another. The Town Manager shall be allowed to cash out accumulated sick days at the time of leaving Town service in an amount up to \$4,000 (Four Thousand Dollars and 00/100).
- d. The Town Manager shall receive the following holidays during each year:

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
President's Day	Indigenous People's Day
Patriot's Day	Veteran's Day
Memorial Day	Thanksgiving Day and the day after Thanksgiving
Juneteenth	Christmas Day

Whenever any of these days falls on a Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above falls on a Sunday, the following Monday shall be observed as the holiday.

- e. Upon the death of the Town Manager's spouse or children, the Town Manager will be entitled leave of five (5) working days without the loss of pay. Upon the death of the Town Manager's mother, mother-in-law, father, father-in-law, sister, brother, sister-in-law, brother-in-

law, grandparents or grandchildren, the Town Manager shall be entitled leave of three (3) working days without the loss of pay.

f. The Town Manager shall be granted three (3) days of personal leave each contract year.

g. In the event that the Town Manager serves as a juror in a federal court or court of the Commonwealth, he shall receive from the Town the difference between his salary and the compensation he received for such jury services, exclusive of any travel or other allowance, provided, however, that he shall receive his full pay for his first three (3) days of service for the Commonwealth of Massachusetts.

h. The Town shall provide the Town Manager with a smart phone and a laptop, tablet or other electronic device(s) necessary to perform the official duties of Town Manager. The use of all Town-owned electronic devices must be consistent with Town policies and the law.

i. The Town shall provide an automobile allowance in the amount of \$4,000 (Four Thousand Dollars and 00/100) yearly, payable in equal increments with payroll, subject to applicable deductions and withholdings.

j. The Town will contribute matching funds up to 4% of the Town Manager's annual salary to the Town Manager's deferred compensation retirement plan.

k. The Town shall pay the amount of the annual premium due for term life insurance for coverage for the Town Manager in the amount of \$200,000 (Two Hundred Thousand Dollars and 00/100).

Section 8 – Professional Development

a. Subject to approval of the Board, the Town agrees to pay for the registration, travel and reasonable expenses of the Town Manager for short courses, institutes, and seminars that are necessary for his professional development, which may include attendance at the ICMA Annual Conference, Massachusetts Municipal Association Annual January Conference, and the Massachusetts Municipal Association Annual Spring Conference.

b. The Town agrees to pay up to \$3,000 (Three Thousand Dollars and 00/100) annually for the professional dues and subscriptions in connection with any professional organizations deemed necessary and desirable for continued professional participation, growth and advancement of the Town Manager and for the good of the Town.

Section 9 – Indemnification

- a. Pursuant to M.G.L. c. 258 § 13, the Town shall indemnify the Town Manager from personal financial loss, all damages and expenses in an amount not to exceed \$1,000,000 (One Million Dollars and 00/100) arising out of any claim, demand, suit or judgment by reason of any act or omission, except an intentional violation of civil rights of any person if the Town Manager, at the time of such act or omission was acting within the scope of his official duties or employment. The Town will provide liability insurance coverage consistent with this indemnification.
- b. The Town may negotiate and settle any claim or suit on behalf of the Town Manager for which it provides indemnification under this section and will pay the amount of any settlement or judgment rendered thereon without recourse to the Town Manager.
- c. In connection with any such claims or suits involving the Town Manager in his professional capacity under this section, the Town shall provide legal counsel and representation.
- d. The provisions of this section shall continue after the Town Manager leaves the employment of the Town. This section shall survive the termination of this Agreement.

Section 10 – Other Terms and Conditions of Employment

- a. All provisions of the laws of the Commonwealth of Massachusetts relating to retirement, health insurance and other fringe benefits shall apply to the Town Manager as they generally apply to other employees of the Town.
- b. All other provisions of the Town's Bylaws, policies and rules and regulations relating to fringe benefits shall apply to the Town Manager as they apply to other employees of the Town, in addition to the benefits enumerated specifically for the benefit of the Town Manager.
- c. This Agreement shall prevail over any conflicting personnel provisions of the Town Bylaws, policies, or rules and regulations.

Section 12 – Notices

Notices pursuant to this Agreement shall be given by first class mail and also by electronic mail, addressed as follows:

Town:	Select Board 59 Town Hall Square Falmouth MA 02540 selectboard@falmouthma.gov
-------	--

Town Manager: _____

Notices required to be made under this Agreement may also be served personally in hand.

Section 13 – General Provisions

- a. The text of this document shall constitute the entire Agreement between the parties.
- b. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Town Manager.
- c. If any provision, or portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

IN WITNESS THEREOF, the Town of Falmouth, Massachusetts, has caused this Agreement to be signed and executed in its behalf by its Select Board, duly attested by its Town Clerk, approved as to form by Town Counsel, certified for sufficient appropriation by the Town Accountant, and the Town Manager has signed and executed this Agreement, all in duplicate.

Select Board

Nancy R. Taylor, Chair

Michael Renshaw

Edwin (Scott) P. Zylinski II, Vice Chair

Approved as to Form:

Douglas C. Brown

Robert P. Mascali

Maura E. O'Keefe
Town Counsel

Heather M.H. Goldstone

Certification of Sufficient Appropriation:

Michael Palmer
Town Clerk

Victoria Rose
Town Accountant

OPEN SESSION

MINUTES

1. Review and vote to approve minutes of meetings

- a. Public Session – March 2, 2024 and October 7, 2024
- b. Executive Session – September 23, 2024

Public Session Minutes

March 2, 2024

October 21, 2024

TOWN OF FALMOUTH
SELECT BOARD
Open Session Workshop Minutes
SATURDAY, MARCH 2, 2024 – 9:00 A.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.

Present: Nancy Robbins Taylor; Chair, Edwin (Scott) Zylinski II; Douglas C. Brown; Robert P. Mascali; Onjale Scott Price

Others present: Mike Renshaw, Town Manager; Peter Johnson-Staub, Assistant Town Manager; Kim Fish, Housing Coordinator; Susan Lumping, Human Resources Director; DPW Director Peter McConarty; Police Chief Lourie

9:00 a.m. - OPEN SESSION WORKSHOP

Call to Order: By Chair Nancy Robbins Taylor at 9:03 a.m.

Pledge of Allegiance: Led by Select Board

Affordable Housing Policy Review and Updates

Kim Fish presented information on the Falmouth Affordable Housing Fund. Assistant Town Manager Johnson-Staub stated that staff encourages informal dialogue with potential applicants prior to a full submittal, and after to an application for funding is submitted, to help shape the project and identify concerns.

Ms. Fish reviewed the proposed minor changes made to the Affordable Housing Policy documents. There was discussion regarding local preference and how this is utilized in terms of the Fair Housing Act. Assistant Town Manager Johnson-Staub stated that the history of zoning is connected with racism. Part of the State initiative for the Fair Housing Act is to open up opportunities to those who were previously relegated to certain areas. Mr. Zylinski stated that this should be brought up to developers.

Ms. Fish presented information on the Local Initiative Program.

Staffing/Human Resources Update

Susan Lumping, Human Resources Director, stated that a Vision and Mission Statement for the Department has been drafted. The Vision statement is that the Town of Falmouth Human Resources Department enhances Town operations by hiring exceptional staff; supporting their professional development; and advancing a healthy, safe, and inclusive culture that inspires our diverse and talented workforce to provide optimal contributions to the Falmouth community. To

follow along with that, the Mission Statements is to advance the Select Board's Strategic Plan and each Town Departments operations through recruiting, developing, and supporting the Town's most valuable resource: our people.

Discuss Board Agenda Packet Workflow and Earlier Distribution of Packet

Mr. Mascali explained that he is concerned that the Board is not able to thoroughly review agenda information before Board meetings. Barnstable recently implemented a procedure to advance the date for agendas and packets to be available for ease of members and better transparency. He suggested a preliminary agenda that may indicate what is coming up. Chair Robbins Taylor noted that this could be confusing, as agenda items tend to change prior to a meeting. Ms. Scott Price suggested adding certain items to OneDrive for the Board to review prior to a meeting.

Town Manager Renshaw explained that all packet information is due Wednesday at noon, prior to a Board meeting. He proposed that this could then be posted on Thursday.

The Board took a brief recess until 11:04am.

Review and Discuss Capital Project Tracker Tool

Town Manager Renshaw reviewed the Capital Project Tracker Tool with the Board. The proposal is to bring the information sheets for each capital project to the Board for presentation quarterly. This information will also be available on the website.

Discuss Private Road Maintenance Current Practice & Policy

DPW Director Peter McConarty presented information to the board regarding the private road maintenance current practice and policy. He explained that there are 228 miles of paved Town and County Road roadways maintained by the Town. 39% of the paved Town and County public roads require major or minor rehabilitation. In addition, there are 3.21 miles of gravel roadways maintained by the Town. There are 114.20 miles of paved private road roadways in Town. 54% of the paved Town and County private roads require major or minor rehabilitation. In addition, there are 37 miles of private gravel roadways maintained by the Town.

Town Manager Renshaw stated that he would like the Board to consider allowing staff to pursue a policy that would begin to exclude the non-bus route, non-ambulatory, unpaved private roads, so that the Town crews are not spending hours on the maintenance for these areas. Mr. Zylinski stated that this will require clear language as to why this change of practice is proposed. Chair Robbins Taylor stated that currently the Town has an overburdened DPW staff and resources, for performing free work that the Town does not need to do on these roads. Mr. Brown stated that he believes the Town first needs to offer a program before removing this service for these residents. Town Manager Renshaw stated that staff would return to the Board with a draft action plan.

LUNCH BREAK (30 MINUTES)

The Board recessed for lunch until 12:30pm.

Steamship Authority Long Range Planning Update and Initiatives

Mr. Brown reviewed data for the Steamship Authority. There was another record number of trucks this year, with 61,515 freight trucks total carried in 2023. This totals more than 200 trucks each weekday throughout the year. The Vineyard-related truck volume was up last year by 3.9% from 2022 to 2023, on top of a 5.4% increase from 2021-2022. These numbers fail to reflect a shift to larger and heavier trucks on the Falmouth/Vineyard ferries. In looking at the history of traffic from 1960 to now, the traffic doubles every 18 years. 18 years from now, if that trend continues, this could lead to potentially 121,000 truck trips. The Steamship Authority has done a great job of bringing people back and forth, but the Town may rely on them too much for long range. The Authority recently hired a consultant for strategic planning. He suggested that the Board petition the Cape Cod Commission for action to make the Authority part of the regional MBTA or Mass DOT and continue for long range planning.

The Board agreed that it would like to see a letter drafted by administration to connect with other local towns on this item for review.

Discuss Bikeway self-propelled Budd Rail Diesel Car concept

Mr. Brown showed an example of a Budd Rail Diesel Car that is approximately 80' long and currently for sale. This is a self-propelled diesel train with a driver control at each end, so it would not have to turn around. He spoke with the MBTA Director who advised him that trains have National Railway Safety Standards. If the tracks are not torn up, the intention would be for the train to run from the terminal in North Falmouth to the terminal in Buzzards Bay, or approximately 6 1/2 miles. In the future, it would be nice for the train to be electrified, with a charging station in North Falmouth. This would be an hourly service with maybe a \$1 charge to ride. This would bring cyclists from one point to the next, so they can continue to use the bikeway. Cape Cod Central Railroad would likely operate and maintain the train. The Bikeways Committee was not supportive of this idea, as they would like the tracks torn up for other purposes.

The Board asked the Town Manager to reach out to Bourne to determine if there is any interest in this project. Feedback will then be reviewed by the Board.

Discuss Status of Police Station Habitability Repairs and Possible Site Locations for New Facility

Town Manager Renshaw reviewed the rehabilitation efforts that are underway at the Police Station. He noted that \$200,000 was approved at Town Meeting for a feasibility study. An owner's project manager (OPM) and architect will be needed for this project. The OPM will need to be selected before the architect.

Police Chief Lourie stated that he wants this facility to meet the needs of everyone on the staff and the community.

The Board reviewed a few potential site locations for a new facility. Staff agreed to bring additional information regarding the feasibility study and a potential OPM to the Board for review.

Discuss Establishment of Entertainment Guidelines/Regulations and Policy Considerations

Town Manager Renshaw explained that staff has received some complaints with regards to entertainment venues in Town. The Board can consider certain policy matters in order to address these concerns. This could include reviewing the Noise Bylaw for a nuisance decibel level. There was agreement that Town Counsel should draft language placing the onus of obtaining the abutters list and notifying those abutters by mail on the applicants for entertainment events.

Review and Discuss Town Mission and Vision Statements and Core Values

Town Manager Renshaw explained that Department Heads have been working to draft core values. The Town of Falmouth does not currently have an overarching mission and vision statement, endorsed by the Select Board.

The draft Town of Falmouth Mission Statement was presented as: "The Town of Falmouth's mission is to officially maintain and improve upon our facilities, infrastructure, and customer service to allow our citizens, businesses, employees, and visitors the opportunity to live, work, and play tomorrow and for future generations."

Chair Robbins Taylor suggested that the statement be changed to list customer service first, then infrastructure, and facilities.

There was some discussion regarding making the statement more concise and efficient. Town Manager Renshaw stated that staff would continue to work on this draft and bring it back to the Board for further review.

Town Manager Renshaw stated that the draft Vision Statement is: "to be the premiere Cape community providing the most responsive and highest quality services for our residents, businesses, and visitors." He stated that staff would continue to work on this draft statement.

The Board reviewed the proposed Core Values.

"We believe that honesty and integrity are the backbone of our credibility, ensuring our words and actions always align with the truth and the quiet strength of unwavering principles to guide our actions even when no one is watching."

"We create windows through which trust is built allowing the community clear insight into our actions and decisions in order to foster accountability and public confidence."

"We value the art of genuine listening ensuring every word spoken or unspoken bridges understanding and fosters respect allowing all voices to be heard."

“We are committed to excellence where expertise meets empathy, ensuring user interaction reflects our dedication to service and respect for all.”

“We are committed to a culture of mutual support and a harmony of diverse skills where each voice is valued, contributing to a unified mission beyond individual capacities.”

Motion by Mr. Brown to adopt the Core Values, as presented.

Second: Mr. Zylinski

Vote: Yes – 3 No – 2

ADJOURN

Motion by Ms. Scott Price: To adjourn at 2:20pm. Second: Mr. Mascali

Vote: Yes – 5 No - 0

Respectfully submitted,
Kristan Patenaude, Recording Secretary

DRAFT

Public Session Minutes

October 7, 2024

October 21, 2024

TOWN OF FALMOUTH
SELECT BOARD
Open Meeting Minutes - DRAFT
MONDAY, OCTOBER 7, 2024 – 6:30 P.M.
LAWRENCE SCHOOL AUDITORIUM
113 LAKEVIEW AVENUE, 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.

Select Board:

Present: Nancy Robbins Taylor, Chair; Edwin (Scott) Zylinski II, Vice-Chair; Douglas C. Brown; Robert P. Mascali; Heather M. H. Goldstone

Absent: None

Others present: Mike Renshaw, Town Manager; Peter Johnson-Staub, Assistant Town Manager; Town Counsel Maura O'Keefe

6:30 p.m. OPEN SESSION

Call to Order: By Chair Taylor

Pledge of Allegiance: Led by Select Board

Proclamation – Indigenous Peoples Day:

Mr. Mascali read out the proclamation as contained in the Select Board packet in its entirety, concluding with “That the Town of Falmouth Select Board affirm the 2nd Monday in October, 2024, as Indigenous Peoples Day in Falmouth” Mr. Brown offered a second. **Vote: Yes – 5 No – 0**

Mr. Mascali offered to read and present the proclamation on Indigenous Peoples Day, 10/14, at Peg Noonan Park.

Recognition: Ms. Goldstone recognized the Old Ladies of Underwater Garbage and the work they do.

Announcements: Mr. Brown announced upcoming meetings of the Cape and Islands Municipal Leaders Assn. in Wellfleet, the MMA update on items of concern on 10/18, the T3C presentation of the plan for the 57 acres of land in North Falmouth, meeting of the League of Woman Voters on 10/16 with candidates, and the East Falmouth Village Assn. discussion with candidates.

Public Comment:

Molly Cornell with the Falmouth Gun Safety Coalition – thanked police chief for job he’s doing – said their concern is what happens to retired police handguns that remain after officers buy back their own weapons – supports decision to have surplus guns destroyed – said used police guns make their way back into the stream of easily accessed guns in America – said they wish it would become permanent policy in Falmouth.

Susan Bonney, Loop Road – said the Falmouth Gun Safety Coalition has collected about 460 to 470 signatures on a petition that they presented to venues around Town (left copies of petition with the Board).

At this point, Chair Taylor said she would be taking **Business 9** out of order.

BUSINESS

Consider establishing a Police Station Advisory Committee

Mr. Renshaw orally reviewed the item for the Board, referring to the *Agenda Item Summary Sheet*, Item number and Title: *Business 9 - Consider establishing a Police Station Advisory Committee* in the Select Board packet. He recommended approval.

Motion by Mr. Mascali: That the Select Board approve the charge that is in the packet along with the establishment of the advisory committee for the police station **Second: Mr. Brown**

Vote: Yes – 5 No - 0

PUBLIC HEARINGS

Mr. Renshaw announced that the postings for the 4 public hearings were for Town Hall, and that based upon anticipated crowd size, the decision was made to move to the Lawrence School after those postings. He said Town Counsel advised that someone run over to Town Hall to post the changed location on the door. Mr. Johnson-Staub left the meeting to perform this duty.

Chair Taylor said the meeting would resume with BUSINESS.

BUSINESS

Update – Future Vision of Falmouth Public Schools

Chair Taylor commented that this item is an update on the superintendent's yearly presentation to the Select Board. She made it clear that no vote would be taken. She said that the Board does not have a vote on what the school committee does.

Superintendent Lori Duerr and Paul Dart, Director of Finance and Operations, presented information regarding the current use of various school facilities, future challenges, and proposed plans and options on approximately 29 screens. Building needs and renovation timelines, student enrollment, and birth rates were part of the data contained in the report.

Mr. Brown asked how all the kids from Teaticket would fit into East Falmouth. Dr. Duerr agreed that it is crowded due to a decision regarding pre-K, and that if there is further expansion at East Falmouth, more room will definitely be needed. She went on to offer possible ways that overcrowding could be alleviated, such as the use of portables or delayed implementation of Plan 1. Mr. Brown asked if there were pressure on the timeline due to a grant. Dr. Duerr said there has been confusion surrounding this issue, that no planning grant was received for early childhood, and that there is no rush connected with that. Mr. Brown said in the survey he saw no options for "if," only "when." Dr. Duerr said that all 5 proposals would be considered independent of each other by the building committee before they make a recommendation. Mr. Brown asked again about the possibility of not closing Teaticket if the community objected to it. Dr. Duerr said none of the proposed plans was predetermined, and that she could not speak to whether the building needs committee would consider that an option or not.

Mr. Mascali said his question was answered, that the building needs committee would be involved in all 5 plans.

Ms. Goldstone asked about the birth rates and declining enrollments, and if the proposals would stand up to higher levels of enrollment if progress were to be made on the housing issue. Dr. Duerr said she believed they would, but that, according to experts, enrollment would likely not reverse into upward movement. She said they would be able to study enrollment into the future. Ms. Goldstone clarified the timeline for taking Morse Pond off-line would not be until the renovation of Lawrence. Mr. Dart gave information about what a renovation of Lawrence would entail.

Chair Taylor asked if the 6-7-8 middle school model had been considered. Dr. Duerr said it was one of the options and that it could be accommodated at Lawrence.

Public comment: (Chair Taylor announced the upcoming public forums on this issue.)

Gina Polanza – said Gov. Healey has just approved accessory dwelling units, which would open up opportunity for accommodating a younger population – said we are not seeing the effects of the housing efforts yet – asked the Town to work together – said the affordable housing plans and this school plan would create trouble for the Town if they both succeed – asked again for collaboration in this process.

Raquel (no last name given) – said she has a first grader at Teaticket – spoke to the increasing needs of special needs students, many of whom are at Teaticket – said state and federal laws mandate that children be in the least restrictive environments, which would be smaller class sizes.

Marc Finneran – asked how the kindergarten enrollment rate could drop by 50% according to one of the graphs. Chair Taylor said they would get that answer for him.

At this point, Chair Taylor said the meeting would move into PUBLIC HEARINGS.

PUBLIC HEARINGS

Fee Hearing – Discuss and vote proposed \$50.00 late fee for annual renewal of all liquor licenses effective November 1, 2024

Mr. Zylinski read out the hearing notice.

Mr. Renshaw orally reviewed the item for the Board, referring to the *Agenda Item Summary Sheet*, Item number and Title: *Hearing 1 - Discuss and vote proposed \$50.00 late fee for annual renewal of all liquor licenses effective November 1, 2024* in the Select Board packet. He recommended approval.

Ms. Goldstone asked why the fee was not the same as the late fee for common victualler and other licenses, which is \$200. Mr. Renshaw said the late fee was set to send a message but not to be onerous. Mr. Brown asked if the \$50 late fee would be enough to change behavior and said it would make sense if it were the same.

Public comment: None

Motion by Mr. Zylinski: To close the hearing Second: Mr. Brown Vote: Yes – 5 No – 0

Mr. Brown asked what the negatives would be to go with \$200. Mr. Renshaw said it could be raised. He said there were no real benchmarks to use on this issue and that \$50 was proposed due to its being new. Mr. Mascali suggested a middle amount, say \$100.

Motion by Mr. Mascali: To approve the late fee of \$100 for annual renewal of all liquor licenses effective November 1, 2024, with some way of getting notification out to people that this will happen effective November 1 Second: Mr. Brown Vote: Yes – 5 No - 0

Wetlands/Dock Hearing – Eric and Sabina Hamre – application to construct a fixed pier that will extend approximately 76 feet seaward of mean high water into Green Pond, located at 218 Acapesket Road, East Falmouth
Mr. Zylinski read out the hearing notice.

Michael Borselli from Falmouth Engineering represented the applicant, Eric and Sabina Hamre. He summarized the details of the application as contained in the Select Board packet, using a site plan of the proposed dock projected on a screen. He said if the project were approved, the applicant would proceed to the state for a Chapter 91 license. He said the project is similar to other piers he has presented to the Board.

Public comment: None

Motion by Mr. Zylinski: To close the hearing Second: Mr. Brown Vote: Yes – 5 No – 0

Motion by Mr. Brown: To approve the application submitted by Falmouth Engineering on behalf of Eric and Sabina Hamre to construct a fixed pier that will extend approximately 76 feet seaward of mean high water into Green Pond, located at 218 Acapesket Road in East Falmouth as presented

Second: Mr. Zylinski Vote: Yes – 5 No - 0

Shade Tree Hearing – on application of the Town Engineer for the removal of 1 Acer rubrum (Red maple) to accommodate construction of an upcoming sidewalk at 31 Old Dock Road, West Falmouth, continued from September 23, 2024

Mr. Zylinski read out the hearing notice.

Jeremiah Pearson, Falmouth Tree Warden and Parks Superintendent, explained his opinion supporting the removal of the tree as contained in a memo in the Select Board packet. He advised that Peter McConarty, DPW Director, speak further to the scope and history of the project. Mr. McConarty provided details of the sidewalk in the area on Old Dock Rd. that was to have been included in two previous projects going back to 2009. He said the project would now include tree replacements.

Mr. Mascali asked Mr. Pearson if the tree were to be removed due to pedestrian safety or future health of the tree from construction impact. Mr. Pearson explained that the tree would suffer impact from removing anchor roots and the sidewalk would go through a critical root zone. He said the tree could fall over in a wind storm and the town would be liable for damage to anyone's home. Mr. Mascali asked if the sidewalk could be done safely and properly if the tree were not removed. Mr. McConarty provided details of the sidewalk construction that would result in root damage to the tree.

Ms. Goldstone asked if the grass buffer could be reduced to allow the sidewalk to be constructed farther away from the roots of the tree. Mr. McConarty said that a 3-foot buffer is required, but a 5-foot buffer would allow replacement trees to grow better. He said whether it's a 3-foot or 5-foot buffer, it would still be in the critical root

zone of the tree. Ms. Goldstone asked about a vertical buffer. Mr. McConarty said that that would mean a granite curb, and then detailed the problems that would result from that option. He said the roots of the tree would still be affected.

Mr. Zylinski noted what often happens when attempting to save maple trees and that the roots can migrate and lift the asphalt. Mr. McConarty said with this type of tree, no matter what methods/materials are used for sidewalk construction, roots often lift up the sidewalk.

Mr. Brown asked for clarification about the photograph of the tree in the packet in terms of its surroundings. Mr. Pearson explained the details of the photo. He also reiterated that a red maple is a shallow-rooted tree and what is likely to happen when its root system is altered.

Mr. Renshaw said that Town Planner Jed Cornock has reviewed this application and said that this is a designated scenic road and that the planning board will have to hear this issue as well. A hearing is scheduled for 10/22.

Ms. Goldstone asked that in the future, clearer photos of an affected area in an application be provided to the Board.

Public comment:

Dan Shearer, Old Dock Rd. – said the gorgeous tree is 200 years old – said we need the sidewalk so the tree has to go – asked how a grass strip could be put along a sidewalk all the way down to the dock – said after you cross the street and go along the side you have about 5 feet – said he has been told there is no written plan yet.

Mr. McConarty said they plan to shift the road a little further over down by the dock to be able to put a sidewalk in down there. He said it might not be 5 feet wide but would be 4 feet to be able to get from the parking lot down to the dock. He gave further details of where the sidewalk would cross the road and continue to the boat ramp. He said the goal is to make this into a safety zone.

Mr. Brown asked about what would be included in this project; Mr. McConarty provided details about the sidewalk construction and which components have been added on to the original project. He said this is a basic sidewalk construction.

Mr. Zylinski sought and received clarification from Mr. McConarty that it would be ADA compliant.

Public comment:

Barbara Schneider, Precinct 4 – said the same discussion occurred during sidewalk construction on Davisville Rd. – said the Town took the time to put different surfaces on the sidewalk depending upon the needs of the tree roots – said the brick sidewalk is in the best condition of the remaining sidewalks (Mr. Zylinski disagreed with this assessment) – suggested putting bricks over this one area to try to save the tree for a while.

Mr. McConarty said, due to ADA compliance regulations, that brick sidewalks can pose tripping hazards due to uneven surfaces when deterioration occurs and bricks lift out.

Public comment:

Dan Shearer – asked if we have to have the grass strip – said the road look wouldn't change and more decent trees can be planted – said it could be done on the inside and still have the 4-foot sidewalk.

Jeremiah Pearson said even without the grass strip, the roots would still be disrupted at a critical level. He said replacement trees would be about 12 feet tall.

Motion by Mr. Brown: To close the hearing Second: Mr. Zylinski Vote: Yes – 5 No – 0

Mr. Brown said that the DPW director and tree warden have made a strong case that the tree cannot be saved.

Motion by Mr. Brown: To approve the application of the Town Engineer for the removal of one Acer rubrum (Red Maple), contingent upon Planning Board written consent following its October 22 hearing, to accommodate construction of an upcoming sidewalk at 31 Old Dock Road, North Falmouth, to include the planting of three new suitable trees no less than 2 inch caliper to replace the removed tree

Second: Mr. Zylinski

Mr. Mascali asked what would happen if the planning board does not approve the application. Mr. Renshaw said if that were to happen, the Board's vote would be null and void.

Vote: Yes: 4 No – 1 (Ms. Goldstone)

Application for One-Day, Sunday Entertainment License – Shipwrecked – Falmouth in the Fall Road Race After Party – Shipwrecked/The Heights Hotel parking lot, 263 Grand Ave. – Sunday, November 3, 2024 – 10:00 a.m. to 6:00 p.m.

Mr. Zylinski read out the hearing notice.

Mr. Renshaw orally reviewed the item for the Board, referring to the *Agenda Item Summary Sheet*, Item number and Title: *Hearing 4 - Application for One-Day, Sunday Entertainment License – Shipwrecked – Falmouth in the Fall Road Race After Party – Shipwrecked/The Heights Hotel parking lot, 263 Grand Ave. – Sunday, November 3, 2024 – 10:00 a.m. to 6:00 p.m.* in the Select Board packet.

Mr. Brown noted the letter from the owner explaining all the innovative things he had done to mitigate sound on the property. Ms. Goldstone said it was great to see a fall road race event getting similar treatment that the summer road race does.

Public comment: None

Motion by Mr. Brown: To close the hearing Second: Ms. Goldstone Vote: Yes – 5 No – 0

Motion by Ms. Goldstone: To approve the one-day entertainment license as submitted for Shipwrecked-Falmouth in the Fall Road Race After Party – Shipwrecked/The Heights Hotel parking lot, 263 Grand Avenue – Sunday, November 3, 2024 – 10:00 a.m. to 6:00 p.m. Second: Mr. Mascali

Vote: Yes – 5 No – 0

At this point, Chair Taylor said the Board would return to the BUSINESS section of the agenda.

BUSINESS

Update – Outfall data collection and permitting project – Amy Lowell, Wastewater Superintendent

Ms. Lowell said she would update the Board since a report in November 2023. Her summary, covering approximately 8 screens, included information on establishing a regulatory review team, the baseline monitoring program in Nantucket Sound, results from the USGS evaluation of the effects of an outfall on the aquifer, the permit process for marine soil borings, that the Inter-Basin Transfer Act does not apply to Falmouth, and the outfall schedule. She said that the goal of the outfall project is water quality improvement.

Chair Taylor said it would be helpful to have the report; Ms. Lowell said she would send it to the Board.

Mr. Mascali asked about the transfer act information and if there is an interest in other towns' possibly doing it. Ms. Lowell said that this is a complex project and allowing the connection of other towns would make it much more complex in many different ways. She said the inter-basin transfer is not completely prohibited, but it is a big hurdle. Mr. Mascali asked if other towns had approached Falmouth about the outfall. Ms. Lowell said there had been no formal approach or request, although she said there had been a meeting with Mashpee and Sandwich recently and after her summary of Falmouth's process, she was asked, "Hey, can we tie in, too? Is that a possibility?" She said she then provided them with the same answer that she had just reported to the Board: that is not the project we are pursuing right now.

Mr. Brown concurred with the complication inter-based transfer would create. He said Mashpee was understanding of the answer they received and is pursuing their own plan for water quality.

Ms. Goldstone asked if the permitting process allows for any growth in flow demand as we think about housing and increased density on the sewer. Ms. Lowell provided TMDL and water use data supporting the fact that the plans for the sections of Falmouth they are targeting take significant growth into account. She said they are working toward a 2 million gallon per day outfall.

Mr. Brown asked if that number could change as the project proceeds. Ms. Lowell said that there has been discussion about that number. She said that the project hasn't been designed or permitted yet, but they have been saying 2 million gallons per day in their work so far. Mr. Brown said he just wants to be sure there is capacity for the future. Ms. Lowell said the number does allow for a lot of additional sewerage. She said the plan allows for quadrupling what the Town is currently sewerage.

YMCA aquatic center project status update and discussion on a draft assignment of groundwater discharge rights agreement

Dennis Ducharme from the Cape Cod YMCA, accompanied by Kevin Klauer and David Antonucci, presented the report containing approximately 9 screens of information, including information about site selection, design and capital campaign, early project development, land credit contribution, groundwater discharge rights, regulatory process, and final project development.

Mr. Mascali asked about the reception of the neighbors at the new development adjacent to it. Atty. Klauer said they haven't been that engaged with the developer, but there has been no negative feedback at any level of permitting. Mr. Mascali commented that he had never seen a project this big and this involved go through the Cape Cod Commission so quickly, so he thinks they are on the right track.

Public comment:

Frank Shorter – said he and his 10 siblings grew up in a very abusive situation in upstate New York in a town with a YMCA – said the YMCA was his sanctuary – said he spent a great deal of time from the time he was 9 until he went to prep school at the YMCA – said he looked for mentors – provided details of how health programs got started – said the YMCA instilled him with this motivation – said the YMCA will provide health education for kids as it did for him – said you need a pool to learn to swim – would love to have a YMCA close to home – is willing to contribute his sweat equity to make it happen.

Report – Shellfish Advisory Committee

Peter Chase, chairman of the shellfish advisory committee, provided the Board with an update on the committee's activities, referring to a report included in the Select Board packet. Information included a pilot project for quahog propagation, changes to shellfish regulations, and an invitation to reach out to the committee with questions or ideas.

Report – Waterways Committee

Joe Voci, chairman of the committee, began the report by paying tribute to Mike Kenny and Chuck Eastman, members who had recently passed away and would be greatly missed. The report included information on issues connected with navigating the channel into Waquoit Bay, dredging, increased costs of dredging and disposal in Waquoit Bay, widening the inlet into Eel River and all related complexities, Green and Great Ponds dredging, and Falmouth Harbor dredging. The status of boat ramps and docks at Eel Pond, Simpson Landing, Great Harbor, West Falmouth, and Wild Harbor, and dredging and docks at Megansett were also included in the report.

Ms. Goldstone asked if the chemical analyses of the dredge spoils were available on the website. Mr. Voci said he could do that, but basically, it's too fine a material (mud) and is not well received in a lot of areas. He said there might be a little question about chemicals, but it's more the grain size.

Mr. Brown said he would like the Board to draft a letter to DCR to advocate for the modification to the Washburn Island spit to address the public safety hazard there. He said he would like a draft letter on an upcoming agenda.

Acting as Trustees of the Falmouth Affordable Housing Fund, reconsider Application from Bushwood 545 Main Street, LLC - Michael Galasso for \$2,400,000 for 30 units of rental housing located at 545 Main Street
Michael Galasso was present. Chair Taylor said the Board would begin with questions.

Mr. Brown noted that the new target figure of \$465,000 for acquisition seemed to be a figure that worked for Mr. Galasso.

Chair Taylor reviewed what Mr. Galasso had said at previous Select Board meetings regarding financing. First, that he had said he could continue to work if he did not get the \$850,000, but it would make it easier if he got the higher amount. Mr. Galasso said that was correct. Second, Chair Taylor said that at the last Board meeting, Mr. Galasso

told them about a Mass Development 80% loan guarantee program. Mr. Galasso said that was correct. Chair Taylor then said that if he had obtained the 80% loan, he would have needed only \$285,000 from the Town, and asked if this was correct. Mr. Galasso said it was correct, but clarified that it is not a loan from Mass Development. He said Mass Development would guarantee to a lender, not yet unsecured, that they will guarantee amount of a loan over 50% loan to value. He said they have a lender who has written a letter of intent for 75% loan to value. As clarification, he said again that Mass Development would not guarantee a loan but does guarantee a lender.

Chair Taylor also had a question on the bank loan of \$3,075,000 and the seller's second mortgage of \$1,000,000, and how those figures were to be used for acquisition and closing costs. Mr. Galasso stated that the Sources and Uses document laid out how the money would be used to close on the property. He said they would not use the Town's money to pay for those expenses. He said they would only use the Town's money for acquisition.

Chair Taylor continued to ask for the accuracy of numbers for real estate taxes, insurance, utilities, and interest reserve. Mr. Galasso said the numbers she stated were all correct and were included in the letter they had from Stoneham Bank. Chair Taylor asked if the \$3,075,000 loan was at 9% interest only. Mr. Galasso said that was correct. She asked if the interest for one year would be \$276,750. Mr. Galasso said that sounded correct and said the figure was in the letter of intent. Chair Taylor then asked if the bank requires that that interest reserve fund be set aside in that amount, where would the money to pay that interest come from when the year is up? Mr. Galasso said the interest reserve is included in the \$3,075,000. Chair Taylor clarified that the Town's money is not funding the interest reserve. Chair Taylor also asked about the \$1,000,000 mortgage at 8%, which comes to about \$80,000 a year, and where that comes from. Mr. Galasso said it's interest that's deferred for one year or 18 months, and is "paid out of the proceeds when we fund the whole project."

Chair Taylor then asked if the Town's \$465,000 is structured as a loan and there is a default, is the Town's interest to be third in line behind a bank and the seller? Mr. Galasso said that is correct. He also said "typically, the Town would get rights if there was a default in either the first or the second, the Town would have rights to cure those defaults if it wanted to to protect its interests." Chair Taylor also asked if in the structured loan of \$465,000, the Town could charge interest of 3%. Mr. Galasso said, "Sure." Town Counsel Maura O'Keefe said that "the Town has no ability to charge interest for these affordable housing fund loans." She said the enabling act for the housing fund does not permit the Town to charge interest. The Town is not a bank, she said. Mr. Brown clarified that it can be structured as a loan but with no interest, and Town Counsel said that is correct. Mr. Galasso said that 3% interest is normal on loans provided for affordable housing projects provided by the state or town. He cited Megansett Crossing as an example. Chair Taylor said Town Counsel said that the Town is not allowed to charge the 3% interest and that is a source of confusion.

At this point, Mr. Renshaw said that he inserted bullet points in the packet based on conversations during the 9/30 meeting. He said Mr. Galasso, during that discussion, had introduced that, and he wanted it for the record that it was an opportunity, and has since learned through Town Counsel that the Town cannot do that. Nevertheless, he said, the total amount of the loan is repayable according to whatever conditions accompany it, not necessarily only in the event of default.

Mr. Mascali sought and received clarification from Mr. Renshaw that there would be further negotiations about the actual terms of the loan between the Town and Mr. Galasso.

Chair Taylor said that she was part of the FAHF working group that came to consensus twice that the \$250,000 was what they agreed upon.

Mr. Mascali commended Mr. Renshaw and Mr. Galasso for the majority consensus at the last meeting that there be some discussion about narrowing the gap between the original request of \$850,000 and the recommended amount of \$250,000. He further commented on the department recommendation in the *Agenda Item Summary Sheet – Business 6* in the Select Board packet, and the phrase "that a majority of the Board has a greater appetite for risk" describing some Board members' views. He said it is not about having an appetite for risk, but thought that the size and scope of the project warranted more than \$250,000, and \$465,000 is a better number. He said the project is worthwhile and wants to move it forward. Chair Taylor said she understood Mr. Mascali's comment, also saying that going from \$250,000 to \$465,000 is increasing the Town's risk using taxpayer money.

Mr. Brown said it would be the Board's responsibility if they did take on this additional risk. He said he is willing to do that because it is a good project. He said there could be more risk in underfunding the project than in funding it at the proper level.

Public comment:

Barbara Schneider – asked what would happen if a piece of equipment they need is not available when promised, especially in this storm season – said it sounds like they have an end time – asked what that end time is for them so the Town knows what they are really looking at as a deadline

Mr. Vaught said the mobilization of the barges has already begun. Regarding the end date, the MOU is the most stringent date with May 26. He said Eversource has committed to May 15, and will commit to May 2 with the 24 hours with the understanding that unforeseen things (hitting a VW bus in the Sound, for example) could delay work a day or two. He said regarding the environmental condition of the plovers, that date is June 15, but that exceeds the more stringent MOU date of May 26.

Mr. McConarty said the construction business always deals with unknown challenges. He said Eversource has been good with working conditions on projects in Town and named some of them. He said he has been in Town for 17 years, working with Eversource and Town representatives, and would continue to watch the work being done on this project. He said there is enough lead time in the schedule and the work does need to get done.

Chair Taylor sought and received clarification from Mr. Vaught that they have the equipment required for this project and that there is no chance that the equipment will be held up from another project.

Motion by Mr. Zylinski: To approve the amended Memorandum of Understanding as presented and authorize the Town Manager to execute the Memorandum of Understanding **Second: Mr. Brown**
Vote: Yes – 4 No – 1 (Ms. Goldstone)

Consider approval of a variance to Sign Code §184-32, Off Premises Signs, size and content: The Irish Goodbye Pint House, 444 North Falmouth Highway

Mark Colangelo was present to outline the application for the Board. He described the situation with the sign post on Town land and that he was asking permission to put his sign on the pole.

Mr. Brown said that it seemed like a logical request to him. Mr. Colangelo said he was told that the sign met all the requirements. Mr. Brown clarified that the sign is off-premises and that is the reason for the variance.

Ms. Goldstone asked if it were instead of or in addition to an on-premises sign. Mr. Colangelo said previous owners have used the sign pole which used to be considered part of the property, and he and his wife want to continue this practice.

Motion by Mr. Brown: To approve the request for a variance to Sign Code, Section 184-32 Off-Premises Signs, size, and content: The Irish Goodbye Pint House, 444 North Falmouth Highway as presented
Second: Mr. Zylinski Vote: Yes – 5 No - 0

Vote Article Recommendations for November 2024 Town Meeting

Mr. Renshaw orally reviewed the item for the Board, referring to the *Agenda Item Summary Sheet*, Item number and Title: *Business 10 -Vote Article Recommendations for November 2024 Town Meeting* in the Select Board packet. Mr. Renshaw made introductory comments on the process and then went through each of the ten articles the Select Board would recommend, referring to the document *Select Board Sponsored Articles Draft Recommendations Explanations* included in the Select Board packet for each one.

Article 3

Motion by Mr. Brown: That the Board vote Article 3 as printed in the warrant
Second: Mr. Zylinski Vote: Yes – 5 No – 0

Article 18

Motion by Mr. Brown: That the Board vote Article 18 as printed in the warrant
Second: Mr. Zylinski Vote: Yes – 5 No – 0

Article 19

Motion by Mr. Brown: That the Board vote Article 19 as printed in the warrant
Second: Mr. Zylinski Vote: Yes – 5 No – 0

Article 20 (Petitioner's article)

Motion by Mr. Brown: That the Board vote Indefinite Postponement on Article 20

Second: Mr. Zylinski Vote: Yes – 5 No – 0

Article 21 (Petitioner's article)

Mr. Mascali asked if the Board were to move the articles as printed, would the same conditions with respect to the RFP and the process be similar to the ones approved earlier. He noted that the language under the previous articles does not appear in here. There was brief discussion about the language of the recommendation and explanation. Town Counsel Maura O'Keefe said there would be no problem with making the language part of the recommendation, and in fact, it would be preferable.

Mr. Zylinski asked if the parcel in this article, 21 Pheasant Lane, is a buildable or unbuildable lot. Mr. Johnson-Staub said the lot is currently undeveloped, Town owned, but did not know if it is a developable lot. Mr. Renshaw said that the parcel was part of the comprehensive parcel inventory but didn't rise in priority rankings as one of most accessible lots. Mr. Johnson-Staub further said that staff has looked at the parcel and saw no reason it could not be developed for affordable housing, but the caution is how to get over hurdles that might exist due to zoning.

Motion by Mr. Mascali: That the Town vote this article as printed in the warrant with the amendment to the effect that the details of the housing to be constructed have yet to be determined following a public input process including the Select Board and Affordable Housing Committee. The Town Manager will establish certain parameters for the housing to be constructed in a Request For Proposal that is used to select the buyer/developer

Mr. Brown asked if the motion is recommending that the petitioner amend it, because the Board cannot amend a petitioner's article. Mr. Mascali said yes. Mr. Johnson-Staub clarified that the original article has to be printed as is, but the recommendation would include the extra language.

Second: Mr. Brown Vote: Yes – 4 No – 1 (Mr. Zylinski)

Article 22 (Petitioner's article)

Motion by Mr. Mascali: To make the same recommendation as the prior article, that the Town vote the article as printed in the warrant with the explanation to contain that language with respect to the process to be overseen by the Town Manager to get to an RFP

Second: Mr. Brown

Vote: Yes – 5 No – 0

Article 23 (Petitioner's article)

Motion by Mr. Brown: That the Board vote Indefinite Postponement on Article 23

Second: Mr. Zylinski Vote: Yes – 5 No – 0

Article 31

Ms. Goldstone noted that in the description of the Forestry/Tree Care Crew Leader, the text should read, "The Town has been unable to *fill* (not *fund*) this position..."

Motion by Mr. Brown: That the Board vote Article 31 as amended

Second: Mr. Zylinski Vote: Yes – 5 No – 0

Article 32

Mr. Zylinski asked how long the current bylaw has been in existence. Town Counsel first said there are two parts: adding the short term rental, and the amendments to the year-long rental, Chapter 172. Her recollection is that Chapter 172 has been around for 40 or 50 years. Mr. Zylinski asked who has been enforcing it. Town Counsel said the health department. Mr. Zylinski then asked about businesses registered as LLCs whose owners are buying houses to house employees and how this will affect them. Town Counsel O'Keefe said that according to the bylaw, all members of an LLC have to be natural people; the owners are defined so that only one natural person can receive a license for one short-term rental. Mr. Zylinski asked, "So would that be the agent of that LLC?" Town Counsel explained further how you could not have one member of an LLC be a member of another LLC, and how you

Kate L. ____ (unintelligible name) - said she and significant other can't find affordable housing for employees – said owning properties keeps employees from having to drive 2 hours over the bridge every day – said they don't. make money on it – said the LLC protects them as people who have invested in their employees – said the Board has to consider the ripple effect in the community when you limit an investor from improving property values – said Falmouth is a year-round community – said it's a significant amount of money to purchase two homes in town – said this is not about investors but is about so many other people also – said she agreed with postponing to allow more people to be heard from.

Christina Holt – researching short-term rentals is part of a larger strategy identified in the 2024 housing production plan as a priority for year one – said seasonal rentals are limiting for year-round renters – said the work force is leaving Falmouth – said the urgency is keeping the Town running so it does not become a hollow community.

Article 33

Town Counsel explained the article, components of which were designed to coincide with Article 32. She said without Article 32, she saw no need to make these changes right now. She said a better course of action is to keep tying the two together and make amendments holistically once the short-term rental bylaw is in a shape that is more acceptable.

Motion by Mr. Mascali: To Indefinitely Postpone Article 33
Vote: Yes – 5 No – 0

Second: Mr. Zylinski

CONSENT AGENDA

1. Licenses

- a. Consider approval of an application for a Special One-Day Wine & Malt Liquor License – Shipwrecked – Falmouth in the Fall Road Race After Party – Shipwrecked/The Heights Hotel parking lot, 263 Grand Ave. – Sunday, November 3, 2024 – 10:00 a.m. to 6:00 p.m.

2. Administrative Orders

- a. Consider accepting a donation from Cape Cod 5 in the amount of \$500.00 to the Falmouth Police Department
- b. Consider accepting a donation from Susan F. Eaton in the amount of \$500,000.00 to the Falmouth Fire Rescue Department
- c. Consider approval of Monitoring Agreement for affordable rentals at Lighthouse Station, 533 Woods Hole Road
- d. Consider approval of a drainage easement on property located at 67 Ambleside Drive
- e. Approve warrant for State Election on Tuesday, November 5, 2024

Motion by Mr. Zylinski: To move the Consent Agenda **Second: Mr. Mascali** **Vote: Yes – 5 No - 0**

TOWN MANAGER'S SUPPLEMENTAL REPORT

Mr. Renshaw updated the Board on the following:

- Repairs at Town Hall are now complete
- Signed off on a contract agreement with building assessments management software and included what the software includes

SELECT BOARD REPORTS

Mr. Mascali reported on the following:

- Attended a presentation at the Cape Cod Tech Council at Cape Cod Community College on artificial intelligence

Mr. Zylinski reported on the following:

- Attended his liaison duty with the zoning board this Saturday at their workshop and said the ZBA would love to have a joint meeting with the Select Board about help with language on some issues

Mr. Brown reported on the following:

- Attended the end of the Town employee appreciation cookout
- Municipal light plant board discussed the ongoing hope to build a broadband network in Town

ADJOURN

Motion by Mr. Zylinski: To adjourn Second: Mr. Brown Vote: Yes – 5 No - 0

Respectfully submitted,
Carole Sutherland, Recording Secretary