

**TOWN OF FALMOUTH**  
**SELECT BOARD**  
**AGENDA**  
**MONDAY, MARCH 24, 2025 – 6:00 P.M.**  
**SELECT BOARD MEETING ROOM**  
**TOWN HALL**  
**59 TOWN HALL SQUARE, FALMOUTH, MA 02540**

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

**6:00 p.m. OPEN SESSION**

**6:00 p.m. EXECUTIVE SESSION**

1. M.G.L. c. 30A sec. 21(a)(3) - to discuss strategy with respect to ongoing litigation where discussion in an open meeting will have a detrimental effect on the litigating position of the public body.

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

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

**6:35 p.m. COMMITTEE INTERVIEWS**

1. Interview and consider a vote to appoint members to the East Falmouth Library Building Advisory Committee
  - a. Jane Stimpson
  - b. Andrew W. Zimmerman, MD
  - c. Chris Simmler
  - d. Camille Romano
  - e. Christian Valle
  - f. Judith Fenwick

**6:45 p.m. PUBLIC HEARINGS**

1. Consider a vote to approve an application for a One-Day Entertainment License – Rise & Shine Productions LLC – Coast Fest, Lin Whitehead Band Shell at Marine Park, 180 Scranton Ave. – Saturday, August 2, 2025, 2:00 p.m. to 10:00 p.m. **(15 minutes)**

**7:00 p.m. BUSINESS**

1. Vote to approve and sign the Bond Anticipation Notes (BANs) for Wastewater and North Falmouth School roof **(10 minutes)**
2. Update – Great Pond Phase 1 Sewer Project – Article 15 April 2025 Town Meeting **(25 minutes)**
3. Discuss and consider a vote to approve the revised Utility Standards as recommended by the Department of Public Works **(15 minutes)**
4. Discuss and consider a vote to approve the adoption of 20 MPH Safety Zones as recommended by the Traffic Advisory Committee **(15 minutes)**
5. Discuss and consider the acceptance of a grant from Falmouth Road Race for the purchase of an electronic message board sign for the Department of Public Works **(10 minutes)**
6. Discuss and consider a vote to approve the Planning Department's One Stop for Growth Expression of Interest submittal **(10 minutes)**
7. Discuss and consider a vote to approve the reorganization of Geographic Information Systems (GIS) under the Planning Division **(10 minutes)**

8. Consider the request from Cape Cod Guang Ping Tai Ji Quan Club for a waiver of the special event permit fee for the Tai Ji Practice at Marina Park on Saturday mornings from April – December 2025 **(5 minutes)**
9. Consider the request from ArtsFalmouth, Inc. for a waiver of the special event permit fee for the Arts Alive Festival on the Library Lawn, Peg Noonan Park and Shore Street Extension on Friday, 6/13, Saturday, 6/14 and Sunday, 6/15/25 **(5 minutes)**
10. Consider a request from Locust Street Sign for a variance to Sign Code §184-37: Measurement of Sign Area for Flying Bridge Marina, 250 Scranton Ave., Falmouth **(15 minutes)**
11. Consider approval of seasonal and Spring license renewals for 2025 **(10 minutes)**

**9:10 p.m. CONSENT AGENDA**

1. Licenses
  - a. Consider a vote to approve an application for a Special One-Day Wine and Malt Liquor License – Rise & Shine Productions LLC – Coast Fest, Lin Whitehead Band Shell, Marine Park, 180 Scranton Ave., Saturday, August 2, 2025 from 2:00 p.m. – 10:00 p.m.
  - b. Consider a vote to approve an application for Pledge of Collateral of its annual All Alcohol Beverages license – Kravings Pizza & Ice Cream, LLC dba Simply Divine Pizza Co., 261 Main Street, Unit A
  - c. Consider a vote to approve an application for a Common Victualler License – ThreeOneNine, Inc. d/b/a Country Fare Restaurant, 319 Main Street, Unit A
2. Administrative Orders
  - a. Consider a vote to approve petition from NSTAR Electric Company d/b/a Eversource Energy and Verizon New England, Inc. for permission to erect and maintain poles and their respective wires and cables and fixtures to be placed thereon, in the public way Gifford Street, Falmouth and to install 1 new JO pole to be labeled 1054/2.5 approximately 120' (feet) north of existing pole 1054/2. This pole location is necessary to provide electric service to 800 Gifford Street.
  - b. Consider a vote to approve petition from NSTAR Electric Company d/b/a Eversource Energy and Verizon New England, Inc. for permission to locate poles, wires, cables and fixtures, along and across the following public way Church Street, Falmouth and to install 1 new JO pole to be labeled 97/10-5 approximately 53' (feet) southeast of existing pole 97/10. This work is necessary to provide electric service to Lot 6 Larches Way.
  - c. Consider the request from the Friends of Falmouth Bikeways to initiate the naming process to honor Patty and Leonard Johnson with the placement of a plaque on the Shining Sea Bike Path
  - d. Consider a vote to accept a donation in the amount of \$1,500.00 from the Falmouth Water Stewards to the Department of Public Works donation account for supplies to build an additional food scrap drop-off box
  - e. Consider a vote to approve a request from the Recreation Department to use the remaining Falmouth Road Race donation funds for the purchase of a protective covering for the Gus Canty gymnasium floor
  - f. Request for variance to Sign Code – §184-7 Placement and §184-32 Off-Premises Signs: Falmouth Commodores – flags on Main Street light poles and Guv Fuller Field light poles – June 2-August 15, 2025
  - g. Request for variance to Sign Code – §184-32 Off-Premises Signs: Falmouth Commodores Baseball Clinics – late-April through August 15, 2025
  - h. Request for variance to Sign Code – §184-32 Off-Premises Signs: Falmouth Commodores Game Day Signs – June 6 to August 1, 2025

- i. Consider a vote to approve a Certification of Application form to authorize submittal to a Department of Energy Green Communities Competitive Grant for various energy efficiency projects in Town and School buildings
- j. Consider a vote to approve the rooftop solar Notice of Lease (NOI) and Lease Agreement with Solect Energy Development LLC for the water treatment plant

**9:15 p.m. MINUTES**

1. Review and Vote to Approve Minutes of Meetings
  - a. Public Session – March 28, 2022; March 1, 2025; March 10, 2025

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

**9:25 p.m. SELECT BOARD REPORTS**

**9:35 p.m. ADJOURN**

Nancy Robbins Taylor, Chair  
Select Board

## **OPEN SESSION**

### **COMMITTEE INTERVIEWS**

1. Interview and consider a vote to appoint members to the East Falmouth Library Building Advisory Committee
  - a. Jane Stimpson
  - b. Andrew W. Zimmerman, MD
  - c. Chris Simmler
  - d. Camille Romano
  - e. Christian Valle
  - f. Judith Fenwick



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Committee Interviews 1.a.

**ITEM TITLE:** Interview and consider a vote to appoint members to the East Falmouth Library Building Advisory Committee- Jane Stimpson

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Mike Renshaw, Town Manager

**ATTACHMENTS:** Charging document for East Falmouth Building Advisory Committee; Board and Committee Application Form dated February 26, 2025; Cover Letter and Resume

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### **PURPOSE:**

The Select Board will conduct an interview with Jane Stimpson and consider her appointment to the east Falmouth Library Building Advisory Committee.

### **BACKGROUND/SUMMARY:**

- The East Falmouth Library Building Advisory Committee charge document (attached) calls for a total of five (5) committee positions.
- In accordance with the charging document, the members serve a term that is completed upon the acceptance of the final report for the MPLCP's planning and design phase (anticipated by the end of 2025).

- The charging document identifies the following background/experience as desired for members of this committee: building design, building construction, civil engineering, and/or library science/services.
- The Committee vacancies were published in the Falmouth Enterprise on February 21, 2025 and six (6) individuals submitted their applications.
- Applicant Jane Stimpson submitted a Town application form (attached) on February 26, 2025.
- As stated in the application, Jane Stimpson possesses 15 years of experience in library services, working within community colleges and public libraries.
- She is a lifelong resident of East Falmouth, and possesses a Masters of Science degree (Information Studies).

**DEPARTMENT RECOMMENDATION:**

The Town Manager recommends that the Select Board conduct a total of six interviews with interested candidates and select the five (5) candidates whose skillsets they feel would be the best match for the needs of the Town.

**OPTIONS:**

- Motion to appoint Jane Stimpson to serve on the East Falmouth Library Building Advisory Committee.
- Motion to deny the appointment of Jane Stimpson to serve on the East Falmouth Library Building Advisory Committee.
- 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 conduct a total of six interviews with interested candidates and select the five (5) candidates whose skillsets they feel would be the best match for the needs of the Town.

*Michael Renshaw*

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**Town Manager**

3/20/2025

**Date**



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

If you are interested in serving the Town of Falmouth in any capacity, please fill out this form and mail it to the Select Board, Falmouth Town Hall, 59 Town Hall Square, Falmouth, MA 02540, or email it to [townmanager@falmouthma.gov](mailto:townmanager@falmouthma.gov). Information received will be available to all Town Boards and Officials, although the filling out of this form does not assure appointment. If selected for an interview, you may wish to submit a resume or additional information. This form and a listing of all boards and committees can be found on the Falmouth website: [www.falmouthma.gov](http://www.falmouthma.gov).

Name: JANE STIMPSON

Address: 28 SHALFISH DR Village: EAST FALMOUTH ZIP: 02536

Mailing Address: PO BOX 443 Village: EAST FALMOUTH ZIP: 02536

[REDACTED] Email: [REDACTED]

How long have you been a Resident  (date: 1983) / Taxpayer  (date: \_\_\_\_\_)

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

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

1. East Falmouth Library Building Advisory Committee
2. \_\_\_\_\_
3. \_\_\_\_\_

Seeking: Permanent Position  Alternate Position

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

Relevant affiliation and work and personal experiences: 15-year career in library services in community colleges and public libraries; Masters of Science in Information Studies (library science degree); lifelong East Falmouth resident and heavy library user.

Town offices held in Falmouth or elsewhere and dates of years served: none

Briefly describe the particular skills you feel you will add to the committee or board: 1. I have worked in libraries

for over 15 years. My current job involves travel and consultation to libraries around the state. I am well-connected to the MA state library systems and communities, so can connect the

committee to exemplar design libraries and library staff. 2. In past roles, my libraries have undergone extensive renovation and redesign, and I was involved in the planning and design.

3. I was born and raised in East Falmouth and am a current resident. I am a heavy library user and love the library and its place in the village. I want to be involved in the next phase and

help make it a center of the community for decades to come. 4. I have served on dozens of committees, in various roles including chair, throughout my career (see resume).

You may attach a resume to this application.

List three (3) references:

<u>Name</u>	<u>Title</u>	<u>Phone</u>
1. <u>Oscar Lanta-Galindo</u>	<u>Dean of Library Services, Holyoke Community College</u>	<u>417-522-8111</u>
2. <u>Brian Stokes</u>	<u>Library Director, Falmouth Public Library</u>	<u>508-457-2555 ext 2413</u>
3. <u>Meg Borden</u>	<u>Assistant Library Director Falmouth Public Library</u>	<u>508-457-2555 ext 2111</u>

I hereby certify that I have been provided a summary of Massachusetts General Law 268A, the Conflict of Interest of Law, I have read the material provided, and to the best of my understanding have no potential or actual conflict of interest.

I have received a copy of the Select Board's Appointment Policy and read the material provided.

2/23/2025  
DATE

Jane D. Stine  
APPLICANT'S SIGNATURE

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

Jane D.  
Stimpson

## Key Qualifications

- Over fifteen years' experience working in library services, including community college and public libraries and a state library system.
- Experience working with architects and planning team during large library renovations and rebuilds at San Jacinto College and Bunker Hill Community College.
- Experience working on many committees for both internal service and professional service.
- Born and raised in East Falmouth, a current East Falmouth resident, and a heavy user of the Falmouth Public Library system.
- ALA-accredited Master of Science in Information Studies degree.
- Proficient in Spanish (speaking, reading, and writing).
- Advanced organization and time management skills and excellent oral, verbal, and written communication skills.

## Work Experience

### Consultant

Jan 2023 - present

Massachusetts Library System, Marlborough, MA

- Provide consulting expertise in library instruction and educational technology to over 1500 member libraries across Massachusetts.
- Design, create, and implement online and face-to-face continuing education workshops and courses and library staff trainings in topics related to library instruction, artificial intelligence, public library patron privacy, and public speaking skills.
- Connect with new library directors in liaison territory of Southeast Massachusetts and visit their libraries to establish a point of contact to MLS resources and services.
- Facilitate monthly online community discussions for Massachusetts library staff on artificial intelligence (AI Hour) and library instruction (Teaching in Libraries).
- Created and lead the MLS Member Webinar series, including coaching and creating an online preparation module to support to MLS members developing and presenting webinars.
- Support development of an asynchronous online Intellectual Freedom course.
- Attend legislative events on behalf of MLS to support advocacy for libraries.
- Serve on internal committees: MLS Annual Meeting Planning Committee and MLS Strategic Planning Task Force.
- Serve as MLS liaison to the Massachusetts Library Association Intellectual Freedom / Social Responsibilities Committee.

### Coordinator of Library Services, Research and Instruction

June 2021 – Dec 2022

Bunker Hill Community College, Charlestown, MA

- Develop, deliver, assess, and coordinate information literacy instruction in face-to-face, synchronous, and asynchronous environments.
- Lead creation, facilitation, and assessment of embedded library program that integrates educational technology and library instruction.

- Create, market, and assess use of digital learning objects such as LibGuides, videos, tutorials, recorded workshops, and embedded LMS resources (Moodle) aligned with course learning outcomes and the *ACRL Framework*.
- Provide reference and research support to students, staff, and community members on a regular desk schedule, in person and by phone, email, synchronous chat, and video conferencing.
- Represents the library and advocates for information literacy learning and use of Online Educational Resources (OER) through collaboration with the Academic Innovation & Distance Education office.
- Promote and train faculty and staff on library services and materials using live workshops, videos, and and Springshare products (LibGuides and LibWizard).
- Serves on campus committees, including hiring committees, library committees, and campus committees.

### **Reference and Instruction Librarian, Professor**

June 2015 – June 2021

Lone Star College-CyFair, Cypress, TX

- Develop, deliver, and assess information literacy instruction in synchronous and asynchronous environments, collaborating closely with librarians and with faculty and staff across academic and workforce departments.
- As of August 2019, coordinate information literacy instruction program, including faculty outreach, scheduling, and leading strategic instruction and assessment initiatives to support institutional student success goals and accreditation reporting.
- Create, market, and assess use of digital learning objects such as LibGuides, videos, tutorials, recorded workshops, assignments, and embedded LMS resources (D2L) aligned with course learning outcomes and the *ACRL Framework*.
- Lead development and implementation of library strategic plan from 2015-2018, spearheading objectives relating to information literacy instruction and assessment, LibGuides and video creation, and community outreach.
- Provide reference and research support to students, staff, and community members on a regular desk schedule, including nights and weekends, in person and by phone, email, synchronous chat, text message, video conferencing, and social media channels.
- Lead community and on-campus outreach team, cultivating relationships with local schools, businesses, senior centers, non-profit organizations, Student Life, the Academic Success Center, and Evening and Weekend College to provide library outreach, resources, and services on campus and in the community.
- Develop and facilitate library programs for the enrichment and education of a variety of student and community groups in a joint use library setting, including free yoga and meditation classes, digital literacy classes, book clubs, lifelong learning lectures, and Summer Reading Program and STEM programs for children and teens.
- Evaluate library resources as part of liaison duties to First Year Experience, English, and Spanish departments and as campus representative to the LSC Libraries Database Committee.
- Successfully applied for and managed \$2422 in LSC Foundation Mini Grant funding to supply and market and series of STEM programs for teens.
- Represents the library and advocates for information literacy across campus through collaboration with the Teaching and Learning Center; service on campus and system committees, including hiring committees, library committees, and grant committees; and election to the Faculty Senate Board as Librarian/Counselors Representative in 2017-19 and Secretary in 2019-21.
- Awarded the Dr. Christal Albrecht Learning Signature Award in 2016, the Distinguished Faculty Award in 2017, and the Faculty Excellence Award in 2018-19.

**Librarian**

Jan 2010 – May 2015

San Jacinto College South Campus, Houston, TX

- Led library instruction program, coordinating and promoting instruction to faculty and administrators via email, flyers, department meetings, and other channels of communication.
- Taught information literacy classes and led library tours, incorporating active learning techniques, supplemental resources like handouts and LibGuides, and assessment measures.
- Through outreach efforts to faculty and administrators, increased number of library instruction classes from 129 classes in 2009-2010 to a peak of 297 classes in 2012-2013.
- Created digital collection of custom LibGuides, videos, handouts, and other digital learning objects for library website and embedded librarian presence in Blackboard.
- Provided reference service to the college community in person, phone, email, instant message, text message, and social media channels.
- Led outreach efforts to students, faculty, and staff to promote library resources and services at new student orientations, open houses, department meetings, First Year Experience events, and college social media channels.
- Advised and assisted in the planning and redesign of library and learning commons facilities during large-scale library renovation in 2014.
- Evaluated and developed the library's collection of materials by participating in collection development activities, including material selection, weeding, and stacks maintenance.
- Participated in academic program review and workforce program accreditation, documenting library services and collection development activities for reaccreditation.
- Successfully applied for and implemented Student Success Initiative Grant for \$3750 to purchase and market LibraryH3lp live chat and SMS reference service.
- Supported college mission of developing the P-16 pipeline by leading outreach and instruction to Clear Horizons Early College High School, dual credit students, and children's center.
- Supervised early college high school capstone experience in the library and helped train library staff in technology applications and circulation policies.
- Participated in norming and assessment of student learning using AACU LEAP VALUE rubrics and student engagement using college CCSSE data.
- Managed fulfillment of library holds and interlibrary loan borrowing and lending requests.
- Served on campus- and college-wide committees, including chairing the Lyceum Committee in 2012-2013 and the Data Team in 2013-2014.
- Awarded the Outstanding Student Services Award in 2012 and the League for Innovation in the Community College Excellence Award in 2013.

**Adjunct Instructor, GUST0305: College Student Success**

Aug 2010 – Dec 2014

San Jacinto College South Campus, Houston, TX

- Supported college-wide student success initiative by teaching 1-2 sections of college skills course each semester.
- Designed lesson plans and assessments to achieve student learning outcomes related to college success, including personal responsibility, study skills, and information literacy.
- Managed online course presence in Blackboard and maintained course records.

### Capstone Professional Experience Project

Jan 2009 – May 2009

Cedar Park Public Library, Cedar Park, TX

- Provided instruction on the use of the library catalog, library databases, Internet applications, and Microsoft Office software.
- Delivered reference services to a diverse patron population, utilizing print and electronic resources, online subscription databases, and Internet sources.

### Reference Intern

Sept 2008 – Dec 2009

Austin Public Library, Central Branch, Austin, TX

- Provided instruction on using the library catalog, electronic resources and databases, and Internet applications.
- Delivered reference and reader's advisory services to a diverse patron population at the central library branch, utilizing print and electronic resources, online subscription databases, and Internet sources.

### Circulation Attendant

Nov 2007 – Dec 2009

Stitt Library, Austin Presbyterian Theological Seminary, Austin, TX

- Provided instruction on using the library catalog, subscription databases, and placing Interlibrary Loan requests.
- Answered reference questions in person, by phone, and through email.

## Education

- Texas Accelerated Library Leaders (TALL) Leadership Development Institute June 2015  
Texas Library Association, Lake Dallas, TX
- Master of Science in Information Studies May 2009  
The University of Texas at Austin School of Information, Austin, TX
- Bachelor of Arts in Spanish and Political Science June 2005  
Williams College, Williamstown, MA
- High school diploma June 2001  
Falmouth High School, Falmouth, MA

## Publications

- Stimpson, Jane D. "Teaching in a Pandemic: Academic Librarians Shift Instruction Online." *Texas Library Journal*, vol. 96, no. 3, Fall 2020, p. 166-167.
- Stimpson, Jane D. "Powered Libraries Transform Texas." *Texas Library Journal*, vol. 94, no. 3, Fall 2018, p. 94.
- Cervantes, Michelle, and Jane D. Stimpson. "Friends with Benefits: Lessons from the TLA Partnership Task Force." *Texas Library Journal*, vol. 93, no. 3, Fall 2017, p. 76.
- Stimpson, Jane D. "Dual Credit in Texas: Challenges and Opportunities for Libraries." *Texas Library Journal*, vol. 92, no. 3, Fall 2016, p. 72.
- Regular contributor to *Two Year Talk*, a blog for community college librarians, between 2013 and 2014. Blog post topics include library instruction, the CCSSE, reference services, and more.

- Stimpson, Jane D. "Public Libraries in Second Life: Expanding Service to the Virtual Environment." *Library Technology Reports* 45.2: 13-20.

## Presentations and Workshops

- "Student-centered, Interactive, and Cross-disciplinary: Engaging Students in a Composition Course with a Fully-embedded Librarian," TYCA-SW 54<sup>th</sup> Annual Conference, October 26, 2019 (Conroe, TX)
- Workshop facilitator, "Library Instruction: Planning, Doing, and Loving Teaching," University of North Texas Libraries, August 13, 2019 (Denton, TX)
- Panel moderator, "Power Your Library to Transform Texas," TLA Annual Conference, April 16, 2019 (Austin, TX)
- Workshop facilitator, "Slowly and (Somewhat) Surely: Integrating the *ACRL Framework* and Library Instruction, One Shot at a Time," TLA Annual Conference, April 3, 2018 (Dallas, TX)
- Workshop facilitator, "Helping Our Students Make the Transition to College," Pearland ISD In-Service Day, October 9, 2017 (Pearland, TX)
- Keynote Presentation, "FYE and the *Framework*: Integrating the *ACRL Framework* in a Community College First Year Experience Course," TLA Library Instruction Round Table (LIRT) Summit, September 22, 2017 (Houston, TX)
- "The *ACRL Framework* Sandbox for Humanities, Social Sciences & STEM Librarians," TLA Annual Conference, April 22, 2017 (San Antonio, TX)
- Panel moderator, "Creating Seamless Student Transitions from High School to College," TLA Annual Conference, April 21, 2017 (San Antonio, TX)
- Panel moderator, "Service Learning Success: Partnerships Connecting Students and Community," TLA Annual Conference, April 20, 2017 (San Antonio, TX)
- "Howdy, Partner: Friends with Benefits," TLA Annual Conference, April 20, 2017 (San Antonio, TX)
- Workshop facilitator, "Research as Inquiry," Alvin Community College English Department 3rd Annual Fall Colloquium, September 17, 2016 (Alvin, TX)
- "Using Formative Assessment in Teaching Information Literacy," TLA Annual Conference, April 20, 2016 (Houston, TX)
- "Reframing Information Literacy," TLA Annual Conference, April 14, 2015 (Austin, TX)
- Keynote Presentation, "Active Learning in Library Instruction," University of North Texas All-School Day, April 11, 2015 (Houston, TX)
- "How to Read a Book: Workshops You Didn't Know Your Students Needed," TCCTA Annual Convention, February 20, 2015 (Dallas, TX)
- "Talking in the Library! Speech Class and Library Instruction," TCCTA Annual Convention, February 7, 2014 (San Antonio, TX)
- "Active Learning Activities for One Shot Library Instructional Sessions: Lightning Talks," TLA Annual Conference, April 25, 2013 (Fort Worth, TX)
- "Shining a Light on Academic Research," Phi Theta Kappa College Success Boot Camp, October 27, 2012 (Texas City, TX)
- "The More, the Merrier: Expanding Your Library Instruction Program," Texas Library Association District 8 Fall Conference, September 29, 2012 (Cypress, TX)

## Professional Service and Membership

- Member, American Library Association (ALA), 2022 – present

- Member, Massachusetts Library Association (MLA), 2022 – present
- Member, Massachusetts School Library Association (MSLA), 2022 – present
- Member, Association of College and Research Libraries Instruction Section (ACRL-IS) Information Gathering and Exchange Committee (2023 – present)
- Member, Texas Library Association (TLA), 2009 – 2021
- Convener, TLA Student Transitions to College and Career Discussion Group, 2018 – 2021
- Peer reviewer, *The Reference Librarian* (ISSN 0276-3877), 2016 - 2024
- TLA Conference Program Committee, 2018 - 2020
- Chair, TLA Public Relations & Marketing Committee, 2018 - 2019
- Chair, TLA Partnerships Task Force, 2016 - 2017
- TLA Conference Program Committee, 2014 - 2016
- Chair, TLA District 8, 2014-2015
- TLA College & University Library Division Conference Program Committee, 2014-2015
- TLA Library Instruction Round Table Conference Program Committee, 2014-2015
- TLA District 8 Fall Conference Program Committee, 2012-2013
- TLA Conference Local Arrangements Committee, 2011-2012

## Institutional Service

- Bunker Hill Community College
  - Academic Calendar Committee (2022)
  - One Book Program Committee (2021-2022)
  - Hiring Committee for Coordinator, Student Activities (2022)
  - Hiring Committee for Student Services Librarian (2021-2022)
- Lone Star College-CyFair
  - Hiring Committee for Vice President of Instruction (2019 – 2021)
  - LSC Libraries Instruction Committee (2019 – 2021)
  - Secretary, Faculty Senate Executive Board (2019 – 2021)
  - Chair, Classroom Innovation Grant Committee (2018 - 2020)
  - Wellness Committee (2018 - 2019)
  - Chair, LSC Libraries Professional Development Committee (2017-2019)
  - Librarian/Counselors Representative, Faculty Senate Board (2017 - 2019)
  - LSC Libraries Database Committee (2017 - 2019)
  - LSC Foundation Mini-Grant Selection Committee (2017 - 2019)
  - Faculty Senate Academic Affairs Committee (2015 - 2021)
  - Proofreader, *The Barker's Voice* (2015 - 2021)
  - Academic Success Center Advisory Committee (2017 - 2018)
  - Academic Integrity Task Force (2017)
  - Evaluator, Library Student Research Award (2016 - 2021)

- Academic and Workforce Quality Steering Committee (2016 - 2017)
- Hiring Committee for Specialist II Library Position (2016)
- Open Dialogue Committee (2015 - 2018)
- Hiring Committee for Children's Librarian Position (2015)
- San Jacinto College South
  - Veterans in Our Community Steering Committee, 2013-2014
  - Chair, Data Team, 2012-2013 (Member) and 2013-2014 (Chair)
  - Library Advisory Committee, 2011-2012
  - 50<sup>th</sup> Anniversary Planning Committee, 2011
  - Chair, Lyceum Committee, 2010-2011 (Member) and 2012-2013 (Chair)
  - Common Reading Committee, 2010-2011

## Awards and Honors

- Winner, "Battledecks" Competition, Texas Library Association, 2020 and 2021
- Texas Library Association Library Instruction Round Table Library Instruction Project of the Year Award for "Pop In to Your Library Tours" initiative, 2019
- Lone Star College-CyFair Faculty Excellence Award, 2019
- FAB Falcon Award, 2018
- Distinguished Faculty Award, 2017
- Dr. Christal Albrecht Learning Signature Award, 2016
- Lone Star College Foundation Mini-Grant Recipient, 2016
- MAD Duck Award, 2015
- League for Innovation in the Community College Excellence Award, 2013
- San Jacinto College South Campus Outstanding Student Services Award, 2011-2012
- Contestant on *Jeopardy!* Season 28, Episode #6206, aired September 19, 2011



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Committee Interviews 1.b.

**ITEM TITLE:** Interview and consider a vote to appoint members to the East Falmouth Library Building Advisory Committee- Andrew W. Zimmerman, M.D.

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Mike Renshaw, Town Manager

**ATTACHMENTS:** Board and Committee Application Form dated March 12, 2025

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### PURPOSE:

The Select Board will conduct an interview with Andrew W. Zimmerman, M.D., and consider his appointment to the East Falmouth Library Building Advisory Committee.

### BACKGROUND/SUMMARY:

- The East Falmouth Library Building Advisory Committee charge document (attached) calls for a total of five (5) committee positions.
- In accordance with the charging document, the members serve a term that is completed upon the acceptance of the final report for the MPLCP's planning and design phase (anticipated by the end of 2025).
- The charging document identifies the following background/experience as desired for members of this committee: building design, building construction, civil engineering, and/or library science/services.

- The Committee vacancies were published in the Falmouth Enterprise on February 21, 2025, and six (6) individuals submitted their applications.
- Applicant Andrew W. Zimmerman, M.D. submitted a Town application form (attached) on March 12, 2025.
- As stated in the application, Dr. Zimmerman is a retired Pediatric Neurologist from MGH and UMass and is a strong advocate for the Falmouth library system.
- Dr. Zimmerman has been a Falmouth resident since 2012.

**DEPARTMENT RECOMMENDATION:**

The Town Manager recommends that the Select Board conduct a total of six interviews with interested candidates and select the five (5) candidates whose skillsets they feel would be the best match for the needs of the Town.

**OPTIONS:**

- Motion to appoint Andrew W. Zimmerman, M.D. to serve on the East Falmouth Library Building Advisory Committee.
- Motion to deny the appointment of Andrew W. Zimmerman, M.D., to serve on the East Falmouth Library Building Advisory Committee.
- 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 conduct a total of six interviews with interested candidates and select the five (5) candidates whose skillsets they feel would be the best match for the needs of the Town.

*Michael Renshaw*

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**Town Manager**

3/20/2025

**Date**



**TOWN OF FALMOUTH**

**BOARD, COMMITTEE OR COMMISSION  
APPLICATION FORM**

If you are interested in serving the Town of Falmouth in any capacity, please fill out this form and mail it to the Select Board, Falmouth Town Hall, 59 Town Hall Square, Falmouth, MA 02540, or email it to [townmanager@falmouthma.gov](mailto:townmanager@falmouthma.gov). Information received will be available to all Town Boards and Officials, although the filling out of this form does not assure appointment. If selected for an interview, you may wish to submit a resume or additional information. This form and a listing of all boards and committees can be found on the Falmouth website: [www.falmouthma.gov](http://www.falmouthma.gov).

Name: Andrew W. Zimmerman, MD  
Address: 49 Southview Way Village: East Falmouth ZIP: 02536

Mailing Address: (Same) Village: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident X (date: 2012) / Taxpayer X (date: 2012)

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

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

1. East Falmouth Library Committee
2. \_\_\_\_\_
3. \_\_\_\_\_

Seeking: Permanent Position  Alternate Position

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

Relevant affiliation and work and personal experiences: \_\_\_\_\_  
Pediatric Neurologist (Retired) from MGH and UMass, 46 years of practice and  
research, working with children and families, supporting children with reading  
and learning disabilities. Strong advocate for the Falmouth library system.

Town offices held in Falmouth or elsewhere and dates of years served: Many medical  
staff and hospital boards, president of medical staff, medical society board.

Knowledge and experience of child development and importance of libraries for learning, socialization and community involvement.

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

Personal experience with home planning, construction, carpentry and mechanical supports; committees for hospital design and construction.

From my own education in high school, college and medical training I have a great regard for libraries and have been especially pleased with the Falmouth libraries (especially the East Falmouth branch) since moving here.

I would like to "give back" in planning for the new library.

You may attach a resume to this application.

List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	<u>Peter Hargraves</u>	<u>Finance Committee</u>	<u>██████████</u>
2.	<u>Sue Beardsley</u>	<u>Artist, social worker</u>	<u>██████████</u>
3.	<u>David Garrison</u>	<u>Chair, Affordable housing</u>	<u>██████████</u>

I hereby certify that I have been provided a summary of Massachusetts General Law 268A, the Conflict of Interest of Law, I have read the material provided, and to the best of my understanding have no potential or actual conflict of interest.

I have received a copy of the Select Board's Appointment Policy and read the material provided.

March 11, 2025

DATE

  
APPLICANT'S SIGNATURE

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



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Committee Interviews 1.c.

**ITEM TITLE:** Interview and consider a vote to appoint members to the East Falmouth Library Building Advisory Committee- Chris Simmler

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Mike Renshaw, Town Manager

**ATTACHMENTS:** Board and Committee Application Form dated March 19, 2025

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### PURPOSE:

The Select Board will conduct an interview with Chris Simmler and consider his appointment to the East Falmouth Library Building Advisory Committee.

### BACKGROUND/SUMMARY:

- The East Falmouth Library Building Advisory Committee charge document (attached) calls for a total of five (5) committee positions.
- In accordance with the charging document, the members serve a term that is completed upon the acceptance of the final report for the MPLCP's planning and design phase (anticipated by the end of 2025).
- The charging document identifies the following background/experience as desired for members of this committee: building design, building construction, civil engineering, and/or library science/services.

- The Committee vacancies were published in the Falmouth Enterprise on February 21, 2025, and six (6) individuals submitted their applications.
- Applicant Chris Simmler submitted a Town application form (attached) on March 19, 2025.
- As stated in the application, Chris Simmler is a Civil Engineer with 27 years of experience and served as the co-chair of the Hatchville Fire Station Building Committee and as a member of the Senior Center Building Committee.
- Chris Simmler has been a Falmouth resident since 2017.

**DEPARTMENT RECOMMENDATION:**

The Town Manager recommends that the Select Board conduct a total of six interviews with interested candidates and select the five (5) candidates whose skillsets they feel would be the best match for the needs of the Town.

**OPTIONS:**

- Motion to appoint Chris Simmler to serve on the East Falmouth Library Building Advisory Committee.
- Motion to deny the appointment of Chris Simmler to serve on the East Falmouth Library Building Advisory Committee.
- 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 conduct a total of six interviews with interested candidates and select the five (5) candidates whose skillsets they feel would be the best match for the needs of the Town.

*Michael Renshaw*

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**Town Manager**

3/20/2025

**Date**



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

If you are interested in serving the Town of Falmouth in any capacity, please fill out this form and mail it to the Select Board, Falmouth Town Hall, 59 Town Hall Square, Falmouth, MA 02540, or email it to [townmanager@falmouthma.gov](mailto:townmanager@falmouthma.gov). Information received will be available to all Town Boards and Officials, although the filling out of this form does not assure appointment. If selected for an interview, you may wish to submit a resume or additional information. This form and a listing of all boards and committees can be found on the Falmouth website: [www.falmouthma.gov](http://www.falmouthma.gov).

Name: Chris Simmler

Address: 15 Frances Ave Village: \_\_\_\_\_ ZIP: 02540

Mailing Address: 15 Frances Ave Village: \_\_\_\_\_ ZIP: 02540

How long have you been a Resident  (date: 2017) / Taxpayer  (date: 2017)

Amount of time you are available to give: 8 hrs / month

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

1. East Falmouth Library Advisory Committee
2. \_\_\_\_\_
3. \_\_\_\_\_

Seeking: Permanent Position  Alternate Position

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

Relevant affiliation and work and personal experiences: Civil Engineer, current OPM  
Former Co-Chair Hatchville Fire Dept Bldg. Cmte  
Former Bldg Cmte member - Sr. Center  
27 years experience as engineer, constructor + OPM

Town offices held in Falmouth or elsewhere and dates of years served: \_\_\_\_\_  
FEDIC \* 2017 - 2021

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

Participation in several building committees  
and knowledge of DPM services and  
the overall design/build process.

You may attach a resume to this application.

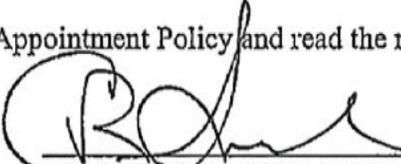
List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	<u>Peter Wymann</u>	<u>Neighbor</u>	
2.	<u>George Rogers</u>	<u>Bldg Cmte member</u>	
3.	<u>Peggy Nickerson</u>	<u>Bldg Cmte member</u>	

I hereby certify that I have been provided a summary of Massachusetts General Law 268A, the Conflict of Interest of Law, I have read the material provided, and to the best of my understanding have no potential or actual conflict of interest.

I have received a copy of the Select Board's Appointment Policy and read the material provided.

3/19/25  
DATE

  
APPLICANT'S SIGNATURE

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



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Committee Interviews 1.d.

**ITEM TITLE:** Interview and consider a vote to appoint members to the East Falmouth Library Building Advisory Committee- Camille Romano

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Mike Renshaw, Town Manager

**ATTACHMENTS:** Board and Committee Application Form dated March 19, 2025

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### PURPOSE:

The Select Board will conduct an interview with Camille Romano and consider her appointment to the East Falmouth Library Building Advisory Committee.

### BACKGROUND/SUMMARY:

- The East Falmouth Library Building Advisory Committee charge document (attached) calls for a total of five (5) committee positions.
- In accordance with the charging document, the members serve a term that is completed upon the acceptance of the final report for the MPLCP's planning and design phase (anticipated by the end of 2025).
- The charging document identifies the following background/experience as desired for members of this committee: building design, building construction, civil engineering, and/or library science/services.

- The Committee vacancies were published in the Falmouth Enterprise on February 21, 2025, and six (6) individuals submitted their applications.
- Applicant Camille Romano submitted a Town application form (attached) on March 19, 2025.
- As stated in the application, Camille Romano served as the Finance Manager for Hallfield Hall and Gardens (2021-2024), and as the CFO at the Woodwell Climate Research Center from 1991-2021 (held multiple positions).
- Camille Romano has been a Falmouth resident since 1991.

**DEPARTMENT RECOMMENDATION:**

The Town Manager recommends that the Select Board conduct a total of six interviews with interested candidates and select the five (5) candidates whose skillsets they feel would be the best match for the needs of the Town.

**OPTIONS:**

- Motion to appoint Camille Romano to serve on the East Falmouth Library Building Advisory Committee.
- Motion to deny the appointment of Camille Romano to serve on the East Falmouth Library Building Advisory Committee.
- 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 conduct a total of six interviews with interested candidates and select the five (5) candidates whose skillsets they feel would be the best match for the needs of the Town.

*Michael Renshaw*

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**Town Manager**

3/20/2025

**Date**



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

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Name: Camille Romano  
Address: 25 River Hill Road Village: E. Falmouth ZIP: 02536

Mailing Address: 25 River Hill Road Village: E. Falmouth ZIP: 02536

Telephone: 774 292 0905 E-mail: cmromano95@gmail.com

How long have you been a Resident  (date: 4/91) / Taxpayer  (date: '91)

Amount of time you are available to give: 2-4 hours per week depending on meeting schedule

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

1. E. Falmouth Library Building Advisory Committee
2. \_\_\_\_\_
3. \_\_\_\_\_

Seeking: Permanent Position  Alternate Position

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

Relevant affiliation and work and personal experiences: \_\_\_\_\_

Finance Manager, Highfield Hall and Gardens 2021 - 2024

CFO, Woodwell Climate Research Center 1991-2021 (multiple positions)

Senior Accountant, CPA, Deloitte 1986 - 1991

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

Board of Library Trustees May 2023 - present

Briefly describe the particular skills you feel you will add to the committee or board: \_\_\_\_\_  
I have been involved in financial management and analysis for 38 years both at \_\_\_\_\_  
the grant project level and for the organization as a whole. I worked as part of and \_\_\_\_\_  
with the senior management teams of these organizations to develop budgets at \_\_\_\_\_  
all levels and to coordinate funding for new initiatives. It was always a team \_\_\_\_\_  
effort, and I am quite accustomed to that environment. My analytical skills \_\_\_\_\_  
would be put to use in reviewing the information that this committee gathers \_\_\_\_\_  
as it develops recommendations for the E. Falmouth Branch Library project. \_\_\_\_\_

You may attach a resume to this application.

List three (3) references:

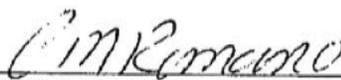
	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	Ellen Barol, past President	Fal Education Found	5 [REDACTED]
2.	Lisa Walker, Co-Exec Director	Highfield Hall&Gardens	5 [REDACTED]
3.	Lysbeth Abrams, President	Fal Pub Lib Support Fund	5 [REDACTED]

I hereby certify that I have been provided a summary of Massachusetts General Law 268A, the Conflict of Interest of Law, I have read the material provided, and to the best of my understanding have no potential or actual conflict of interest.

I have received a copy of the Select Board's Appointment Policy and read the material provided.

03/19/2025

DATE

  
APPLICANT'S SIGNATURE

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



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Committee Interviews 1.e.

**ITEM TITLE:** Interview and consider a vote to appoint members to the East Falmouth Library Building Advisory Committee- Christian Valle

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Mike Renshaw, Town Manager

**ATTACHMENTS:** Board and Committee Application Form dated March 19, 2025

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### PURPOSE:

The Select Board will conduct an interview with Christian Valle and consider his appointment to the East Falmouth Library Building Advisory Committee.

### BACKGROUND/SUMMARY:

- The East Falmouth Library Building Advisory Committee charge document (attached) calls for a total of five (5) committee positions.
- In accordance with the charging document, the members serve a term that is completed upon the acceptance of the final report for the MPLCP's planning and design phase (anticipated by the end of 2025).
- The charging document identifies the following background/experience as desired for members of this committee: building design, building construction, civil engineering, and/or library science/services.

- The Committee vacancies were published in the Falmouth Enterprise on February 21, 2025, and six (6) individuals submitted their applications.
- Applicant Christian Valle submitted a Town application form (attached) on March 19, 2025.
- As stated in the application, Christian Valle currently serves on the Falmouth Historical Commission, Edward Marks Building Committee, and the Hatchville Fire Station Building Committee; he also owns a Falmouth-based construction business.
- Christian Valle has been a Falmouth resident since 2012.

**DEPARTMENT RECOMMENDATION:**

The Town Manager recommends that the Select Board conduct a total of six interviews with interested candidates and select the five (5) candidates whose skillsets they feel would be the best match for the needs of the Town.

**OPTIONS:**

- Motion to appoint Christian Valle to serve on the East Falmouth Library Building Advisory Committee.
- Motion to deny the appointment of Christian Valle to serve on the East Falmouth Library Building Advisory Committee.
- 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 conduct a total of six interviews with interested candidates and select the five (5) candidates whose skillsets they feel would be the best match for the needs of the Town.

*Michael Renshaw*

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**Town Manager**

3/20/2025

**Date**



**TOWN OF FALMOUTH**

**BOARD, COMMITTEE OR COMMISSION  
APPLICATION FORM**

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Name: Christian Valle

Address: 63 Crowell Rd Village: E. Falmouth ZIP: 02536

Mailing Address: 70 E. Falmouth Hwy; #3 Village: E. Falmouth ZIP: 02536

Telephone: [REDACTED] [REDACTED]

How long have you been a Resident \_\_\_\_\_ (date: 2012) / Taxpayer \_\_\_\_\_ (date: 2012)

Amount of time you are available to give: As needed

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

1. East Falmouth Library Building Committee
2. \_\_\_\_\_
3. \_\_\_\_\_

Seeking: Permanent Position  Alternate Position

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

Relevant affiliation and work and personal experiences: I serve on the Falmouth Historical Commission, Edwards Marks Building Committee and the Hatchville Fire Station Committee. I also own a construction business in Falmouth called The Valle Group.

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

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

I have relevant experience in residential and commercial construction. I understand the OPM process, Architectural process and the construction process. I have been working in the construction industry all my life. For the past 20 years I have been president of The Valle Group, a local general contractor. I also live and work about 2-miles from the library.

You may attach a resume to this application.

List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	<u>Boyd DeMello</u>	<u>Falmouth Fire Department</u>	<u>[REDACTED]</u>
2.	<u>Ed Haddad</u>	<u>Falmouth Historical Commission</u>	<u>[REDACTED]</u>
3.	<u>Scott Augusta</u>	<u>Falmouth Lumber Owner</u>	<u>[REDACTED]</u>

I hereby certify that I have been provided a summary of Massachusetts General Law 268A, the Conflict of Interest of Law, I have read the material provided, and to the best of my understanding have no potential or actual conflict of interest.

I have received a copy of the Select Board's Appointment Policy and read the material provided.

3/19/2025

DATE

Christian T. Valle

APPLICANT'S SIGNATURE

Digitaly signed by Christian T. Valle  
DN: CN=, Email=ctvalle@vallegroup.com, O="The Valle Group, Inc",  
OU=Falmouth, C=United States of America  
Reason: I attest to the accuracy and integrity of this document  
Date: 2025.03.19 12:37:13-0400

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



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Committee Interviews 1.f.

**ITEM TITLE:** Interview and consider a vote to appoint members to the East Falmouth Library Building Advisory Committee- Judith Fenwick

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Mike Renshaw, Town Manager

**ATTACHMENTS:** Board and Committee Application Form dated March 19, 2025

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### PURPOSE:

The Select Board will conduct an interview with Judith Fenwick and consider her appointment to the East Falmouth Library Building Advisory Committee.

### BACKGROUND/SUMMARY:

- The East Falmouth Library Building Advisory Committee charge document (attached) calls for a total of five (5) committee positions.
- In accordance with the charging document, the members serve a term that is completed upon the acceptance of the final report for the MPLCP's planning and design phase (anticipated by the end of 2025).
- The charging document identifies the following background/experience as desired for members of this committee: building design, building construction, civil engineering, and/or library science/services.

- The Committee vacancies were published in the Falmouth Enterprise on February 21, 2025, and six (6) individuals submitted their applications.
- Applicant Judith Fenwick submitted a Town application form (attached) on March 19, 2025.
- As stated in the application, Judith Fenwick has served as a Trustee/director of nine non-profits from 1984-present and serves on the Board of Library Trustees (2017-present).
- Judith Fenwick has been a Falmouth resident since 1977.

**DEPARTMENT RECOMMENDATION:**

The Town Manager recommends that the Select Board conduct a total of six interviews with interested candidates and select the five (5) candidates whose skillsets they feel would be the best match for the needs of the Town.

**OPTIONS:**

- Motion to appoint Judith Fenwick to serve on the East Falmouth Library Building Advisory Committee.
- Motion to deny the appointment of Judith Fenwick to serve on the East Falmouth Library Building Advisory Committee.
- 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 conduct a total of six interviews with interested candidates and select the five (5) candidates whose skillsets they feel would be the best match for the needs of the Town.

*Michael Renshaw*

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**Town Manager**

3/20/2025

**Date**



**TOWN OF FALMOUTH**

**BOARD, COMMITTEE OR COMMISSION  
APPLICATION FORM**

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Name: Judith Fenwick

Address: 18 Mill Road Village: Falmouth ZIP: 02540

Mailing Address: 18 Mill Road Village: Falmouth ZIP: 02540

Email: [REDACTED]

How long have you been a Resident X (date: 09/77) / Taxpayer X (date: 01/78)

Amount of time you are available to give: 3-4 hrs/week

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

1. East Falmouth Library Building Advisory Committee
2. \_\_\_\_\_
3. \_\_\_\_\_

Seeking: Permanent Position  Alternate Position

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

Relevant affiliation and work and personal experiences: Trustee/director of 9 non-profits 1984-present;  
Sea Education Association, 1978-1981: Assistant to Founding Director and Business Manager;  
Woods Hole Oceanographic Inst., 1983-2004, 2007-present: Research/Administration;  
Woodwell Climate Research Center, 2004-2007: Science in Public Affairs Program

Town offices held in Falmouth or elsewhere and dates of years served: \_\_\_\_\_  
Town Meeting member, Prec 1: 2001-present; School Committee: 2001-2016; Substance Abuse

Commission: 2005-2008; Charter Review Committee #3: 2011-2013; Wind Turbine Options Process:

2012-2013; Board of Library Trustees: 2017-present; Charter Review Committee #4: 2018-2022

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

Complex projects from the big picture down to the details are my specialty, and I relish the opportunity

opportunity to see the EF Library project through from start to finish. I co-signed the 2023 Letter of Intent to Mass

Public Library Construction Program, co-signed the May 2024 application for the construction grant. And in Jan.

2025 I co-signed the contract to receive state funds for the Library's Planning and Design (P&D) phase.

In addition to serving on this Committee, I will plan to use my communication skills to keep the Falmouth

community involved and updated on the Library project. This P&D phase will play out over the next 9

months; and the construction phase will be on pause until later this decade. I am in it for the long haul.

~~You may attach a resume to this application.~~

List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	<u>Peter Clark</u>	<u>FPS Superintendent (ret.)</u>	<u>[REDACTED]</u>
2.	<u>Linda Collins</u>	<u>FPL Director (ret.)</u>	<u>[REDACTED]</u>
3.	<u>Dana Yoerger</u>	<u>Sr. Scientist, WHOI</u>	<u>[REDACTED]</u>

I hereby certify that I have been provided a summary of Massachusetts General Law 268A, the Conflict of Interest of Law, I have read the material provided, and to the best of my understanding have no potential or actual conflict of interest.

I have received a copy of the Select Board's Appointment Policy and read the material provided.

03/18/2025  
DATE

Judith Fenwick  
APPLICANT'S SIGNATURE

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

## **OPEN SESSION**

### **PUBLIC HEARINGS**

1. Consider a vote to approve an application for a One-Day Entertainment License – Rise & Shine Productions LLC – Coast Fest – Lin Whitehead Band Shell, Marine Park, 180 Scranton Ave. – Saturday, August 2, 2025 from 2:00 p.m. to 10:00 p.m. **(15 minutes)**



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Public Hearing 1.

**ITEM TITLE:** Consider a vote to approve an application for a One-Day Entertainment License- Rise and Shine Productions, LLC- Coast Fest, Lin Whitehead Band Shell at Marina Park, 180 Scranton Ave.- Saturday, August 2, 2025, 2:00 pm to 10:00 pm

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Mike Renshaw, Town Manager

**ATTACHMENTS:** Notice of Public Hearing, publication date of March 14, 2025; Copy of ad in Falmouth Enterprise; License Application Review Form; One Day Entertainment License Application Form received January 3, 2025; Checklist for Application for Entertainment License; Special Event Working Group Review Form; Application for Special Events dated January 3, 2025; Event narrative; Site Plan; Copy of Entertainment License Policy revised July 15, 2024; Copy of One Day Liquor License Application Review Form; Special One-Day Liquor License for Sale of Alcoholic Beverages, received January 3, 2025

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### PURPOSE:

The Select Board will consider approval of an application for a One-Day Entertainment License- Rise and Shine Productions, LLC- Coast Fest, Lin Whitehead Band Shell at Marina Park, 180 Scranton Ave.- Saturday, August 2, 2025, 2:00 pm to 10:00 pm.

## **BACKGROUND/SUMMARY:**

- Applicant Luke Vose with Rise & Shine Productions, LLC submitted the Special One-Day Entertainment License application on January 3, 2025 (see attached).
- The event, titled Coast Fest, is a music concert and will be held on Saturday, August 2, 2025 from 2:00 PM to 10:00 PM at the Lin Whitehead Band Shell at Marina Park, and approximately 2,000 people are expected to attend the event.
- The event was reviewed and discussed by the Internal Working Group for Special Events at its meeting on Thursday, February 13, 2025, and the Working Group recommended approval with the following condition:
  - No deliveries or setup on Thursday, July 31, 2025 due to the Town Band using the band shell and field that date.
- The Building Commissioner commented that all tents and signs will require a permit.
- The Health Department commented that all food vendors need to apply for a food permit.

## **DEPARTMENT RECOMMENDATION:**

The Town Manager recommends that the Select Board conduct the required public hearing and, after receiving and considering comments, consider the approval of the application for a One-Day Entertainment License- Rise and Shine Productions, LLC- Coast Fest, Lin Whitehead Band Shell at Marina Park, 180 Scranton Ave.- Saturday, August 2, 2025, 2:00 pm to 10:00 pm as presented.

## **OPTIONS:**

- Motion to approve the application for a One-Day Entertainment License- Rise and Shine Productions, LLC- Coast Fest, Lin Whitehead Band Shell at Marina Park, 180 Scranton Ave.- Saturday, August 2, 2025, 2:00 pm to 10:00 pm as presented.
- Motion to deny approval of the application for a One-Day Entertainment License- Rise and Shine Productions, LLC- Coast Fest, Lin Whitehead Band Shell at Marina Park, 180 Scranton Ave.- Saturday, August 2, 2025, 2:00 pm to 10:00 pm.
- 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 recommends that the Select Board conduct the required public hearing and, after receiving and considering comments, consider the approval of the application for a One-Day Entertainment License- Rise and Shine Productions, LLC- Coast Fest, Lin Whitehead Band Shell at Marina Park, 180 Scranton Ave.- Saturday, August 2, 2025, 2:00 pm to 10:00 pm as presented.

*Michael Renshaw*

---

**Town Manager**

3/20/2025

**Date**



# TOWN OF FALMOUTH

Office of the Town Manager & Select Board

59 Town Hall Square, Falmouth, Massachusetts 02540

Telephone: (508) 495-7320

[townmanager@falmouthma.gov](mailto:townmanager@falmouthma.gov)

TOWN OF FALMOUTH  
SELECT BOARD  
NOTICE OF PUBLIC HEARING

Notice is hereby given under Chapter 140 Section 183A of the General Laws as amended by Chapter 299 of the Acts of 1926 and amendments thereto, that Luke Vose of Rise & Shine Productions LLC, Falmouth, has applied for a One-Day Entertainment License for Coast Fest to be held at the Lin Whitehead Band Shell at Marine Park, 180 Scranton Ave., Falmouth on Saturday, August 2, 2025 between the hours of 2:00 p.m. and 10:00 p.m.

A hearing on the above application will be held in the Select Board Meeting Room, Town Hall, 59 Town Hall Square, Falmouth on Monday, March 24, 2025, at 6:45 p.m.

Comments may be sent to [selectboard@falmouthma.gov](mailto:selectboard@falmouthma.gov).

Per order of the Select Board.

LICENSING BOARD

Nancy Robbins Taylor

Edwin P. Zylinski, II

Douglas C. Brown

Robert P. Mascali

Heather M. H. Goldstone

*Publication date: Friday, March 14, 2025; Falmouth Enterprise.*

# Municipal Legal Notices

**Notice of Hearing**  
**Falmouth Board of Health**  
 On March 24, 2025, the Falmouth Board of Health will hold a public hearing on a proposed regulation called Single Use Plastic Plates and Regulations for Food Establishments. The hearing will be held in the Hermand Room of the Falmouth Public Library, 300 Main Street, at 5:30 p.m. The proposed regulation can be viewed by visiting the Health Department during normal business hours or visiting the Health page on the Town of Falmouth website (<https://www.falmouthma.gov/585/Tool-Permits-Permits>) or by calling the Falmouth Health Department at 608-495-7485. The regulation was developed by the Plastic Reduction Committee formed as a result of 2023 Falmouth April Town meeting Article #18 that called for a prohibition on single use plastics in food establishments. The article did not pass, and the result was a vote to form a committee to work on a plastic reduction regulation. The committee completed the regulation and has submitted it to the Board of Health.

The main focus of this regulation is for food establishments, such as restaurants, markets, grocery stores, mobile food vendors to reduce the use of single-use plastics. The proposed regulation requires that:

- Food Establishments must use reusable foodware unless such use would create undue financial hardship. Food Establishments that are providing disposable foodware and accessory disposable foodware for prepared food must select products composed of certain materials defined in this regulation, unless a waiver or variance is granted.
- Full service dine-in restaurants, where meals are primarily prepared individually for the customer and are served to customers at their table by waitstaff, must use reusable foodware.
- Limitations and restrictions on accessory foodware items such as straws, stirrers, utensils and condiments.
- The regulation outlines mechanisms for waivers and variances as well as enforcement for non-compliance.

March 7, 2025  
 March 14, 2025  
 March 21, 2025

**Falmouth Zoning Board of Appeals**  
**Notice of Public Hearing**  
**for April 10, 2025**

Notice is hereby given of the following Public Hearings to be held in the Select Board's Meeting Room, Town Hall, Falmouth, MA, on **Thursday, April 10, 2025**

**Continuation #**  
 #119-24 Home, 57 Cottage Shop Road, East Falmouth  
 #109-24 JREC Development, LLC, 4 Sandwich Road, East Falmouth

**Application #009-25 Masha Murthy Metzger**  
 Applied to the Zoning Board of Appeals for a special permit pursuant to section(s) 240-11.3A(4) of the Code of Falmouth to remove existing deck, construct screened porch, additions to expand first and second floor habitable space and an attached garage, exceeding 20% lot coverage by structures. The subject property is 17 Whittier Road, East Falmouth, MA.

**Application #010-24 Robert A. and Edith Hertzog**  
 Applied to the Zoning Board of Appeals for a special permit pursuant to section(s) 240-10.2A and 240-11.3A(4) of the Code of Falmouth to remove the existing deck, construct an addition and attached garage increasing lot coverage by structures. The subject property is 151 Nursery Road, Falmouth, MA.

**Application #011-24 Michael McGough**  
 Applied to the Zoning Board of Appeals for a special permit pursuant to section(s) 240-10.2A of the Code of Falmouth to raise and rebuild the existing, nonconforming, single-family dwelling and construct a detached garage. The subject property is 5 Indiana Avenue, Falmouth, MA.  
**Application #014-25 Mary H. Feenay and Michelle Salasna-Harwood, Trustees**  
 Applied to the Zoning Board of Appeals for a special permit pursuant to section(s) 240-10.2A and 240-11.3A(4) of the Code of Falmouth to construct an addition over the existing garage. The subject property is 3 Touzet Road, North Falmouth, MA.

Files are available in the Board of Appeals Office at Town Hall for review by interested parties.

March 14, 2025  
 March 21, 2025

**TOWN OF FALMOUTH**  
**SELECT BOARD**  
**NOTICE OF PUBLIC HEARING**

Notice is hereby given under Chapter 140 Section 183A of the General Laws as amended by Chapter 299 of the Acts of 1916 and amendments thereto, that Luke Vose of Fisa & Shine Productions LLC, Falmouth, has applied for a One Day Entertainment License for Coast Fest to be held at the Lin Whitehead Band Shell at Marine Park, 180 Scorton Ave., Falmouth on Saturday, August 2, 2025 between the hours of 2:00 p.m. and 10:00 p.m.

A hearing on the above application will be held in the Select Board Meeting Room, Town Hall, 59 Town Hall Square, Falmouth on Monday, March 24, 2025, at 6:45 p.m.

Comments may be sent to [selectboard@falmouthma.gov](mailto:selectboard@falmouthma.gov).

Per order of the Select Board,  
**LICENSING BOARD**  
 Nancy Robbins Taylor  
 Edwin P. Zylinski, II  
 Douglas C. Brown  
 Robert F. Mascari  
 Heather M. H. Giddistone

March 14, 2025

**Town of Falmouth**  
**Request for Qualifications For**  
**Owner's Project Manager Services East**  
**Falmouth Library**

The Town of Falmouth, Massachusetts, invites qualified applicants to submit proposals to provide Owner's Project Management Services for the design and construction of a new East Falmouth Library building. The project consists of assisting the Town (Town Manager's representatives and a Building Advisory Committee) with the following: a) obtaining the services of

an architect, b) acting as the owner's agent through design through Massachusetts Public Library Construction Program (MPLCP) Level of Design and submission of the final report for the Planning and Design phase. All applicants must submit in conformance with the Request for Qualifications documents which will be available beginning Wednesday, March 5, 2025 on the Town of Falmouth website, <https://www.falmouthma.gov/585/Tools-Permits-Permits>. This RFP shall be governed by the designer selection form, M.O.L. c. 7C, §54-66. Proposals must be received by 2:00 p.m. March 26, 2025 in the Town Manager's Office at 59 Town Hall Square, Falmouth, MA 02540.

March 14, 2025

**Town of Falmouth**  
**Historical Commission**  
**Public Hearing Notice**

The Falmouth Historical Commission will hold a public hearing under Massachusetts General Law Chapter 40C section 11, and Town bylaw section 7.4 as Amended on Tuesday, April 1, 2025 at 6:00PM in the Select Board Meeting Room at Falmouth Town Hall.

**Requests for Certificates of Appropriateness:**

- 25-262078 411 Oldsett Ave., Michael Kukulica - Replace windows, doors, roof and extend porch
- 25-253184 635 West Falmouth Hwy, Adam Velez - Replace deck
- 25-261066 225 Main Street, Fhd Real Estate LLC - Roof Top Deck
- 25-262177 153 Main Street, Bogosian Development - Alter the fact window replacement

**On behalf of the Falmouth Historical Commission**

March 14, 2025

**Town of Falmouth**  
**Short-Term Rental Advisory**  
**Committee**

The Falmouth Select Board is seeking applicants for a temporary Short-Term Rental Advisory Committee. The Committee will consist of seven (7) appointed members who shall serve until the Committee is dissolved.

The composition of the Committee shall be as follows: one member of the Select Board, one member of the Planning Board, one member of the Board of Health, one licensed realtor, a Falmouth Police Department representative, and two at large members who are registered voters of the Town of Falmouth. The Select Board, Planning Board and Board of Health shall each select their appointees from among their members, and the remaining members shall be selected and appointed by the Select Board in accordance with Select Board policies. The Board seeks representation from individuals with a background in planning, workforce/housing issues, real estate, and law/enforcement services.

The mission of the Committee is to prepare a draft short-term rental general or zoning bylaw for the Select Board and Town Meeting for review and approval. The Committee's work shall include an investigation of how other communities in the Commonwealth, particularly Cape Cod municipalities, are regulating short-term rentals including their impact on sustainable workforce housing and the establishment of enforceable best practice standards and requirements for the operation and occupancy of short-term rentals within the Town of Falmouth. It is the intention of the Board to encourage consistent and steady progress in timely reach this final recommendation, as it is in the Town's interest to facilitate enacting a bylaw to regulate this important matter. To this end, and to provide for additional public dialogue, the Committee shall provide quarterly progress update reports to the Select Board.

The Committee is to convene its meetings at the earliest reasonable time following the Select Board appointment. They are to select a Chair, Vice-Chair and Recording Secretary. They will select an agreeable meeting date, time and place and will post all Committee meetings and prepare and approve minutes consistent with the Open Meeting Law. The Committee shall endeavor to schedule its meetings at various times of the day in an effort to facilitate a high level of public participation. The Committee and its members are subject to the Public Records laws and to the Conflict-of-Interest laws.

The Town Manager and Town Counsel or their designees shall serve as staff liaisons to this Committee to provide relevant information and analysis.

The Committee shall be dissolved by the Select Board following the approval by Town Meeting of a short-term rental general bylaw.

Applications are available on the Town website at <https://www.falmouthma.gov/585/Tools-Permits-Permits>. The preference date to apply is **Friday, April 4, 2025 by 4:30 p.m.** in the Office of the Select Board, 59 Town Hall Square or by email to [selectboard@falmouthma.gov](mailto:selectboard@falmouthma.gov). Interviews are scheduled for the Monday, April 28, 2025 Select Board meeting.

On request of the Falmouth Select Board,

**THE FALMOUTH CONSERVATION COMMISSION** will hold a public hearing under Section 40, Chapter 131 of the general laws of the Commonwealth of Massachusetts Wetlands Protection Act and/or the Town of Falmouth Wetlands Protection Bylaw on **Wednesday, March 18, 2025 at 7:00 PM.**

In accordance with Section 40, Chapter 2 of the Acts of 2023, relating to the 2020 novel Coronavirus outbreak, the March 28, 2025, public meeting of the Falmouth Conservation Commission shall be physically closed to the public to avoid group congregation. Alternative public access to this meeting shall be provided in the following manner:

1. The meeting will be televised via Falmouth Community Television.
2. Real-time public comment can be accessed to the Conservation Commission utilizing the Zoom virtual meeting software for remote access. This application will allow users to view and participate in the meeting. Text comments submitted with the Chat function will be read into the record at the appropriate points in the meeting.
3. Zoom Login Instructions:

1. Instructions and the meeting link for this specific meeting can be found at the following web address: <https://www.falmouthma.gov/Conservation>

2. Please plan on 10-15 minutes of preparation time to log in though it may be less if you have previously used Zoom on the device you will use to access this meeting.

3. Additionally, public comments may be sent in advance of the meeting to [concom@falmouthma.gov](mailto:concom@falmouthma.gov) at least 4 hours prior to the beginning of the meeting. Documents and audio or video files may also be submitted via email. Submitted email comments and documents will be made a part of the meeting record and may be read into the record, summarized, or displayed during the meeting at the discretion of the chair.

4. Applicants, their representatives, and individuals with enforcement matters before the Conservation Commission may contact the Conservation Department to arrange an alternative means of real-time participation if unable to use the Zoom virtual meeting software. Documentary exhibits and/or visual presentations should be submitted in advance of the meeting to [concom@falmouthma.gov](mailto:concom@falmouthma.gov) so they may be displayed for remote public access viewing.

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

**REQUESTS FOR DETERMINATION OF APPLICABILITY**

Thomas Seiderman, 48 Beach Street, Falmouth, MA - For permission to construct an addition and expand an existing deck.

Martha Bennett, 15 Carey Lane, Falmouth, MA - For permission to reconfigure existing hardscape.

Patrick Burke, 158 Church Street, Falmouth, MA - For permission to construct mitigation plantings in accordance with MA DEP 25-051.

Commonwealth of Massachusetts, Department of Conservation and Recreation, 131 Waquoit Highway, Falmouth, MA - For permission to replace an existing fence.

Amy White, 300 Acadia Road, Falmouth, MA - For permission to remove vegetation growing within an existing stone retaining wall.

Scott Moore, 210 Walker Street, Falmouth, MA - For permission to construct an addition, remove an existing sewage disposal system, and install a new Title V sewage disposal system.

William Flynn, 407 Maravilla Avenue, Falmouth, MA - For permission to construct three dormers on an existing single-family dwelling.

Michael O'Connor, 127 Lake Shore Drive, Falmouth, MA - For permission to reconstruct an existing sunroom.

Brian Foley, Clency Construction, 309 Walter Street, Falmouth, MA - For permission to raise and rebuild a single-family dwelling.

Paul Duffy, 20 Salt Pond Road, Falmouth, MA - For after-the-fact permission to reconfigure a dock structure in Sliders Pond.

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

457 Wild Harbor Road Realty Trust, 457 Wild Harbor Road, Falmouth, MA - For permission to raise an existing single family dwelling; construct a new single family dwelling with attached garage, terraces, and pool; and upgrade the existing sewage disposal system to Title V requirements.

Denise and Adrienne Olson, 21 Farview Lane, Falmouth, MA - For permission to raise an existing single family dwelling; construct a new single family dwelling with attached garage, terraces, and pool; and upgrade the existing sewage disposal system to Title V requirements; and install mitigation plantings.

Susan Garland, 43 Chase Road, Falmouth, MA - For permission to remove approximately 7,100 SF of common roof (Phragmites australis).

Douald and Nancy Collier, 11 Foster Road, East Falmouth, MA - For permission to install a fiber roll array and conduct beach nourishment.

Jeffrey Urpoe, 66 Elm River Road, East Falmouth, MA - For permission to install a fiber roll array, construct a staircase, maintain a vista corridor, and install restoration plantings.

**REQUESTS TO AMEND AN EXISTING ORDER OF CONDITIONS**

Jeffrey and Cynthia Andrews, 34 Wigwam Road, Falmouth, MA - Request to amend the Order of Conditions for MA DEP 25-4852 to install restoration plantings and to reconfigure the location and square footage of various hardscapes and retaining walls.

By Order of: Jamie Mathews, Chairman  
 Falmouth Conservation Commission

March 14, 2025



Falmouth High School Scholastic Art & Writing Award winners include Hailey Ferreira (back row, left), Maizie Chase, Natasha Bradshaw, Isabel Pardee and Heather Crowell, Eleanor Rosenthal (front left), Rima Petrosyan and Dorothy Linton.

## Falmouth High School Students Win Scholastic Awards

Eight ceramics and studio art students from Falmouth High School earned a combined total of nine Scholastic Art Awards this year.

The Scholastic Art & Writing Awards have been recognizing student achievement in the visual and literary arts since the program's founding over 100 years ago.

Any student winning a gold key at the state level is eligible to compete in the national scholastics competition later this spring. Students earning awards include: Hailey Ferreira, Maizie Chase, Natasha Bradshaw, Isabel Pardee, Heather Crowell, Eleanor Rosenthal, Rima Petrosyan and Dorothy Linton.

Got a news tip?  
 Email the editor at [paradise@capenews.net](mailto:paradise@capenews.net)

### CAPE LIGHT COMPACT POWER SUPPLY

Competitive Electric Prices, 100% Renewable Power Supply & Transparent Terms for Cape and Vineyard Electric Customers supplied by NextEra Energy Services Massachusetts.

Residential	January 2025 - July 2025 July 2024 - January 2025	12.024 cents/kWh 13.098 cents/kWh	<b>Renewable Energy Content (% of total):</b> Required: 63% Voluntary Class 1: 1% Voluntary National Wind/Solar: 36% Total: 100%
Commercial	January 2025 - July 2025 July 2024 - January 2025	13.102cents/kWh 12.993 cents/kWh	
Industrial	April 2025 - July 2025 January 2025 - April 2025	11.651 cents/kWh 13.077 cents/kWh	

If your electric bill lists NextEra Energy Services next to supplier, you are participating in Cape Light Compact's power supply program along with over 70% of Cape and Vineyard electric customers. Customers may enroll or opt-out of the Compact's supply without penalty by calling 1-800-381-9192.

**ENERGY EFFICIENCY**

Looking for ways to save energy? Cape Light Compact offers energy efficiency programs for homes and businesses, including no-cost Energy Assessments, rebates, incentives, and energy saving tips.

[CapeLightCompact.org](http://CapeLightCompact.org) | 1-800-381-9192

**BILLING ASSISTANCE**

If you need help paying energy bills this spring, check out our resources for:

- Fuel Assistance
- Electric and natural gas discount rates
- Overdue bill forgiveness

[CapeLightCompact.org/income-eligible-offerings](http://CapeLightCompact.org/income-eligible-offerings)

[CapeLightCompact.org/power-supply](http://CapeLightCompact.org/power-supply) | 1-800-381-9192

### Tides For Points On Vineyard Sound, Buzzards Bay & Cape Cod Bay

	POPPONNESSET		FALMOUTH		WOODS HOLE (WHOD) GREAT HARBOR		WEST FALMOUTH		CAPE COD CANAL BUZZARDS BAY		CAPE COD CANAL (EAST)		BARNSTABLE HARBOR	
	HIGH TIDE	LOW TIDE	HIGH TIDE	LOW TIDE	HIGH TIDE	LOW TIDE	HIGH TIDE	LOW TIDE	HIGH TIDE	LOW TIDE	HIGH TIDE	LOW TIDE	HIGH TIDE	LOW TIDE
<b>FRIDAY</b>	2:11	8:00												
<b>MARCH 14</b>	PM	2:26	8:23	12:07	6:22	9:16	4:08	9:04	2:57	10:26	5:19	12:19	6:24	12:34
<b>SATURDAY</b>	AM	2:46	8:39	12:27	6:38	9:42	4:27	9:23	3:17	10:51	5:35	12:40	6:45	12:54
<b>MARCH 15</b>	PM	3:04	8:58	12:45	6:57	9:58	4:41	9:43	3:09	11:06	5:48	12:58	7:04	1:12
<b>SUNDAY</b>	AM	3:19	9:17	1:00	7:16	10:22	4:48	10:02	3:35	11:29	6:03	1:15	7:25	1:27
<b>MARCH 16</b>	PM	3:41	9:33	1:22	7:32	10:40	4:31	10:22	3:31	11:43	6:14	1:36	7:41	1:49
<b>MONDAY</b>	AM	3:53	9:55	1:34	7:54	11:03	3:24	10:41	3:59		5:35	1:50	8:04	2:01
<b>MARCH 17</b>	PM	4:18	10:09	1:59	8:08	11:22	5:00	11:01	3:57	12:05	5:05	2:14	8:19	2:26
<b>TUESDAY</b>	AM	4:29	10:34	2:10	8:33	11:46	6:12	11:22	4:27	12:19	5:50	2:26	8:45	2:37
<b>MARCH 18</b>	PM	4:57	10:46	2:38	8:45		5:36	11:44	4:27	12:40	5:32	2:53	8:58	3:05
<b>WEDNESDAY</b>	AM	5:06	11:16	2:47	9:15	12:08	7:12		4:58	12:55	6:26	3:05	9:28	3:14
<b>MARCH 19</b>	PM	5:38	11:26	3:19	9:25	12:32	6:24	12:07	4:59	1:16	6:03	3:35	9:40	3:46
<b>THURSDAY</b>	AM	5:47		3:28	10:00	12:56	8:14	12:32	5:35	1:34	6:22	3:46	10:14	3:55
<b>MARCH 20</b>	PM	6:24	12:01	4:05	10:10	1:18	8:11	12:57	5:37	1:54	6:41	4:20	10:25	4:32

March 14, 2025 - Starter is at 6:53AM, sunset is at 6:31 PM

Date: 3/24/25

**LICENSE APPLICATION REVIEW FORM**

**Applicant:** Rise & Shine Productions LLC, Luke Vost

**Event:** Coast Fest

**Location:** Lin Whitehead band shell, Marine Park, 180 Scranton Ave.

**Date:** Saturday, August 2, 2025 **Time:** 2:00 p.m. to 10:00 p.m.

**License Type:** One-Day Entertainment license

Application sent to the departments, indicated below, for comment:

- Police \_\_\_\_\_
- Fire \_\_\_\_\_
- Health Food vendor to apply for food permits
- Building Tents and signs require a permit
- Communications \_\_\_\_\_
- M.E.S. \_\_\_\_\_
- DPW \_\_\_\_\_
- Recreation \_\_\_\_\_
- Beach \_\_\_\_\_
- \_\_\_\_\_

**NOTES:** This event was discussed by the Internal Working Group for Special Events at its meeting on Thursday, February 13, 2025.

The Working Group recommends approval.

Directed the application to apply for a one-day entertainment license and a one-day liquor license.



PAID \$10.00 ckh 104



Town of Falmouth
Office of the Town Manager/Selectmen
59 Town Hall Square, Falmouth, MA 02540
508-495-7320



ONE-DAY ENTERTAINMENT LICENSE APPLICATION (per day)

Massachusetts General Laws, Chapter 140, Section 183A as amended by Chapter 694 of 1981

NAME OF ESTABLISHMENT Lin Whitehead Bandshell

ADDRESS 180 Scranton Ave

Falmouth MA 02540

NAME OF OWNER/MANAGER Luke Vose

TELEPHONE # [REDACTED] EMAIL: [REDACTED]

NARRATIVE DESCRIBING ENTERTAINMENT:

All ages concert featuring local and national talent. Established in 2019.

\*\*LOCATION OF ENTERTAINMENT on premises Bandshell stage.

\*\*Attach to this form a Floor Plan showing where on the premises entertainment will take place.

DATE or DATES APPLIED FOR: 8/2/2025

SUNDAY ENTERTAINMENT? [ ] (if YES, also complete State application fee - contact the Select Board Office)

Hours entertainment will be offered [ ]

PLEASE CHECK THE APPROPRIATE BOX FOR ALL TYPES OF ENTERTAINMENT:

- 1. DANCING By Patrons Y/N [ ] Other Dancing Y/N [ ]
2. MUSIC Recorded Y/N [ ] Live Y/N [X] No. of Musicians [ ] Amplification Y/N [X]

Type of Instruments Guitar, bass, drums, keyboards ect.

I certify that this application contains a true description of the entertainment provided by this establishment and that I have complied with M.G.L. Chapter 140, Section 183A, Paragraph 3, by stating whether as part of the concert, dance exhibition, cabaret and public show any person will be permitted to appear on the premises in any manner or attire as to expose to public view any portion of the public area, anus, or genitals, or any simulation thereof, or whether any female person will be permitted to appear on the premises in any manner or attire as to expose to public view any portion of the breast below the top of the areola, or any simulation thereof.

DATE 8/2/2025 X [Signature]

Town Fees:
FILING FEE: \$10.00
PERMIT FEE: \$25.00 per day

OWNER, MANAGER OR AUTHORIZED AGENT



## TOWN OF FALMOUTH

Town Manager & Select Board Office  
59 Town Hall Square  
Falmouth, Massachusetts 02540  
508-495-7320

### APPLICATION for ONE-DAY ENTERTAINMENT LICENSE

M.G.L. c. 140 §183A

**Step 1:** *Prepare to submit the application **at least 45 days in advance.***

- Complete a One-Day Entertainment License application.
- If applying for a Sunday Entertainment License obtain MA Form 90 , contact [licensing@falmouthma.gov](mailto:licensing@falmouthma.gov) for help. Sunday fees vary based on hours.
- Town of Falmouth Filing Fee \$10.00 payable by check or cash. License Fee \$25.00 per day payable by cashier's check or bank check only.
- From the Assessor's Office obtain a list of abutters, selecting Properties within 300'.
- Submit a Floor Plan showing the location of the entertainment on the premises, *must be clear and legible.*
- Provide a narrative describing the requested entertainment including type of entertainment, number of guests, seating, and security.

**Step 2:** *Now the application is ready to submit to the Select Board.*

- Submit a complete Entertainment License application (*and MA Form 90 if applying for Sunday Entertainment*) with all items in Step 1.
- The Select Board Office will provide a public hearing notice which the applicant must send by first class mail to abutters.
- Applicant must at their own expense publish the hearing notice in the Falmouth Enterprise a minimum of 10 days before the hearing date, to schedule contact [ads@capenews.net](mailto:ads@capenews.net)
- Provide a copy of the list of abutters, proof of the mailing obtained from the US Postal Service, and a copy of the advertisement.

*Please proofread the application carefully.*

*For questions contact [licensing@falmouthma.gov](mailto:licensing@falmouthma.gov) or call 508-495-7320*

### Town Manager's Working Group Review Form

Meeting/Review Date: Thursday, February 13, 2025  
 Event Name: Coast Fest  
 Event Description: Concert  
 Applicant: Luke Vose  
 Location: Bandshell  
 Date of Event: Saturday, August 2, 2025 Time: 2:00 p.m. to 10:00 p.m.  
 Rain Date: None  
 Set-up Date: Friday, 8/1 Time: 7:00 a.m. Breakdown Date: Monday, 8/4 Time: 7:00 a.m.  
 Number of Attendees: 2,000  
 Recurrence/# Years at Site: Recurring event.  
 One-Day Liquor License? Y/N Yes. Food/Beverages? Y/N Yes. Food vendors.  
 Signs: Y/N No How Many: \_\_\_\_\_ Where: \_\_\_\_\_  
 Tents: Y/N Yes How Many: \_\_\_\_\_ Size: \_\_\_\_\_ Where: See plan, attached.  
 Parking Plan: Lawrence and Mullen-Hall Schoos with two free shuttles running guests back and forth. 500 vehicles.  
 Entertainment: Yes. Live local and national musical acts.

Reviewers/Sign In:	Name	Comments	Written Referral	
Department of Public Works:		<u>OK</u>	<input type="checkbox"/>	<input type="checkbox"/>
Parks Department			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Highway Department			<input type="checkbox"/>	<input type="checkbox"/>
Engineering			<input type="checkbox"/>	<input type="checkbox"/>
Police Department			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fire Department			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Communications			<input type="checkbox"/>	<input type="checkbox"/>
Recreation Director			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Building Commissioner		<u>Tents + signs require a permit</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Health Department		<u>Food vendors to apply for food permit</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Beach Department			<input type="checkbox"/>	<input type="checkbox"/>
Marine & Environmental Svcs.			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Zoning Enforcement Officer			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bicycle & Pedestrian Committee			<input type="checkbox"/>	<input type="checkbox"/>
Other			<input type="checkbox"/>	<input type="checkbox"/>

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

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

Event	Location	Date
Tai Ji	Will move to park behind Town Hall	Saturday, 8/2 - 10:00 - 11:30 a.m.
_____	_____	_____
_____	_____	_____

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

_____	_____	_____
_____	_____	_____

**Additional Requests:**

-Special one-day wine & malt liquor license application attached. Alcohol beverage catering by John's Liquors.

-One-day entertainment license application attached.

-Plan showing location of tents, alcohol, food vendors, merch., etc. attached.

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

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

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**Conditions, comments, recommendations:**

- NO deliveries or setup on Thursday, 7/31 -- the Town Band uses the band shell and field.

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**Solid Waste & Recycling Plan:**

Cavossa Disposal will handle recycling and waste management.

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**Correspondence Received:**

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

**Fees:**

Fee Waiver Request: Yes/No No. \_\_\_\_\_

To Select Board for Approval:

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

If approved, terms:

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# Town of Falmouth

Office of the Town Manager & Select Board  
59 Town Hall Square · Falmouth, MA 02540  
Telephone (508) 495-7320 · Email [townmanager@falmouthma.gov](mailto:townmanager@falmouthma.gov)

**PAID**

\$10.00 CK# 162



## Application for Special Events

### CONTACT INFORMATION

Applicant's Name: Luke Vose  
Mailing Address: 42 Minot St, Falmouth, MA 02540  
Phone: [REDACTED] Cell Phone: \_\_\_\_\_  
E-Mail: [REDACTED]

### EVENT DETAILS

Name of Event: Coast-Fest  
Type of Event: Concert  
Description of Event: All ages concert featuring national and local acts. Established in 2019.  
*(Attach a narrative describing the event on a separate sheet if more space is needed.)*  
Event Day & Date: Saturday, August 2nd 2025  
Rain Date: N/A  
Event Hours: From: 2 PM To: 10 PM  
Setup Date: Friday August 1st Time: 7 AM Breakdown Date: Monday August 4th Time: 7 AM  
Location Requested:  
1<sup>st</sup> Choice: Lin Whitehead Bandshell  
2<sup>nd</sup> Choice: \_\_\_\_\_  
Number of Attendees: 2,0000 Number of Vehicles: 500  
Parking Plan: Parking at Lawrence and Mullen Hall Schools with two free shuttles running guests back & forth.  
Solid Waste & Recycling Plan: Cavossa Disposal will handle recycling and waste management as in previous years.  
*(Please see Solid Waste & Recycling Information, attached.)*

Check all that apply and provide a description of each in the space provided:

- Chairs \_\_\_\_\_
- Tents \_\_\_\_\_ *(apply for tent permit at Building Department)*
- Barriers \_\_\_\_\_
- Signs \_\_\_\_\_ *(apply for sign permit at Building Department)*
- Road race \_\_\_\_\_ *(include route map, see attached road race rules and sign)*
- Walk/bike \_\_\_\_\_ *(include route map)*
- Use of Shining Sea Bike Path \_\_\_\_\_ *(see attached bike path rules and sign)*
- Food or beverages \_\_\_\_\_ *(apply for temporary food permit at Health Department)*
- Alcoholic beverages \_\_\_\_\_ *(apply for one-day liquor license)*
- Entertainment \_\_\_\_\_ *(apply for Sunday entertainment license)*

**ADDITIONAL REQUESTS:** *(Use of restroom facilities, electricity, etc.)*

Applicant's Signature: [Signature] Date: 12/27/2024

- References:
- 1. Tom Bushy Phone: (774) 392-0499
  - 2. Beth Colt Phone: (323) 610-3812
  - 3. Donny Cross Phone: (508) 326-6540

Since 2019 we've been producing Coast-Fest, a small grassroots music festival at the Lin Whitehead bandshell. The mission is to create a special day of local and national musical acts, art, food and drink that our community can enjoy. Every year we've donated a portion of the proceeds to local nonprofits ranging from Wings for Falmouth Families to The Falmouth Service Center.

We're proud of the team we've built that's been able to execute this vision safely and successfully year after year. Hearing from locals that Coast-Fest is one of their summer highlights is high praise for us.

We look forward to working with the town to create another special day.

Thanks for your consideration

Luke Vose

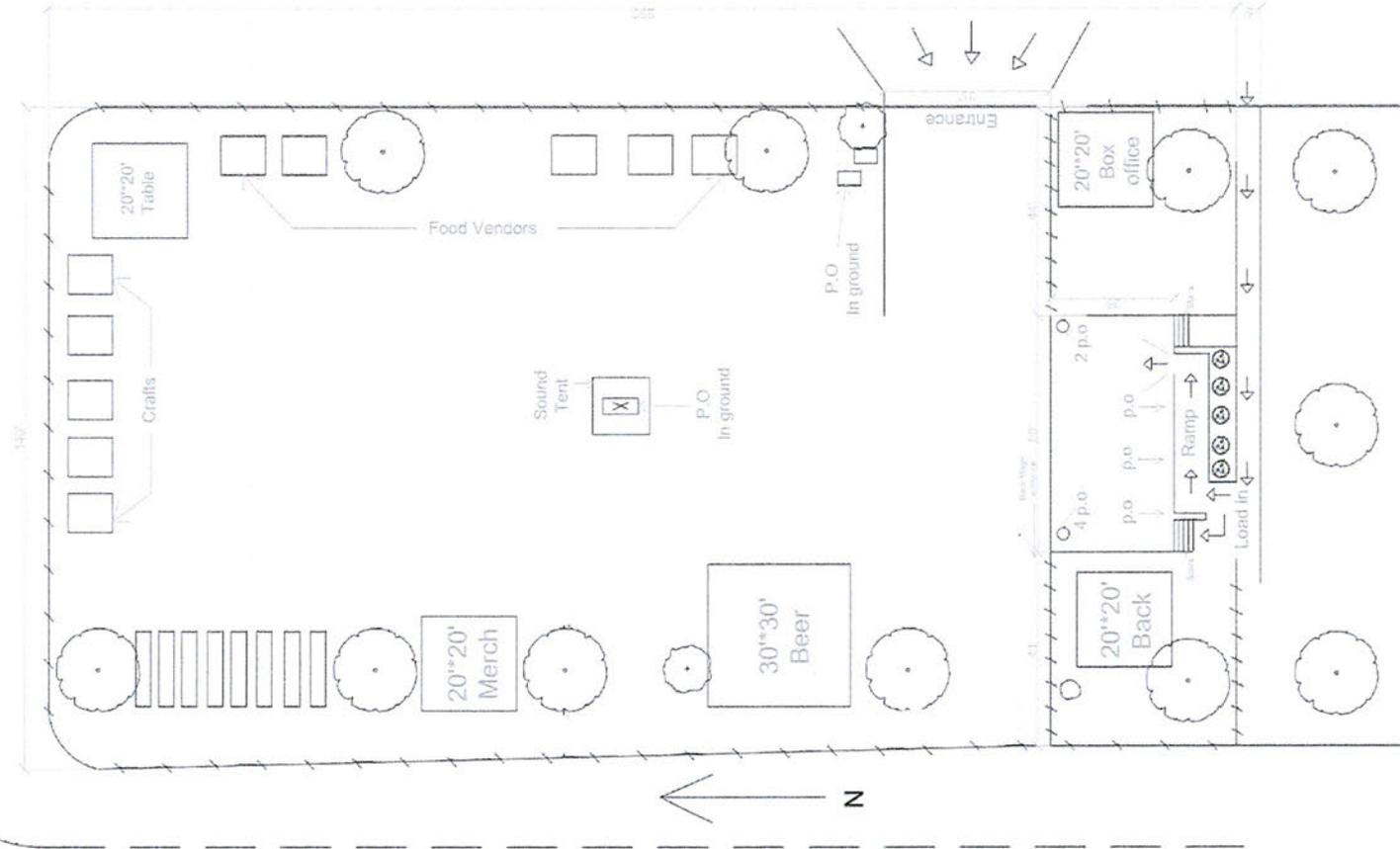
Fence -Need 880' to cover (entire perimeter) Need (90') to cover left+right of stage

Key -  $\frac{1"}{8} = 4'$

--- Fence

□ Bouse house

P.O Poweroutlet



Date: 3/24/25

**ONE-DAY LIQUOR LICENSE APPLICATION REVIEW FORM**

**Applicant:** Rise & Shine Productions LLC, Luke Vose, Crooked Coast

**Event:** Coast Fest

**Location:** Band Shell / Marine Park, 180 Scranton Ave.

**Date:** Saturday, 8/2/25 **Time:** 2:00 p.m. - 10:00 p.m.

**License Type:**  Wine & Malt Beverages or  All Alcoholic Beverages

Application sent to the departments, indicated below, for comment:

- Police \_\_\_\_\_
- Fire \_\_\_\_\_
- Health \_\_\_\_\_
- Building \_\_\_\_\_
- Communications \_\_\_\_\_
- M.E.S. \_\_\_\_\_
- DPW \_\_\_\_\_
- Recreation \_\_\_\_\_
- Beach \_\_\_\_\_
- \_\_\_\_\_

**NOTES:** This event was discussed by the Internal Working Group for Special Events at its meeting on Thursday, February 13, 2025.

The Working Group recommends approval.

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



**PAID**  
\$10.00 *08/14/23*



**APPLICATION**

**SPECIAL ONE-DAY LIQUOR LICENSE FOR THE SALE OF ALCOHOLIC BEVERAGES**

M.G.L.A. CHAPTER 138, SECTION 14

*Apply at least 30 days prior to Select Board hearing.*

NAME OF APPLICANT: Luke Vose

ADDRESS OF APPLICANT: 42 Minot st

Falmouth MA 02540  
TOWN STATE ZIP CODE

NAME OF ORGANIZATION: Rise & Shine Productions LLC

MAILING ADDRESS: 42 Minot St

EMAIL: [REDACTED]

LOCATION TO BE LICENSED-ADDRESS: Lin Whitehead Bandshell

Falmouth MA 02540  
TOWN STATE ZIP CODE

EVENT TITLE: Coast- Fest APPROXIMATE # OF PEOPLE: 2,000

DATE(S) OF EVENT: 8/2/2025 HOURS OF EVENT: 2 pm - 10 pm

AUTHORIZED MANAGER OF ESTABLISHMENT EVENT: Luke Vose

TYPE OF LICENSE:  
1. WINE & MALT  FOR PROFIT   
2. ALL ALCOHOLIC  NON-PROFIT ORGANIZATIONS ONLY NON-PROFIT

**REQUIREMENTS check list:**

1. Submit in a separate note or letter a narrative overview of the event including a description of the premises, food service, and the alcohol security plan
2. Certificate of non-profit status for All Alcoholic Beverages Licenses ONLY)
3. Certificate of liquor liability insurance; 1 MILLION PER OCCURANCE - \$2 MILLION AGGREGATE
4. Certificate of TIPS or other alcohol safety training for all persons handling alcohol
5. Floor plan of area where alcohol will be served, consumed, and securely stored and how this will be separated from public areas (roping, fences, etc.)
6. Temporary Food Permit (Health Department)

12/27/2024  
DATE

*[Signature]*  
APPLICANT SIGNATURE

FEE: \$25.00 PER DAY  
\$10.00 FILING FEE

# Coast-Fest

## Proposed Beer & Wine Policy

### OVERVIEW

- Coast Fest is an independently run music festival that is organized by Falmouth locals and has had nationally touring artists appear on our stage at the Falmouth Harbor. We make it a point to donate a portion of our ticket sales every year to local charities- we have donated to Falmouth Education Foundation, Falmouth Band Parents, and Falmouth Service Center in the past. The last few years we have held the festival have been successes, and have heard rave reviews from attendees, public safety personnel, and locals who did not attend.
- We will be working with John's Liquors again who will be providing beverage catering for our event. Their staff is professional, TIPS certified, and local. We have had great success with them in the past to help us create a fun and safe event for all.

### SAFETY PROCEDURES

- *Security*
  - Every attendee who wishes to purchase alcohol will have to wear a 21+ wristband that will be highly visible.
  - There will be two beer ticket purchase tents at the festival. Each tent will have a security guard in the area who will be monitoring intoxication levels.
  - There will be 10+ security guards on site monitoring the crowd, and 3 detail officers on site as well.
  - Servers reserve the right to refuse sale to any attendee they believe is intoxicated. There will also be security guards at the beer tent whose job is to monitor those trading their purchased beer ticket for a beverage and will make a judgment as well on this.
  - If there is an attendee who is determined to be too intoxicated, that patron will be stripped of their 21+ wristband, and not allowed to purchase alcohol for the rest of the night. Security at the beer tents will not allow people to get a new wristband if it has been removed.
  - In addition to the security located at the beer sale tent and beer ticket tent, we will have security guards in the crowds monitoring

# Coast-Fest

crowd consumption to make sure that no one underage is drinking and that people are in control.

- 2 drinks allowed to be exchanged for tickets at a time per person (following guidance of other music festivals and concert/sports games)
- Last beer ticket sold will be at 9:00pm, and the last alcohol served will be at 9:15pm.
- A communication system will be utilized to identify festival goers who are no longer allowed to consume on site, may need medical attention, and for any other important messages.
- We hold meetings with our security multiple times before the festival to review goals and rules.
- *Grounds*
  - Beer/Wine/Seltzer only being served, no hard alcohol
  - ID at beer ticket stations- with TIPS certified security and servers
  - Free water is provided to all attendees, and there are a few locations where festival attendees can utilize shade under tents we provide, and trees on the grounds.
  - Food options readily available, with up to seven food trucks on the grounds.
  - We provide free busing to downtown Falmouth parking areas and encourage festival attendees to carpool with a designated driver.
  - 6' chain link fencing surrounds the grounds with no way of entering, or people sneaking in or out alcohol from the grounds due to security presence.
  - Hours of the festival are from 4-10pm. Most attendees arrive around 6-7pm which leaves around 3-4 hours for the most people to be in the venue.
  - No re entry allowed, which cuts down on festival attendees leaving the venue to drink on their own and then come into the festival.

**Town of Falmouth**  
**Entertainment Regulation**  
**Voted by Select Board on July 15, 2024**

1. Any holder of a common victualler license or license to sell alcohol is prohibited from providing entertainment without a license in accordance with M.G.L. c. 140 §§ 181 and 183A and c. 136 § 4.
2. For purposes of this section, entertainment shall mean any theatrical exhibition, public show, public amusement or exhibition of any kind including, but not limited to, the following:
  - Concert
  - Cabaret
  - Dancing by patrons
  - Dancing by performers
  - Recorded or live music
  - Use of an amplification system for any purpose
  - Theater production or play
  - Movie
  - Floor show
  - Light show
3. The Select Board may impose reasonable limitations and conditions on the license to ensure public safety and welfare, including restricted hours for use of the license, noise abatement measures, additional security requirements, and occupancy limitations, among others, in order to further the following goals:
  - Protect employees, patrons and members of the public from disruptive conduct, criminal activity, and from health, safety or fire hazards
  - Prevent an unreasonable increase in pedestrian or vehicular traffic in the area of the licensed premises attributable to the entertainment
4. All licenses issued under these regulations are subject to the occupancy limits established by the building commissioner, unless the Select Board places further, more restrictive occupancy limitations as a condition upon the license.
5. Noise shall be confined to the building unless the Select Board makes specific findings and creates conditions to allow for outdoor entertainment. Unless the Select Board allows such outdoor entertainment, any noise originating from inside the building that is audible outside of the building will be considered a violation of these regulations.
6. No entertainment license is required for televisions, radios, satellite or internet music and other background, ambient entertainment, except when the Select Board allows such entertainment outdoors. In the event that the Select Board allows televisions, radios, satellite or internet music and other background, ambient entertainment outdoors, the Select Board shall make specific findings and create conditions upon such outdoor entertainment.

7. Any license for entertainment to take place outdoors, including any area of the licensed premises or building that is exposed to the open air, as in an alcove or under an overhang, for example, may be allowed under these regulations, subject to the following restrictions, unless explicitly permitted otherwise by the Select Board:
  - a. Any speakers or amplification systems must be directed towards the interior of the property.
  - b. There shall be no outdoor entertainment of any kind, including televisions, radios, satellite or internet music and other background, ambient entertainment, after 10pm.
  - c. Noise from outdoor entertainment shall not be audible to a reasonable person beyond the property line of the licensed premises.
8. If noise from outdoor entertainment cannot be contained within the property lines, the Select Board may place suitable conditions on the license.
9. Within 45 days of receipt of a complete application as determined by the licensing administration, the Select Board will either grant the entertainment license, with any conditions, or order that a hearing on the application take place. The applicant will be given at least 10 days notice prior to the date of the hearing if one is required. The applicant, at their expense, shall be required to publish notice of the hearing in a local paper and provide notification of the hearing to abutters via first class mail. The applicant shall provide proof of publication and notice to the Select Board in advance of the hearing.
10. Determination of whether a public hearing is required shall be made by the Town Manager's office pursuant to the criteria set forth in the Select Board Special Events Use and Entertainment License Policy.
11. Entertainment licenses are not transferable.
12. No gambling or games played for money, other prizes or alcoholic drinks are permitted, except that raffles or casino nights may be conducted by non-profit organizations if otherwise properly licensed.
13. Violations of the terms and conditions of the license may result in modification, suspension or revocation of the license after reasonable notice and a hearing before the Select Board. The licensee will be provided an opportunity to be heard.

## **OPEN SESSION**

### **BUSINESS**

1. Vote to approve and sign the Bond Anticipation Notes (BANs) for Wastewater and North Falmouth School roof (10 minutes)



**ITEM NUMBER:** Business 1.

**ITEM TITLE:** Consider as vote to approve and sign the Bond Anticipation Notes (BANs) for Wastewater and North Falmouth School Roof

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Patty O'Connell, Treasurer/Collector; Laura Sitrin Finance Director

**ATTACHMENTS:** BAN Sale Motions and Documents to Sign

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**PURPOSE:**

The Select Board will consider a vote to approve and authorize the sale of Bond Anticipation Notes (BANs) to renew outstanding BANs to fund two wastewater projects and issue a new BAN for the North Falmouth School Roof Replacement.

This is a temporary borrowing. The BANs will be dated April 4, 2025 and will mature on October 3, 2025. The BANs may be sold prior to maturity in October as long-term debt and, the combination of the BANs may help to reduce the overall cost of long-term debt issuance.

**BACKGROUND/SUMMARY:**

<u>Purpose</u>	<u>This Issue</u>	<u>Original Bond Authorization</u>	<u>Date of Approval</u>
Wastewater Management Plan	\$ 172,250	\$2,772,250	04/06/2011
Wastewater Collect System Design & Eng.	3,800,000	3,800,000	11/13/2023
North Falmouth Elementary School Roof	<u>4,915,000</u>	4,915,000	04/08/2024
<b>TOTAL</b>	<b><u>\$8,887,250</u></b>		

- The Wastewater Management Plan borrowing was authorized on April 6, 2011 to fund wastewater management studies, planning, design, repairs and construction of related projects to implement the Comprehensive Wastewater Management Plan. This BAN is for the remaining funds under this authorization.
- The Wastewater Collection System Design & Engineering borrowing was authorized on November 13, 2023, Article 6 to fund the engineering, design and permitting of phase 1 of the sewerage project for the northeastern part of the Maravista peninsula and the Teaticket Path peninsula. These BANs cannot be issued as long-term debt until such time as funding of the construction of the project is fully authorized by Town Meeting and Voters by ballot.
- The North Falmouth Elementary School Roof project was approved to fund the engineering, design and replacement of the roof, including gutters, drainage areas and catch basins, fascia, repairs to the front entranceway and canopy, masonry work, exterior painting, loading dock reconfiguration, and repairs to interior damage from leaks.

**DEPARTMENT RECOMMENDATION:**

The Finance Department recommends that the Select Board vote per the attached Bond Counsel format to approve and sign documents for Bond Anticipation Notes.

**OPTIONS:**

- Motion to approve and sign the Bond Anticipation Note for the projects as presented on the attached Summary.
- Motion to deny the approval and signing of the Bond Anticipation Note as presented.

Note: This will result in a requirement to pay off the current outstanding BANs and fund the roof project with existing funds, reducing the availability of Free Cash for other spending.

**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 approve and sign the Bond Anticipation Notes for wastewater projects and the North Falmouth School Roof project utilizing the attached Bond Counsel format.

*Michael Renshaw*

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**Town Manager**

3/13/2025

**Date**

## VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Falmouth, Massachusetts, certify that at a meeting of the board held March 24, 2025, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Vote: to approve the sale of a \$8,887,250 4.00 percent General Obligation Bond Anticipation Notes (the “Notes”) of the Town dated April 4, 2025, and payable October 3, 2025, to Truist Securities, Inc. at par and accrued interest, if any, plus a premium of \$50,035.22.

Further Vote: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated March 5, 2025, and a final Official Statement dated March 12, 2025, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Vote: that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Further Vote: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes and to comply with relevant securities laws.

Further Vote: that any certificates or documents relating to the Notes (collectively, the “Documents”), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a “.pdf” file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Further Vote: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Dated: March 24, 2025

\_\_\_\_\_  
Clerk of the Select Board

143572379v.1

# Town of Falmouth, Massachusetts

**\$8,887,250**

## General Obligation Bond Anticipation Notes

**Sale Date:** 3/12/2025  
**Dated Date:** 4/4/2025  
**Delivery Date:** 4/4/2025  
**Due Date:** 10/3/2025  
**Days Per Year:** 360  
**Day Count:** 179  
**Bank Qualified:** No



Bidder	Underwriter	Principal	Coupon Rate	Premium	Interest	Net Interest	NIC	Prorata Premium	Prorata Interest	Award	Reoffering Yield
Truist Securities	•	\$8,887,250	4.00%	\$50,035.22	\$176,757.53	\$126,722.31	2.8677%	\$50,035.22	\$176,757.53	\$8,887,250	
TD Securities	•	\$8,887,250	4.00%	\$46,035.96	\$176,757.53	\$130,721.57	2.9582%				
Fidelity Capital Markets	•	\$8,887,250	4.00%	\$43,280.90	\$176,757.53	\$133,476.63	3.0206%				
Jefferies LLC	•	\$8,887,250	4.00%	\$41,503.46	\$176,757.53	\$135,254.07	3.0608%				
BNYMellon Capital Markets	•	\$8,887,250	4.00%	\$38,529.79	\$176,757.53	\$138,227.74	3.1281%				
Oppenheimer & Co.	•	\$8,887,250	4.00%	\$32,349.59	\$176,757.53	\$144,407.94	3.2679%				
Award Totals								\$50,035.22	\$176,757.53	\$8,887,250	

Weighted Average Net Interest Cost: 2.8677%

**MUNICIPAL PURPOSE LOAN**

Town of Falmouth, Massachusetts

**\$8,887,250** General Obligation Bond Anticipation Notes

Sale Date: 3/12/2025  
 Dated Date: 4/4/2025  
 Delivery Date: 4/4/2025  
 Due Date: 10/3/2025  
 Bank Qualification: No



<u>Purpose</u>	<u>Vote Date(s)</u>	<u>Reference</u>	<u>Amount Authorized</u>	<u>Previous Issues</u>	<u>Grants Bonds and/or Paydowns</u>	<u>Renewal This Issue</u>	<u>New This Issue</u>	<u>Total This Issue</u>	<u>Balance Unissued</u>	<u>Original Issue Date</u>	<u>Prorata Interest</u>	<u>Prorata Premium</u>	
Wastewater Management Plan	4/6/2011	Ch.44, s.7(1)	\$2,772,250	\$172,250	\$2,600,000	\$172,250	\$0	\$172,250	\$0	4/5/2024	\$3,425.86	\$969.77	EXEMPT
Wastewater Collection System Design & Engineering	11/13/2023	Ch.44, s.7(1)	\$3,800,000	\$3,800,000	\$0	\$3,800,000	\$0	\$3,800,000	\$0	4/5/2024	\$75,577.78	\$21,394.00	
North Falmouth Elementary School Roof	4/8/2024	Ch.44, s.7(1)	\$4,915,000	\$0	\$0	\$0	\$4,915,000	\$4,915,000	\$0	4/4/2025	\$97,753.89	\$27,671.45	EXEMPT
<b>Totals</b>				\$3,972,250	\$2,600,000	\$3,972,250	\$4,915,000	\$8,887,250	\$0		\$176,757.53	\$50,035.22	

**OPEN SESSION**

**BUSINESS**

2. Update – Great Pond Phase 1 Sewer Project – article 15 April 2025  
Town Meeting (25 minutes)



**ITEM NUMBER:** Business 2.

**ITEM TITLE:** Update - Great Pond Phase 1 Sewer Project – Article 15 April 2025 Town Meeting

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Amy Lowell, Wastewater Superintendent

**ATTACHMENTS:** Presentation

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**PURPOSE:**

The purpose of this agenda item is to provide an additional update to the Select Board regarding the Great Pond Phase 1 Sewer Project in advance of Town Meeting.

The Finance Director provided a detailed presentation about funding of this project at the Select Board meeting on March 5<sup>th</sup> so funding will not be covered in detail again at this meeting.

**BACKGROUND/SUMMARY:**

- The Great Pond Phase 1 Sewer Project is the first phase of a project to improve water quality and meet nitrogen load limits in Great Pond, as outlined in the Targeted Watershed Management Plan approved by the state in 2023.
- Town Meeting appropriated \$3,800,000 to design and permit this project in November 2023.
- Funds are now requested in Article 15 of the April 2025 Town Meeting warrant to construct the project, which will include a collection system, two new lift stations, and force mains to

convey the wastewater to the Town's Main Wastewater Treatment Facility.

- Treated wastewater from the Great Pond Phase 1 sewer area will be discharged to the Town's existing discharge beds, under the Town's existing groundwater discharge permit.
- The attached presentation to be covered in the meeting provides additional information about the total project cost, betterment steps to occur after Town Meeting, the effluent discharge plan, the planned new lift stations, grinder pumps, overall watershed planning/permitting, and schedule for the project.

**DEPARTMENT RECOMMENDATION:**

This presentation is for informational purposes only; no formal Board 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 presentation is for informational purposes only; no formal Board action is being requested.

*Michael Renshaw*

03/19/25

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Town Manager

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Date

# Article 15 April 2025 Town Meeting: Great Pond Phase 1 Sewer Project

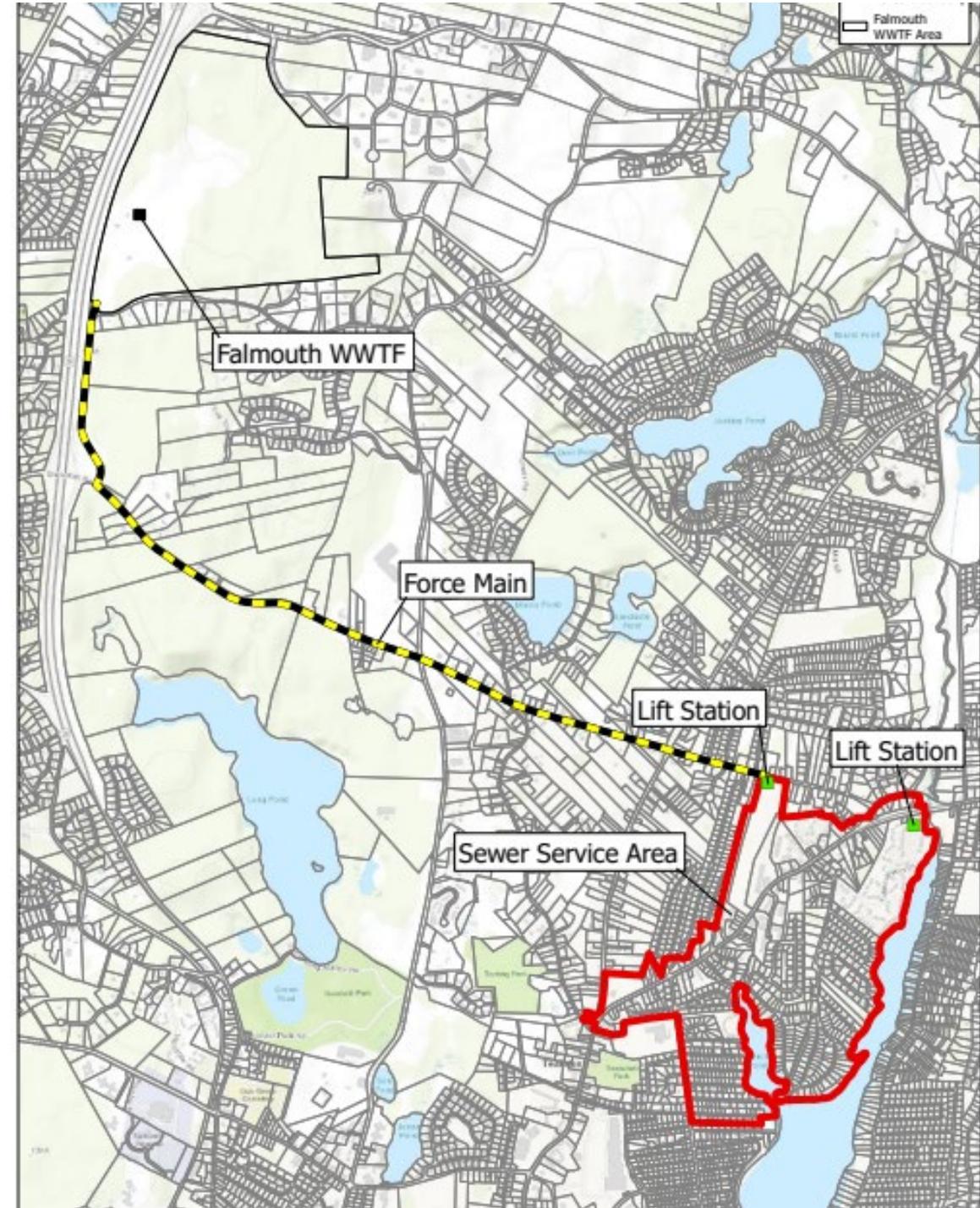
Amy Lowell, Wastewater Superintendent

Select Board Meeting

March 24, 2025

# Great Pond Phase 1 Sewer Project

- First phase of the project to improve water quality in Great Pond - Targeted Watershed Management Plan approved in Jan 2023
- \$3.8M design funds approved Nov 2023
- Will serve approximately 600 properties (one of which is Falmouthport, ~ 200 condo units)
- 2 new lift stations, dual force main, treatment and discharge at Main WWTF



# Great Pond Phase 1 Total Project Cost Estimate

Collection system contract	\$25,240,000
Lift station and force main contract	\$15,700,000
Grinder pumps	\$3,600,000
Grinder pump subsidies	\$720,000
Engineering services during construction	\$4,920,000
Police details	\$1,100,000
Utilities, fiscal, legal allowance	\$410,000
Total capital cost	\$51,690,000
Total capital cost with 15% contingency	<b>\$59,400,000</b>

Construction costs were estimated by the design engineer and a 3<sup>rd</sup> party cost estimator, with very similar results.

# Town Meeting Article 15

- Finance Committee Recommendation (appropriation): to appropriate \$60M to fund construction of the project
- Select Board Recommendation (cost apportionment): 70% to be paid via betterments assessed of abutting property owners and 30% to be paid by the Town

# Select Board Betterment steps after Town Meeting

- Vote betterment method (i.e., Sewer Equivalent Units - SEUs), how SEUs will be assigned to types of properties, and which project costs are applicable to betterment
- *After bids are opened* (Sept 2025), vote Order of Assessment to include:
  - Estimated value of SEU based on applicable total project cost and total number of SEUs
  - Betterment plans, and
  - List of properties and estimated assessment per property
- *After project is complete* (end of 2027), vote to certify the final value SEU value (cannot be higher than that in the Order)

# Reminders on project cost

- 0% interest SRF loans covering most of project cost
- 25% loan forgiveness
- Recovery of 70% of applicable project cost from betterments

# Falmouth Effluent Discharge Plan:

- Discharge flow from Great Pond Phase 1 sewer area to the existing discharge beds under our existing groundwater discharge permit, starting in fall of 2027
- Construct an outfall to the Sound for all treated wastewater discharge
- When outfall is available, projected by the end of 2032, Town will cease land-based discharge (i.e., cease regular discharge to open sand beds 1-15 at the Main WWTF)

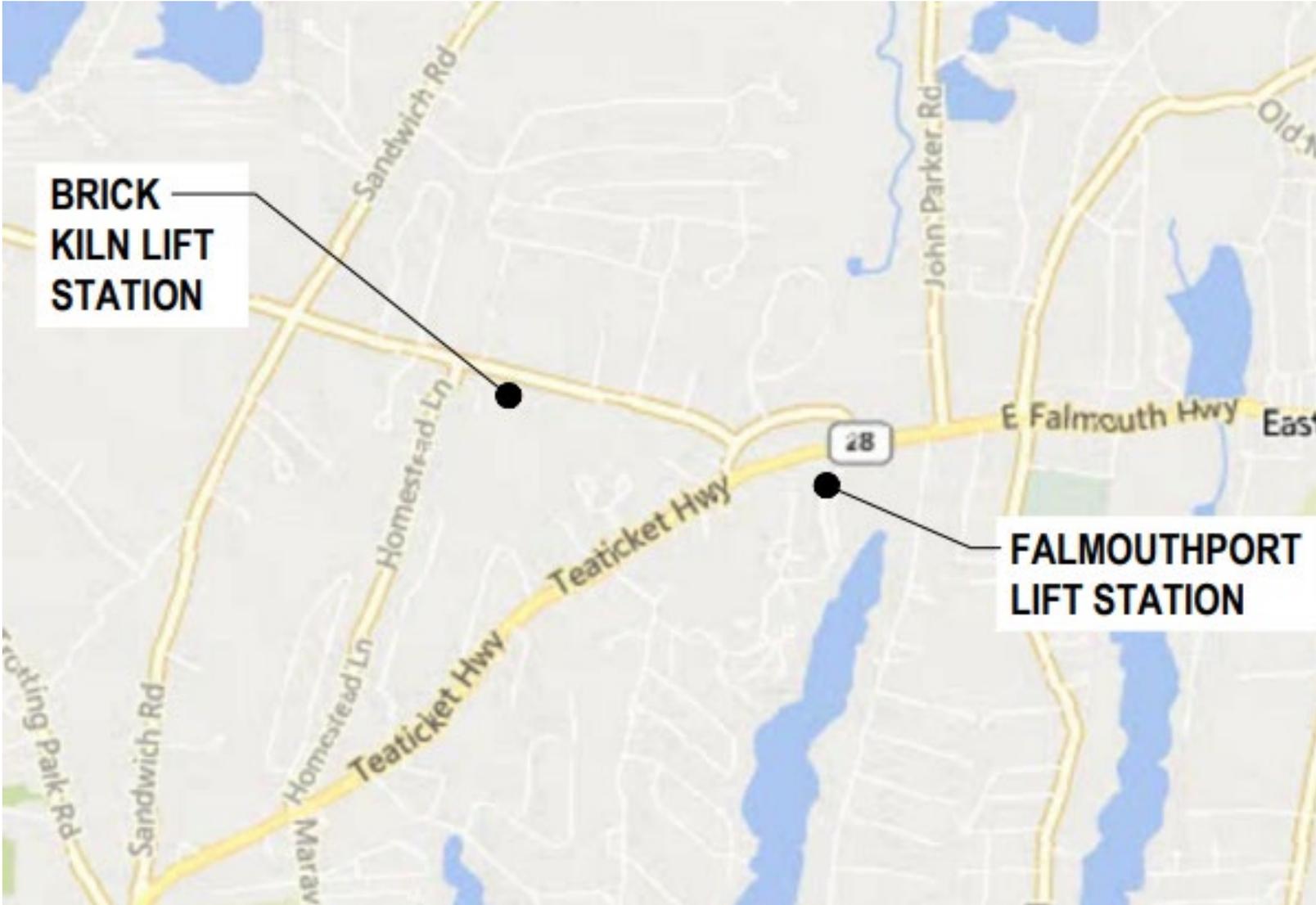
# Discharge Plan

- DEP permitting for groundwater discharge of new or increased discharge has become much more difficult
- We have been very conservative in our discharge planning:
  - Preserving a significant buffer for future redevelopment within existing and proposed sewer areas for > 20 year timeframe
  - Using engineering design flows for discharge planning, including a 20% factor for future Infiltration/Inflow (I/I)
- However, the Town is not planning to continue groundwater discharge for >20 years. Only planning to continue groundwater discharge until outfall is available (expected 2032).

# Discharge Plan (continued)

- Groundwater discharge from Great Pond Phase 1 area is only expected from 2027-2032 (5 years).
- There is sufficient capacity under our existing groundwater discharge permit to accommodate existing and permitted flows *and* planned flows from Great Pond Phase 1.
- Therefore, we rescinded the application for modified groundwater discharge permit (and associated hydrogeologic report)
- Flow from the Great Pond Phase 1 sewer area will be discharged to the Town's existing discharge beds, under the existing groundwater discharge permit

# New Lift Stations



# New Lift Stations

- Odor control, in building
- Submersible pumps – quiet
- Generator would run when power is out, and when exercised (once a month for ½ hour); in building
- Vegetation screening
- Building – Cape Cod shingles
- Brick Kiln Road station sized to handle future sewer phases



# Grinder pumps

- Assuming Town will purchase and provide pumps as did for last project
- Estimate Town will provide ~ 420 grinder pumps
- Future meeting to review grinder pump policy including reimbursements, maintenance
- Cost estimate assumes same reimbursement as last time
- Reimbursement will require special legislation



# Watershed Plans and Permitting

- Over the next 5 years, the Town will prepare watershed plans and apply for permits for all watersheds to meet Total Maximum Daily Loads (TMDLs)
- Plans will vary – some watersheds can meet TMDLs with just I/As, some will need sewerage and I/As
- Town was just awarded two grants for watershed permitting work
- Before the Town can do more sewerage beyond Great Pond Phase 1, we need another discharge site / outfall.

# Non-sewer nitrogen removal

- Innovative/Alternative (I/A) nitrogen removing septic systems will be a part of the Town's nitrogen removal strategy for many watersheds
  - Ultimately, urine diversion may be one of the I/A options
- Aquaculture/shellfish will help in some watersheds
- Fertilizer reduction and stormwater management important factors
- **These options cannot replace sewers in the most densely developed portions of the Town's watersheds**
- Need 100% septic nitrogen removal from the lower portion of the Great Pond watershed (plus more in the upper watershed, to come) to meet the TMDLs

# Great Pond Phase 1 Sewer Project Schedule

- April 2025 – Town meeting appropriation for construction funds
- May 2025 – Ballot vote
- Summer 2025 – Bid the construction projects
- Fall 2025 – Begin construction
- Fall 2027 – End construction; connections to sewer begin (and reduction of septic nitrogen load to Great Pond begins)
- End of 2032 – Outfall projected to be available (regular discharge to sand beds 1-15 at the Main WWTF ceases)
- Implementation of additional phases of sewerage

## **OPEN SESSION**

### **BUSINESS**

3. Discuss and consider a vote to approve the revised Utility Standards as recommended by the Department of Public Works (15 minutes)



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Business 3.

**ITEM TITLE:** Discuss and consider a vote to approve the revised Utility Standards as recommended by the Department of Public Works

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Steve Cadorette, Deputy Director, Department of Public Works

**ATTACHMENTS:** Draft Revised Utility Standards

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### PURPOSE:

The Select Board will discuss and consider a vote to approve the recommended revisions to the Town's Utility Standards.

The current utility Standards were adopted in 1999.

### BACKGROUND/SUMMARY:

- The Town's current utility standards were approved by the Select Board on August 23, 1999.
- The Department of Public Works (DPW) is proposing to replace the 1999 Utility Standards with updated standards that specify utility materials that are consistent with the materials specified for the current water main replacement and sewer collection infrastructure construction projects and the Town's street, sidewalk, and stormwater management requirements.

- The revised utility standards include DPW-Engineering standards for roads, sidewalks, and stormwater drainage system components that are not included in the 1999 Utility Standards.
- The revised standards include more specific and defined water and sewer application submittal requirements that should clarify the submittal requirements for applicants.
- The revised standards will more clearly define the permitting process requirements.

**DEPARTMENT RECOMMENDATION:**

The Department of Public Works recommends replacing the 1999 Utility Standards with the revised standards as presented.

**OPTIONS:**

- Motion to approve and adopt the revised Utility Standards as presented.
- Motion to approve and adopt updated Utility Standards with revisions stipulated by the Select Board.
- Motion to deny the approval and adoption of revised Utility Standards and maintain use of the Utility Standards last adopted in 1999.

**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 approve the revised Utility Standards as recommended by the Engineering Division of the Department of Public Works.

*Michael Renshaw*

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**Town Manager**

3/17/2025

**Date**

**FALMOUTH DEPARTMENT OF PUBLIC WORKS**

**WATER DIVISION - APPLICATION REQUIREMENTS AND  
CONSTRUCTION STANDARDS**

**WASTEWATER DIVISION -  
APPLICATION REQUIREMENTS AND CONSTRUCTION  
STANDARDS**

**ENGINEERING DIVISION - CONSTRUCTION STANDARDS**

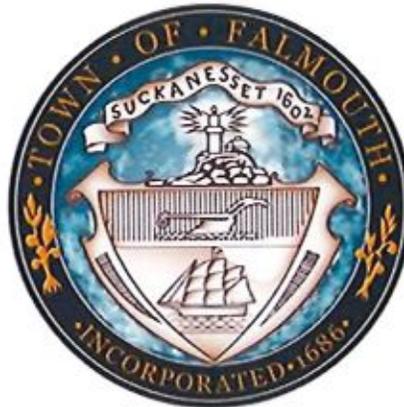


Approved: July 3, 1995  
Revised: August 23, 1999 (typos corrected February 8, 2002)  
Revised: March 24, 2025

TOWN OF FALMOUTH  
DEPARTMENT OF PUBLIC WORKS – WATER DIVISION  
APPLICATION AND CONSTRUCTION STANDARDS

# APPLICATION REQUIREMENTS AND CONSTRUCTION STANDARDS

FALMOUTH DEPARTMENT OF PUBLIC WORKS  
WATER DIVISION



**TOWN OF FALMOUTH  
DEPARTMENT OF PUBLIC WORKS – WATER DIVISION  
APPLICATION AND CONSTRUCTION STANDARDS**

**SECTION 1 – GENERAL**

**1.1 INTRODUCTION**

The Town of Falmouth is committed to the protection and preservation of its citizens' interests, both individually and as a community. These Standard Plans and Specifications have therefore been adopted as an acknowledgement of this commitment to the public good. It is the intent of these specifications to require that only the highest standards of construction be permitted in order to ensure the continued dependability, quality, and performance of publicly owned facilities.

**1.2 REQUIREMENTS – GENERAL**

These Application Requirements, Specifications, and Standard Details, as approved by the Town of Falmouth, are considered the minimum acceptable standards to be followed governing planning, design, materials, and construction and installation of public water distribution and service systems. In addition to the specifications contained herein, all installations shall conform to:

- a) Currently acceptable engineering standards for design and construction of water distribution system.
- b) Current American Waterworks Association (AWWA) standards for materials and construction practices;
- c) Current Massachusetts Department of Environmental Protection (MassDEP) regulations for the construction and installation of drinking water facilities;
- d) Current requirements of the National Board of Fire Underwriters (NBFU);
- e) All Massachusetts General Laws;
- f) United States Environmental Protection Agency (USEPA) regulations;
- g) Current Board of Health and Plumbing Code requirements for the Town of Falmouth, County of Barnstable, and the Commonwealth of Massachusetts
- h) Current Town of Falmouth Planning Board rules and regulations;
- i) Acceptable Town of Falmouth Department of Public Works standards.

Nothing contained herein shall be construed as limiting the Town of Falmouth Department of Public Works to approve, reject, or modify any plans or proposals for the construction and installation of water distribution system and service components. The Town of Falmouth Department of Public Works further reserves the right to order any such field changes as should be required during the construction phase of any such project. Non-compliance with the Construction Standards allows the Town of Falmouth Department of Public Works to exercise its right to deny service to non-compliant main and service installations.

**1.3 SUBMITTAL OF PLANS**

The Town of Falmouth DPW Water Division requires plan submittals for water distribution system and water service projects. The plan submittal standards are contained herein. Plan submittals shall be

**TOWN OF FALMOUTH  
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consistent with the requirements set forth in these specifications for each specific type of project. Plan submittals shall comply with the submission deadlines, submittal location, number of copies, certification, and plan scale requirements.

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SECTION 2 – WATER DIVISION APPLICATION AND CONSTRUCTION STANDARDS

2.1 DEFINITIONS

1. APPLICATION FOR WATER SERVICE: The application for water from the Town's Water Distribution System in the form provided by the Town.
2. BACKFLOW: The flow of water, other liquids, or the mixture of water with other liquids from a source that is not Potable Water into a Potable Water pipe, prevention of which is by a Backflow Prevention Device.
3. BACKFLOW PREVENTION DEVICE: A Backflow Prevention Device (or approved Backflow Prevention Device) prevents the Backflow of water from the Premises into the Water Distribution System as required in 310 CMR 22.22 and Town Code Section 223 Water, Article III Cross-Connection Control.
4. CONTROL VALVE: A Control Valve is a water flow Control Valve located inside the foundation of a building, between the end of the Service Pipe and the water Meter. The Control Valve is the property and maintenance responsibility of the home or business owner.
5. CORPORATION STOP VALVE: A water service shutoff valve located at a street water supply main. This valve cannot be accessed or operated from the ground surface. The Corporation Stop Valve is the property of and maintenance responsibility of the Town.
6. CROSS CONNECTION: Any actual or potential connection between a distribution pipe of Potable Water from a public Water Distribution System and any water source, which is not of Potable Water, or any pipe, which is not a Potable Water pipe. (See 310 CMR 22.22 and Town Code Section 223 Water, Article II Cross-Connection Control)
7. CURB STOP: A Curb Stop is an in-ground structure at the property line, which contains a service valve and is the connecting point between the Service Line and Service Pipe. The Curb Stop and service valve are the property of and maintenance responsibility of the Town.
8. CUSTOMER: Any person, partnership, firm, corporation, trust (real estate or other body) or organization of any type in which the owner(s) is supplied with water by the Water Distribution System. The Customer is normally the record owner of the realty being supplied with water and responsible for the account.
9. CUSTOMER SERVICE PIPE: A Customer Service Pipe is a pipe running from the Curb Stop to a Meter Valve, which valve is located immediately inside the structural wall of the Premises or the Ball Valve which is located immediately inside the Meter Pit (see W-7). The Customer Service Pipe is the property of and maintenance responsibility of the Customer.
10. LIEN: Shall mean the statutory Lien a municipality may impose pursuant to Massachusetts General Laws Chapter 40, Section 42A.
11. METER: A device for measuring and recording the flow of water from the municipal supply to the Premises.
12. METER READING DEVICE: A device on the inside or outside of a building to enable routine Meter readings without internal access to the Premises. The Town shall maintain and replace such devices at its expense.

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13. **POTABLE WATER:** Water from any source, which is approved by the Massachusetts Department of Environmental Protection (DEP) for human consumption.
14. **PREMISES:** The commercial or residential property being serviced with water from the Water Distribution System.
15. **PUBLIC OR PRIVATE WAY:** The Town-owned or privately-owned road or street open to the public as a through-way.
16. **RATES AND FEES SCHEDULE:** Water Division current water usage rates, standard fees and penalties as approved by the Select Board.
17. **RULES AND REGULATIONS:** Town of Falmouth Department of Public Works Water Division Rules and Regulations.
18. **TOWN:** The Town of Falmouth, Massachusetts.
19. **USER:** Entity that owns the property where water is provided by the DPW Water Division and/or the property occupant uses potable water provided by the DPW Water Division.
20. **UTILITY CONTRACTOR:** A contractor licensed to perform work in the Town of Falmouth as defined in the Rules and Specifications Regulating Street Excavations. The Utility Contractor's license is issued by the Town of Falmouth Department of Public Works, Engineering Division.
21. **WATER DISTRIBUTION SYSTEM:** Network of water supply mains, booster pumps and storage tanks, used to deliver water to the Customer.
22. **WATER DIVISION:** The Water Division of the Town of Falmouth Department of Public Works
23. **WATER MAIN:** A Water Main is the pipe to which a Service Line is connected to supply water to the Premises.
24. **WATER MAIN EXTENSION:** A water main extension is the installation of additional water main to service proposed industrial, commercial, or building development projects.
25. **WATER SERVICE LINE:** A Service Line is a pipe that connects the water supply main to the Curb Stop. The Service Line is the property of and responsibility of the Town.

## 2.2 WATER SERVICES – TYPES

### 2.2.1 WATER SERVICE TYPE CLASSIFICATION

The Town of Falmouth Zoning Bylaw includes definitions of structure use. The DPW - Water Division Water Service Type will be determined using the Zoning Bylaw definitions.

**Dwelling** – A building or portion thereof used exclusively for residential occupancy (living, sleeping, cooking, and eating) including one-family, two-family, and multifamily dwellings. This does not include commercial accommodations used, or intended for use, by single or multiple families, as the case may be.

**Single-family Dwelling** – A detached dwelling designed for and occupied by a single family, but not including a mobile home.

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Two-family Dwelling – A detached dwelling designed for and occupied by two separate family units, but not including a mobile home. A two-family dwelling is designed and constructed so as to contain 2 suites of one or more rooms, each suite provided with independent individual cooking and other facilities for independent housekeeping, used or intended to be used for the non-transient housing of 2 family units.

Semi-detached Dwelling – Two one-family dwellings built together at the same time and separated by a fireproof division with no openings. For the purpose of determining the water service type classification, each one-family dwelling unit shall be considered a separate single family water service.

Multi-family Dwelling – A building designed and constructed so as to contain 3 or more suites of one or more rooms, each suite provided with individual cooking and other facilities for independent housekeeping, used or intended to be used for the non-transient housing of 3 or more family units.

Mixed Use Development – A development containing a mix of residential uses and non-residential uses, including, without limitation, commercial, institutional, or other uses, as well as modifications to existing buildings.

Multiple Use – Any combination of uses allowed as a matter-of-right or by special permit on a single lot which may require separate permits for construction, occupancy, business certification, license to sell food or alcohol, or other municipal approval.

Non-residential use – Any use, including but not limited to industrial and/or commercial use, that does not include residential use and does not meet the multiple use definition.

#### 2.2.1 SINGLE FAMILY DWELLING, TWO-FAMILY DWELLING, AND SEMI-DETACHED DWELLING WATER SERVICES

Individual water services will be extended to each single-family, two-family dwelling, or semi-detached dwelling or lot. The water service size shall be one-inch or two-inch diameter piping from the main to the curb. The water service pipe material and fittings shall comply with the DPW pipe and fitting specifications. When the total water service length exceeds two hundred (200) feet, as measured from the water main to the building, a two-inch diameter water main tap and service will be required from the main to the curb stop.

Each unit in a two-family dwelling and in a semi-detached dwelling shall require a separate water service and water meter installed within the unit being supplied.

#### 2.2.2 MULTI-FAMILY DWELLING WATER SERVICE

Multi-family dwellings water services must be designed by a Massachusetts Registered Professional Engineer and stamped plans and calculations prepared by a Massachusetts Registered Professional

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Engineer submitted for Water Division approval. The water service design must include, at a minimum, each unit's proposed number of bedrooms, projected flow volumes for each unit using design flow volumes provided in the current 310 CMR 15.203 System Sewage Flow Design Criteria or subsequent revisions, the total flow volume for the non-residential or mixed-use structure, the proposed water service pipe size and material from the water main to the curb stop and from the curb stop to the meter. The water service pipe material and fittings shall comply with the DPW pipe and fitting specifications. Multifamily dwelling units shall require a separate water meter installed within the unit being supplied. The water service design must include backflow prevention measures that comply with 310 CMR 22.22 and the Town Code Section 223 Water, Article III Cross-Connection Control.

### 2.2.3 NON-RESIDENTIAL, AND MIXED-USE WATER SERVICES

Non-residential and mixed-use water services must be designed by a Massachusetts Registered Professional Engineer and stamped plans and calculations prepared by a Massachusetts Registered Professional Engineer submitted for Water Division approval. The water service design must include, at a minimum, each non-residential and mixed-use unit's proposed use, projected flow volumes for each unit using design flow volumes provided in the current 310 CMR 15.203 System Sewage Flow Design Criteria or subsequent revisions, the total flow volume for the non-residential or mixed-use structure, the proposed water service pipe from the water main to the curb stop. The water service pipe material and fittings shall comply with the DPW pipe and fitting specifications. The water service design must include backflow prevention measures that comply with 310 CMR 22.22 and the Town Code Section 223 Water, Article III Cross-Connection Control.

### 2.2.4 SINGLE FAMILY DWELLING, TWO-FAMILY DWELLING, AND SEMI-DETACHED DWELLING WATER SERVICE REQUIRED UPGRADES

Existing single-family dwelling, two-family dwelling, and semi-detached dwelling water services are required to be upgraded to meet the current DPW – Water Division water service standards when the any of the following conditions occur:

- a) The existing water service is abandoned, and a new water service is required, or;
- b) The existing single-family, two-family dwelling, or semi-detached dwelling is razed and replaced by a new single-family or two-family dwelling, or;
- c) There is a change in occupancy (for example, an increase in the number of bedrooms) that results in an increase in the design water demand of more than 133 percent when compared to the existing water service design water demand. Design water demand is calculated flow (gallons per day) based on Title 5 factors (310 CMR 15.203) for the existing and proposed use including a change in the number of bedrooms serviced with the existing water service, or;
- d) There is a change in water service type classification.

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**2.2.5 MULTI-FAMILY DWELLINGS, NON-RESIDENTIAL USE, AND MIXED-USE WATER SERVICE REQUIRED UPGRADES**

Existing multi-family dwellings, non-residential, and mixed-use water services are required to be upgraded to meet the current DPW – Water Division water service standards when the any of the following conditions occur:

- a) The existing water service is abandoned, and a new water service is required, or;
- b) The existing multi-family dwellings, non-residential use, and mixed-use is razed and replaced by a new multi-family dwelling, non-residential use, and mixed-use facility, or;
- c) There is a change in use that results in an increase in the design water demand of more than 133 percent when compared to the existing water service design water demand. Design water demand is calculated flow (gallons per day) based on Title 5 factors (310 CMR 15.203) for the existing and proposed use including a change in the number of bedrooms serviced with the existing water service, or;
- d) There is a change in water service type classification.

If, in the opinion of the DPW Water Division, the upgrade requires installation of an approved backflow preventer(s) on the building side of a non-residential use or mixed-use service meter for the safety of the water system, such approved device(s) shall be immediately installed at the expense of the User after due notice in writing has been given to the User by the DPW Water Division. Said device(s) shall be installed and tested in accordance with the drinking water regulations of Massachusetts, 310 CMR 22.22. All tests performed by the DPW Water Division shall be charged pursuant to the approved fee structure.

**2.3 WATER SERVICE APPLICATION**

**2.3.1 GENERAL PROVISIONS - WATER SERVICE APPLICATION AND FEES**

All applications for the introduction of Town water to Premises shall be made in writing on an Application for Water Service provided at the DPW Building, 416 Gifford Street, Falmouth, MA 02540 and on-line at the address provided at the end of this section. Only the User, or their duly authorized agent, may apply for Town water. Each water service shall require an individual application. Approval of the application by the Water Division shall create a contract between the Water Division and the Customer obligating the User to pay the Town of Falmouth its established rates and fees and to comply with the Rules and Regulations. All applicants shall pay an application fee in accordance with the current Rates and Fees Schedule.

A Water Service application can be obtained at:

<https://www.falmouthma.gov/DocumentCenter/View/10559/Water-Service-Application>

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The application must be completed by the Customer, or their duly authorized agent, and signed by the Customer.

Water Division fees including water service application fees can be found at: <https://www.falmouthma.gov/315/Fees>.

### 2.3.2 WATER SERVICE APPLICATION PLAN REQUIREMENTS

All of the application's required information must be provided by the user along with a plan that meets the following requirements:

- a) Plan drawn to scale on an appropriately sized sheet with an Engineering scale no larger than 1" = 40' to include the following:
- b) Single Family Dwelling, Two-Family Dwelling, and Semi-Detached Dwelling Service Applications
  - 1) House and any other existing structures
  - 2) Driveway and its construction material
  - 3) Water Service Line from the water main to the curb stop
  - 4) Customer Service Pipe from the curb stop to the point where it enters the house
  - 5) Building sewer or septic tank and leaching field for properties with private wastewater systems.
  - 6) Building sewer, pump, and chamber (if applicable), and building sewer connection to sewer main.
  - 7) All underground utilities including, but not limited to, natural gas, electric, cable, stormwater drainage, that service the property shown on the property and their connections from abutting streets or properties.
  - 8) Distance between the water service line, customer service pipe, and all underground utilities including, but not limited to, natural gas, electric, cable, stormwater drainage, must be indicated on the plan.
- c) For multi-family dwellings, non-residential, and mixed-use service applications, in addition to the information required for Single Family Dwelling, Two-Family Dwelling, and Semi-Detached Dwelling service applications the following additional requirements apply:
  - 1) The required plan(s) must be stamped by a Massachusetts registered professional engineer. The plans must include construction details that conform with the DPW Water Division Construction Details and Material Requirements.
  - 2) The plans must state the proposed use for each unit included in the proposed development.
  - 3) Calculations showing the projected average daily water usage in units and peak daily flows in units per minute must be provided. Design water demand is calculated flow (gallons per day) based on Title 5 factors (310 CMR 15.203) for the proposed use(s).
  - 4) Recommended water service line, customer service pipe, and meter size stamped by a Massachusetts registered professional engineer must be provided. The water service pipe material and fittings shall comply with the DPW pipe and fitting specifications.
- d) For applications that include a fire protection service, the following additional requirements apply:

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- 1) The required plan(s) must be stamped by a Massachusetts registered professional engineer.
  - 2) Calculations showing the projected fire service water usage in units per minute and recommended fire service pipe and meter size stamped by a Massachusetts registered professional engineer must be provided.
  - 3) The plans are required to show a separate fire service tap from the Town's water main and a separate fire service to the building(s).
  - 4) Fire services must be cement lined ductile iron pipe.
  - 5) A separate meter for the fire service is required.
  - 6) The plans must state the proposed use for each unit included in the proposed development.
  - 7) Calculations showing the projected fire service water demand in units and recommended water service pipe and meter size stamped by a Massachusetts registered professional engineer must be provided.
- e) If, in the opinion of the DPW Water Division, the installation of an approved backflow preventer(s) on the building side of any water service meter is considered necessary for the safety of the water system, such approved device(s) shall be immediately installed at the expense of the User after due notice in writing has been given to the User by the DPW Water Division. Said device(s) shall be installed and tested in accordance with the drinking water regulations of Massachusetts, 310 CMR 22.22. All tests performed by the DPW Water Division shall be charged pursuant to the approved fee structure. For applications that include backflow prevention, the following additional requirements apply:
- 1) Plans and specifications that comply with the MassDEP Cross Connection Control Program Regulations - 310 CMR 22.22 requirements and the Town Code Section 223 Water, Article II Cross-Connection Control requirements
  - 2) Plans and specifications shall show the backflow device location, piping detail showing the water service piping and backflow prevention device, and manufacturer specifications for the backflow devices.
  - 3) The required plan(s) must be stamped by a Massachusetts registered professional engineer.
  - 4) All other required approvals must be obtained prior to installing the backflow prevention device.

### 2.3.3 WATER SERVICE APPLICATION SUBMITTAL AND REVIEW

The application, required supporting documents, and the required fee must be submitted to the DPW at 416 Gifford Street, Falmouth, MA. The required fees can be found at: <https://www.falmouthma.gov/315/Fees>.

The Falmouth Water Department will review the application when all of the Department's Water Service Application required documentation has been submitted. The Water Department will review the application, request any additional information it requires to review the application, and issue an approval when all the Water Department service requirements have been met. Water Division approvals may include additional conditions at the Department's discretion.

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## 2.4 WATER SERVICE SEPARATION FROM OTHER UTILITIES

The following water service piping separation distances from other utilities are required for all water service installations.

- a) The following separation distances between the water service piping and other utility piping must be maintained :
  - 1) Sanitary sewer (domestic or private) – Ten (10) feet horizontal and eighteen (18) inches vertical
  - 2) All other utilities – Five (5) feet horizontal and one (1) foot vertical
- b) When any Water Service Line is located at a horizontal distance of 10 feet or less from any private individual sewage disposal system component and/or any public wastewater system component it must be installed so that the water main invert is a minimum vertical distance of eighteen (18) inches above the wastewater piping crown. If the minimum 10 feet horizontal separation cannot be maintained and/or the water service cannot be installed a minimum vertical distance of 18-inches above the wastewater piping crown, then the wastewater system piping shall be encased in control density fill for a distance of ten feet on each side of the pipe length where the separation from the water service requirements cannot be met.
- c) Water service and wastewater piping crossings shall be installed in accordance with the crossing detail provided in the Utility Standards.
- d) All water service installations where the water service and other utility separation distances cannot be met and/or the water service crosses other utilities must be inspected by a DPW representative prior to backfilling. It is the Owner's responsibility or, if designated by the Owner, their water service installer's responsibility to schedule an inspection by the DPW Water Division.

## 2.5 Water Service Material Requirements

### 2.5.1 WATER SERVICE MATERIAL REQUIREMENTS

The following requirements apply to all water services installed, repaired, replaced, or upgraded after the effective date of these regulations.

- a) Single-family dwelling, two-family dwelling Water Service Lines:
  - 1) The water service Line shall be one-inch or two-inch diameter EndoPure Polyethylene Tubing (Class 200) or equivalent (see Water Division Material requirements). The Water Division shall approve any "or equivalent" material prior to installation.
  - 2) A two-inch diameter water service is required when the service line length is equal to or greater than 200 feet.
  - 3) The water service Line size designed by a Massachusetts Registered Professional Engineer in accordance with Section 2.3.2.c. Pipe and fittings shall comply with the Water Division Material requirements.
- b) MULTI-FAMILY, NON-RESIDENTIAL, and MIXED-USE WATER SERVICES
  - 1) For MULTI-FAMILY, NON-RESIDENTIAL, and MIXED water services the water service Line size shall be designed by a Massachusetts Registered Professional Engineer in accordance with Section 2.3.2.c. Pipe and fittings shall comply with the Water Division Material requirements.

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c) Water Meters:

- 1) Water Meter shall be installed inside the building or in a heated utility structure.
- 2) Water Meters shall be furnished by the Town at the owner's cost per the fee schedule.
- 3) Meter Pits are required when Service Lines are over 400'. As an alternative an above grade, heated, Hot Box or equivalent enclosure is permissible as an alternative to a meter pit.

2.6 Water Main Extension Requirements

2.6.1 Need for Water Main Extension

- a) Residential, Non-residential, and Mixed-Use building development proposals shall be reviewed by the DPW - Water Division Superintendent or his representative on an individual basis. These development proposals will be required to install or improve water mains and fire hydrants with the property owner or developer responsible for the water main and service connection full cost.
- b) All water main extensions shall be run to the farthest point of the property line, except as otherwise authorized. Water main extensions shall be looped wherever possible. Non-looped water main extensions shall have a fire hydrant installed at the farthest point in the water main extension.

2.6.2 Application for Water Main Extension

- a) An application for water main installation shall be completed by the developer or owner and submitted to the DPW – Water Division for review and approval before any construction can proceed.
- b) All applications must contain the complete information requested. This information includes:
  - 1) An engineered construction plan prepared and stamped by a Massachusetts Registered Professional Engineer with an appropriate scale (no larger than 1 inch = 40 feet showing the proposed main extension and potential water service locations.
  - 2) Water main details consistent with the DPW – Water Division standard details.
- c) Payment of all required review fees, including the Water Main Extension Fee, service installation fees, and any other fees established shall be made before construction can commence.

2.6.3 Cost for Water Main Extension

- a) In all areas not serviced by the Falmouth Water System on the date of adoption of these Utility Standards, the developer or owner of a property shall be responsible for all costs with regard to water main design, approval, installation(s), and connection(s) to the existing system.

2.6.4 Water Main Extension Easements

- a) The Town shall provide easement documents to be completed by the applicant at the time the application is submitted.
- b) The Town and the applicant will enter into an easement agreement for the water main extension.

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- c) The Town's Select Board must approve the easement agreement.
- d) The applicant must file the Select Board approved easement documents in the Barnstable County Registry of Deeds and provide a copy of the filing prior to the water main extension being approved by the DPW - Water Division.
- e) Upon connection to the Falmouth Water System title and ownership of the water main will be transferred to the Falmouth Water System by easement and the Falmouth Water System will service, maintain, and repair the water main and appurtenances.

**2.6.5 Water Main Extension Materials and Installation**

- a) All materials to be used in conjunction with any and all water mains and installations of the same shall be in strict accordance with DPW - Water Division material specifications available by the Falmouth DPW.
- b) All construction shall be completed in strict accordance with the DPW – Water Division construction standards and details.

**2.6.6 Water Main Extension Inspection**

- a) The DPW – Water Division or its representative must inspect each water main extension and service installation prior to being backfilled. The DPW will not bring any main extension on-line that has not been inspected. The DPW – Water Division must be notified 5 business days in advance of the water main extension construction commencing.
- b) The DPW – Water Division reserves the right to engage a third-party inspector to inspect the water main extension. The cost associated with the DPW – Water Division's use of a third-party inspector will be paid by the applicant prior to the water main extension application approval. The DPW – Water Division shall provide a copy of the third-party inspector's proposal to complete the inspection work for review.
- c) Pressure and Leakage Testing - The installed pipe shall be pressure tested and leakage tested in accordance with the latest edition of the appropriate AWWA Standards. A copy of the pressure test results shall be provided to the DPW – Water Division.
- d) Disinfection - All new, cleaned water mains shall be disinfected in accordance with ANSI/AWWA Standard C651 Disinfecting Water Mains. The specifications shall include detailed procedures for the adequate flushing, disinfection, and microbiological testing of all water mains. A copy of the laboratory test results shall be provided to the DPW – Water Division.
- e) The DPW – Water Division will not turn the water on until the applicant has provided a copy of the pressure test results and the disinfection test to the department.

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SECTION 3 – WATER DIVISION MATERIAL SPECIFICATIONS

3.1 DUCTILE IRON PIPE AND FITTINGS

3.1.1 DUCTILE IRON PIPE

a) Ductile Iron Pipe (Buried Mains and Services):

- 1) For water services larger than two-inch diameter, water service pipe shall be Class 52 double cement-lined ductile iron.
- 2) All water mains shall be Class 52 double cement-lined ductile iron pipe.
- 3) All pipe shall meet the requirements of ANSI/AWWA C151/A21.51.
- 4) Class: 52
- 5) Joints: a. Mechanical meeting the requirements of ANSI/AWWA C111/A21.11. b. Push-on meeting the requirements of ANSI/AWWA C111/A21.11. U.S. Pipe's Push-on Joint TRIM TYTON or approved equal.
- 6) Gaskets: Conform to ANSI/AWWA C111/A21.11.
- 7) Field Locking Gaskets: Shall be Field-Lok 350 as manufactured by U.S. Pipe or approved equal. The gaskets shall be a boltless, integral restraining system and shall be rated for 350 psi in accordance with the performance requirements of ANSI/AWWA C111/A21.11
- 8) Lining: Conforming to ANSI/AWWA C104/A21.4
- 9) Thickness of cement-mortar lining: a. 1/8 inch for pipes 12 inches and smaller. b. 3/16 inch for pipe 14 inches and larger.
- 10) Cement-mortar lining to be seal coated per AWWA C104. DUCTILE IRON PIPE AND FITTINGS 7305 02611-3
- 11) Accessories: Pipe shall be provided with all necessary accessories to make-up the joint (glands, tee head bolts, hex nuts, etc.). A minimum of three brass wedges shall be supplied for every joint.
- 12) Corrosion resistance: Zinc coated ductile iron piping meeting all specifications for the standard ductile iron piping shall be provided in areas where the pipe will be installed in groundwater.

3.1.2 DUCTILE IRON FITTINGS

- 1) Fittings shall be either cast iron or ductile iron.
- 2) Fittings shall comply with ANSI/AWWA C153/A21.53.
- 3) Pressure rating: 350 psi.
- 4) Lining and coating: Same as pipe.
- 5) Joint: Mechanical joint in compliance with ANSI/AWWA C111/A21.11. Standard gaskets conforming to ANSI/AWWA C111/A21.11 shall be provided.
- 6) Mechanical Joint Glands shall be restraint glands as manufactured by EBBA Iron "Megalug", Mega-Lug Series 1100 or approved equal. Restraining glands using set screws will not be accepted
- 7) Markings on fittings: Comply with ANSI/AWWA C110/A21.10.
- 8) Corrosion resistance: Zinc coated ductile iron pipe fittings meeting all specifications for the standard ductile iron pipe fittings shall be provided in areas where the pipe will be installed in groundwater.

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**3.1.3 SPECIAL FITTINGS**

- a) Locking Hydrant Tees: Shall be mechanical joint, each having a bell and plain end, with a split mechanical joint on the plain end. Gate valve shall be secured directly to the tee by using the standard mechanical joint gasket and standard bolts.
- b) Retainer Glands: Shall be cast of high strength ductile iron and fitted with ductile iron wedging devices and twist-off pressure nuts, four (4) each for six (6) inch pipe, six (6) each for eight (8) inch pipe, twelve (12) each for twelve (12) inch pipe, and sixteen (16) each for sixteen (16) inch pipe as manufactured by EBAA Iron Sales, Inc.
- c) Couplings: Shall be cast or ductile iron, consisting of a middle ring, two (2) rubber gaskets, and the followers with stainless steel bolts and nuts. Coupling and gasket shall be sized for the particular application intended. Couplings shall be as manufactured by Romac or approved equal.
- d) Plugs: Shall be ductile iron with mechanical or push-on joint and retainer feature.
- e) Sleeves: Shall be ductile iron with mechanical joint, long body style meeting or exceeding the requirements of ANSI/AWWA C110/A21.10 or latest revision thereto.
- f) Transition Couplings: As required for joining pipes of different diameters and shall be furnished as required and designed for compatibility with the pipe and operating pressures encountered. Transition couplings shall be as manufactured by Romac or approved equal.
- g) Caps: Shall be ductile iron with mechanical or push on joint and shall be provided with joint restraint.

**3.2 HIGH DENSITY POLYETHYLENE PIPE – ENDOPURE PE 4710 (2" and smaller)**

**3.2.1 STANDARDS**

- a) Meet the applicable standards of AWWA C901-20, ASTM D3350, ASTM D2239, and NSF-14 & 61.
- b) Pipe shall be made of HDPE material with a minimum material designation code of PE4710 and with a minimum Cell Classification as noted in 2.01.A. The polyethylene compound shall be suitably protected against degradation by ultraviolet light by means of carbon black of not less than 2 percent. The manufacture of the HDPE resin shall certify the cell classification indicated.
- c) Pipe shall be blue in color.
- d) Pipe shall have a minimum pressure rating of 200 psi.
- e) For one-inch or two-inch diameter water services EndoPure Polyethylene Tubing (Class 200) or equivalent shall be used.

**3.2.2 HDPE FITTINGS**

- a) Butt Fusion Fittings- Fittings shall be made of HDPE material with a minimum material designation code of PE4710 and with a minimum Cell Classification as noted in 2.01.A. Fittings shall have a minimum pressure rating equal to or greater than the pipe to which they are joined unless otherwise specified on the plans or accepted by owner/engineer. All fittings shall meet the requirements of AWWA C901.
  - 1) Molded fittings shall comply with the requirements of ASTM D 3261.
  - 2) All fabricated elbows, tees, reducing tees and end caps shall be produced and meet the requirements of ASTM F 2206, as manufactured by ISCO Industries, Inc or other approved

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manufacturer holding an ISO 9001 quality system certificate. Each fitting will be marked per ASTM F 2206 section 10 including the nominal size and fitting EDR, which will meet or exceed the pipe DR identified for the project. Fabricated fittings shall be manufactured using a McElroy DataLogger to record fusion pressure and temperature and shall be stamped with unique joint number that corresponds to the joint report. A graphic representation of the temperature and pressure data for all fusion joints made producing fittings shall be maintained for a minimum of 5 years as part of the quality control and will be available upon request of owner. Test results to validate ASTM F 2206 section 7.3 and 9 shall be provided to owner or owner's representative upon request.

3) Socket fittings shall meet ASTM D 2683.

b) Electrofusion Fittings - Fittings shall be made of HDPE material with a minimum material designation code of PE 4710 and with a minimum Cell Classification as noted in 2.01.A. Electrofusion Fittings shall have a manufacturing standard of ASTM F1055. Fittings shall have a minimum pressure rating equal to or greater than the pipe to which they are joined unless otherwise specified on the plans. All electrofusion fittings shall have AWWA approval.

### 3.4 IDENTIFICATION DEVICES

a) Warning Tape

- 1) Material: Polyethylene, 4-mil gauge with detectable strip.
- 2) Color: Blue
- 3) Width: Minimum 6 inches
- 4) Designation: Warning on tape that water pipe is located below tape.
- 5) Identifying Letters: Minimum 1-inch-high permanent black lettering imprinted continuously over entire length.
- 6) Manufacturers and Products: a. Panduit; Type HTDU. b. Reef Industries; Terra Tape.

### 3.5 OTHER MATERIALS

a) Provide other materials, not specifically described but required for a complete and proper installation, as selected by the Contractor subject to the approval of the Engineer.

### 3.6 FIELD APPLIED PIPE INSULATION

- a) The insulation shall be a minimum of two (2) inches thick, having a density of 2.0 lbs. per cubic foot, and having a K-Factor of 0.14. The insulation shall be fabricated in half sections of three-foot lengths. The half section shall fit tightly over the pipe to be insulated except for the joint and fitting locations where an oversized cover shall be made to allow for any hardware.
- b) The insulation shall be Trymer 2000 as manufactured by Insulated Piping Systems, Inc. or approved equal.
- c) Jacketing to go over the insulation below ground shall be C.I. Wrap 50 as manufactured by Insulated Piping Systems, Inc. or approved equal. The jacket shall be wrapped around the circumference of the insulation and held in place with a 4-inch butt strip at each seam.

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3.7 BURIED VALVES AND APPURTENANCES

3.7.1 VALVES

- a) Resilient Seated Gate Valves: Shall be used on all water mains less than sixteen (16) inches in diameter and all hydrant branches.
- 1) Valves shall be as manufactured by Mueller Co., Type A2360.
  - 2) Meet or exceed the requirements of ANSI/AWWA C515.
  - 3) Joints: Mechanical joint conforming to ANSI/AWWA C111/A21.11.
  - 4) Ductile iron body.
  - 5) Bronze stem.
  - 6) Resilient sealed wedge type:
  - 7) Wedge: Fully encapsulated; no exposed iron.
  - 8) Non rising stem with two O-ring stem seals.
  - 9) Two (2) inch square operating nut.
  - 10) Rated for 200 psi and tested to 400 psi.
  - 11) Open: Clockwise (right).
  - 12) All internal and external surfaces except rubber coatings shall be coated with fusion bonded, NSF 61 certified, epoxy to a minimum thickness of 8 mils. Coating shall be non-toxic, impart no taste to water and shall conform to AWWA C-550.

3.7.2 VALVE BOXES

- a) Valve boxes shall be provided for each buried valve. They shall be:
- 1) Domestic manufacture.
  - 2) Cast iron with a cast iron cover.
  - 3) Cover shall have the word "WATER" and an arrow indicating the direction of opening cast into the cover in raised letters.
  - 4) Valve box barrel shall not be less than (5-1/4) inches in diameter.
  - 5) Shall be two (2) piece sliding type, providing a minimum overlap of six (6) inches.
  - 6) The lower section shall enclose the operating nut and stuffing box/gear box of the valve and shall have a minimum diameter of 8 inches.
  - 7) The box shall not transmit shock or stress to the valve.

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**3.8 HYDRANTS**

- a) Hydrants shall be Mueller Model No. A423:
  - 1) Barrel sections shall be 5-1/4-inch diameter.
  - 2) Five (5) foot minimum bury.
  - 3) Two (2) 2-1/2-inch hose nozzles.
  - 4) One (1) 4-1/2-inch pumper outlet.
  - 5) Replaceable brass nozzles.
  - 6) Breakaway flange.
  - 7) Six (6) inch mechanical joint shoe.
  - 8) Open clockwise (right).
  - 9) Be in full compliance with AWWA C502.
- b) Hydrants shall conform to National Standard Specification sizes in threads and nuts. Caps shall have retainer chains and rubber gaskets.
- c) Hydrant Extension
  - 1) Extension Kit: If required to meet grade on site:
    - i. Shall be provided by the hydrant manufacturer.
    - ii. Length shall be as needed to meet finish grade.

**3.9 INSTALLATION**

**3.9.1 Handling**

- a) Care shall be taken to prevent damage to pipes, valves, and appurtenances during handling and installation. All materials shall be carefully inspected for defects in workmanship and materials.
- b) All operating mechanisms operated to check their proper functioning, and all nuts and bolts checked for tightness. Valves which do not operate easily or are otherwise defective shall be replaced at the Contractor's expense.

**3.9.2 INSTALLATION**

- a) General:
  - 1) Construction methods shall conform to the applicable portions of details as shown in the Utility Standards and manufacturer's recommended installation procedures.
- b) Pipe, Valves and Appurtenances:
  - 1) Pipe shall be installed as shown in the Utility Standards and the manufacturer's recommended installation procedures.
  - 2) Generally, valves shall be set and aligned plumb, supported by a flat stone or solid concrete block, with the trench bottom being firmly compacted.
  - 3) Valve boxes shall be set centered and plumb over the operating nuts of all direct burial valves. The top of each valve box shall be set to finished grade with at least 10 inches of overlap remaining between the upper sections for future vertical adjustment. Minimum overlap for lower, extension pieces shall be 6 inches.
  - 4) Valves, bolts, and all other appurtenances shall be thoroughly cleaned and given a shop coat of asphaltum varnish if another coating system is not specifically required per this specification.

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- 5) Ferrous surfaces obviously not to be painted shall be given a shop coat of grease or other suitable rust-resistant coating.
- c) Hydrant Installation
  - 1) All new hydrant locations shall be subject to field location approval by the DPW-Water Division
  - 2) Trench, backfill and compact in strict accordance with DPW-Water Division earthwork requirements.
  - 3) Place 1/2 cubic yard of 3/4 inch washed crushed stone around hydrant drain ports. While backfilling, place additional crushed stone to at least six (6) inches above the hydrant drain ports.
  - 4) After being thoroughly cleaned, all iron work set below ground shall be painted with two coats of asphalt varnish as specified in AWWA C504.
  - 5) Thrust blocking shall be placed behind the shoe of the hydrants, taking care not to block the drain outlets.
  - 6) The hydrant shall be set plumb and to the proper grade and shall remain properly supported until it is backfilled.
  - 7) All iron work left aboveground shall be shop painted with two coats of paint of quality and color to correspond to the present standard of the Owner.
  - 8) After the hydrant has been set, it shall be entirely draped with burlap and remain covered until the water distribution system has been accepted and put into service.

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**Standard Details**

# STANDARD DETAILS

DETAIL NUMBER	DETAIL
W-1	SERVICE CONNECTION
W-2	HYDRANT
W-3	GATE VALVE
W-4	TYPICAL WATER MAIN/TRENCH SECTIONS
W-5	CONCRETE BACKING/THRUST BLOCK
W-6	METER INSTALLATION
W-7	METER PIT MUELLER: 330RS2148RVBSN
W-8	METER PIT ALTERNATE - HOT BOX
W-9	1" BLOW OFF
W-10	SAMPLE STATION
W-11	TYPICAL TEMPORARY PAVEMENT (MASSDOT JURISDICTION)
W-12	TYPICAL PERMANENT PAVEMENT MILL AND OVERLAY (MASSDOT JURISDICTION)
W-13	TEMPORARY TRENCH PAVEMENT AND PERMANENT MILL AND OVERLAY (TOWN JURISDICTION)
W-14	UTILITY CROSSING
W-15	WATER MAIN RELOCATION

INDEX.dwg

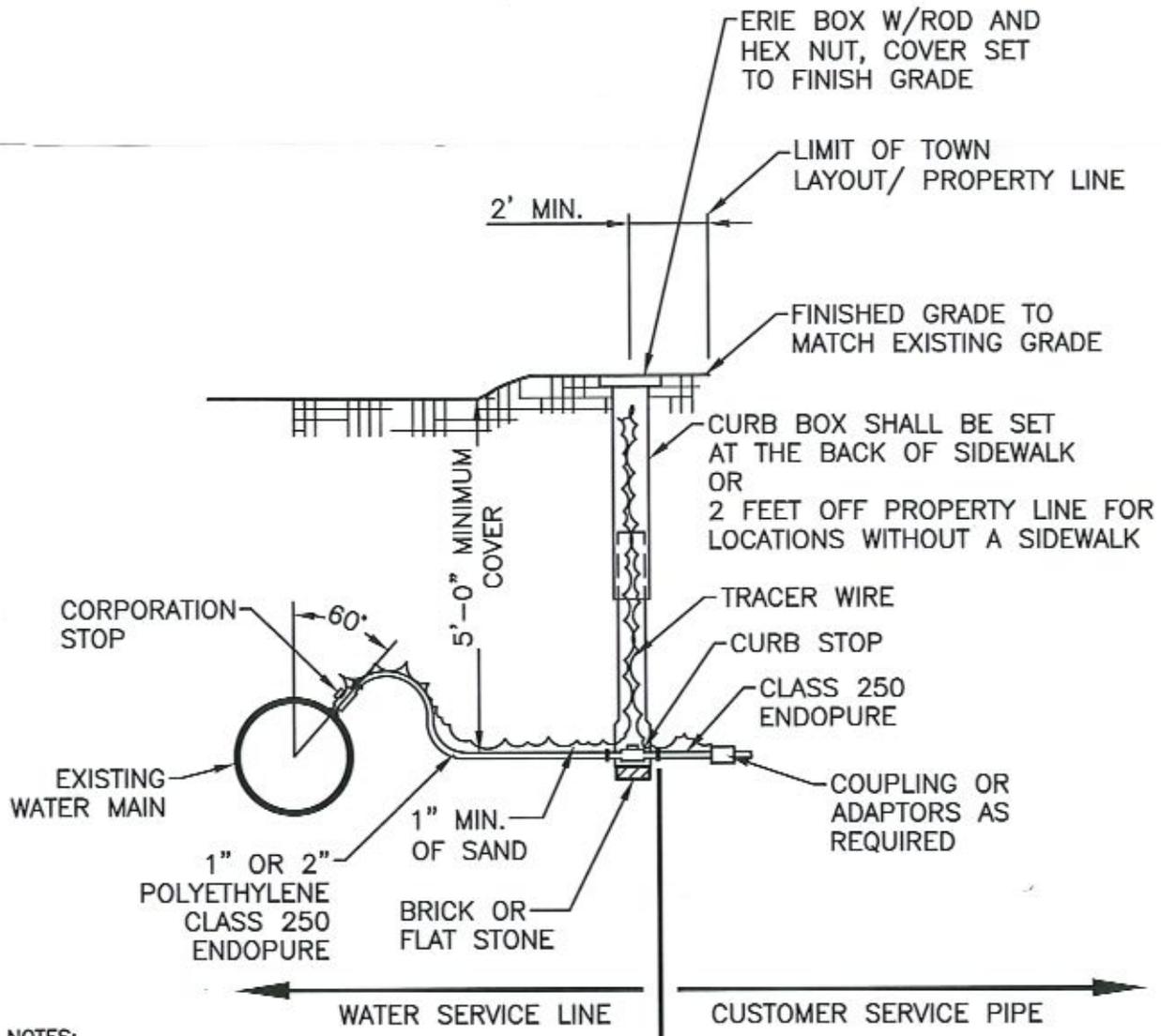


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## APPLICATION AND CONSTRUCTION STANDARDS

## INDEX

DECEMBER 11, 2024



**NOTES:**

1. SADDLES REQUIRED FOR TAPS GREATER THAN 1-INCH IN 8-INCH DIAMETER MAINS.
2. SERVICES GREATER THAN 1-INCH IN PIPE 12-INCHES IN DIAMETER AND GREATER MAY BE DIRECT TAP.
3. MINIMUM 5'-0" COVER OVER THE WATER SERVICE PIPE.
4. BACKFILL SHALL BE NATIVE MATERIAL COMPACTED TO A DENSITY OF NOT LESS THAN 90% RELATIVE COMPACTION.
5. NO STONES OR PAVEMENT.
6. EXISTING WATER MAIN MATERIAL TO BE DETERMINED PRIOR TO SERVICE CONNECTION.
7. NEW WATER MAIN SHALL COMPLY WITH THE DPW-WATER DIVISION CONSTRUCTION STANDARDS.
8. CUSTOMER SERVICE PIPE IS A PIPE RUNNING FROM THE CURB STOP TO A METER VALVE, WHICH VALVE IS LOCATED IMMEDIATELY INSIDE THE STRUCTURAL WALL OF THE PREMISES (SEE W-6) OR THE BALL VALVE THAT IS LOCATED IMMEDIATELY INSIDE THE METER PIT WALL (SEE W-7). THE CUSTOMER SERVICE PIPE IS THE PROPERTY OF A MAINTENANCE RESPONSIBILITY OF THE CUSTOMER. THE WATER METER ALONE IS REPAIRED AND REPLACED BY FALMOUTH WATER DEPARTMENT UPON INITIAL PAYMENT OF A WATER METER.

**SERVICE CONNECTION (POLY)**

SCALE: NONE

W-1\_Service Connection.dwg



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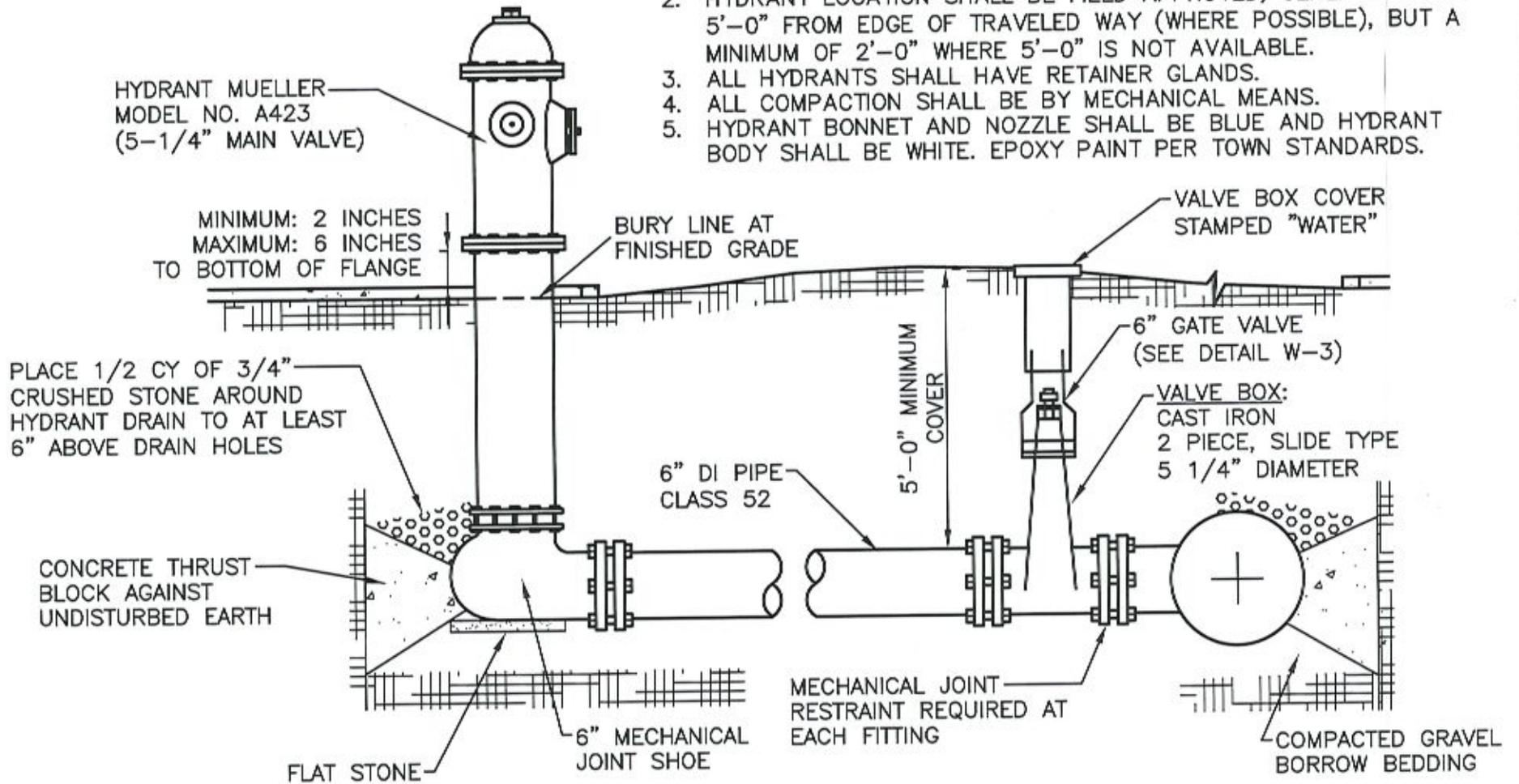
**SERVICE  
CONNECTION**

**W-1**

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**NOTES:**

1. THRUST BLOCKS BACKED AGAINST UNDISTURBED SOIL AT HYDRANT & ANCHOR TEE.
2. HYDRANT LOCATION SHALL BE FIELD APPROVED, GENERALLY SET 5'-0" FROM EDGE OF TRAVELED WAY (WHERE POSSIBLE), BUT A MINIMUM OF 2'-0" WHERE 5'-0" IS NOT AVAILABLE.
3. ALL HYDRANTS SHALL HAVE RETAINER GLANDS.
4. ALL COMPACTION SHALL BE BY MECHANICAL MEANS.
5. HYDRANT BONNET AND NOZZLE SHALL BE BLUE AND HYDRANT BODY SHALL BE WHITE. EPOXY PAINT PER TOWN STANDARDS.



**HYDRANT**

SCALE : NONE

W-2\_Hydrant.dwg

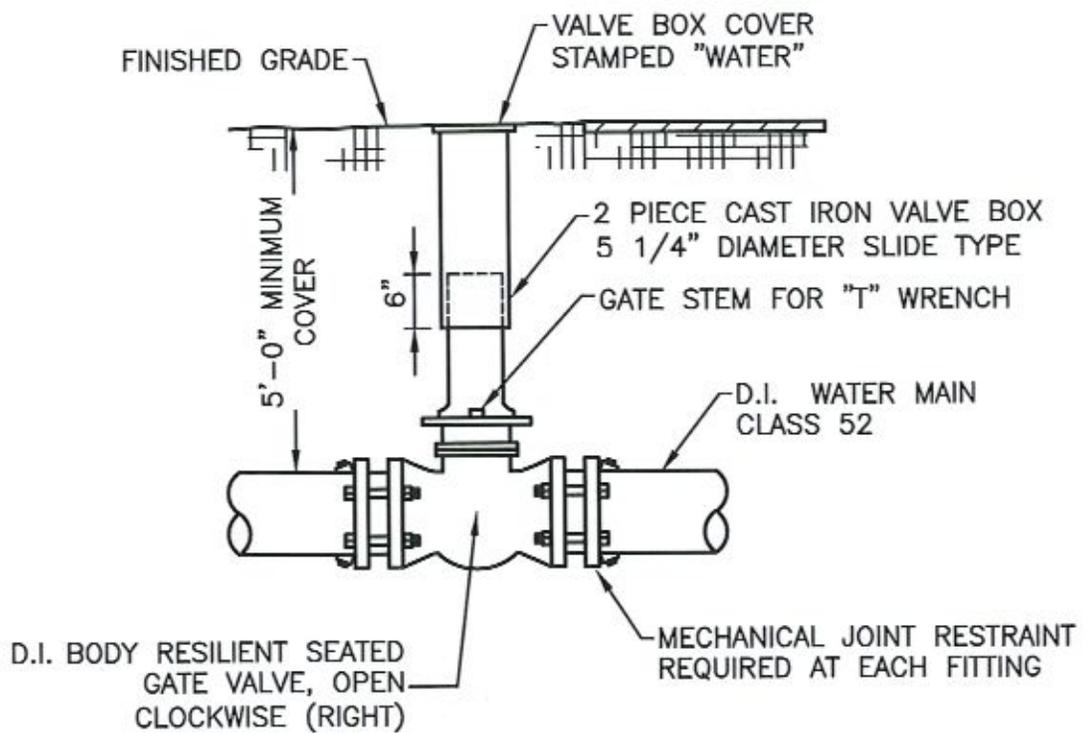


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**HYDRANT**

**W-2**

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## GATE VALVE

SCALE: NONE

W-3\_GATE VALVE.dwg

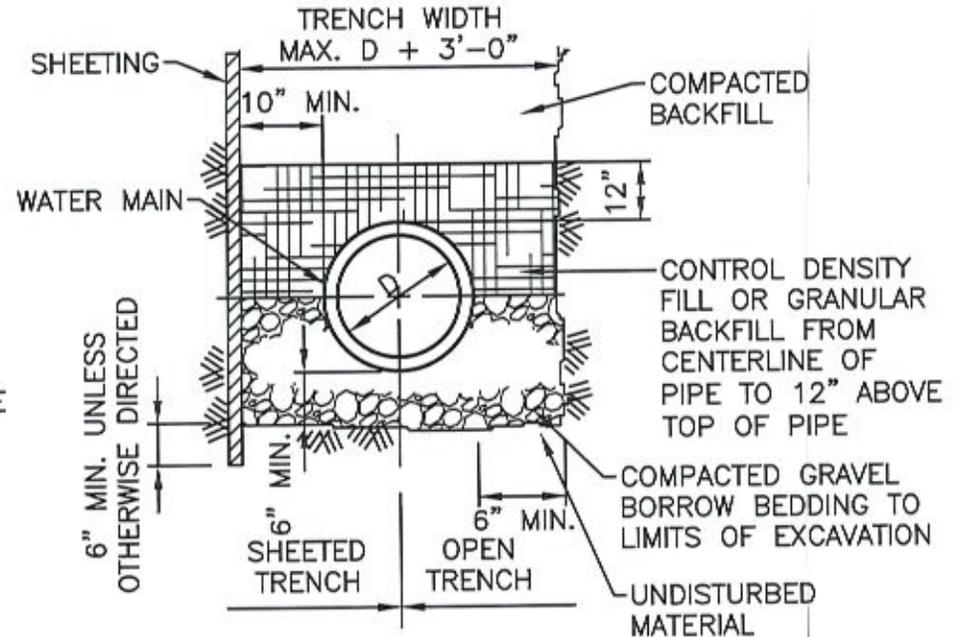
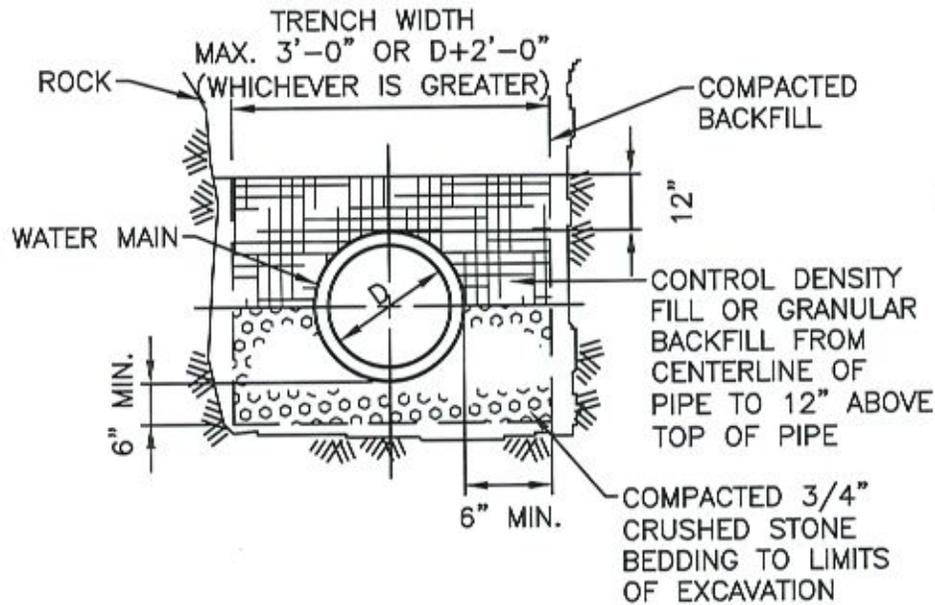


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# GATE VALVE

# W-3

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## ROCK

## EARTH

### NOTE:

1. CONTRACTOR SHALL MAINTAIN A MINIMUM COVER OF 5'-0" FROM THE TOP OF PIPE. IF LESS THAN 5'-0" OF COVER IS APPROVED IN SPECIFIC LOCATIONS, INSULATION UPON APPROVAL OF DPW SHALL BE INSTALLED AROUND THE PIPING.
2. USE OF CONTROL DENSITY FILL SHALL BE APPROVED BY THE DPW PRIOR TO INSTALLATION.
3. GRANULAR BACKFILL SHALL BE NATIVE MATERIAL COMPACTED TO A DENSITY OF NOT LESS THAN 90% RELATIVE COMPACTION.

## TYPICAL WATER MAIN / TRENCH SECTIONS

SCALE: NONE

W-4\_TYPICAL WATER MAIN/TRENCH SECTIONS.dwg

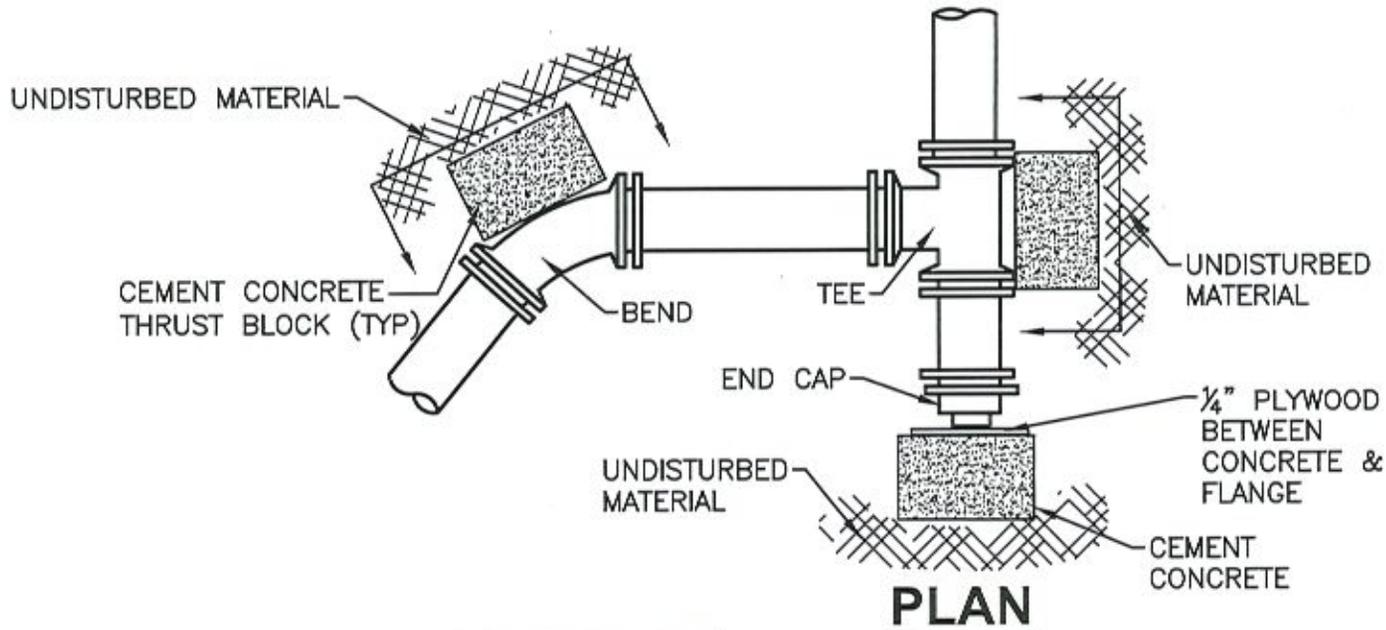


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## TYPICAL WATER MAIN/TRENCH SECTIONS

# W-4

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MINIMUM BEARING FACE AREA (SQ. FT.)				
PIPE SIZE (IN)	1/4 BEND (90°)	1/8 BEND (45°)	1/16 BEND (22°)	PLUG/ TEE
6"	6.0	3.0	2.5	4.5
8"	9.0	5.0	2.5	6.5
12"	13.3	6.7	3.7	9.6

NOTES:

1. CONCRETE SHALL BE 3,000 PSI MINIMUM AT 28 DAYS.
2. THRUST BLOCKS SHALL BE PLACED AGAINST UNDISTURBED MATERIAL WHENEVER POSSIBLE.
3. ALL FITTINGS SHALL BE SUPPORTED IN CONCRETE.
4. FOR FIRE HYDRANT THRUSTING SEE HYDRANT DETAIL.
5. POURED CONCRETE NOT TO COME WITHIN 6" OF MECHANICAL JOINTS.
6. BEARING FACE AREA CALCULATED ASSUMING 250 PSI AND 1.5 TON/S.F. ALLOWABLE SOIL BEARING CAPACITY.
7. FOR PIPE GREATER THAN 12", SHALL BE DESIGNED BY OWNER'S ENGINEER.

**CONCRETE BACKING/THRUST BLOCK**

SCALE: NONE

W-5\_CONCRETE BACKING/THRUST BLOCK.dwg



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**CONCRETE  
 BACKING/THRUST  
 BLOCK**

**W-5**

DECEMBER 11, 2024

POLYETHYLENE SERVICE  
TUBE TO MAIN  
BY CONTRACTOR

DRILL FOUNDATION  
WALL OR SLAB

FOUNDATION

WATER PLUG INTERIOR  
AND EXTERIOR

EXTERIOR  
INTERIOR

TRACER WIRE

METER VALVE

METER SPACER

1" BRASS  
BALL VALVE

FURNISHED BY  
WATER DEPT  
INSTALLED BY  
CONTRACTOR

ADAPTOR

1" TYPE "L"  
RIGID COPPER

\* METER REPAIRED BY FALMOUTH  
DPW WATER DEPARTMENT

CONNECT TO INTERIOR PLUMBING-  
PROVIDE PIPE HANGERS AT  
4" MAX. SPACING

## METER INSTALLATION

SCALE: NONE

W-6\_METER INSTALLATION.dwg

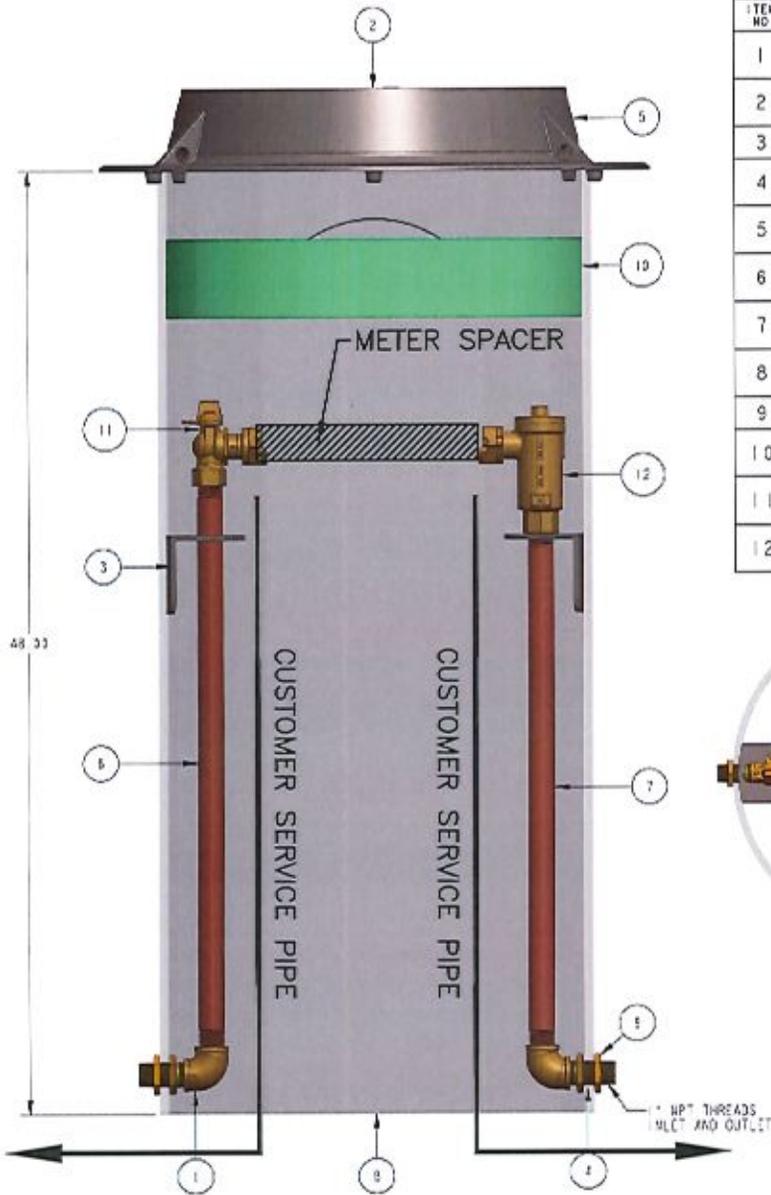


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# METER INSTALLATION

## W-6

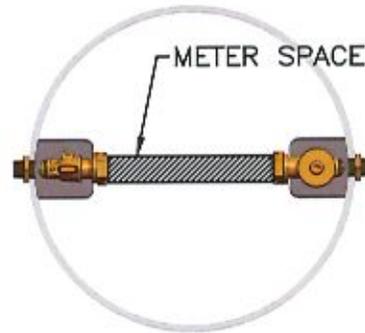
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ITEM NO	PART NUMBER	QTY	DESCRIPTION	MATERIAL
1	094987	2	1" FNPT ELBOW	CAST BRONZE ASTM B584 ALLOY C89833
2	282925	1	18" DIA CAST IRON SIDE LOCKING LID (SOLD SEPARATELY)	CAST IRON ASTM A126 CLASS B
3	547400	2	1" SUPPORT BRACKET	BLACK PLASTIC ABS
4	700067	2	NIPPLE 1" X 3"	RED BRASS ASTM B43 ALLOY C23000 O61 TEMPER ANNEALED
5	700098-1	1	CAST IRON FRAME (PURCHASED SEPARATELY)	CAST IRON ASTM A48 CLASS 25A
6	700460	1	1" BRASS PIPE	RED BRASS ASTM B43 ALLOY C23000 O61 TEMPER ANNEALED
7	700493	1	1" BRASS PIPE	RED BRASS ASTM B43 ALLOY C23000 O61 TEMPER ANNEALED
8	780081-2148	1	SHELL	SDR-51 PVC PIPE ASTM D2241 GRADE 1120
9	790010	4	1" HEX NUT	ASTM B16 ALLOY C36000
10	790119	1	21" X 4" INSULATION PAD (SOLD SEPARATELY)	ETHAFOAM 220 WHITE
11	330B24265RN	1	1" REDUCED PORT BALL VALVE LLB	LEAD FREE BRASS ALLOY ASTM B584 C89833/C8785C
12	330H14460AN	1	1" ASSE APPROVED VERTICAL CHECK	LEAD FREE BRASS ALLOY ASTM B584 C89833/C8785C

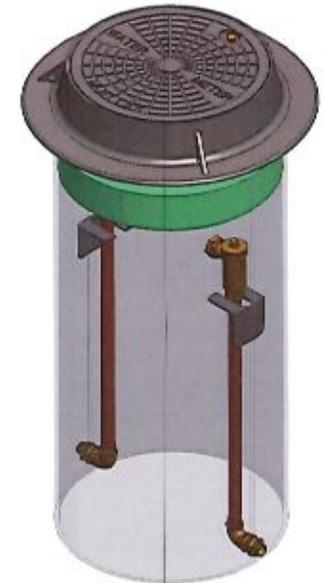
**NOTES:**

1. METER PIT AND SPACER FURNISHED BY OWNER
2. WATER METER PROVIDED BY FALMOUTH DPW-WATER DIVISION.
3. CUSTOMER SERVICE PIPE IS A PIPE RUNNING FROM THE CURB STOP TO A METER VALVE, WHICH VALVE IS LOCATED IMMEDIATELY INSIDE THE STRUCTURAL WALL OF THE PREMISES (SEE W-6) OR THE BALL VALVE THAT IS LOCATED IMMEDIATELY INSIDE THE METER PIT WALL (SEE W-7). THE CUSTOMER SERVICE PIPE IS THE PROPERTY OF AN MAINTENANCE RESPONSIBILITY OF THE CUSTOMER. THE WATER METER ALONE IS REPAIRED AND REPLACED BY FALMOUTH WATER DEPARTMENT UPON INITIAL PAYMENT OF A WATER METER.



**METER PIT**

SCALE: NONE



W-7\_METER PIT.dwg

DATE	2024	12/11/2024	UNLESS OTHERWISE NOTED	SEE TRADE PRACTICES	C.D. NO.
CHKD			BY THE DESIGNER		
DATE			BY THE DESIGNER		
REV			REVISIONS		
NO.			DATE		
BY			DATE		
CHKD			DATE		
DATE			DATE		
<b>MUELLER</b> 1" S.D.S. SINGLE METER FIT 21" DIA X 48" DEPTH LEAD FREE BRASS 330RS2148RVBSN					



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**METER PIT**  
**MUELLER:**  
**330RS2148RVBSN**

**W-7**

DECEMBER 11, 2024

# Typical Installation-Single w/ Meter

**NOTES:**

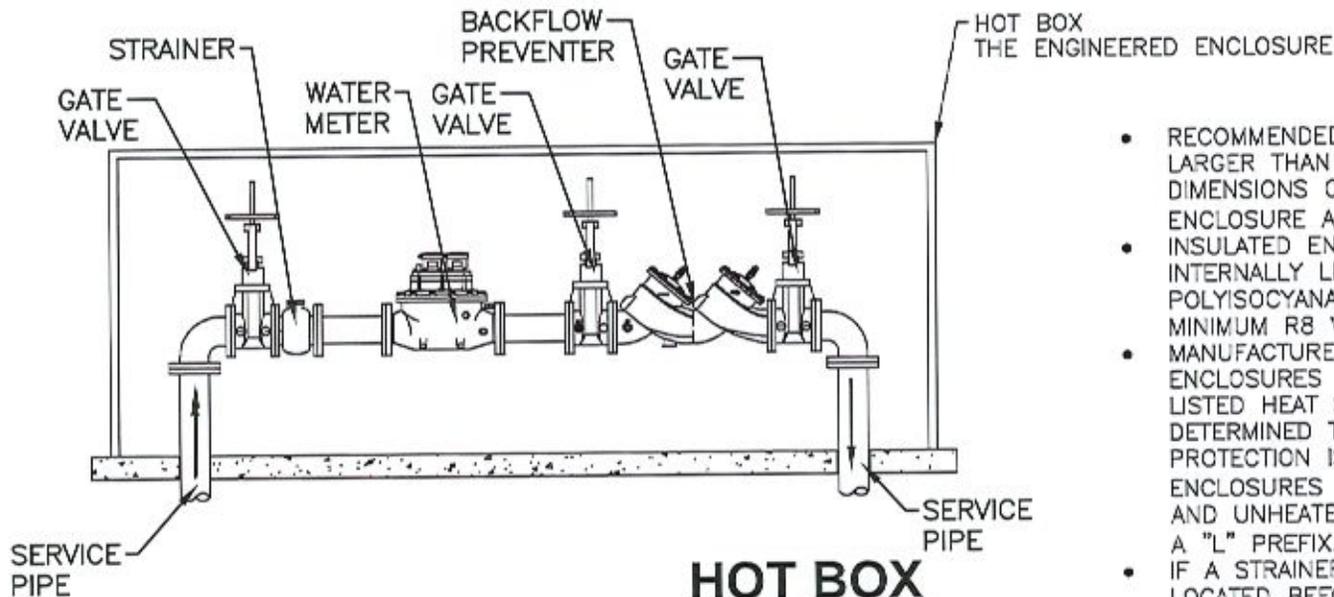
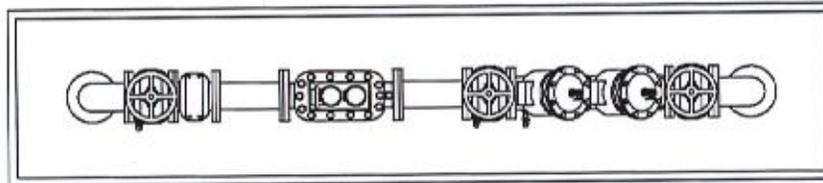
1. HOT BOX ENCLOSURE SIZE TO BE DETERMINED BY OWNER'S ENGINEER.
2. METER NOT REQUIRED ON FIRE SERVICE.
3. BACKFLOW PREVENTER IF REQUIRED IN ACCORDANCE WITH UTILITY STANDARDS

SINGLE W/ METER INSTALLATION

PIPE MATERIALS, VALVES, METER, AND BACKFLOW PREVENTER SHALL COMPLY WITH FALMOUTH UTILITY STANDARDS

PIPE SIZE: \_\_\_\_\_  
 BACKFLOW: \_\_\_\_\_  
 METER: \_\_\_\_\_  
 STRAINER: \_\_\_\_\_  
 VALVE: \_\_\_\_\_

HOTBOX P/N: \_\_\_\_\_



**HOT BOX**

SCALE: NONE

- RECOMMENDED SLAB SIZE IS 12" LARGER THAN THE INTERIOR DIMENSIONS OF THE SPECIFIED ENCLOSURE AND 4" THICK.
- INSULATED ENCLOSURES ARE INTERNALLY LINED WITH POLYISOCYANATE FOAM FOR A MINIMUM R8 VALUE.
- MANUFACTURER RECOMMENDS ENCLOSURES HAVE A UL OR ETL LISTED HEAT SOURCE WHEN IT IS DETERMINED THAT FREEZE PROTECTION IS NEEDED. HEATED ENCLOSURES HAVE A "H" PREFIX AND UNHEATED ENCLOSURES HAVE A "L" PREFIX.
- IF A STRAINER IS REQUIRED IT IS LOCATED BEFORE THE BFP.

W-8\_METER PIT ALTERNATE - HOT BOX.dwg

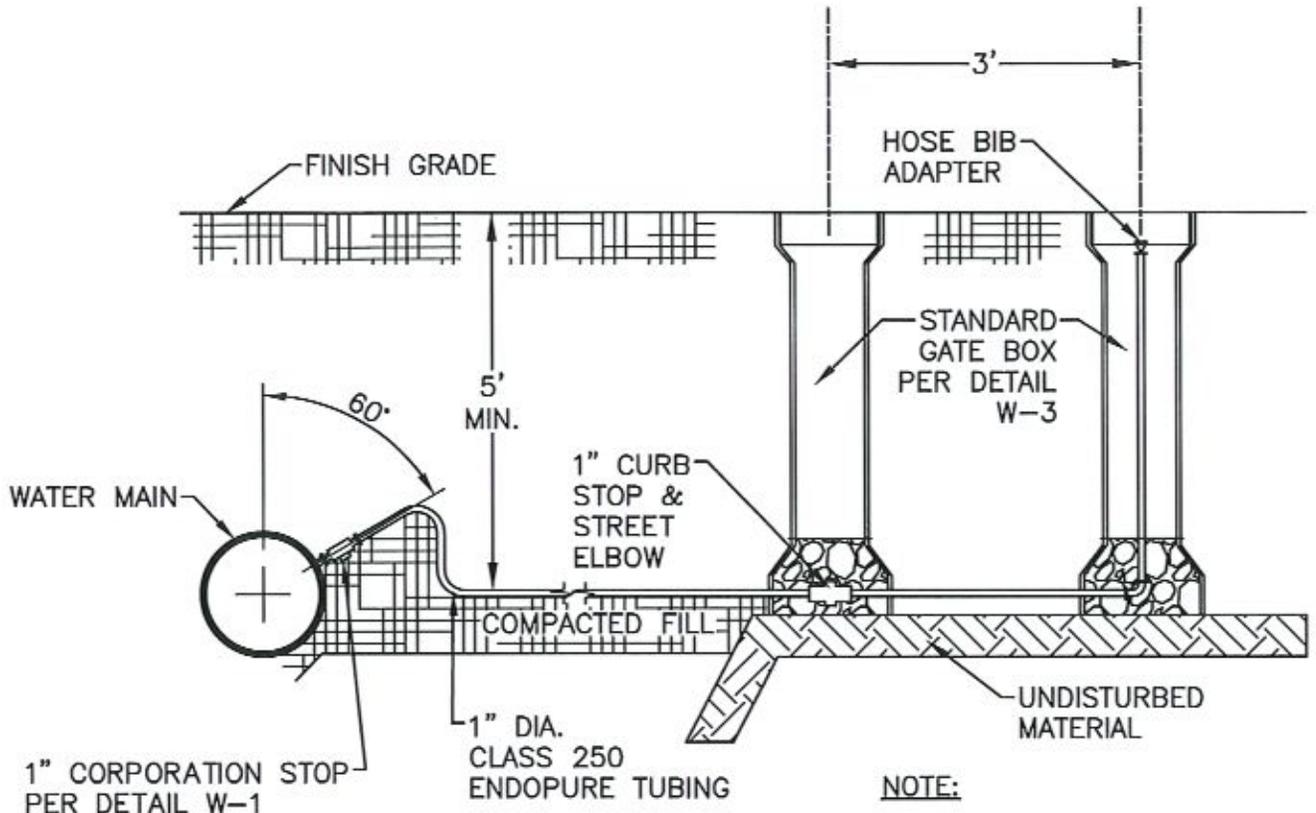


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**METER PIT  
 ALTERNATE -  
 HOT BOX**

**W-8**

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**NOTE:**  
 WEDGE STONES AROUND CURB STOP TO HOLD IN PLACE

**BLOW OFF**  
 SCALE: NONE

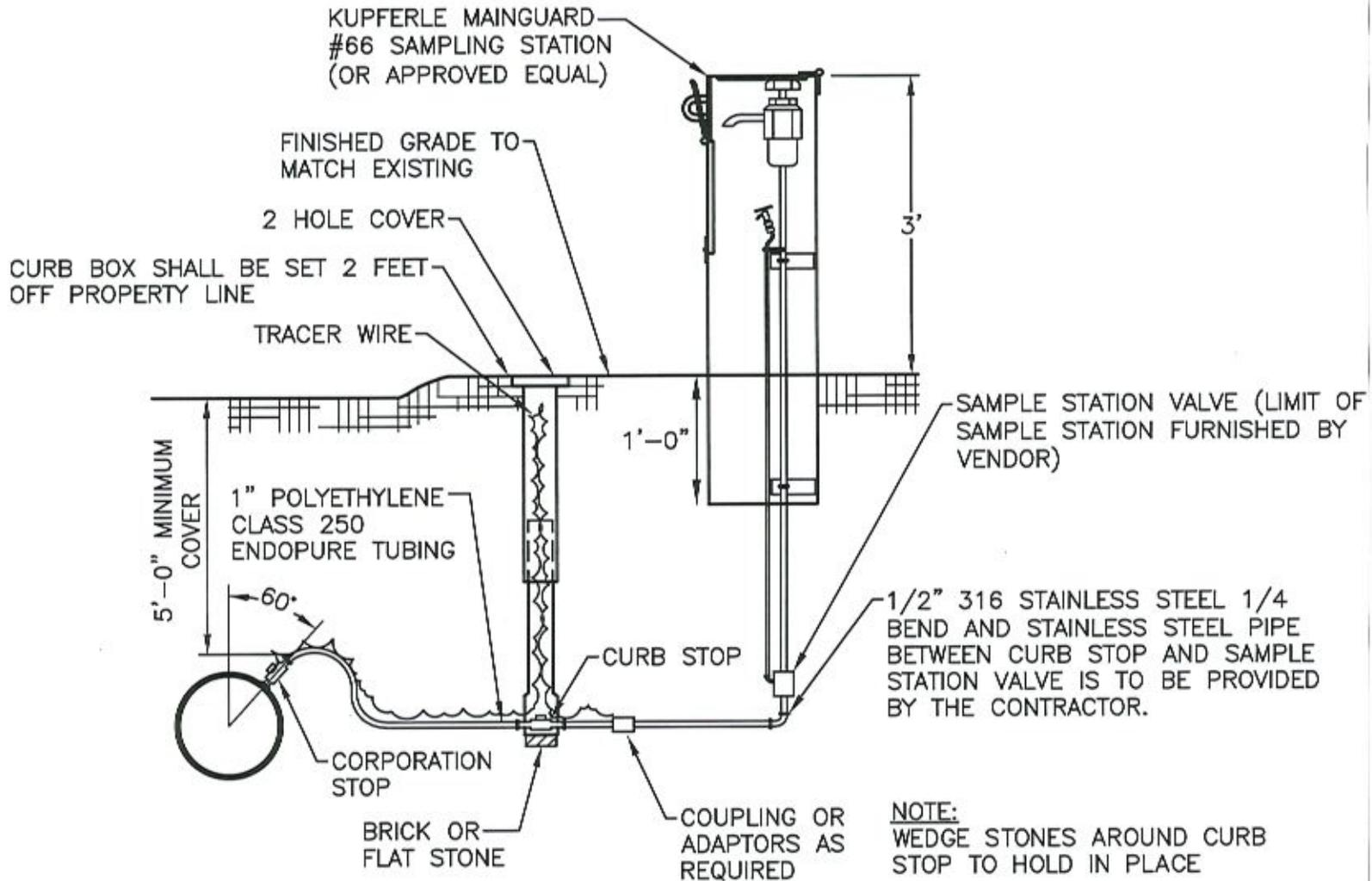
W-9\_1" BLOW OFF.dwg

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**1" BLOW OFF**

**W-9**

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## SAMPLE STATION DETAIL

SCALE: NONE

W-10\_SAMPLE STATION.dwg

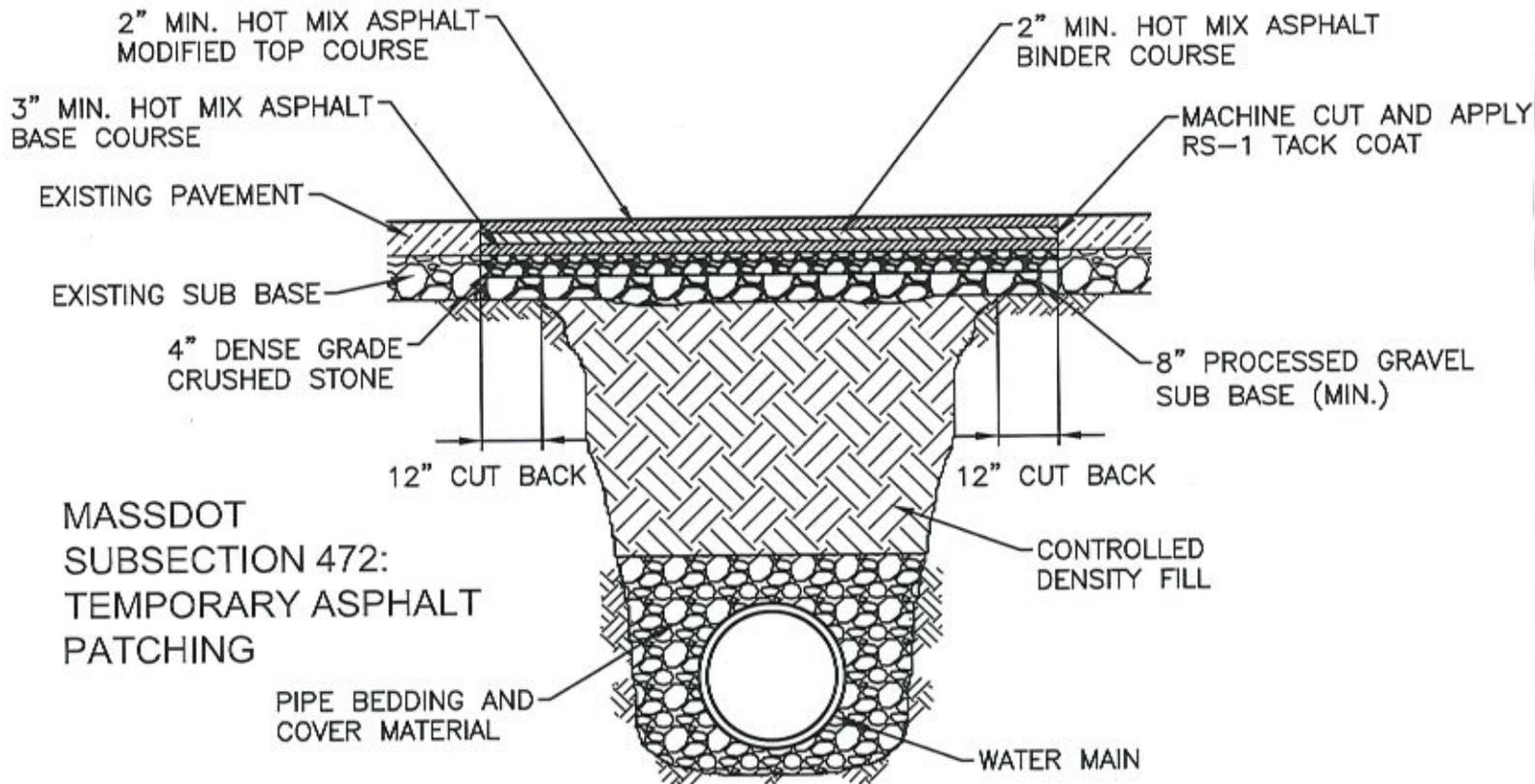


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# SAMPLE STATION

# W-10

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**MASSDOT  
SUBSECTION 472:  
TEMPORARY ASPHALT  
PATCHING**

**NOTE:**

1. TEMPORARY TRENCH PAVEMENT MUST INCLUDE A MINIMUM OF 7" OF HOT MIX ASPHALT AS NOTED ABOVE OR MATCH THE THICKNESS OF ROADWAY, WHICHEVER IS GREATER.

**TYPICAL TEMPORARY PAVEMENT  
(MASSDOT JURISDICTION)**

SCALE: NONE

W-11\_TYPICAL TEMPORARY PAVEMENT (MASSDOT JURISDICTION).dwg

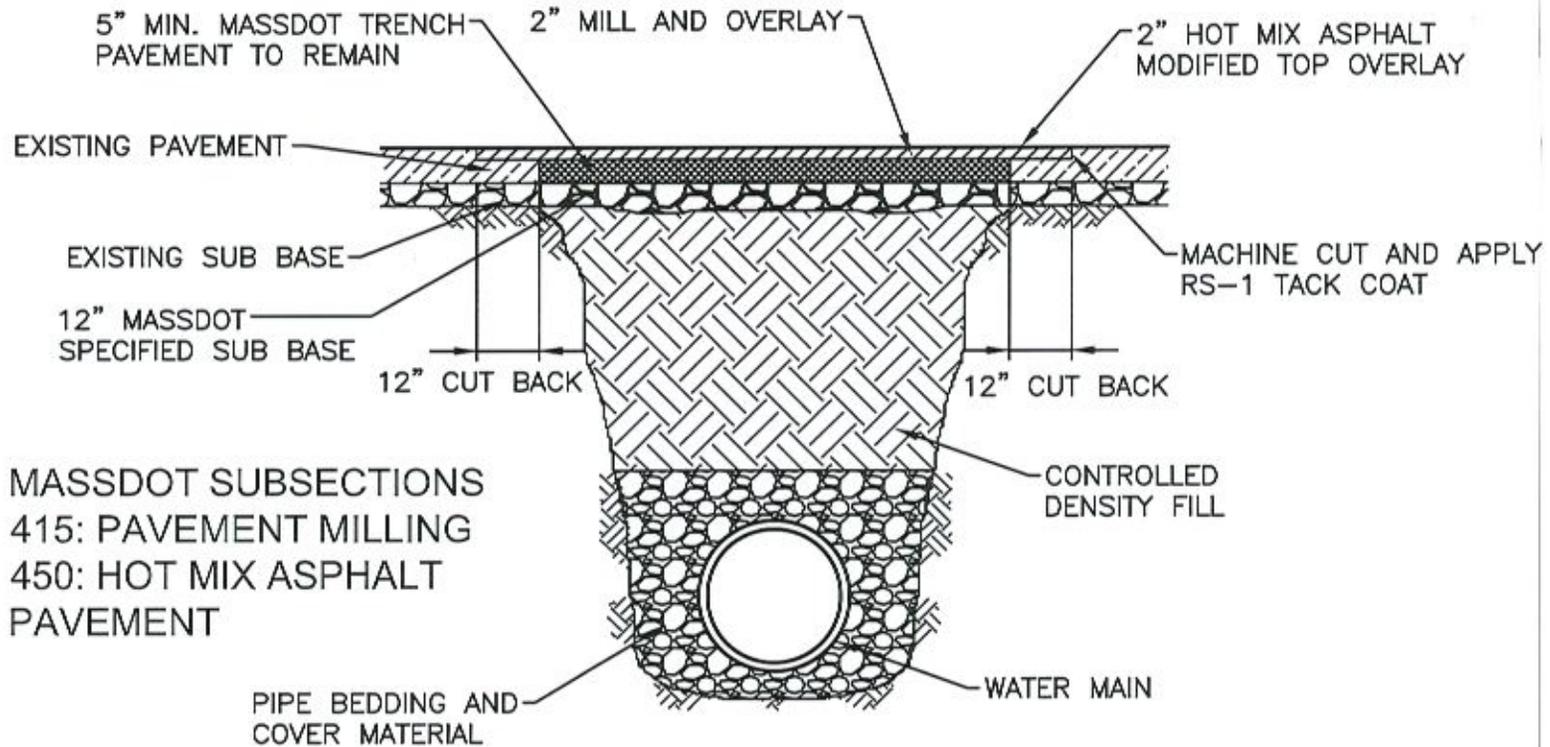


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**TYPICAL TEMPORARY  
PAVEMENT  
(MASSDOT JURISDICTION)**

**W-11**

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**TYPICAL PERMANENT PAVEMENT  
 MILL AND OVERLAY  
 (MASSDOT JURISDICTION)**

SCALE: NONE

W-12\_TYPICAL PERMANENT PAVEMENT MILL AND OVERLAY (MASSDOT JURISDICTION).dwg

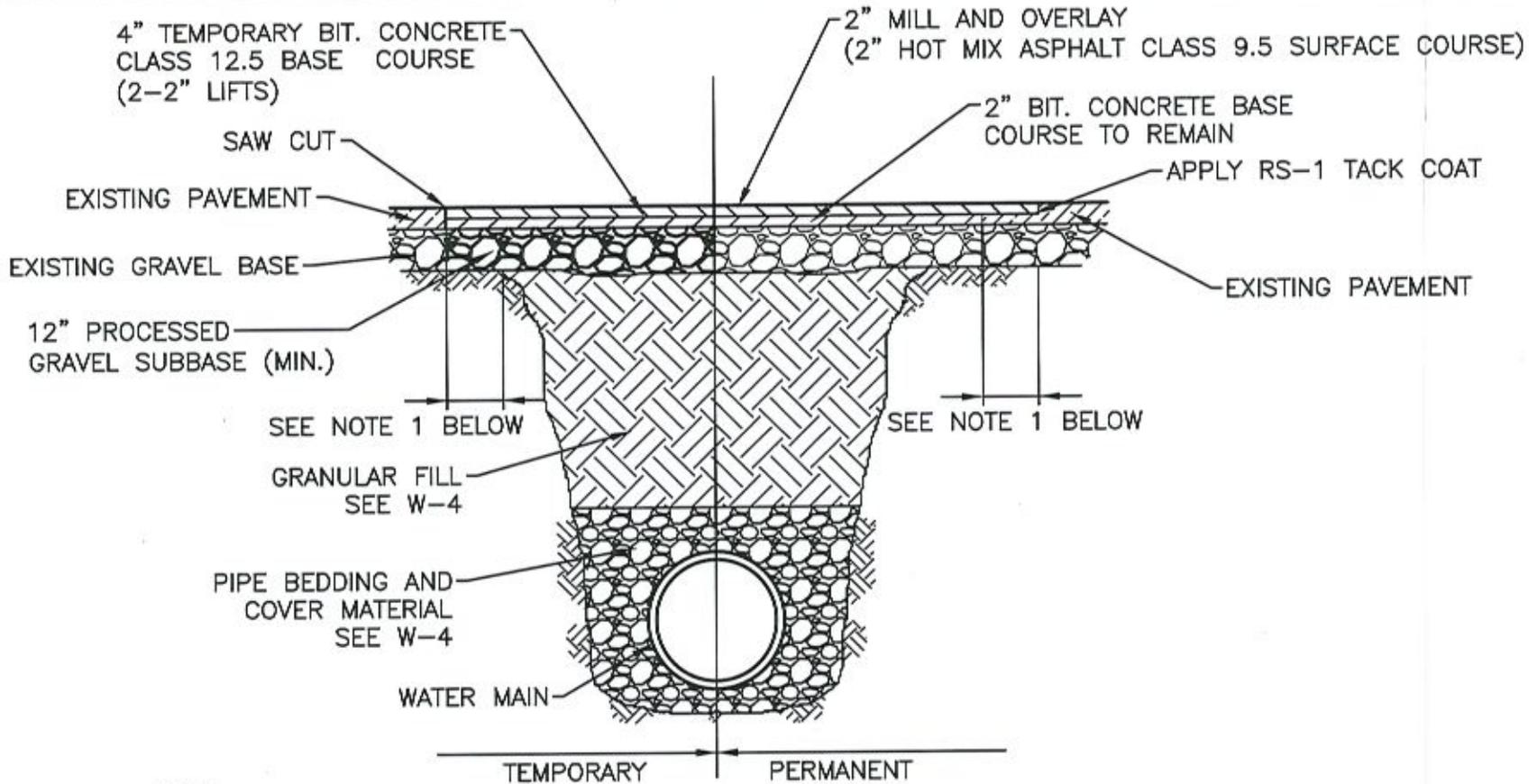


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TYPICAL PERMANENT  
 PAVEMENT  
 MILL AND OVERLAY  
 (MASSDOT JURISDICTION)

W-12

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**NOTE:**

1. SAWCUT EXISTING PAVEMENT 1' MIN. OUTSIDE OF TRENCH FOR BINDER PLACEMENT.
2. 2" MILL AND OVERLAY/TOP COURSE SHALL EXTEND 1' OUTSIDE THE SAW CUT.

**TEMPORARY TRENCH PAVEMENT AND PERMANENT  
MILL AND OVERLAY (TOWN JURISDICTION)**

SCALE: NONE

W-13\_TYPICAL TEMPORARY TRENCH PAVEMENT AND PERMANENT MILL AND OVERLAY (TOWN JURISDICTION).dwg



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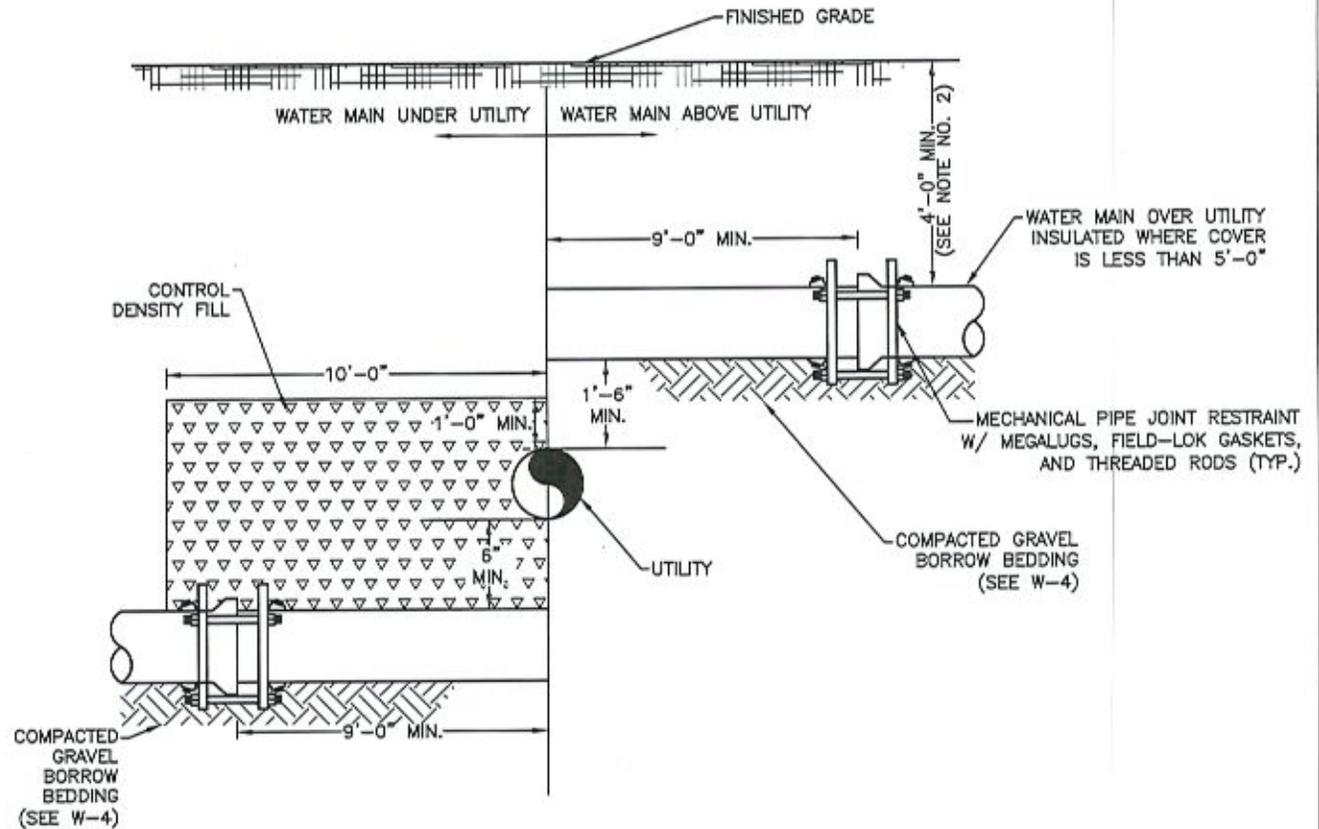
TEMPORARY TRENCH  
PAVEMENT AND PERMANENT  
MILL AND OVERLAY  
(TOWN JURISDICTION)

W-13

DECEMBER 11, 2024

**NOTES:**

1. "UTILITY" REFERS TO SEWER, DRAIN AND ASBESTOS CEMENT CEMENT PIPE IN THE CONTEXT OF THIS DETAIL.
2. WATER MAINS AND SERVICES SHALL BE KEPT REMOTE FROM SEWER PIPING AND STRUCTURES. WHEREVER FEASIBLE, WATER MAINS SHOULD BE LAID AT A MINIMUM HORIZONTAL DISTANCE OF 10 FEET FROM UTILITY PIPING. IF LOCAL CONDITIONS PREVENT THIS, THE WATER MAIN SHOULD BE INSTALLED SO THAT THE INVERT OF THE WATER MAIN IS 18 INCHES ABOVE THE CROWN OF THE UTILITY PIPING.
3. WHENEVER WATER MAINS MUST CROSS UTILITY PIPING, THE INVERT OF THE WATER MAIN SHALL BE INSTALLED SO THAT IT IS 18 INCHES ABOVE THE CROWN OF THE UTILITY PIPING UNLESS THE TOP OF THE WATER MAIN WILL BE SET AT A DEPTH BELOW GRADE OF LESS THAN 4'-0". IN ADDITION, THE WATER MAIN SHALL BE CONSTRUCTED WITH ONE FULL LENGTH OF PIPE CENTERED ABOUT THE UTILITY CROSSING. THE WATER MAIN SHALL HAVE MECHANICAL JOINT RESTRAINTS FOR A DISTANCE OF 10 FEET ON EACH SIDE OF THE UTILITY CROSSING. THE DISTANCE BETWEEN THE INVERT OF THE WATER MAIN AND THE CROWN OF THE UTILITY PIPING MAY BE REDUCED TO 6" TO MAINTAIN 4'-0" OF COVER WITH THE APPROVAL OF THE DPW-WATER DIVISION, IN WHICH CASE BOTH THE WATER MAIN AND UTILITY PIPING SHALL BE ENCASED IN CONTROL DENSITY FILL FOR A DISTANCE OF 10 FEET ON EACH SIDE OF THE UTILITY CROSSING AT THE DISCRETION OF THE DPW-WATER DIVISION.
4. IF WATER MAIN HAS TO BE INSTALLED BELOW UTILITY PIPING, THE CROWN OF THE WATER MAIN SHALL BE INSTALLED SO THAT IT IS 6 INCHES BELOW THE INVERT OF THE UTILITY PIPING. THE WATER MAIN SHALL BE CONSTRUCTED WITH ONE FULL LENGTH OF PIPE CENTERED ABOUT THE UTILITY CROSSING. THE WATER MAIN SHALL HAVE MECHANICAL JOINT RESTRAINTS FOR A DISTANCE OF 10 FEET ON EACH SIDE OF THE UTILITY CROSSING. BOTH THE WATER MAIN AND UTILITY PIPING SHALL BE ENCASED IN CONTROL DENSITY FILL FOR A DISTANCE OF 10 FEET ON EACH SIDE OF THE UTILITY CROSSING.



**UTILITY CROSSING**

SCALE: NONE

W-14 UTILITY CROSSING.dwg

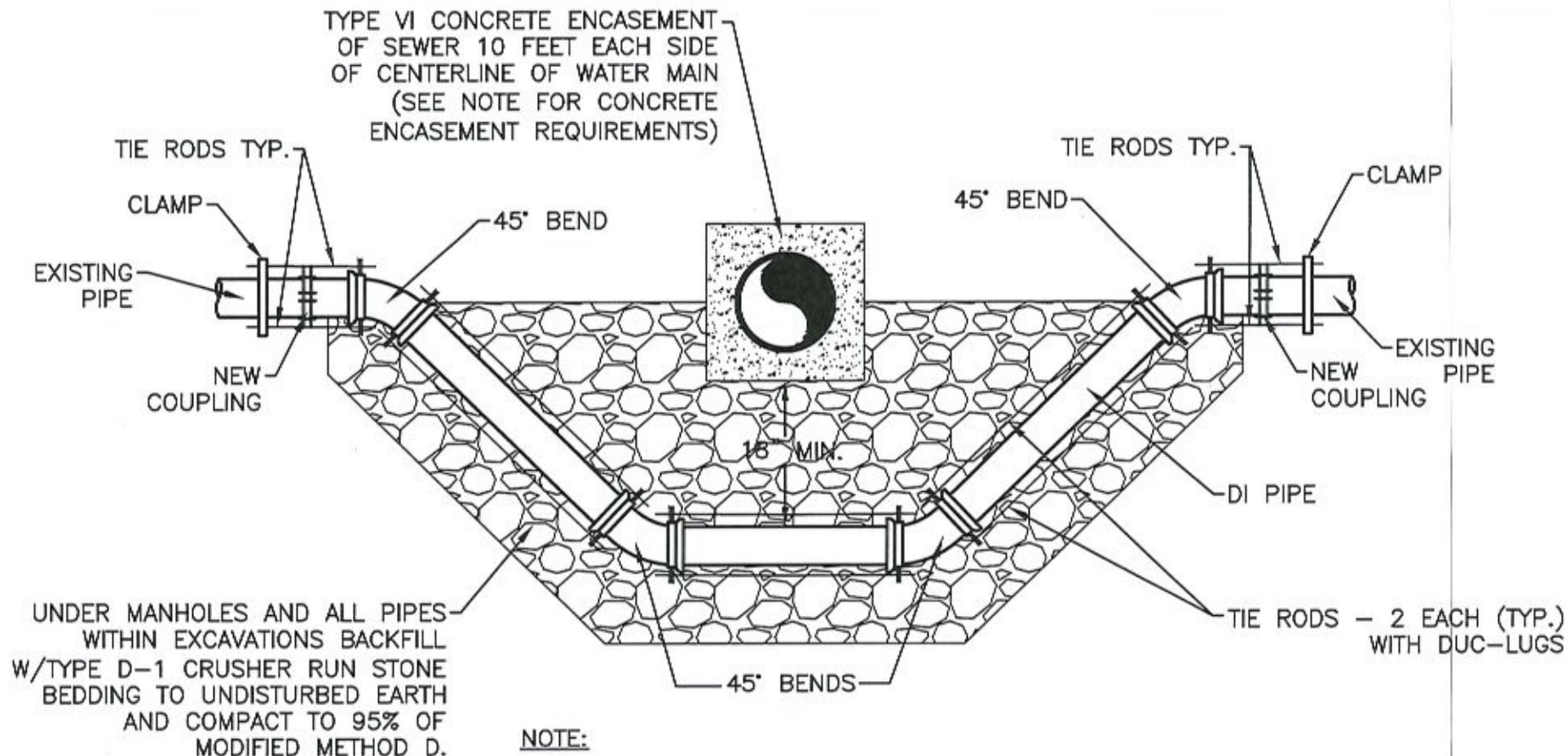


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**UTILITY CROSSING**

**W-14**

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## WATER MAIN RELOCATION DETAIL

SCALE: NONE

W-15\_WATER MAIN RELOCATION.dwg



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# WATER MAIN RELOCATION

## W-15

DECEMBER 11, 2024

TOWN OF FALMOUTH  
DEPARTMENT OF PUBLIC WORKS – WASTEWATER DIVISION  
APPLICATION AND CONSTRUCTION STANDARDS

## APPLICATION REQUIREMENTS AND CONSTRUCTION STANDARDS

FALMOUTH DEPARTMENT OF PUBLIC WORKS  
WASTEWATER DIVISION



**TOWN OF FALMOUTH  
DEPARTMENT OF PUBLIC WORKS – WASTEWATER DIVISION  
APPLICATION AND CONSTRUCTION STANDARDS**

**SECTION 1 – GENERAL**

**1.1 INTRODUCTION**

The Town of Falmouth is committed to the protection and preservation of its citizens' interests, both individually and as a community. These Standard Plans and Specifications have therefore been adopted as an acknowledgement of this commitment to the public good. It is the intent of these specifications to require that only the highest standards of construction be permitted in order to ensure the continued dependability, quality, and performance of publicly owned facilities.

**1.2 REQUIREMENTS – GENERAL**

These Plans and Specifications, as approved by the Town of Falmouth, are considered the minimum acceptable standards to be followed governing planning, design, materials, and construction and installation of public wastewater collection systems and connections to the public wastewater collection system. In addition to the specifications contained herein, all installations shall conform to:

- a) United States Environmental Protection Agency (USEPA) regulations;
- b) All Massachusetts General Laws;
- c) Current Massachusetts Department of Environmental Protection (MassDEP) regulations for the construction and installation of wastewater collection systems;
- d) Falmouth Town Code Chapter 180 Sewers and Septic Systems .
- e) Current Board of Health and Plumbing Code requirements for the Town of Falmouth, County of Barnstable, and the Commonwealth of Massachusetts
- f) Current Town of Falmouth Planning Board rules and regulations;
- g) Acceptable Town of Falmouth Department of Public Works standards.
- h) Currently acceptable engineering standards for design and construction of wastewater collection systems.
- i) TR-16: Guides For The Design Of Wastewater Treatment Works; 2011, 2016 Revision, and most recent revision, New England Interstate Water Pollution Control Commission (NEIWPCC).

Nothing contained herein shall be construed as limiting the Town of Falmouth Department of Public Works to approve, reject, or modify any plans or proposals for the construction and installation of wastewater collection system and service components. The Town of Falmouth Department of Public Works further reserves the right to order any such field changes as should be required during the construction phase of any such project. Non-compliance with the Construction Standards allows the Town of Falmouth Department of Public Works to exercise its right to deny service to non-compliant collection and service installations.

**1.3 SUBMITTAL OF PLANS**

The Town of Falmouth DPW Wastewater Division required plan submittals for wastewater collection system and wastewater service projects. The plan submittal standards are contained herein. Plan

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submittals shall be consistent with the requirements set forth in these specifications for each specific type of project. Plan submittals shall comply with the submission deadlines, submittal location, number of copies, certification, and plan scale requirements.

**SECTION 2 – WASTEWATER DIVISION APPLICATION AND CONSTRUCTION STANDARDS**

**2.1 DEFINITIONS**

1. **APPLICATION FOR WASTEWATER SERVICE:** The application for the discharge of wastewater to the Town's Wastewater Collection System in the form provided by the Town.
2. **BOARD:** Shall mean the Select Board who also act as the Water and Sewer Commissioners.
3. **BUILDING SEWER:** Shall mean the extension from the building drain to the public sewer or other place of disposal.
4. **COLLECTION SYSTEM:** The Town's sanitary sewer collection system (Collection System) includes both gravity and low-pressure sewer mains, sewer stubs, or laterals, which will extend from the sewer main in the road to the property line / edge of road right-of-way, and any other associated appurtenances. These mains are generally located near the center of the Town roads. The Collection System includes
5. **CUSTOMER:** Any person, partnership, firm, corporation, trust (real estate or other body) or organization of any type in which the owner(s) discharge sanitary sewage to the Wastewater Collection System. The Customer is normally the record owner of the realty being connected to the wastewater system and responsible for the account.
6. **CUSTOMER SERVICE LINE:** A Service Line is a pipe that connects the customer to the Town's sewer stub or lateral. The service line can be a gravity service line or a low-pressure service line. The Service Line is the property of and maintenance responsibility of the Customer.
7. **GRAVITY SERVICE LINE:** A customer service line that uses gravity flow to convey the sewage from to the Town's sewer stub or lateral.
8. **LIEN:** Shall mean the statutory Lien a municipality may impose pursuant to Massachusetts General Laws Chapter 40, Section 42A.
9. **LOW-PRESSURE SERVICE LINE:** A customer service line that uses a low pressure pump system to convey the sewage to the Town's sewer stub or lateral.
10. **PREMISES:** The industrial, commercial, or residential property discharging sanitary sewage to the Wastewater Collection System.
11. **PUBLIC OR PRIVATE WAY:** The Town-owned or privately-owned road or street open to the public as a through-way.
12. **RATES AND FEES SCHEDULE:** Wastewater Division current sewer usage rates, standard fees and penalties as approved by the Select Board.
13. **RULES AND REGULATIONS:** Town of Falmouth Department of Public Works Wastewater Division Rules and Regulations and Falmouth Town Code Chapter 180 Sewers and Septic Systems.
14. **SANITARY SEWER:** A sewer which carries sewage and to which storm-, surface, and ground waters are not intentionally admitted.
15. **SEPTAGE:** Material physically removed from any part of an on-site system including, but not limited to, the solids, semi-solids, scum, sludge, and liquid contents of a septic tank, privy,

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APPLICATION AND CONSTRUCTION STANDARDS**

chemical toilet, cesspool, holding tank, or other sewage waste receptacle. Septage shall not be directly discharged to the Town's Collection System.

16. **SEWAGE:** A combination of the water-carried wastes from residences, business buildings, institutions, and industrial establishments, together with such ground, surface, and storm waters as may be present
17. **SEWER MAIN:** Pipe to which the Town's service stub or lateral is connected.
18. **SEWER MAIN EXTENSION:** A sewer main extension is the installation of additional sewer main to service proposed residential, industrial, commercial, or building development projects.
19. **SEWER STUB OR LATERAL;** The Town owned pipe extending from the sewer main to the customers property line. The sewer stub or lateral is the Customer connection point.
20. **TOWN:** The Town of Falmouth, Massachusetts.
21. **WASTEWATER DIVISION:** The Wastewater Division of the Town of Falmouth Department of Public Works

## 2.2 WASTEWATER SERVICES – TYPES

### 2.2.1 WASTEWATER SERVICE TYPE CLASSIFICATION

The Town of Falmouth Zoning Bylaw includes definitions of structure use. The DPW – Wastewater Division Sewer Service Type will be determined using the Zoning Bylaw definitions.

**Dwelling** – A building or portion thereof used exclusively for residential occupancy (living, sleeping, cooking, and eating) including one-family, two-family, and multifamily dwellings. This does not include commercial accommodations used, or intended for use, by single or multiple families, as the case may be.

**Single-family Dwelling** – A detached dwelling designed for and occupied by a single family, but not including a mobile home.

**Multi-family Dwelling** – A building designed and constructed so as to contain 3 or more suites of one or more rooms, each suite provided with individual cooking and other facilities for independent housekeeping, used or intended to be used for the non-transient housing of 3 or more family units.

**Mixed Use Development** – A development containing a mix of residential uses and non-residential uses, including, without limitation, commercial, institutional, or other uses, as well as modifications to existing buildings.

**Multiple Use** – Any combination of uses allowed as a matter-of-right or by special permit on a single lot which may require separate permits for construction, occupancy, business certification, license to sell food or alcohol, or other municipal approval.

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Non-residential use – Any use, including but not limited to industrial and/or commercial use, that does not include residential use and does not meet the multiple use definition.

Semi-detached Dwelling – Two one-family dwellings built together at the same time and separated by a fireproof division with no openings.

Two-family Dwelling – A detached dwelling designed for two families.

### 2.2.1 SINGLE FAMILY AND TWO-FAMILY DWELLINGS WASTEWATER SERVICES

Individual wastewater services will be extended to each single-family and two-family dwelling or lot. The wastewater service connections shall be either gravity service connections or low-pressure service connections.

Please review the Gravity Sewer Service Guide For Residential Private Property Installation found in Appendix A and the Low-Pressure Sewer Service Guide For Residential Private Property Installation found in Appendix B for the service requirements.

### 2.2.2 MULTI-FAMILY DWELLING WASTEWATER SERVICE

Multi-family dwellings wastewater services must be designed by a Massachusetts Registered Professional Engineer and stamped plans and calculations prepared by a Massachusetts Registered Professional Engineer submitted for Wastewater Division approval. The wastewater service design must include, at a minimum, each unit's proposed number of bedrooms, projected flow volumes for each unit using design flow volumes provided in the current 310 CMR 15.203 System Sewage Flow Design Criteria or subsequent revisions, the total flow volume for the non-residential or mixed-use structure, the proposed wastewater service connection pipe size and material from the sewer stub or lateral to the multi-family dwelling. The wastewater service pipe material and fittings shall comply with the DPW pipe and fitting specifications.

### 2.2.3 NON-RESIDENTIAL, AND MIXED-USE WASTEWATER SERVICES

Non-residential and mixed-use wastewater services must be designed by a Massachusetts Registered Professional Engineer and stamped plans and calculations prepared by a Massachusetts Registered Professional Engineer submitted for Wastewater Division approval. The wastewater service design must include, at a minimum, each non-residential and mixed-use unit's proposed use, projected flow volumes for each unit using design flow volumes provided in the current 310 CMR 15.203 System Sewage Flow Design Criteria or subsequent revisions, the total flow volume for the non-residential or mixed-use structure, the proposed wastewater service pipe from the facility to the sewer stub or lateral. The wastewater service pipe material and fittings shall comply with the DPW Wastewater Department pipe and fitting specifications.

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**2.2.4 HOUSE/DWELLING WASTEWATER SERVICE ABANDONED - REQUIRED UPGRADES**

Existing house/dwelling wastewater services are required to be upgraded to meet the current DPW – Wastewater Division service standards when the existing wastewater service is abandoned and a new wastewater service is required.

**2.3 WASTEWATER SERVICE REQUIREMENTS**

**2.3.1 GENERAL PROVISIONS - WASTEWATER SERVICE APPLICATION AND FEES**

All applications for the connection of the Premises to the Town wastewater collection system shall be made in writing on an Application for Water/Sewer Service Application provided at the DPW Building, 416 Gifford Street, Falmouth, MA 02540 and on-line at the address provided at the end of this section. Only the Customer, or their duly authorized agent, may apply for connection to the Town wastewater collection system. Each sewer connection shall require an individual application. Approval of the application by the Wastewater Division shall create a contract between the Wastewater Division and the Customer obligating the Customer to pay the Town of Falmouth its established rates and fees and to comply with the Rules and Regulations. All applicants shall pay an application fee in accordance with the current Rates and Fees Schedule.

A Sewer Connection application can be obtained at:

<https://www.falmouthma.gov/DocumentCenter/View/10559/Water-Service-Application>

The application must be completed by the Customer, or their duly authorized agent, and signed by the Customer.

Wastewater Division fees including connection application fees can be found at:

<https://www.falmouthma.gov/604/Fees>.

The Applicant is directed to review Town Code 180 Sewers and Septic Systems, Part 3 Service Areas and Districts, Article VIII Flow Neutral Bylaw for Present and Future Sewer Services Areas (Flow Neutral Bylaw). The Applicant must satisfy the Flow Neutral Bylaw requirements prior to submitting a Wastewater Service Application. The Flow Neutral Bylaw process is separate from the Wastewater Service Application process. A copy of the Flow Neutral Bylaw is provided in Appendix C.

**2.3.2 WASTEWATER SERVICE APPLICATION PLAN REQUIREMENTS**

All of the application's required information must be provided along with a plan that meets the following requirements:

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**APPLICATION AND CONSTRUCTION STANDARDS**

- a) Plan drawn to scale on an appropriately sized sheet with an Engineering scale no larger than 1" = 40' to include the following:
- b) Residential Sewer Connection Applications
  - 1) House and any other existing structures
  - 2) Driveway and its construction material
  - 3) Building sewer or septic tank and leaching field for properties with private wastewater systems.
  - 4) Building sewer, pump, and chamber (if applicable), and sewer customer service line connection to sewer stub or lateral.
  - 5) Owner's water line from street to where it enters house.
  - 6) All underground utilities including, but not limited to, natural gas, electric, cable, stormwater drainage, that service the property shown on the property and their connections from abutting streets or properties.
  - 7) Distance between the water service line, sewer customer service line, and building sewer connection to all underground utilities including, but not limited to, natural gas, electric, cable, stormwater drainage, must be indicated on the plan.
- c) For multi-family dwellings, non-residential, and mixed-use service applications, in addition to the information required for residential service applications the following additional requirements apply:
  - 1) The required plan(s) must be stamped by a Massachusetts registered professional engineer. The plans must include construction details that conform with the DPW Wastewater Division Construction Details and Material Requirements.
  - 2) The plans must state the proposed use for each unit included in the proposed development.
  - 3) Calculations showing the projected average daily wastewater flow in units and peak daily flows in units per minute must be provided. Design wastewater flow is calculated flow (gallons per day) based on Title 5 factors (310 CMR 15.203) for the proposed use(s).
  - 4) Recommended building sewer connection size stamped by a Massachusetts registered professional engineer must be provided. The building sewer connection pipe material and fittings shall comply with the DPW pipe and fitting specifications.
- d) For gravity connection show:
  - 1) Gravity pipe route from building to lateral stub, showing any bends, clean outs or other features.
  - 2) Note pipe material, pipe length, depth at building and depth at stub, slope.
- e) For outdoor low pressure connection show:
  - 1) Gravity pipe route from building to grinder pump unit, showing any bends, clean outs or other features. Note gravity pipe material and diameter, approximate length, depth at building and depth at pump unit inlet, slope. Include grinder pump specifications and calculations prepared by a Massachusetts Registered Professional Engineer verifying the proposed grinder pump system is compatible with the design flow and customer service line configuration.
  - 2) Location of grinder pump unit and type (flood plain or not)
  - 3) Location of grinder pump control panel,
  - 4) Vent location (if flood plain)

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- 5) Route of low pressure line from grinder pump unit to lateral stub. Note pipe material and diameter and type and location of any fittings.●
- f) For indoor low pressure connection (please note that outdoor pumps are recommended over indoor pumps where possible, for a number of reasons including access for maintenance) show:
  - 1) Note where in house where indoor pump will be located, ex: southeast corner of unfinished basement.
  - 2) Location of grinder pump control panel
  - 3) Vent location
  - 4) Route of low pressure line from building to lateral stub. Note pipe material and diameter and type and location of any fittings.
  - 5) Include grinder pump specifications and calculations prepared by a Massachusetts Registered Professional Engineer verifying the proposed grinder pump system is compatible with the design flow and customer service line configuration.

### 2.3.3 WASTEWATER SERVICE APPLICATION SUBMITTAL AND REVIEW

The application, required supporting documents, and the required fee must be submitted to the DPW at 416 Gifford Street, Falmouth, MA. The required fees can be found at: <https://www.falmouthma.gov/315/Fees>.

The Falmouth Wastewater Department will review the application when all of the Department's Wastewater Service Application required documentation has been submitted. The Wastewater Department will review the application, request any additional information it requires to review the application, and issue an approval when all the Wastewater Department service requirements have been met. Wastewater Division approvals may include additional conditions at the Department's discretion.

### 2.4 WASTEWATER SERVICE SEPARATION FROM OTHER UTILITIES

The following sewer pipe separation distances from other utilities are required for all sewer customer service installations.

- a) The following separation distances between the wastewater service piping and other utility piping must be maintained :
  - 1) Water (domestic or private) – Ten (10) feet horizontal and eighteen (18) inches vertical
  - 2) All other utilities – Five (5) feet horizontal and one (1) foot vertical
- b) When any Water Service Line is located at a horizontal distance of 10 feet or less from any public wastewater system component it must be installed so that the water main invert is a minimum vertical distance of eighteen (18) inches above the wastewater piping crown. If the minimum 10 feet horizontal separation cannot be maintained and/or the water service cannot be installed a minimum vertical distance of 18-inches above the wastewater piping crown, then the wastewater system piping shall be encased in control density fill for a distance of ten feet on each side of the pipe length where the separation from the water service requirements cannot be met.

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- c) Water service and wastewater piping crossings shall be installed in accordance with the crossing detail provided in the Utility Standards.
- d) All wastewater service installations where the wastewater service piping and other utility separation distances cannot be met and/or the wastewater service crosses other utilities must be inspected by a DPW representative prior to backfilling. It is the Owner's responsibility or, if designated by the Owner, their wastewater service installer's responsibility to schedule an inspection by the DPW Wastewater Division.

## 2.5 Wastewater Service Material Requirements

### 2.5.1 WASTEWATER SERVICE MATERIAL REQUIREMENTS

The following requirements apply to all wastewater services installed or repaired after the effective date of these regulations.

- a) HOUSE/DWELLING and CONDOMINIUM– TOWNHOUSE STYLE UNITS WASTEWATER SERVICE LINES
  - 1) Gravity sewer service material requirements can be found in Appendix A, Gravity Sewer Service Guide for Residential Private Property Installations.
  - 2) Low pressure service material requirements can be found in Appendix B, Low Pressure Sewer Service Guide for Residential Private Property Installations.
- b) MULTI-FAMILY, NON-RESIDENTIAL, and MIXED-USE WASTEWATER SERVICE LINES
  - 1) For MULTI-FAMILY, NON-RESIDENTIAL, and MIXED wastewater services the wastewater service Line size shall be designed by a Massachusetts Registered Professional Engineer in accordance with Section 2.3.2.c. Pipe and fittings shall comply with the Wastewater Division Material requirements.

## 2.6 Wastewater Main Extension Requirements

### 2.6.1 Need for Wastewater Main Extension

- a) Residential, Non-residential, and Mixed-Use building development proposals shall be reviewed by the DPW - Wastewater Division Superintendent or their representative on an individual basis. These development proposals will be required to install or improve wastewater mains with the property owner or developer responsible for the wastewater main and service connection full cost.
- b) All wastewater main extensions shall be run to the farthest point of the property line, except as otherwise authorized.

### 2.6.2 Application for Wastewater Main Extension

- a) An application for wastewater main installation shall be completed by the developer or owner and submitted to the DPW – Wastewater Division for review and approval before any construction can proceed.
- b) All applications must contain the complete information requested. This information includes:

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- 1) An engineered construction plan prepared and stamped by a Massachusetts Registered Professional Engineer with an appropriate scale (no larger than 1 inch = 40 feet showing the proposed main extension, stubs, laterals, and potential sewer customer service locations.
  - 2) Wastewater main details consistent with the DPW – Wastewater Division standard details.
- c) Payment of all required review fees, including the Sewer Privilege Fee, Sewer Extension/Connection Agreements fee, connection fees, and any other fees established shall be made before construction can commence.
- 2.6.3 Cost for Wastewater Main Extension
- a) In all areas not serviced by the Falmouth Wastewater System on the date of adoption of these Utility Standards, the developer or owner of a property shall be responsible for all costs with regard to wastewater main design, approval, installation(s), and connection(s) to the existing system.
- 2.6.4 Wastewater Main Extension Easements
- a) The Town shall provide easement documents to be completed by the applicant at the time the application is submitted.
  - b) The Town and the applicant will enter into an easement agreement for the wastewater main extension.
  - c) The Town's Select Board must approve the easement agreement.
  - d) The applicant must file the Select Board approved easement documents in the Barnstable County Registry of Deeds and provide a copy of the filing prior to the wastewater main extension being approved by the DPW - Wastewater Division.
  - e) Upon connection to the Falmouth Wastewater Collection System title and ownership of the wastewater main will be transferred to the Town of Falmouth by easement and the Falmouth DPW Wastewater Division will service, maintain, and repair the wastewater main and appurtenances.
- 2.6.5 Wastewater Main Extension Materials and Installation
- a) All materials to be used in conjunction with any and all wastewater mains and installations of the same shall be in strict accordance with DPW - Wastewater Division material specifications available by the Falmouth DPW.
  - b) All construction shall be completed in strict accordance with the DPW – Wastewater Division construction standards and details.
- 2.6.6 Wastewater Main Extension Inspection
- a) The DPW – Wastewater Division or its representative must inspect each wastewater main extension and service installation prior to being backfilled. The DPW will not bring any main extension on-line that has not been inspected. The DPW – Wastewater Division must be notified 5 business days in advance of the wastewater main extension construction commencing.
  - b) The DPW – Wastewater Division reserves the right to engage a third-party inspector to inspect the wastewater main extension. The cost associated with the DPW – Wastewater Division's use of a

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third-party inspector will be paid by the applicant prior to the wastewater main extension application approval. The DPW – Wastewater Division shall provide a copy of the third-party inspector's proposal to complete the inspection work for review.

- c) Pressure and Leakage Testing - The installed pipe shall be tested in accordance with the testing requirements provided in Appendix D, Leakage Testing of New Sewers.
- e) The DPW – Wastewater Division will allow the applicant to discharge to the installed sewer main until a copy of the sewer main leakage test results is provided to the department.

**SECTION 3 – WASTEWATER DIVISION MATERIAL SPECIFICATIONS**

**3.1 SANITARY SEWER PIPE MATERIALS**

**3.1.1 PVC PLASTIC PIPE**

a) PVC Plastic Pipe 4 – 15 Inch Diameter (Buried Mains and Services):

- 1) Unplasticized PVC gravity sewer pipe and fittings with integral wall bell-and-spigot joints meeting ASTM D3034 specification for Type PSM PVC sewer pipe and fittings, standard dimension ratio (SDR) 35 or 26.
- 2) The pipe shall be joined with an integral bell, bell-and-spigot-type rubber gasketed joint. Rubber gasket shall conform to ASTM F477. The rubber gasket shall be compressed radially on the pipe spigot to form a watertight seal in accordance with ASTM D3212.
- 3) Fittings shall be made of PVC having a cell classification of 12454B or 12454C or as defined in ASTM D1784. Fabricated fittings with solvent-cemented components shall be made in accordance with ASTM D2855 and ASTM F402.
- 4) Pipe stiffness at 5 percent deflection shall be 46 psi for all pipe diameters when tested in accordance with ASTM D2412.
- 5) Air and deflection testing to be performed in accordance with the requirements of this section.

**3.1.2 PVC PIPE ACCESSORIES**

- 1) Fittings - Same size, material and class as pipe, molded or formed to suit pipe size and end design, in required tee, bends, elbows, cleanouts, reducers, couplings, adapters, and other configurations required.
- 2) Pipe Connection Table - When connecting dissimilar pipe materials or when connecting new pipe to existing pipe, the following connections shall be used:

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TYPE TO TYPE	SOLVENT CEMENT SOCKET COUPLING	SDR TO SCHEDULE 40 (GSX/SXS)	PVC GASKETED REPAIR SLEEVE	CAST COUPLING	RUBBER ADAPTER WITH SHEAR RING	REPAIR CLAMP
Sch 40 to Sch 40	✓					✓
Sch 40 to SDR		✓				
Sch 80 to Sch. 80	✓					✓
Sch 40, 80, or SDR to DIP/CIP				✓		✓
Sch 40, 80, or SDR to clay					✓	
Sch 40, 80, or SDR to asbestos cement				✓		
DIP/CIP to clay					✓	
Asbestos cement to clay					✓	
SDR to SDR			✓			
DIP/CIP to DIP/CIP				✓		✓
Clay to clay					✓	
Asbestos cement to CIP/DIP				✓		

- a) Rubber Adapter with Stainless Steel Shear Rings (4- to 15-Inches) - Fernco Flexible Couplings or equal.
  - b) 2. Repair Clamp - Dresser Model 360 "All-Around" pipe repair clamps in stainless steel or equal.
  - c) 3. Cast Coupling (2- to 16-Inches) - Dresser Model 253 "Modular Long Sleeve" cast coupling, Smith-Blair Model 442 "Long Sleeve," Romac, or equal.
- 3) Marking Tape – Identifying magnetic marking tape shall be 2-inches wide with the words – "SANITARY SEWER BELOW".
- 4) Identification - Each pipe length and fitting shall be clearly marked with:
- a. Manufacturer's name and trademark. Great Pond SA – Contract WW-25-02 12619296 02733-5 SANITARY SEWER PIPING
  - b. Nominal pipe size and class.
  - c. Material designation.

### 3.1.3 CHIMNEYS

- a) Unless otherwise indicated, chimneys shall be as specified on the Drawings, or equal.
- b) A chimney will be added for any lateral connection ending approximately 12 feet above the gravity sewer unless otherwise indicated as follows: on the plans, at the request of the property owner as identified on their lateral post marker or via "Property Owner Request" form, where called out as "no chimney". The Contractor shall install a chimney where shown on the Plan and Profile sheets with a bold "T". The Contractor shall install a chimney regardless of whether it is shown on the Plans and

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Profile if the lateral connection ending is 12-feet or greater above the sewer main line. The Contractor shall NOT install a chimney if the Plans and Profile explicitly calls out "No Chimney". Return the lateral connection to the chimney to be at a maximum of 8-feet.

CHIMNEYS WILL NOT BE REQUIRED IN AREAS WHERE THE LATERAL SLOPE IS SPECIFICALLY CALLED OUT AT "1% SLOPE" OR "2% SLOPE" ON THE DRAWINGS, UNLESS THE PROPERTY OWNER, THROUGH A "PROPERTY OWNER REQUEST (POR)" FORM REQUEST THEIR LATERAL AT A DIFFERENT ELEVATION OR SLOPE. IN THOSE CASES, THE NEED FOR A CHIMNEY WILL BE DETERMINED IN THE FIELD. Locking Hydrant Tees: Shall be mechanical joint, each having a bell and plain end, with a split mechanical joint on the plain end. Gate valve shall be secured directly to the tee by using the standard mechanical joint gasket and standard bolts.

### 3.2 MANHOLES

#### 3.2.1 PRECAST CONCRETE BASES

- a) Design and manufacture of precast concrete bases for manholes shall conform to the requirements of this Section and ASTM C478. Bases shall conform to the dimensions indicated on the Drawings, and the horizontal joint at the top of the base shall be compatible with that of the precast wall section.
- b) Precast bases shall be manufactured to contain openings in the wall, of minimum size, to receive the ends of the installed sewer pipe. Openings shall be accurately positioned to conform with line and grade of the connecting sewer.
- c) The top of the manhole base shall extend at least 10 inches above any pipe openings in the base.

#### 3.2.2 MONOLITHIC CAST-IN-PLACE CONCRETE BASES

- a) Butt Fusion Fittings- Fittings shall be made of HDPE material with a minimum material designation code of PE4710 and with a minimum Cell Classification as noted in 2.01.A. Fittings shall have a minimum pressure rating equal to or greater than the pipe to which they are joined unless otherwise specified on the plans or accepted by owner/engineer. All fittings shall meet the requirements of AWWA C901.

#### 3.2.3 PRECAST CONCRETE WALLS AND MANHOLES TOPS

- a) Design and manufacture of precast concrete walls shall conform to the requirements of this Section and ASTM C478.
- b) Precast concrete walls shall be made with straight, circular pipe sections and eccentric cone. The total height of precast wall required for each manhole shall be determined in the field, and shall be such that the vertical distance between the top of the assembled precast units and the bottom of the installed cast iron manhole frame is a minimum of 4 inches and a maximum of 12 inches, to allow for grade adjustment rings.
- c) If required, manhole steps shall be cast integrally or grouted solid into the precast wall units as specified in a later article. Lifting holes that extend completely through the manhole are not permitted in the precast units.
- d) All joints in the precast wall, including the joint at the top of the base, shall be made up using one of the following:
  - 1) "Snap-On" type O-ring gasket, and shall conform to ASTM C443; except that joint taper shall not exceed 3-1/2 degrees. The precast sections shall be provided with a special groove (cast into the male end) to receive and hold the gasket in position during joint assembly.

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- a. When using O-ring gaskets, the gap between sections shall be packed on the inside and outside with grout after joint assembly. The grout shall be A-H Expandcrete by Anti-Hydro, Masterflow 713 Plus by Degussa, or Five Star® Grout by Five Star Products, Inc., or equal, and shall be troweled smooth so that no projections remain on the inside. There shall be concrete to concrete bearing between the various sections, and the gasket shall not support the weight of the section.
- b. Two beads of butyl-type rope joint sealant material. Install to manufacturer's specifications. Barrel mating surfaces shall be clean, dry, and free from grease, oil, dirt, or organic matter to assure a proper watertight seal between seating and butyl rope material.
- e) If required, precast reinforced concrete slab tops for manholes shall be manufactured in accordance with ASTM C478, except that thickness and reinforcing shall be as shown on the Drawings. Openings shall be of the proper diameter to receive the frame specified.
- f) Manhole tops shall be cast with four threaded inserts to accommodate frame hold-down bolts.

#### 3.2.4 FRAME AND COVERS

- a) Frames and covers shall be of the make, style, opening, height, weight, and other designation specified herein or shown on the Drawings.
- b) Material shall be gray cast iron conforming to ASTM A48, Class 30; or shall be ductile cast iron conforming to ASTM A536, Grade 60-40-18.
- c) Unless otherwise scheduled, frames and covers shall be heavy duty (H-20 Traffic Loading), non-penetrating pickhole type of non-rocking design, and shall have machined bearing surfaces to prevent rocking and rattling under traffic loads. Covers shall have cast in, 1-1/2- inch wide, raised letters, the words "SEWER".
- d) Unless otherwise noted, all manhole covers shall be self-sealing and shall be furnished with O-ring rubber gaskets.
- e) Surface finish shall be smooth and well-cleaned by shot-blasting or by some other approved method.
- f) Frames and covers shall have clear opening of 30-inch diameter.
- g) Rubber gasketed lids shall be installed on all manholes into which pressure sewer discharges.
- h) Manufacturer shall be EJ or equal.
- i. Vented covers shall not be used, unless required by Engineer.
- i) Water-tight and/or locking manhole frames and covers shall be provided when indicated on the manhole schedule located on the Drawings

#### 3.2.5 MANHOLE STEPS

- a) Manhole steps are to be provided in manholes. Steps are to be cast in or grouted solid into the precast units at intervals of 12 inches. Steps shall be in conformance with OSHA requirements having drop front or equivalent. Bolted-on types are not acceptable. Manhole steps to be Neenah Casting Company R-1982F, Syracuse Casting Company #2588-2, M.A. Industries, Inc. or equal copolymer polypropylene reinforced with 1/2-inch steel rod.

#### 3.2.6 GRADE RINGS

- a) General - Grade adjustment for a manhole shall not exceed 12 inches. In no event shall more than three grade rings be used for final adjustment.

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- b) Precast Concrete Grade Rings - Precast concrete grade rings for leveling units shall be manufactured in compliance with the requirements of the Specifications for Precast Reinforced Concrete Manhole Sections, ASTM C478; and shall be as thick as necessary to provide the required grade adjustment but not less than 3-inches or greater than 6-inches in height. Split grade rings are unacceptable. Broken or cracked concrete grade rings will not be acceptable.
- c) Final adjustment less than 6-inches shall be in accordance with Paragraph 3.03.D.2.
- d) Rubber grade rings are not allowed.

#### 3.2.7 CEMENT GROUT

- a) Cement grout shall be non-shrink, non-metallic.
- b) Use Type I cement where grout is not in contact with sewage.
- c) Use Type II (sulfate resistant) where grout is in contact with sewage. General - Grade adjustment for a manhole shall not exceed 12 inches. In no event shall more than three grade rings be used for final adjustment.

#### 3.2.8 EPOXY BONDING COMPOUND

- a) Provide a high modulus, low viscosity, moisture insensitive epoxy adhesive having the following characteristics:
  - 1) Mix Ratio - 200 percent solids, two-component, mixed one part by volume component B to two parts by volume component A.
  - 2) Ultimate Compressive Strength - 13,000 psi after cure at 73 degrees F and 50 percent relative humidity determined in accordance with ASTM D695.
  - 3) Acceptable Manufacturers
    - a. Sika Corporation, Sikadur Hi-Mod.
    - b. A.C. Horn, Inc., Epoxite Binder.
    - c. Euclid Chemical Company, 452 Epoxy System

#### 3.2.9 PIPE SEALS

- a) Sanitary sewer connections between manholes and pipes shall be made with rubber gasket sleeves in the manufactured sizes available, with stainless steel straps and bolts. Elastomeric waterstop gaskets are not permitted. Provide rubber boot-type connectors with all stainless steel hardware as manufactured by NPC, Inc., Model Kor N' Seal; Press Seal Gasket Corporation, Model PSX; Hamilton Kent, Tylox Boot Connectors or equal.
- b) Openings in manholes for 8-inch sewers shall be as follows:
  - 1) Influent Sewer Slope Less Than 6 Percent - Use 11-inch diameter boot.
  - 2) Influent Sewer Slope 6 to 12 Percent - Use 12-inch diameter boot.
  - 3) Influent Sewer Slope Greater Than 12 Percent - Use 13-inch diameter boot.
- c) C. The ends of the pipe shall be accurately positioned in the openings, properly secured against movement, and the remaining annular space between the pipe wall and the base completely packed with A-H Axpandcrete by Anti-Hydro, Masterflow 713 Plus by Degussa, or Five Star® Grout by Five Star Products, Inc., or equal. Before the grout has set, the Contractor shall recheck invert elevations of the ends of the pipe, and perform any adjustments which are necessary to establish the required line and grade of the sewer.

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**3.2.10 DROP SECTIONS**

- a) Whenever the invert of a pipe entering a manhole is 24 inches or more in height above the invert of the lowest pipe leaving the manhole, it shall be connected to the manhole with an inside drop section as shown on the Drawings.
- b) Inside Drop Connection
  - 1) When inside drops are used, a 5-foot diameter manhole shall be installed.
  - 2) Use polyvinyl chloride (PVC) sewer pipe and fittings (SDR Class 35) in accordance with Section 02733.
  - 3) Inside drop shall be made with tee in-line with pipe and straight down to channel. Discharge of drop shall not be on the top of the bench wall but into the channel. A 45 degree or less bend may be used to direct flow into the channel.

**3.2.11 CAST-IN-PLACE CONCRETE**

- a) Cast-in-place concrete used in constructing manhole bench walls shall be Type II and conform to the following mix design:

28-day compressive strength, psi	2,500 (minimum)
Maximum aggregate size, per ASTM-C33	#467
Minimum cement content, lbs/CY	470
Maximum water/cement ratio, by weight	0.57
Entrained air content, by volume	6% (+1%)
Slump - Adjust as necessary, but not exceeding	3 inches

- b) Measuring, mixing, transporting and placing of concrete shall conform to American Concrete Institute (ACI) Publication 304.
- c) C. Immediately after placement, protect concrete from premature drying, excessively hot or cold temperatures, and mechanical damage.
- d) D. Maintain concrete with minimal moisture loss at relatively constant temperature for period necessary for hydration of cement and hardening of concrete.

**3.2.12 BENCH WALL CONSTRUCTION**

- a) Bench walls shall have a slope between 0.1 inches per foot and 0.5 inches per foot. No lateral sewer, service connection, or drop manhole pipe should discharge onto the surface of the bench.

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**3.2.13 WATERPROOFING**

- a) The Contractor shall furnish manholes waterproofed over the entire exterior surface that will be below finished grade. The waterproofing shall not mar or interfere with the specified exterior finish for these structures. Waterproofing shall be accomplished prior to structure installation for precast sections and shall be applied to dry surfaces under proper weather conditions.

**3.2.14 INTERIOR EPOXY COATING**

- a) Where shown on Drawings or instructed by Engineer, Contractor shall install a manhole lining spray system on the interior of manholes. The spray shall be designed specifically for protection of the concrete manhole from sanitary sewer service. Manhole lining system shall be composed of an epoxy or polyurethane system.
- b) Thickness shall be a minimum 125 mils. Approved lining spray systems include the following:
  - 1) Sauereisen SewerGard Rotary Spray No. 210RS
  - 2) Sprayroq, Inc. Spraywall
  - 3) Raven Lining Systems Raven 405
  - 4) Or Equal

**3.2.15 GEOTEXTILE FABRIC**

- a) Geotextile fabric placed for manhole installations shall be Mirafi 180N or equivalent

**3.2.13 MANHOLE ODOR CONTROL INSERT**

- b) When instructed by the DPW Wastewater Division, applicant shall furnish and install a manhole odor control insert suitable for use in high road traffic areas and in manholes subject to high traffic loads. Carbon shall be single-use, high-capacity carbon for H<sub>2</sub>S applications. Manufacturers shall be Advanced Carbon Systems, ECS, or equal. The Contractor shall furnish manholes waterproofed over the entire exterior surface that will be below finished grade. The waterproofing shall not mar or interfere with the specified exterior finish for these structures. Waterproofing shall be accomplished prior to structure installation for precast sections and shall be applied to dry surfaces under proper weather conditions.

**3.3 SEWAGE FORCE MAIN AND PRESSURE PIPING MATERIALS**

**3.3.1 High Density Polyethylene (HDPE) Pipe and Fittings**

- a) HDPE Pipe, fittings, appurtenances, and adapters shall be furnished by the Contractor new, clean, and in accordance with material specifications.
- b) Pipe shall be DR 11 high density polyethylene manufactured from a PE3408 resin in accordance with ASTM D3350. Pipe O.D. sizes shall be provided in ductile iron pipe sizes (DIPS). Pipe shall have a manufacturing standard of ASTM D3035 and be manufactured by an ISO 9001 certified manufacturer. The pipe shall contain no recycled compounds except that generated in the manufacturer's own plant from resin of the same specification from the same raw material. The pipe shall be homogeneous throughout and free of visible cracks, holes, foreign inclusions, voids, or other injurious defects.
- c) Butt fusion fittings shall be in accordance with ASTM D3261 and shall be manufactured by injection molding, a combination of extrusion and machining, or fabricated from HDPE pipe conforming to this specification. All fittings shall be pressure rated to provide a working pressure rating no less than that of the pipe. Fabricated fittings shall be manufactured using a McElroy Datalogger to record fusion

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pressure and temperature. A graphic representation of the temperature and pressure data for all fusion joints made producing fittings shall be maintained as part of the quality control. The fitting shall be homogeneous throughout and free of visible cracks, holes, foreign inclusions, voids, or other injurious defects.

- d) Electrofusion Fittings shall be PE3408 HDPE, Cell Classification of 345464C as determined by ASTM D3350-02 and be the same base resin as the pipe. Electrofusion Fittings shall have a manufacturing standard of ASTM F1055.
- e) Flanged and Mechanical Joint Adapters shall be PE 3408 HDPE, butt fusion welded to pipe, Cell Classification of 345464C as determined by ASTM D3350-02 and be the same base resin as the pipe. Flanged and mechanical joint adapters shall have a manufacturing standard of ASTM D3261. All adapters shall be pressure rated to provide a working pressure rating no less than that of the pipe. Fittings shall include stainless steel stiffener, insert, and all other accessories required. Pipe and adapter fitting shall be the same size. Pipe restraint anchor ring fittings to be fusion welded along the exterior circumference of the pipe. Anchor ring fittings to be sized and installed per pipe manufacturer's specifications.
- f) Pipe, fittings and appurtenances shall be delivered to the site undamaged and stored within the Contractor's work limits as shown on the drawings. Special care shall be exercised during delivery and storage to avoid damage to the products. All damaged products shall be removed and replaced at the Contractor's expense. Any pipe gouged more than 10% of the pipe wall thickness shall be construed as damaged and must not be used.
- g) Manufacturers shall be:
  - 1) ISCO Industries.
  - 2) Performance Pipe by Chevron Chemical Company
  - 3) JM Eagle.
  - 4) Or equal

### 3.3.2 PIPE ACCESSORIES

- a) Fittings - Same materials, class, coatings and linings as pipe, unless under Article 2.01 it was specifically described otherwise. Fittings molded or formed to suit pipe size and end design and in required tee, bends, elbow, couplings, adapters, and other configurations.
- b) Where piping is to be installed above ground or within structures provide adequate supports and bracing by means of hangers, brackets or concrete supports as may be required by the location.
- c) Hangers and supports shall be as manufactured by ITT Grinnell, Basic Engineering (BE), Carpenter & Paterson, or equal. They shall have stainless steel support rods, stainless steel mounting hardware, fasteners and beam clamps.
- d) Pipe openings in walls shall be precast or core drilled and completely sealed against water seepage with a mechanical type seal consisting of interlocking synthetic rubber links and nuts with pressure plates wider at ends, the seal shall be Link Seal manufactured by Thunderline Corporation, Innerlynx, Metralseal, or equal.

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**3.3.3 IDENTIFICATION**

- a) Each pipe length and fitting shall be clearly marked with:
  - 1) Manufacturer's name and trademark.
  - 2) Nominal pipe size and class.
  - 3) Material designation

**3.3.4 BURIED GATE VALVES**

- a) Buried gate valves shall be resilient seated, non-rising stems, 2-inch operating nuts, O-ring seal and shall open counterclockwise (left).
- a) Underground gate valves shall be of the iron body, bronze mounted type conforming to AWWA Standard C500.
- b) Mechanical joint type designed for underground use at 150 psi.
- c) Underground gate valves shall be Mueller, Kennedy Valve Manufacturing Company, J&S Valves, or equal

**3.3.5 VALVE BOXES**

- a) Valve boxes shall be provided for all buried valves.
- b) Valve boxes shall be made of good quality cast iron and shall be of the sectional adjustable type. The long section shall be a minimum of 5 inches in inside diameter and fit around the stuffing box of the valve; or over the valve operator, if a two-section box is used; or to fit a circular or oval-base section if a three-section box is used.
- c) The upper section shall be arranged to screw on over the adjoining long section and shall also be full diameter. Screw-type valve boxes shall be used unless otherwise specified. Valve boxes shall be provided with cast iron lids or covers.
- d) Lids or covers shall be marked "Sewer". An arrow shall be provided on the cover to indicate the direction in which the valve is turned to open; this arrow shall be labeled with the word "OPEN".
- e) The overall length of each valve box shall be sufficient to permit the top of the box to be set flush with the established finished grade. Asphalt concrete to be compacted 12 inches wide around the upper section for a depth of 12 inches below finished grade.
- f) Valve boxes shall be set truly vertical and fully supported until sufficient backfill has been placed and compacted to ensure vertical alignment of the box.

**3.3.6 AIR RELIEF VALVE**

- a) Air relief valves shall be installed on pressure mains where shown on the Contract Drawings.
- b) A brass shutoff valve shall be installed on all connections between the air relief valves and the pressure mains.
- c) The air relief valves shall be designed to release air from the mains when pumps are started and the main is being filled and to admit air into the sewer main when pumps are stopped and the main is being drained by gravity.
- d) Manufacturer - A.R.I., D-020; Vent-O-Mat Series RGX; or equal.
  - 1) Type - Combination air valve for sewage.
  - 2) Operation - The valve is specially designed to operate with liquids carrying solid particles such as sewage and effluent. It provides separation of the liquid from the sealing mechanism. The

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air gap separation is sustained under pressure up to 230 psi by a conical body shape, and under vibration, by a spring-loaded joint.

- 3) Air and Vacuum Component - The valve must discharge air at high velocity during filling of the system and admit air during its drainage. The valve should be designed to prevent premature closing.
- 4) Automatic Component - The valve will release accumulated air from the system while the system is under pressure and operating. Large dimension automatic orifice of at least 0.0186 square inches attached to the kinetic orifice is less exposed to obstruction by debris. The same orifice shall be suitable for a wide pressure range (up to 230 psi).
- 5) Pressure - 3 to 230 psi.
- 6) Testing Pressure - 360 psi.
- 7) Ends - Flanged ends.
- 8) Body Material - Stainless steel.
- 9) Drainage Outlet - For easy removal of excess fluids.

### 3.4 LOW PRESSURE SEWAGE MAIN

#### 3.4.1 LOW PRESSURE PIPING MATERIALS

- a) Polyethylene for pressure pipe with material conforming to ASTM D3350, Type PE3408 Pressure Class 200, SDR-11. Sewer pipe shall be marked with a green stripe.
- b) Pipe and fittings 1-1/4-inch through 4-inch shall be manufactured and furnished by the pipe supplier and in conformance with AWWA C901 requirements. For pipe sizes greater than 4-inch, pipe and material shall conform to AWWA C906.
- c) Joints for polyethylene pipe shall be joined by the butt fusion method in a manner recommended by the pipe manufacturer.
- d) Threaded transitions for flushing / cleanout assemblies shall be SDR-11 butt fusion by male 304 stainless steel threaded transition, thread type NTP.
- e) Caps shall be installed on end of service laterals. Caps shall be secured (screwed or welded) to facilitate testing.

#### 3.4.2 PIPE ACCESSORIES

- a) Fittings - Same material, class, coating and lining as pipe, unless under Article 2.01 it was specifically described otherwise. Fittings molded or formed to suit pipe size and end design and in required tee, bends, elbow, couplings, adapters, and other configurations.
- b) Pipe openings in walls shall be precast or core drilled and completely sealed against water seepage with a mechanical type seal consisting of interlocking synthetic rubber links and nuts with pressure plates wider at ends, the seal shall be link seal manufactured by Thunderline Corporation, Innerlynx, Flexicraft or equal.
- c) Magnetic locating tape, trace wire, shall be a minimum of 2 inches wide with the words "Sewer Line Below".

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**3.3.3 IDENTIFICATION**

- a) Each pipe length and fitting shall be clearly marked with:
  - 1) Manufacturer's name and trademark.
  - 2) Nominal pipe size and class.
  - 3) Material designation

**3.3.4 CHECK VALVES AND CURB STOPS**

- a) All check valves and curb stops (at property connections) shall be Stainless steel as part of the E-One standard lateral kit rated for minimum pressure of 250 psi.
- b) Check valves shall be so designed that when there is no flow through the line, the disc shall hang lightly against the seat and shall afford ample waterway with but a small angle of opening.
- c) All check valves shall be provided with screwed or bolted covers for access to the disc.

**3.3.5 BURIED GATE VALVES AND ISOLATION VALVES GREATER THAN 2 INCHES**

- a) Buried gate valves shall be resilient seated, non-rising stems, 2-inch operating nuts, O-ring seal and shall open counterclockwise (left).
  - 1) Underground gate valves shall be of the iron body, bronze mounted type conforming to AWWA Standard C500.
  - 2) Mechanical joint type designed for underground use at 150 psi.
  - 3) Underground gate valves shall be Mueller, Kennedy Valve Manufacturing Company, J&S Valves, or equal.
  - 4) Valve box shall comply with DPW Wastewater standard details.

**3.3.6 BALL VALVES**

- a) Ball valves for low pressure sewer flushing /cleanout assemblies shall be 316 Stainless Steel, full port, pressure rated for a minimum of 150 psi, with female NPT threaded connection.
- b) Ball valve ends shall be as needed to connect to SDR 11 HDPE pipe in low pressure sewer cleanouts/flushing assemblies.

**3.3.7 AIR RELIEF VALVE**

- a) Air relief valves shall be installed on pressure mains where shown on the Contract Drawings.
- b) A brass shutoff valve shall be installed on all connections between the air relief valves and the pressure mains.
- c) The air relief valves shall be designed to release air from the sewer mains when pumps are started and the main is being filled and to admit air into the sewer main when pumps are stopped and the main is being drained by gravity.
- d) Manufacturer - A.R.I., D-020 or equal.
  - 1) Type - Combination air valve for sewage.
  - 2) Operation - The valve is specially designed to operate with liquids carrying solid particles such as sewage and effluent. Provides separation of the liquid from the sealing mechanism. The air gap separation is sustained under pressure up to 230 psi by a conical body shape, and under vibration, by a spring-loaded joint.
  - 3) Air and Vacuum Component - The valve must discharge air at high velocity during filling of the system and admit air during its drainage. The valve should be designed to prevent premature closing.

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- 4) Automatic Component - The valve will release accumulated air from the system while the system is under pressure and operating. Large dimension automatic orifice of at least 0.0186 square inches attached to the kinetic orifice is less exposed to obstruction by debris. The same orifice for a wide pressure range (up to 230 psi).
- 5) Pressure - 3 to 230 psi.
- 6) Testing Pressure - 360 psi.
- 7) Ends - Flanged ends, ANSI standard, or 2-inch male threads NPT.
- 8) Body Material - Stainless steel.
- 9) Drainage Outlet - For easy removal of excess fluids.

**3.3.8 ISOLATION VALVES UP TO 2 INCHES**

- a) Ball valves used for isolating low pressure pipe up to 2-inches shall be of brass or bronze construction and two rubberized O-ring seals to provide pressure-tight seal. Ball valves shall be Figure H-15204 as manufactured by Mueller-Oriseal, B22 as manufactured by Ford Meter Box Company, Hayes, Nuseal, or equal. Valves shall be full port.
- b) Curb boxes shall be 2-1/2-inch shaft size two-piece screw type. They shall be adjustable from 48-inch to 72-inch. Curb boxes shall be constructed of cast iron and thoroughly coated with two coats of asphaltum varnish.
- c) Curb box top section shall include a watertight cover which shall be of the "old style" with the word "Sewer" cast into it and shall include a brass pentagon screw.
- d) Curb box rods shall be supplied with a hole in the "U" portion for the insertion of a brass pin. Pins shall be supplied and shall be made of brass.
- e) Curb boxes shall be as manufactured by Ford Meter Box Company, Mueller Company, or equal.

**3.3.9 FRAMES AND COVERS**

- a) Covers shall be Cleanout/Monument Box assembly, material shall be Gray Iron, 8-inch tall. Top flange bolted to structure. Cover shall be watertight gasketed type. Gasket shall be neoprene O-ring. In locations where locking covers are called for cover shall have stainless steel fasteners.
- b) Covers shall be 26 inches in diameter with 24-inch clear opening in frame.
- c) Cover shall read "Sewer". D. Cover shall be EJ Model 1040 or equal.

**3.3.10 FRAMES AND COVERS**

- a) Low pressure pipe shall have magnetic marking tape, 2-inches wide, with the words "SANITARY SEWER BELOW."

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APPLICATION AND CONSTRUCTION STANDARDS**

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**APPENDIX A**

**Gravity Sewer Service Guide For Residential Private Property Installation**

**TOWN OF FALMOUTH**  
**DEPARTMENT OF PUBLIC WORKS**  
**GRAVITY SEWER SERVICE**  
**GUIDE FOR RESIDENTIAL PRIVATE PROPERTY INSTALLATION**

**I. GENERAL**

- A. This document is intended to provide guidance for property owners and their licensed plumbers for the installation of the gravity sewer service connection from the home or served structure to the Town's gravity sewer service lateral.
- B. Plumbers are advised to review property site information and the Town's sewer service area plans to determine whether the property can be served by an on-site gravity sewer, to confirm the lateral stub location, and to lay out the sewer connection. There are a few properties in areas served by the Town's gravity collection system that, due to the relative elevation of the property, require a low pressure pump. These plans are available for review at the Public Works building at 416 Gifford Street.
- C. The property owner and their licensed plumber are responsible for obtaining the Combined Permit and associated inspections and approvals including:
  - 1. Building Department – Plumbing
  - 2. Sewer Division – Department of Public Works
  - 3. Conservation Commission (if applicable)
  - 4. Health Department (for abandonment of septic systems)

**II. MATERIALS AND EQUIPMENT**

- A. Materials and Equipment to be Supplied by Town
  - 1. The Town will install a service lateral from the main in the street to the property line. The service lateral will include a clean-out at the curb and will be capped.
- B. Materials and Equipment to be Supplied by Property Owner
  - 1. Gravity Sewer Pipe – 4" pipe (or sized to match existing sanitary sewer from house) and fittings as required to connect existing sanitary piping to the Town-supplied gravity service lateral stub. Pipe shall be SDR-35 PVC pipe and fittings with gasketed "push-on" joints. **Note:** Pipe and transition couplings within 10' of the foundation shall be as required by the local plumbing code and may require an adapter.

### III. EXECUTION

- A. Gravity Sewer Pipe - The pipe shall be placed at a 2-percent slope (minimum slope shall be 1/8" per foot, or 1 percent) from the house / structure to the gravity service lateral stub. Gravity pipe shall be laid in a bed of gravel and then backfilled with clean, compactable material. As an alternative, sewer pipe can be placed in a bed of sandy, well-drained soil. Stones greater than 2 inches shall be removed such that no stones are within 6 inches of the installed pipe. No 90 degree bends shall be used.
- B. Location and Depth – Place gravity sewer pipe at a minimum depth of 4-feet, if possible. Maintain a minimum 5' distance from potable water service.
- C. Tracing Tape - A tracing tape indicating sewer below or equivalent shall be installed above the entire sewer line approximately 12 inches below the surface.
- D. Backfilling – Take care to "tamp" the soil along both sides of the pipe (up to the top of the pipe) prior to backfilling the entire trench. Mechanically compact backfill over the pipe trench. When backfilling under driving surfaces, trench shall be backfilled in 6- to 8-inch lifts and well compacted. In lawn areas backfill in 18-inch lifts and adequately compacted.
- E. Cleanouts – Install 4-inch cleanouts on property if and where bends that are 45 degrees or greater are installed on the gravity system or as otherwise necessary (100' intervals). Cleanouts must be capped with a frame and cover properly rated for their location (H-20 if may potentially be driven over) to protect from damage, and to ensure they can be located in the future.
- F. Connection to the Town Sewer System
1. Sewer installation should proceed from the Town service lateral fitting with bell ends of the pipe facing upstream toward the building.
  2. This initial connection and run of pipe must be inspected by the Town **prior to backfilling**. Contact the Town Plumbing Inspector at 508 495-7470 and the Town Department of Public Works at 508-457-2543 to schedule the inspection at least 48 hours prior to connecting to the system. **Note: ensure that no dirt or foreign material enters the pipe during installation.**
  3. The Town-supplied sewer stub, or lateral, was supplied with a cap / plug. Excavate to expose the cap. Remove the cap and connect the private system to the Town's system. **Ensure that no dirt or foreign material enters the pipe during connection.**
- G. Final Acceptance and Service Activation – The plumber must provide the Department of Public Works the completed Service Installation Certification Checklist and As-Built

Sewer Connection Plan within 24 hours of activating the service lateral. The failure to do this may result in water and sewer service being discontinued at the property.

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## Sewer Service Lateral Installation Certification Checklist

### LOCATION INFORMATION

Owner's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Address: \_\_\_\_\_

### PLUMBER INFORMATION

Company Name: \_\_\_\_\_ Date Activated: \_\_\_\_\_  
Name of Certifying Plumber: \_\_\_\_\_ License No.: \_\_\_\_\_

### GRAVITY SERVICE LATERALS

- All pipe & fittings are gasketed SDR-35 PVC
- Pipe slope is 2% (1/4"/ft.); not less than 1% (1/8"/ft.)
- Minimum cover depth is 4 feet  
If exception was granted, specify minimum depth: \_\_\_\_\_
- Cleanouts at changes in direction greater than 45 degrees or 100 foot intervals; clean out covered with a frame and cover properly rated for their location
- Pipe properly bedded & compacted
- Detectable tracer tape installed 12 inches below surface (must be traceable, green tape marked "sewer below")
- All stormwater, roof rain runoff, sump pumps and any other non-sanitary sewer discharges disconnected from building sewer system
- Connection to building sewer is upstream of septic system
- As-built drawing prepared and submitted with this checklist

### LOW PRESSURE PUMP SYSTEM LATERALS

- Pump influent pipe is PVC and pipe slope is 2% (1/4"/ft.); not less than 1% (1/8"/ft.); cleanouts installed as above if required; connection to building sewer upstream of septic system.
- Pump effluent pipe is 1.25" SDR-11 HDPE. Fittings are plastic compression-style
- Pump system was installed as per manufacturers' instructions
- Electrical connections were made as per manufacturer's instructions and Electrical Code
- Pump system ballast ring installed (if applicable)
- Pump discharge pressure pipe was checked for leaks.
- Minimum cover depth is 4 feet  
If exception was granted, specify minimum depth: \_\_\_\_\_
- Pipe properly bedded & compacted
- Detectable tracer tape installed 12 inches below surface (must be traceable, green tape marked "sewer below")
- All stormwater, roof rain runoff, sump pumps and any other non-sanitary sewer discharges disconnected from building sewer system
- As-built drawing prepared and submitted with this checklist

### CERTIFICATION

I CERTIFY THAT THE ABOVE REQUIREMENTS HAVE BEEN MET AND THIS SANITARY SEWER SERVICE INSTALLATION MEETS ALL APPLICABLE STANDARDS OF CONSTRUCTION.

Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**TOWN OF FALMOUTH  
DEPARTMENT OF PUBLIC WORKS – WASTEWATER DIVISION  
APPLICATION AND CONSTRUCTION STANDARDS**

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**Appendix B**

**Low Pressure Sewer Service Guide For Residential Private Property Installation**

**TOWN OF FALMOUTH**  
**DEPARTMENT OF PUBLIC WORKS**  
**LOW PRESSURE SEWER SERVICE**  
**GUIDE FOR RESIDENTIALPRIVATE PROPERTY INSTALLATION**

**I. GENERAL**

- A. This document is intended to provide guidance for property owners and their licensed plumbers for the installation of low pressure pump-type sewer service connections. These pumps will be required for properties served by the Town's low pressure sewer system. They will also be required for properties which, due to their elevation, will have to pump to the Town's gravity sewer system.
- B. The installer is advised to read the entire document and the manufacturer's user manual/installation instructions before proceeding with the installation of the low pressure pump system or any appurtenances associated with the installation.
- C. Definitions
1. Town – the Town of Falmouth, MA, Department of Public Works.
  2. Property Owner – the property and/or home owner responsible for the installation of the low pressure pump system.
  3. Licensed Plumber – the entity responsible for the permitting (see Section I.H) and installation of the low pressure pump system from the home to the Town's sewer stub. It is understood that the licensed plumber may engage other trades (electrical, earthwork, etc.) to provide a complete installation.
- D. The Town of Falmouth is in the process of installing a wastewater collection system which includes both gravity and low pressure sewer mains. These mains are generally located near the center of the Town roads. The Town's contractor is installing the sewer mains and sewer stubs, or laterals, which will extend from the sewer main in the road to the property line / edge of road right-of-way. The Town is responsible for the installation and maintenance of the stub up to the property line.
- E. A Massachusetts-licensed plumber is required to oversee the sewer connection on behalf of the property owner. Therefore the property owner is required to engage a licensed plumber.
- F. Plumbers are advised to review property site information and the Town's sewer service area plans to determine whether the property will require a low pressure pump system, to

confirm the lateral stub location, and to lay out the sewer connection. These plans are available for view at the Public Works building at 416 Gifford Street.

- G. The property owner is responsible for installing the grinder pump. They are also responsible for providing and installing various appurtenances required for a complete, functioning grinder pump system.
- H. The property owner and their licensed plumber are responsible for obtaining the Combined Permit and associated inspections and approvals required for the low pressure pump system and service including:
  - 1. Building Department – Electrical, Plumbing
  - 2. Sewer Division – Department of Public Works
  - 3. Conservation Commission (if applicable)
  - 4. Health Department (for abandonment of septic systems)

## II. MATERIALS AND EQUIPMENT

### A. Materials and Equipment to be Supplied by Town

- 1. The Town will install a low pressure service lateral from the main in the street to the property line. The service lateral will include a combination curb stop and check valve at the property line and will be capped.
- 2. Pump Unit – The Town will provide one pump unit for each single family residential property in the low pressure portion of the service area. The property owner or their plumber must identify which one of three types of pump units is requested for the property. The following appurtenances will also be provided by the town for all units: alarm panel and remote sentry panel. For outdoor pump units, the following appurtenances will also be provided: ballast, supply cable, discharge whip for connecting to pump outlet, 1-1/4" threaded by compression coupling for connecting to combination valve at lateral):
  - i. Outdoor Standard Unit: This unit has an automatic internal vent system housed within the cover. The unit is intended for installations where the pump system cover will not be subject to flood conditions.
  - ii. Outdoor Flood Zone Unit: This unit is exactly the same as the Outdoor Standard Unit except that it has a different cover that is provided with an orifice for connecting an external PVC vent pipe. The flood zone unit is intended for installations where the pump system cover may be subject to flood conditions.

- iii. Indoor Unit: It is recommended that this unit be considered only when installation of one of the other two pump unit types is not feasible, primarily because the outdoor installation will be more accessible for maintenance.

B. Materials and Equipment to be Supplied by Property Owner

1. Influent Pipe – 4" PVC (or sized to match existing sanitary sewer from house) as required to connect existing sanitary piping to low pressure pump basin. Influent pipe shall be SCH 40 PVC pipe and fittings with integral wall bell-and-spigot joints or as required by the local plumbing code.
2. Discharge Pipe - 1-1/4-inch high density polyethylene (PE) pressure pipe with material conforming to ASTM D3350, Type PE-3408 Pressure Class 200, SDR-11. Fittings for use with pipe shall be manufactured and furnished by the pipe supplier and in conformance with AWWA C901 requirements. Discharge pipe fittings shall be compression fittings.
3. Pump Station Bedding Material – Round aggregate or gravel, free flowing, with particle sizes between 1/8" and 3/4" in diameter. Bedding material, or gravel, is for placement under the low pressure pump basin.
4. Reinforcing Fabric - Separation geotextile fabric shall consist of a non-woven fabric that meets or exceeds the following requirements.

TEST	ASTM	CRITERIA
Mass per unit area	D5261	>=8oz/sy
Apparent opening size	D4751	<No. 70 sieve
Puncture resistance	D4833	>= 130 lb
Tensile strength	D4632	>= 150 lb
Permittivity	D4491	>= 0.1 sec-1
Burst strength	D3786	>= 200 psi

5. Backfill Material – To protect against frost heave in areas with native sand and a high, fluctuating water table, Class 1B backfill material as defined by ASTM 2321 is recommended. This material is composed of dense-graded, manufactured, angular, granular material (crushed stone) with little or no fines that when compacted leaves relatively low void space. Particle size should range from 1/4" to 3/4" in diameter. **As an alternative, well-draining sandy soils may be used as backfill material.**
6. Tracer tape (traceable, green tape marked "sewer below")

7. Electrical Conduit – 1-1/4" PVC-coated RGS conduit, or as required by the local codes, to be located to the depth required by the local electrical codes.
8. Pedestal Mounting – If the property owner desires to locate the low pressure pump away from the main structure or house, the alarm / disconnect panel will need to be pedestal mounted. The mounting materials, design, and installation are to be developed by the property owner and licensed plumber.
9. PVC vent pipe (where required, see below).

### III. EXECUTION

- A. Pump Station Installation – **Note: The Low Pressure Pump Station is to be installed per the manufacturer's instructions. Deviating from the manufacturer's instructions may void the manufacturer's warranty.** The following sections give guidance on installation procedures related to the low pressure pump station installation.
  1. Location – The low pressure pump station location is to be determined by the property owner and the licensed plumber. Issues to consider include the location of the Town's low pressure sewer stub, or lateral, the location of the house's existing sanitary pipe, and other property features. Call Dig Safe 72 hours in advance of excavation.
  2. Pump Type – Plumber must pre-select one of three types as per section II-A-2.
  3. Depth – The low pressure station shell has prefabricated openings for the inlet gravity pipe and the discharge low pressure pipe. The depth of the low pressure pump station (and depth of excavation) is dependent on the existing sanitary sewer depth at the desired location.
  4. Excavation – Excavate area to the depth required for bedding and placement of the low pressure pump station. Line bottom of excavation with reinforcing fabric. Extend fabric 6" up the sides of the excavation.
  5. Bedding – Place 6-inches, minimum, of bedding material (round, free flowing aggregate).
  6. Pump Station Placement – Pump station shell shall be placed on the gravel bedding. Follow the manufacturer's instructions for lifting the unit. The tank shall be placed such that the cover of the tank is approximately 3 inches above the final ground surface, which should slope away from the unit. Extend the pump station shell and internal vent pipe through use of the extension kit(s), if required (not provided by the Town), per the manufacturer's instructions.
  7. Ballast – Install ballast ring as per manufacturer's instructions.

8. Backfill – Once the inlet pipe, discharge pipe, and electrical connections are made, backfill the excavation with backfill material (a dense-graded angular crushed stone or well-draining sandy soil). Backfill to within 6-inches of final grade in 18-inch lifts.
  9. Fine Grading – Loosely place topsoil or native material in top 6-inches of excavation to within 4- to 6-inches of the access hatch; mounding to account for settlement. If desired, place backfill material (crushed stone) within 4- to 6-inches of the access hatch. The crushed stone will act as a "no mow" strip around the access hatch. Alternatively, place topsoil and native material up to the access hatch.
- B. Inlet Pipe - The inlet pipe shall be placed at 2 percent slope (not less than 1 percent slope) from the house / structure to the low pressure pump station. Gravity pipe shall be laid in a bed of gravel or clean native material and then backfilled with clean, compactable material. Install detectable tracer tape above pipe, 12 inches below surface. Compact pipe trench with bucket of excavator. Influent sewer pipe shall be placed in the grommet (consult manufacturer's instructions for limit on how far pipe should extend into the well). Note: 4" SDR35 may not create a watertight seal with certain grommets; see manufacturer's recommendations.
- C. Discharge Pipe – 1-1/4" PE discharge pipe shall be laid on compacted native material. Boulders and cobbles greater than 2 inches shall be removed such that no boulders or cobbles are within 6 inches of the installed pipe. Install detectable tracer tape above pipe, 12 inches below surface. Backfill around pipe with clean compactable native material. When backfilling under driving surfaces, trench shall be backfilled in 6- to 8-inch lifts and well compacted. In lawn areas backfill in 18-inch lifts and adequately compact. Pipe shall be installed at a consistent slope so that there are no significant high points or low points in the line from the grinder pump station to the Town's sewer stub.
- D. Pipe Location and Depth – Place discharge sewer pipe at a minimum depth of 4-feet, if possible. Maintain a minimum 5' distance from potable water service.
- E. Venting:
- i. Standard Unit: This unit has an automatic internal vent system housed within the cover. The unit is intended for installations where the pump system cover will not be subject to flood conditions. The cover must be not be buried. The cover must be sufficiently above grade (approximately 3 inches above grade) to vent properly.
  - ii. Flood Zone Unit: This unit has a special cover that is provided with an orifice for connecting an external PVC vent pipe. The vent pipe must be installed in accordance with manufacturer's recommendations, including: the vent line must

have a consistent upward slope (no low points). The flood zone unit is intended for installations where the pump system cover may be subject to flood conditions.

#### F. Electrical Panel and Connections

1. Electrical Supply Connection – Verify that the service voltage is the same as the motor voltage shown on the name plate. Licensed plumber, through his electrician, shall wire the system from the structure's existing power panel to the pump alarm / disconnect panel. Wiring of the supply and alarm / disconnect panels shall be per the manufacturer's instructions and per the local codes.
2. Low Pressure Pump Electrical Connection
  - a. Mount alarm / disconnect panel per manufacturer's recommendations and within 80 feet of the proposed grinder pump station site. Increasing this distance may compromise the communication between the pumps and the alarm / disconnect panel. The alarm / disconnect panel is intended to be mounted on the side of the house or structure, approximately 5-foot above grade, but may be pedestal mounted. **Do not core holes in the top or sides of the alarm panel; do not alter the panel in a way that would allow water to enter the panel.**
  - b. At the low pressure pump station - Follow the manufacturer's instructions to prepare the supply cable for installation. The supply cable will be connected to the pump and located inside the pump basin. Feed the free end of the cable to the exterior and through electrical conduit (placed vertically) until the cable is 24" deep, minimum. **All underground cable must be installed within conduit.** Also comply with the local codes.
  - c. Between the pump station and the supply / disconnect panel - Run the supply cable (conduit) in a trench at least 24" deep. **All underground cable must be installed within conduit. Do not splice cables; request a longer cable length from the Town if more than 32 feet of cable is required (50 foot and 75 foot cable lengths are also available).**
  - d. At the supply / disconnection panel - Install conduit from the bottom of the alarm / disconnect panel to a minimum of 24-inches below grade and feed supply cable through the conduit. Backfill the supply cable with native material.
  - e. Wire the alarm / disconnect panel per the manufacturer's instructions.

#### G. Cleaning

1. Prior to hooking up to the Town system:

- a. Clean the pump station per the manufacturer's instructions.
- b. Thoroughly clean all new pipes by flushing with water or other means to remove dirt, stones, etc. Do not flush to the wastewater system; flush to the ground.

#### H. Inspections and Connection to Town Sewer System

1. Inspection will be required by the Town Plumbing Inspector, the Town Electrical Inspector, and the Town's Wastewater Division. Inspection by the Town's Conservation Agent may be required if applicable. Inspection by the Town's Health Department of the septic system abandonment will be required for permit close out.
2. The pump unit installation, piping and **connection** to the Town's sewer system shall be **inspected** by the Town. Contact the Town Plumbing Inspector at 508-495-7470 and the Town Department of Public Works at 508-457-2543 to schedule the inspection at least 48 hours prior to connecting to the system. Operation of the low pressure sewer shall be conducted at this time.
3. The Town-supplied sewer stub, or lateral, was supplied with a combination curb stop/check valve with cap/plug. Excavate to expose the threaded cap, taking care not to disturb the check valve located downstream of the cap. Remove the threaded cap and connect the private system to the Town's system through use of a 1-1/4" threaded by compression coupling (to be provided with the pump unit). **Do NOT rotate the combination valve when connecting. The check valve must be left in the vertical orientation, and the curb stop must be at the top of the fitting, accessible for shut off.**

#### I. Testing

1. After hooking up to the Town system and in the presence of Town Representative, operate the pump system to inspect the discharge piping for leaks, as described below. **Note: The Town Representative function is strictly to ensure the proper connection of the system at the Town service lateral. It is not an approval of the pump or appurtenance installation / operation.**
2. Test the low pressure pump system **per the manufacturer's instructions**. In general, testing will consist of:
  - a. **Confirm that Town has opened the curb stop on the sewer lateral.**
  - b. Open discharge valves.
  - c. Fill pump station tank with water.
  - d. Turn on pump power and alarm circuit breakers.

- e. Monitor pump operation.
  - f. Inspect entire assembly (from pump unit to lateral stub) for leaks.
  - g. Simulate alarm situations and verify that alarms function.
- J. Service Activation – The plumber must provide the Department of Public Works the completed Service Installation Certification Checklist and an as-built Sewer Connection Plan within 24 hours of activating the service lateral. The failure to do this may result in water and sewer service being discontinued at the property.
- K. Testing by Manufacturer’s Representative and Commencement of Warranty – After the Town inspections and sewer connection have been completed, contact the manufacturer’s representative, F.R. Mahony, to schedule a final “start-up” inspection. The installation must pass inspection by the Manufacturer’s Representative in order to activate the 5-year warranty.

## Sewer Service Lateral Installation Certification Checklist

### LOCATION INFORMATION

Owner's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Address: \_\_\_\_\_

### PLUMBER INFORMATION

Company Name: \_\_\_\_\_ Date Activated: \_\_\_\_\_  
Name of Certifying Plumber: \_\_\_\_\_ License No.: \_\_\_\_\_

### GRAVITY SERVICE LATERALS

- All pipe & fittings are gasketed SDR-35 PVC
- Pipe slope is 2% (1/4"/ft.); not less than 1% (1/8"/ft.)
- Minimum cover depth is 4 feet  
If exception was granted, specify minimum depth: \_\_\_\_\_
- Cleanouts at changes in direction greater than 45 degrees or 100 foot intervals; clean out covered with a frame and cover properly rated for their location
- Pipe properly bedded & compacted
- Detectable tracer tape installed 12 inches below surface (must be traceable, green tape marked "sewer below")
- All stormwater, roof rain runoff, sump pumps and any other non-sanitary sewer discharges disconnected from building sewer system
- Connection to building sewer is upstream of septic system
- As-built drawing prepared and submitted with this checklist

### LOW PRESSURE PUMP SYSTEM LATERALS

- Pump influent pipe is PVC and pipe slope is 2% (1/4"/ft.); not less than 1% (1/8"/ft.); cleanouts installed as above if required; connection to building sewer upstream of septic system.
- Pump effluent pipe is 1.25" SDR-11 HDPE. Fittings are plastic compression-style
- Pump system was installed as per manufacturers' instructions
- Electrical connections were made as per manufacturer's instructions and Electrical Code
- Pump system ballast ring installed (if applicable)
- Pump discharge pressure pipe was checked for leaks.
- Minimum cover depth is 4 feet  
If exception was granted, specify minimum depth: \_\_\_\_\_
- Pipe properly bedded & compacted
- Detectable tracer tape installed 12 inches below surface (must be traceable, green tape marked "sewer below")
- All stormwater, roof rain runoff, sump pumps and any other non-sanitary sewer discharges disconnected from building sewer system
- As-built drawing prepared and submitted with this checklist

### CERTIFICATION

I CERTIFY THAT THE ABOVE REQUIREMENTS HAVE BEEN MET AND THIS SANITARY SEWER SERVICE INSTALLATION MEETS ALL APPLICABLE STANDARDS OF CONSTRUCTION.

Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**TOWN OF FALMOUTH  
DEPARTMENT OF PUBLIC WORKS – WASTEWATER DIVISION  
APPLICATION AND CONSTRUCTION STANDARDS**

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**APPENDIX C  
FLOW NEUTRAL BYLAW**

## Chapter 180. Sewers and Septic Systems

### Part 3. Service Areas and Districts

#### Article VIII. Flow Neutral Bylaw for Present and Future Sewer Service Areas

[Added AFTM 11-13-2013, Art. 41, approved 1-27-2014]

##### § 180-51. Purpose.

The Town of Falmouth's Wastewater Treatment Facility on Blacksmith Shop Road (WWTF) has limited treatment and disposal capacity as determined by a discharge permit issued by the Massachusetts Department of Environmental Protection (DEP). In order to comply with the terms and conditions of the discharge permit, to manage present and future wastewater flows, to meet present and future water quality standards, and to support broader community planning objectives, the Town adopts this Flow Neutral Bylaw for Present and Future Sewer Service Areas. This bylaw shall apply to all present sewer service areas of the Town, except for the New Silver Beach Sewer Service Area, governed by §§ **180-37** through **180-50** herein, and it shall apply to any future sewer service areas to be serviced by the Wastewater Treatment Facility on Blacksmith Shop Road. Nothing in this bylaw shall exempt the owner of a property in a present or future sewer service area from all other applicable statutes, bylaws, rules and regulations.

##### § 180-52. Mandatory sewer connection; elimination of septic systems in sewer service areas.

- A. The requirements for mandatory connection in sewer service areas are detailed in § **180-6** of the Code of Falmouth, Sewers and Septic Systems.
- B. Within thirty (30) days of the property's connection to the public sewer, any septic system or other waste disposal system located on the property shall be decommissioned in accordance with Board of Health regulations.

##### § 180-53. Determination of wastewater flow in sewer service areas.

- A. Wastewater flow to the public sewer shall be determined in accordance with either: 1) the provisions set forth in 310 CMR 15; or 2) water meter data provided by the Department of Public Works as adjusted for seasonal occupancy; or 3) any other method acceptable to the Department of Environmental Protection and the Town of Falmouth. Any structure, legally in existence as of January 1, 2014, regardless of its flow, may by right maintain that flow or number of bedrooms. "Bedroom" is defined in 310 CMR 15.002 (Title 5: Standard requirements specified in 310 CMR

15,000, Massachusetts State Environmental Code), and the number of bedrooms in the Assessor's records as of January 1, 2014, are presumed accurate.

B. The flow allocations for present and future sewer service areas for treatment at the Blacksmith Shop Road Wastewater Treatment Plant are as follows:

[Amended 4-10-2023 ATM by Art. 32, approved 6-9-2023]

(1) Areas sewerred prior to the Town's 2013 Comprehensive Wastewater Management Plan: 450,000 gallons per day (excluding the service areas listed below).

(2) Little Pond Sewer Service Area: 260,000 gallons per day.

(3) Teaticket-Acapesket Service Area: 360,000 gallons per day.

C. These flow allocations will be adjusted if additional flow or modifications to sewer service areas are made through (1) approved comprehensive wastewater management plans, (2) approved notice of project change to a comprehensive wastewater management plan, or (3) approval from MA Department of Environmental Protection.

[Amended 4-10-2023 ATM by Art. 32, approved 6-9-2023]

## § 180-54. Allocation of available capacity in sewer service areas.

The Wastewater Superintendent shall periodically notify the Board of Selectmen of the available capacity at the Wastewater Treatment Facility. The Selectmen in consultation with the Planning Board may set priorities for the available capacity.

## § 180-55. Modifications to existing parcels or changes in use in sewer service areas.

A. Single-family residences.

(1) Existing development. Modifications of an existing single-family dwelling on a parcel of 40,000 square feet or less may increase the total number of bedrooms to four (4) by right. Modifications of existing single-family residences on parcels over 40,000 square feet may increase the number of bedrooms to one (1) bedroom per 10,000 square feet of lot area by right.

(2) New development. A single-family residence may have four (4) bedrooms by right on parcels of 40,000 square feet or less. On parcels greater than 40,000 square feet, a single-family residence may have one (1) bedroom per 10,000 square feet of lot area by right.

(3) Addition of bedrooms, beyond those permitted in Subsection A(1) and (2) above shall require a variance from the Board of Selectmen in accordance with § 180-56.

B. Multifamily residences.

(1) Existing development. Modifications of an existing multifamily residence may increase the number of bedrooms to one (1) bedroom per 10,000 square feet of lot area by right.

(2) New development. A new multifamily dwelling is allowed one bedroom per 10,000 square feet of lot area by right. In Zoning Districts where up to six (6) units per acre are allowed, up to three (3) bedrooms per permitted unit are allowed by right.

(3) Addition of bedrooms in multifamily dwellings, beyond which is allowed by right, shall require a variance from the Board of Selectmen in accordance with § 180-56.

C. Nonresidential development.

(1) Existing development.

- (a) Modifications or changes of use, including residential to nonresidential, that increase flow to a level that is no more than ten (10) percent above that permitted as of January 1, 2014, by 310 CMR 15 (Title 5) are allowed by right.
- (b) Modifications or changes of use that increase flow more than that allowed by right in Subsection C(1)(a) require a variance from the Board of Selectmen in accordance with § 180-56.

(2) New development.

- (a) New nonresidential development on a vacant parcel with a wastewater flow up to 110 gallons per day per 10,000 square feet of lot area is allowed by right.
- (b) New nonresidential development on a vacant parcel with a proposed wastewater flow greater than 110 gallons per day per 10,000 square feet shall require a variance from the Board of Selectmen in accordance with § 180-56.

## § 180-56. Variances in sewer service areas.

- A. The Board of Selectmen, after a public hearing of which notice has been given by publication 1) in a newspaper of general circulation and 2) posting with the Town Clerk and on the Town website for a period of no less than fourteen (14) days prior to the date of hearing, may grant a variance, provided both Subsection A(1) and (2) below are satisfied:
- (1) Sufficient capacity exists in the treatment facility, as determined by the Wastewater Superintendent. If sufficient capacity does not exist then no variance shall issue.
  - (2) Should the Wastewater Superintendent determine sufficient capacity exists the applicant must then demonstrate, through a positive referral from the Board of Health, that a septic system for the total number of bedrooms or nonresidential flow requested, meeting the provisions of 310 CMR 15.000 (Title 5) without significant variances, can be sited on the parcel. If the Board of Health does not make a referral within 45 days of receipt of the request, it shall be considered a positive referral.
- B. The Board of Selectmen may, at its sole and absolute discretion, issue a variance that in its judgment could be granted without substantially derogating from the intent or purpose of this bylaw should the applicant fail to satisfy criteria in § 180-56A(2) above.

## § 180-57. Rebuilding a building because of casualty loss in sewer service areas.

Relating to Article VIII, a property owner may rebuild a structure destroyed by fire, flood, storm or other acts of nature as a matter of right, provided that the new structure does not exceed the wastewater flow and number of bedrooms of the structure being replaced.

## § 180-58. Mandatory water conservation in sewer service areas.

The Board of Selectmen may adopt mandatory water conservation measures, after public hearing, consistent with the purposes of this bylaw.

## § 180-59. Transferability in sewer service areas.

The number of bedrooms or flow on any particular parcel of land cannot be sold, exchanged, transferred, or otherwise used to benefit the number of bedrooms or flow on another parcel or another's right to a sewer connection.

## § 180-60. Severability.

If any provision of this bylaw is declared invalid or unenforceable, the other provisions shall not be affected thereby but shall continue in full force and effect.

## § 180-61. Violations and penalties.

- A. Any person found to be violating any provision of Article VIII shall be served by the Town with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof.
- B. Any person who shall continue any violation beyond the period permitted in Subsection A shall be guilty of a misdemeanor and subject to a fine in an amount not exceeding fifty dollars (\$50) for each violation. Each day in which such a violation shall continue shall be deemed a separate offense.
- C. This section shall in no way limit the Town's power and authority to seek other remedies at law that it may have. Any person violating any of the provisions contained herein shall be liable to the Town for any expense, loss or damage occasioned the Town by such violation.

**TOWN OF FALMOUTH  
DEPARTMENT OF PUBLIC WORKS – WASTEWATER DIVISION  
APPLICATION AND CONSTRUCTION STANDARDS**

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**APPENDIX D  
LEAKAGE TEST OF NEW SEWERS**

SECTION 02735  
LEAKAGE TESTS OF SEWERS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Leakage testing of gravity sewers by air pressure methods.
- B. Manhole vacuum testing.

1.02 RELATED SECTIONS

- A. Section 01025 - UNIT PRICE ITEMS
- B. Section 01700 - RECORD DOCUMENTS
- C. Section 02733 - SANITARY SEWER PIPING
- D. Section 02734 - SANITARY SEWER MANHOLES

1.03 REFERENCES

- A. Uni-Bell Plastic Pipe Association - UNI-B-6-98 Recommended Practice for Low Pressure Air Testing of Installed Sewer Pipe. Refer to example calculation at end of this Section.
- B. ASTM F1417 – Standard Practice for Installation Acceptance of Plastic Non-Pressure Sewer Lines Using Low-Pressure Air

1.04 TEST REQUIREMENTS

- A. Backfilling of the sewer trench to ground or road surface shall be in place and completed, except for final paving, for 30 calendar days, or as approved by Engineer, prior to testing of each section of sewer.
- B. Testing shall be completed prior to final paving and final restoration.
- C. Low pressure air test shall not exceed drop of 1.0 psig for time period listed in attached Table 02735-1. Test procedure shall conform to ASTM F1417 and UNI-Bell Plastic Pipe Association Publication UNI-B-6-98 for Low Pressure Air Testing of Installed Sewer Pipe. Refer to Table 02735-1 for maximum allowable time for a 1.0 psig drop.
- D. Deflection Test - Maximum deflection 5 percent. Refer to Section 02733 for detail of GO-NO-GO mandrel.
- E. Maximum test length shall not exceed 1,000 feet.
  - 1. In the case of sewers laid on steep grades, the length of line to be tested at any one time may be limited by the maximum allowable internal pressure on the pipe and joints at the lower end of the line. The recommendations of the pipe manufacturer shall be followed in this regard.
- F. The Engineer shall witness all tests.

## 1.05 PROJECT RECORD DOCUMENTS

- A. Submit documents under provisions of Section 01700.
- B. The following copies of forms for testing are attached to the end of this Section.
  - 1. Table 02735-1, Low Pressure Air Testing of Sewers.
  - 2. Low Pressure Air Testing of New Sewers.
  - 3. Manhole vacuum tests.

## 1.06 FIELD MEASUREMENTS

- A. Low Pressure Air Testing
  - 1. Measure length of section to be tested.
  - 2. Measure time interval and pressure drop.
  - 3. Record measurements on form at end of specification section.

## 1.07 COORDINATION

- A. Coordinate maintenance of traffic with local authorities.

## PART 2 PRODUCTS

Not used.

## PART 3 EXECUTION

### 3.01 EXAMINATION

- A. Verify that backfill has been in place the required time before start of test.
- B. Verify that no connections to live sewers or live laterals have been made.

### 3.02 PREPARATION

- A. Verify that pipelines and manholes have been flushed and cleaned of all debris, stones, silt, etc. such that all surfaces of pipe and manholes are visible.
- B. The Contractor shall have on the job all the proper tools, pipe plugs, air bags, gauges, pumps, wires, water trucks, compressors, etc. necessary to properly test the pipe and manholes.

### 3.03 TESTING

- A. Low Pressure Air Testing
  - 1. Prior to start of test permanently repair all visible leaks.

2. Isolate each section to be tested with air tight plugs.
3. Low pressure air testing procedures shall conform to ASTM F1417 as modified by UNI-B-6-98.
4. On ductile iron pipe sewer sections, no pressure drop is permitted.
5. On PVC sewers, the maximum allowable drop in pressure from the test pressure shall be 1.0 psig during the minimum holding time.

- a. Test pressure shall be calculated using the following equation:

$$P = 3.5 + \frac{H}{2.31} \text{ (psig)}$$

where:

P = Test pressure, maximum of 10 psi  
H = Height of groundwater above invert

6. All pressurizing equipment used for low-pressure air testing shall include a regulator or relief valve set no higher than 9 psig to avoid over-pressurizing and displacing temporary or permanent plugs. In no case should the starting pressure exceed 9.0 psig.
7. Either mechanical or pneumatic plugs may be used. All plugs shall be designed to resist internal testing pressures without the aid of external bracing or blocking. If pneumatic plugs are utilized, a separate hose shall also be required to inflate the pneumatic plugs from the above ground control panel. Plug the upstream end of the line first to prevent any upstream water from collecting in the test line. This is particularly important in high groundwater situations. When plugs are being placed, the pipe adjacent to the manhole shall be visually inspected to detect any evidence of shear in the pipe due to differential settlement between the pipe and the manhole. A probable point of leakage is at the junction of the manhole and the pipe, and this fault may be covered by the pipe plug, and thus not revealed by the air test.
8. To facilitate test verification by the Engineer, all air used shall pass through a single, above ground control panel. The above ground air control equipment shall include a shutoff valve, pressure regulating valve, pressure relief valve, input pressure gauge, and a continuous monitoring pressure gauge having a pressure range from 0 to at least 10 psi. The continuous monitoring gauge shall have minimum divisions of 0.10 psi and an accuracy of  $\pm 0.04$  psi. The equipment to include a separate certified test gauge for periodic checking of the accuracy of the basic equipment gauges.
9. Two separate hoses shall be used to: (1) connect the control panel to the sealed line for introducing low-pressure air, and (2) a separate hose connection for constant monitoring of air pressure build-up in the line. Low pressure air shall be slowly introduced into the sealed line until the internal air pressure reaches 4.0 psig greater than the average back pressure of any groundwater above pipe, but not greater than 9.0 psig. After a constant pressure of 4.0 psig is reached, the air supply shall be throttled to maintain that internal pressure for at least 2 minutes or until the temperature of the entering air to equalize with the temperature of the pipe wall. When temperatures have been equalized and the pressure stabilized at 4.0 psig, the air hose from the control panel to the air supply shall be disconnected.
10. The continuous monitoring pressure gauge shall then be observed while the pressure is decreased to no less than 3.5 psig (greater than the average back pressure of any

groundwater over the pipe). At a reading of 3.5 psig, timing shall commence with a stop watch or other timing device that is at least 99.8 percent accurate.

11. If the time shown in Table 02735-1 (at the end of this Section) for the designated pipe size and length elapses before the air pressure drops 1.0 psig, the section undergoing test shall have passed the leakage test. The test may be discontinued once the prescribed time has elapsed even though the 1.0 psig drop has not occurred.
12. If the pressure drops 1.0 psig before the appropriate time shown in Table 02735-1 has elapsed, the air loss rate shall be considered excessive and the section of pipe has failed the test.
13. If the section fails to meet the above requirements, the Contractor shall determine at his own expense the source, or sources of leakage, and he shall repair or replace all defective materials and/or workmanship to the satisfaction of the Engineer. The extent and type of repair as well as results shall be subject to the approval of the Engineer. The completed pipe installation shall then be retested and required to meet the requirements of this test.
14. The times shown in Table 02735-1 are for the length of main sewer tested. For lengths other than those shown, the time to be interpolated. Further, the tables do not have any reduction of time for length of laterals connected to the section of sewer being tested since it normally is not significant. For all precise calculation of time allowance including laterals, refer to UNI-Bell UNI-B-6 publication and the sample calculations and formula shown at the rear of this section.
15. Impacts of groundwater on air testing are outlined in UNI-B-6-98. These considerations need to be addressed when air testing in groundwater.

#### B. Manhole Vacuum Testing

1. General
  - a. After the manhole has been completely constructed, the frame installed thereon, and the trench backfilled, a vacuum test shall be performed.
  - b. Any damage caused to properties due to sewage handling and/or sewage backup while vacuum testing shall be the responsibility of the Contractor.
2. Vacuum Testing Equipment - Furnish testing equipment as specified in the manufacturer's written instructions. For this procedure, pressure gauge MUST read in inches of mercury, not in psi.
3. Vacuum Test Procedures
  - a. Perform vacuum testing in accordance with the testing equipment manufacturer's written instructions.
  - b. Draw a vacuum of 10 inches of mercury and close the valves.
  - c. Manhole will be acceptable when vacuum does not drop below 9 inches of mercury for the following manhole sizes and times:
    - i. 4-Foot Diameter - 60 seconds.

- ii. 5-Foot Diameter - 75 seconds.
- iii. 6-Foot Diameter - 90 seconds.

MANHOLE DEPTH	MANHOLE DIAMETER	TIME TO DROP 1" Hg (10" to 9")
10 ft or less	4 ft	120 seconds
10 ft to 15 ft	4 ft	150 seconds
> 15 ft	4 ft	180 seconds
Note: For 5 ft diameter manholes, add 30 seconds to the times above. For 6 ft diameter manholes, add 60 seconds to the times above.		

- d. Repair or replace defective manholes and retest.
4. If the manhole fails to meet the above testing requirements, the Contractor shall determine, at his own expense, the source(s) of the leakage, and he shall repair or replace all defective materials and/or workmanship to the satisfaction of the Engineer. The extent and type of repair, as well as results, shall be subject to the approval of the Engineer. The completed repairs shall then be retested and required to meet the leakage requirements of this test.

(continued)

TABLE 02735-1

LOW PRESSURE AIR TESTING OF SEWERS

PIPE DIAMETER (INCHES)	*SHORTEST TIME (MIN:SEC)	LENGTH FOR SHORTEST TIME (FT.)	TIME FOR LONGER LENGTH (SEC.)	TIME (MIN:SEC) FOR LENGTH (L) SHOWN					
				100 FT.	150 FT.	200 FT.	250 FT.	300 FT.	350 FT.
4	3:46	597	0.380 L	3:46	3:46	3:46	3:46	3:46	3:46
6	5:40	398	0.855 L	5:40	5:40	5:40	5:40	5:40	5:40
8	7:34	298	1.520 L	7:34	7:34	7:34	7:34	7:36	8:52
10	9:26	239	2.374 L	9:26	9:26	9:26	9:53	11:52	13:51

For further information or clarification, see the Uni-Bell PVC Pipe Association, Recommended Practice for Low-Pressure Air Testing of Installed Sewer Pipe, <http://www.uni-bell.org/resources/UNI-B-6-98.pdf>.

\*Time allowed for 1.0 psig drop in pressure.

Job No. \_\_\_\_\_  
 Contract No. \_\_\_\_\_

**LOW PRESSURE AIR TESTING OF NEW SEWERS**

Date: \_\_\_\_\_

Project: \_\_\_\_\_

Contractor: \_\_\_\_\_

Weather: \_\_\_\_\_

Section Tested (List Manholes)	Length (Feet)	Diameter (Inches)	Material	Time Start/Time Finish	Time Interval (Minutes)	Air Pressure Initial/Final (psig)	Total Pressure Loss (psig)	Pass / Fail
to								
to								
to								
to								
to								
to								
to								
to								

**COMMENTS:**

**WITNESS:**

OWNER/ENGINEER \_\_\_\_\_  
 Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Signature \_\_\_\_\_

**WITNESS:**

CONTRACTOR \_\_\_\_\_  
 Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Signature \_\_\_\_\_

Job No. \_\_\_\_\_  
Contract No. \_\_\_\_\_

### MANHOLE VACUUM TEST

Date: \_\_\_\_\_

Project: \_\_\_\_\_

Contractor: \_\_\_\_\_

Weather: \_\_\_\_\_

Manhole No.	Inside Diameter (Feet)	Required Test Time (Seconds)	Initial Vacuum (10 inches)	Final Vacuum	Pass/Fail

COMMENTS:

WITNESS:

OWNER/ENGINEER \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Signature \_\_\_\_\_

WITNESS:

CONTRACTOR \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Signature \_\_\_\_\_

END OF SECTION

SECTION 02741

PRESSURE TESTS OF FORCE MAINS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Pressure testing of underground force mains and low pressure sewer systems.
- B. Test requirements.
- C. Required replacement or repair if test fails.
- D. Project records.

1.02 RELATED SECTIONS

- A. Section 01025 - UNIT PRICE ITEMS
- B. Section 01700 – RECORD DOCUMENTS
- C. Section 02740 - SEWAGE FORCE MAINS
- D. Section 02744 - LOW PRESSURE SEWAGE MAIN

1.03 TEST REQUIREMENTS FOR HDPE FORCE MAINS AND LOW PRESSURE SEWER SYSTEMS

- A. HDPE force mains and low pressure sewer pipe shall be tested in accordance with ASTM F2164. All newly laid HDPE pipe shall be subject to hydrostatic pressure testing. The following procedure shall be used:
  - 1. All newly installed pipe or any section thereof (including fittings and valves), shall be subjected to a hydrostatic pressure 50 percent in excess of the system design pressure at any point in the section being tested, but in no case less than 150 pounds per square inch for a period of two hours. Contractor shall verify that the pressure rating of components or devices connected to the pipeline exceeds the test pressure.
  - 2. The Contractor shall accomplish the required tests by individually testing each section of the installed main. The maximum length of section permitted to be tested at any one time will be 1 mile, and normally will be less.
  - 3. The test procedure consists of the initial expansion phase and the test phase. For the initial expansion phase, the test section shall be pressurized to the required test pressure and make-up water shall be added as required to maintain the required test pressure for a period of four hours.
  - 4. For the test phase, the test pressure shall be reduced by 10 psi. Pressure shall remain within 95 percent of the test phase pressure for a period of one hour. No make-up water shall be added nor the pressure increased during the test phase.

5. Low pressure sewer mains and laterals shall be tested with each curb stop valve assembly in the closed position.
  6. Testing of low pressure laterals from the curb stop to the future grinder pump shall be done by others. Testing (by others) shall occur prior to connection to the grinder pump assembly and shall be performed from the grinder pump connection point to the curb valve. Grinder pump installation shall not occur until testing has been completed.
- B. Test Pressure Restrictions - Test pressure shall:
1. Not exceed pipe or thrust restraint design pressures.
  2. Not exceed twice the rated pressure of the valves when the pressure boundary of the test section includes closed valves.
  3. The time required to pressurize, expand and stabilize, hold test pressure, and depressurize the system shall not exceed 8 hours.
  4. If retesting is required, the section shall be depressurized for a minimum of 8 hours prior to retesting the section to be tested.
- C. Leakage Test
1. No leakage within the low pressure system is acceptable.
  2. No water may be supplied into the newly installed pipe, or any valved section thereof, to maintain pressure during the test phase of the low pressure sewer system.
  3. If the section of low pressure sewer tested does not meet the test pressure requirement (no more than 5% loss of the test phase pressure), the test shall be considered a failure.

#### 1.04 SUBMITTALS

- A. For each test, submit a completed "Flushing and Testing of Force Main Tabulation Sheet" attached at the end of this section.

#### 1.05 PROJECT RECORD DOCUMENTS

- A. Submit documents under provisions of Section 01700.
- B. Contractor to complete and submit for each test the "Flushing and Testing of Force Main Tabulation Sheet" for recording data for flushing and testing pressure pipe (see form at end of this Section). Contractor shall fill out form and both Contractor and Engineer shall sign upon completion.

#### 1.06 REGULATORY REQUIREMENTS

- A. Submit proof of testing as required by local, county or state agencies and this section of the specifications.

#### 1.07 FIELD MEASUREMENTS

- A. Measure length of test section.

- B. Measure quantity of water used to maintain test pressure during test period.
- C. Measurements required to complete the Tabulation Sheet.

#### 1.08 COORDINATION

- A. Contractor is responsible for obtaining water for flushing and pressure test.
- B. Provide 48-hour notice to local water department (Owner) when water for flushing and testing is required.
- C. Owner of existing water system to operate all valves and hydrants unless Contractor has been authorized by Owner to operate water systems valves and hydrants.+
- D. If water does not come from a municipal source, the source shall be approved by the Engineer.

#### PART 2 PRODUCTS

##### 2.01 WATER SUPPLY

- A. Owner shall supply water. Contractor shall pay for all water needed to fill and flush water main and appurtenances as specified in Section 01500.
- B. All water for flushing shall be furnished and disposed of in accordance with all federal, state, and local requirements by the Contractor at his expense.
- C. A back flow preventer shall be installed at any connection to the Town's water supply.

#### PART 3 EXECUTION

##### 3.01 EXAMINATION

- A. Backfilling of the pressure pipe trench to ground surface or road surface shall be in place and completed, except for final paving, for seven calendar days or as approved by the Engineer prior to start of testing of each section of force main or low pressure sewer.

##### 3.02 PREPARATION

- A. The Contractor shall supply all plugs, pumps, weirs, gauges, etc., necessary to conduct the tests, including means to accurately measure the quantity of water used to maintain test pressure during the test period.
- B. Flush all piping systems with water prior to testing. Flushing shall be sufficient to remove all dirt/debris from force main.

##### 3.03 TESTING

- A. Pressure and leakage tests shall be conducted on all force main and low pressure pipe.
- B. The Engineer shall witness all tests.
- C. All test results shall be recorded on the appropriate form attached at the end of this section.

- D. Contractor is responsible for temporary connections to facilitate filling of force main, release of air from force main, and pressure testing. Connection devices shall be reviewed by Engineer before starting testing. All temporary connections shall be plugged after a successful test.
- E. When filling force mains with water for flushing or testing, a direct connection from potable water source to force main is strictly prohibited.
- F. Pressurization - Each valved section of pipe shall be slowly filled with water. The specified test pressure, based on the elevation of the lowest point of the pipe or section under test and corrected to the elevation of the test gauge, shall be applied by means of a pump connected to the pipe.
- G. Air Removal - Before applying the specified test pressure, air shall be expelled completely from the pipe and valves.
- H. Examination - Any exposed pipe, fittings, valves, and joints shall be examined carefully during the test. Any damaged or defective pipe, fittings, or valves that are discovered following the pressure test shall be repaired or replaced with sound material and the test shall be repeated.
- I. All visible leaks, regardless of the amount, shall be repaired.
- J. If the section being tested fails to pass the pressure or leakage test, the Contractor shall determine, at his own expense, the source or sources of leakage, and he shall permanently repair or replace all defective materials and/or workmanship. The extent and type of repair as well as results shall be subject to the approval of the Engineer. The completed pipe installation shall then be retested and required to meet the pressure and leakage requirements of this test.
- K. Testing and retesting shall be completed prior to final paving.
- L. The use of sealants, applied from outside or inside of pipe, is not acceptable.

(continued)

4.1.5 *Leakage defined.* Leakage shall be defined as the quantity of water that must be supplied into the newly laid pipe or any valved section thereof to maintain pressure within 5 psi (35 MPa or 0.35 bar) of the specified test pressure after the pipe has been filled with water and the air has been expelled. Leakage shall not be measured by a drop in pressure in a test section over a period of time.

4.1.6 *Allowable leakage.* No pipe installation will be accepted if the leakage is greater than that determined by the following formula:

$$L = \frac{SD\sqrt{P}}{133,200} \quad (\text{Eq 1})$$

Where:

- L* = allowable leakage, in gallons per hour
- S* = length of pipe tested, in feet
- D* = nominal diameter of the pipe, in inches
- P* = average test pressure during the leakage test, in pounds per square inch (gauge)

Table 6 Allowable Leakage per 1000 ft (305 m) of Pipeline\*—gph†

Avg. Test Pressure psi (bar)	Nominal Pipe Diameter—in.															
	3	4	6	8	10	12	14	16	18	20	24	30	36	42	48	54
450. (31)	0.48	0.64	0.95	1.27	1.59	1.91	2.23	2.55	2.87	3.18	3.82	4.78	5.73	6.69	7.64	8.60
400 (28)	0.45	0.60	0.90	1.20	1.50	1.80	2.10	2.40	2.70	3.00	3.60	4.50	5.41	6.31	7.21	8.11
350 (24)	0.42	0.56	0.84	1.12	1.40	1.69	1.97	2.25	2.53	2.81	3.37	4.21	5.06	5.90	6.74	7.58
300 (21)	0.39	0.52	0.78	1.04	1.30	1.56	1.82	2.08	2.34	2.60	3.12	3.90	4.68	5.46	6.24	7.02
275 (19)	0.37	0.50	0.75	1.00	1.24	1.49	1.74	1.99	2.24	2.49	2.99	3.73	4.48	5.23	5.98	6.72
250 (17)	0.36	0.47	0.71	0.95	1.19	1.42	1.66	1.90	2.14	2.37	2.85	3.56	4.27	4.99	5.70	6.41
225 (16)	0.34	0.45	0.68	0.90	1.13	1.35	1.58	1.80	2.03	2.25	2.70	3.38	4.05	4.73	5.41	6.03
200 (14)	0.32	0.43	0.64	0.85	1.06	1.28	1.48	1.70	1.91	2.12	2.55	3.19	3.82	4.46	5.09	5.73
175 (12)	0.30	0.40	0.59	0.80	0.99	1.19	1.39	1.59	1.79	1.98	2.38	2.98	3.58	4.17	4.77	5.36
150 (10)	0.28	0.37	0.55	0.74	0.92	1.10	1.29	1.47	1.66	1.84	2.21	2.76	3.31	3.86	4.41	4.97
125 (9)	0.25	0.34	0.50	0.67	0.84	1.01	1.18	1.34	1.51	1.68	2.01	2.52	3.02	3.53	4.03	4.53
100 (7)	0.23	0.30	0.45	0.60	0.75	0.90	1.05	1.20	1.35	1.50	1.80	2.25	2.70	3.15	3.60	4.05

\*If the pipeline under test contains sections of various diameters, the allowable leakage will be the sum of the computed leakage for each size.

†To obtain leakage in litres/hour, multiply the values in the table by 3.785.

4.1.6.2 When testing against closed metal-seated valves, an additional leakage per closed valve of 0.0078 gph/in. (0.0012 L/h/mm) of nominal valve size shall be allowed.

4.1.6.3 When hydrants are in the test section, the test shall be made against closed hydrant valves.

4.1.7 *Acceptance of installation.* Acceptance shall be determined on the basis of allowable leakage. If any test of laid pipe discloses leakage greater than that specified in Sec. 4.1.6, the contractor shall, at his own expense, locate and make approved repairs as necessary until the leakage is within the specified allowance.

4.1.7.1 All visible leaks are to be repaired, regardless of the amount of leakage.

**FLUSHING AND TESTING OF HDPE FORCE MAINS AND LOW PRESSURE SEWERS  
TABULATION SHEET**

Job No. \_\_\_\_\_ Location \_\_\_\_\_  
 Contract No. \_\_\_\_\_ Contractor \_\_\_\_\_  
 Project \_\_\_\_\_  
 Contractor's Representative \_\_\_\_\_  
 Observed by \_\_\_\_\_

**FLUSHING**

Date \_\_\_\_\_ Weather \_\_\_\_\_ Temperature \_\_\_\_\_  
 Section Flushed \_\_\_\_\_ ft. of \_\_\_\_\_-inch diameter pipe  
 Line Flushed \_\_\_\_\_ hrs. \_\_\_\_\_ min. @ \_\_\_\_\_ gal/min.  
 Line Flushed Through \_\_\_\_\_ Manhole # \_\_\_\_\_

**PRESSURE TESTING**

Date \_\_\_\_\_ Weather \_\_\_\_\_  
 Section Tested \_\_\_\_\_  
 \_\_\_\_\_-ft. of \_\_\_\_\_-inch diameter \_\_\_\_\_ pipe in \_\_\_\_\_-ft laying lengths

**EXPANSION PHASE**

Time Started \_\_\_\_\_ Time Finished \_\_\_\_\_ Elapsed Time \_\_\_\_\_  
 Test Pressure: Start \_\_\_\_\_ psi Finish \_\_\_\_\_ psi  
 Gallons of water added to maintain pressure \_\_\_\_\_ gallons

**TEST PHASE (Lower system pressure by 10 psi – no make-up water added during test phase)**

Time Started \_\_\_\_\_ Time Finished \_\_\_\_\_ Elapsed Time \_\_\_\_\_  
 Test Pressure: Start \_\_\_\_\_ psi Finish \_\_\_\_\_ psi  
 Pass \_\_\_\_\_ Fail \_\_\_\_\_

<p><b>WITNESS:</b>          OWNER/ENGINEER _____          Name _____          Title _____          Signature _____</p>	<p><b>WITNESS:</b>          CONTRACTOR _____          Name _____          Title _____          Signature _____</p>
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**TOWN OF FALMOUTH  
DEPARTMENT OF PUBLIC WORKS – WASTEWATER DIVISION  
APPLICATION AND CONSTRUCTION STANDARDS**

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**Construction Details**

## STANDARD DETAILS

DETAIL NUMBER	DETAIL
S-1	STANDARD PRECAST GRAVITY MANHOLE
S-2	MANHOLE FRAME AND COVER
S-3	INSIDE DROP MANHOLE CONNECTION
S-4	SEWER DOGHOUSE MANHOLE CONNECTION
S-5	GRAVITY SEWER CONNECTION TO EXISTING MANHOLE
S-6	PRESSURE SEWER OR FORCE MAIN CONNECTION AT GRAVITY MANHOLE
S-7	4" AND 6" GRAVITY LATERAL
S-8	LOW PRESSURE LATERAL INSTALLATION
S-9	LATERAL CHIMNEY CONNECTION
S-10	SUBGRADE CLEANOUT (NON-PAVED SURFACES) GRADE CLEANOUT (PAVED SURFACES)
S-11	MANUAL AIR RELEASE VALVE
S-12	SEWER TRENCH
S-13	WATER MAIN RELOCATION
S-14	PIPE FOUNDATION CONCRETE ENCASEMENT
S-15	THRUST BLOCK

INDEX.dwg

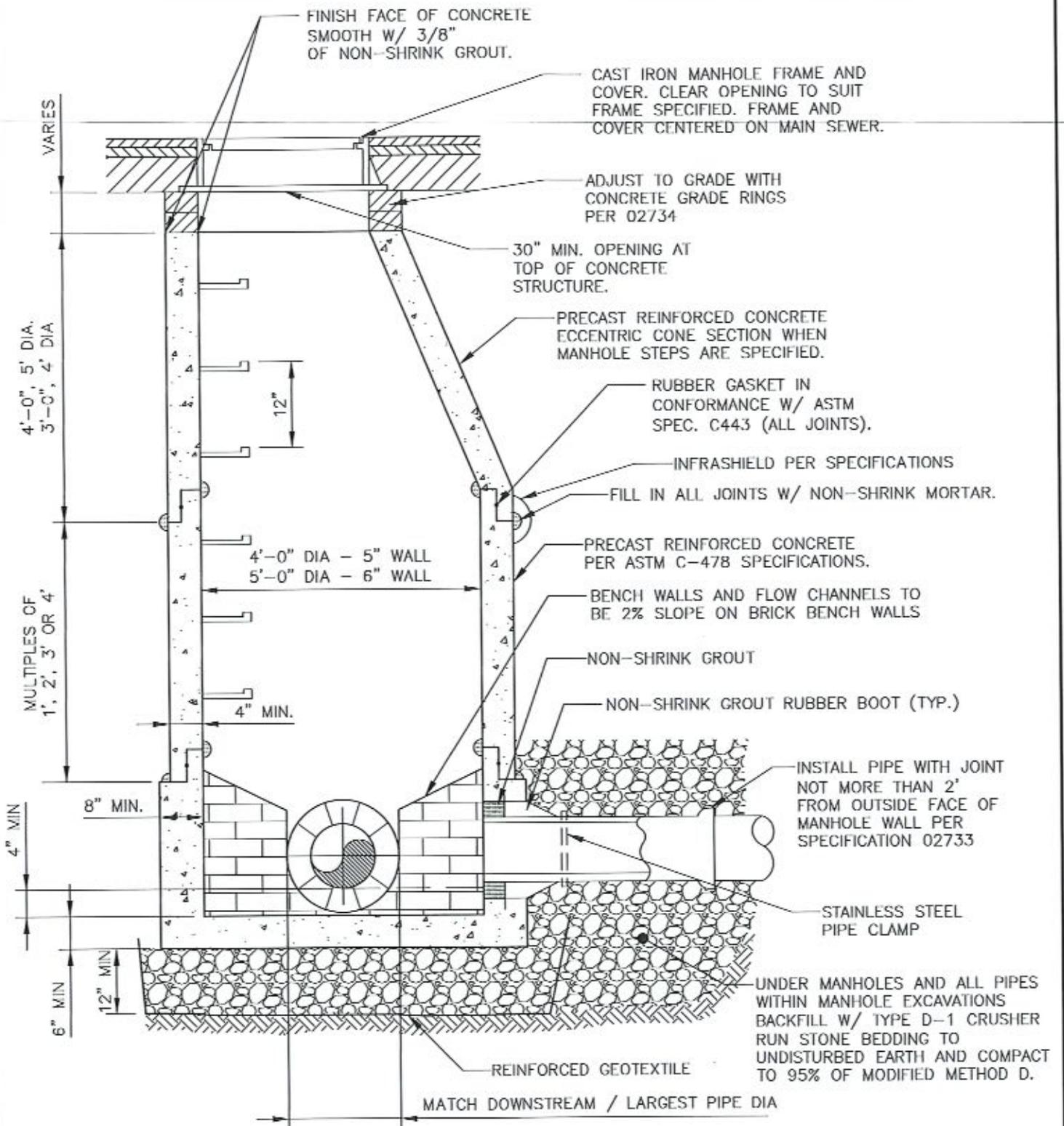


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# APPLICATION AND CONSTRUCTION STANDARDS

## INDEX

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## STANDARD PRECAST GRAVITY MANHOLE

SCALE: NONE

S-1\_STANDARD PRECAST GRAVITY MANHOLE.dwg

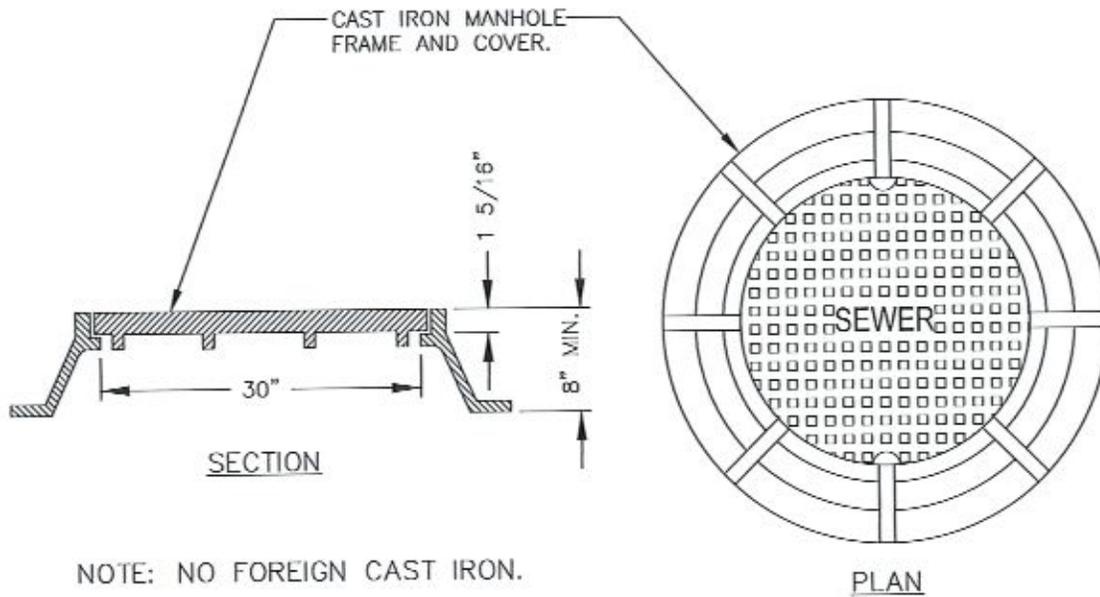


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# STANDARD PRECAST GRAVITY MANHOLE

S-1

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NOTE: NO FOREIGN CAST IRON.

## MANHOLE FRAME AND COVER

SCALE: NONE

S-2\_MANHOLE FRAME AND COVER.dwg

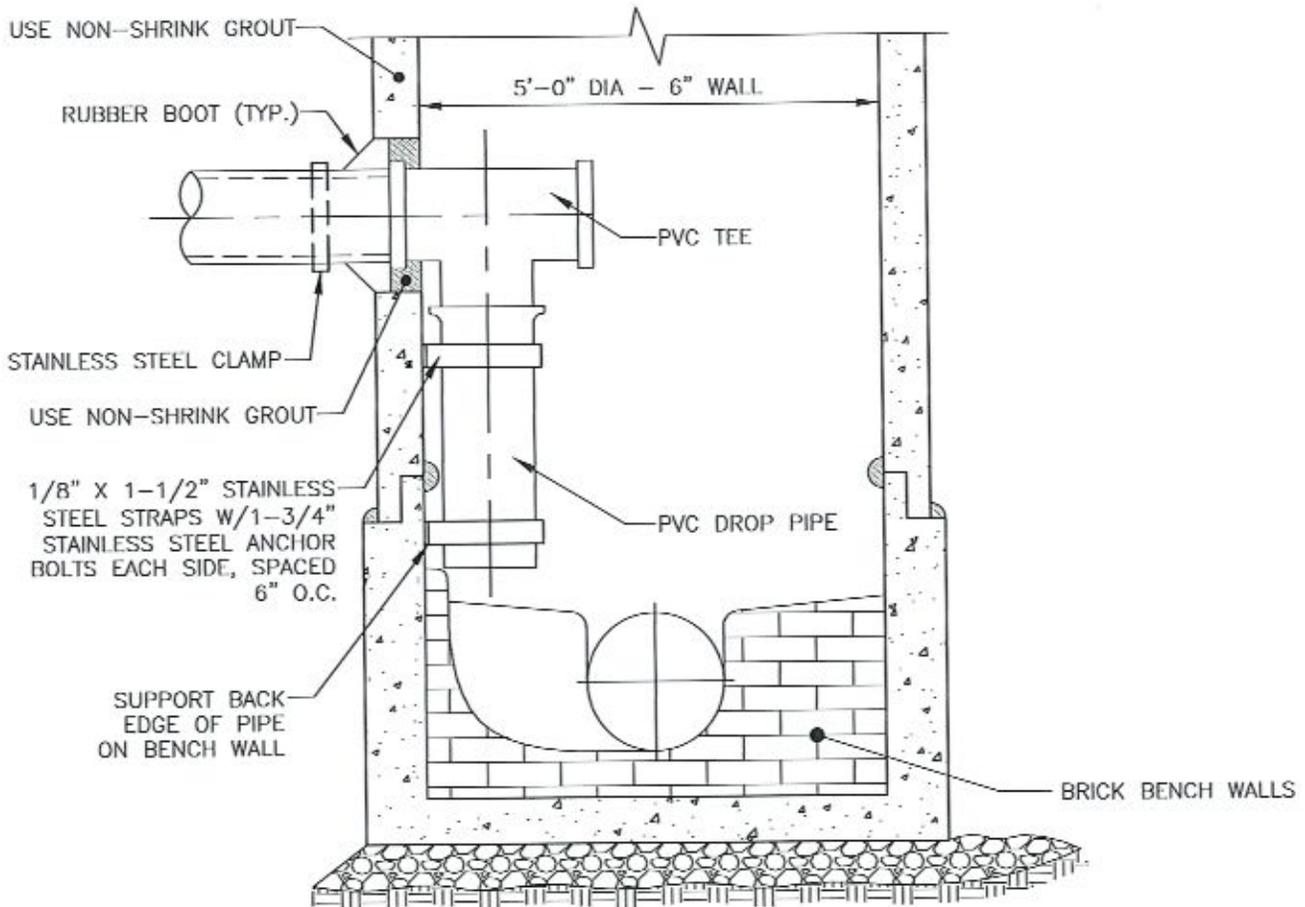


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## MANHOLE FRAME AND COVER

S-2

MARCH 17, 2025



NOTES:

1. USE WHERE DROP MANHOLE IS SPECIFIED UNLESS OTHERWISE NOTED.
2. DROP SHOULD DISCHARGE INTO CHANNEL AND NOT ON BENCH WALL.

## INSIDE DROP MANHOLE CONNECTION

SCALE: NONE

S-3\_INSIDE DROP MANHOLE CONNECTION.dwg

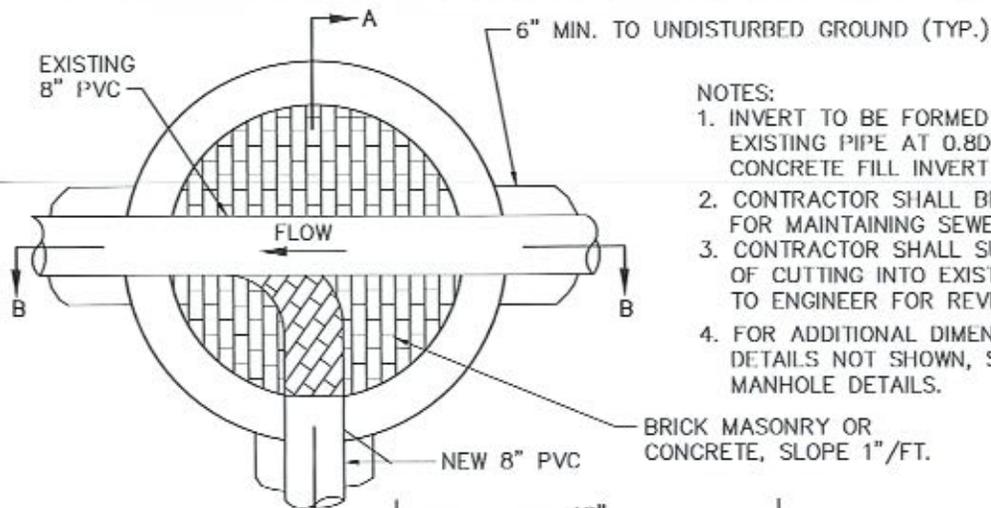


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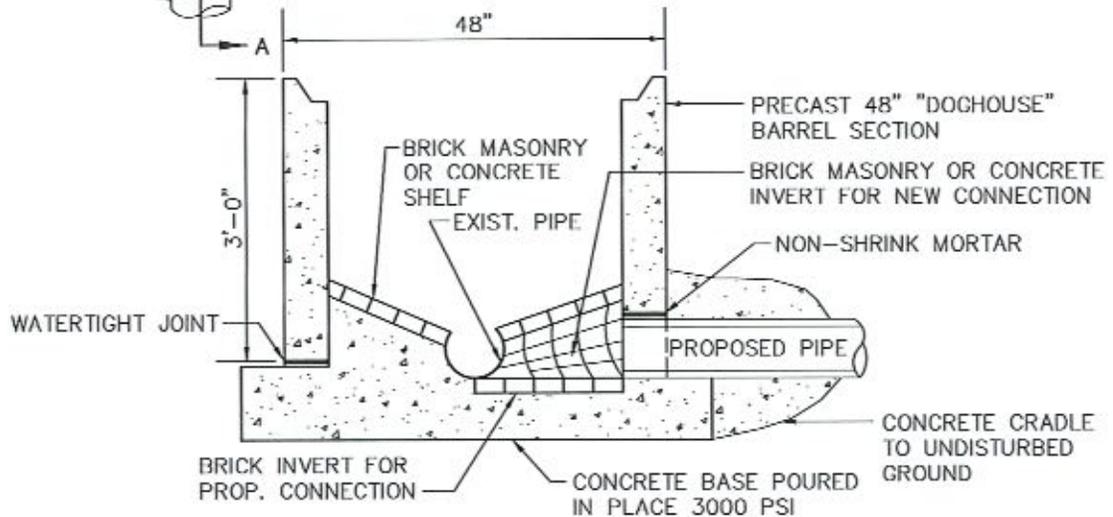
# INSIDE DROP MANHOLE CONNECTION

## S-3

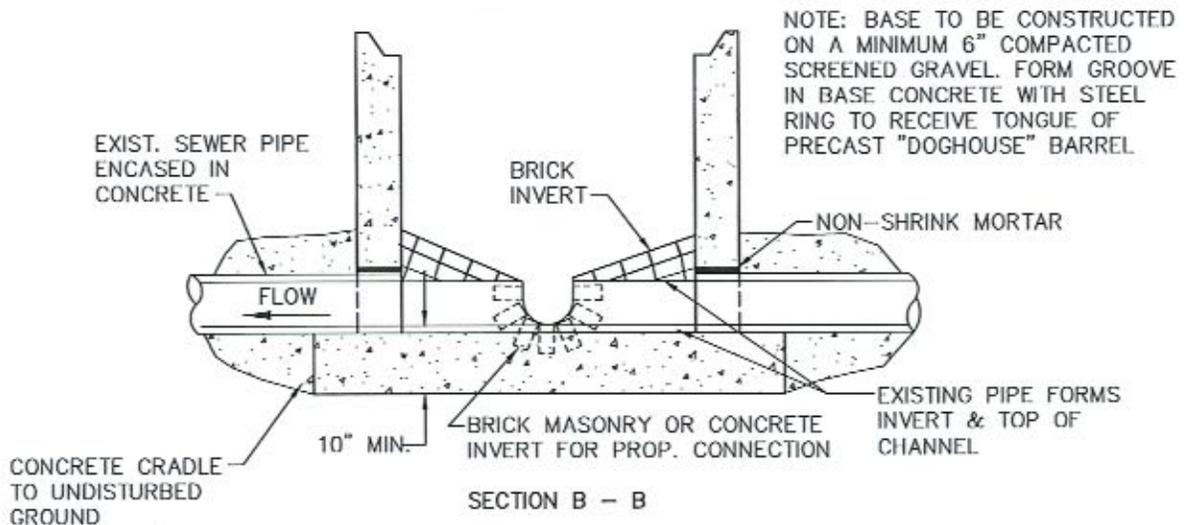
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- NOTES:
1. INVERT TO BE FORMED BY CUTTING EXISTING PIPE AT 0.8D & CONSTRUCTING CONCRETE FILL INVERT TO 0.8D.
  2. CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING SEWER FLOWS.
  3. CONTRACTOR SHALL SUBMIT DETAILS OF CUTTING INTO EXISTING SANITARY TO ENGINEER FOR REVIEW.
  4. FOR ADDITIONAL DIMENSIONS AND DETAILS NOT SHOWN, SEE OTHER MANHOLE DETAILS.



SECTION A - A



SECTION B - B

## DOGHOUSE SEWER MANHOLE

NOT TO SCALE

S-4\_SEWER DOGHOUSE MANHOLE CONNECTION.dwg

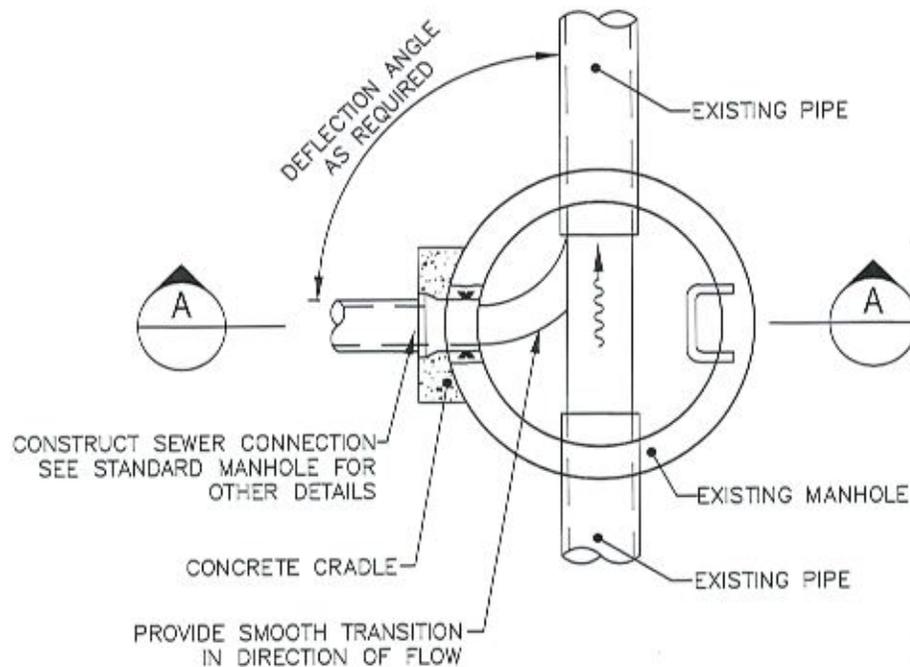


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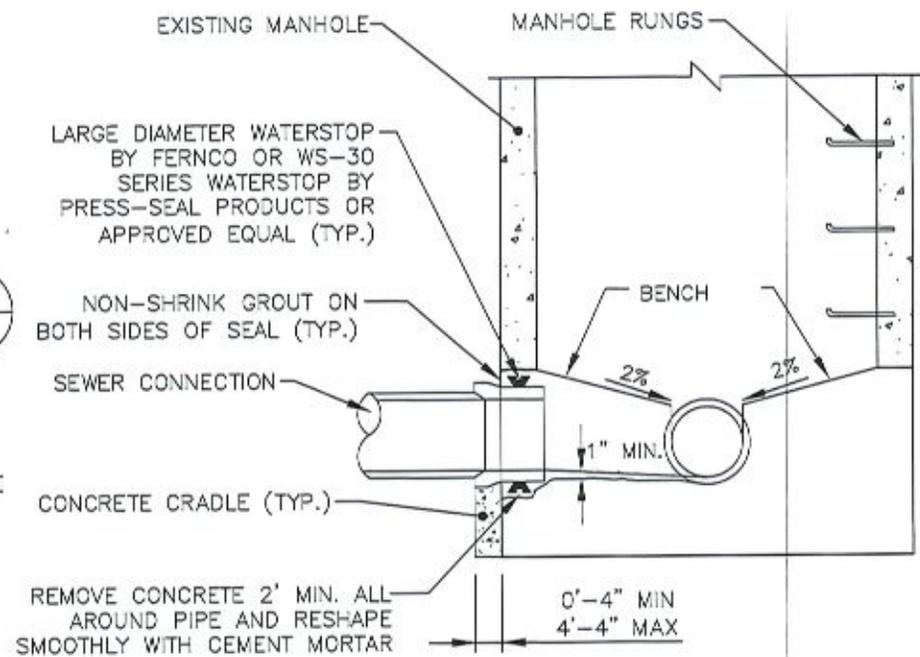
# SEWER DOGHOUSE MANHOLE CONNECTION

S-4

MARCH 17, 2025



PLAN



SECTION A-A

NOTES:

1. CLEAN AND ROUGHEN ALL SURFACES AGAINST WHICH NEW MORTAR IS TO BE PLACED.
2. EXISTING CONCRETE TO BE REMOVED TO MEET NEW CHANNEL. CONCRETE TO BE REMOVED TO A LINE AT LEAST 1-INCH BEYOND FINISHED CHANNEL LINE AND FINISHED OFF TO NEW LINE WITH CEMENT MORTAR.
3. WHERE PIPE IS ABANDONED, PLUG PIPE WITH 12-INCH MIN CONCRETE AND BUILD UP CHANNEL TO ELEVATION OF EXISTING BENCH TO DIVERT FLOW OF NEW MANHOLE CHANNEL.
4. PIPE PENETRATION MUST NOT BE THROUGH THE CONE SECTION OR A MANHOLE JOINT, NOR SHALL IT INTERFERE WITH THE MANHOLE RINGS.

## GRAVITY SEWER CONNECTION TO EXISTING MANHOLE

SCALE: NONE

S-5\_GRAVITY SEWER CONNECTION TO EXISTING MANHOLE.dwg

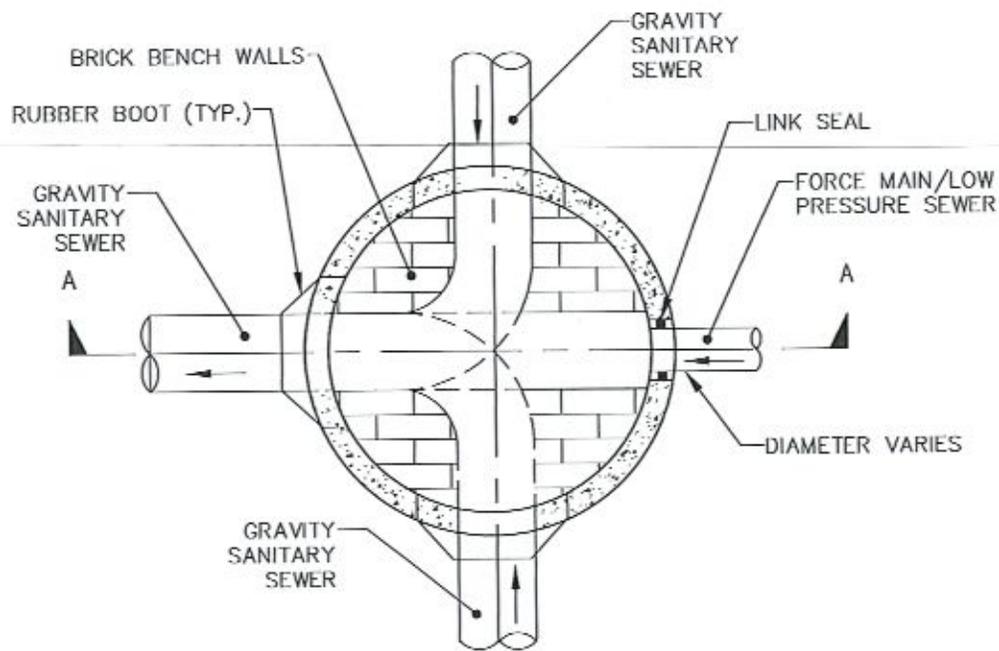


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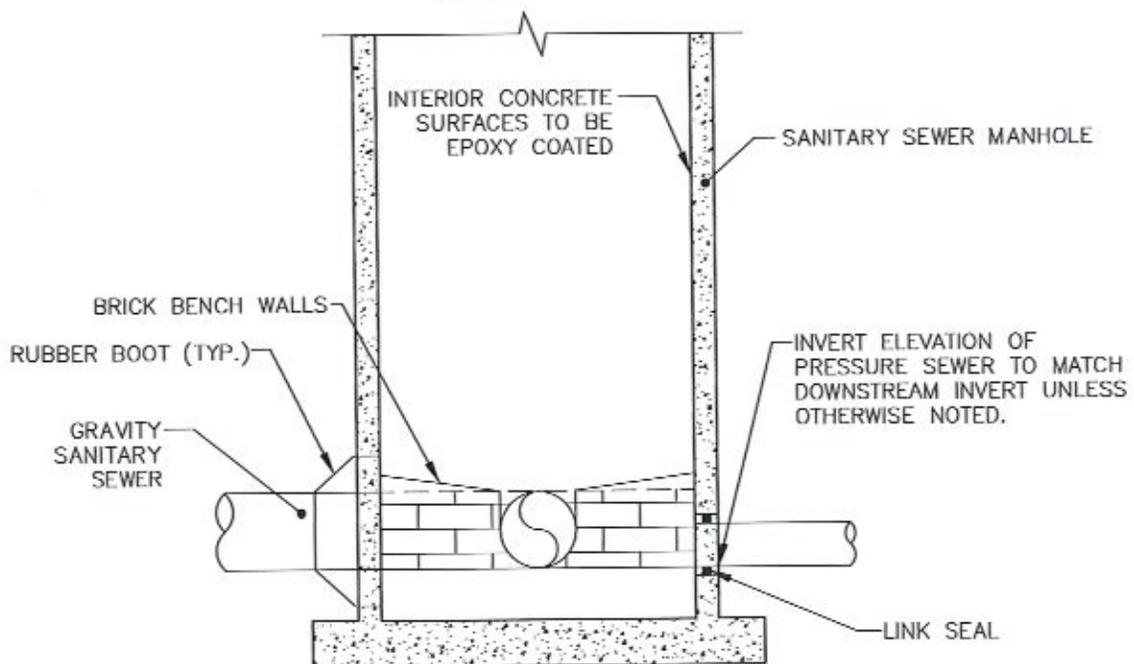
# GRAVITY SEWER CONNECTION TO EXISTING MANHOLE

# S-5

MARCH 17, 2025



SECTION A-A



SECTION A-A

## PRESSURE SEWER OR FORCE MAIN CONNECTION AT GRAVITY MANHOLE

SCALE: NONE

S-6\_PRESSURE SEWER OR FORCE MAIN CONNECTION AT GRAVITY MANHOLE.dwg

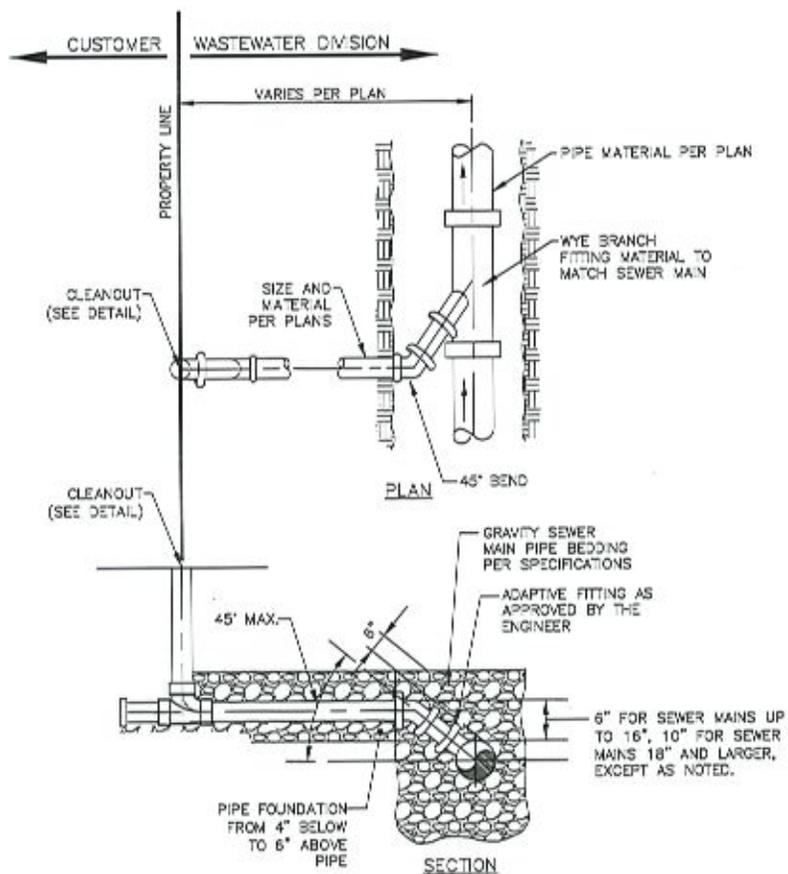


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### PRESSURE SEWER OR FORCE MAIN CONNECTION AT GRAVITY MANHOLE

# S-6

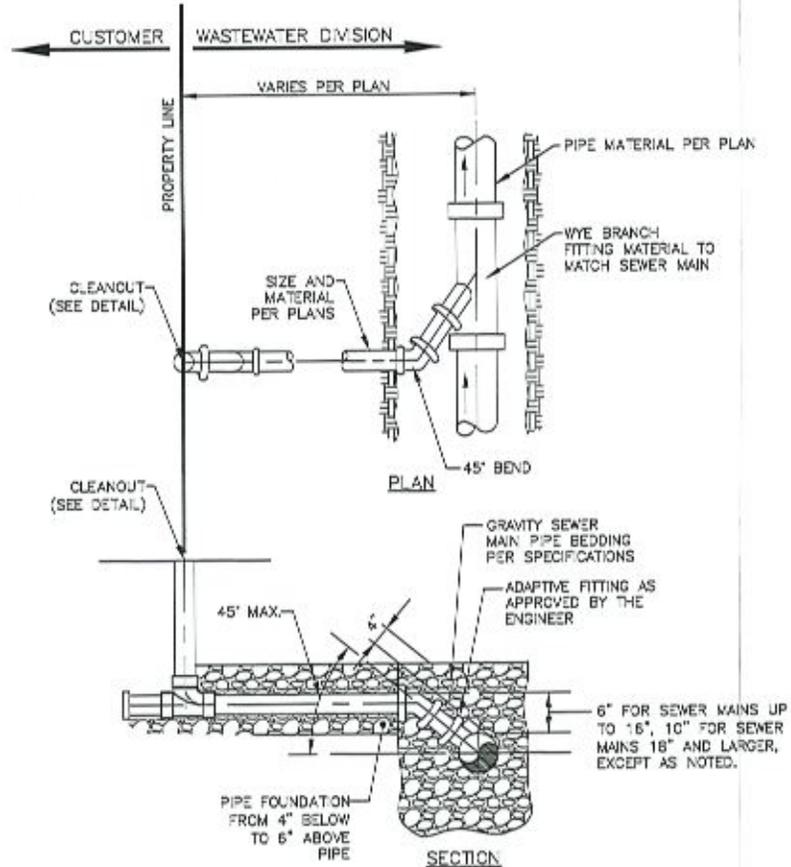
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NOTE: 6" GRAVITY LATERALS SHALL HAVE A MINIMUM SLOPE OF 1.5%.

### 6" GRAVITY LATERAL

SCALE: NONE



NOTE: 4" GRAVITY LATERALS SHALL HAVE A MINIMUM SLOPE OF 2%.

### 4" GRAVITY LATERAL

SCALE: NONE

S-7\_4" AND 6" GRAVITY LATERAL.dwg

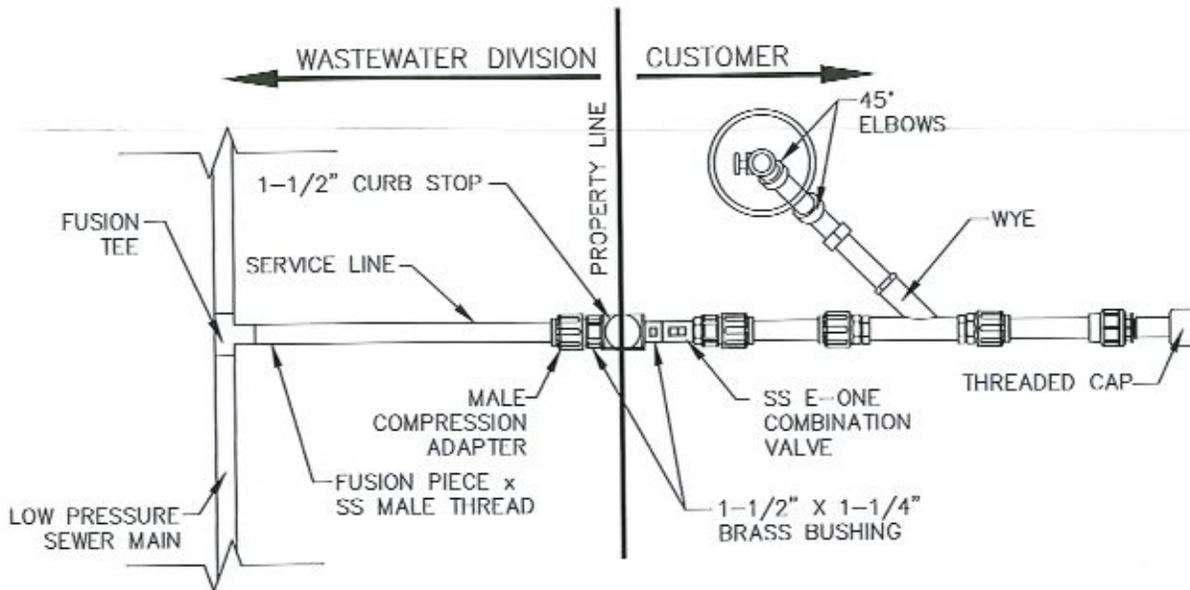


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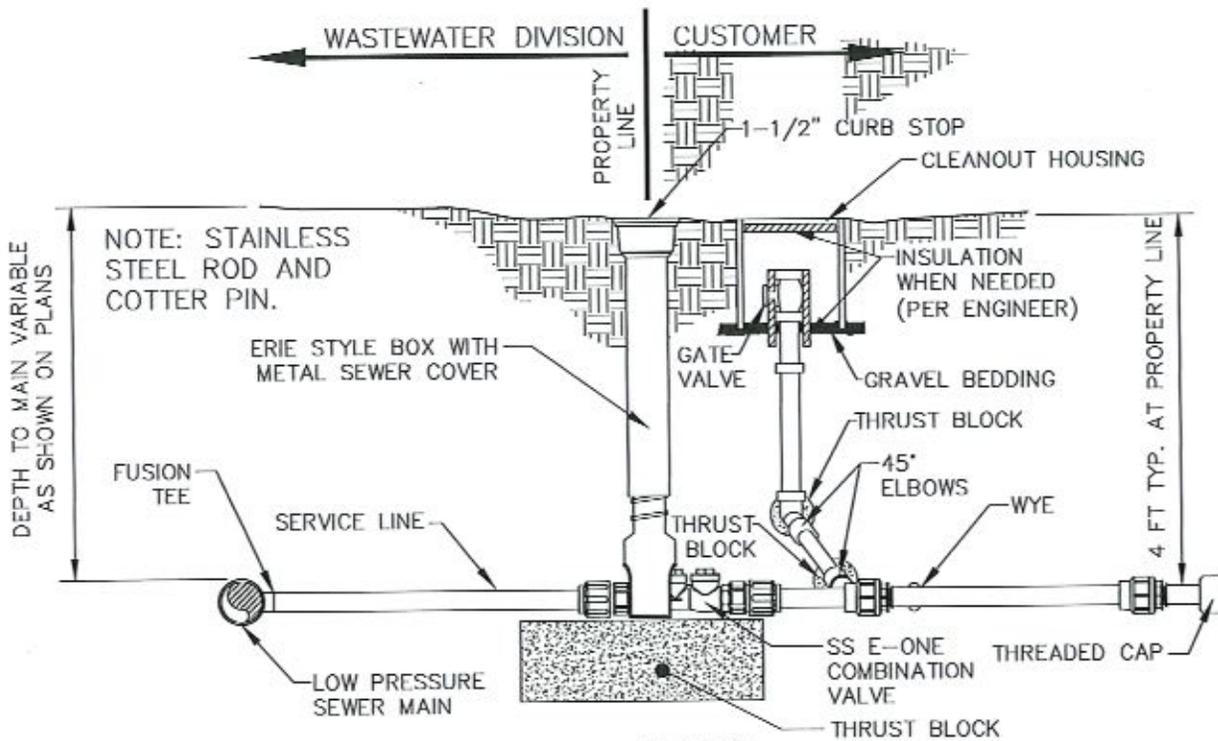
## 4" AND 6" GRAVITY LATERAL

S-7

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PLAN



SECTION

# LOW PRESSURE LATERAL INSTALLATION

SCALE: NONE

S-8\_LOW PRESSURE LATERAL INSTALLATION.dwg

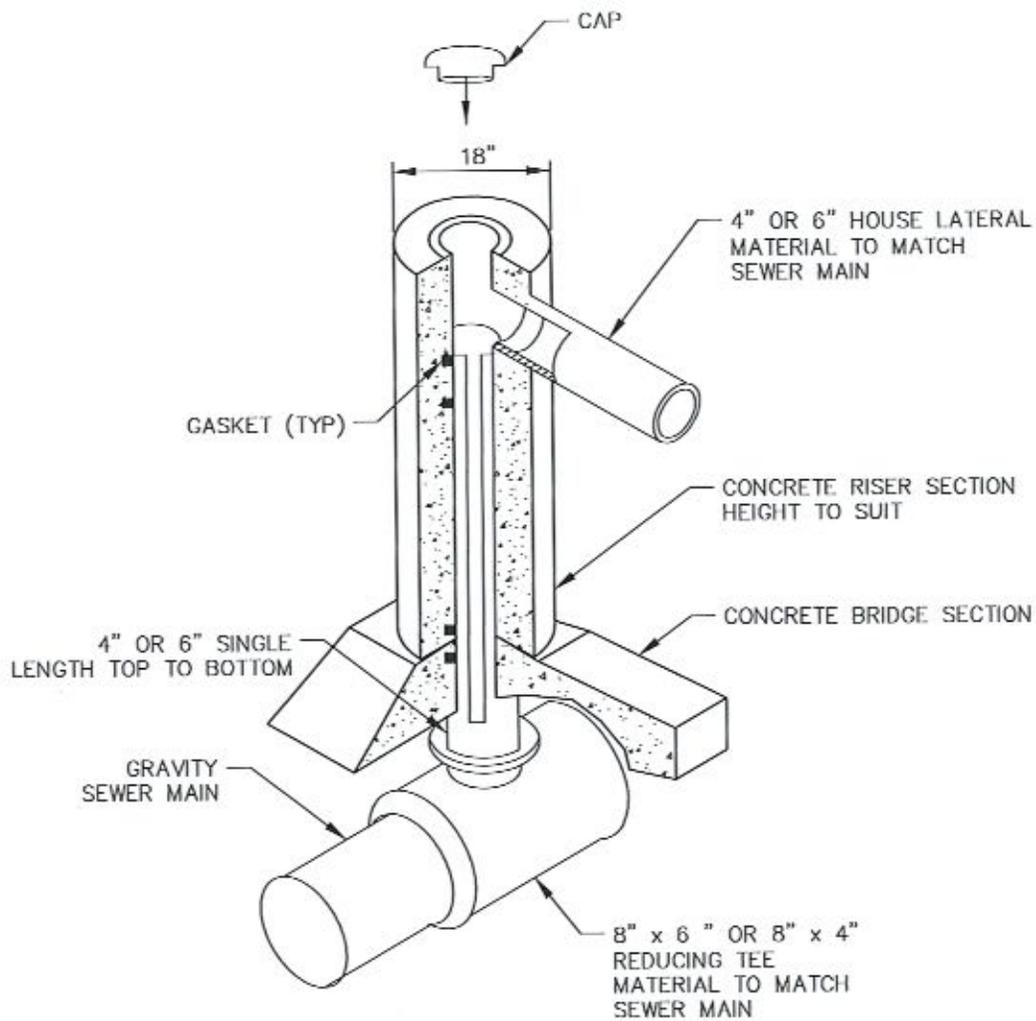


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# LOW PRESSURE LATERAL INSTALLATION

S-8

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## LATERAL CHIMNEY CONNECTION

SCALE: NONE

S-9\_LATERAL CHIMNEY CONNECTION.dwg

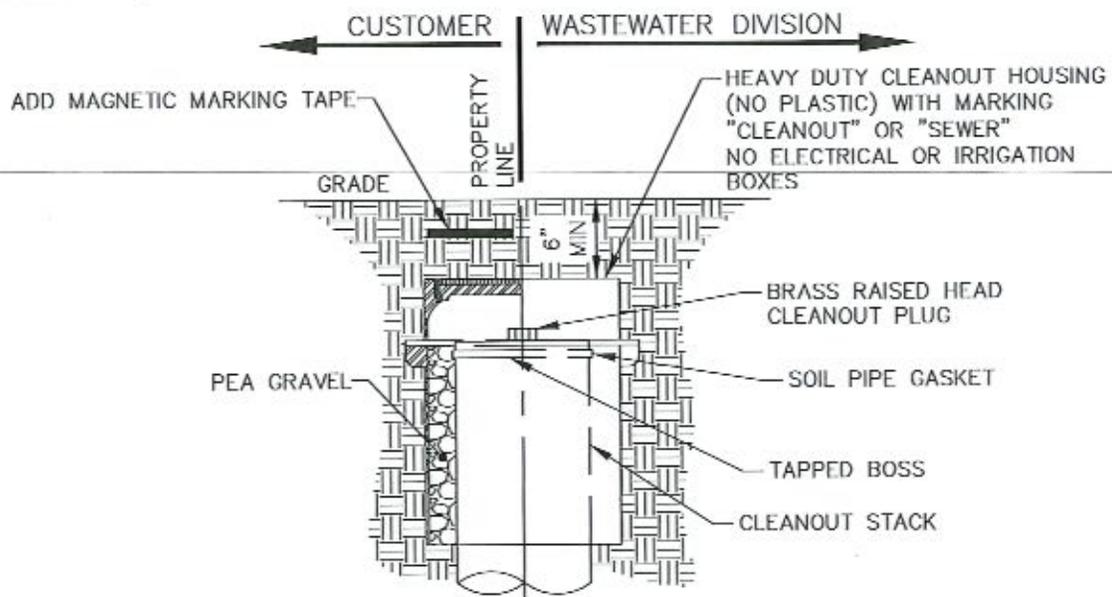


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# LATERAL CHIMNEY CONNECTION

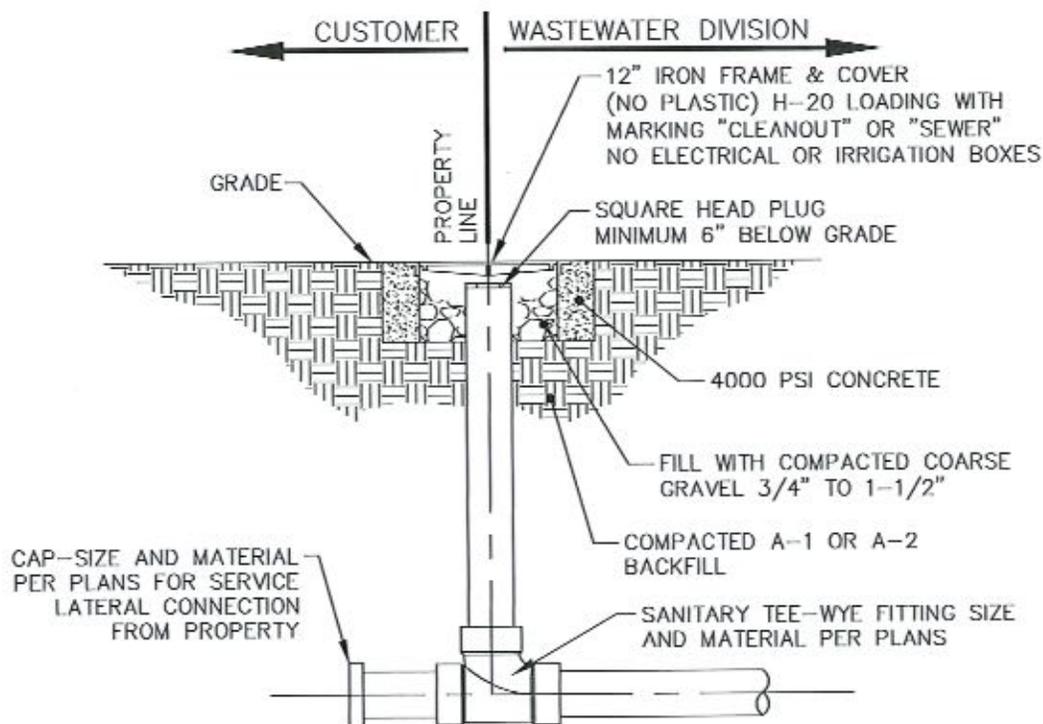
## S-9

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## SUBGRADE CLEANOUT (NON-PAVED SURFACES)

SCALE: NONE



**NOTE:**  
GRAVITY SANITARY SEWER LATERALS SHALL BE 4-INCH DIAMETER FOR SINGLE FAMILY RESIDENTIAL PROPERTIES AND 6-INCH DIAMETER FOR COMMERCIAL AND MULTI-FAMILY RESIDENTIAL PROPERTIES UNLESS OTHERWISE NOTED ON THE PLANS.

## GRADE CLEANOUT (PAVED SURFACES)

SCALE: NONE

S-10\_SUBGRADE CLEANOUT (NON-PAVED SURFACES) GRADE CLEANOUT (PAVED SURFACES).dwg

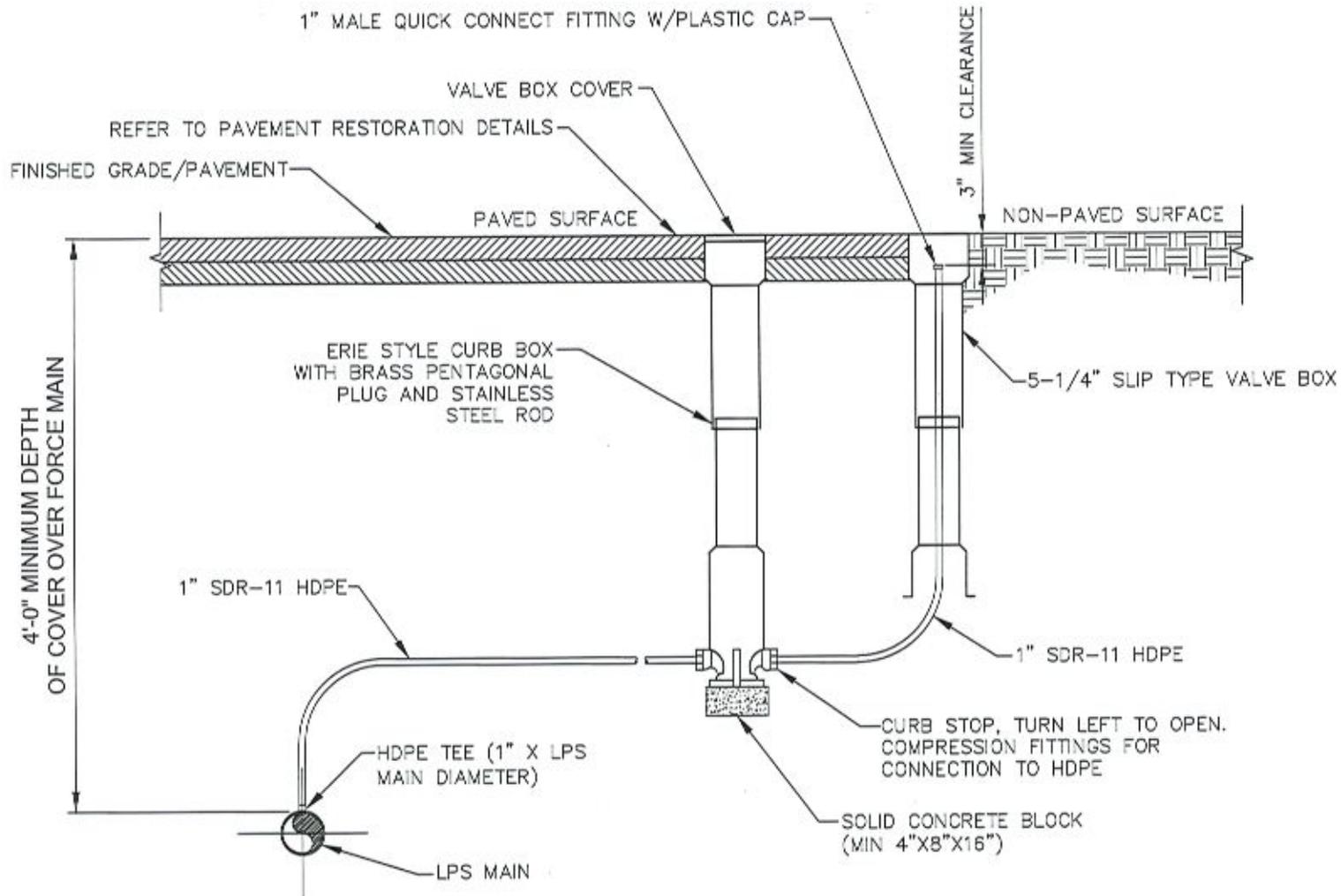


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SUBGRADE CLEANOUT  
(NON-PAVED SURFACES)  
GRADE CLEANOUT  
(PAVED SURFACES)

S-10

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## MANUAL AIR RELEASE VALVE

SCALE: NONE

S-11\_MANUAL AIR RELEASE VALVE.dwg

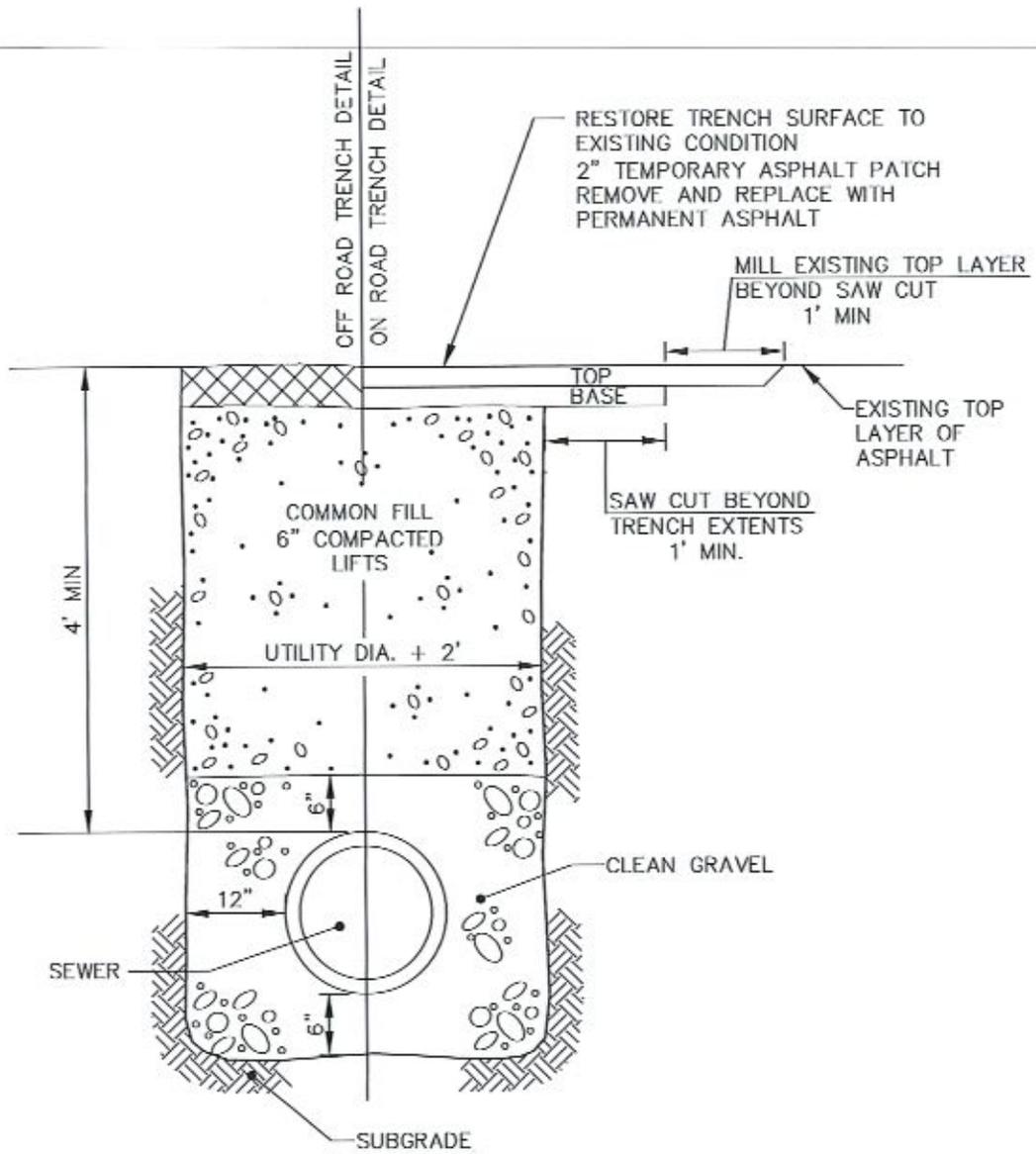


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## MANUAL AIR RELEASE VALVE

S-11

MARCH 17, 2025



NOTE:  
ASPHALT PLACEMENT SHALL FOLLOW  
CURRENT MASSDOT SPECIFICATIONS.

## SEWER TRENCH

SCALE: NONE

S-12\_SEWER TRENCH.dwg

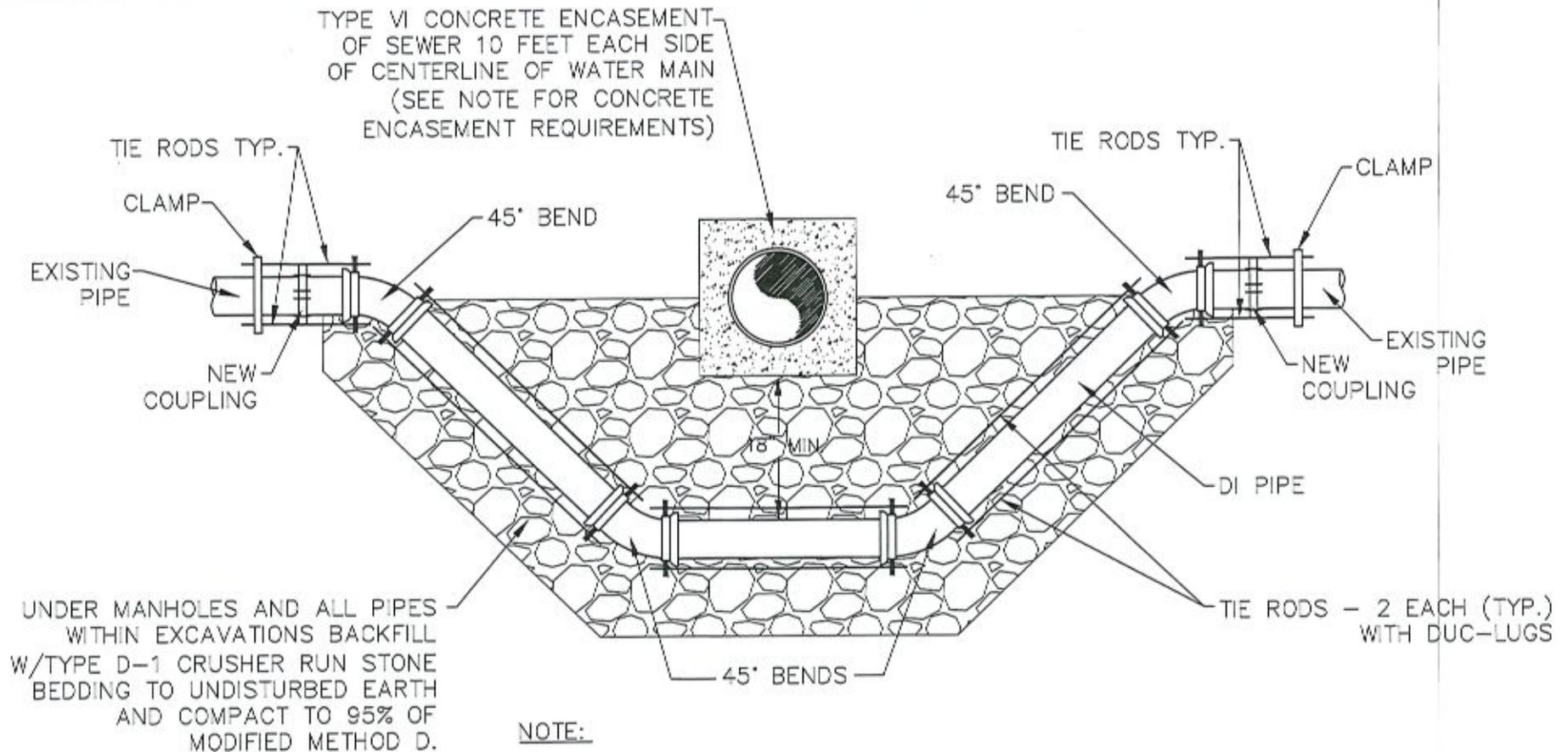


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# SEWER TRENCH

# S-12

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NOTE:

1. CONCRETE ENCASEMENT SHALL BE A MINIMUM OF SIX INCHES MEASURED TO THE SIDES, BELOW, AND ABOVE THE EXISTING WATER MAIN.

## WATER MAIN RELOCATION

SCALE: NONE

S-13\_WATER MAIN RELOCATION.dwg

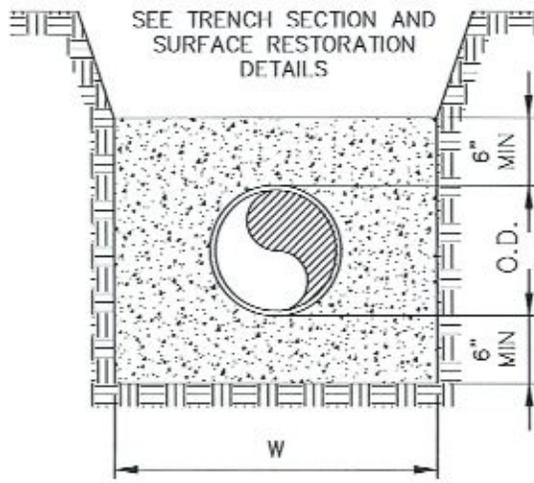


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# WATER MAIN RELOCATION

## S-13

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PIPE FOUNDATION  
CONCRETE ENCASEMENT

SCALE: NONE

S-14\_PIPE FOUNDATION CONCRETE ENCASEMENT.dwg

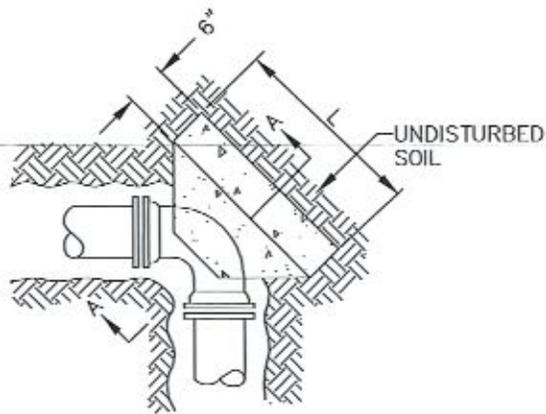


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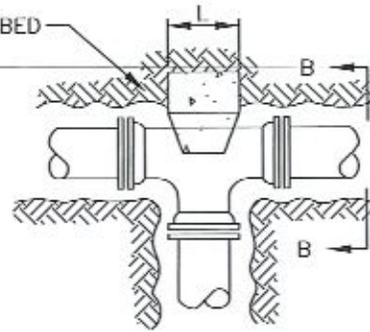
**PIPE FOUNDATION  
CONCRETE  
ENCASEMENT**

**S-14**

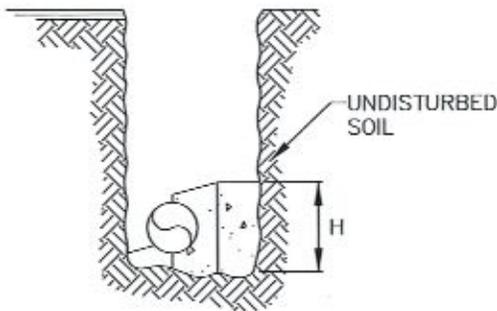
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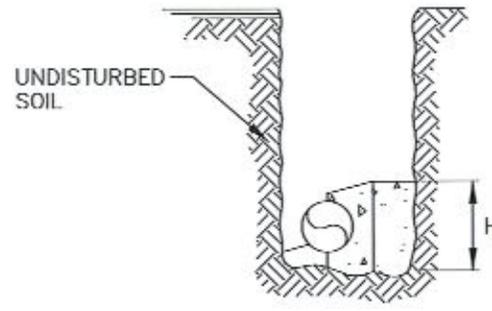
PLAN



PLAN



SECTION A-A



SECTION B-B

ALL HORIZONTAL BENDS

TEE OR TAPPING SLEEVE

### HORIZONTAL ANCHOR DIMENSIONS FOR AVERAGE SOIL CONDITIONS

UP TO 150 P.S.I. WORKING PRESSURE

PIPE SIZE	PLUG, CAP, TEE OR TAP SLEEVE		90° BEND		45° BEND		22 1/2° BEND		11 1/4° BEND	
	H	L	H	L	H	L	H	L	H	L
* 4"	1'-0"	2'-0"	1'-0"	2'-0"	1'-0"	1'-4"	0'-9"	1'-0"	0'-6"	1'-0"
6"	1'-0"	2'-0"	1'-0"	2'-0"	1'-0"	1'-4"	0'-9"	1'-0"	0'-6"	1'-0"
8"	1'-4"	2'-8"	1'-4"	2'-8"	1'-4"	1'-6"	1'-0"	1'-0"	0'-9"	1'-0"

\* FOR 3" AND SMALLER PIPE

## THRUST BLOCK

SCALE: NONE

S-15\_THRUST BLOCK.dwg



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# THRUST BLOCK

# S-15

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CONSTRUCTION STANDARDS

## CONSTRUCTION STANDARDS

FALMOUTH DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION



## STANDARD DETAILS

DETAIL NUMBER	DETAIL
ENG-01	UTILITY TRENCH
ENG-02	PRECAST CONCRETE CATCH BASIN
ENG-03	PRECAST CONCRETE DRAIN MANHOLE
ENG-04	LEACHING PIT
ENG-05	MINOR STREET CROSS SECTION
ENG-06	MAJOR STREET CROSS SECTION
ENG-07	GRANITE CURB
ENG-08	CEMENT CONCRETE WALK
ENG-09	DETECTABLE WARNING
ENG-10	CONCRETE DRIVEWAY APRON
ENG-11	DRIVEWAY PERMIT DETAIL FOR PUBLIC ROAD
ENG-12	SIGHT DISTANCE

INDEX.dwg

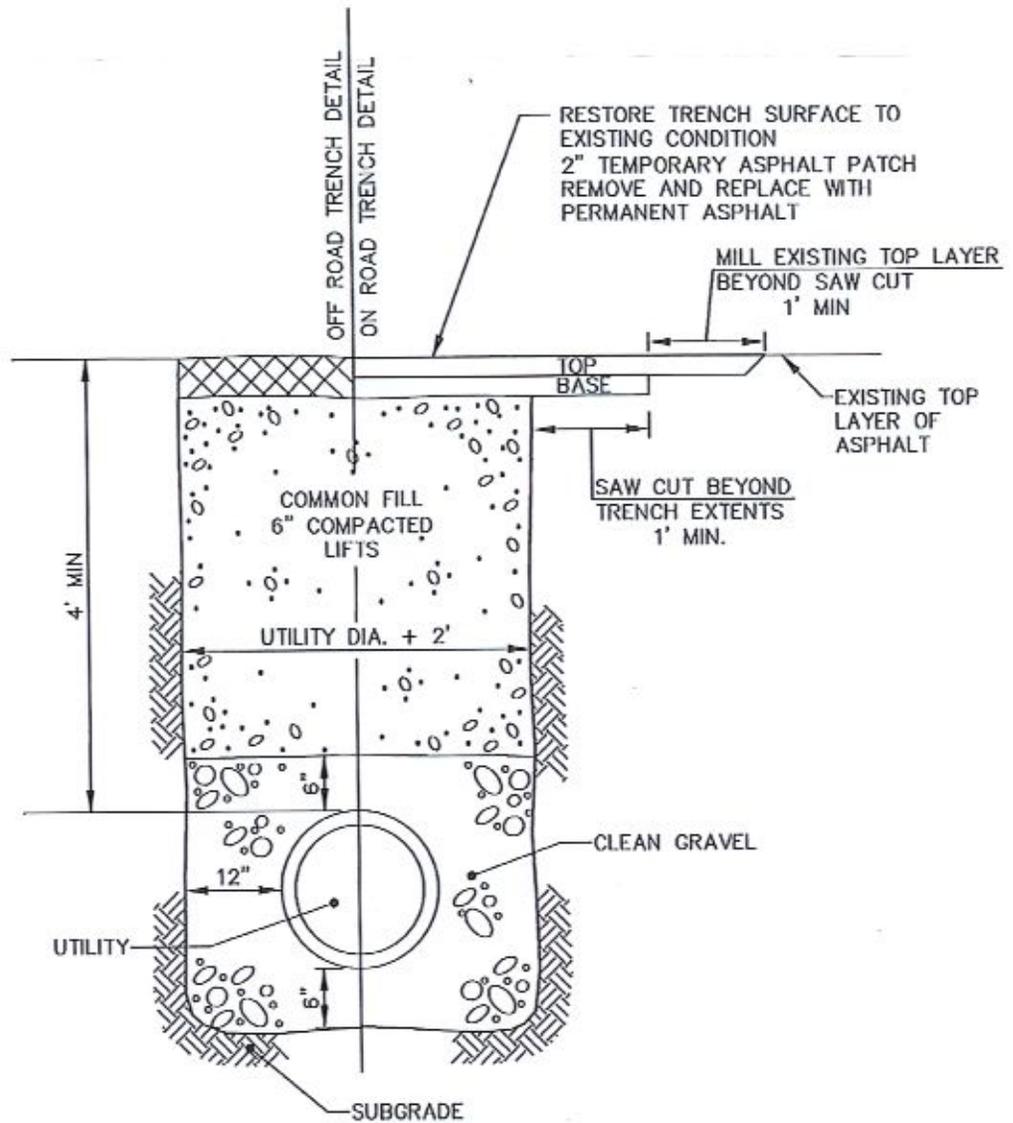


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# STANDARD DETAILS

# INDEX

FEBRUARY 25, 2025



**NOTE:**  
 ASPHALT PLACEMENT SHALL FOLLOW  
 CURRENT MASSDOT SPECIFICATIONS.

## UTILITY TRENCH

SCALE: NONE

ENG-01\_UTILITY TRENCH.dwg

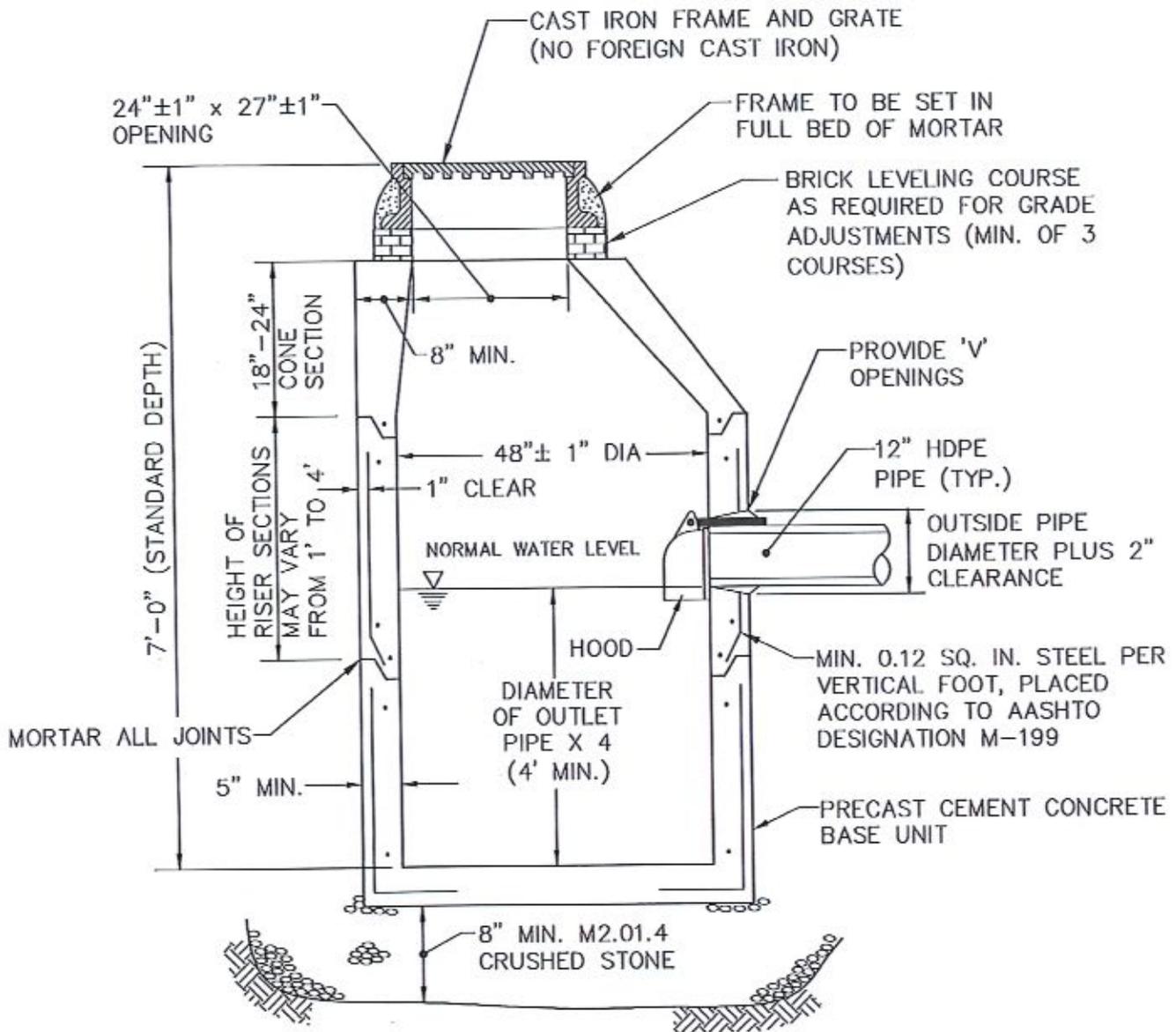


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 ENGINEERING DIVISION  
 416 GIFFORD STREET  
 FALMOUTH, MA 02540  
 508-457-2543

# UTILITY TRENCH

# ENG-01

FEBRUARY 25, 2025



## PRECAST CONCRETE CATCH BASIN

SCALE: NONE

ENG-02\_PRECAST CONCRETE CATCH BASIN.dwg

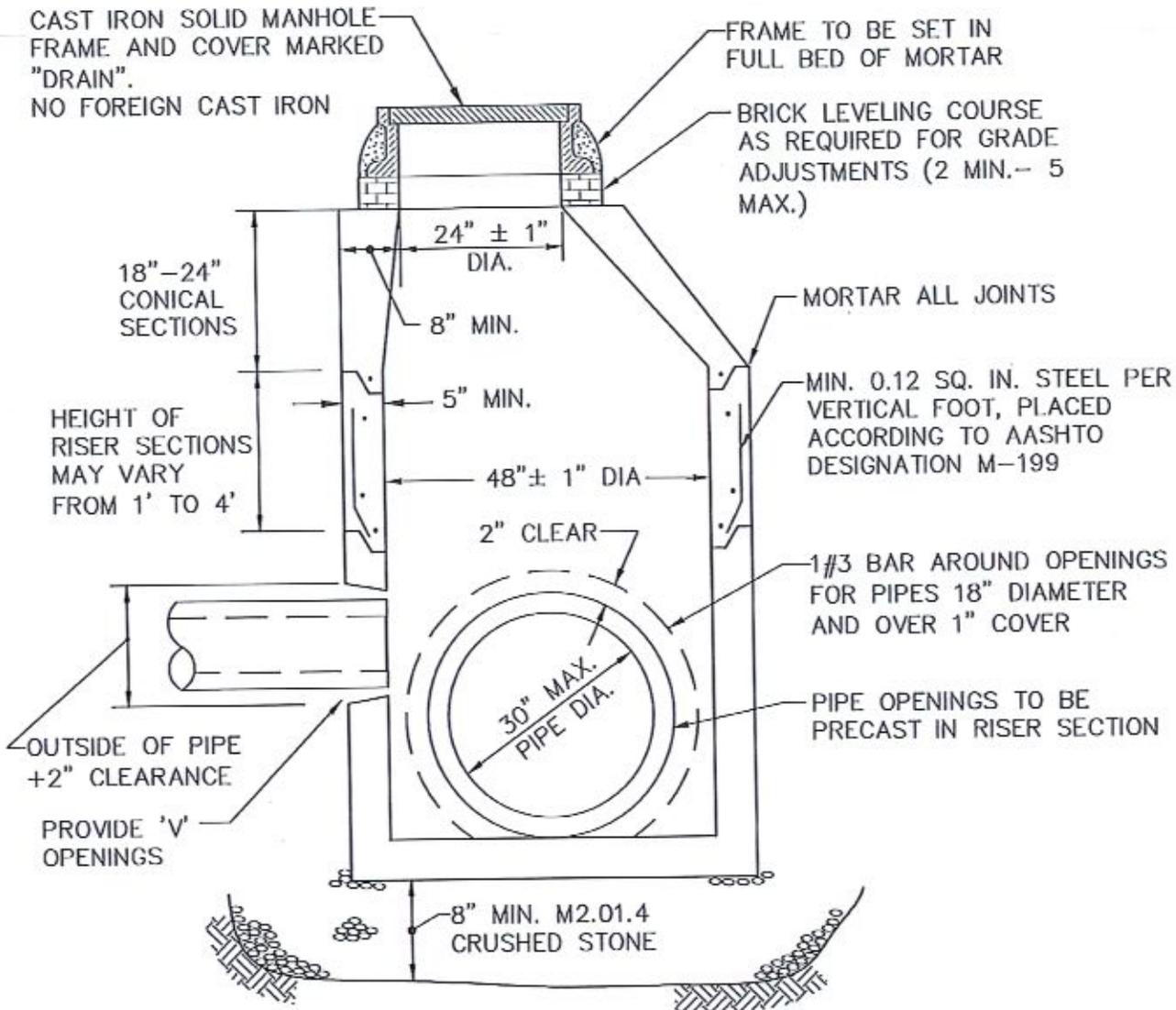


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# PRECAST CONCRETE CATCH BASIN

## ENG-02

FEBRUARY 25, 2025



NOTES:  
 MANHOLE DIAMETER TO BE INCREASED AS REQUIRED TO ACCOMMODATE THE NUMBER OF PIPES ENTERING OR DISCHARGING FROM THE MANHOLE.

## PRECAST CONCRETE DRAIN MANHOLE

SCALE: NONE

ENG-03\_PRECAST CONCRETE DRAIN MANHOLE.dwg

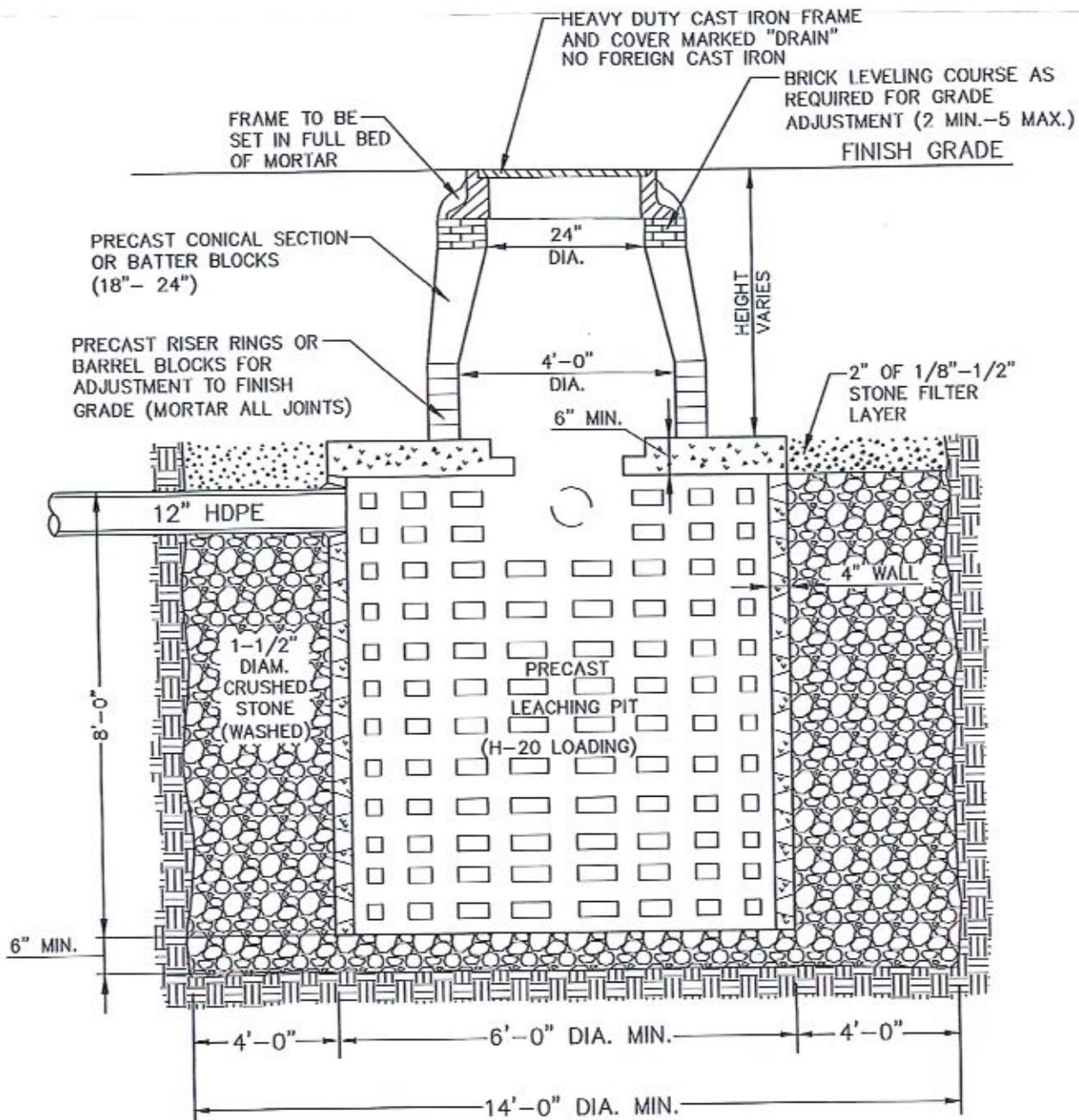


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# PRECAST CONCRETE DRAIN MANHOLE

## ENG-03

FEBRUARY 25, 2025



## LEACHING PIT

SCALE: NONE

ENG-04\_LEACHING PIT.dwg

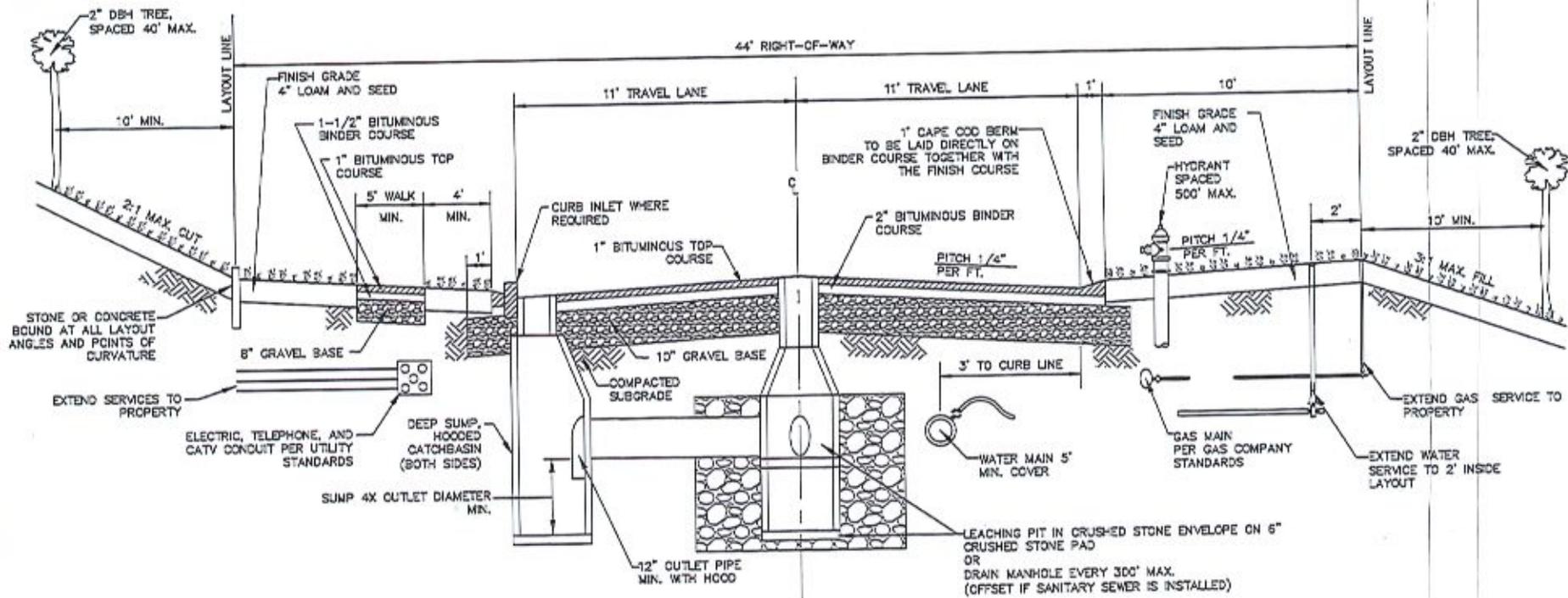


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# LEACHING PIT

# ENG-04

FEBRUARY 25, 2025



**NOTES:**

1. ALL WORK SHALL BE IN CONFORMANCE WITH THE REQUIREMENTS OF THE TOWN OF FALMOUTH SUBDMISION REGULATIONS.
2. ALL REQUIRED UTILITIES SHALL BE INSTALLED UNDERGROUND WITHIN THE ROAD LAYOUT BUT OUTSIDE THE EDGE OF PAVEMENT.
3. ALL SERVICE CONNECTIONS TO BE EXTENDED TO THE LOT LINES BEFORE PLACEMENT OF THE GRAVEL ROAD BASE.
4. SIDEWALKS SHALL BE CONSTRUCTED TO CURRENT AAB OR ADA STANDARDS.
5. THE APPLICANT SHALL NOTIFY THE APPROPRIATE DEPARTMENT IN WRITING AT LEAST 24 HOURS BEFORE WORK BEGINS AND TO REQUEST ANY INSPECTIONS REQUIRED EITHER BY § 305-42, INSPECTIONS OR THE SUBDMISION APPROVAL CONDITIONS.
6. FAILURE TO OBTAIN THE REQUIRED INSPECTION APPROVALS MAY RESULT IN FORFEITURE, IN WHOLE OR IN PART, OF ANY GUARANTIES.
7. WATER AND SANITARY SEWER TO MAINTAIN 10' HORIZONTAL SEPARATION.
8. IF SANITARY SEWER IS INSTALLED, IT WILL IN THE CENTERLINE OF THE TRAVELED WAY.
9. ASPHALT WORK SHALL FOLLOW CURRENT MASSDOT SPECIFICATIONS.

**ROAD CROSS-SECTION - MINOR STREETS**

SCALE: NONE

DWG-05\_MINOR STREET CROSS SECTION.dwg

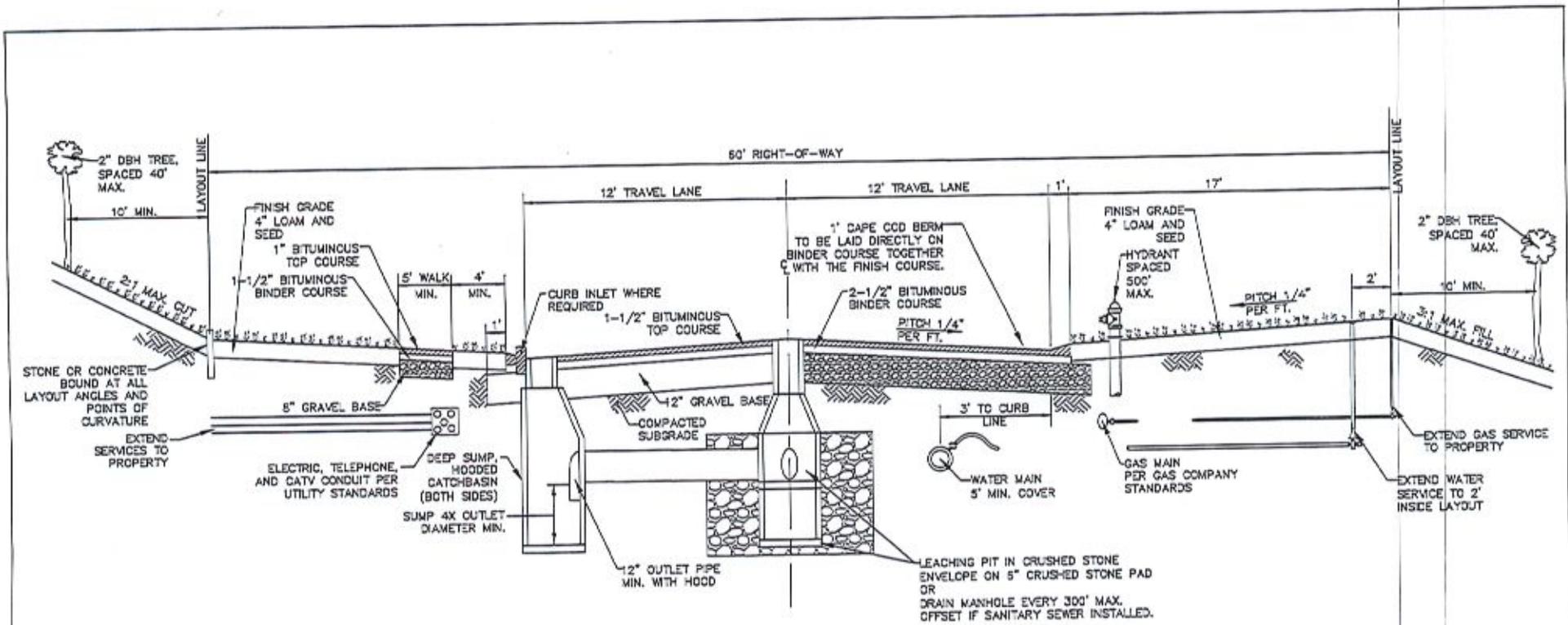


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MINOR STREET  
CROSS SECTION

ENG-05

FEBRUARY 25, 2025



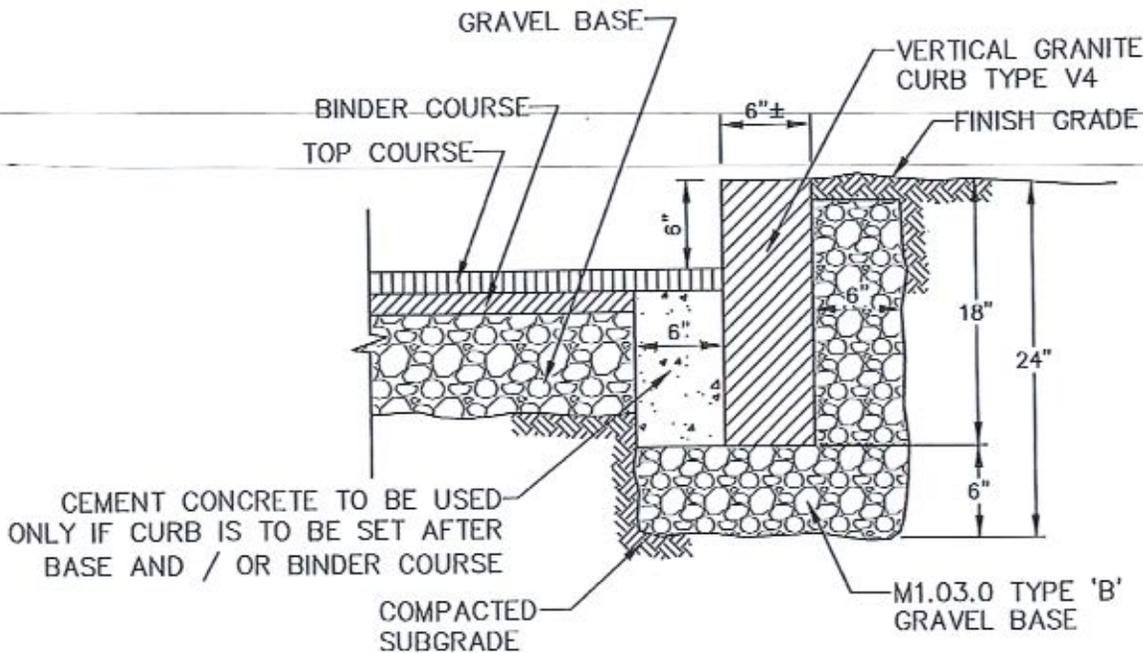
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  9. ASPHALT WORK SHALL FOLLOW CURRENT MASSDOT SPECIFICATIONS.

**ROAD CROSS SECTION - MAJOR STREETS**

SCALE: NONE

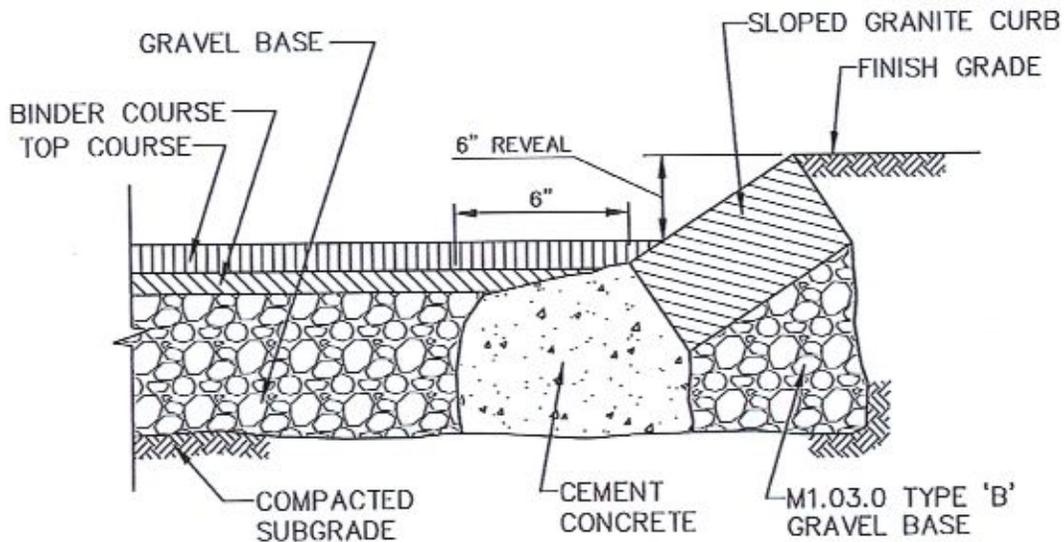
ENG-06-MAJOR STREET CROSS SECTION.dwg

	<p>TOWN OF FALMOUTH DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION 416 GIFFORD STREET FALMOUTH, MA 02540 508-457-2543</p>	<p>MAJOR STREET CROSS SECTION</p>	<p>ENG-06</p>
			<p>FEBRUARY 25, 2025</p>



## VERTICAL GRANITE CURB

NOT TO SCALE



## SLOPED GRANITE CURB

NOT TO SCALE

## GRANITE CURB

SCALE: NONE

ENG-07\_GRANITE CURB.dwg



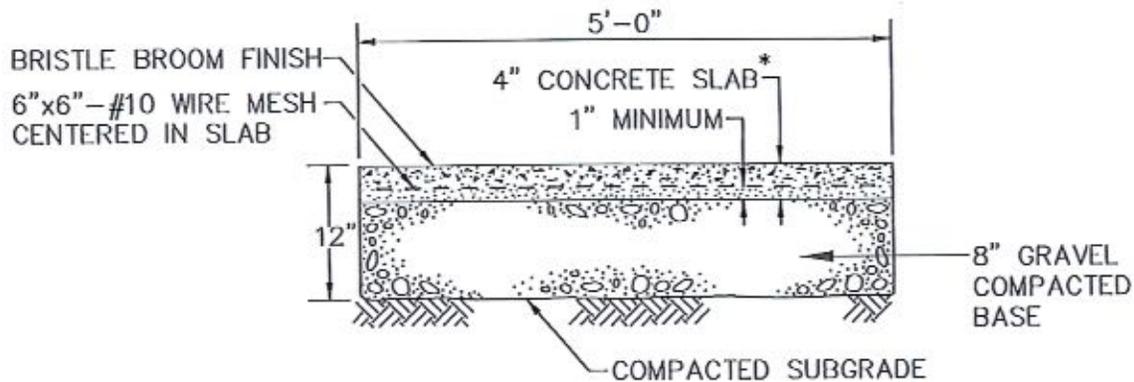
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# GRANITE CURB

# ENG-07

FEBRUARY 25, 2025

- PLEASE CALL ENGINEERING FOR AN INSPECTION:
1. WHEN COMPACTED BASE COMPLETE AND WIRE MESH INSTALLED WITH BLOCKING
  2. WHEN PLACING THE CONCRETE
  3. AFTER FORMS REMOVED



\* 8" CONCRETE SLAB ACROSS DRIVEWAYS (SEE DETAIL) IF REPLACING A PANEL, MATCH EXISTING WALK THICKNESS

**NOTE:**  
 WIRE MESH LOCATION SHALL BE MAINTAINED BY MEANS OF STAYS, PRECAST BLOCKS, TIES, HANGERS, METAL CHAIRS, OR OTHER APPROVED SUPPORTS. THE USE OF PEBBLES, PIECES OF BROKEN STONES OR BRICK, METAL PIPE OR WOODEN BLOCK SHALL NOT BE PERMITTED.

## CEMENT CONCRETE WALK

SCALE: NONE

ENG-08\_CEMENT CONCRETE WALK.dwg

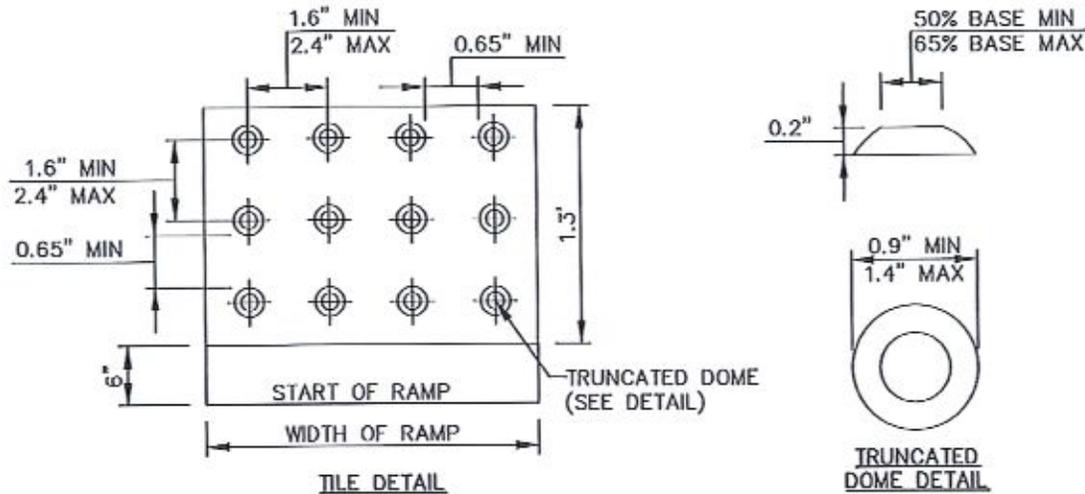


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# CEMENT CONCRETE WALK

## ENG-08

FEBRUARY 25, 2025



**NOTES:**

1. COLOR OF DETECTABLE WARNINGS SHALL BE YELLOW.
2. CONTRACTOR SHALL INSTALL DETECTABLE WARNINGS PER MANUFACTURER'S SPECIFICATIONS.
3. DETECTABLE WARNINGS SHALL BE REPLACEABLE (WET-SET) COMPOSITE TACTILE BY ADA SOLUTIONS, INC. OR APPROVED EQUAL.
4. DETECTABLE WARNINGS SHALL COMPLY WITH CURRENT ADA STANDARDS FOR ACCESSIBLE DESIGN.

**DETECTABLE WARNING**

SCALE: NONE

ENG-09\_DETECTABLE WARNING.dwg



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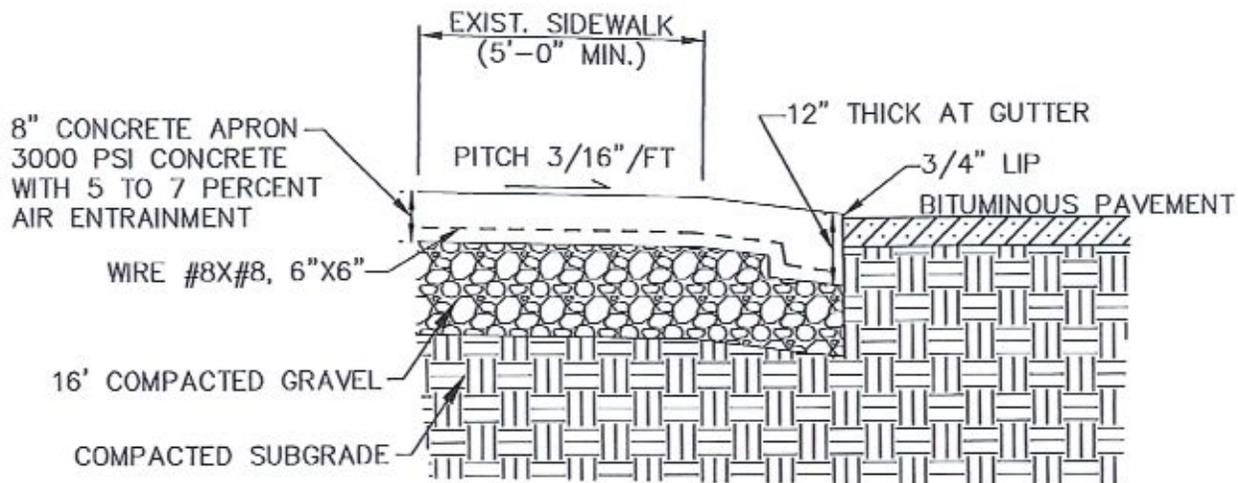
**DETECTABLE  
 WARNING**

**ENG-09**

FEBRUARY 25, 2025

PLEASE CALL ENGINEERING FOR AN INSPECTION:

1. WHEN COMPACTED BASE COMPLETE AND WIRE MESH INSTALLED WITH BLOCKING
2. WHEN PLACING THE CONCRETE
3. AFTER FORMS REMOVED



**NOTE:**

WIRE MESH LOCATION SHALL BE MAINTAINED BY MEANS OF STAYS, PRECAST BLOCKS, TIES, HANGERS, METAL CHAIRS, OR OTHER APPROVED SUPPORTS. THE USE OF PEBBLES, PIECES OF BROKEN STONES OR BRICK, METAL PIPE OR WOODEN BLOCK SHALL NOT BE PERMITTED.

## **CONCRETE DRIVEWAY APRON**

SCALE: NONE

ENG-10\_CONCRETE DRIVEWAY APRON.dwg

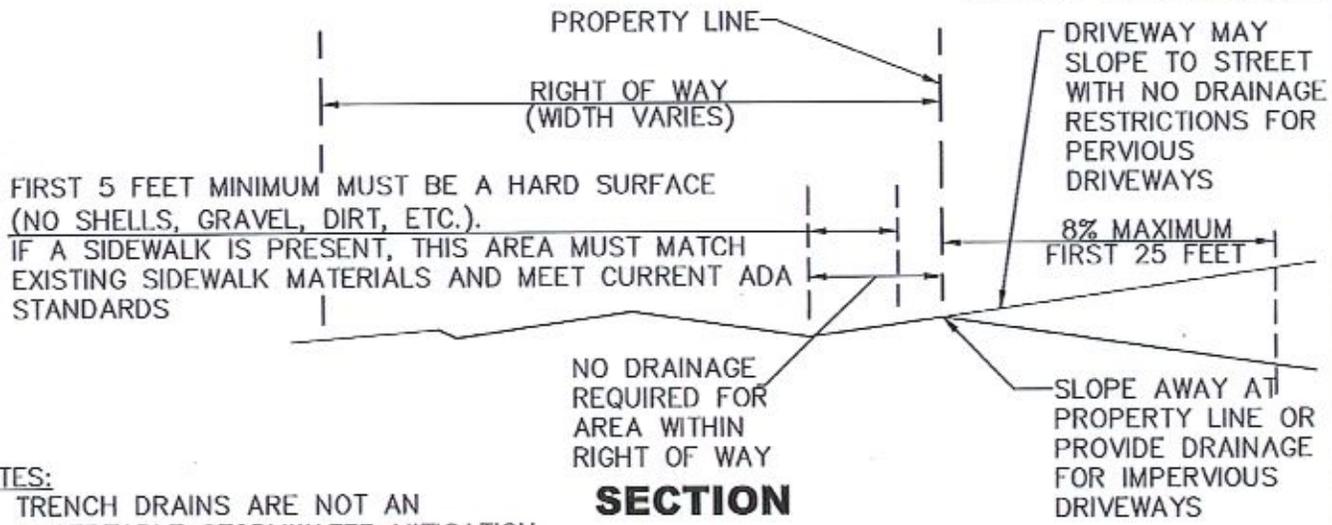
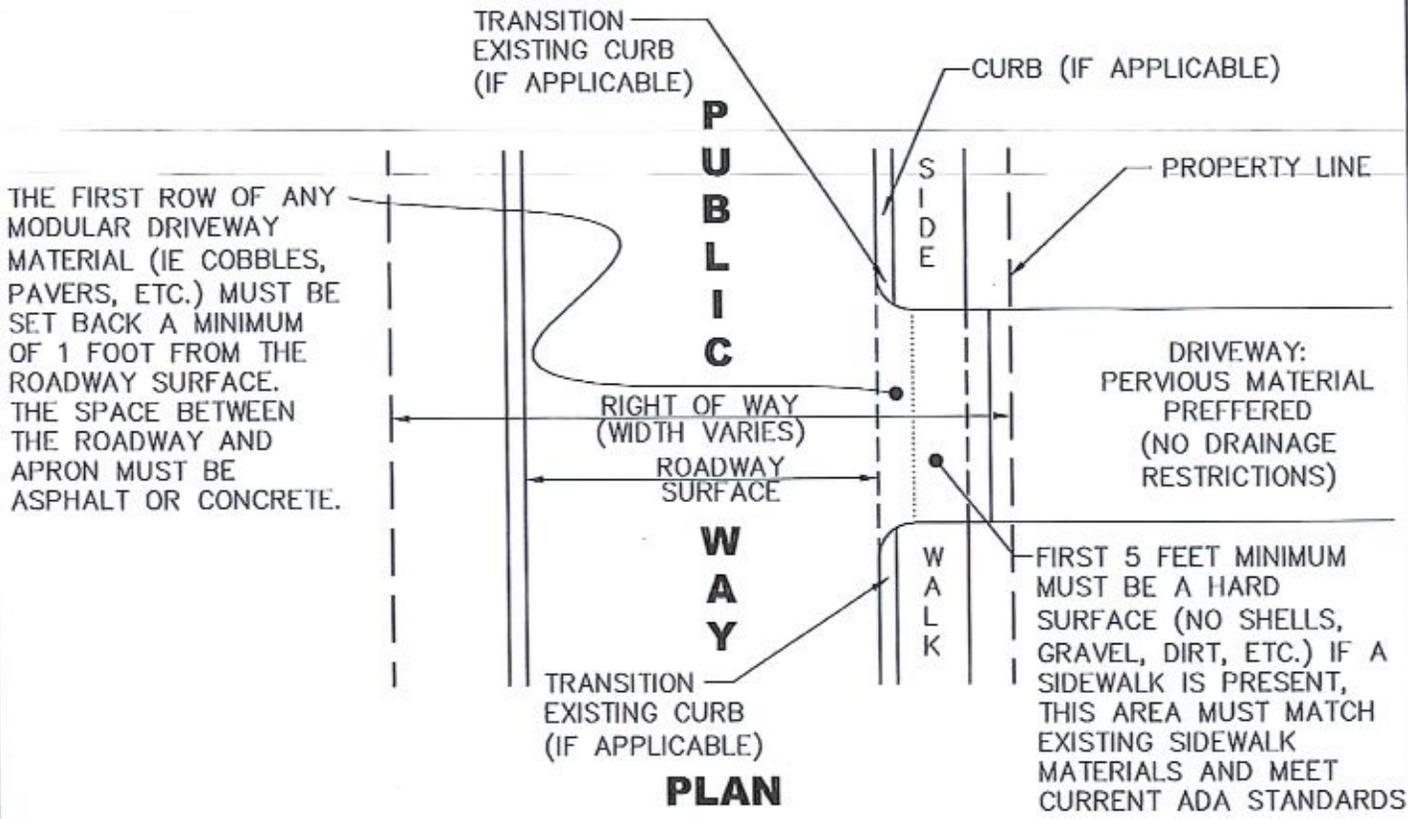


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# CONCRETE DRIVEWAY APRON

## ENG-10

FEBRUARY 25, 2025



**NOTES:**

1. TRENCH DRAINS ARE NOT AN ACCEPTABLE STORMWATER MITIGATION DEVICE.
2. EROSION AND SEDIMENT CONTROLS ARE REQUIRED IF SITE SLOPES TOWARDS RIGHT OF WAY, OR IF OTHERWISE REQUIRED.

**SECTION**

**DRIVEWAY PERMIT DETAIL FOR PUBLIC ROAD**

SCALE: NONE

ENG-11\_DRIVEWAY PERMIT DETAIL FOR PUBLIC ROAD.dwg



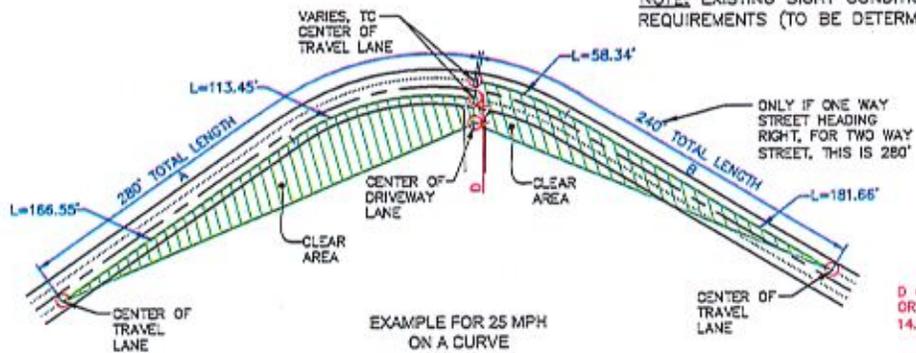
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**DRIVEWAY PERMIT  
DETAIL  
FOR PUBLIC ROAD**

**ENG-11**

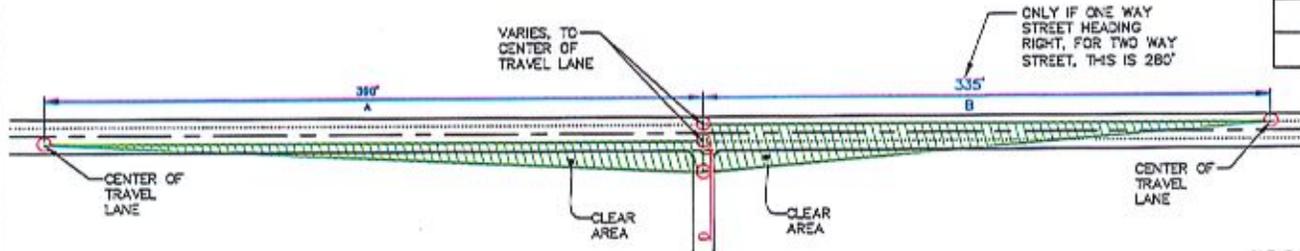
FEBRUARY 25, 2025

NOTE: EXISTING SIGHT CONDITIONS MAY DICTATE STRICTER REQUIREMENTS (TO BE DETERMINED ON A CASE BY CASE BASIS)



EXAMPLE FOR 25 MPH ON A CURVE

D = 12' FROM BACK EDGE OF SIDEWALK OR 14.4' FROM EDGE OF ROAD WITHOUT SIDEWALK



EXAMPLE FOR 25 MPH ON STRAIGHT SECTION

Length of Sight Distance Legs (ft)		
Street Design Speed (mph)	Left Turn A (ft)	Right Turn B (ft)*
15	170	145
20	225	195
25	280	240
30	335	290
35	390	335
40	445	385
45	500	430
50	555	480
55	610	530

\* FOR TWO WAY INTERSECTING STREET, BOTH DIRECTIONS SHALL HAVE THE LEFT TURN SIGHT DISTANCE LENGTH.

PER SECTION 3.7.4.1 OF THE MASSACHUSETTS HIGHWAY DEPARTMENT PROJECT DEVELOPMENT & DESIGN GUIDE FOR STOP CONTROL ON MINOR STREET.

CLEAR AREA DIMENSIONS: 3 FEET ABOVE THE CENTER LINE SURFACES OF THE INTERSECTION STREETS AND SHALL CONTINUE TO BE UNOBSTRUCTED TO A HEIGHT OF 7 FEET ABOVE SUCH SURFACES. THE TRUNKS OF TREES, UTILITY POLES, POSTS OF SIGNS, IF SUCH SIGNS ARE OTHERWISE LEGAL OR SIGNS OR OTHER DEVICES ERRECTED BY THE TOWN OR STATE FOR THE DIRECTION AND CONTROL OF TRAFFIC SHALL NOT BE CONSIDERED AS OBSTRUCTIONS.

CLEAR SIGHT TRIANGLE EXAMPLES PURSUANT TO § 199-3 DIMENSIONS OF OBSTRUCTED VIEW

**SIGHT DISTANCE**

SCALE: NONE

ENG-12\_SIGHT DISTANCE.dwg



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**SIGHT DISTANCE**

**ENG-12**  
FEBRUARY 25, 2025

## **OPEN SESSION**

### **BUSINESS**

4. Discuss and consider a vote to approve the adoption of 20 MPH Safety Zones as recommended by the Traffic Advisory Committee (15 minutes)



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Business 4.

**ITEM TITLE:** Discuss and consider a vote to approve the adoption of 20 MPH Safety Zones as recommended by the Traffic Advisory Committee

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Peter McConarty, Director of Public Works

**ATTACHMENTS:** PowerPoint Presentation

---

### PURPOSE:

Public Works has been working with the Traffic Advisory Committee on the creation of 20 MPH Safety Zones to be located at 12 Falmouth beach locations.

Safety Zones are permitted to be established by cities / Towns without approval from MassDOT.

### BACKGROUND/SUMMARY:

- Public Works has been working with the Traffic Advisory Committee on ways to create traffic calming conditions in the areas of the Towns public beaches.
  
- Vehicle traffic tends to travel at higher rates of speed than the statutory speed limits in vulnerable areas such as the Town public beaches. In order to slow traffic in these areas that attract families, children, seniors, bicyclists, etc. 20 MPH Safety Zones can be created and adopted.

- Safety Zones can be established and adopted by cities / towns without approval from MassDOT.
- The Public Works Department and the Traffic Advisory Committee are recommending the creation of 20 MPH Safety Zones at twelve (12) Falmouth public beach locations.
- Importantly, the 20 MPH Safety Zones are year-round speed limits; the speed limit remains in effect during the shoulder seasons and throughout the winter months.
- The 12 locations are located along the south coast, Woods Hole, West Falmouth, and North Falmouth. More definitive locations are outlined in the attached presentation.
- If the Safety Zones are approved, Public Works anticipates having the signage installed by Memorial Day 2025.

**DEPARTMENT RECOMMENDATION:**

In order to increase pedestrian and bicycle safety at Falmouth Beaches, Public Works and the Traffic Advisory Committee recommend that the 20 MPH Safety Zones be approved and adopted as presented.

**OPTIONS:**

- Motion to approve the 20 Mile per Hour Safety Zones as presented.
- Motion to deny the approval of the 20 Mile per Hour Safety Zones.
- 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 and adopt the 20 MPH Safety Zones as presented.

*Michael Renshaw*

---

**Town Manager**

3/19/2025

**Date**



**20 MPH SAFETY ZONES  
AT  
12 FALMOUTH BEACH LOCATIONS**

Falmouth Department of Public Works /  
Traffic Advisory Committee  
March 24, 2025

## SPEED SAFETY ZONES

- ✓ Cities / Towns can adopt safety zones without approval from MassDOT.
- ✓ Safety Zones cannot be placed on State Highways without MassDOT approval.
- ✓ Safety Zones are intended to be used in areas where vulnerable road users are likely to be present, such as beaches and public attraction destinations.
- ✓ A street should be adjacent to a land use that is likely to attract vulnerable road users.
- ✓ The Safety Zone should contain one or more areas that have potential conflicts between motor vehicles and vulnerable road users that warrant a reduction in speeds such as crosswalks, driveways, or side streets.
- ✓ The minimum length of the Safety Zone should be at least  $\frac{1}{4}$  of a mile long.



1. Menauhant Beach East: Central Avenue to Bournes Pond Bridge - Approx. length = 1,050’
2. Menuahant Beach West: Bournes Pond Bridge to Moonpenny Lane-  
Approx. length = 1,500’
3. Bristol Beach: Great Pond Bridge to Grand Ave (Elysian Avenue).  
Approx. length = 3,000’
4. Falmouth Heights Beach: Elysian Avenue to Walden Avenue. Approx. length = 2,060’
5. Surf Drive Beach: Shore Street to Mill Road.  
Approx. length = 2,050’
6. Nobska Light: Nobska Road at lighthouse to bottom of hill on Church Street



7. Chapoquoit Beach: Chapoquoit Road at Bike Path to beach parking lot. Approx. length = 3,050'

8. Old Dock Road: Bike Path Parking Lot to a Point South of Wharf landing. (adjacent to # 67)

9. Old Silver Beach (Public): Cea Road to Bridge. Approx. length = 1,010'

10. Old Silver Beach (Private): Bridge to Shaume Road. Approx. length = 1,110'

11. Megansett Beach: Circle Drive to End. Approx. length = 410'

12. New Silver Beach: Ocean View Ave from West Street to Moses Road

# SAFETY ZONE #1-MENAUHANT BEACH EAST: CENTRAL AVENUE TO BOURNES POND BRIDGE APPROX. LENGTH = 1,050'

Town of Falmouth, MA

March 4, 2025

## SAFETY ZONE #1-CENTRAL AVE TO BOURNES POND BRIDGE



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Geometry updated 01/31/2025  
Data updated 02/28/2025

Print map scale is approximate. Critical layout or measurement activities should not be done using this resource.

# SAFETY ZONE #2 - MENAUHANT BEACH WEST: BOURNES POND BRIDGE TO MOONPENNY LANE APPROX. LENGTH = 1,500'

Town of Falmouth, MA

March 4, 2025

## SAFETY ZONE #2-BOURNES POND BRIDGE TO MOONPENNY LANE



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# SAFETY ZONE #4 – FALMOUTH HEIGHTS BEACH: ELYSIAN AVE TO WALDEN AVE APPROX. LENGTH = 2,060'

Town of Falmouth, MA

March 11, 2025

SAFETY ZONE #4-FALMOUTH HEIGHTS BEACH: ELYSIAN AVE. TO WALDEN AVE.



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1" = 200 ft

# SAFETY ZONE #5 – SURF DRIVE BEACH: SHORE STREET TO MILL ROAD APPROX. LENGTH = 2,050'

Town of Falmouth, MA

March 11, 2025

SAFETY ZONE #5- SURF DRIVE BEACH: SHORE STREET TO MILL ROAD



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Geometry updated 01/31/2025  
Data updated 02/28/2025

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# SAFETY ZONE #6 – NOBSKA LIGHT: NOBSKA ROAD AT LIGHTHOUSE TO BOTTOM OF HILL AT CHURCH STREET

Town of Falmouth, MA

March 11, 2025

SAFETY ZONE #6 - NOBSKA LIGHT: NOBSKA LIGHTHOUSE TO BOTTOM OF HILL ON CHURCH STREET



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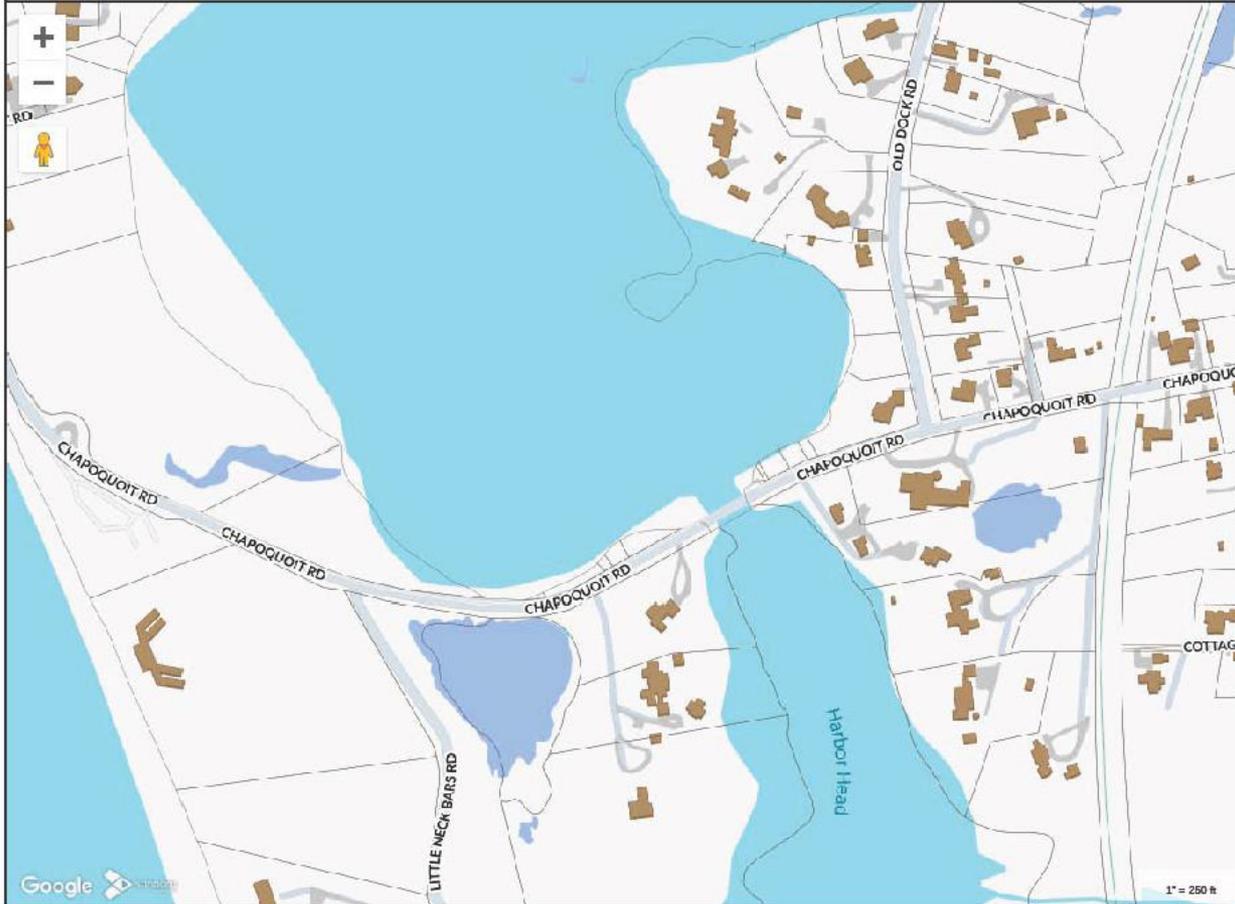
Print map scale is approximate. Critical layout or measurement activities should not be done using this resource.

# SAFETY ZONE #7 – CHAPOQUOIT BEACH: CHAPOQUOIT ROAD AT BIKE PATH TO BEACH PARKING LOT APPROX. LENGTH = 3,050'

Town of Falmouth, MA

March 11, 2025

SAFETY ZONE # 7 - CHAPOQUOIT BEACH: CHAPOQUOIT ROAD BIKEPATH CROSSING TP BEACH PARKING LOT



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Data updated 02/28/2025

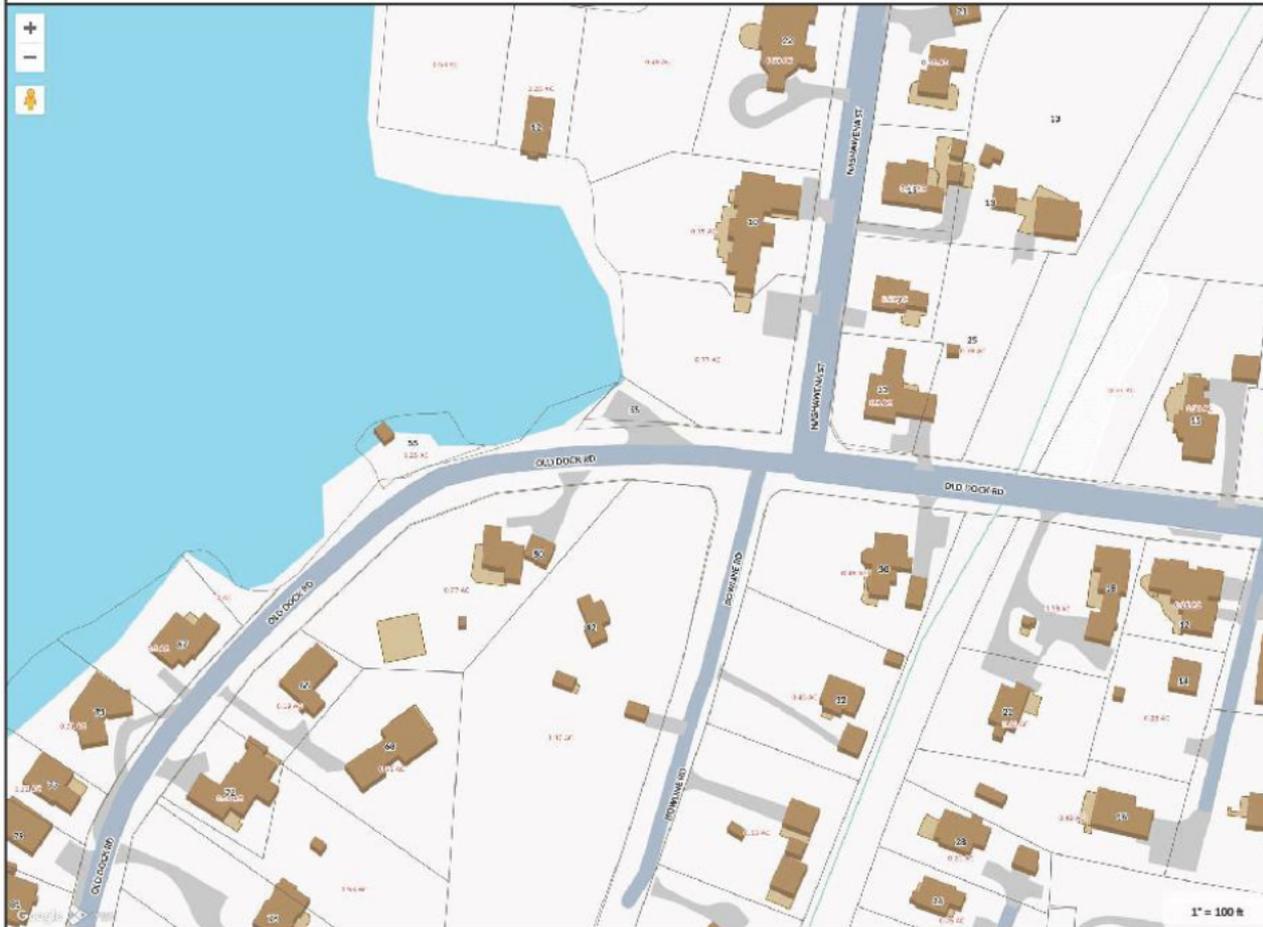
Print map scale is approximate. Critical layout or measurement activities should not be done using this resource.

# SAFETY ZONE #8 – OLD DOCK ROAD: BIKE PATH PARKING LOT TO SOUTH OF WHARF LANDING

Town of Falmouth, MA

March 11, 2025

## SAFETY ZONE # 8 - OLD DOCK ROAD: PARKING LOT TO WHARF



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1" = 100 ft

# SAFETY ZONE #9 – OLD SILVER BEACH (PUBLIC): CEA ROAD TO BRIDGE APPROX. LENGTH = 1,010'

Town of Falmouth, MA

March 11, 2025

SAFETY ZONE #9 - OLD SILVER BEACH: QUAKER ROAD FROM CEA AVE. TO BRIDGE



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Geometry updated 01/31/2025  
Data updated 02/28/2025

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# SAFETY ZONE #10 – OLD SILVER BEACH (PRIVATE): BRIDGE TO SHAUME ROAD APPROX. LENGTH = 1,110'

Town of Falmouth, MA

March 11, 2025

SAFETY ZONE # 10 - OLD SILVER ROAD: QUAKER ROAD FROM BRIDGE TO SHAUME ROAD



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Geometry updated 01/31/2025  
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# SAFETY ZONE #11 – MEGANSETT BEACH: CIRCLE DRIVE TO END

Town of Falmouth, MA

March 11, 2025

## SAFETY ZONE # 11 - MEGANSETT BEACH: COUNTY ROAD FROM CIRCLE DRIVE TO END



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Data updated 02/28/2025

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# SAFETY ZONE # 12 – NEW SILVER BEACH: OCEAN VIEW AVE FROM WEST STREET TO END

Town of Falmouth, MA

March 11, 2025

## SAFETY ZONE # 12 - NEW SILVER BEACH: OCEAN VIEW AVE. FROM WEST STREET TO END



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Geometry updated 01/31/2025  
Data updated 02/28/2025

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# QUESTIONS:



## Traffic Advisory Committee

June 17, 2024

### Safety Zones – Falmouth Beaches



1. Menuahant Beach East: Central Avenue to Bournes Pond Bridge.  
Approx. length = 1,050'
2. Menuahant Beach West: Bournes Pond Bridge to Moonpenny Lane.  
Approx. length = 1,500'
3. Bristol Beach: Great Pond Bridge to Grand Ave (Elysian Avenue).  
Approx. length = 3,000'
4. Falmouth Heights Beach: Elysian Avenue to Walden Avenue.  
Approx. length = 2,060'
5. Surf Drive Beach: Shore Street to Mill Road. Approx. length = 2,050'.
6. Nobska Light: Nobska Road at lighthouse to bottom of hill on Church Street
7. Chapoquoit Beach: Chapoquoit Road at Bike Path to beach parking lot.  
Approx. length = 3,050'
8. Old Dock Road: Bike Path Parking Lot to a point south of the wharf landing.  
(Adjacent to # 67).
9. Old Silver Beach (Public): Cea Road to Bridge. Approx. length = 1,010'.
10. Old Silver Beach (Private): Bridge to Shaume Road. Approx. length = 1,110'.
11. Megansett Beach: Circle Drive to End. Approx. length = 410'.
12. New Silver Beach: Ocean View Ave from West Street to Moses Road.

## **OPEN SESSION**

### **BUSINESS**

5. Discuss and consider the acceptance of a grant from Falmouth Road Race for the purchase of an electronic message board sign for the Department of Public Works (10 minutes)



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Business 5.

**ITEM TITLE:** Discuss and consider the acceptance of a grant from Falmouth Road Race for the purchase of an electronic message board sign for the Department of Public Works facility on Gifford Street

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Peter McConarty, Director of Public Works

**ATTACHMENTS:** Falmouth Road Race Grant Request; Proposed Sign Plan; Digital Sign Proof; Falmouth Road Race Grant Award Letter

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### PURPOSE:

Due to the age and deterioration of the street sign located in front of the Public Works building on Gifford Street, the sign is in need of replacement.

Falmouth Public Works is planning to install a new street address sign that will include the name and address of the Public Works building. The Department is also intending to incorporate an electronic message board in the middle of the new sign.

### BACKGROUND/SUMMARY:

- The street sign located in front of Falmouth Public Works is deteriorating and is in need of replacement. The sign is currently installed inside the property on the northerly lawn area and is difficult to see from Gifford Street.

- Public Works takes pride in the appearance of the building and grounds. The sign is an important part of our facility, and we look to replace the sign and incorporate shrubs and plantings around the sign's perimeter.
- The proposed sign will have a changeable message board that measures 6' wide x 4' high, with the ability for the text to be changed on the message board at any time.
- This message board will be used for public announcements, safety matters, winter operations, special events, job recruitments, and other public notifications that the Town deems necessary.
- The proposed sign will be relocated to the roadside edge of Gifford Street to enhance visibility to the public.
- Annually, the Department of Public Works Department assists Falmouth Road Race, Inc. with setup of roadway barriers, traffic control, and roadway / roadside cleanup for their special events that are held throughout the year. Because of the annual assistance and long-sustaining relationship that the Department of Public Works and Falmouth Road Race, Inc. share, Public Works submitted a grant request to Falmouth Road Race, Inc. for the purchase of an electronic message board that will be installed in the middle portion of the sign.
- Public Works submitted a grant request to Falmouth Road Race, Inc. (see attached) in the amount of \$25,000 for the purchase of an electronic message board to be incorporated into the proposed department sign.
- Falmouth Road Race, Inc. approved the grant request for \$25,000 and sent an award letter to Public Works on February 19, 2025 (see attached).
- Prior to accepting, the grant award needs to be approved by the Falmouth Select Board.

**DEPARTMENT RECOMMENDATION:**

The Department of Public Works recommends that the Select Board approve the grant award in the amount of \$25,000 for the electronic message board portion of the sign, so that it can be incorporated into the design.

**OPTIONS:**

- Motion to accept the grant from Falmouth Road Race in the amount of \$25,000 for the purchase of an electronic message sign for the Department of Public Works facility on Gifford Street, as presented.
  
- Motion to deny the acceptance of the grant from Falmouth Road Race in the amount of \$25,000 for the purchase of an electronic message board sign for the Department of Public Works facility on Gifford Street.
  
- 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 accept the grant from Falmouth Road Race in the amount of \$25,000 for the purchase of an electronic message sign for the Department of Public Works facility on Gifford Street, as presented.

*Michael Renshaw*

\_\_\_\_\_

**Town Manager**

3/19/2025

**Date**



# Town of Falmouth



## Department of Public Works

Peter M. McConarty, P.E., P.L.S.  
Director of Public Works

416 Gifford Street  
Falmouth, MA 02350  
Cape Cod

Telephone: (508) 457-2543  
Fax: (508) 548-1537  
Email: [peter.mcconarty@falmouthma.gov](mailto:peter.mcconarty@falmouthma.gov)

Date: December 12, 2024

Jennifer Edwards  
Executive Director  
Falmouth Road Race, Inc.  
155 Katharine Lee Bates Road  
PO Box 732  
Falmouth, MA 02541

Re: Falmouth Road Race Grant Application – Permanent Public Works Electronic Message Board Sign.

Dear Ms. Edwards,

The Falmouth Road Race along with the Falmouth in the Fall race, and the Holiday Jingle Jog are a large part of the Town's culture and history, drawing visitors and tourism from around the Country to Falmouth. These large events are a spectacular public attraction. The Department of Public Works Department is proud to be able to assist with roadway infrastructure cleanup, traffic control, and maintenance for these special events and we have a long sustaining history with Falmouth Road Race staff.

In 2025, Falmouth Public Works is looking to install a permanent electronic message board in front of our facility at 416 Gifford Street. The proposed sign will have a changeable message board that measures 6' wide x 4' high, with the ability for the text to be changed on the message board at any time. This message board will be used for public announcements, safety matters, and winter operations. The message board will also be used for all special events that Public Works is involved with. As part of the messaging capabilities, Falmouth Road Race, Inc. will be able to work with Public Works staff on announcements for the Falmouth Road Race, Falmouth in the Fall, and the Jingle Jog. We believe that the proposed message board sign will be of great benefit to Public Works, Falmouth Road Race, Inc. and the Town.

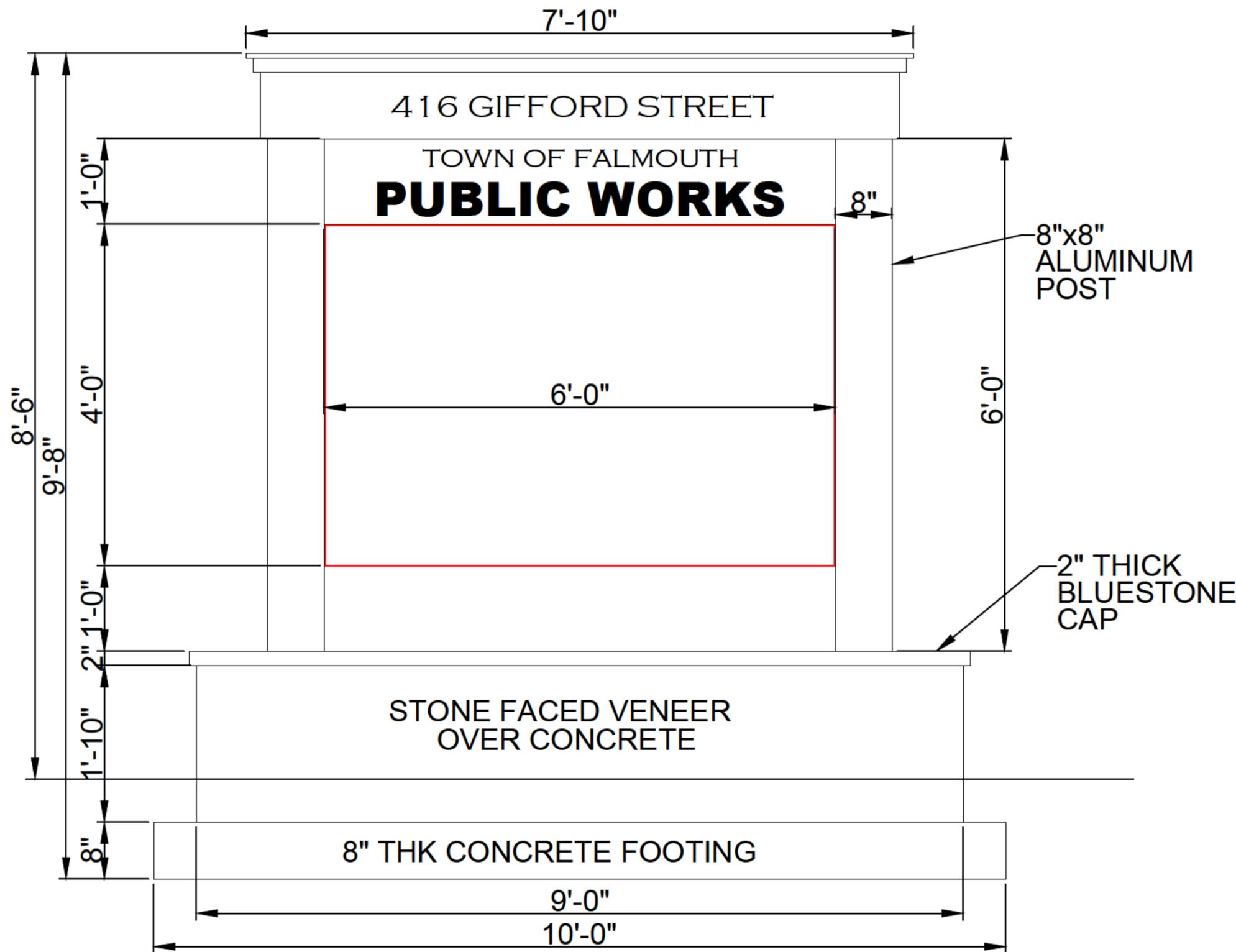
Falmouth Public Works is requesting a grant for \$30,000 for the purchase and installation of a Public Works electronic message board sign for the purposes listed above. Enclosed, please find a mock-up of the proposed sign along with a Proposed Sign Plan. We will also incorporate the Falmouth Road Race, Inc. logo with the sign design.

We thank you for your consideration of this request. Please feel free to contact me with any further questions.

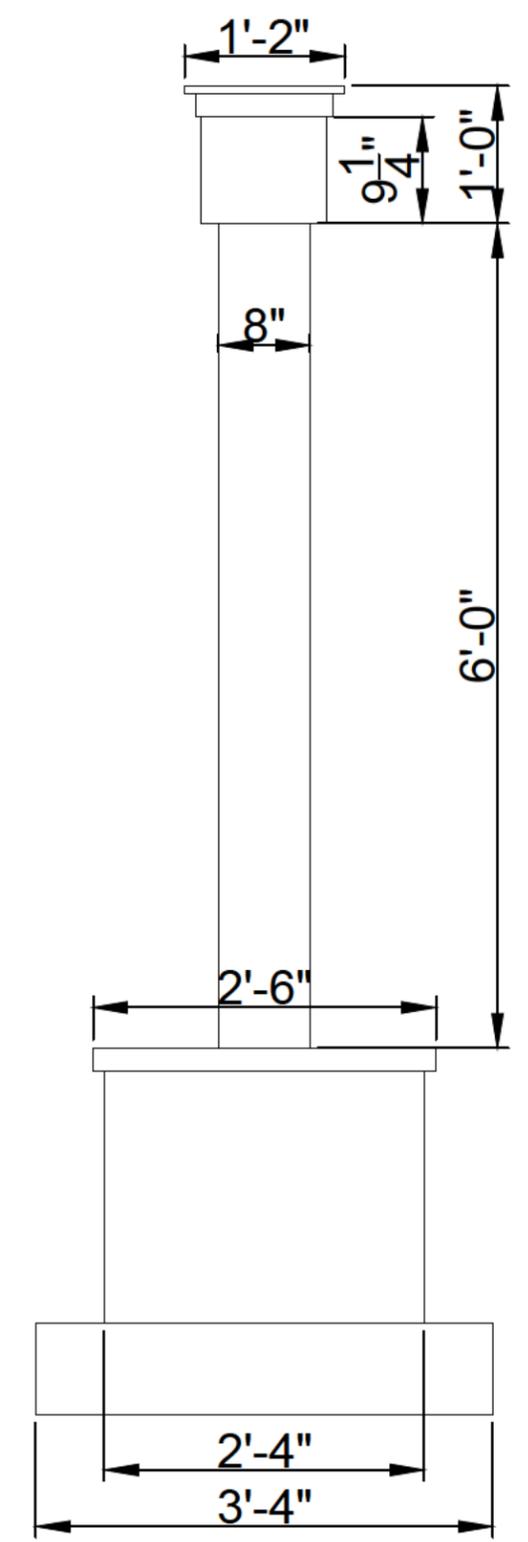
Sincerely,

Peter M. McConarty, P.E., P.L.S.  
Director of Public Works

Enclosures: Message Board Sign Proof  
Public Works Department Sign Plan



**SIGN ELEVATION**  
SCALE: 3/4" = 1'-0"



**SIDE ELEVATION**  
SCALE: 3/4" = 1'-0"

			TOWN OF FALMOUTH DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION 416 GIFFORD STREET FALMOUTH, MA 02540 508-457-2543		PROPOSED DEPARTMENT SIGN FALMOUTH PUBLIC WORKS 416 GIFFORD STREET	
DATE	BY	REVISION	DESIGN: PMM		DATE : SEPT. 01, 2024	SHEET 1 OF 1
			DRAWN: PMM	SCALE: 3/4"=1'-0"		
			CHECKED: SC	DRAWING : STREET\YEAR\NAME.DWG		



88" W x 10" H



TOWN OF FALMOUTH  
**PUBLIC WORKS**

72" W x 12" H

8" W x 60" H



72" W x 48" H

8" W x 12" H

104" W x 12" H



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President

Dr. Robert Antonucci  
Vice President

Donna Tocci  
Clerk

Julene Augusta  
Treasurer

Jason Cullinane

Carl F. Cavossa, Jr.

Travis Watson

Town of Falmouth Public Works  
Peter McConarty  
416 Gifford Street  
Falmouth, MA 02540

February 19, 2025

Dear Peter,

The Board of Directors of Falmouth Road Race, Inc. is pleased to inform you that your organization has been awarded a **\$25,000** from our Philanthropy Program to install a free-standing public works sign with the understanding that our logo will be incorporated on the finished product. FRR, Inc., needs to approve the logo and location prior to installation.

Falmouth Road Race, Inc. proudly supports programs that promote health and wellness with specific emphasis on youth programs. The Board hopes that through these partnerships our community will remain a vibrant and an extraordinary one.

Please contact the Falmouth Road Race office to coordinate a check presentation at the Falmouth DPW office.

Wishing you and your program continued success!

Sincerely,  
Scott Ghelfi, President  
Bob Antonucci, Vice President  
Falmouth Road Race, Inc

## **OPEN SESSION**

### **BUSINESS**

6. Discuss and consider a vote to approve the Planning Department's One Stop for Growth Expression of Interest submittal (10 minutes)



**ITEM NUMBER:** Business 6.

**ITEM TITLE:** One Stop for Growth Expression of Interest submittals

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Jed Cornock, Town Planner

**ATTACHMENTS:** One Stop for Growth (OSFG) Expression of Interest (EOI) Forms (Route 151 Water Main Extension & Local Comprehensive Plan Update)

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**PURPOSE:**

To receive Select Board approval to submit two Expression of Interests to the One Stop for Growth (OSFG) grant program for funding to complete the Route 151 Water Main Extension project and to update the town's Local Comprehensive Plan.

**BACKGROUND/SUMMARY:**

- Procedural Overview:
  - The One Stop for Growth (OSFG) grant program is the Commonwealth's relatively new single application portal and collaborative review process of grant programs that make targeted investments throughout the state.
  - The OSFG grant program includes two steps for a municipality looking for funding: 1) submit an Expression of Interest (EOI) – optional item, and 2) submit a full application for funding.

- Although the Expression of Interest (EOI) is an optional, it's highly recommended because it allows applicants to briefly describe their prospective project ideas and to receive written feedback from the Executive Office of Economic Development (EOED) and partner agencies prior to completing their full application(s).
  - Each municipality may submit multiple EOI forms for the FY26 Round and all must be submitted by March 26, 2025. Meanwhile, the full application isn't due until June 4, 2025.
- Project #1 Description:
- The Route 151 Water Main Extension project includes extending the existing 16" ductile iron water main 6,900 linear feet from Sam Turner Road to Old County Road.
  - The project is included in the Water Department's Capital Efficiency Plan as the first of the 40 Phase II projects in the 10-year and was anticipated to cost approximately \$3,360,000. It is now expected to cost approximately \$4,828,150.
  - The town applied to the One Stop for Growth program last year for this project but did not receive funding. However, during a post decision meeting with the state, their representative indicated that it was a strong application and encouraged resubmitting in the next round.
  - The majority of the work will be done within the town's existing ROW, with the only exception being the area under the Route 28 bridge over Route 151.
- Project Benefits:
- This improvement will also eliminate two dead ends on Nathan Ellis Highway and strengthen transmission capabilities by providing a second transmission route from the Crooked Pond Water Treatment Plant to the northwestern portion of the distribution system.
  - Additionally, this project will aid with the development proposal of the 32-acre vacant area located on the southeast quadrant of the Route 28 & Route 151 interchange – expected to include market and affordable age-restricted and workforce housing.

- Project #2 Description:
  - The Local Comprehensive Plan Update project will include hiring a consultant to facilitate the public engagement component, the inventory analysis, and the drafting of the final plan.
  - At a minimum, the updated plan will include a vision statement, an existing conditions inventory, a set of planning and land use goals, a capital facilities plan, a housing plan, and a targeted action plan. These components are required by the Cape Cod Commission Act.
  - The Cape Cod Commission is currently updating their Regional Policy Plan with an expected completion in the summer of 2025. As any Local Comprehensive Plan is required to be consistent with the Cape Cod Commission's Regional Policy Plan, this is a great time for the town to be engaging in this effort.
  
- Project Benefits:
  - This update will allow the Planning Board and Planning Department to engage with town residents, business owners, and others about the future of Falmouth. The town faces a number of challenges in the future (housing, water quality, sewer service, coastal resiliency, etc.) and this process will create a community discussion related to these items.
  - An updated Local Comprehensive Plan that aligns with the Cape Cod Commission Regional Policy Plan puts the town in a better position when applying for state and federal grants. It signals to those entities that the town has a vision for the future, goals that support that vision, and strategies to achieve those goals.

**DEPARTMENT RECOMMENDATION:**

The Planning Department is recommending that the Select Board approve the One Stop for Growth (OSFG) grant program Expression of Interest (EOI) submittals as presented and allow the Planning Department to submit a full application by the program deadline.

**OPTIONS:**

- Motion to approve the request to submit two Expressions of Interest (EOI) for the One Stop for Growth (OSFG) grant program as presented and to approve the request to submit a full application for each project by the program deadline.

- Motion to deny the request to submit two Expressions of Interest (EOI) for the One Stop for Growth (OSFG) grant program as presented and to deny the request to submit a full application for each project by the program deadline.

**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 One Stop for Growth (OSFG) grant program Expression of Interest (EOI) submittals as presented and allow the Planning Department to submit a full application by the program deadline.

*Michael Renshaw*

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**Town Manager**

3/19/2025

**Date**

# Community One Stop for Growth – Expression of Interest

## Organization Information

Applicant Organization Name: **Town of Falmouth**

Organization Type: **Public Organization (drop-down list option)**

Applicant Organization Location: **Falmouth (drop-down list option)**

Project Contact Name: **Michael Renshaw**

Contact Title: **Town Manager**

Applicant Email: **mike.renshaw@falmouthma.gov**

Phone: **508-495-7324**

---

## Project #1 Information

Project Name: **Nathan Ellis Highway (Rt 151) Water Main Extension**

Project Location: **Falmouth (drop-down list option)**

Project Abstract: **Falmouth will use these funds to extend town water infrastructure (6,900 linear feet of 16-inch ductile iron water main) along Nathan Ellis Highway (Route 151) to support a proposed 248-unit mixed income and multi-generational rental housing development in the town’s Senior Care Retirement and Workforce Housing District and to provide water service redundancy for over 3,000 properties in the North Falmouth area.**

*Provide a concise description of the project, with a focus on how the grant funds would be used if awarded. (500 Character Limit)*

Project Description: **Infrastructure – Infrastructure to Support Housing Production (drop-down list option)**

## Infrastructure to Support Housing Production

Which of the following best describes the work that funding from a grant would be used for? **Infrastructure construction to unlock housing (i.e., sidewalk and road construction, utility relocation, traffic signals, water/sewer extensions, culvert repairs, etc.) (drop-down list option)**

## Community One Stop for Growth – Expression of Interest

### Budget Estimate

Estimated Grant Funding Request: **\$4,828,150**

*Enter the expected amount (\$) of grant funding to be requested through the Community One Stop for Growth for the proposed project (Enter numbers only)*

### Anticipated Project Completion

Estimated Completion: **2-3 years (drop-down list option)**

---

### Project #2 Information

Project Name: **Local Comprehensive Plan Update**

Project Location: **Falmouth (drop-down list option)**

Project Abstract: **Falmouth will use these funds to update its 2016 Local Comprehensive Plan. As required by the Cape Cod Commission Act, the updated plan will include a vision statement, an existing conditions inventory, a set of planning and land use goals, a capital facilities plan, a housing plan, and a targeted action plan. This funding will allow the town to hire a consultant to facilitate the project and ensure consistency with the Commission's newly updated Regional Policy Plan.**

*Provide a concise description of the project, with a focus on how the grant funds would be used if awarded. (500 Character Limit)*

Project Description: **Planning & Zoning – Community Plan (drop-down list option)**

### Community Plan

Which of the following best describes the work that funding from a grant would be used for?

**A consultant will produce a Master Plan (drop-down list option)**

### Budget Estimate

Estimated Grant Funding Request: **\$150,000**

*Enter the expected amount (\$) of grant funding to be requested through the Community One Stop for Growth for the proposed project (Enter numbers only)*

### Anticipated Project Completion

Estimated Completion: **1-2 years (drop-down list option)**

## **OPEN SESSION**

### **BUSINESS**

7. Discuss and consider a vote to approve the reorganization of Geographic Information Systems (GIS) under the Planning Division (10 minutes)



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Business 7.

**ITEM TITLE:** Discuss and consider a vote to approve the reorganization of Geographic Information Systems (GIS) under the Planning Division

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Mike Renshaw, Town Manager

**ATTACHMENTS:** [Click or tap here to enter text.](#)

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### PURPOSE:

The Select Board will consider affirming the Town Manager's recommendation to reorganize Geographic Information Systems (GIS) under the Planning Division.

### BACKGROUND/SUMMARY:

- Article V, Section 7 of the Charter (§ C5-7 Responsibilities for administrative reorganization) states:
  - A. With the approval of the Board of Selectmen, the Town Manager may establish, reorganize, consolidate or abolish any division, department or position placed by this Charter or vote of the Board of Selectmen under the Manager's direction and supervision, except as otherwise provided by General Law or this Charter.
- The GIS Specialist has been part of the IT Department and has reported to the IT Director.
- In order to better facilitate integration of the GIS and Planning functions, I recommend that GIS be reorganized under the Planning Division. The GIS Specialist would then report to the Town Planner.

**DEPARTMENT RECOMMENDATION:**

The Town Manager recommends that GIS be reorganized under the Planning Division.

**OPTIONS:**

**Motion:**

- Motion to approve and affirm the recommendation to reorganize GIS under the Planning Division.
- Motion to deny the reorganization recommendation and keep GIS under the IT Department.
- Some other Board-stipulated 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 and affirm the recommendation to reorganize GIS under the Planning Division.

*Michael Renshaw*

\_\_\_\_\_

3/17/2025

**Town Manager**

**Date**

## **OPEN SESSION**

### **BUSINESS**

8. Consider the request from Cape Cod Guang Ping Tai Ji Quan Club for a waiver of the special event permit fee for the Tai Ji Practice at Marine Park on Saturday mornings from April – December 2025 (5 minutes)



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Business 8.

**ITEM TITLE:** Consider the request from Cape Cod Guang Ping Tai Ji Quan Club for a waiver of the special event permit fee for the Tai Ji Practice at Marina Park on Saturday mornings from April-December 2025

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Mike Renshaw, Town Manager

**ATTACHMENTS:** Fee waiver request letter from Applicant, dated January 10, 2025; Town Special Event Permit Application dated January 10, 2025; Special Events Use Policy; Fire Rescue Public Event Standards document

---

### PURPOSE:

The Select Board will consider the approval of a request Cape Cod Guang Ping Tai Ji Quan Club for a waiver of the special event permit fee for the Tai Ji Practice at Marina Park on Saturday mornings from April-December 2025.

### BACKGROUND/SUMMARY:

- The applicant, Cape Cod Guang Ping Tai Ji Club, is a non-profit organization dedicated to promoting the practice of Tai Ji Quan within the community and is requesting a full waiver of the permit fee.

- According to the application, each year the club moves its practice outdoors on Saturdays once the weather improves and has been utilizing Marine Park.
- In accordance with the approved Fee Schedule, the permit fee for this event is calculated based upon the following formula: \$25.00/day permit fee X 30= \$750.
- Over the course of the previous four years, the Select Board took the following action on the request from the applicant to waive the special event permit fee:
  - In 2024 the Board voted to waive the permit fee.
  - In 2023 the Board voted to waive the permit fee.
  - In 2022 the Board voted to waive the permit fee.
  - In 2021 the Board voted to reduce the permit fee to \$287.50.

**DEPARTMENT RECOMMENDATION:**

Based upon the Select Board’s previous decisions to waive the special event permit fees since 2022, the Town Manager is recommending that the Select Board approve the request from Cape Cod Guang Ping Tai Ji Quan Club for a waiver of the special event permit fee for the Tai Ji Practice at Marina Park on Saturday mornings from April-December 2025.

**OPTIONS:**

- Motion to approve the request from Cape Cod Guang Ping Tai Ji Quan Club for a waiver of the special event permit fee for the Tai Ji Practice at Marina Park on Saturday mornings from April-December 2025.
- Motion to deny approval of the request from Cape Cod Guang Ping Tai Ji Quan Club for a waiver of the special event permit fee for the Tai Ji Practice at Marina Park on Saturday mornings from April-December 2025.
- Motion to reduce the special event permit fee to a certain Board specified amount.

**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:**

Based upon the Select Board's previous decisions to waive the special event permit fees since 2022, the Town Manager is recommending that the Select Board approve the request from Cape Cod Guang Ping Tai Ji Quan Club for a waiver of the special event permit fee for the Tai Ji Practice at Marina Park on Saturday mornings from April-December 2025.

*Michael Renshaw*

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**Town Manager**

3/17/2025

**Date**

## Request for Fee Waiver:

### Practice and Teach Tai Ji

#### Notes:

The applicant is requesting a waiver of the permit fee.

The Select Board has voted in recent past years to waive or reduce the fee as follows:

- In 2024: Waived
- In 2023: Waived
- In 2022: Waived
- In 2021: Reduced to \$287.50

If the Board votes to reduce the permit fee:

The calculation of the standard reduction in permit fee is as follows:

\$25.00 per day permit fee x 35 days = \$875

First and last day = \$50

Remaining days (33) x \$25 = \$825 - \$618.75 (75% reduction) = \$206.25

\$206.25 + 50 = \$250.25 permit fee



## Town of Falmouth

Office of the Town Manager and Select Board  
 59 Town Hall Square · Falmouth, MA 02540  
 (508) 495-7320 · [townmanager@falmouthma.gov](mailto:townmanager@falmouthma.gov)

### SPECIAL EVENT PERMIT

<b>Event Name</b>	<b>Tai Ji Practice</b>
<b>Type of Event</b>	Practice and Teach Tai Ji
<b>Applicant Name</b>	Cape Cod Guang Ping Tai Ji Quan Club, Dianne Marshall
<b>Mailing Address</b>	467 Teaticket Hwy., Teaticket, MA 02536
<b>Event Day &amp; Date</b>	<b>Saturdays, April – December, 2025</b>
<b>Rain Date</b>	Saturdays at Gus Cnty Recreation Center (except July & August – Rec. Center closed)
<b>Event Location</b>	Marine Park
<b>Event Hours</b>	10:00 a.m. to 11:30 a.m.
<b>Set-Up / Break Down</b>	Same day
<b>Number of Attendees</b>	10 – 14
<b>Number of Vehicles</b>	<10
<b>Parking Plan</b>	Use of public parking spaces at Marina Park.
<b>Signs</b>	No
<b>Tents</b>	No
<b>Food / Beverages</b>	No
<b>Alcohol</b>	No
<b>Entertainment</b>	No
<b>Additional Details</b>	When Marina Park is not available, will use Ellis Lewis Park (right hand side) behind town hall.
<b>Standard Conditions</b>	<ol style="list-style-type: none"> <li>1. Contact the following Town Departments (checked) 30 days prior to event:           <ul style="list-style-type: none"> <li><input type="checkbox"/> Police Detail Sergeant for public safety requirements.</li> <li><input type="checkbox"/> Fire Department for EMS or fire detail coordination.</li> <li><input type="checkbox"/> Fire Department for inspection of food trucks.</li> <li><input type="checkbox"/> Inspectional Services for tent permit and inspection for tents greater than 400 sq. ft. with sides, or 700 sq. ft. without sides. Contact Dig Safe prior to installation.</li> <li><input type="checkbox"/> Inspectional Services for sign permit.</li> <li><input type="checkbox"/> Health Department for temporary food permit and to schedule inspection.</li> <li><input checked="" type="checkbox"/> Recreation Department to reserve field/ball field.</li> <li><input type="checkbox"/> Recreation Department to pick up key to access electricity at band shell.</li> </ul> </li> <li>2. No permanent markings on pavement.</li> <li>3. Follow the "Recycling Instructions for Special Events", attached.</li> <li>4. Check the location following the event to clean up any litter or debris.</li> </ol>
<b>Special Conditions</b>	1.
<b>Insurance Certificate</b>	Naming the Town of Falmouth as additional insured.
<b>Fees</b>	Filing: \$10.00 · Permit: \$25.00/day · Deposit: \$300.00 (separate check) x 35 days = \$875.00*

\*

APPROVED:

\_\_\_\_\_

Town Manager

\_\_\_\_\_

Date

### Town Manager's Working Group Review Form

Meeting/Review Date: Thursday, February 13, 2025  
 Event Name: Weekly Tai Ji Practice  
 Event Description: Tai Ji  
 Applicant: Cape Cod Guang Ping Tai Ji Quan Club, Dianne Marshall  
 Location: Marine Park. (Recreation Center on rainy days. Ellis Lewis Park (behind Town Hall) when Marine Park is in use.  
 Date of Event: Saturdays: April - December, 2025 Time: 10:00 a.m. to 11:30 a.m.  
 Rain Date: \_\_\_\_\_  
 Set-up Date: \_\_\_\_\_ Time: \_\_\_\_\_ Breakdown Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Number of Attendees: 10 - 14  
 Recurrence/# Years at Site: Annual  
 One-Day Liquor License? Y/N No Food/Beverages? Y/N No  
 Signs: Y/N No How Many: \_\_\_\_\_ Where: \_\_\_\_\_  
 Tents: Y/N No How Many: \_\_\_\_\_ Size: \_\_\_\_\_ Where: \_\_\_\_\_  
 Parking Plan: <10  
 Entertainment: No

Reviewers/Sign In:	<u>Name</u>	<u>Comments</u> <i>No issues</i>	<u>Written Referral</u>	
Department of Public Works:	_____	_____	Y <input type="checkbox"/>	N <input type="checkbox"/>
Parks Department	_____	_____	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
Highway Department	_____	_____	Y <input type="checkbox"/>	N <input type="checkbox"/>
Engineering	_____	_____	Y <input type="checkbox"/>	N <input type="checkbox"/>
Police Department	_____	_____	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
Fire Department	_____	_____	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
Emergency Communications	_____	_____	Y <input type="checkbox"/>	N <input type="checkbox"/>
Recreation Director	_____	_____	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
Building Commissioner	_____	_____	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
Health Department	_____	_____	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
Beach Department	_____	_____	Y <input type="checkbox"/>	N <input type="checkbox"/>
Marine & Environmental Svcs.	_____	_____	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
Zoning Enforcement Officer	_____	_____	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
Bicycle & Pedestrian Committee	_____	_____	Y <input type="checkbox"/>	N <input type="checkbox"/>
Other	_____	_____	Y <input type="checkbox"/>	N <input type="checkbox"/>

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

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

Event No.	Location	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Event No.	Location	Date
_____	_____	_____
_____	_____	_____

**Additional Requests:**

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

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

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**Conditions, comments, recommendations:**

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**Solid Waste & Recycling Plan:**

N/A

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**Correspondence Received:**

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

**Fees:**

*Fee Waiver Request:*    *Yes/No* Yes. \_\_\_\_\_

*To Select Board for Approval:*

*Approved* \_\_\_\_\_ *Not Approved* \_\_\_\_\_

*If approved, terms:*

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# Town of Falmouth

**PAID**  
\$10.00 cash

Office of the Town Manager & Select Board  
59 Town Hall Square · Falmouth, MA 02540  
Telephone (508) 495-7320 · Email [townmanager@falmouthma.gov](mailto:townmanager@falmouthma.gov)



## Application for Special Events

### CONTACT INFORMATION

Applicant's Name: Cape Cod Guang Ping Tai Ji Quan Club  
 Mailing Address: 407 Teaticket Hwy Teaticket MA 02536  
 Phone: [REDACTED] Cell Phone: same  
 E-Mail: [REDACTED]

### EVENT DETAILS

Name of Event: Weekly taiji Practice  
 Type of Event: Taiji for health + wellness outside location  
 Description of Event: 30 minutes stretching exercises, 15-20 min Taiji, instruction for beginners  
(Attach a narrative describing the event on a separate sheet if more space is needed.)  
 Event Day & Date: Saturdays April - December  
 Rain Date: Moves inside Rec Center  
 Event Hours: From: 10 AM To: 11:30 AM  
 Setup Date: \_\_\_\_\_ Time: \_\_\_\_\_ Breakdown Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Location Requested:  
 1<sup>st</sup> Choice: Bigelow Marine Park  
 2<sup>nd</sup> Choice: Ellis Lewis Park (behind Town Hall)  
 Number of Attendees: 10-14 Number of Vehicles: <10 (members car pool)  
 Parking Plan: and a few (4-5) ride bikes  
 Solid Waste & Recycling Plan: No trash -  
(Please see Solid Waste & Recycling Information, attached.)

Check all that apply and provide a description of each in the space provided:

- Chairs \_\_\_\_\_
- Tents \_\_\_\_\_ (apply for tent permit at Building Department)
- Barriers \_\_\_\_\_
- Signs \_\_\_\_\_ (apply for sign permit at Building Department)
- Road race \_\_\_\_\_ (include route map, see attached road race rules and sign)
- Walk/bike \_\_\_\_\_ (include route map)
- Use of Shining Sea Bike Path \_\_\_\_\_ (see attached bike path rules and sign)
- Food or beverages \_\_\_\_\_ (apply for temporary food permit at Health Department)
- Alcoholic beverages \_\_\_\_\_ (apply for one-day liquor license)
- Entertainment \_\_\_\_\_ (apply for Sunday entertainment license)

### ADDITIONAL REQUESTS: (Use of restroom facilities, electricity, etc.)

Applicant's Signature: Dianne Marshall Date: 1-9-25

- References:
1. We get permission every year Phone: \_\_\_\_\_
  2. to use BMP, since 2014. Phone: \_\_\_\_\_
  3. \_\_\_\_\_ Phone: \_\_\_\_\_



January 10, 2025

Town of Falmouth Selectboard  
59 Town Hall Square  
Falmouth MA 02540

Dear Selectboard,

I am writing on behalf of the Cape Cod Guang Ping Tai Ji Quan Club, a non-profit organization dedicated to promoting the practice of Tai Ji Quan in our community. Each year, we move practice outside once the weather gets nice. The Bigelow Marine Park is one location we have used on Saturday mornings consistently for many years. We request a waiver of the special event permit fee to practice there for 1.5 hours each week, weather permitting.

As a non-profit organization, the permit fee for this weekly request is a significant expense for us and would impact our members with increased dues.

Our weekly practice not only benefits our organization but also the community at large. It will allow individuals to learn more about the benefits of Tai Ji and consider adding this internal martial art as a daily physical activity. We believe this public location aligns with the Town of Falmouth's mission to promote health and wellness in the community and our mission to share our skills with anyone wanting to try tai ji.

We understand that the Town has limited resources, and we greatly appreciate any consideration for our request. We carry liability insurance and have supplied the Town with a copy of this certificate.

Thank you for your time and consideration. We look forward to hearing back from you soon.

Sincerely,

Dianne Marshall  
President

Cape Cod Guang Ping Tai Ji Quan Club





**FALMOUTH SELECT BOARD  
SPECIAL EVENTS USE AND  
ENTERTAINMENT LICENSE POLICY**

**February 28, 2022  
Revised July 15, 2024**

**1. Purpose**

The purpose of this policy is to regulate events that take place on Town property in a manner that balances public enjoyment of Town property and support for local businesses while protecting public health and safety, managing negative impacts to surrounding neighborhoods such as noise and traffic, and preventing an undue burden on Town departments. This policy also outlines the administrative review of entertainment licenses.

**2. Special Events Policy**

The Town of Falmouth hereby establishes the following policy to govern Special Events. This policy shall apply to applications for use of public roads, municipal parks, grounds and beaches.

Additional policies and procedures may apply depending on the scope of the Special Event Proposed. The Recreation Department (Gus Canty Recreational Building, Grounds and Facilities and Fields), Library Trustees (all public libraries and library grounds), Parks Department (Goodwill Park), Beach Department and School Department, have standing policies and fees related to use of related facilities. Any board, committee or commission so enabled to approve events will issue permission in conformance with the minimum conditions of this policy.

**SPECIAL CONSIDERATION:**

- a. *During the Months of July, August and September, approval of Special Events will be made only after careful consideration of the effect that the event will have on parking and traffic congestion in the proposed area. For example, special events on the main streets of the villages of Falmouth will be given careful consideration and will be avoided if at all possible during July and August.*

An individual or group seeking to sponsor an event must submit a 'Special Event Application' form to the Town Manager's Office **at least 60 days in advance of the event date**. Exceptions may be made for small events at the discretion of the Town Manager (e.g. a small wedding, etc.). All applications will be reviewed by the 'Special Events Internal Staff Working Group' appointed by the Town Manager. The Internal Staff Working Group review will include at a minimum a posted public meeting at which the public is invited to comment on the application. The Internal Staff Working Group shall provide its recommendation to the Town Manager who may deny or approve the application with any conditions deemed necessary to meet the purposes of the Policy. See 'Internal Staff Working Group Charge' for further details regarding the composition and review procedure.

No Special Event shall be held without the approval of the Town Manager and any other Town department that has jurisdiction over the facility at which the event takes place. An applicant may appeal the Town Manager's decision to the Select Board.

For Special Events on Town beaches, please also see the Beach Use Policy.

The Town Manager's Office will maintain a calendar of Special Events on the Special Events page of the Town website and submit a list of events approved and denied to the Select Board for informational purposes.

All applicants agree to restore the site to its original condition, removing all trash, handling recyclables according to town recycling policy, removing equipment, etc., immediately following the event, regardless of the source. The permitted group will compensate the Town for any clean-up or repairs required as a result of the approved activity.

The Event Sponsor / Applicant shall acknowledge this policy by returning a signed copy with the Special Event Request Form.

### **3. Administrative Review of Entertainment Licenses**

During the review of applications, the Town Manager's office will identify Special Event applications that require an entertainment license to be issued by the Select Board. Any applications that have the following criteria will be referred to the Select Board for a hearing prior to the issuance of an entertainment license. Applicants will be required to appear before the Select Board for the hearing if the application meets the following criteria:

- Alcohol is served
- Live music is performed
- Entry fee is required
- Close proximity to a residential area
- Traffic is likely to be impacted
- Any additional or individual criteria that, in the sole discretion of the Town Manager, necessitates a public hearing by the Select Board due to its potential impact on the safety and welfare of the residents of the Town

Applications that do not meet these criteria, but still require an entertainment license will be referred to the Select Board for an administratively issued license without a hearing. The applicant will not be required to appear for any license that is issued administratively.

### **4. Minimum Conditions**

The following are minimum conditions:

- a. Special Events Fees (see attached Fee Schedule) shall be submitted upon approval of the event.
- b. In addition to the Special Events Fee, a \$300 minimum deposit check, made payable to the Town of Falmouth, is required of all special events. The deposit check shall be submitted upon approval of the event and will be held in the Select Board's office and returned to the organizer(s) at the conclusion of the special event, provided no damage or litter has occurred.
- c. Payment of a \$10.00 filing fee shall be submitted with an application.
- d. Signs: Approval for one (1) on-premises special event/promotional sign may be

approved by the Building Commissioner. Off-premises signs that are within the Town's Sign Code requirements must be approved by the Select Board. Off-premises signs that are not in compliance with the Town's Sign Code requirements must be submitted to the Building Department in writing with a design or photograph of the proposed sign(s). Off-premises signs requested on private property must receive approval from the property owner in advance of approval by the Select Board. Requests for off-premises signage must be received by the Select Board at least one month in advance of the special event.

- e. Raffles must be performed by licensed non-profit organizations only.
- f. Parking is available in designated public parking lots and as allowed on the street. There are no special exceptions to posted parking regulations or fees.
- g. Portable toilets are allowed upon request.
- h. The Police Department will recommend the number, location, and duration of police details required.
- i. The Fire Department and Marine and Environmental Services Department may recommend details as may be required to ensure the safety of an event.
- j. Events proposing the sale of liquor must apply separately for a one-day liquor license. The one-day liquor license is issued by the Select Board.
- k. Events will be permitted on a first-come, first-serve basis. Recurring events such as road races, village association events, festivals, etc., will notify the Town as soon as annual dates are set to reserve the time needed.
- l. The Applicant agrees to Hold Harmless the Town of Falmouth and will sign and return the Hold Harmless agreement provided in the Application Packet.
- m. The Applicant will obtain all necessary permits for the event proposed, including, but not limited to:
  - i. Building Permits for tents and structures;
  - ii. Health Inspections for food service;
  - iii. Select Board for off-premises sign approval.
- n. Special Event coverage: a Certificate of Insurance in the amount of \$1,000,000 is required.
- o. Additional Insurances, including Auto Liability in the amount of \$1,000,000 and Workers Compensation insurance will be required for events with auto and employee liability exposure.
- p. Events proposing the consumption or sale of alcohol shall provide Liquor Liability Insurance in the amount of \$2,000,000 in the aggregate and \$1,000,000 per occurrence.

A copy of all approved requests with special conditions shall be filed with the referring departments.

Per Order of the Select Board

February 28, 2022; Revised July 15, 2024.

I, Dianne Marshall, have read and agree to all of the conditions of this policy and to any other conditions that may be required by the permitting authority.



## TOWN OF FALMOUTH

Office of the Town Manager & Select Board

59 Town Hall Square, Falmouth, Massachusetts 02540

Telephone (508) 495-7320

Fax (508) 457-2573

### INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

FOR GOOD AND VALUABLE CONSIDERATION and the permitted right to use facilities of the Town of Falmouth as set forth herein, the undersigned Applicant does hereby agree to INDEMNIFY AND HOLD HARMLESS the Town of Falmouth from any loss, damage or expense arising out of the claim or demand of any person on account of or directly or indirectly as a result of the undersigned Applicant's use of the facility of the Town of Falmouth identified below authorized by the Special Events Policy. This INDEMNIFICATION AND HOLD HARMLESS Agreement shall be for the benefit of the Town of Falmouth and its elected and appointed officials, officers, employees, volunteers and other persons acting on authority of and on behalf of the Town of Falmouth. This INDEMNIFICATION AND HOLD HARMLESS Agreement includes defense costs, expenses, attorneys' fees, judgments and other damage awards.

Name of Facility: Bigelow Marine Park

Date(s) of Use: Saturday's April-December 2025

Applicant Name: Cape Cod Guang Ping Tai Ji Quan Club

Signature: Chantal Marshall

Witness: [Signature]

Date: 1-10-25

## **OPEN SESSION**

### **BUSINESS**

9. Consider the request from ArtsFalmouth, Inc. for a waiver of the special event permit fee for the Arts Alive Festival on the Library Lawn, Peg Noonan Park and Shore Street Extension on Friday, 6/13, Saturday, 6/14 and Sunday, 6/15/25 (5 minutes)



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Business 9.

**ITEM TITLE:** Consider the request from ArtsFalmouth, Inc. for a waiver of the special event permit fee for the Arts Alive Festival on the Library Lawn, Peg Noonan Park and Shore Street Extension on Friday, June 13, Saturday, June 14, and Sunday, June 15, 2025

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Mike Renshaw, Town Manager

**ATTACHMENTS:** Event Narrative and Request from Applicant to Waive Fee; Town Special Event Permit Application dated January 17, 2025; Special Events Use Policy; Fire Rescue Public Event Standards document

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### PURPOSE:

The Select Board will consider the approval of a request from ArtsFalmouth, Inc. for a waiver of the special event permit fee for the Arts Alive Festival on the Library Lawn, Peg Noonan Park and Shore Street Extension on Friday, June 13, Saturday, June 14, and Sunday, June 15, 2025.

### BACKGROUND/SUMMARY:

- The applicant, ArtsFalmouth, Inc., is a nonprofit organization and is requesting a full waiver of the permit fee.
- The event celebrates and supports local artists and performers and is free and open to all.

- In accordance with the approved Fee Schedule, the permit fee for this event is calculated based upon the following formula: \$200.00/day permit fee X 3 days = \$600.
- Over the course of the previous eight years, the Select Board has voted to waive the entire special event permit fee for this event, with the exception of 2021 when it approved a fee of \$150.
- The event will take place on Friday, June 13 (5:00 PM-9:00 PM), Saturday, June 14 (10:00 AM- 9:00 PM) and Sunday, June 15, 2025 (11:00 AM- 5:00 PM).
- Like last year, the event is expected to attract between 2,500 and 5,000 attendees.

**DEPARTMENT RECOMMENDATION:**

Based upon the Select Board's previous decisions to waive the special event permit fees in their entirety, with the exception of 2021, the Town Manager is recommending that the Select Board approve the request from ArtsFalmouth, Inc. for a waiver of the special event permit fee for the Arts Alive Festival on the Library Lawn, Peg Noonan Park and Shore Street Extension on Friday, June 13, Saturday, June 14, and Sunday, June 15, 2025 as presented.

**OPTIONS:**

- Motion to approve the request from ArtsFalmouth, Inc. for a waiver of the special event permit fee for the Arts Alive Festival on the Library Lawn, Peg Noonan Park and Shore Street Extension on Friday, June 13, Saturday, June 14, and Sunday, June 15, 2025 as presented.
- Motion to deny approval of the request from ArtsFalmouth, Inc. for a waiver of the special event permit fee for the Arts Alive Festival on the Library Lawn, Peg Noonan Park and Shore Street Extension on Friday, June 13, Saturday, June 14, and Sunday, June 15, 2025 as presented.
- Motion to reduce the special event permit fee to a certain Board specified amount.

**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:**

Based upon the Select Board’s previous decisions to waive the special event permit fees for the past two years, the Town Manager is recommending that the Select Board approve the request from ArtsFalmouth, Inc. for a waiver of the special event permit fee for the Arts Alive Festival on the Library Lawn, Peg Noonan Park and Shore Street Extension on Friday, June 13, Saturday, June 14, and Sunday, June 15, 2025 as presented.

*Michael Renshaw*

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**Town Manager**

3/17/2025

**Date**

## Request for Fee Waiver:

### Arts Alive Festival

Notes:

The applicant is requesting a full waiver of the special event permit fee.

The Select Board has voted in recent past years as follows:

2024 Waived  
2023 Waived  
2022 Waived  
2021 Reduced to \$150  
2020 -  
2019 Waived  
2018 Waived  
2017 Waived

If the Board votes to reduce the permit fee:

The calculation of the standard reduction in permit fee is as follows:

$\$200.00$  per day permit fee x 3 days =  $\$600.00$

First and last =  $\$400.00$

1 day x  $\$200.00$  =  $\$200.00$  -  $\$150.00$  (75% reduction) =  $\$50.00$

$\$400.00$  +  $\$50.00$

=  $\$450.00$  permit fee



## Town of Falmouth

Office of the Town Manager and Select Board  
 59 Town Hall Square · Falmouth, MA 02540  
 (508) 495-7320 · [townmanager@falmouthma.gov](mailto:townmanager@falmouthma.gov)

### SPECIAL EVENT PERMIT

<b>Event Name</b>	<b>Arts Alive</b>
<b>Type of Event</b>	Arts, crafts, music, performance festival
<b>Applicant Name</b>	ArtsFalmouth, Inc.
<b>Mailing Address</b>	P.O. Box 136, Falmouth, MA 02541
<b>Event Day &amp; Date</b>	<b>Friday, June 13; Saturday, June 14 and Sunday, June 15, 2025</b>
<b>Rain Date</b>	None
<b>Event Location</b>	Falmouth Public Library Lawn, Shore Street Extension, Peg Noonan Park
<b>Event Hours</b>	Friday: 5:00 p.m.-9:00 p.m. Saturday: 10:00 a.m.-9:00 p.m. Sunday: 11:00 a.m.-5:00 p.m.
<b>Set-Up / Break Down</b>	Wednesday, 6/11 – all day / Monday, 6/17 – morning
<b>Number of Attendees</b>	2,500 – 5,000
<b>Number of Vehicles</b>	
<b>Parking Plan</b>	<b>Public parking lots, street parking, Mullen-Hall school parking lot</b>
<b>Signs</b>	No.
<b>Tents</b>	Yes. One, 30' x 60'. One, 20' x 40'. One, 15' x 15'. 10' x 10' vendor tents.
<b>Food / Beverages</b>	Yes. 3 food vendors.
<b>Alcohol</b>	No.
<b>Entertainment</b>	Yes.
<b>Additional Details</b>	<ul style="list-style-type: none"> <li>-Close Shore St. Ext. from dawn on Friday, 6/13 until 8:00 p.m. on Sunday, 6/15.</li> <li>-Request signs prohibiting overnight parking placed along Shore St. Ext. Thursday, 6/12.</li> <li>-Organizer will contact Dig Safe before installing tents.</li> <li>-Organizer will provide security on Friday and Saturday nights, and is requesting the Falmouth Police to patrol the area as well.</li> <li>-Organizer will contact Cavossa for recycling barrels.</li> </ul>
<b>Standard Conditions</b>	<ol style="list-style-type: none"> <li>1. Contact the following (checked) Town Departments 30 days prior to event:             <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Police Detail Sergeant for public safety requirements.</li> <li><input checked="" type="checkbox"/> Fire Department for EMS or fire detail coordination.</li> <li><input checked="" type="checkbox"/> Fire Department for inspection of food trucks.</li> <li><input checked="" type="checkbox"/> Inspectional Services for tent permit and inspection for tents greater than 400 sq. ft. with sides, or 700 sq. ft. without sides. Contact Dig Safe prior to installation.</li> <li><input type="checkbox"/> Inspectional Services for sign permit.</li> <li><input checked="" type="checkbox"/> Health Department for temporary food permit and to schedule inspection.</li> <li><input type="checkbox"/> Recreation Department to reserve field/ball field.</li> </ul> </li> <li>2. No permanent markings on pavement.</li> <li>3. Follow the "Recycling Instructions for Special Events", attached.</li> <li>4. Check the location following the event to clean up any litter or debris.</li> </ol>
<b>Insurance Certificate</b>	Naming the Town of Falmouth as additional insured.
<b>Fees</b>	Filing: \$10.00 · Permit: \$200.00/day = \$600.00* · Deposit: \$300.00 (separate check)

\*

APPROVED:

\_\_\_\_\_

Town Manager

\_\_\_\_\_

Date

### Town Manager's Working Group Review Form

Meeting/Review Date: Thursday, February 13, 2025  
 Event Name: Arts Alive  
 Event Description: Arts and music festival  
 Applicant: ArtsFalmouth, Inc., Marilyn Rowland  
 Location: Library Lawn, Peg Noonan Park, and closure of Shore Street Extension  
 Date of Event: Friday-Sunday, June 13 - 15, 2025 Time: 6/13 5-9, 6/14 10-9, 6/15 11-5  
 Rain Date: None  
 Set-up Date: 6/11 Time: noon Breakdown Date: 6/17 Time: 10:00 am  
 Number of Attendees: 2,500 - 5,000  
 Recurrence/# Years at Site: Recurring event  
 One-Day Liquor License? Y/N No Food/Beverages? Y/N Yes - 3 food vendors.  
 Signs: Y/N No How Many: \_\_\_\_\_ Where: \_\_\_\_\_  
 Tents: Y/N Yes How Many: 3 Size: 30'x60', 20'x40', 15'x15' Where: Library Lawn. 10x10 tents Peg Noonan.  
 Parking Plan: Town lots, street parking, Mullen-Hall School.  
 Entertainment: Musical, theatrical, dance, children's performances and events, art demonstrations, creative activities story telling.

Reviewers/Sign In:	Name	Comments	Written Referral	
Department of Public Works:			Y <input type="checkbox"/>	N <input type="checkbox"/>
Parks Department	<u>Coordinate with Dig Safe</u>		Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
Highway Department			Y <input type="checkbox"/>	N <input type="checkbox"/>
Engineering			Y <input type="checkbox"/>	N <input type="checkbox"/>
Police Department			Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
Fire Department	<u>Food Truck needs a Fire Dept inspection.</u>		Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
Emergency Communications			Y <input type="checkbox"/>	N <input type="checkbox"/>
Recreation Director			Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
Building Commissioner	<u>Coordinate with Dig Safe earlier.</u>		Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
Health Department	<u>Food Truck need Health Dept. inspection.</u>		Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
Beach Department	<u>Food vendors 30 days in advance - apply</u>		Y <input type="checkbox"/>	N <input type="checkbox"/>
Marine & Environmental Svcs.			Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
Zoning Enforcement Officer	<u>Tents + Signs apply for permit 30 days in advance.</u>		Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
Bicycle & Pedestrian Committee			Y <input type="checkbox"/>	N <input type="checkbox"/>
Other			Y <input type="checkbox"/>	N <input type="checkbox"/>

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

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

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

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

Event	Location	Date
Tai Ji	Marine Park	10:00 - 11:30 am
Beach Wedding Ceremony	Bristol Beach	4:30 - 5:30 pm

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


**Additional Requests:**

Use of public restrooms and Peg Noonan Park. Will provide a bouse house for vendors in the Shore St. Ext. area.

Closure of Shore Street Ext. from dawn on Friday, 6/13 until 8:00 p.m. on Sunday, 6/15.

Requesting signs prohibiting overnight parking be paced along Shore St. Ext. on Thursday, 6/12.

Will call Dig Safe after marking the locations of the tents.

Requesting DPW barrier to close off Shore Street Ext. Friday 5 a.m. to Sunday 7:00 p.m.

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

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

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**Conditions, comments, recommendations:**

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**Solid Waste & Recycling Plan:**

Cavossa.

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**Correspondence Received:**

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

**Fees:**

Fee Waiver Request: Yes/No Yes

To Select Board for Approval:

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

If approved, terms:

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# Town of Falmouth



**PAID**  
\$1000 ck#1316

Office of the Town Manager & Select Board  
59 Town Hall Square · Falmouth, MA 02540  
Telephone (508) 495-7320 · Email [townmanager@falmouthma.gov](mailto:townmanager@falmouthma.gov)



## Application for Special Events

### CONTACT INFORMATION

Applicant's Name: ArtsFalmouth, Inc.  
Mailing Address: PO Box 136, Falmouth MA 02541  
Phone: \_\_\_\_\_ Cell Phone: [REDACTED]  
E-Mail: info@artsfalmouth.org

### EVENT DETAILS

Name of Event: Arts Alive 2025  
Type of Event: Annual arts and music festival  
Description of Event: 3-day festival celebrating the arts in Falmouth. See narrative description  
(Attach a narrative describing the event on a separate sheet if more space is needed.)  
Event Day & Date: June 13, 14, and 15  
Rain Date: \_\_\_\_\_  
Event Hours: From: June 13: 5-9PM; June 14: 10am-9 PM; To: June 15: 11 am-5PM  
Setup Date: June 11 Time: noon Breakdown Date: June 17 Time: 10 am  
Location Requested:  
1<sup>st</sup> Choice: Falmouth Library Lawn  
2<sup>nd</sup> Choice: \_\_\_\_\_  
Number of Attendees: 2500-5000 Number of Vehicles: \_\_\_\_\_  
Parking Plan: Town lots, street parking, Mullen-Hall School  
Solid Waste & Recycling Plan: DPW-provided trash barrels, recycling barrels from Cavossa  
(Please see Solid Waste & Recycling Information, attached.)

Check all that apply and provide a description of each in the space provided:

- Chairs 120 and 21 tables
- Tents One 30'X60', one 20'X40', one 15'X15" (apply for tent permit at Building Department)
- Barriers DPW saw horse to close off Shore Street Ext Friday 5 Am to Sunday 7 PM
- Signs \_\_\_\_\_ (apply for sign permit at Building Department)
- Road race \_\_\_\_\_ (include route map, see attached road race rules and sign)
- Walk/bike \_\_\_\_\_ (include route map)
- Use of Shining Sea Bike Path \_\_\_\_\_ (see attached bike path rules and sign)
- Food or beverages 3 food vendors expected (apply for temporary food permit at Health Department)
- Alcoholic beverages \_\_\_\_\_ (apply for one-day liquor license)
- Entertainment \_\_\_\_\_ (apply for Sunday entertainment license)

### ADDITIONAL REQUESTS: (Use of restroom facilities, electricity, etc.)

Tent lighting will be plugged into Library Lawn outlets  
Peg Noonan Park restroom facilities

Applicant's Signature: [Signature] Date: Jan 17, 2025

- References:
1. Kurt Achin, Falmouth Community Television Phone: 508 457 0800
  2. Laura Reckford, Falmouth Art Center Phone: 508 540 3304
  3. Karen Rinaldo, Gallery on Main Phone: 508 444 6074

Arts Alive 2024, Special Events Permit map, ArtsFalmouth, Inc.



# ARTS FALMOUTH

PO Box 136, Falmouth, MA 02541  
ArtsFalmouth.org • info@artsfalmouth.org



January 17, 2025

Diane Davidson  
Office of the Town Manager and Select Board  
Town Manager's Internal Working Group for Special Events  
Town of Falmouth  
59 Town Hall Square  
Falmouth, MA 02540

Dear Diane,

Enclosed is ArtsFalmouth, Inc.'s application for a special permit for Arts Alive 2025, including the application, a narrative description, a map of approximate tent placement on the Falmouth Public Library Lawn, and a check for \$10 for the application fee.

Please let me know if you have any questions or need any additional information.

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink that reads "Marilyn J. Rowland".

Marilyn J. Rowland, President  
ArtsFalmouth, Inc.

info@artsfalmouth.org

## **Application for a Special Event: Arts Falmouth, Inc./Arts Alive 2025**

### **Narrative Description of the Event**

ArtsFalmouth proposes holding its annual Arts Alive festival on Friday, June 13, from 5 to 9 PM; Saturday, June 14 from 9:30 AM to 9 PM; and Sunday, June 15, from 11 AM to 5 PM on the Falmouth Library Lawn, on Shore Street Extension, and at Peg Noonan Park. The event is free and open to all.

We expect that the three tents will be set up on the Library Lawn on Wednesday, June 11: one 30'X60' foot tent; one 20'X40' tent, and one 15'X15' tent. The two larger tents will have sides at one end only and streamer lighting for performances. The smallest tent will not have sides or lighting. It will be used for arts activities. It is expected that these tents will be removed Tuesday, June 17.

Arts Alive is a lively three-day celebration of the performing, visual, and literary arts. It includes an artisan's market with handcrafted wares made by artists and craftspeople from the Upper Cape and nearby; a wide array of musical, theatrical, dance, and children's performances and events; plus, art demonstrations and participatory creative activities, storytelling, and more. We are continuing our collaboration with community organizations and individuals to celebrate Juneteenth and honor African American culture. We also celebrate Father's Day, Native American culture, and Pride Month. Arts Alive is a multicultural event that celebrates diversity and inclusion, brings people together, and is accessible for people with disabilities.

The event is a popular arts festival that celebrates the beginning of summer for residents and visitors alike. It benefits local artists by providing a well-attended market for them to sell their wares; and it benefits local performers by giving them performance time and publicity, as well as small payments.

Arts Alive begins Friday evening with performances from 5 to 7 PM, followed by the popular Town Dance from 7 to 9 PM, and extends through Sunday afternoon at 5 PM, with a wide variety of performances. The Juneteenth Celebration is on Saturday morning at 10 AM, with African drumming beginning at 9:30 AM to lead people to the event.

We will continue our COVID-cautious layout to allow social distancing and to follow health and safety protocols. The large (30'X60') tent is for larger performance groups (dance groups, theatre companies, and bands with more than 3 or 4 members) and the smaller (20'X40') tent is for solo, duo, trio, and quartet performances. The smallest tent (15'X15') is for children's activities, participatory art activities, author/book talks, storytelling, and acoustic performances.

Chairs (120) and tables (21) will be provided under the tents.

Artisan tents and select food trucks will be set up along the sides of Shore Street Ext., allowing short distances between the 10' x 10' vendor tents for air flow throughout the artisan and food vendor area. We require that tents be secured with at least 20 pounds of weights per leg to prevent them from blowing away.

Peg Noonan Park will also be used for 10' x 10' artisan vendor tents, which will be separated from each other to promote social distancing and aid air flow. Tents must be staked and weighted.

A limited number of 10' x 10' tents for nonprofit organizations and groups will be allowed in designated areas on the Falmouth Public Library Lawn. These groups understand that financial transactions are prohibited on the Library Lawn.

Public restrooms are available at Peg Noonan Park. A house house will be provided for vendors in the Shore Street Ext area.

Arts Alive ends at 5 PM on Sunday, at which time vendor tents and other equipment will be removed from all three areas. It generally takes about an hour for vendors to remove their tents. We expect that Shore Street will be clear of vendors by 7 PM Sunday evening.

The three tents provided by the tent contractor will be removed by them on Tuesday, June 17.

**Request for Closure of Shore Street Extension:**

We are again requesting the Town's permission to temporarily close Shore Street Ext. to traffic from dawn on Friday, June 13, until 8 PM on Sunday, June 15 (though we expect to reopen it by 6 or 7 PM) to allow vendors to remove their tents.

We request that signs prohibiting overnight parking be placed along the street on Thursday, June 12.

**We will follow the usual procedures for Arts Alive:**

We will coordinate with the Town of Falmouth and the Falmouth Public Library early on to mark private utilities on the Library Lawn to avoid last-minute issues.

We will call Dig Safe after marking the location of tents.

We will obtain the necessary tent permits and inspections from the Building Department, with the assistance of the tent rental company.

We will require that food vendors have permits from the Health Department.

We request the use of town restrooms at Peg Noonan Park until the festival closes each day.

We will ask the DPW for extra trash barrels and their servicing.

We will contact Cavossa Disposal for recycling barrels.

Volunteers will patrol the area during event days to remove any trash or litter.

We will provide security on Friday and Saturday nights but will ask the Falmouth Police Department to patrol the area when they are able.

**Request of Waiver of Electrician's Permit:**

Because our only use of electricity during the weekend will be for sound equipment, streamer lighting and safety signage in the two larger tents, we request that the requirement for an electrician to approve the connections to Library Lawn outlets be waived. The fee for an electrician can be significant. Our electric cords were purchased new in 2023, and we will cover them with wire covers throughout the event.

**Request of Waiver of Event Fee:**

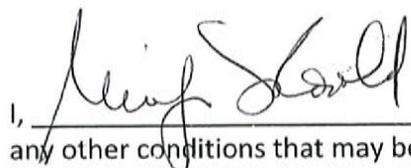
We request that the Town waive the fee for this event. ArtsFalmouth, Inc. is a nonprofit organization, and the Arts Alive festival is free and open to all, celebrating and supporting our local artists and performers and providing an enjoyable weekend for residents and visitors. The expenses of putting on the festival are substantial, and the unpaid volunteer organizers work hard not only to organize the event, but also to raise funds through grants and contributions to make it possible. A fee waiver helps support our fundraising efforts and recognizes the contribution that Arts Alive makes to the Town of Falmouth and our local creative economy.

approved by the Building Commissioner. Off-premises signs that are within the Town's Sign Code requirements must be approved by the Select Board. Off-premises signs that are not in compliance with the Town's Sign Code requirements must be submitted to the Building Department in writing with a design or photograph of the proposed sign(s). Off-premises signs requested on private property must receive approval from the property owner in advance of approval by the Select Board. Requests for off-premises signage must be received by the Select Board at least one month in advance of the special event.

- e. Raffles must be performed by licensed non-profit organizations only.
- f. Parking is available in designated public parking lots and as allowed on the street. There are no special exceptions to posted parking regulations or fees.
- g. Portable toilets are allowed upon request.
- h. The Police Department will recommend the number, location, and duration of police details required.
- i. The Fire Department and Marine and Environmental Services Department may recommend details as may be required to ensure the safety of an event.
- j. Events proposing the sale of liquor must apply separately for a one-day liquor license. The one-day liquor license is issued by the Select Board.
- k. Events will be permitted on a first-come, first-serve basis. Recurring events such as road races, village association events, festivals, etc., will notify the Town as soon as annual dates are set to reserve the time needed.
- l. The Applicant agrees to Hold Harmless the Town of Falmouth and will sign and return the Hold Harmless agreement provided in the Application Packet.
- m. The Applicant will obtain all necessary permits for the event proposed, including, but not limited to:
  - i. Building Permits for tents and structures;
  - ii. Health Inspections for food service;
  - iii. Select Board for off-premises sign approval.
- n. Special Event coverage: a Certificate of Insurance in the amount of \$1,000,000 is required.
- o. Additional Insurances, including Auto Liability in the amount of \$1,000,000 and Workers Compensation insurance will be required for events with auto and employee liability exposure.
- p. Events proposing the consumption or sale of alcohol shall provide Liquor Liability Insurance in the amount of \$2,000,000 in the aggregate and \$1,000,000 per occurrence.

A copy of all approved requests with special conditions shall be filed with the referring departments.

Per Order of the Select Board  
February 28, 2022; Revised July 15, 2024.

I, , have read and agree to all of the conditions of this policy and to any other conditions that may be required by the permitting authority.



## TOWN OF FALMOUTH

Office of the Town Manager & Select Board

59 Town Hall Square, Falmouth, Massachusetts 02540

Telephone (508) 495-7320

Fax (508) 457-2573

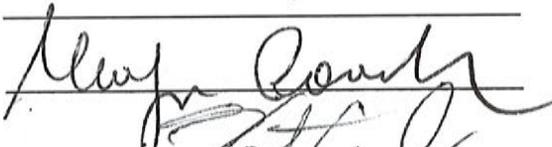
### INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

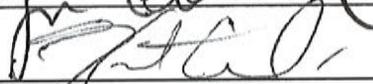
FOR GOOD AND VALUABLE CONSIDERATION and the permitted right to use facilities of the Town of Falmouth as set forth herein, the undersigned Applicant does hereby agree to INDEMNIFY AND HOLD HARMLESS the Town of Falmouth from any loss, damage or expense arising out of the claim or demand of any person on account of or directly or indirectly as a result of the undersigned Applicant's use of the facility of the Town of Falmouth identified below authorized by the Special Events Policy. This INDEMNIFICATION AND HOLD HARMLESS Agreement shall be for the benefit of the Town of Falmouth and its elected and appointed officials, officers, employees, volunteers and other persons acting on authority of and on behalf of the Town of Falmouth. This INDEMNIFICATION AND HOLD HARMLESS Agreement includes defense costs, expenses, attorneys' fees, judgments and other damage awards.

Name of Facility: Falmouth Library Lawn

Date(s) of Use: June 11-17, 2025

Applicant Name: ArtsFalmouth, Inc.

Signature: 

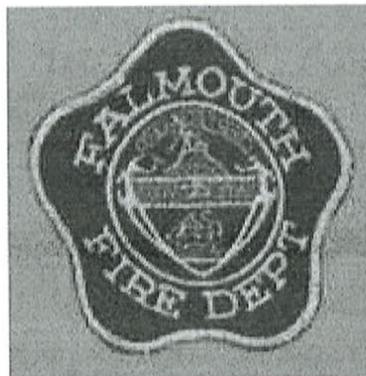
Witness: 

Date: January 17, 2025

# FALMOUTH FIRE RESCUE DEPARTMENT

## FIRE PREVENTION

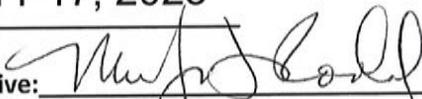
### -PUBLIC EVENT STANDARDS-



This packet is provided for use during an approved Special Event in the Town of Falmouth with regards to regulatory items and inspectional services as outlined by the Falmouth Fire Rescue Department.

Print name of person or organization: ArtsFalmouth, Inc.

Date of Event: June 11-17, 2025

Signature of representative: 

(I acknowledge receipt of this packet and will adhere to any/all applicable requirements or conditions to be followed as outlined by the Fire Prevention Office of the FFRD)

Date received: January 17, 2025

## **OPEN SESSION**

## **BUSINESS**

10. Consider a request from Locust Street Sign for a variance to Sign Code §184-37: Measurement of Sign Area, for Flying Bridge Marina, 250 Scranton Ave., Falmouth (15 minutes)



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Business 10.

**ITEM TITLE:** Consider a request from Locust Street Sign for a variance to Sign Code Section 184-37: Measurement of Sign Area for Flying Bridge Marina, 250 Scranton Avenue, Falmouth

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Mike Renshaw, Town Manager

**ATTACHMENTS:** Narrative description of request; Photographs of existing sign area and proposed sign area; Copy of Sign Code, Ch 184, Sec 37 Wall and Roof Signs; Illustration of proposed sign; Sign permit dated November 7, 2024; Staff email thread

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### PURPOSE:

The Select Board will be considering the request from Locust Street Sign for a variance to Sign Code Section 184-37: Measurement of Sign Area for Flying Bridge Marina, 250 Scranton Avenue, Falmouth.

### BACKGROUND/SUMMARY:

- Locust Street Sign submitted a sign permit application on behalf of property owner Robert Trustee William C on November 7, 2024 (see attached).
- Per the information provided by the Building Department, Locust Street Sign is applying for a variance in sign area as defined in Section 184-37.

- The length of the existing wall shown in the submitted photos (attached) is 34 feet, and Locust Street Signs has a permitted sign which reads “Flying Bridge Marina” which measures 33.9 square feet.
- This variance request asks for an additional 18 square feet of sign area so that the business may install four (4) logos reading: HCB, Chris Craft, Yellowfin, and SH as shown in the attached illustrations.

**DEPARTMENT RECOMMENDATION:**

The Building Department has reviewed the sign permit application and has determined that a variance to Section 184-37 Measurement of Sign Area is required before a permit may be granted.

**OPTIONS:**

- Motion to approve the request from Locust Street Sign for a variance to Sign Code Section 184-37: Measurement of Sign Area for Flying Bridge Marina, 250 Scranton Avenue, Falmouth as presented.
- Motion to deny the approval of the request from Locust Street Sign for a variance to Sign Code Section 184-37: Measurement of Sign Area for Flying Bridge Marina, 250 Scranton Avenue, Falmouth.
- Some other Board specified alternative motion.

**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 consider approval of the request from Locust Street Sign for a variance to Sign Code Section 184-37: Measurement of Sign Area for Flying Bridge Marina, 250 Scranton Avenue, Falmouth as presented.

*Michael Renshaw*

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**Town Manager**

3/20/2025

**Date**

Flying Bridge Marina

Request: The applicant is requesting an additional 18 sq. ft. of sign area to install 4 logos: HCB, Chris Craft, Yellowfin, and SH (as shown on the attached).

Variance to: Sign Code §184-37. Wall and roof signs.

Location: 250 Scranton Ave.

Dimensions: The wall is 34' and they have a permitted sign that says "Flying Bridge Marina" which is 33.9 sq. ft.

Building Department Staff Comment: *"They are applying for a variance in sign area as defined in section 184-37. The length of the wall is 34' and they have a permitted sign which says "Flying Bridge Marina" which is 33.9sf. This variance asks for an additional 18sf of sign area so they may install the 4 logos, HCB, Chris Croft, Yellowfin, and SH. (As shown on attachment #5 of the application)."*

March 24, 2025

February 12, 2025

Locust Street Sign Co.

121 Locust Street

Falmouth, MA 02540

We are requesting a variance for 250 Scranton Avenue-North Wall. The building department verbally informed us a variance is required to comply with the town by laws, Section # 184-27. Attached are photos of the North Wall : Picture # 1 is Existing Wall and Picture # 2 is Proposed Wall.

Picture # 1



Picture # 2



CONSULTANTS

REVISIONS

#	DESCRIPTION	DATE
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NOTES:  
VERIFY ALL DIMENSIONS IN FIELD.

**FLYING BRIDGE MARINA**

250 SCRANTON AVE,  
FALMOUTH, MA

90% - CONSTRUCTION

EXTERIOR ELEVATION  
RESTAURANT

PROJECT DATE: 04/12/24

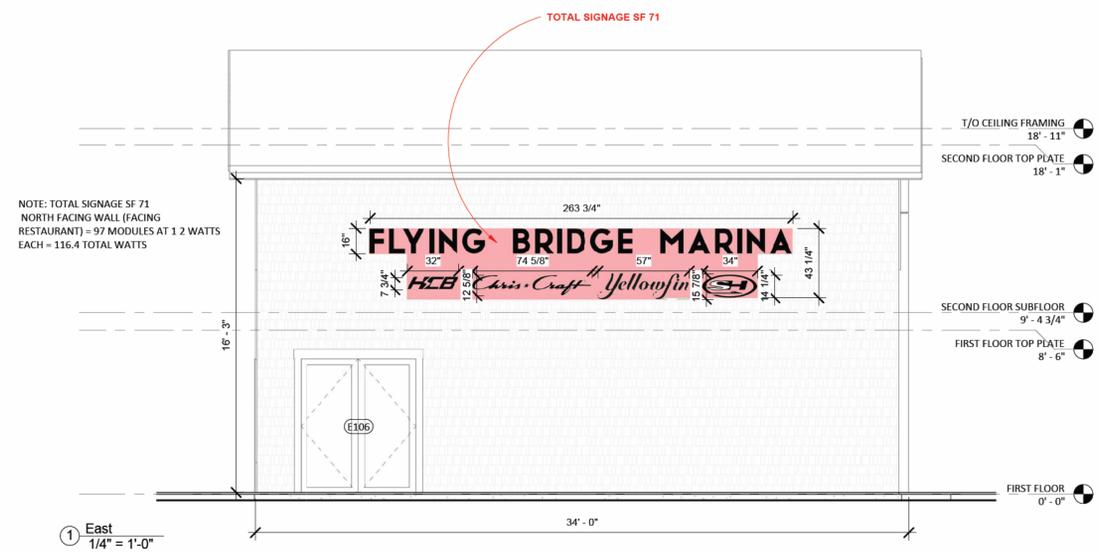
REVISION DATE: 10/07/24

DESIGNER: JHG

DESIGNER: HCM

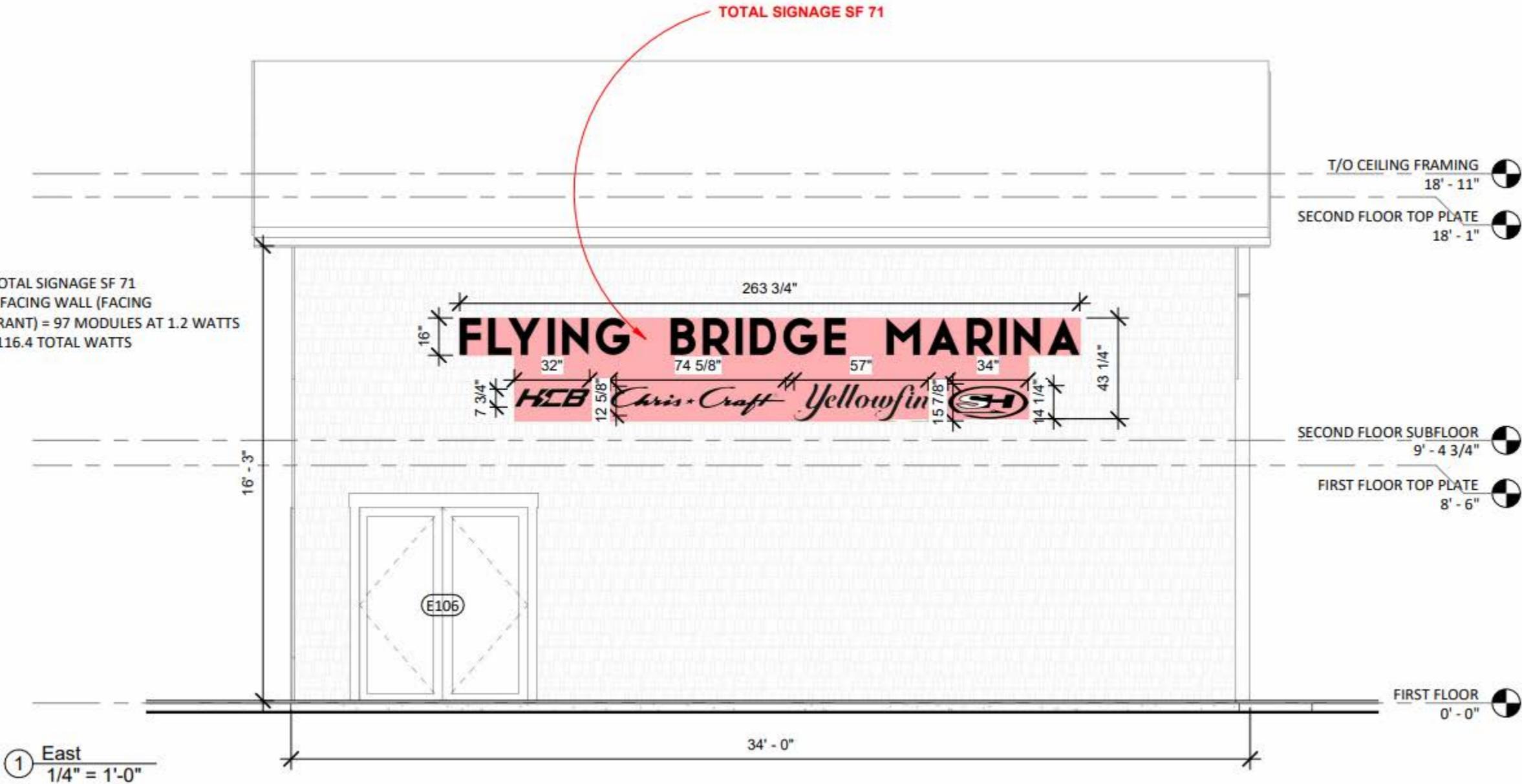
**A2.2**

SCALE: 1/4" = 1'-0"



TOTAL SIGNAGE SF 71

NOTE: TOTAL SIGNAGE SF 71  
NORTH FACING WALL (FACING  
RESTAURANT) = 97 MODULES AT 1.2 WATTS  
EACH = 116.4 TOTAL WATTS



T/O CEILING FRAMING  
18' - 11"

SECOND FLOOR TOP PLATE  
18' - 1"

SECOND FLOOR SUBFLOOR  
9' - 4 3/4"

FIRST FLOOR TOP PLATE  
8' - 6"

FIRST FLOOR  
0' - 0"

① East  
1/4" = 1'-0"

34' - 0"

16' - 3"

263 3/4"

16"

32"

74 5/8"

57"

34"

7 3/4"

12 5/8"

15 7/8"

14 1/4"

43 1/4"

E106

# Chapter 184. Signs

## Article IV. Standards for Specific Types of Signs

### § 184-37. Wall and roof signs.

Roof and wall signs are defined in § 184-3.

- A. No part of a wall or roof sign, including the display surface, shall project more than fifteen (15) inches from the surface of a building at which point the sign is attached.
- B. Such sign shall not obscure architectural features of the building, not limited to features such as arches, sills, moulding, cornices and transoms.
- C. Such sign shall not extend above the highest point of the roof, or parapet if one exists, nor beyond the ends of the wall to which it is attached.
- D. For walls up to fifty (50) feet in length, wall signs and roof signs above such walls, shall have a total area not exceeding one (1.0) square foot for each horizontal foot of the building face parallel to a street line. For walls between fifty (50) feet and one hundred (100) feet in length, wall signs and roof signs above such walls, shall have a total area not exceeding five percent (5%) of the wall length over fifty (50) feet times ten (10) plus fifty (50) square feet. The following chart may be used to calculate the allowable square footage of the signs. Wall and roof signs shall have a maximum area allowed of seventy-five (75) square feet. The area of window signs shall be deducted per § 184-38B. For walls facing a street, parking lot for the business or water, allowable roof or wall signage shall be calculated as follows: one square foot for each linear foot of contiguous wall or roof, up to 50 square feet for 50 linear feet of the wall; for walls or roofs, between 50 feet and 100 feet additional signage of 1/2 square foot for each linear foot up to a maximum signage area of 75 square feet is allowed. A wall or roof signage calculator is incorporated herein.  
[Amended ASTM 4-7-1997, Art. 39, approved 6-27-1997; AFTM 11-8-2004, Art. 20, approved 12-30-2004; AFTM 11-15-2010, Art. 49, approved 12-13-2010]

<b>Length of wall (linear feet)</b>	10	20	30	40	50	60	70	80	90	100
<b>Area of sign (square feet)</b>	10	20	30	40	50	55	60	65	70	75 *max

- E. A roof sign may be used in place of a wall sign.
- F. Where two (2) or more wall or roof signs are affixed to one (1) wall or roof, the gross sign area shall be the sum total area of all signs.
- G. Wall or roof signs shall not extend higher than the highest point of the roof or top of the parapet wall of the principal building.



Street Number	_____	Street Name	_____
City	_____	State	_____ Zip Code _____
Telephone	_____	Email	_____

**SECTION 3 - APPLICANT INFORMATION**

Applicant Name Mark Bogosian

Street Number 367 Street Name Main St

City Falmouth State MA Zip 02540

Telephone [REDACTED] Email [REDACTED]

**SECTION 4 - MAILING ADDRESS**

Street Number 367 Street Name Main St

City Falmouth State MA Zip 02540

**SECTION 5 - WORK DETAILS**

Name of Store of Development Locust Street Signs

Number of Signs 1 Percentage of aggregate coverage of front wall 50.06

Approve by Design Site Review meeting on \_\_\_\_\_

Type of Sign

<input checked="" type="checkbox"/> Wall	<input type="checkbox"/> Free Standing	<input type="checkbox"/> Projecting	<input type="checkbox"/> Awning	<input type="checkbox"/> Banner
<input type="checkbox"/> Portable Sign	<input type="checkbox"/> Window	<input type="checkbox"/> Blade	<input type="checkbox"/> Off Premise/Variance	

Is this a replacement of the same size Sign  Yes  No

Historic District  Yes  No

Is the Sign(s) illuminated?  Yes  No

If Yes, how is it illuminated FLYING BRIDGE MARINA- Backlit letters with subtle white light

Is the Sign a promotional sign?  Yes  No

Date \_\_\_\_\_

Dimensions of Sign(s)	Length <u>263 3/4"</u>	Width _____	Height <u>43 1/4"</u>	Area <u>71</u>
	Length _____	Width _____	Height _____	Area _____
	Length _____	Width _____	Height _____	Area _____
Wall Linear Feet	<u>51</u>	Set back from Freestanding _____		_____
Brief Description of Proposed Work				
<u>Install individual letter signs / HCB / Chris Craft/ Yellowfin / Sea Hunt LOGO</u>				

**SECTION 6 - CONTRACTOR INFORMATION**

Name Jeronimo Marques Type Master Electrician

LIC No. 22751 A VERIFY  NA Expiration Date 07/31/25

Business Name Longfellow Design Build Type \_\_\_\_\_

LIC No. 4451 Expiration Date \_\_\_\_\_

Street Number 866 Main Street Street Name \_\_\_\_\_

City Osterville State Massachusetts Zip 02655

Telephone No. [REDACTED] Alternate Tel. No. \_\_\_\_\_

Email [REDACTED]

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 \$ 500.00

**SECTION 8 - PROPERTY OWNER AUTHORIZATION**

I am the  Owner  Contractor / Agent

I, ROBERT TRUSTEE WILLIAM C as owner of the subject property hereby authorize Mark Bogosian to act on my behalf, in all matters relative to work authorized by this building permit application.

Property Owner's Email \_\_\_\_\_ OR  Copy of Signed Contract to be attached after submitting application

Telephone  
No. \_\_\_\_\_

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

**SECTION 9 - DECLARATION**

I, Mark Bogosian as Owner/Authorized Agent hereby declare that the statements and information on the foregoing application are true and accurate, to the best of my knowledge and belief. Signed under the pains and penalties of perjury.

I do hereby certify under the pains & penalties of perjury that the information provided above is true and correct. Date 11/07/24

**INSTRUCTIONS**

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

What is needed to be submitted:

**All Signs:**

- All applications require plans with new sign(s) pictures and dimensions and pictures of all existing signs.

If you have obtained a Variance for the Sign(s), that recorded Variance must be submitted with this application.

## Diane Davidson

---

**From:** Eleanor MacKay  
**Sent:** Tuesday, March 4, 2025 3:01 PM  
**To:** Diane Davidson  
**Subject:** FW: Request for Sign Variance - 250 Scranton Avenue

Hi Diane,  
Please see below and let me know if you have any questions.  
Thank you  
Eleanor

---

**From:** Eleanor MacKay  
**Sent:** Friday, February 21, 2025 4:13 PM  
**To:** Phyllis Downey <phyllis.downey@falmouthma.gov>  
**Cc:** Diane Davidson <diane.davidson@falmouthma.gov>  
**Subject:** FW: Request for Sign Variance - 250 Scranton Avenue

Hi Ladies,  
Just so you are both in the loop....  
Best  
Eleanor

---

**From:** Eleanor MacKay  
**Sent:** Friday, February 21, 2025 4:06 PM  
**To:** Eleanor MacKay <eleanor.mackay@falmouthma.gov>  
**Subject:** RE: Request for Sign Variance - 250 Scranton Avenue

Hi Diane,  
I just spoke with Mike and they are going ahead with this edited application. They are applying for a variance in sign area as defined in section 184-37. The length of the wall is 34' and they have a permitted sign which says "Flying Bridge Marina" which is 33.9sf. This variance asks for an additional 18sf of sign area so they may install the 4 logos, HCB, Chris Croft, Yellowfin, and SH. (As shown on attachment #5 of the application).  
Please let me know if you have any other questions.  
Eleanor

---

**From:** Eleanor MacKay  
**Sent:** Friday, February 21, 2025 2:11 PM  
**To:** Diane Davidson <diane.davidson@falmouthma.gov>  
**Subject:** RE: Request for Sign Variance - 250 Scranton Avenue

Hi Diane,  
I spoke with Mike from Locus St. Signs this morning, they are not proceeding with this application as shown. They are breaking it into two applications. I will let you know when they re-apply.  
Best  
Eleanor

---

**From:** Diane Davidson <[diane.davidson@falmouthma.gov](mailto:diane.davidson@falmouthma.gov)>  
**Sent:** Friday, February 14, 2025 1:57 PM  
**To:** Eleanor MacKay <[eleanor.mackay@falmouthma.gov](mailto:eleanor.mackay@falmouthma.gov)>  
**Subject:** Request for Sign Variance - 250 Scranton Avenue

Hi Eleanor,

I received a request from Locust Street Sign for a variance to Sign Code 184-27 for signage on a building at 250 Scranton Avenue. It looks like this is sign permit application # 250717. In application # 250717, Sign Code 184-18C is referenced in one of the photos uploaded to the application.

Would you please provide me with the section of the sign code that this signage does not comply with, the reason it does not, and the correct photo I should include in the Select Board packet?

Attached you will see that the applicant emailed two photos. Is the building in photo #1 and in photo #2 the same building? Or are these two different buildings? I couldn't tell if they are replacing the logo lettering on a building or adding lettering to a different building.

Thank you for your help.

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](mailto:diane.davidson@falmouthma.gov)



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

## Diane Davidson

---

**From:** Eleanor MacKay  
**Sent:** Tuesday, March 4, 2025 2:58 PM  
**To:** Diane Davidson  
**Subject:** RE: Request for Sign Variance - 250 Scranton Avenue

Hi Diane,

They have modified their application for # 250717, and want to move forward with scheduling a Select Board hearing.

Best,  
Eleanor

---

**From:** Diane Davidson <diane.davidson@falmouthma.gov>  
**Sent:** Tuesday, March 4, 2025 11:39 AM  
**To:** Eleanor MacKay <eleanor.mackay@falmouthma.gov>  
**Subject:** RE: Request for Sign Variance - 250 Scranton Avenue

Hi Eleanor,

Thank you for this update. I will remove the request from the upcoming Select Board agenda and wait for a possible new request.

Diane

---

**From:** Eleanor MacKay <eleanor.mackay@falmouthma.gov>  
**Sent:** Friday, February 21, 2025 2:11 PM  
**To:** Diane Davidson <diane.davidson@falmouthma.gov>  
**Subject:** RE: Request for Sign Variance - 250 Scranton Avenue

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**Sent:** Friday, February 14, 2025 1:57 PM  
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**Subject:** Request for Sign Variance - 250 Scranton Avenue

Hi Eleanor,

I received a request from Locust Street Sign for a variance to Sign Code 184-27 for signage on a building at 250 Scranton Avenue. It looks like this is sign permit application # 250717. In application # 250717, Sign Code 184-18C is referenced in one of the photos uploaded to the application.

Would you please provide me with the section of the sign code that this signage does not comply with, the reason it does not, and the correct photo I should include in the Select Board packet?

Attached you will see that the applicant emailed two photos. Is the building in photo #1 and in photo #2 the same building? Or are these two different buildings? I couldn't tell if they are replacing the logo lettering on a building or adding lettering to a different building.

Thank you for your help.

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](mailto:diane.davidson@falmouthma.gov)



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

**OPEN SESSION**

**BUSINESS**

11. Consider approval of seasonal and Spring license renewals for 2025 (10 minutes)



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Business 11.

**ITEM TITLE:** Consider approval of seasonal and Spring license renewals for 2025

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Mike Renshaw, Town Manager

**ATTACHMENTS:** Seasonal and Spring 2025 Renewal Requirement Checklist

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### **PURPOSE:**

The Select Board will consider the approval of the seasonal and Spring license renewals for 2025.

### **BACKGROUND/SUMMARY:**

- Seasonal and Spring renewal applications and checklists of all required documents and payments due were sent to all licensees.
- The below listed licensees have submitted all the renewal requirements on the checklist ready to be approved for renewal for 2025 with the exception of Seasonal Common Victualler and Seasonal Restaurant Licenses which are pending Building and Health Inspections that are completed within 3-5 days of restaurants opening.

### **SEASONAL ALL ALCOHOL RESTAURANT and CLUB WITH COMMON VICTUALLER**

- Falmouth Raw Bar, 56 Scranton Avenue – pending Building & Health inspections
- Landfall Restaurant, 2 Luscombe Avenue – Pending Building and Health Inspections

- Pier 37 Boathouse, 88 Scranton Avenue – Pending Building and Health Inspections

#### **COMMON VICTUALLER**

- Eulinda's, 634 Route 28A

#### **ENTERTAINMENT**

- Falmouth Raw Bar, 56 Scranton Avenue – pending Building & Health inspections
- Landfall Restaurant, 2 Luscombe Avenue – pending Building and Health Inspections
- Pier 37 Boathouse, 88 Scranton Avenue – Pending Building and Health Inspections

#### **SUNDAY ENTERTAINMENT**

- Falmouth Raw Bar, 56 Scranton Avenue – pending Building & Health inspections
- Landfall Restaurant, 2 Luscombe Avenue – pending Building and Health Inspections
- Pier 37 Boathouse, 88 Scranton Avenue v– Pending Building and Health Inspections

#### **AUTOMATIC AMUSEMENT DEVICE**

- Sun Retreats, 130 Thomas B. Landers Road

#### **LODGING HOUSE LICENSE**

- Frederick Willian House, 594 Palmer Avenue
- Inn on the Square, 40 North Main Street
- The Captain's Manor Inn, 27 West Main Street

#### **MOVIE THEATER LICENSE**

- Falmouth Cinema Pub, 137 Teaticket Highway

#### **SECOND-HAD DEALER LICENSE**

- Blooming Resale, 557 North Falmouth Highway, Bldg. B
- Divine Consignments, 419 Palmer Avenue
- Hand in Hand Thrift Shop, 141 Sandwich Road
- Hannoush Jewelers, 352 Main Street
- Home Again, 93 East Falmouth Highway
- Hope Restored, 75 County Road
- St. Vincent DePaul Thrift Shop, 18A Davisville Road
- Trendy Tots, 426 Main Street

#### **POOL TABLE LICENSE**

- Trade Center Bowl, 89 Spring Bars Road

#### **BOWLING ALLEY LICENSE**

- Trade Center Bowl, 89 Spring Bars Road

**DEPARTMENT RECOMMENDATION:**

The Town Manager recommends that the Select Board approve the seasonal and Spring license renewals for 2025 as presented.

**OPTIONS:**

- Motion to approve the 2025 seasonal and Spring license renewals as presented.
- Motion to deny approval of the 2025 license renewals 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 seasonal and Spring license renewals for 2025 as presented.

*Michael Renshaw*

\_\_\_\_\_

**Town Manager**

3/19/2025

**Date**

## **AGENDA PACKET REVIEW**

**Applications for Seasonal Common Victualler and Seasonal Liquor License renewals are listed with other annual licenses that renew on May 1<sup>st</sup> each year.**

**Approval for the Seasonal Common Victualler and Seasonal Restaurant Licenses is requested pending Building and Health Inspections. These restaurants closed for the season in 2024 except the Landfall Restaurant which closed January 2, 2025.**

**Inspections must be completed when all reopening tasks are complete. For the Health Department inspections occur when food is in stock and perishables are available for review, usually within a few days before the restaurants open.**

**March 24, 2025**

**SECOND-HAND DEALER LICENSE**

Blooming Resale, 557 North Falmouth Highway, Bldg. B  
Divine Consignments, 419 Palmer Avenue  
Hand in Hand Thrift Shop, 141 Sandwich Road  
Hannoush Jewelers, 352 Main Street  
Home Again, 93 East Falmouth Highway  
Hope Restored, 75 County Road  
St. Vincent DePaul Thrift Shop, 18A Davisville Road  
Trendy Tots, 426 Main Street

**LODGING HOUSE LICENSE**

Frederick Willian House, 594 Palmer Avenue  
Inn on the Square, 40 North Main Street  
The Captain's Manor Inn, 27 West Main Street

**MOVIE THEATER LICENSE**

Falmouth Cinema Pub, 137 Teaticket Highway

**SEASONAL AUTOMATIC AMUSEMENT DEVICE LICENSE**

Sun Retreats, 130 Thomas B. Landers Road

**POOL TABLE LICENSE**

Trade Center Bowl, 89 Spring Bars Road

**BOWLING ALLEY LICENSE**

Trade Center Bowl, 89 Spring Bars Road

**SEASONAL COMMON VICTUALLER LICENSE** – *pending Food Service Establishment Permit*

Eulinda's, 634 West Falmouth Highway

**SEASONAL ALL ALCOHOL RESTAURANT LICENSE** – *pending certificate of Inspection and Food Service Establishment Permit*

Falmouth Raw Bar, 56 Scranton Avenue  
Landfall Restaurant, 2 Luscombe Avenue  
Pier 37 Boathouse, 88 Scranton Avenue

**ENTERTAINMENT LICENSE**

Falmouth Raw Bar, 56 Scranton Avenue  
Landfall Restaurant, 2 Luscombe Avenue  
Pier 37 Boathouse, 88 Scranton Avenue

**SUNDAY ENTERTAINMENT LICENSE**

Falmouth Raw Bar, 56 Scranton Avenue  
Landfall Restaurant, 2 Luscombe Avenue  
Pier 37 Boathouse, 88 Scranton Avenue

## **CONSENT AGENDA**

### **1. LICENSES**

- a. Consider a vote to approve an application for a Special One-Day Wine and Malt Liquor License – Rise & Shine Productions LLC – Coast Fest, Lin Whitehead Band Shell, Marine Park, 180 Scranton Ave., Saturday, August 2, 2025 from 2:00 p.m. – 10:00 p.m.



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Consent Agenda – Licenses 1.a.

**ITEM TITLE:** Consider a vote to approve an application for a Special One-Day Wine and Malt Liquor License – Rise & Shine Productions LLC – Coast Fest, Lin Whitehead Band Shell, Marine Park, 180 Scranton Ave., Saturday, August 2, 2025 from 2:00 p.m. – 10:00 p.m.

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Peter Johnson-Staub, Assistant Town Manager

**ATTACHMENTS:** License Application Review Form, Application for Special One-Day Liquor License, Coast Fest Proposed Beer & Wine Policy

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### PURPOSE:

The Select Board will consider the approval of an application for a Special One-Day Wine and Malt Liquor License for Coast Fest on Saturday, August 2, 2024 from 2:00 p.m. – 10:00 p.m.

### BACKGROUND/SUMMARY:

- The applicant submitted the Special One-Day License for the Sale of Alcoholic Beverages on January 3, 2025.
- Approximately 2,000 are expected to attend over the course of the three-weekend performances.

- As reflected on the application form, staff of John’s Liquors will provide beverage catering including TIPS certified servers.
- Police Department, Fire Rescue Department and staff of various other departments have reviewed the application and have no objections or concerns with its approval.

**DEPARTMENT RECOMMENDATION:**

The Town Manager recommends that the Select Board approve the application for a Special One-Day Wine and Malt Liquor License – Rise & Shine Productions LLC – Coast Fest, Lin Whitehead Band Shell, Marine Park, 180 Scranton Ave., Saturday, August 2, 2025 from 2:00 p.m. – 10:00 p.m. as presented.

**OPTIONS:**

- Motion to approve the application for a Special One-Day Wine and Malt Liquor License – Rise & Shine Productions LLC – Coast Fest, Lin Whitehead Band Shell, Marine Park, 180 Scranton Ave., Saturday, August 2, 2025 from 2:00 p.m. – 10:00 p.m. as presented.
- Motion to deny approval of the application for a Special One-Day Wine and Malt Liquor License – Rise & Shine Productions LLC – Coast Fest, Lin Whitehead Band Shell, Marine Park, 180 Scranton Ave., Saturday, August 2, 2025 from 2:00 p.m. – 10:00 p.m.
- 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 recommends that the Select Board approve the application for a Special One-Day Wine and Malt Liquor License – Rise & Shine Productions LLC – Coast Fest, Lin Whitehead Band Shell, Marine Park, 180 Scranton Ave., Saturday, August 2, 2025 from 2:00 p.m. – 10:00 p.m. as presented.

*Michael Renshaw*

3/20/2025

---

**Town Manager**

**Date**

Date: 3/24/25

**ONE-DAY LIQUOR LICENSE APPLICATION REVIEW FORM**

**Applicant:** Rise & Shine Productions LLC, Luke Vose, Crooked Coast

**Event:** Coast Fest

**Location:** Band Shell / Marine Park, 180 Scranton Ave.

**Date:** Saturday, 8/2/25 **Time:** 2:00 p.m. - 10:00 p.m.

**License Type:**  Wine & Malt Beverages or  All Alcoholic Beverages

Application sent to the departments, indicated below, for comment:

- Police \_\_\_\_\_
- Fire \_\_\_\_\_
- Health \_\_\_\_\_
- Building \_\_\_\_\_
- Communications \_\_\_\_\_
- M.E.S. \_\_\_\_\_
- DPW \_\_\_\_\_
- Recreation \_\_\_\_\_
- Beach \_\_\_\_\_
- \_\_\_\_\_

**NOTES:** This event was discussed by the Internal Working Group for Special Events at its meeting on Thursday, February 13, 2025.

The Working Group recommends approval.

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



**PAID**  
\$10.00 08/14/23



**APPLICATION**

**SPECIAL ONE-DAY LIQUOR LICENSE FOR THE SALE OF ALCOHOLIC BEVERAGES**  
M.G.L.A. CHAPTER 138, SECTION 14

Apply at least 30 days prior to Select Board hearing.

NAME OF APPLICANT: Luke Vose

ADDRESS OF APPLICANT: 42 Minot st

Falmouth MA 02540  
TOWN STATE ZIP CODE

NAME OF ORGANIZATION: Rise & Shine Productions LLC

MAILING ADDRESS: 42 Minot St

EMAIL: [REDACTED]

LOCATION TO BE LICENSED-ADDRESS: Lin Whitehead Bandshell

Falmouth MA 02540  
TOWN STATE ZIP CODE

EVENT TITLE: Coast- Fest APPROXIMATE # OF PEOPLE: 2,000

DATE(S) OF EVENT: 8/2/2025 HOURS OF EVENT: 2 pm - 10 pm

AUTHORIZED MANAGER OF ESTABLISHMENT EVENT: Luke Vose

TYPE OF LICENSE:  
1. WINE & MALT  FOR PROFIT   
2. ALL ALCOHOLIC  NON-PROFIT ORGANIZATIONS ONLY NON-PROFIT

**REQUIREMENTS check list:**

1. Submit in a separate note or letter a narrative overview of the event including a description of the premises, food service, and the alcohol security plan
2. Certificate of non-profit status for All Alcoholic Beverages Licenses ONLY)
3. Certificate of liquor liability insurance; 1 MILLION PER OCCURANCE - \$2 MILLION AGGREGATE
4. Certificate of TIPS or other alcohol safety training for all persons handling alcohol
5. Floor plan of area where alcohol will be served, consumed, and securely stored and how this will be separated from public areas (roping, fences, etc.)
6. Temporary Food Permit (Health Department)

12/27/2024  
DATE

[Signature]  
APPLICANT SIGNATURE

FEE: \$25.00 PER DAY  
\$10.00 FILING FEE

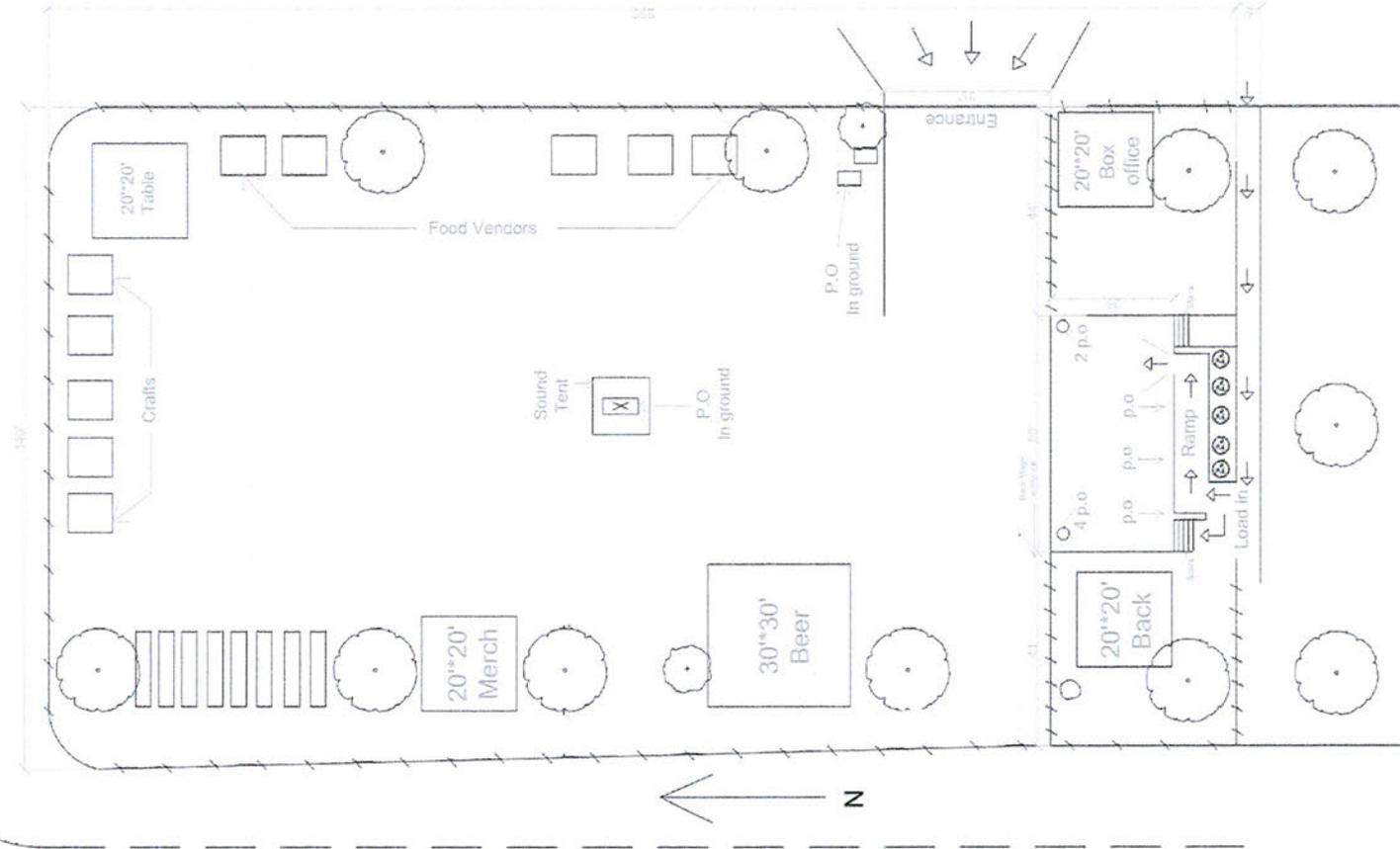
Fence -Need 880' to cover (entire perimeter) Need (qo') to cover left+right of stage

Key -  $\frac{1"}{8}$ "=4'

--- Fence

□ Bouse house

P.O Poweroutlet



# Coast-Fest

## Proposed Beer & Wine Policy

### OVERVIEW

- Coast Fest is an independently run music festival that is organized by Falmouth locals and has had nationally touring artists appear on our stage at the Falmouth Harbor. We make it a point to donate a portion of our ticket sales every year to local charities- we have donated to Falmouth Education Foundation, Falmouth Band Parents, and Falmouth Service Center in the past. The last few years we have held the festival have been successes, and have heard rave reviews from attendees, public safety personnel, and locals who did not attend.
- We will be working with John's Liquors again who will be providing beverage catering for our event. Their staff is professional, TIPS certified, and local. We have had great success with them in the past to help us create a fun and safe event for all.

### SAFETY PROCEDURES

- *Security*
  - Every attendee who wishes to purchase alcohol will have to wear a 21+ wristband that will be highly visible.
  - There will be two beer ticket purchase tents at the festival. Each tent will have a security guard in the area who will be monitoring intoxication levels.
  - There will be 10+ security guards on site monitoring the crowd, and 3 detail officers on site as well.
  - Servers reserve the right to refuse sale to any attendee they believe is intoxicated. There will also be security guards at the beer tent whose job is to monitor those trading their purchased beer ticket for a beverage and will make a judgment as well on this.
  - If there is an attendee who is determined to be too intoxicated, that patron will be stripped of their 21+ wristband, and not allowed to purchase alcohol for the rest of the night. Security at the beer tents will not allow people to get a new wristband if it has been removed.
  - In addition to the security located at the beer sale tent and beer ticket tent, we will have security guards in the crowds monitoring

# Coast-Fest

crowd consumption to make sure that no one underage is drinking and that people are in control.

- 2 drinks allowed to be exchanged for tickets at a time per person (following guidance of other music festivals and concert/sports games)
- Last beer ticket sold will be at 9:00pm, and the last alcohol served will be at 9:15pm.
- A communication system will be utilized to identify festival goers who are no longer allowed to consume on site, may need medical attention, and for any other important messages.
- We hold meetings with our security multiple times before the festival to review goals and rules.
- *Grounds*
  - Beer/Wine/Seltzer only being served, no hard alcohol
  - ID at beer ticket stations- with TIPS certified security and servers
  - Free water is provided to all attendees, and there are a few locations where festival attendees can utilize shade under tents we provide, and trees on the grounds.
  - Food options readily available, with up to seven food trucks on the grounds.
  - We provide free busing to downtown Falmouth parking areas and encourage festival attendees to carpool with a designated driver.
  - 6' chain link fencing surrounds the grounds with no way of entering, or people sneaking in or out alcohol from the grounds due to security presence.
  - Hours of the festival are from 4-10pm. Most attendees arrive around 6-7pm which leaves around 3-4 hours for the most people to be in the venue.
  - No re entry allowed, which cuts down on festival attendees leaving the venue to drink on their own and then come into the festival.

## **CONSENT AGENDA**

### **1. LICENSES**

- b. Consider a vote to approve an application for Pledge of Collateral of its annual All Alcohol Beverages license – Kravings Pizza & Ice Cream, LLC dba Simply Divine Pizza Co., 261 Main Street, Unit A



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Consent Agenda – Licenses 1.b.

**ITEM TITLE:** Consider a vote to approve an application for Pledge of Collateral of its annual All Alcohol Beverages license – Kravings Pizza & Ice Cream, LLC dba Simply Divine Pizza Co, 261 Main Street, Unit A

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Mike Renshaw, Town Manager

**ATTACHMENTS:** Application for Amendment-Pledge of Collateral

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### PURPOSE:

The Select Board will consider the approval of an application for Pledge of Collateral of its annual All Alcohol Beverages license – Kravings Pizza & Ice Cream, LLC dba Simply Divine Pizza Co, 261 Main Street, Unit A.

### BACKGROUND/SUMMARY:

- This liquor license was transferred to the applicant on January 6, 2025.
- At the time of the transfer, the applicant did not request a Pledge of Collateral. Subsequently, the applicant learned its lender requires this Pledge of Collateral in connection with the loan. This action is requested by the current licensee (the applicant) in support of its existing All Alcohol Beverages license.

- The applicant submitted the application for Pledge of Collateral of its annual All Alcohol Beverages license on March 14, 2025.
- Staff have reviewed the application for completeness.

**DEPARTMENT RECOMMENDATION:**

The Town Manager recommends that the Select Board approve the application for Pledge of Collateral of its annual All Alcohol Beverages license from Kravings Pizza & Ice Cream, LLC dba Simply Divine Pizza Co, 261 Main Street, Unit A. as presented.

**OPTIONS:**

- Motion to approve the application for Pledge of Collateral of its annual All Alcohol Beverages license from Kravings Pizza & Ice Cream, LLC dba Simply Divine Pizza Co, 261 Main Street, Unit A. as presented.
- Motion to deny approval of the application for Pledge of Collateral of its annual All Alcohol Beverages license from Kravings Pizza & Ice Cream, LLC dba Simply Divine Pizza Co, 261 Main Street, Unit A.
- 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 recommends that the Select Board approve the application for Pledge of Collateral of its annual All Alcohol Beverages license – Kravings Pizza & Ice Cream, LLC dba Simply Divine Pizza Co, 261 Main Street, Unit A as presented.

*Michael Renshaw*

3/20/2025

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**Town Manager**

**Date**

**LICENSE APPLICATION REVIEW**

Restaurant/Business:     **Kravings Pizza & Ice Cream, LLC dba Simply DiVine Co**    

Address:                     **261 Main Street, Unit A**                    

License Type:         **All Alcoholic Beverages Restaurant License**    

New License \_\_\_\_\_

Transfer of License \_\_\_\_\_

Change of License                     **Pledge of Collateral**                    

Police \_\_\_\_\_

Fire \_\_\_\_\_

Building \_\_\_\_\_

Health \_\_\_\_\_

Zoning \_\_\_\_\_

Planning \_\_\_\_\_

DPW \_\_\_\_\_

**NOTES:**

The ABCC Approved this applicant's All Alcoholic Beverages Restaurant License on 02/19/25.

The SBA while preparing to close on the sale of the business it was found that an application for a Pledge of Collateral Is needed.

This transactional type of amendment does not require review by public safety departments.



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

**APPLICATION FOR AMENDMENT-Pledge of Collateral**

Pledge of License     Pledge of Stock     Pledge of Inventory

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
  - DUA Certificate of Compliance *n/a*
- Change of Pledge of License, Stock or Inventory Application
- Vote of the Entity
- Pledge documentation
  - Promissory note

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
KRAVINGS PIZZA AND ICE CREAM, LLC	Town of Falmouth	08712-RS-0390

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation.

Collateral pledge of liquor license to Northwest Bank

**APPLICATION CONTACT**

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

Name	Title	Email	Phone
Leah Lombardi	Manager	[REDACTED]	[REDACTED]

**2. AMENDMENT-Pledge Information**

**Pledge of License**

To whom is the pledge being made:

Northwest Bank

**Pledge of Inventory**

**Pledge of Stock**

**3. FINANCIAL DISCLOSURE**

**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.
Northwest Bank	[REDACTED]	SBA 7a loan	<input type="radio"/> Yes <input checked="" 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.

SBA Promissory Note to Northwest Bank

## APPLICANT'S STATEMENT

I, Leah Lombardi the:  sole proprietor;  partner;  corporate principal;  LLC/LLP manager  
Authorized Signatory

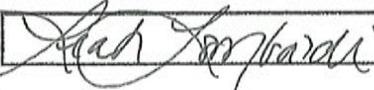
of KRAVINGS PIZZA AND ICE CREAM, LLC  
Name of the Entity/Corporation

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:

3/14/2025

Title:

Manager



## **CONSENT AGENDA**

### **1. LICENSES**

- c. Consider a vote to approve an application for a Common Victualler License – ThreeOneNine, Inc. d/b/a Country Fare Restaurant, 319 Main Street, Unit A



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Consent Agenda – Licensing 1.c.

**ITEM TITLE:** Consider the approval of an application for a Common Victualler license- ThreeOneNine, Inc. d/b/a Country Fare Restaurant, 319 Main St, Unit A

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Mike Renshaw, Town Manager

**ATTACHMENTS:** License Application Review Form; Common Victualler & Innholder License Application dated February 14, 2025; Letter dated February 28, 2025 serving as proof of valid five year lease; Floor plan; Business Certificate

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### PURPOSE:

The Select Board will consider the approval of an application for a Common Victualler license- ThreeOneNine, Inc. d/b/a Country Fare Restaurant, 319 Main St, Unit A.

### BACKGROUND/SUMMARY:

- The application for a Common Victualler License has been submitted by Brian Ferreira, the current chef at Country Fare Restaurant; he is purchasing the restaurant and will assume the operation once the Common Victualler License is issued.
- The Fire Rescue Department has reviewed the application and has no objections to its approval.

- There is no alcohol service being planned at this time.

**DEPARTMENT RECOMMENDATION:**

The Town Manager recommends that the Select Board approve the application for a Common Victualler license- ThreeOneNine, Inc. d/b/a Country Fare Restaurant, 319 Main St, Unit A, as presented.

**OPTIONS:**

- Motion to approve the application for a Common Victualler license- ThreeOneNine, Inc. d/b/a Country Fare Restaurant, 319 Main St, Unit A as presented.
- Motion to deny approval of the application for a Common Victualler license- ThreeOneNine, Inc. d/b/a Country Fare Restaurant, 319 Main St, Unit A.
- 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- ThreeOneNine, Inc. d/b/a Country Fare Restaurant, 319 Main St, Unit A as presented.

*Michael Renshaw*

---

**Town Manager**

3/20/2025

**Date**

**LICENSE APPLICATION REVIEW**

Restaurant/Business: ThreeOneNine, Inc. d/b/a Country Fare Restaurant

Address: 319 Main Street, Falmouth

License Type: Common Victualler

New License \_\_\_\_\_

Transfer of License \_\_\_\_\_

Change of License \_\_\_\_\_

Police \_\_\_\_\_

Fire No Issues \_\_\_\_\_

Building \_\_\_\_\_

Health \_\_\_\_\_

Zoning \_\_\_\_\_

Planning \_\_\_\_\_

DPW \_\_\_\_\_

**NOTES:**

The application for a Common Victualler License is submitted by Brian Ferreira, the current chef at Country Fare Restaurant. He is buying the restaurant and will take over the operation once the Common Victualler License is issued.

There is no alcohol service planned at this time.



## TOWN OF FALMOUTH

Office of the Town Manager & Selectmen  
59 Town Hall Square, Falmouth, Massachusetts 02540  
Telephone (508) 495-7320 • [licensing@falmouthma.gov](mailto: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:	<input type="text" value="Brian Ferreira"/>	TITLE:	<input type="text" value="President"/>
HOME ADDRESS:	<input type="text" value="27 Upshur Drive"/>		
	Town: <input type="text" value="North Falmouth"/>	State: <input type="text" value="MA"/>	Zip code: <input type="text" value="02556"/>
BUSINESS NAME	<input type="text" value="ThreeOneNine, Inc"/>		
D/B/A if any:	<input type="text" value="Country Fare Restaurant"/>		
BUSINESS ADDRESS:	<input type="text" value="319 Main Street"/>		
	Town: <input type="text" value="Falmouth"/>	State: <input type="text" value="MA"/>	Zip code: <input type="text" value="02540"/>
MAILING ADDRESS (if different):	<input type="text"/>		
	Town: <input type="text"/>	State: <input type="text"/>	Zip code: <input type="text"/>
FEDERAL ID #:	<input type="text" value="REDACTED"/>	MANAGER OF RECORD:	<input type="text" value="Brian Ferreiira"/>
EMAIL - required:	<input type="text" value="REDACTED"/>		
TELEPHONE - BUSINESS:	<input type="text" value="REDACTED"/>	ALTERNATE:	<input type="text" value="REDACTED"/>
DAYS OF OPERATION:	<input type="text" value="7 days / week"/>		
HOURS OF OPERATION:	<input type="text" value="6AM - 2PM"/>		

**SEATING CAPACITY :**

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

**\*\*DATE:**



**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**

**Dineen Realty Enterprises  
P.O. Box 907  
Falmouth Ma 02541**

February 28, 2025

Town of Falmouth

Attn: BUILDING and HEALTH Depts.

Please be advised that effective Saturday, March 1, 2025, DINEEN REALTY ENTERPRISES (owner/landlord) P.O. Box 907, Falmouth, MA. (02541) and Mr. Brian Ferreira (tenant), THREE ONE NINE, Inc., D/B/A COUNTRY FARE RESTAURANT, located at 319 Main St., Falmouth, MA (02540), have entered into a five (5) year lease agreement. Ms. Paula Maccini, former owner of CF MAIN STREET Inc., D/B/A COUNTRY FARE RESTAURANT, has recently decided sell her business to Mr. Brian Ferreira.

Because of Ms. Maccini's recent decision to sell her business, Mr. Ferreira and myself, Gregory G. Ketterer, administrator and manager of DINEEN REALTY ENTERPRISES, are in the process of working out a formal five (5) year lease, which for all practical purposes will remain the same as it was before while operated by Ms. Maccini.

This letter is to serve as proof of the five (5) year lease agreement between Mr. Ferreira and myself. Should there be any questions, please feel free to contact me (508-274-4117).

I look forward to enjoying the same positive, professional and working relationship with Mr. Ferreira as I had with Ms. Maccini.

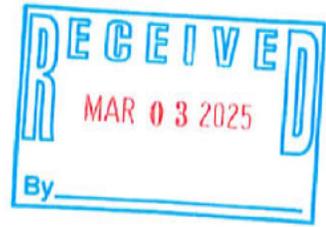
Sincerely,



Greg Ketterer

Manager

Dineen Realty Enterprises



Complete prior to applying for:  
**Common Victualler License**  
**Lodging House License**  
**Innholder License**

APPLICANT: Brian Ferreira Three One Nine Inc Country Farm Rest

ADDRESS: 319 Main St Falmouth

LICENSE APPLIED FOR: Common Vic

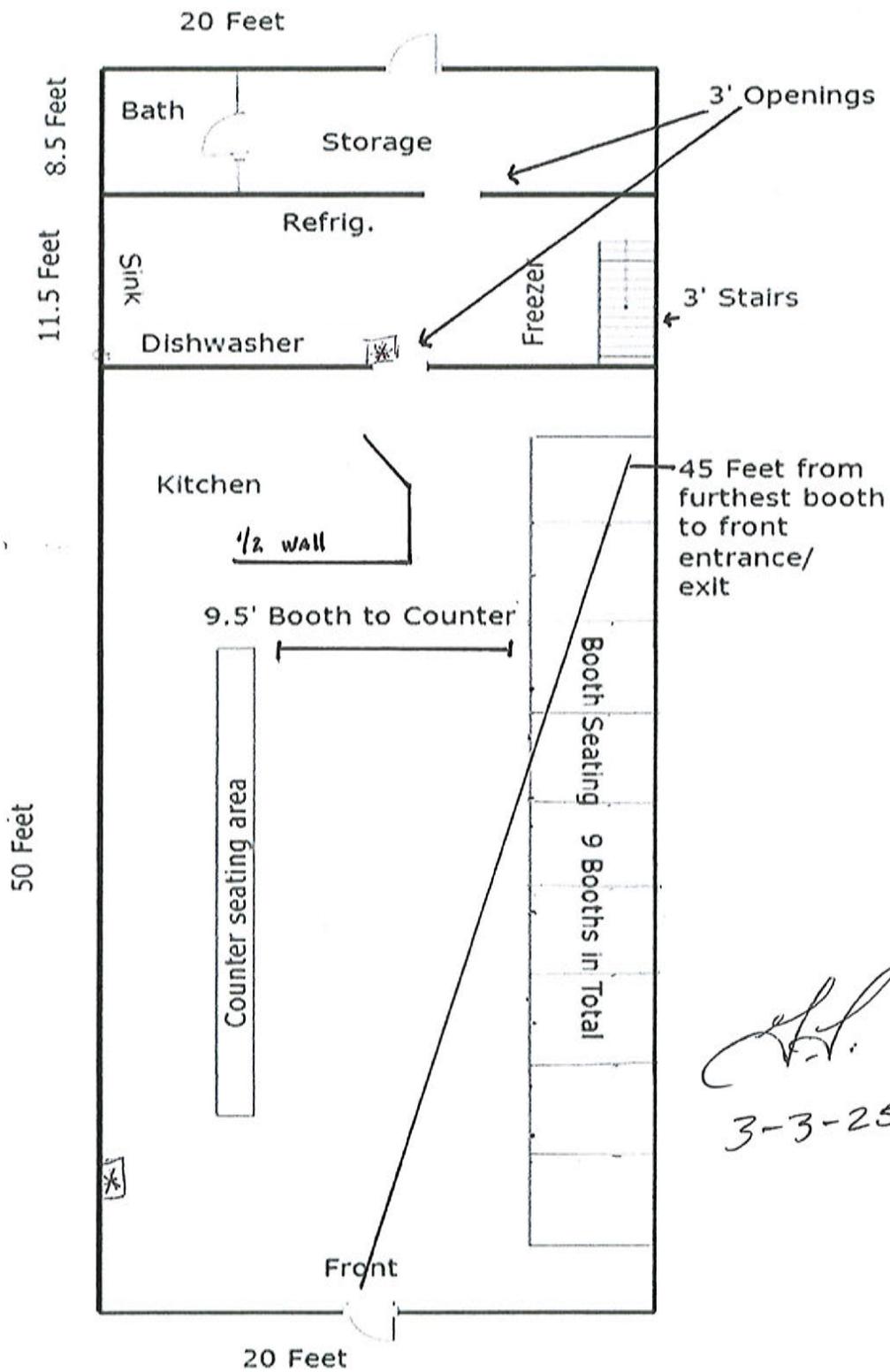
The attached plan or plans described below have been approved by the Building Commissioner's Office as appropriate for this application:

- a. For Common Victualler Licenses submit a Floor Plan completed by a Design Professional showing exits/entrances, distances, and all seats.
- b. For Lodging House Licenses submit a Floor Plan completed by a Design Professional showing exits/entrances, distances, and the occupancy load of each room.
- c. For Innholder Licenses submit a Floor Plan completed by a Design Professional showing exits/entrances, distances, each seat in the dining areas, and the occupancy load of each room.

NOTES: \_\_\_\_\_

Building Commissioner: X Gary Sheet

DATE: 3-3-25



Country Fare Restaurant – 319 Main Street



**EGGS**

- 1 Egg any style with Home Fries & toast..... 6.95
- 2 Eggs any style with Home Fries & toast ..... 7.95
- Add bacon, ham, sausage or linguica +3
- Add corned beef hash +4

**THE HEIGHTS** ..... 12.95

- 2 eggs any style, choice of meat,
- 2 slices of French toast and Home Fries

**THE CHAPPY** ..... 12.95

- 2 Eggs any style with Choice of Meat,
- 2 Pancakes and Home Fries

**OMELETS**

- 3 Egg Omelets with Home Fries & Toast
- Choice of American, Swiss, Cheddar

**CHEESE** Your Choice ..... 9.95

**Build Your Own**

- Meat +2 ea. Veggies +1 ea.

**COUNTRY** ..... 13.95

- Sausage, Onions, Peppers, Mushrooms, Cheese

**WESTERN** ..... 13.95

- Ham, Onions, Peppers, Cheese

**PORTUGUESE**..... 13.95

- Linguica, Onions, Cheese

**FARMERS**..... 12.95

- Bacon, Mushrooms, Cheese

**MEXICAN**..... 13.95

- Peppers, Onions, Tomatoes, Jalapenos, Salsa, Cheese

**STO** ..... 12.95

- Spinach, Tomato, Onion and Cheese

Substitute egg whites +3

**MEATS**

- Bacon, Sausage, Ham, Linguica, Canadian Bacon

**VEGGIES**

- Onions, Peppers, Mushrooms, Broccoli, Tomato,
- Spinach, Asparagus, Jalapenos

**BREAKFAST SANDWICHES**

- On choice of
- Brioche Roll, English Muffin, Bagel or Toast
- Served w/ Home Fries

**EGG AND CHEESE** ..... 7.95

- Add Choice of Meat +2 each
- Add Choice of Veg +1 each

**PANCAKES**

Buttermilk Pancakes (3) ..... 9.95

- Add Choice of
- Strawberries, Blueberries, Bananas
- or Chocolate Chips +2

Apple & Cinnamon Pancakes (3) ..... 11.95

Cranberry Walnut Pancakes (3) ..... 11.95

Short Stack (2) Buttermilk ..... 7.95

**FRENCH TOAST**

White Bread (4)..... 8.95

Thick Texas (3)..... 8.95

Cinnamon Raisin (4) ..... 9.95

Portuguese Sweet Bread (4) ..... 9.95

- Add Fresh Mixed Fruit +3

**WAFFLES**

Belgian Waffle w/powdered sugar ..... 10.95

- Add 1 Fruit +2
- Add 2 Fruits & Whipped Cream +4

**SPECIALTIES w/Home Fries**

**EGGS BENEDICT** – Traditional..... 12.95

**NEW SEABURY**..... 12.95

- 2 Poached Eggs w/ Tomato and Cheddar
- on toasted English

**NOBSKA** ..... 12.95

- 2 Poached Eggs w/ Ham and Cheddar
- on toasted English

**100% Pure Maple Syrup** +3

**TOAST CHOICES**

- White, Wheat, Raisin, Marble Rye, English Muffin
- Bagel +1

**BE SURE TO CHECK TODAY'S SPECIALS**

ALL ITEMS AVAILABLE FOR TAKE-OUT

**BEVERAGES**

- Coffee or Tea..... 2.95
- Hot Chocolate..... 3.00
- Milk .....2.00 / 3.00
- Choc Milk .....2.95 / 3.95
- Juice .....2.00 / 3.75  
Orange, Cranberry, Apple, Grapefruit, V8
- Fountain Drinks .....2.95
- Iced Coffee or Tea .....2.95

**SOUPS**

- Soup of the day ..... Cup 6.00      Bowl 8.00
- Clam Chowder ..... Cup 7.00      Bowl 9.00

**SALADS**

Dressings Ranch, Balsamic, Italian, Blue Cheese

**HOUSE.....9.00**

Lettuce, Tomato, Cucumbers, Onion and Shredded Carrots

**CAESAR..... 9.00**

Romaine, croutons, shaved parm  
 Add grilled Chicken +7  
 Add Tuna or Chicken Salad +6

**BURGERS & SANDWICHES**

Served with Hand Cut Fries and a Pickle on Brioche Bun

- Lettuce, Tomato & Onion +1, bacon +2, avocado +2
- 8 oz Angus Burger ..... 12.00
- With Choice of Cheese ..... 13.00
- Mushroom & Swiss ..... 14.00
- Grilled Chicken ..... 13.00
- Turkey Club, choice of bread ..... 14.00
- Classic BLT, choice of bread ..... 12.00
- Chicken Salad ..... 13.00
- Tuna Salad ..... 13.00
- Steak & Cheese on Sub Roll ..... 12.00  
Add Peppers, Onions & Mushrooms +2
- Hot Dog .....8.50
- Grilled Cheese, choice of bread.....8.00

**WRAPS**

- Chicken Ceasar..... 14.00
- Buffalo Chicken..... 14.00
- Tukey, Tuna or Chix Salad..... 13.00

**SIDES**

- Home Fries ..... 3.50
- Homemade Muffin ..... 3.00
- 1 Pancake..... 3.00
- Bacon, Ham, Sausage, Linguica ..... 5.00
- Bagel ..... 3.00  
w/ cream cheese..... 4.00
- Fruit Bowl ..... 6.00
- Oatmeal ..... 5.00
- Oatmeal w/fruit..... 7.00
- English Muffin ..... 2.25
- Toast..... 2.00
- Corned Beef Hash ..... 7.50
- Hand Cut French Fries..... 6.00
- Onion Rings ..... 8.00
- Chicken Tenders (4) ..... 10.00

**EVERYDAY LUNCH SPECIALS**

- Chicken Tenders (4) & Fries..... 13.00
- Cup Soup & Small Salad ..... 11.00
- Cup Chowder & Small Salad ..... 12.00
- Chicken & Waffles..... 15.00  
3 Tenders and a Belgian waffle with Choice of Maple Syrup , Traditional White Gravy or House Made Hot honey sauce



**HOURS**

MONDAY - SATURDAY 6AM - 2PM  
 SUNDAY 7AM - 1PM

Before placing your order,  
 please inform your server if a person  
 in your party has a food allergy.

Consuming raw or uncooked meats,  
 poultry and eggs may increase the  
 risk of food borne illness.

20% Gratuity will be added to parties of 6 or more.

319 Main Street | Falmouth, Massachusetts  
 508-548-9020

## **CONSENT AGENDA**

### **2. ADMINISTRATIVE ORDERS**

- a. Consider a vote to approve petition from NSTAR Electric Company d/b/a Eversource Energy and Verizon New England, Inc. for permission to erect and maintain poles and their respective wires and cables and fixtures to be placed thereon, in the public way Gifford Street, Falmouth and to install 1 new JO pole to be labeled 1054/2.5 approximately 120' (feet) north of existing pole 1054/2. This pole location is necessary to provide electric service to 800 Gifford Street.



## AGENDA ITEM SUMMARY SHEET

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

**ITEM TITLE:** Approve the petition of NSTAR Electric Company d/b/a Eversource Energy and Verizon New England, Inc. for permission to erect and maintain poles and their respective wires and cables and fixtures to be placed thereon, in the public way Gifford Street, Falmouth and to install one new JO pole to be labeled 1054/2.5 approximately 120 feet north of existing pole to be labeled 1054/2. This new pole is necessary to provide electrical service to 800 Gifford Street.

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Mike Renshaw, Town Manager

**ATTACHMENTS:** Town Engineering recommendation dated March 20, 2025; Site Plan; Eversource petition documents dated January 29, 2025; Public Hearing Notice, March 7, 2025

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**PURPOSE:**

The Select Board will consider the approval of a petition by Eversource Energy and Verizon New England, Inc. for permission to erect and maintain poles and their respective wires and cables and fixtures to be placed thereon, in the public way Gifford Street, Falmouth and to install one new JO pole to be labeled 1054/2.5 approximately 120 feet north of existing pole to be labeled 1054/2.

This new pole is necessary to provide electrical service to 800 Gifford Street.

**BACKGROUND/SUMMARY:**

- Eversource Energy submitted the attached petition for joint or identical pole locations (WO# 18151292) on January 29, 2025.
- The pole is necessary to provide electrical service to 800 Gifford Street, and a public hearing was held at Town Hall on March 19, 2025.
- The Town Engineering Division has reviewed the request and is recommending approval.

**DEPARTMENT RECOMMENDATION:**

The Town Manager is recommending that the Select Board approve the petition of NSTAR Electric Company d/b/a Eversource Energy and Verizon New England, Inc. for permission to erect and maintain poles and their respective wires and cables and fixtures to be placed thereon, in the public way Gifford Street, Falmouth and to install one new JO pole to be labeled 1054/2.5 approximately 120 feet north of existing pole to be labeled 1054/2.

This new pole is necessary to provide electrical service to 800 Gifford Street.

**OPTIONS:**

- Motion to approve the petition of NSTAR Electric Company d/b/a Eversource Energy and Verizon New England, Inc. for permission to erect and maintain poles and their respective wires and cables and fixtures to be placed thereon, in the public way Gifford Street, Falmouth and to install one new JO pole to be labeled 1054/2.5 approximately 120 feet north of existing pole to be labeled 1054/2.
- Motion to deny approval of the petition of NSTAR Electric Company d/b/a Eversource Energy and Verizon New England, Inc. for permission to erect and maintain poles and their respective wires and cables and fixtures to be placed thereon, in the public way Gifford Street, Falmouth and to install one new JO pole to be labeled 1054/2.5 approximately 120 feet north of existing pole to be labeled 1054/2.
- 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 is recommending that the Select Board approve the petition of NSTAR Electric Company d/b/a Eversource Energy and Verizon New England, Inc. for permission to erect and maintain poles and their respective wires and cables and fixtures to be placed thereon, in the public way Gifford Street, Falmouth and to install one new JO pole to be labeled 1054/2.5 approximately 120 feet north of existing pole to be labeled 1054/2.

This new pole is necessary to provide electrical service to 800 Gifford Street.

*Michael Renshaw*

---

**Town Manager**

3/20/2025

**Date**



# Town of Falmouth

*Department of Public Works - Engineering Division*

416 Gifford Street, Falmouth, MA 02540  
Office: 508-457-2543, Fax: 508-548-1537

Nicholas Croft, Engineering Technician

nicholas.croft@falmouthma.gov

Date: March 20, 2025

To: Board of Selectmen

From: Nicholas Croft, Hearing Officer

Subject: **Eversource – Petition to install new Pole on Gifford Street**

A petition was submitted by Eversource to install one new JO-ES Pole (1054-2.5) in the right of way of Gifford Street to provide service to #800 Gifford Street.

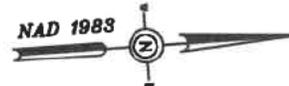
The Engineering recommendation is to approve the request as submitted on Plan No. 18151292, W/O #18151292, dated January 29, 2025.

***Eversource Reminder: All Street Openings require a permit obtained from the Engineering Office.***

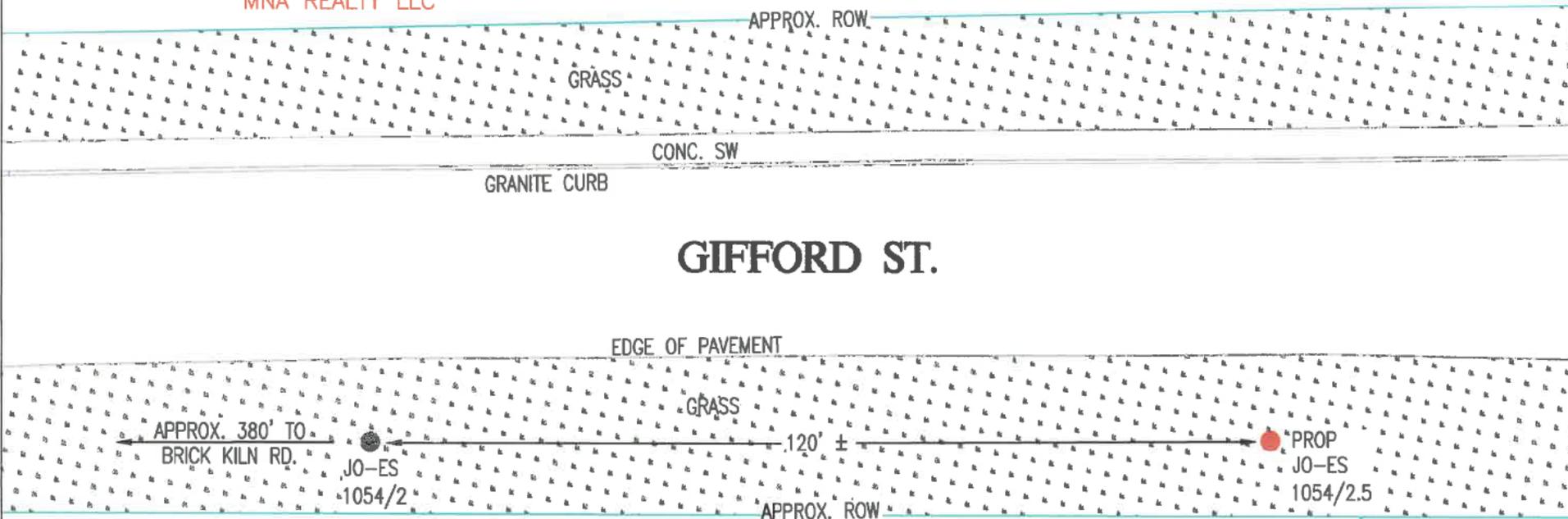
Thank you,

Nicholas Croft  
Engineering Technician  
DPW Engineering Division

Plan to accompany petition of EVERSOURCE ENERGY  
to install new pole (P1054/2.5) 120'± from existing pole 1054/2 in  
the Right of Way of Gifford Street.



26 01 016 001  
800 GIFFORD ST EXT  
N/F  
MNA REALTY LLC



LEGEND

- Existing Pole
- Proposed Pole

26 01 016 000  
393 BRICK KILN RD.  
N/F  
ACER DONALD TRS

26 01 017 000D  
805 GIFFORD ST EXT  
N/F  
CAPITAL REALTY &  
DEVLP.



BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW. YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

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**MASS. LAW**

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES  
BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

Plan # 18151292

Ward #

Work Order # 18151292

Surveyed by: N/A

Research by: JC

Plotted by: VT

Proposed Structures: JC

Approved: K RICE

P#



1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of GIFFORD STREET

FALMOUTH

Showing PROPOSED POLE LOCATION

Scale 1"=20'

Date JANUARY 29, 2025

SHEET 1 of 1



## **PUBLIC HEARING NOTICE**

You are hereby notified that a hearing will be held at Falmouth Town Hall in the Old Water Department Room at 3:00 p.m. on Wednesday, March 19, 2025, upon the petition of NSTAR Electric Company d/b/a Eversource Energy and Verizon New England, Inc. for permission to erect and maintain poles and their respective wires and cables to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way Gifford Street Extension, Falmouth and to install 1 new JO pole to be labeled 1054/2.5 approximately 120' (feet) north of existing pole 1054/2.

This pole location is necessary to provide electric service for 800 Gifford Street Extension.

Per Order of the Falmouth Select Board

*Publication Date: Friday, March 7, 2025, Falmouth Enterprise*



Eversource Energy  
50 Duchaine Blvd.  
New Bedford, MA 02745  
Attn: Jessica Elder

**FORM OF ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS  
WO# 18151292**

**SELECT BOARD FOR THE TOWN OF FALMOUTH, MASSACHUSETTS.**

Notice having been given and a public hearing held, as provided by law,  
**IT IS HEREBY ORDERED:**

**that NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY and  
VERIZON NEW ENGLAND INC.**

be and they are hereby granted joint or identical locations for permission to erect and maintain poles and their respective wires and cables to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 29th day of January 2025.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber and reasonably straight and shall be set substantially at the points indicated upon the plan marked **Plan No. 18151292** Dated January 29, 2025 filed with said petition. There may be attached to said poles by said **VERIZON NEW ENGLAND, INC.** not to exceed 40 wires and 4 cables and by said **NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY** necessary wires, cables and fixtures

and all said wires and cables shall be placed at a height of not less than 18 feet from the ground at highway crossings, and not less than 16 feet from the ground elsewhere.

The following are public ways or parts of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

**Gifford Street Extension, Falmouth**

To install 1 new JO pole to be labeled 1054/2.5 approximately 120' (feet) north of existing pole 1054/2.

**One (1) JO Pole 1054/2.5**

This pole location is necessary to provide electric service to #800 Gifford Street.

Also that permission be and hereby granted to each of said companies to lay and maintain underground cables, conduits, wires, and necessary equipment in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the Select Board for the Town of Falmouth, Massachusetts held on the 24th day of March 2025.

---

**Clerk of Select Board**

ROW Manager- Verizon  
44 Old Townhouse Rd  
S. Yarmouth, MA 02664

**FORM OF ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS  
WO# 18151292**

**SELECT BOARD FOR THE TOWN OF FALMOUTH, MASSACHUSETTS.**

**Notice having been given and a public hearing held, as provided by law,  
IT IS HEREBY ORDERED:**

**that NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY and  
VERIZON NEW ENGLAND INC.**

be and they are hereby granted joint or identical locations for permission to erect and maintain poles and their respective wires and cables to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 29th day of January 2025.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber and reasonably straight and shall be set substantially at the points indicated upon the plan marked **Plan No. 18151292** Dated January 29, 2025 filed with said petition. There may be attached to said poles by said **VERIZON NEW ENGLAND, INC.** not to exceed 40 wires and 4 cables and by said **NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY** necessary wires, cables and fixtures

and all said wires and cables shall be placed at a height of not less than 18 feet from the ground at highway crossings, and not less than 16 feet from the ground elsewhere.

The following are public ways or parts of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

**Gifford Street Extension, Falmouth**

To install 1 new JO pole to be labeled 1054/2.5 approximately 120' (feet) north of existing pole 1054/2.

**One (1) JO Pole 1054/2.5**

This pole location is necessary to provide electric service to #800 Gifford Street.

Also that permission be and hereby granted to each of said companies to lay and maintain underground cables, conduits, wires, and necessary equipment in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the Select Board for the Town of Falmouth, Massachusetts held on the 24th day of March 2025.

---

**Clerk of Select Board**

We hereby certify that on March 19, 2025, at 3:00 o'clock, PM. at Falmouth Town Hall a public hearing was held on the petition of the

**NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY  
VERIZON NEW ENGLAND INC.**

for permission to erect the poles, wires, cables, fixtures and connections described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Companies are permitted to erect poles, wires, cables, fixtures and connections under said order. And that thereupon said order was duly adopted.

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**Select Board for the Town of  
Falmouth, Massachusetts**

**CERTIFICATE**

I hereby certify that the foregoing is a true copy of a location order and certificate of hearing with notice adopted by the Select Board of the Town of Falmouth, Massachusetts, on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, and recorded with the records of location orders of said Town, Book \_\_\_\_\_, Page \_\_\_\_\_.

This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

---

**Town Clerk.**



## **CONSENT AGENDA**

### **2. ADMINISTRATIVE ORDERS**

- b. Consider a vote to approve petition from NSTAR Electric Company d/b/a Eversource Energy and Verizon New England, Inc. for permission to locate poles, wires, cables and fixtures, along and across the following public way Church Street, Falmouth and to install 1 new JO pole to be labeled 97/10-5 approximately 53' (feet) southeast of existing pole 97/10. This work is necessary to provide electric service to Lot 6 Larches Way.



## AGENDA ITEM SUMMARY SHEET

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

**ITEM TITLE:** Approve the petition of NSTAR Electric Company d/b/a Eversource Energy and Verizon New England, Inc. for permission to locate poles, wires, cables, and fixtures, along and across the following public way Church Street, Falmouth and to install one new JO pole to be labeled 97/10-5 approximately 53 feet southeast of existing pole 97/10. This work is necessary to provide service to Lot 6 Larches Way.

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Mike Renshaw, Town Manager

**ATTACHMENTS:** Town Engineering recommendation dated March 20, 2025; Site Plan; Eversource petition documents dated January 29, 2025; Public Hearing Notice, March 7, 2025; Eversource Petition for Joint or Identical Pole Locations dated January 14, 2025

---

**PURPOSE:**

The Select Board will consider the approval of a petition by Eversource Energy and Verizon New England, Inc. for permission to locate poles, wires, cables, and fixtures, along and across the following public way Church Street, Falmouth and to install one new JO pole to be labeled 97/10-5 approximately 53 feet southeast of existing pole 97/10.

This work is necessary to provide service to Lot 6 Larches Way.

## **BACKGROUND/SUMMARY:**

- Eversource Energy submitted the attached petition for joint or identical pole locations (WO# 17779884) on January 14, 2025.
- The pole is necessary to provide electrical service to Lot 6 Larches Way, and a public hearing was held at Town Hall on March 19, 2025.
- The Town Engineering Division has reviewed the request and is recommending approval.

## **DEPARTMENT RECOMMENDATION:**

The Town Manager is recommending that the Select Board approve the petition of NSTAR Electric Company d/b/a Eversource Energy and Verizon New England, Inc. for permission to locate poles, wires, cables, and fixtures, along and across the following public way Church Street, Falmouth and to install one new JO pole to be labeled 97/10-5 approximately 53 feet southeast of existing pole 97/10.

This work is necessary to provide service to Lot 6 Larches Way.

## **OPTIONS:**

- Motion to approve the petition of NSTAR Electric Company d/b/a Eversource Energy and Verizon New England, Inc. for permission to locate poles, wires, cables, and fixtures, along and across the following public way Church Street, Falmouth and to install one new JO pole to be labeled 97/10-5 approximately 53 feet southeast of existing pole 97/10.
- Motion to deny approval of the petition of NSTAR Electric Company d/b/a Eversource Energy and Verizon New England, Inc. for permission to locate poles, wires, cables, and fixtures, along and across the following public way Church Street, Falmouth and to install one new JO pole to be labeled 97/10-5 approximately 53 feet southeast of existing pole 97/10.
- 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 is recommending that the Select Board approve the petition of NSTAR Electric Company d/b/a Eversource Energy and Verizon New England, Inc. for permission to locate poles, wires, cables, and fixtures, along and across the following public way Church Street, Falmouth and to install one new JO pole to be labeled 97/10-5 approximately 53 feet southeast of existing pole 97/10.

This work is necessary to provide service to Lot 6 Larches Way.

*Michael Renshaw*

\_\_\_\_\_

**Town Manager**

3/20/2025

**Date**



# Town of Falmouth

*Department of Public Works - Engineering Division*

416 Gifford Street, Falmouth, MA 02540  
Office: 508-457-2543, Fax: 508-548-1537

Nicholas Croft, Engineering Technician

nicholas.croft@falmouthma.gov

Date: March 20, 2025

To: Board of Selectmen

From: Nicholas Croft, Hearing Officer

**Subject: Eversource – Petition to install new Pole on Church Street**

A petition was submitted by Eversource to install one new JO-ES Pole (97/10-5) in the right of way of Church Street to provide service to 6 Larches Way (Private).

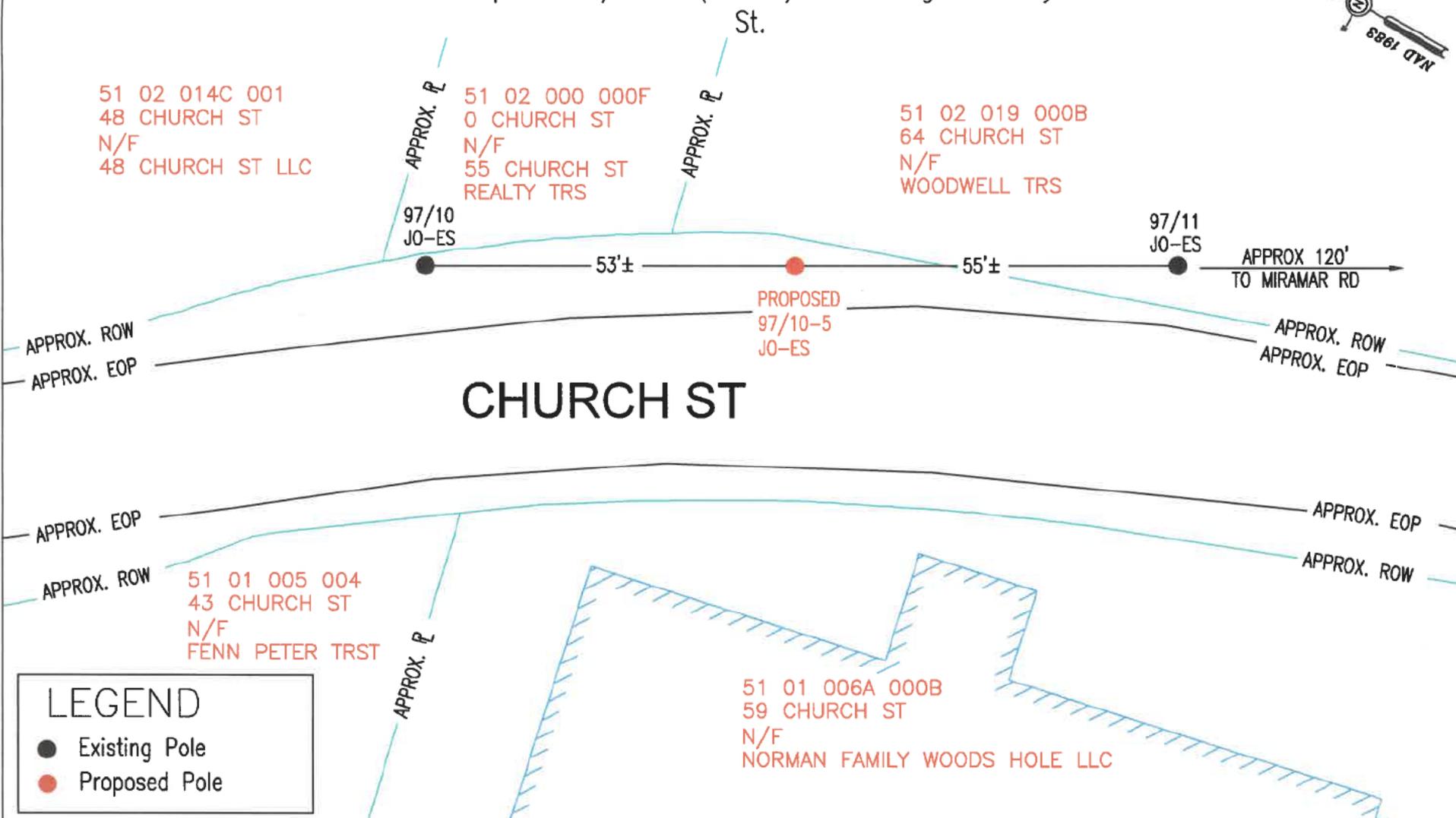
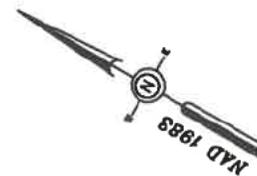
The Engineering recommendation is to approve the request as submitted on Plan No. 19337023, W/O #17779884, dated January 3, 2025.

***Eversource Reminder: All Street Openings require a permit obtained from the Engineering Office.***

Thank you,

Nicholas Croft  
Engineering Technician  
DPW Engineering Division

# Plan to accompany petition of EVERSOURCE ENERGY to install new pole 97/10-5 (JO-ES) in the Right of Way of Church St.



**LEGEND**

- Existing Pole
- Proposed Pole



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**MASS. LAW**

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

Plan #	19337023	<p><b>EVERSOURCE</b> 1185 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125</p>
Ward #		
Work Order #	17779884	Plan of CHURCH STREET
Surveyed by:	N/A	FALMOUTH
Research by:	JC	Showing PROPOSED POLE LOCATION
Plotted by:	VT	
Proposed Structures:	SJ	
Approved:	K RICE	Scale 1"=20' Date JANUARY 3, 2025
P#		SHEET 1 of 1



### PUBLIC HEARING NOTICE

You are hereby notified that a hearing will be held at Falmouth Town Hall in the Old Water Department Room at 3:00 p.m. on Wednesday, March 19, 2025, upon the petition of NSTAR Electric Company d/b/a Eversource Energy and Verizon New England, Inc. for permission to locate poles, wires, cables and fixtures, including the necessary sustaining and protecting fixtures to be owned and used in common by your petitioners, along and across the following public way Church Street, Falmouth and to install 1 new JO pole to be labeled 97/10-5 approximately 53' (feet) southeast of existing pole 97/10.

This work is necessary to provide electric service to #Lot 6 Larches Way.

Per Order of the Falmouth Select Board

*Publication Date: Friday, March 7, 2025, Falmouth Enterprise  
Acct. #2056*

February 14, 2025  
RE: WO# 19337023

Town of Falmouth  
59 Town Hall Square  
Falmouth, MA 02540

Dear Nicholas Croft,

Enclosed is a petition to install 1 new JO pole in Church Street, Falmouth

The proposed pole location is necessary to provide electric service to #Lot 6 Larches Way, Falmouth. This petition will require a notice to abutters and a hearing.

Will you please present this petition before the Board for customary action and approval?

If you have any questions, please email [Jessica.elder@eversource.com](mailto:Jessica.elder@eversource.com).

Warm Regards,

*Jessica Elder*

Jessica Elder  
Right of Way Agent  
NSTAR Electric  
d/b/a EVERSOURCE ENERGY

**PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS  
WO# 19337023**

**January 14, 2025**

**To the Select Board of Falmouth, Massachusetts.**

**NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY  
VERIZON NEW ENGLAND INC.**

request permission to locate poles, wires, cables and fixtures, including the necessary sustaining and protecting fixtures to be owned and used in common by your petitioners, along and across the following public way or ways:

**Church Street, Falmouth**

To install 1 new JO pole to be labeled 97/10-5 approximately 53' (feet) southeast of existing pole 97/10.

Wherefore they pray that after due notice and hearing as provided by law, they be granted joint or identical locations for permission to erect and maintain poles, wires, and cables, together with such sustaining and protecting fixtures as they may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked **Plan# 19337023** Dated January 3, 2025.

Also for permission to lay and maintain underground cables, conduits, wires, and necessary equipment in the above or intersecting public ways for the purpose of making connections with the poles and buildings as each may desire for distributing purposes.

Your petitioners agree to reserve space for one crossarm at a suitable point on each of said poles for the fire, police, telephone and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

**NSTAR ELECTRIC COMPANY  
d/b/a EVERSOURCE ENERGY**

By                     *Jessica Elder*                    

Right of Way Agent  
Jessica Elder

**VERIZON NEW ENGLAND INC.**

By                     *Albert E. Bessette, Jr.*                    

Right of Way Manager  
Albert E. Bessette, Jr.

Eversource Energy  
50 Duchaine Blvd.  
New Bedford, MA 02745  
Attn: Jessica Elder

**FORM OF ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS  
WO# 19337023**

**SELECT BOARD FOR THE TOWN OF FALMOUTH, MASSACHUSETTS.**

Notice having been given and a public hearing held, as provided by law,  
**IT IS HEREBY ORDERED:**  
**that NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY and  
VERIZON NEW ENGLAND INC.**

be and they are hereby granted joint or identical locations for permission to erect and maintain poles and their respective wires and cables to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 14th day of January 2025.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber and reasonably straight and shall be set substantially at the points indicated upon the plan marked **Plan No. 19337023** Dated January 2, 2025 filed with said petition. There may be attached to said poles by said **VERIZON NEW ENGLAND, INC.** not to exceed 40 wires and 4 cables and by said **NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY** necessary wires, cables and fixtures

and all said wires and cables shall be placed at a height of not less than 18 feet from the ground at highway crossings, and not less than 16 feet from the ground elsewhere.

The following are public ways or parts of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

**Church Street, Falmouth**

To install 1 new JO pole to be labeled 97/10-5 approximately 53' (feet) southeast of existing pole 97/10.

**One (1) JO Pole 97/10-5**

This pole location is necessary to provide electric service to #Lot 6 Larches Way.

Also that permission be and hereby granted to each of said companies to lay and maintain underground cables, conduits, wires, and necessary equipment in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the Select Board for the Town of Falmouth, Massachusetts held on the 24th day of March 2025.

---

Clerk of Select Board  
ROW Manager- Verizon  
44 Old Townhouse Rd  
S. Yarmouth, MA 02664

**FORM OF ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS  
WO# 19337023**

**SELECT BOARD FOR THE TOWN OF FALMOUTH, MASSACHUSETTS.**

**Notice having been given and a public hearing held, as provided by law,  
IT IS HEREBY ORDERED:  
that NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY and  
VERIZON NEW ENGLAND INC.**

be and they are hereby granted joint or identical locations for permission to erect and maintain poles and their respective wires and cables to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 14th day of January 2025.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber and reasonably straight and shall be set substantially at the points indicated upon the plan marked **Plan No. 19337023** Dated January 2, 2025 filed with said petition. There may be attached to said poles by said **VERIZON NEW ENGLAND, INC.** not to exceed 40 wires and 4 cables and by said **NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY** necessary wires, cables and fixtures

and all said wires and cables shall be placed at a height of not less than 18 feet from the ground at highway crossings, and not less than 16 feet from the ground elsewhere.

The following are public ways or parts of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

**Church Street, Falmouth**

To install 1 new JO pole to be labeled 97/10-5 approximately 53' (feet) southeast of existing pole 97/10.

**One (1) JO Pole 97/10-5**

This pole location is necessary to provide electric service to #Lot 6 Larches Way.

Also that permission be and hereby granted to each of said companies to lay and maintain underground cables, conduits, wires, and necessary equipment in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the Select Board for the Town of Falmouth, Massachusetts held on the 24th day of March 2025.

---

**Clerk of Select Board**

We hereby certify that on March 19, 2025, at 3: o'clock, P.M. at Falmouth Town Hall a public hearing was held on the petition of the

**NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY  
VERIZON NEW ENGLAND INC.**

for permission to erect the poles, wires, cables, fixtures and connections described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Companies are permitted to erect poles, wires, cables, fixtures and connections under said order. And that thereupon said order was duly adopted.

**Select Board for the Town of  
Falmouth, Massachusetts**

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

**CERTIFICATE**

I hereby certify that the foregoing is a true copy of a location order and certificate of hearing with notice adopted by the Select Board of the Town of Falmouth, Massachusetts, on the 24th day of March 2025, and recorded with the records of location orders of said Town, Book \_\_\_\_\_, Page \_\_\_\_\_.

This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

\_\_\_\_\_  
**Town Clerk.**

## **CONSENT AGENDA**

### **2. ADMINISTRATIVE ORDERS**

- c. Consider the request from the Friends of Falmouth Bikeways to initiate the naming process to honor Patty and Leonard Johnson with the placement of a plaque on the Shining Sea Bike Path



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Consent Agenda – Administrative Orders 2.c.

**ITEM TITLE:** Consider the request from the Friends of Falmouth Bikeways to initiate the naming process to honor Patty and Leonard Johnson with the placement of a plaque on the Shining Sea Bike Path

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Mike Renshaw, Town Manager

**ATTACHMENTS:** Email request from Katherine Jansen, Board Member, Friends of Falmouth Bikeways dated February 11, 2025; Copy of Naming Policy for Public Facilities and Places

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### PURPOSE:

The Select Board will consider a request from the Friends of Falmouth Bikeways to initiate the naming process to honor Patty and Leonard Johnson with the placement of a plaque on the Shining Sea Bike Path.

### BACKGROUND/SUMMARY:

- On February 11, 2025, a formal request was made to the Select Board from the Friends of Falmouth Bikeways to initiate the naming process to honor Patty and Leonard Johnson with the placement of a plaque on the Shining Sea Bike Path.

- Patty and Leonard Johnson are long-time Falmouth residents who advocated relentlessly to make the Shining Sea Bikeway Extension a reality, and without their hared work and dedication this project would not have been possible.
- The request if for the placement of a plaque along the Bike path near the Great Sippewissett Marsh between mile marker 6.4 and 6.5.
- This request, if approved, would commence a one-year waiting period where the Board can take no action.

**DEPARTMENT RECOMMENDATION:**

The Town Manager recommends that the Select Board vote to approve the request from the Friends of Falmouth Bikeways to initiate the naming process to honor Patty and Leonard Johnson with the placement of a plaque on the Shining Sea Bike Path in accordance with the Town’s Naming Policy for Public Facilities and Places.

**OPTIONS:**

- Motion to approve the request from the Friends of Falmouth Bikeways to initiate the naming process to honor Patty and Leonard Johnson with the placement of a plaque on the Shining Sea Bike Path in accordance with the Town’s Naming Policy for Public Facilities and Places.
- Motion to deny approval of the request from the Friends of Falmouth Bikeways to initiate the naming process to honor Patty and Leonard Johnson with the placement of a plaque on the Shining Sea Bike Path in accordance with the Town’s Naming Policy for Public Facilities and Places.
- Some other Board defined alternative motion.

**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 approve the request from the Friends of Falmouth Bikeways to initiate the naming process to honor Patty and Leonard Johnson with the placement of a plaque on the Shining Sea Bike Path in accordance with the Town's Naming Policy for Public Facilities and Places.

*Michael Renshaw*

---

**Town Manager**

3/20/2025

**Date**

February 11, 2025  
Request for Memorial Plaque for Patty & Leonard Johnson  
Friends of Falmouth Bikeways

Dear Selectboard, Town Manager, and Parks Dept. Supervisor,

On behalf of Friends of Falmouth Bikeways, I am writing to request time on a Selectboard agenda in order to start the process to honor 2 Falmouth residents with a plaque. I understand that if approved, we would wait a year, revisit the Selectboard and then, if approved again, be able to move forward.

We would like to honor Patty & Leonard Johnson, long time Falmouth residents and tireless advocates for cycling in Falmouth. Although many worked on the Shining Sea Bikeway extension, Patty & Leonard advocated relentlessly for years to make it happen. Without their persistence, the 6 miles from Depot Avenue to North Falmouth might not ever have been built and our town wouldn't be able to benefit from the 350,000 trips now taken annually on the path.

We are proposing a location near the Great Sippewissett Marsh, between mile marker 6.4 and 6.5. The boulder and plaque would be just to the north of the existing benches, and Friends of Falmouth Bikeways would also pay to replace or repair the existing sign in the middle of the benches (which is damaged) for the Great Sippewissett Marsh. Our Town Parks Superintendent, Jeremiah Pearson, walked the site with me on February 5<sup>th</sup> and wholly supports this location. Two photos of the proposed site are shown below.





The boulder would be placed to the north of the benches and our draft inscription would read:  
\*\*\*\*\*

### **The Patty and Leonard Johnson Bikeway Extension**

You are here because of the efforts of many people to build this Bikeway. But two people led the charge, tirelessly advocating for years to make the dream a reality: Leonard and Patty Johnson of North Falmouth, avid cyclists who wanted everyone to be able to safely enjoy the activity they so love.  
\*\*\*\*\*

We will work over the next year to refine and shorten the inscription.

The boulder/plaque itself would be similar to the one currently installed at the Fitzpatrick Connector, shown below.



The monument and its placement will be privately funded by members of the Friends of Falmouth Bikeways, using Baker Monument.

Thank you for your consideration and we look forward to discussing this with you in person at a Selectboard meeting soon.

Best regards,

Katherine Jansen, board member  
On behalf of Friends of Falmouth Bikeways

**Town of Falmouth**  
**Select Board**  
**NAMING POLICY FOR PUBLIC FACILITIES AND PLACES**  
Adopted February 13, 2023

**Policy:**

This policy is adopted pursuant to the naming of public facilities and places in honor and/or in memory of those who served the greater Falmouth community.

**Guidelines:**

It is the policy of the Town of Falmouth, that the naming of public facilities and places is a significant event and should be done rarely, and only in accordance with the following guidelines:

Public facilities or places shall be considered for naming or renaming by written request, accompanied by background information and rationale, to the Select Board;

The Board shall consider naming based upon:

- Persons who were residents or town employees of excellent character and reputation who made significant contributions to the town. Attributes include:
  - Unusually effective and dedicated service to or on behalf of the town;
  - Efforts to sustain the high quality of life and service within the community;
  - Demonstrated understanding and activities within the essential functions of town government;
  - Service in the defense of freedom or other examples of effective citizenship;
- A geographic or functional name related to the facility or area;
- Names provided as part of trust arrangements, donations, bequests or other related activities;
- Tradition;
- Some combination of the above mentioned attributes.

**Procedure:**

In order to avoid personal or collective prejudice, favoritism, political pressure and/or temporary popularity, the Board shall take no action on an application to name a public facility or place for a period of at least one (1) year following submission of said application;

After the waiting period has elapsed, a member of the Select Board shall be designated to seek input and advice of whichever department, board, committee, or commission oversees the public facility or place to be named or renamed and report back to the full Board. The Select Board will then advertise and hold a public hearing to seek input from the community.

Following the hearing, the Board may vote to name the public facility or place as requested. A vote of four (4) members of the Select Board shall be required to approve a naming request.

Changing the name of a public facility or place already named shall require a vote of four (4) members of the Select Board AND a two-thirds vote of Town Meeting.

**Eligibility:**

All public facilities and places under the jurisdiction of the Select Board and/or any of its direct and indirect appointees are eligible to be named. These facilities and places include, but are not limited to: town buildings or parts thereof, undeveloped parcels of land, recreation areas, intersections, streets and roads, and other landmarks.

**Exceptions:**

Exceptions to this policy shall be made for:

- The Memorial Bench Policy;
- Where state or national laws, or regulations pertaining thereto, require that a facility or place be named in any manner inconsistent with this policy. For example, the Massachusetts LAND grant program requires that property acquired with these funds be named before they will reimburse the town for said purchase;
- Where naming is utilized as part of a capital campaign to raise funds. For example, the capital campaign which supported the 2007 renovation of the main branch of the Falmouth Public Library.

## **CONSENT AGENDA**

### **2. ADMINISTRATIVE ORDERS**

- d. Consider a vote to accept a donation in the amount of \$1,500.00 from the Falmouth Water Stewards to the Department of Public Works donation account for supplies to build an additional food scrap drop-off box



## AGENDA ITEM SUMMARY SHEET

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

**ITEM TITLE:** Consider a vote to accept a donation in the amount of \$1,500.00 from the Falmouth Water Stewards to the Department of Public Works donation account for supplies to build an additional food scrap drop-off box

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Mike Renshaw, Town Manager

**ATTACHMENTS:** Email from Alan Robinson dated March 13, 2025

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### PURPOSE:

The Select Board will consider a vote to accept a donation in the amount of \$1,500.00 from the Falmouth Water Stewards to the Department of Public Works donation account for supplies to build an additional food scrap drop-off box.

### BACKGROUND/SUMMARY:

- The Falmouth Water Stewards, a 501 c.3 non-profit, voted to make a donation of \$1,500 to the Town of Falmouth Department of Public Works donation account for the purpose of purchasing supplies to construct a second food scrap drop-off box.
- It is planned that this new drop-off box will be constructed adjacent to the existing box at the Falmouth Public Schools central office on Teaticket Highway.

**DEPARTMENT RECOMMENDATION:**

The Town Manager recommends that the Select Board vote to accept the donation in the amount of \$1,500.00 from the Falmouth Water Stewards to the Department of Public Works donation account for supplies to build an additional food scrap drop-off box.

**OPTIONS:**

- Motion to accept the donation in the amount of \$1,500.00 from the Falmouth Water Stewards to the Department of Public Works donation account for supplies to build an additional food scrap drop-off box.
- Motion to deny acceptance of the donation in the amount of \$1,500.00 from the Falmouth Water Stewards to the Department of Public Works donation account for supplies to build an additional food scrap drop-off box.
- Some other Board defined alternative.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

**FINANCE DIRECTOR COMMENTS (IF APPLICABLE):**

N/A

**TOWN MANAGER COMMENTS:**

The Town Manager recommends that the Select Board vote to accept the donation in the amount of \$1,500.00 from the Falmouth Water Stewards to the Department of Public Works donation account for supplies to build an additional food scrap drop-off box.

*Michael Renshaw*

\_\_\_\_\_

**Town Manager**

3/20/2025

**Date**

**Diane Davidson**

---

**From:** Alan Robinson <[REDACTED]>  
**Sent:** Thursday, March 13, 2025 1:09 PM  
**To:** Diane Davidson; Mike Renshaw; Falmouth Selectboard  
**Subject:** [EXTERNAL] - Fwd: Donation to Cover the Materials Cost for Building of the Next Food Scrap Drop-off Box

**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 and all. Please see the email below. I will drop off the check this afternoon.

Alan

Chair, Solid Waste Advisory Committee  
Board member, Falmouth Water Stewards

----- Forwarded message -----

**From:** Alan Robinson <[REDACTED]>  
**Date:** Thu, Mar 13, 2025 at 1:05 PM  
**Subject:** Donation to Cover the Materials Cost for Building of the Next Food Scrap Drop-off Box  
**To:** Jim Grady <jim.grady@falmouthma.gov>, Mary Ryther <mary.ryther@falmouthma.gov>  
**Cc:** Peter McConarty <peter.mcconarty@falmouthma.gov>, Scott Peterson <[REDACTED]>, Kristine Copley <[REDACTED]>, Doug Brown <[REDACTED]>, Diane Davidson <diane.davidson@falmouthma.gov>, Carmela Mayewski <[REDACTED]>, Lori Duerr <Lduerr@falmouth.k12.ma.us>

Hello Jim. You, Mary and I discussed the next steps for the SWAC/DPW/Schools community food scrap drop-off/composting initiative when we met on 1/30, following Mary's and my meeting with Peter M the day before. We agreed that due to budgetary limitations, the initiative would need to find a source outside the DPW to fund the approximately \$1,500 of supplies required for DPW staff to build an additional food scrap drop-off box.

Last night the Falmouth Water Stewards, a 501(c)3, voted to make a gift of \$1,500 to the Town of Falmouth, DPW Donation Account to

support this effort. The Water Stewards only request is that their gift be recognized in signage on the box to include their logo and contact information (similar to the water stations installed by DPW). I will deliver the check to the manager's office later today and request that approval for acceptance of this gift be placed on the agenda for the next Select Board meeting.

In consultation with schools' superintendent Duerr, we've decided to place the new box adjacent to the first DPW-built box at the Teaticket Highway school administration parking lot to handle the growing demand at this location. We also agreed to place the FHS student-constructed "green monster" box, currently at the DPW garage, at the East Falmouth Elementary School parking lot entrance next to the textile drop off boxes (after consultation with the East Falmouth Village Association board of directors), following a small improvement by your staff to prevent rainwater draining into the carts within. As SWAC, DPW and the East Falmouth Village Association are planning for an April 26th Earth Day litter cleanup and trash tonnage reduction event on April 26th at the school grounds, it will help the cause to have the green monster in place prior to 4/26. We would like the new box at the administration parking lot to be in place as soon as your schedule allows to meet the growing demand.

By the way, patrons are universally pleased with the design, quality of construction and appearance of the DPW-constructed drop-off box at the school administration building parking lot.

As always, your and your staffs' support are much appreciated.

Alan

Chair, Solid Waste Advisory Committee

## **CONSENT AGENDA**

### **2. ADMINISTRATIVE ORDERS**

- e. Consider a vote to approve a request from the Recreation Department to use the remaining Falmouth Road Race donation funds for the purchase of a protective covering for the Gus Canty gymnasium floor



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Consent Agenda – Administrative Orders 2.e.

**ITEM TITLE:** Consider a vote to approve a request from the Recreation Department to use the remaining Falmouth Road Race donation funds for purchase of a protective covering for the Gus Canty gymnasium floor

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Julie Williams-Tinkham, Recreation Director

**ATTACHMENTS:** Letter from Scott Ghelfi, President of Falmouth Road Race

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### PURPOSE:

The Select Board is being asked to consider the approval for the use of \$18,877.23 from the remaining Falmouth Road Race donation funds (current balance of \$30,153.35) for the purchase of a protective covering for the wood flooring at the Gus Canty recreation facility.

### BACKGROUND/SUMMARY:

- The Recreation Department received a generous donation from the Falmouth Road Race for the playground behind Gus Canty, with a remaining balance of \$30,153.35 available for use.
- After assessing department needs and facility upkeep, it has been determined that a protective covering for the hardwood gymnasium flooring would be a valuable investment to preserve the integrity of the new gymnasium floor during non-athletic events and multipurpose use.

- Falmouth Road Race President Scott Ghelfi has provided written permission for these funds to be allocated toward this purchase.
- The cost of the protective covering is \$18,877.23, which falls within the available funds, leaving a remaining balance of \$11,276.12 for future approved expenditures.

**DEPARTMENT RECOMMENDATION:**

The Recreation Department recommends approval of this expenditure, as it aligns with the department’s desire to effectively maintain facilities, support multi-use programming, and ensure long-term sustainability of recreation spaces.

**OPTIONS:**

- Motion to approve the request to use \$18,877.23 from the Falmouth Road Race donation funds for the purchase of a protective covering for the wood flooring at the Gus Canty recreation facility.
- Motion to deny the approval of the request to use \$18,877.23 from the Falmouth Road Race donation funds for the purchase of a protective covering for the wood flooring at the Gus Canty recreation facility.
- 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 to use \$18,877.23 from the Falmouth Road Race donation funds for the purchase of a protective covering for the wood flooring at the Gus Canty recreation facility.

*Michael Renshaw*

---

**Town Manager**

3/14/2025

**Date**



*February 2025*

*The Falmouth Road Race approves the appropriation of \$30,153.35, which is the balance of the remaining funds from the donation FRR, Inc made to complete Recreation playground at Guv Fuller Field. The remaining funds can be used by the Recreation Director as she sees fit to improve either recreation facilities or programming.*

*Sincerely,*

*Scott Ghelfi*

*President*

*Falmouth Road Race, Inc*

*Fuller*  
*25 Feb 25*

**Falmouth Road Race Mission Statement**

*The Falmouth Road Race, Inc. is committed to positively impacting individuals and businesses in Falmouth through consistent involvement with the community and annual philanthropic giving. The organization promotes health and fitness through community programs and its annual internationally recognized road race that has provided an iconic course, enjoyed by elite and recreational runners since 1973.*

**Falmouth Road Race, Inc.** 155 Katherine Lee Bates Rd, Falmouth, MA 02540

## **CONSENT AGENDA**

### **2. ADMINISTRATIVE ORDERS**

- f. Request for variance to Sign Code – §184-7 Placement and §184-32 Off-Premises Signs: Falmouth Commodores – flags on Main Street light poles and Guv Fuller Field light poles – June 2-August 15, 2025



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Consent Agenda – Licenses 2.f.

**ITEM TITLE:** Request for variance to Sign Code – §184-7 Placement and §184-32 Off-Premises Signs: Falmouth Commodores – flags on Main Street light poles and Guv Fuller Field light poles – June 2-August 15, 2025

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Mike Renshaw, Town Manager

**ATTACHMENTS:** Summary sheet, Email correspondence from Mark Ordway, Sign Variance application form.

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### PURPOSE:

The Select Board will consider the approval of a sign variance to authorize installation of 30 banners on Main Street light poles and 4 banners on Guv Fuller Field posts from June 2<sup>nd</sup> – August 15<sup>th</sup> of 2025.

## **BACKGROUND/SUMMARY:**

- The Town received this sign variance application on March 10, 2025.
- The Select Board approved a request from the Commodores to hang banners to mark their 100<sup>th</sup> anniversary in 2023. The following year, the Select Board approved a request to hang banners to promote the Cape Cod Baseball League All Star Game.
- It was not the Town's understanding that banners would be requested every year.
- The Department of Public Works (DPW) has provided conditions for the size and installation of the banners.
- In light of the workload impacts to DPW of this and other requests for Main Street banners, staff recommend the Select Board approve installation of 14 banners rather than the 34 that were requested.
- To avoid potential conflict with other banner installations and provide a wider window of opportunity for staff to remove these banners, staff recommend the end date for this request be moved from August 15<sup>th</sup> to August 7<sup>th</sup>.

## **DEPARTMENT RECOMMENDATION:**

The Town Manager recommends that the Select Board approve a variance to Sign Code – §184-7 Placement and §184-32 Off-Premises Signs for the Falmouth Commodores to place 10 flags on Main Street light poles and 4 flags on Guv Fuller Field light poles from June 2 to August 7, 2025 with the conditions identified on the summary sheet.

## **OPTIONS:**

- Motion to approve a variance to Sign Code – §184-7 Placement and §184-32 Off-Premises Signs for the Falmouth Commodores to place 10 flags on Main Street light poles and 4 flags on Guv Fuller Field light poles from June 2 to August 7, 2025 with the conditions identified on the summary sheet.
- Motion to deny approval of the application for a variance to Sign Code – §184-7 Placement and §184-32 Off-Premises Signs for the Falmouth Commodores to place 10 flags on Main Street light poles and 4 flags on Guv Fuller Field light poles from June 2 to August 7, 2025 with the conditions identified on the summary sheet.

➤ 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 recommends that the Select Board approve a variance to Sign Code – §184-7 Placement and §184-32 Off-Premises Signs for the Falmouth Commodores to place 10 flags on Main Street light poles and 4 flags on Guv Fuller Field light poles from June 2 to August 7, 2025 with the conditions identified on the summary sheet.

---

**Town Manager**

3/20/2025

**Date**

Falmouth Commodores:

Request for off-premises promotional signs.

Locations: **Light poles on Main Street**

Quantity: 10

Size: 24" w x 36" h = 6 sq. ft. Sign size is within the 8 sq. ft. maximum size.

Length of time: June 2 – August 7, 2025

Location: **Light poles at Guv Fuller Field**

Quantity: 4

Size: 36" w x 48" h = 12 sq. ft.

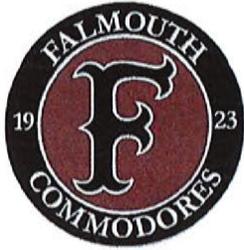
Length of Time: June 2 – August 7, 2025

---

Conditions:

- There are 44 lamp posts on Main Street between the Town Green and Shore Street. The banners could be hung on alternate poles.
- The American flag brackets are the highest they can go on the poles and they are used only for the flags.
- The signs need to be installed inward, facing the buildings.
- The bottom of the banners need to have a 7' clearance to the sidewalk surface so pedestrians will not hit their heads on the banners.
- Due to liability, the banners will need to be installed by a Town Department (typically after-hours), and the Falmouth Commodores will be invoiced for the labor, equipment and materials.

March 24, 2025



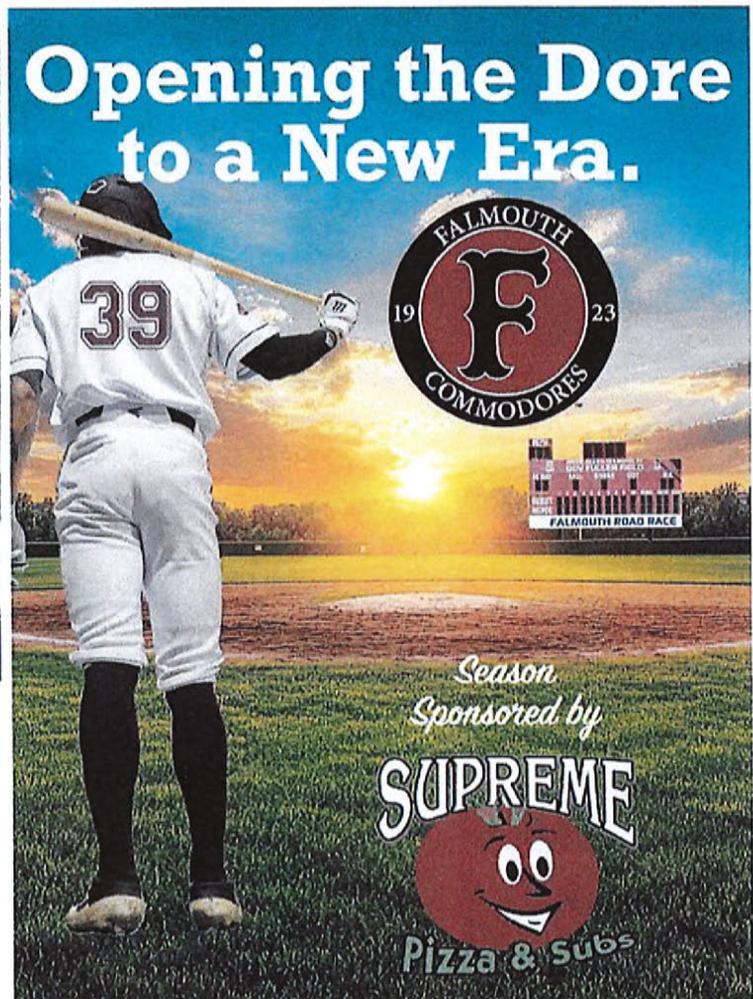
# Falmouth Commodores 2025 Sign Permit Application

## “Opening the Dore to a New Era”

Ref: Falmouth On-Line Permit Application #262190

### (30) Alternating downtown lamp posts

Summer 2023 Picture



**Pendant size**

24”wide x 36”high

*Where the Stars of Tomorrow Shine Tonight*

Free for all to attend. Schedule at [falmouthcommodores.com](http://falmouthcommodores.com)

**Town of Falmouth Sign Permit Application (rev. 12/20)**  
 (508) 495-7470 Fax (508) 548-4290

**For office use only:**  
 BD Permit#: \_\_\_\_\_ Fee\*: \_\_\_\_\_ HDC App. #: \_\_\_\_\_ DRC App. #: \_\_\_\_\_  
\*\$8 per \$1000/ Min. \$100 (per sign)

DATE: 3/8/2025  
 STREET ADDRESS FOR PROPOSED SIGN(S): MAIN STREET LAMP POSTS (279=30)  
 BUSINESS NAME: FALMOUTH Commodores BASEBALL CLUB  
 BUSINESS OWNER: 501c ADDRESS/PHONE: \_\_\_\_\_  
 PROPERTY OWNER: TOWN OF FALMOUTH ADDRESS/PHONE: \_\_\_\_\_  
 CONTRACTOR / SIGN COMPANY: \_\_\_\_\_  
 APPLICANT E-MAIL: \_\_\_\_\_

- Please Provide Two Copies of the Following:**
- \*Finished sign design.
  - \*Storefront elevations and plan to show sign location.
  - \*Documentation (including dimensions) of all existing signs on site.
  - \*Pictures of the building and all signs on property.
  - \*Structural Design for Freestanding Signs
  - \*Attachment Details for Wall Mounted Signs

DOWNTOWN  
LAMP POST  
BANNERS

**IS THE PROPOSED SIGN LOCATED WITHIN A LOCAL HISTORIC DISTRICT?** Y / N  
 If YES, the applicant must first submit this application to the Historic District Commission (HDC) for their approval (§184-13).

<u>Type of Sign</u>	<u>Check</u>
FREESTANDING SIGN(s) § 184-25; Projecting sign(s) § 184-35	<input type="checkbox"/>
WALL SIGN(s) § 184-37; Awning(s) § 184-22	<input type="checkbox"/>
ROOF SIGN(s) § 184-37	<input type="checkbox"/>
PROMOTIONAL/SPECIAL EVENT SIGN(s) § 184-30	<input checked="" type="checkbox"/>
OFF-PREMISES SIGN(s) § 184-32; VARIANCE § 184-20	<input type="checkbox"/>

Permit Eyes  
Application  
#262190

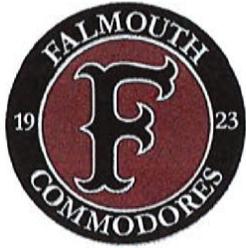
The Select Board must approve all off-premise signs.  
 Proposed location: Main Street Size: 24" w x 36" h  
 \*Please Attach Approval Letter\*

Maria Johnson 3/8/2025 \_\_\_\_\_  
 Signature of Applicant Date Signature of Owner Date  
Falmouth Commodores

\_\_\_\_\_  
 Historic District Commission Date  
 With the following conditions: \_\_\_\_\_

\_\_\_\_\_  
 Sign Review Committee Date  
 With the following conditions: \_\_\_\_\_

\_\_\_\_\_  
 Building Commissioner/Inspector Date  
 With the following conditions: \_\_\_\_\_



# Falmouth Commodores 2025 Sign Permit Application

## “Opening the Dore to a New Era”

Ref: Falmouth On-Line Permit Application #262213

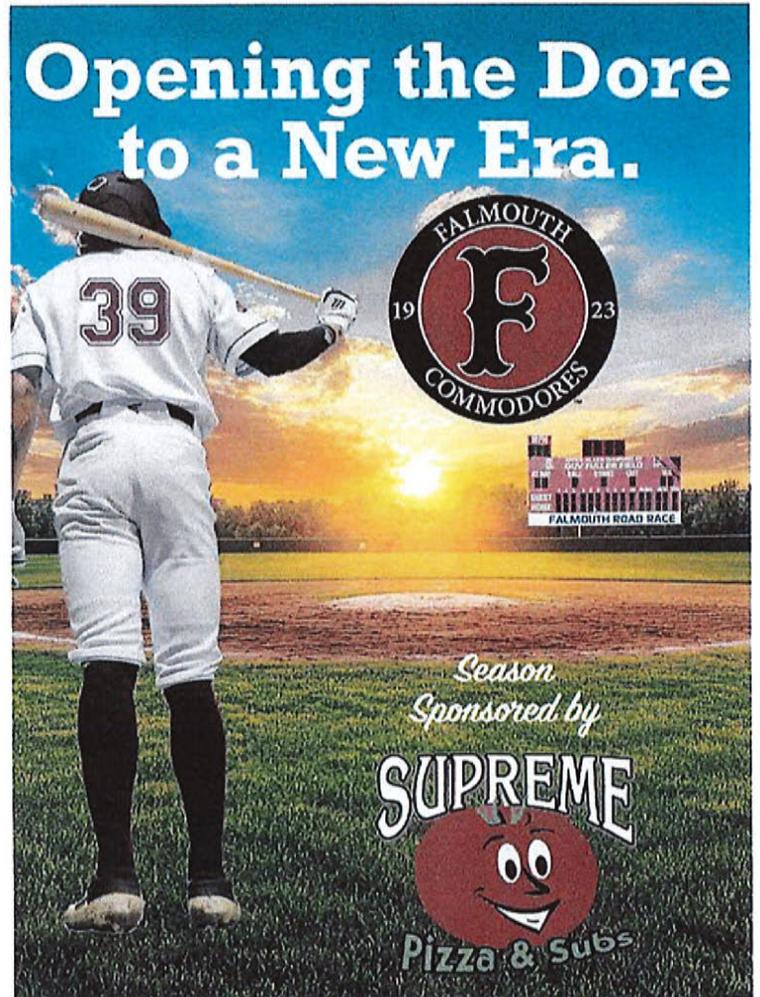
2023 Season Field Picture



(4) Gov Fuller Field posts

**Pendant size**

36” wide x 48” high



*Where the Stars of Tomorrow Shine Tonight*

Free for all to attend. Schedule at [falmouthcommodores.com](http://falmouthcommodores.com)

# Town of Falmouth Sign Permit Application (rev. 12/20)

(508) 495-7470 Fax (508) 548-4290

**For office use only:**  
 BD Permit#: \_\_\_\_\_ Fee\*: \_\_\_\_\_ HDC App. #: \_\_\_\_\_ DRC App. #: \_\_\_\_\_  
\*\$8 per \$1000/ Min. \$100 (per sign)

DATE: 3/8/2025  
 STREET ADDRESS FOR PROPOSED SIGN(S): GOV FULLER FIELD LAMP POSTS (Qty=4)  
 BUSINESS NAME: FALMOUTH Commodores BASEBALL CLUB  
 BUSINESS OWNER: SOL C ADDRESS/PHONE: \_\_\_\_\_  
 PROPERTY OWNER: TOWN OF FALMOUTH ADDRESS/PHONE: \_\_\_\_\_  
 CONTRACTOR / SIGN COMPANY: SIGN-O-PAMA  
 APPLICANT E-MAIL: \_\_\_\_\_

**Please Provide Two Copies of the Following:**

- \*Finished sign design.
- \*Storefront elevations and plan to show sign location.
- \*Documentation (including dimensions) of all existing signs on site.
- \*Pictures of the building and all signs on property.
- \*Structural Design for Freestanding Signs
- \*Attachment Details for Wall Mounted Signs

GOV FULLER  
 FIELD  
 LAMP POST  
 BANNERS

**IS THE PROPOSED SIGN LOCATED WITHIN A LOCAL HISTORIC DISTRICT? Y/N**

If YES, the applicant must first submit this application to the Historic District Commission (HDC) for their approval (§184-13).

**Type of Sign**

- | Type of Sign   | Check                               |
|--|-------------------------------------|
| FREESTANDING SIGN(s) § 184-25; Projecting sign(s) § 184-35 | <input type="checkbox"/>            |
| WALL SIGN(s) § 184-37; Awning(s) § 184-22                  | <input type="checkbox"/>            |
| ROOF SIGN(s) § 184-37                                      | <input type="checkbox"/>            |
| PROMOTIONAL/SPECIAL EVENT SIGN(s) § 184-30                 | <input checked="" type="checkbox"/> |
| OFF-PREMISES SIGN(s) § 184-32; VARIANCE § 184-20           | <input type="checkbox"/>            |

Permit Eyes  
 Application  
 # 262213

The Select Board must approve all off-premise signs.  
 Proposed location: Gov Fuller Field Size: 36" w x 48" h  
 \*Please Attach Approval Letter\*

<u>Mark P. Ordway</u>	<u>3/8/2025</u>		
Signature of Applicant	Date	Signature of Owner	Date
<u>Falmouth Commodores</u>			

\_\_\_\_\_  
 Historic District Commission Date \_\_\_\_\_  
 With the following conditions: \_\_\_\_\_

\_\_\_\_\_  
 Sign Review Committee Date \_\_\_\_\_  
 With the following conditions: \_\_\_\_\_

\_\_\_\_\_  
 Building Commissioner/Inspector Date \_\_\_\_\_  
 With the following conditions: \_\_\_\_\_

**Diane Davidson**

---

**From:** Mark Ordway <[REDACTED]>  
**Sent:** Tuesday, March 11, 2025 7:03 PM  
**To:** Diane Davidson  
**Subject:** [EXTERNAL] - Falmouth Commodore 2025 sign variance dates

**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.

Diane,

I scanned the February 26, 2024 Selectboard Meeting. I need to provide dates to

e. Request for variance to Sign Code Off-Premise Signs:

**Falmouth Commodores – flags on Main Street light poles and Guv Fuller Field light poles – June 2-August 15, 2025**

f. Request for variance to Sign Code Off-Premise Signs:

**Falmouth Commodores Baseball Clinics – late-April through August 15, 2025**

g. Request for variance to Sign Code Off-Premise Signs:

**Falmouth Commodores Game Day Signs – June 6 to August 1, 2025**

Mark

## Diane Davidson

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**From:** Mark Ordway <[REDACTED]>  
**Sent:** Monday, March 10, 2025 7:21 PM  
**To:** Diane Davidson  
**Subject:** [EXTERNAL] - Re: 2025 Falmouth Commodore Sign Application requests  
**Attachments:** Game TODAY Permit Request.pdf

**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.

I missed one of the attachments.

On Mon, Mar 10, 2025 at 7:18 PM Mark Ordway <[REDACTED]> wrote:

Diane Davidson  
Office Manager/ Licensing  
Town of Falmouth

Diane,

Previous years, our Commodores celebrated their 100th anniversary and hosted the prestigious CCBL All Star Game. The Town of Falmouth approved signage that enabled our club to promote these events to share with our community.

This year we were required to recruit a new field manager, Mr Jarrod Saltalamacchia, 12- year MLB player and 2013 Boston Red Sox World Series winner. Additionally, we are excited to share new game day initiatives as we work with the CCBL, the Falmouth Chamber of Commerce, and many local businesses to put together another exciting season. Our goal always is to make this another Falmouth summer community celebration showcasing future Major League Baseball stars. We request the same sign opportunities that were approved at last year's, February 26th, 2024, selectboard meeting.

I attach four applications with sign definition for each requested sign.

Please let me know if you need any further information.  
It will be helpful to know what meeting date my request will be placed on the agenda.

Thank you Diane,  
Mark Ordway  
Falmouth Commodores  
Game Day Administrator

[REDACTED]

## **CONSENT AGENDA**

### **2. ADMINISTRATIVE ORDERS**

- g. Request for variance to Sign Code – §184-32 Off-Premises Signs: Falmouth Commodores Baseball Clinics – late-April through August 15, 2025



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Consent Agenda – Administrative Orders 2.g.

**ITEM TITLE:** Consider a vote to approve a variance to Sign Code – §184-32 Off-Premises Signs: Falmouth Commodores Baseball Clinics – late-April through August 15, 2025

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Mike Renshaw, Town Manager

**ATTACHMENTS:** Sign variance summary sheet, Sign permit application

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**PURPOSE:**

The Select Board will consider a request from the Falmouth Commodores for off-premises signs to promote baseball clinics for the 2025 season.

**BACKGROUND/SUMMARY:**

- This is a routine request which has been approved by the Select Board for many years.
- The applicant is requesting to install “sandwich board” signs at 13 locations from late April through August 15, 2025 to promote baseball clinics held at Guv Fuller Field.
- The locations and specifications are detailed in the summary sheet and application.
- The locations are unchanged from last year.

**DEPARTMENT RECOMMENDATION:**

The Town Manager recommends that the Select Board approve a variance to Sign Code – §184-32 Off-Premises Signs for the Falmouth Commodores for 13 sandwich board signs for Baseball Clinics – late-April through August 15, 2025 as presented.

**OPTIONS:**

- Motion to approve a variance to Sign Code – §184-32 Off-Premises Signs to the Falmouth Commodores for 13 sandwich board signs for Baseball Clinics – late-April through August 15, 2025 as presented.
- Motion to deny approval of the application for a variance to Sign Code – §184-32 Off-Premises Signs to the Falmouth Commodores for 13 sandwich board signs for Baseball Clinics – late-April through August 15, 2025.
- 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 recommends that the Select Board approve a variance to

Sign Code – §184-32 Off-Premises Signs to the Falmouth Commodores for 13 sandwich board signs for Baseball Clinics – late-April through August 15, 2025 as presented.

3/20/2025

---

**Town Manager**

**Date**

Falmouth Commodores Baseball Clinic Signs:

Request for off-premises promotional signs.

Locations:

1. North Falmouth Elementary School (62 Old Main Rd., North Falmouth)
2. Morse Pond (323 Jones Road, Falmouth)
3. East Falmouth School (33 Davisville Rd., East Falmouth)
4. Mullen-Hall School (130 Katharine Lee Bates Road, Falmouth)
5. Teaticket Elementary School (45 Maravista Ave. Ext., Teaticket)
6. Lawrence Middle School (113 Lakeview Ave., Falmouth)
7. Johnson Homes (143 Palmer Ave., Falmouth)
8. The Cape Cod Cooperative (660 North Falmouth Highway, North Falmouth)
9. The Cape Cod Cooperative (238 Worcester Court, Falmouth)
10. Rockland Trust (20 Davis Straits, Falmouth)
11. Rockland Trust (78 County Rd., North Falmouth)
12. Gus Cauty Community Center (790 Main St., Falmouth)
13. Dean's Market (580 North Falmouth #580A, North Falmouth)

Length of time: Late April through August 15, 2025.

Quantity: 13

Size: 18" x 24" = 3 square feet. Sign size is within the 8 sq. ft. maximum size.

March 24, 2025



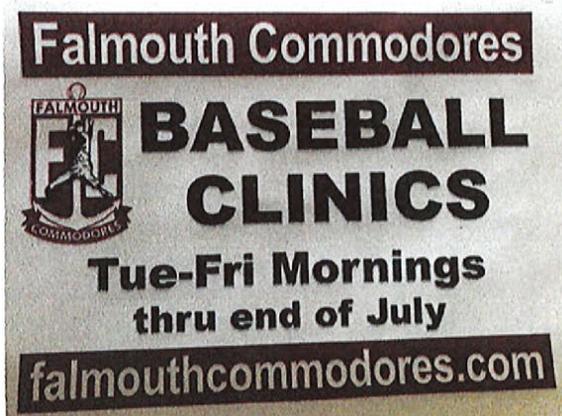
# Falmouth Commodores 2025 Sign Permit Application

## Clinic Signs

**Ref: Falmouth On-Line Permit Application #262214**

### **(13) Baseball Clinic Signs**

1. North Falmouth Elementary School (62 Old Main Rd., North Falmouth)
2. Morse Pond (323 Jones Road, Falmouth)
3. East Falmouth School (33 Davisville Rd., East Falmouth)
4. Mullen-Hall School (130 Katharine Lee Bates Road, Falmouth)
5. Teaticket Elementary School (45 Maravista Ave. Ext., Teaticket)
6. Lawrence Middle School (113 Lakeview Ave., Falmouth)
7. Johnson Homes (143 Palmer Ave., Falmouth)
8. The Cape Cod Cooperative (660 North Falmouth Highway, Falmouth)
9. The Cape Cod Cooperative (238 Worcester Court, Falmouth)
10. Rockland Trust (20 Davis Straits, Falmouth)
11. Rockland Trust (78 County Rd., North Falmouth)
12. Gus Canty Community Center (790 Main St., Falmouth)
13. Dean's Market (580 North Falmouth #580A, Falmouth, MA 02556)



### **Yard Sign**

24"wide x 18"high

# Town of Falmouth Sign Permit Application (rev. 12/20)

(508) 495-7470 Fax (508) 548-4290

**For office use only:**  
 BD Permit#: \_\_\_\_\_ Fee\*: \_\_\_\_\_ HDC App. #: \_\_\_\_\_ DRC App. #: \_\_\_\_\_  
\*\$8 per \$1000/ Min. \$100 (per sign)

DATE: 3/8/2025  
 STREET ADDRESS FOR PROPOSED SIGN(S): see attached list  
 BUSINESS NAME: Falmouth Commodore Baseball Club  
 BUSINESS OWNER: 501c ADDRESS/PHONE: \_\_\_\_\_  
 PROPERTY OWNER: See list ADDRESS/PHONE: \_\_\_\_\_  
 CONTRACTOR / SIGN COMPANY: \_\_\_\_\_  
 APPLICANT E-MAIL: \_\_\_\_\_

CLINIC  
signs

**Please Provide Two Copies of the Following:**

- \*Finished sign design.
- \*Storefront elevations and plan to show sign location.
- \*Documentation (including dimensions) of all existing signs on site.
- \*Pictures of the building and all signs on property.
- \*Structural Design for Freestanding Signs
- \*Attachment Details for Wall Mounted Signs

**IS THE PROPOSED SIGN LOCATED WITHIN A LOCAL HISTORIC DISTRICT?** Y / N

If YES, the applicant must first submit this application to the Historic District Commission (HDC) for their approval (§184-13).

**Type of Sign**

**Check**

- FREESTANDING SIGN(s) § 184-25; Projecting sign(s) § 184-35
- WALL SIGN(s) § 184-37; Awning(s) § 184-22
- ROOF SIGN(s) § 184-37
- PROMOTIONAL/SPECIAL EVENT SIGN(s) § 184-30
- OFF-PREMISES SIGN(s) § 184-32; VARIANCE § 184-20

Permit Eyes  
Application  
#262214

The Select Board must approve all off-premise signs.  
 Proposed location: \_\_\_\_\_ Size: \_\_\_\_\_  
 \*Please Attach Approval Letter\*

\_\_\_\_\_  
 Signature of Applicant Date Signature of Owner Date  
Falmouth Commodores

\_\_\_\_\_  
 Historic District Commission Date  
 With the following conditions: \_\_\_\_\_

\_\_\_\_\_  
 Sign Review Committee Date  
 With the following conditions: \_\_\_\_\_

\_\_\_\_\_  
 Building Commissioner/Inspector Date  
 With the following conditions: \_\_\_\_\_

## **CONSENT AGENDA**

### **2. ADMINISTRATIVE ORDERS**

- h. Request for variance to Sign Code – §184-32 Off-Premises Signs: Falmouth Commodores Game Day Signs – June 6 to August 1, 2025



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Consent Agenda – Administrative Orders 2.h.

**ITEM TITLE:** Request for variance to Sign Code – §184-32 Off-Premises Signs:  
Falmouth Commodores Game Day Signs – June 6 to August 1, 2025

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Mike Renshaw, Town Manager

**ATTACHMENTS:** Sign variance summary sheet, Sign permit application

---

**PURPOSE:**

The Select Board will consider a request from the Falmouth Commodores for off-premises signs to promote game days for the 2025 season.

**BACKGROUND/SUMMARY:**

- This is a routine request which has been approved by the Select Board for many years.
- The applicant is requesting to install “sandwich board” signs at 7 locations from late April through August 15, 2025 to promote baseball clinics held at Guv Fuller Field.
- Last year the Select Board approved a request for 8 game day off premise signs. There is one new location requested this year - Falmouth Chamber of Commerce at 20 Lantern Lane – and two locations previously approved which were not requested this year.
- This is a routine request which has been approved by the Select Board for many years.
- The specifications of the signs are detailed in the summary sheet and sign permit.

**DEPARTMENT RECOMMENDATION:**

The Town Manager recommends that the Select Board approve a variance to Sign Code – §184-32 for the Falmouth Commodores for 7 Game Day Signs – from late April through August 15, 2025 as presented.

**OPTIONS:**

- Motion to approve a variance to Sign Code – §184-32 for the Falmouth Commodores for 7 Game Day Signs – from late April through August 15, 2025 as presented.
- Motion to deny approval of the application for a variance to Sign Code – §184-32 for the Falmouth Commodores for 7 Game Day Signs – from late April through August 15, 2025.
- 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 recommends that the Select Board approve a variance to Sign Code – §184-32 for the Falmouth Commodores for 7 Game Day Signs – from late April through August 15, 2025 as presented.

3/20/2025

---

**Town Manager**

**Date**

Falmouth Commodores "Game Today" Signs:

Request for off-premises promotional signs.

Locations (permission of owners has been obtained):

1. Home of Rob Blomberg (559 Woods Hole Rd., Woods Hole)
2. Smitty's Ice Cream (326 East Falmouth Highway, E. Falmouth)
3. Waquoit Grain & Feed (411 Waquoit Highway, E. Falmouth)
4. Seafood Sam's (356 Palmer Ave., Falmouth)
5. Back gate of Guv Fuller Park on Dillingham, Falmouth
6. West Falmouth Market (623 Rt. 28-A, Falmouth)
7. Falmouth Chamber of Commerce (20 Academy Lane, Falmouth)

Length of time: Put out on game days from June 6 through August 1, 2025.

Quantity: 7

Size: A-frame sidewalk signs. 24" x 48" (2' x 4' = 8 sq. ft.). Sign size is within the 8 sq. ft. maximum size.

March 24, 2025

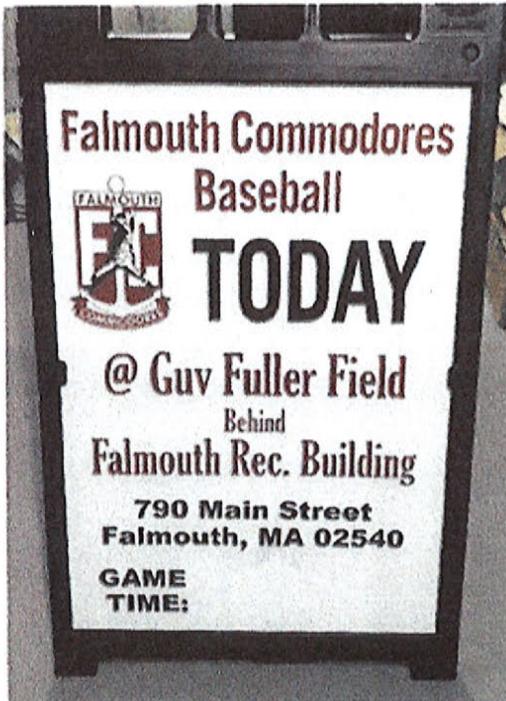


# Falmouth Commodores 2025 Sign Permit Application Game TODAY Signs

**Ref: Falmouth On-Line Permit Application #262215**

## (7) Game TODAY Signs

1. Home of Rob Blomberg (559 Woods Hole Rd., Woods Hole)
2. Smitty's Ice Cream (326 East Falmouth Highway, E. Falmouth)
3. Waquoit Grain & Feed (411 Waquoit Highway, E. Falmouth)
4. Seafood Sam's (356 Palmer Ave, Falmouth)
5. Back gate of Guv Fuller park on Dillingham, Falmouth
6. West Falmouth Market (623 Rt. 28-A, Falmouth)
7. Falmouth Chamber of Commerce (20 Academy Lane, Falmouth)



**A-Frame Sidewalk Sign**  
48" high x 24" wide

# Town of Falmouth Sign Permit Application (rev. 12/20)

(508) 495-7470 Fax (508) 548-4290

<b>For office use only:</b>			
BD Permit#: _____	Fee*: _____	HDC App. #: _____	DRC App. #: _____
*\$8 per \$1000/ Min. \$100 (per sign)			

DATE: 03/08/2025

STREET ADDRESS FOR PROPOSED SIGN(S): see attached list

BUSINESS NAME: Falmouth Commodores Baseball Club

BUSINESS OWNER: SOLE ADDRESS/PHONE: \_\_\_\_\_

PROPERTY OWNER: Town of Falmouth ADDRESS/PHONE: \_\_\_\_\_

CONTRACTOR / SIGN COMPANY: Sign-o-Rama

APPLICANT E-MAIL: \_\_\_\_\_

GAME TODAY  
SIGNS

**Please Provide Two Copies of the Following:**

- \*Finished sign design.
- \*Storefront elevations and plan to show sign location.
- \*Documentation (including dimensions) of all existing signs on site.
- \*Pictures of the building and all signs on property.
- \*Structural Design for Freestanding Signs
- \*Attachment Details for Wall Mounted Signs

**IS THE PROPOSED SIGN LOCATED WITHIN A LOCAL HISTORIC DISTRICT?** Y / N

If YES, the applicant must first submit this application to the Historic District Commission (HDC) for their approval (§184-13).

**Type of Sign**

**Check**

- FREESTANDING SIGN(s) § 184-25; Projecting sign(s) § 184-35
- WALL SIGN(s) § 184-37; Awning(s) § 184-22
- ROOF SIGN(s) § 184-37
- PROMOTIONAL/SPECIAL EVENT SIGN(S) § 184-30
- OFF-PREMISES SIGN(s) § 184-32; VARIANCE § 184-20

Permit Eyes  
Application  
# 262215

The Select Board must approve all off-premise signs.  
 Proposed location: see attached list Size: 24" w x 48" h  
 \*Please Attach Approval Letter\*

<u>Mark P. Ordway</u>	<u>3/8/2025</u>		
Signature of Applicant	Date	Signature of Owner	Date
<u>Falmouth Commodores</u>			

Historic District Commission	Date
With the following conditions: _____	

Sign Review Committee	Date
With the following conditions: _____	

Building Commissioner/Inspector	Date
With the following conditions: _____	

## **CONSENT AGENDA**

### **2. ADMINISTRATIVE ORDERS**

- i. Consider a vote to approve a Certification of Application form to authorize submittal to a Department of Energy Green Communities Competitive Grant for various energy efficiency projects in Town and School buildings



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Consent Agenda – Administrative Orders 2.i.

**ITEM TITLE:** Consider a vote to approve a Certification of Application for submittal to a Department of Energy Green Communities Competitive Grant for various energy efficiency projects in Town and School buildings.

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Stephanie Madsen and Peter Johnson-Staub

**ATTACHMENTS:** 1. Attachment C -Certification of Application Town of Falmouth\_3.24.2025.pdf 2. Falmouth Spring Competitive Grant Application 2025 Narrative 3.24.2025 3. Falmouth Grant Table 03.17.2025

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### PURPOSE:

The Select Board is asked to authorize Attachment C - Certification of Application Form allowing the Sustainability Specialist to submit a DOER/Green Communities competitive grant for energy efficiency upgrades at various Town and School buildings. No in-kind match is required.

### BACKGROUND/SUMMARY:

- Falmouth is eligible for Green Communities Competitive Grants (one per year) now that we have finalized our Designation Grant.
- The Competitive Grant funds are up to \$250, 000 but are valued higher when incentives and rebates are factored in.

- No cost to the Town or matching funds required.
- The Sustainability Specialist worked with the Town's Facilities Manager and the School's Director of Finance and Operations to identify and develop energy efficiency projects. Aka, all the projects listed in the grant were vetted with the Town's Facilities Manager and School Director.
- The School Board will be asked to approve the Certification of Application Tuesday, March 25<sup>th</sup>.
- The energy efficiency projects listed do not incur additional operations and maintenance costs, in fact they will lower it.
- The Sustainability Specialist will manage most aspects of the projects with periodic assistance from building managers.

**DEPARTMENT RECOMMENDATION:**

The Town Manager recommends that the Select Board approves a Certification of Application for submittal to a Department of Energy Green Communities Competitive Grant for various energy efficiency projects in Town and School buildings as presented.

**OPTIONS:**

- Motion to approve a Certification of Application for submittal to a Department of Energy Green Communities Competitive Grant for various energy efficiency projects in Town and School buildings as presented.
- Motion to deny the approval of a Certification of Application for submittal to a Department of Energy Green Communities Competitive Grant for various energy efficiency projects in Town and School buildings.
- Some other Board specified alternative motion.

**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 approves a Certification of Application for submittal to a Department of Energy Green Communities Competitive Grant for various energy efficiency projects in Town and School buildings as presented.

With this support, the Sustainability Specialist can submit the Green Communities Competitive grant application for funding to execute energy efficiency projects in Town and School buildings.

*Michael Renshaw*

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**Town Manager**

3/20/2025

**Date**

**ATTACHMENT C – CERTIFICATION OF APPLICATION**

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The Certification of Application below must be completed, scanned, and uploaded as a PDF file.

**CERTIFICATION OF APPLICATION**

The **Chief Executive Officer** must complete this certification.

I, \_\_\_\_\_ am authorized to execute said Application on behalf of  
\_\_\_\_\_, the applying municipality and verify that the  
information in the Green Communities Competitive Grant Application is true.

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[Signature of Chief Executive Officer]

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[Title of Chief Executive Officer]

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[Date]

**NOTE: THE CHIEF EXECUTIVE OFFICER IS DEFINED AS THE MANAGER IN ANY CITY HAVING A MANAGER AND, IN ANY TOWN, HAVING A CITY FORM OF GOVERNMENT, THE MAYOR IN ANY OTHER CITY, AND THE BOARD OF SELECTMEN IN ANY OTHER TOWN UNLESS SOME OTHER OFFICER OR BODY IS DESIGNATED TO PERFORM THE FUNCTIONS OF A CHIEF EXECUTIVE OFFICER UNDER THE PROVISIONS OF A LOCAL CHARTER OR LAWS HAVING THE FORCE OF A CHARTER.**

# Project Narratives

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Town of Falmouth

Green Communities Competitive Grant Program  
SPRING 2025

## Project 1: East Falmouth Fire Station Weatherization

### 1. Total Energy Use for Applicable Facility in Native Units

Source: Mass Energy Insight

Year	Electric (kWh)	Gas (therms)
FY 23	69,880	2,196
FY 24	77,680	2,868

### 2. Scope of Project

#### a. Purpose

The goal is to Improve weatherization in the E. Falmouth Fire Station as suggested by the GC team. After experiencing Facilities' challenges with original weatherization proposals in our Designation Grant, Rise worked with Falmouth DPW staff to compromise on an alternative insulation option to cellulose spray, thus additional fiberglass batting will be added to the attic area, a thermodome shield at the top of the attic pull-down, and air sealing in conduit holes. CLC's incentives will cover the total cost needed thus DOER will not need to expend funds. But we do see great value in adding weatherization to the fire station, especially before the solar array is installed (March 2025).

#### b. Benefits

The Town plans to install a rooftop solar array at this facility, which will help offset the costs of electricity use at the facility. Having LEDs, heat pumps, and additional insulation will render the building more energy efficient for when solar is installed.

#### c. Timeline

The Town is interested in implementing the upgrades as soon as possible.

#### d. Procurement Required and Status

The Town will utilize Chapter 25A for procurement of energy efficiency projects.

#### e. Anticipated Impact, Qualitatively and Quantitatively

Qualitatively, this project should result in increased occupant comfort with additional insulation. The insulation paired with an already installed heat pump and now solar panels will help the Town achieve their Climate Action and Decarbonization goals.

**f. Project Support for the Five-Year Energy Reduction Plan**

The added insulation project is expected to play a key role in reducing municipal fossil fuel consumption by enhancing energy efficiency. By strategically pairing insulation upgrades with heat pumps and solar energy, this project takes a holistic approach to minimizing energy waste, optimizing system performance, and maximizing long-term sustainability benefits.

**g. Why Grant Funding is Required to Complete the Project**

N/A – no grant funding is needed

**h. Identification of Permits is Required to Complete the Project**

The vendor will acquire all applicable permits before project installation.

**i. Approvals Required**

None required.

**j. Opportunities for Education and Outreach and Concrete Plan to Accomplish**

Fire stations serve as community hubs, frequently visited by school children, guests, and attendees of public training and resiliency workshops. This makes them an ideal setting for educating the public on sustainable building practices. The East Falmouth Fire Station will showcase electrification and energy efficiency through its solar panels, LED lighting, high-efficiency heat pumps, and other sustainability upgrades. Firefighters will incorporate these features into station tours, demonstrating real-world applications of clean energy. Additionally, the Fire Chief, a strong advocate for sustainability, will continue to highlight these initiatives—including solar-powered buildings and ambulances—during public engagements, further reinforcing the station’s role as a model for energy-conscious infrastructure.

**3. Accounting/Proposed Budget for Project**

**a. Total Project Budget**

The total estimate for the Weatherization project is \$7,920. This is based upon a quote obtained by RISE Engineering, Cape Light Compact’s vendor.

**b. Other Sources of Funding**

The other sources of funding include \$7,920 incentive from Cape Light Compact.

**c. Request to Green Communities**

\$0 in grant funding is requested for the completion of the project.

**4. Project Team and Qualifications**

**Stephanie Madsen**, Sustainability Specialist, Town of Falmouth, will be the main contact for the Town. She will manage the implementation process and will support grant reporting efforts.

**Laura Selmer**, Cape Light Compact's Energy Efficiency Analyst, will be assisting with grant administration and reporting. Additionally, she will coordinate with RISE Engineering, who will be doing the third-party engineering review on behalf of Cape Light Compact

## 5. References

RISE proposal re:

## Project 2: Falmouth Fire Headquarters- Controls Upgrade

### 1. Total Energy Use for Applicable Facility in Native Units

*Source: Mass Energy Insight*

Year	Electric (kWh)	Gas (therms)
FY 2023	171,320	13,411
FY 2024	147,120	12,897

### 2. Scope of Project

#### a. Purpose

The objective is to install Building Management System (BMS) controls at the Falmouth Fire Station Headquarters, located in an Environmental Justice Community (EJC). Over time, failing valves and rising utility bills have highlighted the need for improved system efficiency. By integrating the BMS with existing energy conservation measures (ECMs), the Headquarters will reduce greenhouse gas emissions and lower utility costs.

Combined with already installed LED lighting and weatherization improvements like attic insulation, the BMS will further enhance the station's operational efficiency, supporting its sustainability and decarbonization goals while ensuring a comfortable, reliable, and cost-effective environment.

#### b. Benefits

Installation of an EMS that will help manage the HVAC system and energy use. The EMS will include optimum start/stop, 7 days scheduling and demand control ventilation. This will help modulate the HVAC output according to the level of occupancy and time of day

thus helping to save energy while maximizing occupants' comfort. Additional benefits, include:

- **Energy Efficiency:** Optimizes HVAC operation by remotely adjusting settings based on occupancy, weather, and demand, reducing energy consumption.
  - **Cost Savings:** Lowers utility bills by preventing energy waste and improving system performance.
  - **Comfort & Indoor Air Quality:** Maintains consistent temperatures and humidity levels, enhancing comfort for firefighters and staff.
  - **Remote Monitoring & Control:** Allows facility managers to track system performance, adjust settings, and receive alerts for maintenance needs.
  - **Extended Equipment Life:** Reduces wear and tear by preventing overuse, optimizing runtimes, and identifying issues before major failures.
- A BMS would support the station's operational efficiency and sustainability goals while ensuring a comfortable and reliable environment.

**c. Timeline**

The Town is interested in implementing the upgrades as soon as possible.

**d. Procurement Required and Status**

The Town will utilize Chapter 25A for procurement of energy efficiency projects.

**e. Anticipated Impact, Qualitatively and Quantitatively**

Installing a modern, remotely controlled Building Management System (BMS) at the Fire Station Headquarters will significantly enhance energy efficiency, operational control, and occupant comfort. Qualitatively, it will improve indoor air quality, ensure optimal temperature regulation, and provide real-time system monitoring for proactive maintenance. Quantitatively, the advanced controls—including Optimum Start/Stop, 7-day scheduling, Demand Control Ventilation (DCV), dual enthalpy controls, supply air reset, and hot water reset—are expected to reduce energy consumption by 15–30%, lower utility costs, and extend equipment lifespan. This upgrade will deliver long-term financial savings while supporting sustainability and resilience efforts.

**f. Project Support for the Five-Year Energy Reduction Plan**

The proposed energy efficiency project is anticipated to reduce municipal energy consumption, create a more resilient fire station, and offer less maintenance to already understaffed Facilities Department. The greenhouse gas reductions will help Falmouth reach their 20% reduction goals.

**g. Why Grant Funding is Required to Complete the Project**

The Town secured some capital funding for adding BMS controls to the HQ but expressly wishes to subsidize the costs with Green Communities funds to shorten the return on investment. This grant will help to support the project and ensure the Town can move

towards their decarbonization goals. The fire stations have high EUI ratings thus this project will help meet our decarbonization goals.

**h. Identification of Permits is Required to Complete the Project**

The vendor will acquire all applicable permits before project installation.

**i. Approvals Required**

None required.

**j. Opportunities for Education and Outreach and Concrete Plan to Accomplish**

Grants and capital planning approvals involve deliberations and authorizations by public bodies, such as the Select Board, in open meetings that are often broadcast or replayed virtually. These public forums provide an opportunity to raise awareness about sustainability efforts and engage the community. The Fire Chief is a strong advocate for the energy reductions achieved by the department and frequently shares these accomplishments during public discussions. For example, two new ambulances are equipped with rooftop solar panels, the new Hatchville Fire Station features a rooftop solar array, and in March 2025, solar was added to the East Falmouth Fire Station. These initiatives are key talking points for the Fire Chief, showcasing the department's commitment to sustainability and providing tangible examples of how energy-efficient solutions can be integrated into municipal operations.

**3. Accounting/Proposed Budget for Project**

**a. Total Project Budget**

The total estimate for the controls project is \$175,050. This is based upon a quote obtained by RISE Engineering, Cape Light Compact's vendor.

**b. Other Sources of Funding**

The other sources of funding include a \$6,792 incentive from Cape Light Compact and \$2,111.7 from National Grid. And \$106,281.30 Falmouth Town funds already committed at Town Meeting Fall 24.

**c. Request to Green Communities**

A partial project request of \$59,865 in grant funding is requested for the completion of the project. The Town will pay the additional \$106,281.30.

**Commented [LS1]:** Confirm if Grid or CLC

**Commented [LS2]:** This amount will slide depending on final grant request as Town has some funds to contribute for copay

**4. Project Team and Qualifications**

**Stephanie Madsen**, Sustainability Specialist, Town of Falmouth, will be the main contact for the Town. She will manage the implementation process and will support grant reporting efforts.

**Laura Selmer**, Cape Light Compact's Energy Efficiency Analyst, will be assisting with grant administration and reporting. Additionally, she will coordinate with RISE Engineering, who

will be doing the third-party engineering review on behalf of Cape Light Compact and National Grid.

## 5. References

RISE proposal re:

## Project 3: Chamber of Commerce Electrification (Academy Building)

### 1. Total Energy Use for Applicable Facility in Native Units

*Source: Mass Energy Insight*

Year	Electric (kWh)	Oil (gallons)
FY 23	9,167	888
FY 24	9,978	1,331

### 2. Scope of Project

#### a. Purpose

This project will eliminate the on-site inefficient oil-fired boiler at the Academy Building in Falmouth. Converting to 4 air sourced heat pumps with DX coils will increase building efficiency tremendously and reduce greenhouse gas emissions. This facility is leased to the Chamber of Commerce, but the Town is responsible for the maintenance of the facility. It's one of only 2 Town buildings left using oil boiler legacy systems.

This facility has already been reviewed for weatherization and RISE has determined it to be adequate and includes an attic therma-dome and insulation. The Chamber received CPC funds to replace the shingled roof and repair outside siding expected to be completed in May 2025.

#### b. Benefits

Replacing the Chamber of Commerce's oil-fired furnace with high-efficiency air-source heat pumps will significantly reduce heating costs, lower carbon emissions, and improve indoor air quality. The new system provides efficient year-round heating and cooling, enhancing comfort while decreasing reliance on fossil fuels. Additionally, the upgrade supports sustainability goals and aligns energy efficiency initiatives prioritized by the Town.

**c. Timeline**

The Town is interested in implementing the upgrades as soon as possible.

**d. Procurement Required and Status**

The Town will utilize Chapter 25A for procurement of energy efficiency projects.

**e. Anticipated Impact, Qualitatively and Quantitatively**

Replacing the oil boiler with high-efficiency heat pumps will have both qualitative and quantitative benefits. Qualitatively, the system will enhance comfort with consistent heating and cooling, improve indoor air quality by eliminating combustion emissions, and support sustainability efforts. Quantitatively, the transition is expected to reduce heating energy use by up to 50%, cut carbon emissions by several metric tons annually, and lower operational costs through increased efficiency and reduced maintenance. These improvements will provide long-term financial savings and environmental benefits for the Chamber of Commerce.

**f. Project Support for the Five-Year Energy Reduction Plan**

The proposed project is anticipated to significantly reduce municipal fossil fuel consumption as they holistically address the long-term HVAC needs of the building, its occupants and visitors (which are many in the summertime!)

**g. Why Grant Funding is Required to Complete the Project**

The Chamber of Commerce is one of only 2 Town buildings relying on oil-fired boiler. The other is the E. Falmouth Library, and they plan to renovate the building using library grant funding. We are keen and prioritizing replacing inefficient oil burners with high efficiency heat pumps in our goal to electrify to meet decarbonization goals. The funding for the Chamber has been hard to come by as they rent the building and struggle to find resources. This Green Communities grant will fund this much needed electrification transition. And we hope to see a substantial drop in our annual GHG emissions.

**h. Identification of Permits is Required to Complete the Project**

The vendor will acquire all applicable permits before project installation.

**i. Approvals Required**

None required.

**j. Opportunities for Education and Outreach and Concrete Plan to Accomplish**

The Falmouth Chamber of Commerce is a hub for visitors year-round but quite substantially in the summer time. The Chamber Director loves showcasing building improvements and energy upgrades – he’s a huge proponent and very excited by this

project. He gives presentations regularly and leads monthly Chamber of Commerce meetings. He plans to highlight his decarbonization and electrification efforts with other business owners in Town. With the Town's Sustainability Specialist's help, the Chamber plans to install solar on the new roof over the next 2 years.

### 3. Accounting/Proposed Budget for Project

#### a. Total Project Budget

The total estimate for the electrification project is \$108,504. This is based upon a quote obtained by RISE Engineering, Cape Light Compact's vendor.

#### b. Other Sources of Funding

The other sources of funding include a \$35,000 incentive from Cape Light Compact.

#### c. Request to Green Communities

\$73,504 in grant funding is requested for the completion of the project.

### 4. Project Team and Qualifications

**Stephanie Madsen**, Sustainability Specialist, Town of Falmouth, will be the main contact for the Town. She will manage the implementation process and will support grant reporting efforts.

**Laura Selmer**, Cape Light Compact's Energy Efficiency Analyst, will be assisting with grant administration and reporting. Additionally, she will coordinate with RISE Engineering, who will be doing the third-party engineering review on behalf of Cape Light Compact and National Grid.

### 5. References

RISE proposal re:

## Project 4. Morse Pond Junior High AHU Replacement

### 1. Total Energy Use for Applicable Facility in Native Units

*Source: Mass Energy Insight*

Year	Electric (kWh)	Gas (therms)
FY 2023	495,840	41,844

FY 2024	484,320	44,586
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**2. Scope of Project**

**a. Purpose:**

The Town wishes to reduce its gas usage at the Morse Pond School by replacing an aging gas fired 20 Ton RTU with a high efficiency electric heat pump to provide heating and cooling to the Junior High which is in an Environmental Justice Community (EJC). This electrification project in the cafeteria wing will be paired with weatherization improvements. Pairing insulation priorities while transitioning to electric sources is very important to us.

**b. Benefits**

Replacing Morse Pond School's aging 20-ton gas-fired rooftop unit (RTU) with a high-efficiency electric heat pump will enhance energy efficiency, reduce operating costs, and provide reliable year-round heating and cooling. This upgrade will lower greenhouse gas emissions by reducing reliance on fossil fuels, improve indoor air quality for students and staff, and align with sustainability goals. Additionally, the heat pump's superior efficiency and lower maintenance needs will result in long-term cost savings while creating a more comfortable and climate-resilient learning environment.

**c. Timeline**

The Town is interested in implementing the upgrades as soon as possible.

**d. Procurement Required and Status**

The Town will utilize Chapter 25A for procurement of energy efficiency projects.

**e. Anticipated Impact, Qualitatively and Quantitatively**

Replacing Morse Pond School's aging gas-fired RTU with a 20-ton Trane heat pump RTU will have significant qualitative and quantitative impacts. Qualitatively, it will enhance indoor air quality, provide more consistent and comfortable heating and cooling, and eliminate on-site combustion, creating a healthier learning environment. Quantitatively, the upgrade is expected to reduce energy consumption by 30–50%, cut carbon emissions by several metric tons annually, and lower operational costs through improved efficiency and reduced maintenance. This project supports long-term sustainability goals while helping us meet our 20% Green Communities GHG reductions.

**f. Project Support for the Five-Year Energy Reduction Plan**

The proposed project is anticipated to significantly reduce municipal fossil fuel consumption, as they holistically address the specific HVAC needs of the building.

**g. Why Grant Funding is Required to Complete the Project**

The schools struggle to find financial resources to make big changes from gas fired equipment to electric equipment. For example, if they replaced the aging RTU with another gas fired RTU, it would cost them \$60,000 with absolutely no support from granting agencies because gas equipment doesn't meet grant qualifications. By converting to electric heat pump equipment, robust utility incentives and Green Communities grant funding are available, which makes the transition doable and affordable. Without the funding from GC, the transition would be very challenging because of the high cost of electric equipment.

**h. Identification of Permits is Required to Complete the Project**

The vendor will acquire all applicable permits before project installation.

**i. Approvals Required**

None required.

**j. Opportunities for Education and Outreach and Concrete Plan to Accomplish**

Improvements in the school will be showcased to the school occupants and highlighted regularly by the school's Superintendent and Financial and Operations Director. For their commitment to sustainability, Falmouth was recognized as a Green Ribbon School recipient in 2024. "Secretary Cardona recognized Falmouth Public Schools for their commitment to sustainable practices. They were commended for their leadership in facilities, health, and environmental education. FPS "is representative of promising practices to improve achievement and equity" for all students."

**3. Accounting/Proposed Budget for Project**

**a. Total Project Budget**

The total estimate for the RTU project is \$157,200. This is based upon a quote obtained by RISE Engineering, Cape Light Compact's vendor.

**b. Other Sources of Funding**

The other sources of funding include a \$50,000 incentive from Cape Light Compact.

**c. Request to Green Communities**

\$107,200 in grant funding is requested for the completion of the project.

**4. Project Team and Qualifications**

**Stephanie Madsen**, Sustainability Specialist, Town of Falmouth, will be the main contact for the Town. She will manage the implementation process and will support grant reporting efforts.

**Laura Selmer**, Cape Light Compact’s Energy Efficiency Analyst, will be assisting with grant administration and reporting. Additionally, she will coordinate with RISE Engineering, who will be doing the third-party engineering review on behalf of Cape Light Compact and National Grid.

**5. References**

RISE proposal re: Harwich Community Center HVAC Electrification

**Project 5: Morse Pond Junior High Weatherization Improvements**

**1. Total Energy Use for Applicable Facility in Native Units**

*Source: Mass Energy Insight*

Year	Electric (kWh)	Gas (therms)
FY 23	495,840	41,844
FY 24	484,320	44,586

**2. Scope of Project**

**a. Purpose**

The Town wishes to increase energy efficiency by weatherizing the school cafeteria and teacher lounge located in the wing where the RTU will be replaced. The plan is to add fiberglass batting to the drop ceiling in the teacher lounge and repair gaping holes in the exterior cafeteria doors with weather stripping. Pairing insulation priorities while transitioning to electric sources is imperative to yield the highest energy efficiency savings and greenhouse gas reductions. Morse Pond School is in an Environmental Justice Community (EJC).

**b. Benefits**

Increasing energy efficiency at Morse Pond School by weatherizing the cafeteria and teacher lounge will enhance comfort, reduce energy waste, and maximize the benefits of the new high-efficiency heat pump RTU. Adding fiberglass batting to the drop ceiling in the teacher lounge will improve heat retention, while sealing gaps in the cafeteria doors with weather stripping will prevent drafts and energy loss. Pairing these insulation upgrades with the transition to electric heating and cooling is essential to achieving the highest energy savings and greenhouse gas reductions, ensuring a more sustainable and cost-effective solution for the school.

**c. Timeline**

The Town is interested in implementing the upgrades as soon as possible.

**d. Procurement Required and Status**

The Town will utilize Chapter 25A for procurement of energy efficiency projects.

**e. Anticipated Impact, Qualitatively and Quantitatively**

Weatherizing the cafeteria and teacher lounge at Morse Pond School will have meaningful qualitative and quantitative impacts. Qualitatively, it will enhance indoor comfort by reducing drafts and maintaining consistent temperatures, creating a better environment for students and staff. Quantitatively, adding fiberglass batting and sealing exterior door gaps is expected to reduce heating and cooling losses by up to 20%, lowering energy demand and maximizing the efficiency of the new heat pump RTU. These improvements will cut utility costs, extend equipment lifespan, and contribute to significant greenhouse gas reductions, supporting the school's sustainability goals.

**f. Project Support for the Five-Year Energy Reduction Plan**

The proposed project is anticipated to significantly reduce municipal fossil fuel consumption and help Falmouth achieve its 20% greenhouse gas reduction goals.

**g. Why Grant Funding is Required to Complete the Project**

The schools struggle to find financial resources to make energy upgrades because competing needs for children often take priority. Having Green Communities funding cover projects 100% make improvements achievable in a timely fashion.

**h. Identification of Permits is Required to Complete the Project**

The vendor will acquire all applicable permits before project installation.

**i. Approvals Required**

None required.

**j. Opportunities for Education and Outreach and Concrete Plan to Accomplish**

Improvements in the school will be showcased to the school occupants and highlighted regularly by the school's Superintendent and Financial and Operations Director. For their commitment to sustainability, Falmouth was recognized as a Green Ribbon School recipient in 2024. The school leadership presents regularly at conferences and highlights their green initiatives. They are very proud of their efforts and super appreciative of energy efficiency and renewable aid from Sustainability Specialist.

**3. Accounting/Proposed Budget for Project**

**k. Total Project Budget**

The total estimate for the weatherization project is \$15,000. This is based upon a quote obtained by RISE Engineering, Cape Light Compact's vendor.

**l. Other Sources of Funding**

The other sources of funding include a \$5,569 incentive from Cape Light Compact.

**m. Request to Green Communities**

\$9,431 in grant funding is requested for the completion of the project.

**4. Project Team and Qualifications**

**Stephanie Madsen**, Sustainability Specialist, Town of Falmouth, will be the main contact for the Town. She will manage the implementation process and will support grant reporting efforts.

**Laura Selmer**, Cape Light Compact's Energy Efficiency Analyst, will be assisting with grant administration and reporting. Additionally, she will coordinate with RISE Engineering, who will be doing the third-party engineering review on behalf of Cape Light Compact and National Grid.

**5 References**

RISE proposal re:



## **CONSENT AGENDA**

### **2. ADMINISTRATIVE ORDERS**

- j. Consider a vote to approve the rooftop solar Notice of Lease (NOI) and Lease Agreement with Solect Energy Development LLC for the water treatment plant



## AGENDA ITEM SUMMARY SHEET

**ITEM NUMBER:** Consent Agenda – Administrative Orders 2.j.

**ITEM TITLE:** Consider a vote to approve the rooftop solar Notice of Lease (NOI) and Lease Agreement with Solect Energy Development LLC for the Water Treatment Plant (650 Gifford)

**MEETING DATE:** 3/24/2025

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

**SUBMITTED BY:** Stephanie Madsen, Sustainability Specialist and Peter Johnson-Staub, Assistant Town Manager

**ATTACHMENTS:** 1. Solect Falmouth Water Treatment WTP NOL\_Final\_3.18.2025 2. Solect\_PO Lease Falmouth Water Treatment Plant Roof\_Final\_3.18.2025

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### **PURPOSE:**

The Select Board is asked to approve the rooftop solar Notice of Lease (NOL) and Lease Agreement with Solect Energy Development LLC. The lease is for a term of 25 years with an option to extend for 5 years and will allow for the solar panel installation on the roof of the Water Treatment Plant (650 Gifford). Along with the Lease and the Notice of Lease, the Town Manager will execute a Power Purchase Agreement (PPA) that addresses the contractual terms and conditions of the services to be provided by Solect.

### **BACKGROUND/SUMMARY:**

- The Select Board approved a Letter of Intent on 3/25/2024 for rooftop solar on the Water Treatment Plant (650 Gifford).

- The DPW Director signed a letter of support for solar on the Senior Center rooftop prior to the SB 3.25.2024 Meeting.
- The Water Treatment Plant (WTP) rooftop is already 'solar ready' and has conduits on roof for solar cables.
- There are no capital costs to the Town since Solect Energy will own, install, maintain, and operate the solar panel installation on the Water Treatment Plant rooftop over the 25-year lease term.
- The Town has the option to purchase the solar array after 7 years.
- Both the lease and PPA agreements were thoroughly reviewed, discussed, and negotiated by the Town's legal counsel.
- The Water Treatment Plant will pay for the monthly solar supply produced by the rooftop solar – amount of solar produced per month times the PPA rate (\$0.15/kwh)
- Based on the estimate \$0.15 PPA rate, WTP is estimated to save **\$417,356** over the 25 year lease. Note that the rate could change if prices rise before the contract is fully executed.
- We thoroughly evaluated ownership and PPA models to determine the most beneficial path for solar installation. Based on a cost-benefit analysis, keeping in mind that solar rates can vary until time of contract execution, we used the best values available at the time to determine best options. The PPA option for the Water Treatment Plant yielded better financial return on investment.
- A third-party vendor (Solect Energy) reduces oversight and maintenance burden on our Town electrician by owning, maintaining, and operating the panels (via this PPA & lease agreement).
- The Water Treatment Plant qualifies as a great location for rooftop solar because the roof is relatively new, there are no trees shading it, and the building electric usage is high.
- The WTP 157 kw DC solar design will cover 10% of the electric usage.
- Our membership with PowerOptions allows us to use pre-vetted and RFP approved vendors for the lease and PPA (Solect and SunWealth).

- The Lease Agreement does not need to go out for RFP because it is exempt from Procurement process – M.G.L. c. 164 Section 137.
- The PPA is also exempt from Procurement Law (energy related services are exempt). M.G.L. c. 30B Section 1(b)(33)
- Solar installations meet our Green Communities commitment, Climate Action Plan, Emergency Climate declaration goals, as well as the Select Board’s Strategic Plan II. Energy & Sustainability “Explore municipal and school sites for rooftop, ground mount, and carport canopies.”

**DEPARTMENT RECOMMENDATION:**

The Sustainability Specialist and Assistant Town Manager recommend that the Select Board vote to approve the Solar Rooftop Lease for the Water Treatment Plant (650 Gifford).

**OPTIONS:**

- Motion to approve Notice of Lease (NOI) and Lease Agreement with Solect Energy Development LLC for the Water Treatment Plant.
- Motion to deny approval of the Notice of Lease (NOI) and Lease Agreement with Solect Energy Development LLC for the Water Treatment Plant

**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 Notice of Lease (NOI) and Lease Agreement with Solect Energy Development LLC for the Water Treatment Plant.

*Michael Renshaw*

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**Town Manager**

3/20/2025

**Date**

Record and return to:  
Solect Energy Development LLC  
89 Hayden Rowe Street  
Hopkinton, MA 01748  
Attn: Legal Notices

## NOTICE OF LEASE

In accordance with the provisions of Massachusetts General Laws, Chapter 183, Section 4, as amended, notice is hereby given of the following described lease and easements:

### Parties to the Lease Agreement (the "Lease"):

**Host/Landlord:** Town of Falmouth  
59 Town Hall Sq.  
Falmouth, MA 02540

**Provider/Tenant:** Solect Energy Development LLC  
89 Hayden Rowe Street  
Hopkinton, MA 01748  
(and its successors and/or assigns)

**Property Description:** The real property located at 650 Gifford Street, Falmouth, MA 02540 described on the attached Exhibit A (the "Property").

**Description of Leased Premises:** A portion of the Property as described on the attached Exhibit B where solar equipment will be installed and accessed for construction, operation, maintenance and decommissioning for the Term of the Lease, including the roofs, exterior and interior walls, through to the main electric room, and exterior areas of the Property (the "Premises").

**Date of Execution of the Lease:** \_\_\_\_\_ (the "Effective Date").

**Term of Lease:**

The Term of the Lease shall commence on the Effective Date and, unless terminated earlier pursuant to the provisions of the Lease, shall continue until 11:59 p.m. on the last day of the month in which the twenty-fifth (25<sup>th</sup>) anniversary of the SMART Incentive Payment Effective Date (as defined in the Lease) occurs, unless Tenant exercises the option to extend the Term of the Lease, in which case the Term of the Lease shall include the Extension Term.

**Option to Extend:**

Tenant shall have the right to extend the Term of the Lease for one (1) five (5)-year Extension Term upon mutual agreement of the Parties.

**Decommissioning Period:**

Subject to Section 9 of the Lease, Tenant shall remove the Project (as defined in the Lease) within one hundred eighty (180) days of the expiration or earlier termination of the Lease, whereupon the Lease shall expire and shall be of no further force or effect.

**Easements:**

Landlord's grant of easements in the Lease shall commence on the Effective Date and end upon the termination of the decommissioning period.

**Ownership of the Project:**

Subject to Section 9 of the Lease, Landlord shall have no right, title or interest in the Project or any component thereof and Tenant shall be the exclusive owner thereof.

**Miscellaneous:**

1. This Notice of Lease may be executed in multiple counterparts, each of which shall be deemed an original and all of which, together, shall constitute one and the same instrument.
2. This Notice of Lease does not describe or refer to all of the terms or conditions contained in the Lease and nothing contained herein shall serve to modify or amend the terms of the Lease. In the event of any inconsistency between the provisions of the Lease and the provisions of this Notice, the provisions of the Lease shall control.
3. Any capitalized term not defined herein shall have the definition ascribed to it in the Lease.

EXECUTED as a sealed instrument on \_\_\_\_\_, 2025.

**LANDLORD:**

Town of Falmouth  
By its Select Board

\_\_\_\_\_  
Nancy Robbins Taylor, Chair

\_\_\_\_\_  
Edwin (Scott) P. Zylinski II, Vice Chair

\_\_\_\_\_  
Douglas C. Brown

\_\_\_\_\_  
Robert P. Mascali

\_\_\_\_\_  
Heather M.H. Goldstone

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this \_\_\_\_ day of \_\_\_\_\_, 2025 before me, the undersigned notary public, personally appeared Nancy Robbins Taylor, Chair, and proved to me through satisfactory evidence of identification which was personal knowledge to be the person whose name is signed on the within document and acknowledged to me that they signed it voluntarily for its stated purpose, as Chair of the Falmouth Select Board.

\_\_\_\_\_  
Notary Public:  
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this \_\_\_\_ day of \_\_\_\_\_, 2025 before me, the undersigned notary public, personally appeared Edwin (Scott) P. Zylinski II and proved to me through satisfactory evidence of identification which was personal knowledge to be the person whose name is signed on the within document and acknowledged to me that they signed it voluntarily for its stated purpose, as Vice Chair of the Falmouth Select Board.

\_\_\_\_\_  
Notary Public:  
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this \_\_\_\_ day of \_\_\_\_\_, 2025 before me, the undersigned notary public, personally appeared Douglas C. Brown and proved to me through satisfactory evidence of identification which was personal knowledge to be the person whose name is signed on the within document and acknowledged to me that they signed it voluntarily for its stated purpose, as a member of the Falmouth Select Board.

\_\_\_\_\_  
Notary Public:  
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this \_\_\_\_ day of \_\_\_\_\_, 2025 before me, the undersigned notary public, personally appeared Robert P. Mascali and proved to me through satisfactory evidence of identification which was personal knowledge to be the person whose name is signed on the within document and acknowledged to me that they signed it voluntarily for its stated purpose, as member of the Falmouth Select Board.

\_\_\_\_\_  
Notary Public:  
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this \_\_\_\_ day of \_\_\_\_\_, 2025 before me, the undersigned notary public, personally appeared Heather M.H. Goldstone proved to me through satisfactory evidence of identification which was personal knowledge to be the person whose name is signed on the within document and acknowledged to me that they signed it voluntarily for its stated purpose, as a member of the Falmouth Select Board.

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Notary Public:  
My Commission Expires:

**TENANT:**  
Solect Energy Development LLC

By: \_\_\_\_\_  
James R. Dumas, CFO, an Authorized  
Signatory

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2025, before me, the undersigned notary public, personally appeared James R. Dumas, CFO of Solect Energy Development LLC, and an Authorized Signatory, personally known to me to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose as CFO of Solect Energy Development LLC, a Massachusetts limited liability company and the voluntary act of the company.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

## **EXHIBIT A**

### **PROPERTY DESCRIPTION**

**Property Address: Long Pond Water Treatment Plant  
650 Gifford Street, Falmouth, MA 02540**

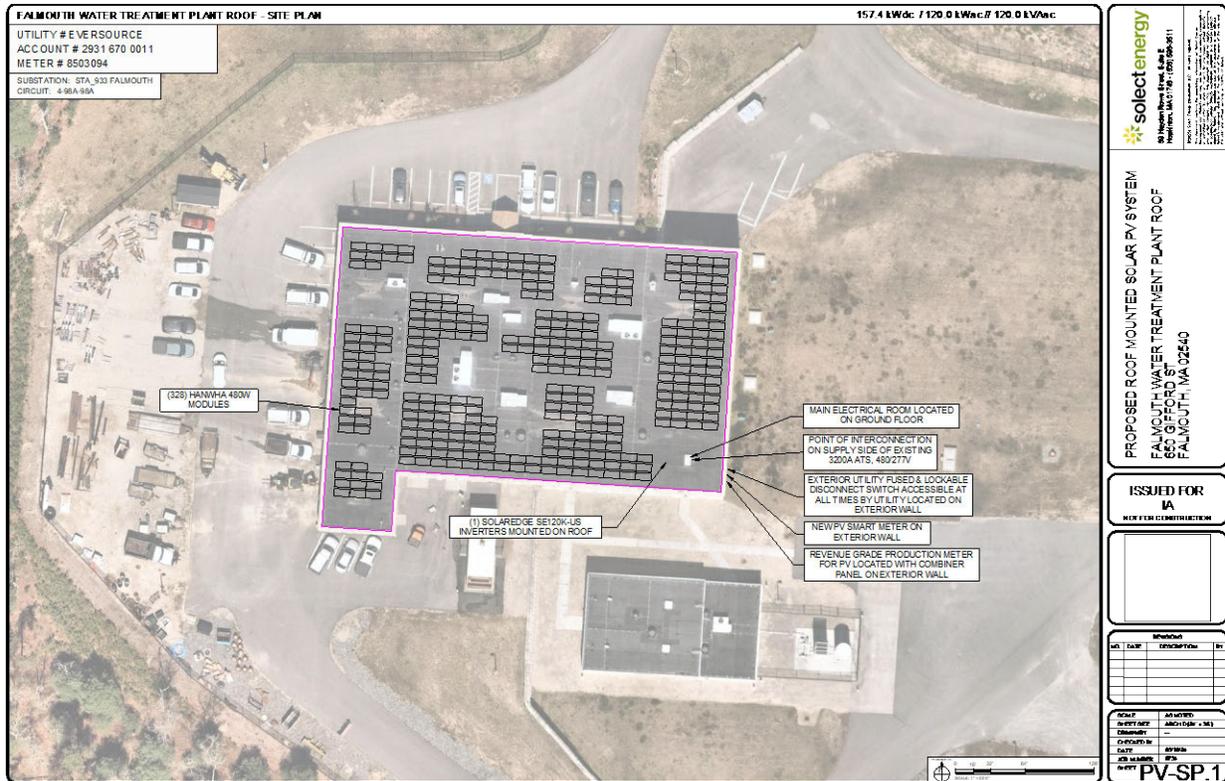
The land, together with the building, structures and improvements thereon, located at 650 Gifford Street, Falmouth, Massachusetts and known as the Long Pond Water Treatment Plant, described in that certain warranty deed from Amelia H. Lawrence and Thomas H. Lawrence, formerly Thomas H. Lawrence, Jr., to the Town of Falmouth, dated June 11, 1932 and recorded June 21, 1932 with the Barnstable County Registry of Deeds in Book 489, Page 144, which deed is incorporated herein by reference as if fully set forth herein.

## EXHIBIT B

### DESCRIPTION OF PREMISES

The Premises includes locations where solar equipment will be installed and accessed for construction, operation, maintenance and decommissioning as depicted on the Site Plan below (as it or the Project may be modified pursuant to the Lease).

The Premises is benefitted by the Access Rights and Easements set forth in Section 3 of the Lease including rights to combine and connect the Project to Host's existing main electric equipment and rights to interconnect the Project to the utility network.



## LEASE AGREEMENT

This Lease Agreement (this “**Lease**”) is entered into as of \_\_\_\_\_, 2025, (the “**Effective Date**”) by and between Town of Falmouth (“**Host**”), and Solect Energy Development LLC (“**Provider**”) a limited liability company located in Hopkinton, Massachusetts (together, the “**Parties**”).

WHEREAS, Host is a member of PowerOptions, Inc. (“**PowerOptions**”), a nonprofit corporation organized under the laws of the Commonwealth of Massachusetts and the Internal Revenue Code that assists its members with procuring energy products and energy-related services for facilities they own and/or operate;

WHEREAS, Provider and PowerOptions have entered into an agreement governing the terms and conditions of Provider’s participation in the PowerOptions Solar Programs;

WHEREAS, Host is the owner of the properties located and described in Exhibit A (the “**Site**” or the “**Property**”) and desires to make a portion of the Site (said portion of the Site as more fully described in Exhibit B, the “**Premises**”) available to Provider for the construction, operation and maintenance of a solar powered electric generating project (the “**Project**”); and

WHEREAS, Host and Provider have entered into a Power Purchase Agreement dated on or about the date hereof (as amended, modified and supplemented from time to time, the “**PPA**”) describing the power sales arrangement between the Parties.

NOW, THEREFORE, in consideration of the promises, the covenants set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows.

**1. DEFINITIONS.** Certain capitalized terms used in this Lease not defined herein shall have the meanings set forth in the GLOSSARY OF TERMS attached to the PPA.

**2. TERM.**

The Term of the Lease shall begin as of the Effective Date and shall continue until 11:59 p.m. on the last day of the month in which the twenty-fifth (25<sup>th</sup>) anniversary of the SMART Incentive Payment Effective Date occurs. Notwithstanding, in the event that the PPA is terminated prior to the otherwise applicable end of term, this Lease shall also terminate; provided, however, that in the event that the PPA terminates early pursuant to Section 20(c) of the PPA (due to Host Event of Default), and Host does not pay the Early Termination Amount to the Provider, and Provider desires to continue use of the Premises under this Lease, then the Term of this Lease shall continue until the end of the term as set forth above. This Lease may be extended in accordance with the provisions for an extension of the PPA (as more specifically set forth in Section 2 of the PPA). For greater clarity, the parties hereby confirm that Provider shall also have access rights as described in Section 3 hereof, for removal of the Project pursuant to Section 9 (Removal at End of Term) hereof.

### 3. LEASE RIGHTS.

(a) Lease Access Specifications; Access Rights. Host hereby grants Provider and its designees (including Installer) access to the Premises, for the Term and for so long as needed after termination to remove the Project pursuant to the applicable provisions herein, at reasonable times and upon reasonable notice (except in situations where there is imminent risk of damage to persons or property), for the sole purposes of designing, installing, inspecting, operating, maintaining, repairing, and removing the Project, and any other purpose set forth in this Lease (the “**Permitted Uses**”), and otherwise in accordance with the provisions of this Lease. The Premises are leased together with the following Access Rights with respect to the Site:

(i) Vehicular & Pedestrian Access. Reasonable vehicular and pedestrian access across the Site using existing points of ingress and egress to the Premises for the Permitted Uses. In exercising such access Provider shall reasonably attempt to minimize any disruption to activities occurring on the Site and follow existing security measures as determined by the site logistics plan mutually agreed by the Parties. All obligations of Provider herein or described in the PPA shall be subject to Provider’s timely grant of access to the Site and System by the Host and any access restrictions imposed by Host. To the extent permitted by law, including M.G.L. c. 44, § 31, Host shall reimburse Provider for those direct costs incurred by Provider or Installer in the installation or operation of the Project resulting from Host’s deviation from the site logistics plan, including demobilization and remobilization expenses.

(ii) Utilities & Communication Cables. The right to locate distribution utility and/or electrical lines, electrical equipment cables, and other related facilities, equipment and improvements across the Site. The location of any such lines and cables shall be subject to Host’s approval and shall be at locations that minimize any disruption to Host’s activities occurring on the Site. Monitoring information will be transmitted via cellular connection.

(iii) Solar Access. The right to receive direct, unobstructed sunlight and solar energy, pursuant to which Host shall not construct new buildings or structures or install rooftop equipment, or plant new trees or vegetation of any type which now or hereafter, in Provider’s reasonable opinion, may be a hazard to the Project, overshadow or otherwise block or interfere with direct, unobstructed sunlight and solar access to the Project at all hours of the day. Notwithstanding, Host shall retain the right to repair the roof on the Site as it determines necessary for its proper functioning, which work shall not unreasonably interfere with Provider’s right to Solar Access as defined herein.

(iv) Interconnection Easement. An exclusive right to construct, operate, maintain, reconstruct, relocate, remove, and/or repair the electric utility service infrastructure and associated wires, lines and poles and other infrastructure necessary and convenient to interconnect the Project to the Local Electric Utility electrical distribution system, across portions of the Property to be determined by the Local Electric Utility, subject to the consent of Host and Provider, such consent not to be unreasonably withheld,

conditioned or delayed. Provider shall bear all costs associated with interconnection, including fees, permits, taxes and charges.

(b) Quiet Enjoyment of Premises. Host hereby leases the Premises to Provider and Provider leases the Premises from Host for the Permitted Uses for the Term. Provided that Provider remains in compliance with its obligations under this Lease, Provider shall lawfully and quietly have, hold, occupy and enjoy the Premises, use of the Access Rights, and any other rights granted by this Lease twenty four hours a day, seven days a week, for the entire Term free of any claim of any person of superior title thereto without hindrance, interruption, suit, or interference of any kind by Host or any other person or entity claiming (whether at law or in equity) by, through, or under Host. Neither shall Provider at any time interfere with the quiet enjoyment and/or normal operations of the Site except as described in this Agreement or the PPA.

(c) Access to Premises. For the Term of this Lease, Host hereby grants to Provider the rights necessary for Provider to use and occupy portions of the Premises for the Permitted Uses, subject to the terms of this Lease, including ingress and egress rights to the Premises for Provider and its employees, contractors and subcontractors and access to electrical panels and conduits to interconnect or disconnect the Project with the Premises' electrical wiring subject to consultation with Host regarding access to Building electrical systems), provided however, except in cases of emergency, such ingress and egress rights shall be exercised from 7 AM and 3 PM on business days, (provided further that Provider notifies Host at least forty-eight (48) hours in advance, and receives written approval from Host, which shall not be unreasonably withheld, conditioned, or delayed, before accessing the Premises). In cases of emergency, Provider shall notify Host of the need for access promptly and Host shall respond as soon as possible to coordinate access to the Site without notifying Host in advance but shall notify Host as soon as reasonably practicable. Provider's access does not include, and Provider may not use, Building interior comfort and convenience facilities, including bathrooms and public amenities, during construction or at any time during the Term. Further, such access must at all times comply with Section 4(e) (CORI). Host hereby covenants that (i) Provider shall have access to the Premises and Project during the Term of this Lease and for so long as needed after termination to remove the Project pursuant to the applicable provisions herein, and (ii) Host shall not interfere or handle any Provider equipment or the Project without written authorization from Provider; provided, however, that Host shall at all times have access to and the right to observe the Installation Work or Project removal and provided further, that subject to Section 3(b), the Falmouth DPW Management shall have the same access as Host to the entire roof area for maintenance and repair purposes, including below the Project, as stipulated in this Section 3.

- (i) All work shall be coordinated with the Host in advance and shall not at any time interfere with the operations and/or other use at the Site at which the installation is taking place, nearby buildings, Town operations, parking, and/or usage of the Site. Provider shall keep work areas in a clean and safe condition. Provider shall remove all equipment, tools, vehicles, rubbish, waste and debris from the Site upon within twenty (20) business days of Commercial Operation Date, or sooner if such material is no longer needed (such as waste and debris) if its presence on the Site creates a nuisance; interferes with the operation and/or quiet enjoyment of any users of the Site;

present a hazard to persons or property, and/or negatively affects the aesthetics of the Site. Provider shall pay all fees for recycling and disposal.

(d) No Interference. Host agrees not to conduct activities on, in or about the Property that have a reasonable likelihood of causing damage or impairment to, or otherwise adversely affecting, the Project. Host shall provide security to the extent of its normal security procedures, practices, and policies that apply to the Property to prevent theft, damage, vandalism and injury. Host and Provider agree to cooperate to determine if any commercially reasonable security measures are required at the Property. Provider shall have the right to provide and install such reasonable security measures, as Host and Provider deem in their reasonable discretion, are or may be necessary for the protection of the Project or to prevent injury or damage to persons or property, subject in all cases to Host's normal security procedures and Provider's Access Rights.

(e) Storage Space. Host shall provide temporary space at the Property, subject to the limitations set forth in this Lease, for the storage and staging of tools, materials and equipment and for the parking of construction crew vehicles and temporary construction trailers and facilities reasonably necessary during the Installation Work, service events during the Term, or Project removal, and access for rigging and material handling. Provider shall be responsible for providing shelter and security for stored items during construction and installation. All such rights shall be subject to Paragraph 3(a)(i) of this Lease.

(f) Recording. Provider may record a Notice of this Lease in substantially the same form attached hereto as Exhibit C in the land records regarding its Access Rights under this Lease.

#### **4. HAZARDOUS MATERIALS; SITE SECURITY; SITE CONDITIONS.**

(a) Hazardous Materials. Provider and Installer are not responsible for any Hazardous Materials encountered at the Site except to the extent introduced and negligently released by Provider or Installer. Upon encountering any Hazardous Materials, Provider and Installer will stop work in the affected area and duly notify Host and, if required by Applicable Law, any Governmental Authority with jurisdiction over the Site. Upon receiving notice of the presence of suspected Hazardous Materials at the Site, Host shall take all measures required by Applicable Law to address the Hazardous Materials discovered at the Site. Host may opt to remediate the Site so that the Project may be installed on the Site, or determine that it is not economically justifiable or is otherwise impractical to remediate the Site, in which case Host and Provider may agree upon a different location for the Project whereupon such replacement location shall be the Site for purposes of this Lease. Provider and Installer shall be obligated to resume work at the affected area(s) of the Site only after Host notifies Provider and Installer that Host has complied with all Applicable Laws, and causes to be delivered to Provider from an authorized Governmental Authority or a qualified independent expert a written certification that (i) remediation has been accomplished as required by Applicable Law and (ii) all necessary approvals have been obtained from any Governmental Authority having jurisdiction over the Project or the Site. To the extent permitted by law, including M.G.L. c. 44, § 31, Host shall reimburse Provider for all additional costs incurred by Provider or Installer in the installation of the Project resulting from the presence of and/or the remediation of Hazardous Materials, including demobilization and remobilization expenses. Notwithstanding the preceding provisions, Host is not responsible for any Hazardous

Materials introduced to the Site by Provider or Installer and released as a result of the negligence of Provider or Installer, nor is Host required to remediate an affected area if Host determines, in its sole discretion, that such remediation is economically unjustifiable or otherwise impractical. Provider shall be solely responsible for the legal disposition of any Hazardous Materials it introduces to the Site, which responsibility shall include, but not be limited to, remediation to the extent required by Applicable Law. Notwithstanding, Provider shall notify Host promptly of any Hazardous Materials Provider has introduced to the Site in more than *de minimis* quantities so that Host may take all measures necessary to ensure the safety of all persons and property.

(b) Site Security. Host will provide security for the Project to the extent of its normal security procedures, practices, and policies that apply to the Property. For the avoidance of doubt, Host shall not be required to add, enhance or modify its security protocols, systems or practices on account of the Project. Host will advise Provider promptly upon observing any damage to the Project. Notwithstanding anything to the contrary, except in the case of gross negligence or willful action/inaction on the part of Host's security, Provider shall bring no claim against Host based upon performance of Host's security personnel.

(c) Host shall not be required to make any repairs or alterations in or to the Site.

(d) The Parties agree that Provider shall not be liable for any conditions on the Site arising from or related to acts or omissions occurring prior to the Effective Date, except to the extent arising from or related to Provider's negligence or willful misconduct or to the extent that such conditions on the Site are exacerbated by the Provider or Installer.

(e) CORI. With respect to Projects to be installed at Massachusetts public schools and libraries the Host shall have the right to conduct a check of the Criminal Offender Record Information (CORI) maintained by the Massachusetts Criminal History Board, and the Massachusetts Sex Offender Record Information (SORI) maintained by the Massachusetts Sex Offender Registry Board, for any officer or employee of the Provider, the Installer, or of a subcontractor of the Provider or Installer who will work at the Premises. Notwithstanding any other provision of the Lease, if the Host may refuse to allow any such employee to work on the project if the Host, in its sole discretion, determines that such employee is not suitable for work on the project based on the results of such CORI or SORI, and the Provider shall ensure that such person or persons vacate and not return to the Site. The Host shall keep such information in a confidential file.

## **5. CONSTRUCTION; OPERATION OF PERMITTED USES; ROOF.**

(a) Provider and its contractors, agents, consultants, and representatives shall have Access Rights, as per clause 3 of this Lease, subject to Site operational procedures for the Permitted Uses, and to any documents, materials and records of Host relating to the Site that Provider reasonably requests in conjunction with these activities. Provider, and its contractors, agents, consultants and representatives shall comply with Host's safety and security and operational procedures (as may be promulgated from time to time), and Provider and its contractors, agents, consultants and representatives shall conduct such activities in such a manner

and at such a time and day as to cause minimum interference with Host's activities at the Site in a good workmanlike manner.

(b) Provider shall operate, maintain, and repair the Project in a manner that will not obstruct or interfere with Host's use of the Site or the rights of any other occupants, employees, staff, visitors, patrons, water department staff and/or other users of the Site, to the extent such rights are disclosed to Provider.

(c) For rooftop projects only:

- (i) demonstrate to the Host that minimum clearances as required by MA Building Code and the Town of Falmouth Bylaws are maintained between the Project and roof drains, roof edges, mechanical equipment, walkways, clerestory windows, roof hatches, fall protection systems, and similar items; and
- (ii) engage a Massachusetts registered structural engineer to perform a structural analysis of the roof as required by Section 4(a) of the PPA. Such analysis will be provided to Host to review with Host's engineering firm, which, at Host's sole cost, shall perform its review and notify Provider of any objections thereto within twenty-one (21) business days of Host's receipt of such design documents, failing which such opportunity to object shall be waived by Host.
- (iii) Provider shall install the Project in a manner that will not void the roof warranty, provided Host has provided such warranty, in writing. Provider shall demonstrate to Host that such installation has not voided the warranty, provided that continuation of such warranty is through the roofing manufacturer and not a roofing contractor and that the specific roofing manufacturer in question has a process under which post-construction documentation is provided confirming continuation of roof warranties.
- (iv) Provider shall operate and maintain equipment in accordance with warranty requirements and manufacturer's recommendations and industry standards of safety.

(d) Host has provided to Provider Host's available records of the physical condition of the Premises which, to the best of Host's knowledge, are complete and correct. If it is discovered prior to or during construction, that the actual site conditions on part of, or on the entire Premises upon which all or part of the Project is to be installed, are materially different from the information provided by Host, then the Parties shall negotiate in good faith to adjust the rates payable by Host in order to compensate Provider for the cost of design and construction changes and delays incurred to adapt the Project to the unknown conditions and, if the parties cannot agree to a good faith rate adjustment after thirty (30) days, Provider shall have the right to terminate this Lease and

the PPA. Except with the prior express written consent of Host, Provider shall not use the Premises for any use other than the Permitted Uses.

(e) During the course of construction and completion of the Project and any substantial alteration thereto, Provider shall maintain all plans, shop drawings, and specifications relating to such construction which Host, its agents or representatives may examine at reasonable times upon reasonable prior notice for the purpose of determining whether the work conforms to the PPA and this Lease.

(f) Host has been informed by Provider and acknowledges that the presence of and construction and operation of the Project and other activities related to the development, operation and decommissioning of the Project may potentially result in some nuisance to Host, such as visual impact. Host hereby accepts such nuisance and waives any right that Host may have to object to such nuisance and Host releases Provider from any claims Host may have with respect to any such nuisance, provided the Project as built is consistent with the site plan and specifications attached hereto, as amended from time to time, or otherwise approved by Host, which approval shall not be unreasonably withheld, conditioned or delayed.

(g) For rooftop projects only, Host shall, to the extent permitted by law and at its sole cost and expense, throughout the Term, maintain, repair and replace in a good and workmanlike manner as and when necessary, the building on which the Project is installed, including all building structural portions, and portions of the Property subject to Access Rights. Host shall perform all maintenance, repairs and replacements as dictated by Host's building and roof warranties, operations, and maintenance programs, and budget and shall coordinate any maintenance with Provider if such maintenance requires access to the Premises. .

(h) Provider covenants and agrees to perform all work, including the construction, alteration (if permitted), repair and maintenance of the Project in a good and workmanlike manner and in such a way as to minimize noise, dust and interference with the operation, use and enjoyment of the Property by Host, or by other tenants, visitors or users of the Property.

(i) Provider shall, at Provider's expense, comply with all laws and regulations applicable to Provider's installation and operation of the Project at the Property, including, but not limited to, Massachusetts prevailing wage law, M.G.L. c. 149, § 26, et. seq., and shall be responsible for obtaining all permits or approvals required by any applicable authority in order to construct and operate the Project, and to comply, at all times during the term of this Lease, with all such permits and approvals.

(j) Provider covenants and agrees to keep the Project in good order, repair and condition throughout the Term, and to promptly and adequately repair all damage to the Premises and the Property caused by Provider or the Project. During the Term, any and all installation and construction work performed on the Property by Provider shall be conducted in a manner to comply with any requirements of any roof warranty delivered to Provider by Host. Provider shall annually inspect the Premises and clear all dirt, debris, vegetation or other items on or below the Project which may impact roof drainage. Provider shall clear the Project of significant pollen accumulation as may be required to ensure operability.

(k) Provider shall not bring into or install or keep on the Premises, any objects, including the Project, the weight of which, singularly or in the aggregate, would exceed the maximum load per square foot of the building and/or roof of the building and taking into account snow loads and all other equipment located on the roof, as required by local building code. Provider shall engage an engineer licensed and qualified where the Project is located to certify the same to Host before Provider shall install, affix or place any part of the Project upon the Premises, with a copy of such certification to be provided to the Host.

(l) The Provider shall not make any alterations, improvements and/or additions to the Site, except as shown on the plans approved by Host as of the Effective Date, without first obtaining, in each instance, the written consent of the Host.

(m) Provider acknowledges and agrees that the Premises are being leased by Provider in their condition as of the delivery date, "As Is," without representation or warranty except for the express representations and warranties made by Host in this Lease and in the PPA, and Provider hereby waives any implied warranty that the Site is habitable or suitable for Provider's intended purposes or any other particular purpose. Provider acknowledges that Provider has inspected the Premises, and shall provide an inspection report to the Host and that by commencing construction of the Project, Provider will be deemed to have found the same satisfactory. Provider agrees that Host is under no obligation to perform any work or provide any materials to prepare the Premises for Provider.

## **6. RENT.**

(a) In lieu of monetary rent, the consideration for this Lease is the terms of the PPA.

(b) Other Charges. On and from the Effective Date, Provider shall pay or cause to be paid before any fine, penalty, interest or cost may be added thereto for the non-payment thereof, any and all property (real or personal) taxes assessed by the Town of Falmouth with respect to the Provider's leasehold interest in the Premises, to the extent described in Sections 11(c) and 11(d) of the PPA. Provider shall have the right, in its own name, to contest the validity or amount, in whole or in part, of any of the property taxes by appropriate proceedings timely instituted. Provider shall promptly pay any valid final adjudication enforcing any property taxes.

## **7. INTENTIONALLY OMITTED.**

## **8. PERMITS, OWNERSHIP OF PROJECT, LIENS, MORTGAGES.**

(a) Permits. Provider shall pay for and obtain all approvals from governmental entities necessary for the construction and operation of the Project, including land use permits, building permits, demolition and waste disposal permits and approval. Host shall cooperate in good faith with Provider and shall execute any such applications promptly upon request by Provider, and

shall not unreasonably oppose or interfere with Provider in such regard. Provider shall provide Host with copies of all permits obtained in the approval process of the Project.

In furtherance of the above, Host hereby authorizes Provider to file with such federal, state and local authorities as Provider deems appropriate, and in the name of Host, Provider or both, as Provider deems appropriate (i) one or more applications to obtain any zoning relief regarding the Property or portions thereof as may be necessary and/or desirable to develop, construct and operate the Project on the Premises; and (ii) one or more applications to obtain construction, use or occupancy permits for the Project or any portion thereof, provided that all such applications shall be subject to Host's prior written review and approval, not to be unreasonably withheld.

(b) Project Ownership. Provider or Financing Party shall be the legal and beneficial owner of the Project at all times. The Project is personal property and shall not attach to or be deemed a part of, or fixture to, the Site. The Project shall at all times retain the legal status of personal property as defined under Article 9 of the Uniform Commercial Code. Host covenants that it will place all persons having an interest in or lien upon the real property comprising the Premises, on notice of the ownership of the Project and the legal status or classification of the Project as personal property. Host and/or Provider shall make any necessary filings to disclaim the Project as a fixture of its respective Premises and Site in the appropriate Land Registry to place all interested parties on notice of the ownership of the Project by Provider.

(c) Liens. To the extent permitted by Applicable Law, each Party shall not directly or indirectly cause, create, incur, assume or suffer to exist any mortgage, pledge, lien, (including mechanics', labor or materialman's lien), charge, security interest, encumbrance or claim of any nature, including claims by governmental authorities for taxes (collectively referred to as "Liens" and each, individually, a "Lien") on or with respect to the interests of the other in the Site, the Premises, and the Project, and in the Access Rights granted hereunder. Provider shall have Installer execute lien waivers with respect to any mechanic's or materialman's lien against Host's interest in the Site. If permitted under Applicable Law, Host will post notices of non-responsibility to notify Installer and others that Host is not responsible for work performed on the Project. Each Party shall promptly notify the other of the imposition of a Lien on the property interests of the other Party, and shall promptly discharge such lien, provided however, that a Party may seek to contest the amount or validity of any Lien affecting the property of the other Party, provided it timely complies with all procedures for contesting such Lien, posts any bond or other security necessary under such procedures, and if such procedures do not require the posting of security, the Party establishes for the benefit of the other Party a deposit, letter of credit, or other security acceptable to the other Party to indemnify the other Party against any Loss which could reasonably be expected to arise if such Lien is not removed or discharged.

(d) Non Disturbance Agreements. Host shall pay for and obtain all consents required for it to enter into and perform its obligations under this Lease from its lenders, landlord, tenants, and any other persons with interests in the Site. If there is any mortgage, deed of trust, fixture filing or ground lease or similar encumbrance (a "**Mortgage**," and the holder thereof from time to time the "**Holder**") encumbering the Property, whether executed and delivered prior to or subsequent to the date of this Lease, Host shall, promptly upon request of Provider, use commercially reasonable efforts to cause the Holder of any such Mortgage to enter into a mutually agreeable

nondisturbance agreement, which provides that (i) this Lease is subordinate to the Mortgage (unless the Holder shall elect otherwise); (ii) in the event that the Holder or any other party shall succeed to the interest of Host (such Holder or other party, a “**Successor**”), at the election of the Holder or Successor, Provider shall attorn to the Holder or Successor and this Lease shall continue in full force and effect between the Holder or Successor and Lessee; (iii) in the event of foreclosure of the Mortgage, so long as the Provider is not in default with the Lease after any applicable cure period, Holder agrees to recognize the rights of the Provider under this Lease, including Provider’s Access Rights and the priority of Provider’s (and/or Financing Party’s rights ) in the Project; and (iv) Holder or Successor recognizes that the ownership of the Project remains in Provider and acknowledges that the Project is personal property of Provider. Such nondisturbance agreement shall be substantially in the form attached hereto as Exhibit D or in the form customarily used by Holder, and it shall be recorded, at Host’s expense, in the appropriate Land Registry. If Host is the fee owner of the Premises, Host consents to the filing of a disclaimer of the Project as a fixture of the Premises in the Land Registry. If Host is not the fee owner, Host will obtain such consent from such owner of the Premises.

## **9. REMOVAL AT END OF TERM.**

Subject to Host’s exercise of its purchase option under Section 9(a) or 9(b) of the PPA, upon the expiration or earlier termination of the Lease, Provider shall, at Provider’s expense, remove all of its tangible property comprising the Project from the Premises on a mutually convenient date but in no case later than one hundred eighty (180) days after the Expiration Date, which may be extended on a day to day basis if the circumstances warrant and are agreeable to the Parties. Upon removal of the Project, Provider shall repair any damage to the Premises caused by such removal and leave the Site in substantially the same condition that existed as of the Effective Date, normal wear and tear excepted. If the Project is to be located on a roof, then in no case shall Provider’s removal of the Project affect the integrity of Host’s roof, which shall be as leak proof and otherwise in proper functioning as it was prior to installation of Project (other than ordinary wear and tear). For purposes of Provider’s removal of the Project, Host’s covenants pursuant to Section 3 (Lease Rights) and Section 16 (Representations and Warranties) shall remain in effect until the date of actual removal of the Project. Provider’s covenants pursuant to Section 4 (Hazardous Materials; Site Security; Site Conditions), Sections 5(g) through (n), Section 6 (Rent), Section 7 (Surety Bonds), and Section 8 (Permits; Ownership of Project; Liens; Mortgages) shall remain in effect until the date of actual removal of the Project. Provider shall leave the Premises in neat and clean order. Provider shall leave the Premises in neat and clean order. If Provider fails to remove or commence substantial efforts to remove the Project by such agreed upon date, Host shall have the right, at its option, to remove the Project to a public warehouse and restore the Premises to its original condition (other than ordinary wear and tear) at Provider’s reasonable cost or to assume ownership of the Project and dispose of the Project as it sees fit or to draw on the Decommissioning Assurance described in this Lease to reimburse Host for reasonable costs it incurs in removing the Project and restoring the Premises.

## **10. RELOCATION; CLOSURE OR SALE OF SITE.**

Sections 10(c) (Relocation) and 10(e) (Sale of Site) of the PPA are incorporated as if fully set forth herein, and any references to the PPA shall apply to the Lease as used therein.

## **11. TAXES.**

Section 11 of the PPA is incorporated as if fully set forth herein, and any references to the PPA shall apply to the Lease.

## **12. INSURANCE.**

Section 12 of the PPA is incorporated as if fully set forth herein, and any references to the PPA shall apply to the Lease as used therein.

## **13. COOPERATION; SOLAR ACCESS; FUTURE IMPROVEMENTS; RIGHT TO INSPECT AND ENTER.**

(a) Cooperation. Section 13(a) of the PPA is incorporated as if fully set forth herein, and any references to the PPA shall apply to the Lease as used therein. Additionally, Host shall execute and deliver to Provider and/or the Local Electric Utility any agreements required by Local Electric Utility for the interconnection of the Project with the Local Electric Utility's distribution system. Provider shall reimburse Host for all out-of-pocket costs incurred by host in connection with such cooperation.

(b) Host to Not Restrict Solar Access. Host, or any lessee, grantee, invitee or licensee of Host, shall not erect any structures on, or make other modifications to, or plantings on, or engage in any activities on, the Site which will interfere with the construction, operation or maintenance of, or solar access of, the Project. Further, Host shall maintain the Premises in a manner which allows for full unobstructed passage of sunlight to the Project, including removing or trimming vegetation or other objects causing shading of the Premises. Provided, however, for rooftop projects, Host may construct, reconstruct, modify, or alter the Premises so long as such activities do not interfere (including shading) with the operation of the Project

(c) Provider's Right to Remove. The parties hereby acknowledge that Provider shall have the right (but shall not be obligated) to trim or remove, at Host's reasonable cost, any trees or other vegetation now or hereafter on the Site which now or hereafter in the reasonable opinion of Provider may overshadow or otherwise block or interfere with access of sunlight to the Project.

(d) Adjoining Properties. If Applicable Law and existing easements do not ensure that structures or plantings on adjoining property will not interfere with the solar access for the Project, then Host and Provider shall use commercially reasonable efforts to obtain from owners of adjoining properties any easements reasonably necessary to protect the solar access of the Project. Such easements shall run for the benefit of both Host and Provider. Provider shall pay for the expense of obtaining such easements, including payments to property owners and legal costs, but the rates payable by Host for electric energy from the Project shall be increased by an amount sufficient for Provider to fully amortize such costs, over a period equal to the lesser of (i) five years or (ii) the remaining term of this Lease without regard to Host's option to purchase the Project.

(e) Right to Inspect and Enter. Host and its agents, consultants, and representatives shall have reasonable access to the Premises at all reasonable times, subject to Provider's reasonable safety, security, and operational rules concerning the portion of the Premises in which the Project is located. For an abundance of clarity, Host shall be permitted to access its own systems (not the Project) at all times. If the Host or its agent, consultants or representatives needs to access the portion of the Premises in which the Project is located for the purpose of ascertaining the condition of the Premises or the Project, or to carry out such maintenance and repairs to Host's property and equipment as may be required, then such access shall not interfere with Provider's performance of its obligations hereunder, unless in an emergency or it is otherwise deemed necessary to protect the Site; and neither Host nor any of its agents, employees, consultants, contractors or representatives shall operate, touch or perform any repair or maintenance to the Project. If the Host or its agent, consultants or representatives determines it is necessary to access the portion of the Premises in which the Project is located, then Host shall obtain Provider's consent at least two (2) business days prior (except in case of emergency) and such consent shall not to be unreasonably withheld, conditioned or delayed. Provider shall be entitled, at their sole option, to be present should Host and/or its agents require access to that portion of the premises in which the Project is located. Notwithstanding, in the case of emergency, Host shall have the immediate right to inspect and/or mitigate a Site emergency with notice to the Provider as soon as practical, to the extent that those persons handling equipment on behalf of the Host are qualified, trained and licensed to do so as required by local code and Commonwealth of Massachusetts requirements.

**14. PRESS RELEASES AND CONFIDENTIALITY.**

Section 14 of the PPA is incorporated as if fully set forth herein, and any references to the PPA shall apply to the Lease as used therein.

**15. INDEMNIFICATION.**

Section 15 of the PPA is incorporated as if fully set forth herein, and any references to the PPA shall apply to the Lease as used therein.

**16. REPRESENTATIONS AND WARRANTIES.**

Section 16 of the PPA is incorporated as if fully set forth herein, and any references to the PPA shall apply to the Lease as used therein.

**17. FORCE MAJEURE; CASUALTY.**

Section 17 of the PPA is incorporated as if fully set forth herein, and any references to the PPA shall apply to the Lease as used therein.

**18. INTENTIONALLY OMITTED.**

**19. PROVIDER DEFAULT AND HOST REMEDIES.**

(a) Section 19(a) (Provider Events of Default) of the PPA is incorporated as if fully set forth herein, and any references to the PPA shall apply to the Lease as used therein.

(b) Remedies. Upon the occurrence of a Provider Event of Default, Host may, at its option, terminate this Lease, and shall be entitled to exercise any and all rights and remedies available under this Lease, at law or in equity.

**20. HOST DEFAULT AND PROVIDER REMEDIES.**

(a) Section 20(a) (Host Events of Default) of the PPA is incorporated as if fully set forth herein, and any references to the PPA shall apply to the Lease as used therein.

(b) Remedies. Upon the occurrence of a Host Event of Default, Provider may, at its option, terminate this Lease, and shall be entitled to exercise any and all rights and remedies available under this Lease, at law or in equity.

**21. COLLATERAL ASSIGNMENT, FINANCING PROVISIONS.**

Section 21 of the PPA is incorporated as if fully set forth herein, and any references to the PPA shall apply to the Lease as used therein.

**22. LIMITATIONS ON DAMAGES.**

Section 22 of the PPA is incorporated as if fully set forth herein, and any references to the PPA shall apply to the Lease as used therein.

**23. DISPUTE RESOLUTION.**

Section 23 of the PPA is incorporated as if fully set forth herein, and any references to the PPA shall apply to the Lease as used therein.

**24. NOTICES.**

Section 24 of the PPA is incorporated as if fully set forth herein, and any references to the PPA shall apply to the Lease as used therein.

**25. MISCELLANEOUS.**

Section 25 of the PPA is incorporated as if fully set forth herein, and any references to the PPA shall apply to the Lease as used therein.

(rest of page left blank intentionally – signatures appear on next page)

IN WITNESS WHEREOF, intending to be legally bound hereby, Provider and Host have executed this Lease as of the date first set forth above. Host has caused its corporate seal to be hereto affixed and these present to be signed, acknowledged, and delivered in its name and behalf by its Select Board hereby duly authorized this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**Solect Energy Development LLC, a Massachusetts limited liability company**

By: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

**HOST, Town of Falmouth, MA  
By its Select Board**

\_\_\_\_\_  
Nancy Robbins Taylor, Chair

\_\_\_\_\_  
Edwin (Scott) P. Zylinski II, Vice Chair

\_\_\_\_\_  
Douglas C. Brown, Select Board Member

\_\_\_\_\_  
Robert P. Mascali, Select Board Member

\_\_\_\_\_  
Heather M.H. Goldstone, Select Board Member

In witness whereof I have hereunto subscribed my name and seal of the Town of Falmouth, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

EXHIBIT A to Lease Agreement

DESCRIPTION OF SITE

**Property Address: Long Pond Water Treatment Plant  
650 Gifford Street, Falmouth, MA 02540**

The land, together with the building, structures and improvements thereon, located at 650 Gifford Street, Falmouth, Massachusetts and known as the Long Pond Water Treatment Plant, described in that certain warranty deed from Amelia H. Lawrence and Thomas H. Lawrence, formerly Thomas H. Lawrence, Jr., to the Town of Falmouth, dated June 11, 1932 and recorded June 21, 1932 with the Barnstable County Registry of Deeds in Book 489, Page 144, which deed is incorporated herein by reference as if fully set forth herein.

EXHIBIT B to Lease Agreement

DESCRIPTION OF PREMISES

The Premises includes locations where solar equipment will be installed and accessed for construction, operation, maintenance and decommissioning as depicted on the Site Plan below (as it or the Project may be modified pursuant to the Lease).

The Premises is benefitted by the Access Rights and Easements set forth in Section 3 of the Lease including rights to combine and connect the Project to Host's existing main electric equipment and rights to interconnect the Project to the utility network.

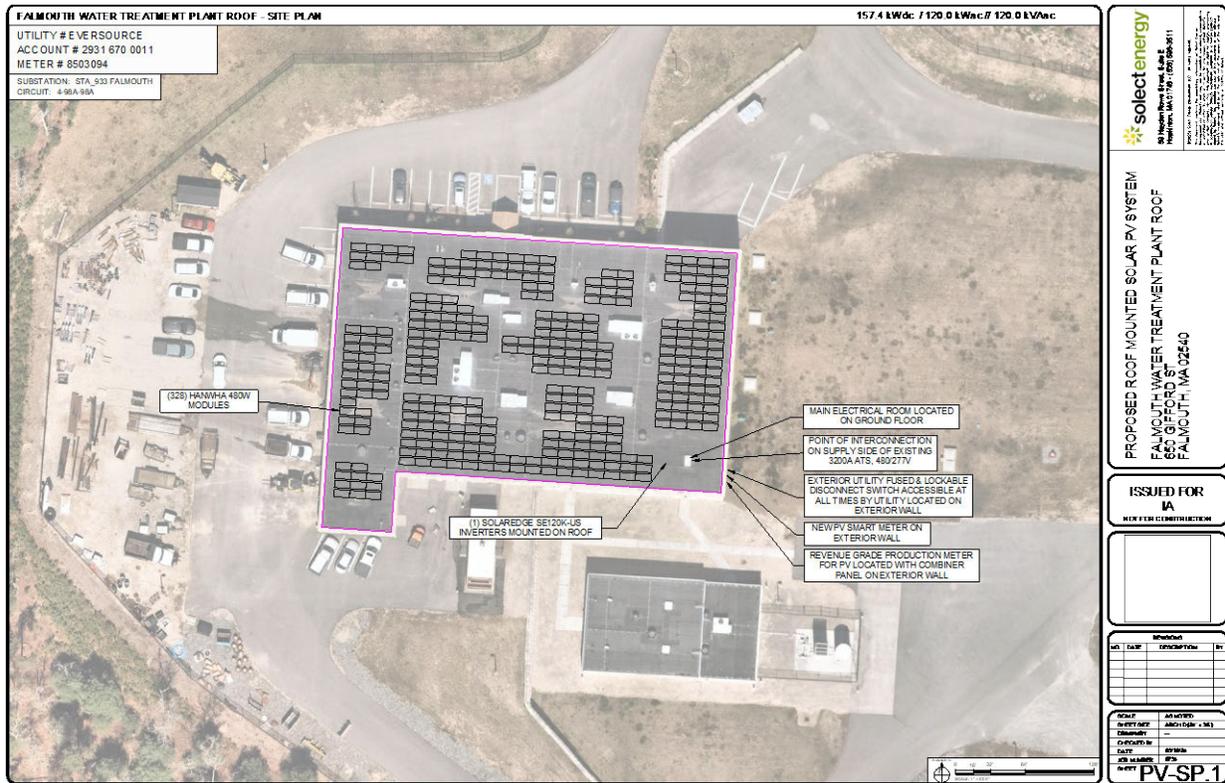


EXHIBIT C to Lease Agreement  
Form of Notice of Lease  
*[On following Page]*

Record and return to:  
Solect Energy Development LLC  
89 Hayden Rowe Street  
Hopkinton, MA 01748  
Attn: Legal Notices

**NOTICE OF LEASE**

In accordance with the provisions of Massachusetts General Laws, Chapter 183, section 4, as amended, notice is hereby given of the following described lease and easements:

**Parties to the [insert name of lease agreement] (the “Lease”):**

**Host/Landlord:**

**Provider/Tenant:** Solect Energy Development LLC  
89 Hayden Rowe Street  
Hopkinton, MA 01748  
(and its successors and/or assigns)

**Property Description:** The real property located at [Street], [Town, State Zip] described on the attached Exhibit A (the “Property”). For Landlord’s title see Deed recorded with the [\_\_ Insert County \_\_] [Registry of Deeds/Land Records] in [Book \_\_\_\_, Page \_\_\_\_] [Certificate of Title No \_\_\_\_].

**Description of Leased Premises:** A portion of the Property as described on the attached Exhibit B where solar equipment will be installed and accessed for the term of the agreement, including the roofs, exterior and interior walls, through to the main electric room, and exterior areas of the Property. (the “Lease Area”)

**Date of Execution of the Lease:** \_\_\_\_\_ (the “Effective Date”).

**Term of Lease:**

The Term of the Lease includes a Development Period, Operations Period and Decommissioning Period. The Lease shall commence on the Effective Date and, unless terminated earlier pursuant to the provisions of the Lease, the Operations Period shall continue until 11:59 p.m. on the last day of the calendar month in which the twenty-fifth (25th) anniversary of the Commercial Operation Date, as defined in the Lease, unless the Tenant exercises the Options to Extend, in which case the Term of Lease shall include the Development Period, the Operations Period, the [Extension Terms] and the Decommissioning Period.

**Options to Extend:**

Tenant shall have the right to extend the Term of the Lease for [\_\_\_\_\_] year terms.

**Decommissioning Period**

Tenant shall remove the System within 180 days of the termination of the Lease, (provided that if such 180 day term ends within the months of December, January, February, March, or April, the Decommissioning Period shall extend to July 31) whereupon the Lease shall expire and shall be of no further force and effect

**Easements.**

- (a) Under the Lease, Landlord granted the easements (the “Easements”) to Tenant described in Exhibit C across and burdening the Property.
- (b) Landlord’s grant of Easements in the Lease shall commence on the Effective Date and end upon termination of the Decommissioning Period.

**Ownership of the Facility.**

Landlord shall have no right, title or interest in the solar energy facility (as defined in the Lease) (“Project”) or any component thereof and Tenant shall be the exclusive owner thereof.

**Miscellaneous**

- 1. This Notice of Lease may be executed in multiple counterparts, each of which shall be deemed an original and all of which, together, shall constitute one and the same instrument.
- 2. This Notice of Lease does not describe or refer to all of the terms or conditions contained in the actual Lease and nothing contained herein shall serve to modify or amend the terms of the

actual Lease. In the event of any inconsistency between the provisions of the Lease and the provisions of this Notice, the provisions of the Lease shall control.

- 3. Any capitalized term not defined herein shall have the definition ascribed to it in the Lease.

EXECUTED as a sealed instrument on as of \_\_\_\_\_, 2025.

**LANDLORD:**  
[insert name of Landlord]

By: \_\_\_\_\_  
Name and Title:

COMMONWEALTH OF MASSACHUSETTS

\_\_\_\_\_ County

On this \_\_\_\_ day of \_\_\_\_\_, 2025, before me, the undersigned Notary Public, personally appeared the above-named \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_ proved to me by satisfactory evidence of identification, being (check whichever applies):  driver’s license or other state or federal governmental document bearing a photographic image,  oath or affirmation of a credible witness known to me who knows the above signatory, or  my own personal knowledge of the identity of the signatory, to be the person whose name is signed above, and acknowledged the foregoing to be signed by him voluntarily for its stated purpose on behalf of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

**TENANT:**  
Solect Energy Development LLC

By: \_\_\_\_\_  
James R. Dumas, CFO, an Authorized  
Signatory

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss

On this \_\_\_\_\_ date of \_\_\_\_\_, 2025, before me, the undersigned notary public, personally appeared James R. Dumas, CFO of Solect Energy Development LLC, and an Authorized Signatory, personally known to me to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose as CFO of Solect Energy Development LLC, a Massachusetts limited liability company and the voluntary act of the company.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

## **EXHIBIT A TO NOTICE OF LEASE**

### **PROPERTY DESCRIPTION**

**Property Address: Long Pond Water Treatment Plant  
650 Gifford Street, Falmouth, MA 02540**

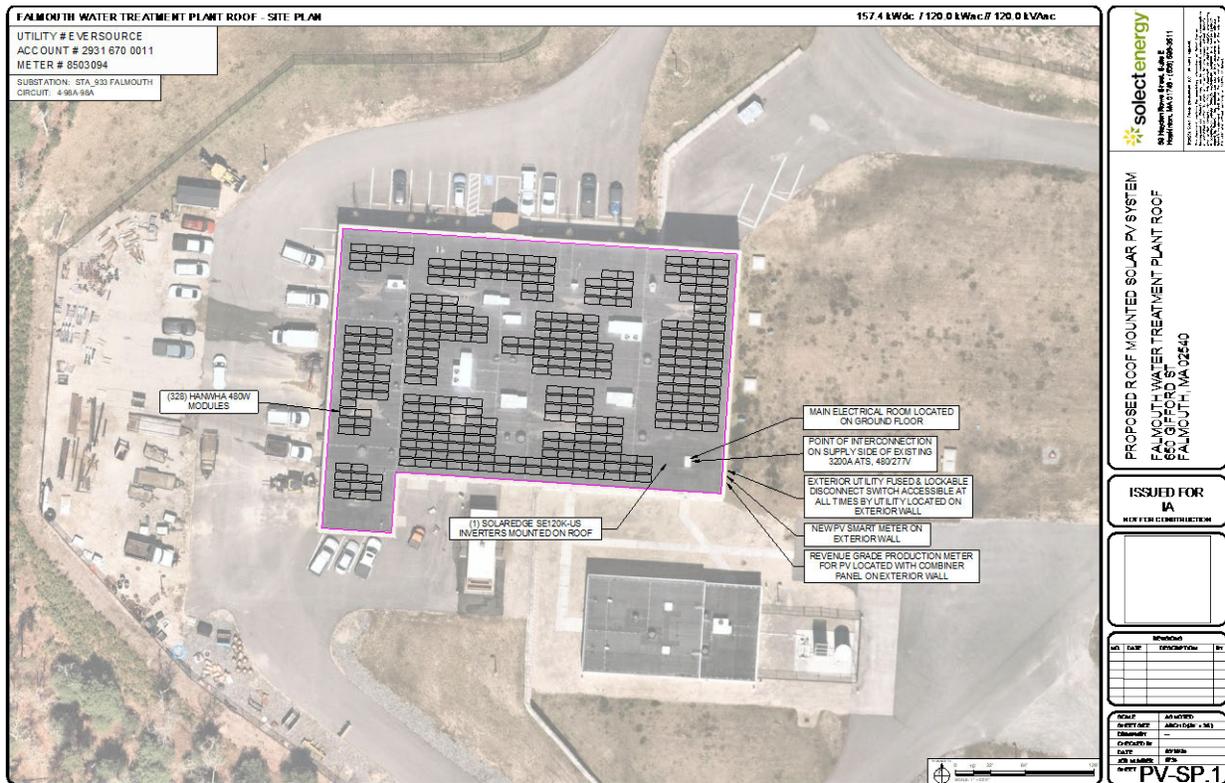
The land, together with the building, structures and improvements thereon, located at 650 Gifford Street, Falmouth, Massachusetts and known as the Long Pond Water Treatment Plant, described in that certain warranty deed from Amelia H. Lawrence and Thomas H. Lawrence, formerly Thomas H. Lawrence, Jr., to the Town of Falmouth, dated June 11, 1932 and recorded June 21, 1932 with the Barnstable County Registry of Deeds in Book 489, Page 144, which deed is incorporated herein by reference as if fully set forth herein.

## EXHIBIT B TO NOTICE OF LEASE

### DESCRIPTION OF PREMISES

The Premises includes locations where solar equipment will be installed and accessed for construction, operation, maintenance and decommissioning as depicted on the Site Plan below (as it or the Project may be modified pursuant to the Lease).

The Premises is benefitted by the Access Rights and Easements set forth in Section 3 of the Lease including rights to combine and connect the Project to Host's existing main electric equipment and rights to interconnect the Project to the utility network.



**EXHIBIT C TO NOTICE OF LEASE**

N/A

EXHIBIT D to Lease Agreement

FORM OF SNDA

SUBORDINATION, NON-DISTURBANCE AND ATTORNMENT AGREEMENT

THIS AGREEMENT (this "Agreement") is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by and among \_\_\_\_\_, a duly organized banking association, with a principal office at \_\_\_\_\_ ("Lender"), \_\_\_\_\_ ("Landlord"), and Solect Energy Development LLC, ("Tenant").

WITNESSETH

WHEREAS, Tenant and Landlord have entered into a Lease Agreement dated \_\_\_\_\_, 20 \_\_, (the "Lease") covering the premises located at \_\_\_\_\_ (the "Premises"), notice of which is recorded with [Name of Registry] (the "Registry") in Book \_\_\_\_\_, Page \_\_\_\_\_, (being the property more particularly described in Exhibit A attached hereto and incorporated herein) pursuant to which Tenant has installed or will install on the Premises a photovoltaic facility for the generation of electricity from solar energy (the "Solar Facility"); and

WHEREAS, Lender is the mortgagee pursuant to a [Mortgage and Security Agreement dated \_\_\_\_\_] (the "Mortgage") and a [Conditional Assignment of Rents and Leases dated \_\_\_\_\_] (the "Assignment") encumbering, the Premises which are both recorded with the \_\_\_\_\_ Registry in Book \_\_\_\_\_ page \_\_\_\_\_ and Book \_\_\_\_\_ page \_\_\_\_\_ respectively; and

WHEREAS, Lender, Tenant, and Landlord wish to set forth respective rights of each party;

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained and other valuable consideration, the parties hereto covenant and agree as follows:

1. The Lease and any extensions, renewals, replacements or modifications thereof, and all of the right, title and interest of Tenant thereunder in and to the Premises are and shall be subject and subordinate to the Mortgage and to all of the terms and conditions contained therein, and to any advances, renewals, modifications, replacements, consolidations, amendments and extensions thereof.
2. Lender consents to the Lease and in the event Lender comes into possession of or acquires title to the Premises as a result of the foreclosure, or other enforcement of the Mortgage, or as a result of any other means, Lender agrees that Lender will recognize Tenant and will not disturb Tenant or Tenant's financing parties in their possession of the Premises or their rights in the Lease for any reason other than one which would entitle Landlord to terminate the Lease under its terms or would cause, without any further action by Landlord, the termination of the

Lease, and the Lease will continue in full force and effect as a direct agreement between Lender and Tenant.

3. The Solar Facility shall not be, or be deemed to be, a part of or an accession or addition to or a fixture on the Premises even though the Solar Facility is installed on the Premises; nor shall the Solar Facility be moved from the Premises by the Lender unless Tenant's prior written consent to such move has been obtained.

4. Lender waives any and all right, title and interest in the Solar Facility and shall not acquire any such right title or interest by virtue of the installation of the Solar Facility on the Premises. The undersigned Lender further waives any right to seize, or to claim any interest, whatsoever in the Solar Facility on account of any claim or right the undersigned may have against any person, including, without limitation, any claim or right the undersigned may have or assert against the Landlord, by foreclosure or otherwise.

5. Tenant may at any time, at its option, enter upon the Premises and inspect, maintain, remove or repair the Solar Facility to the extent provided in the Lease.

6. When sending to Landlord any notice of impending or actual foreclosure of the Premises, the undersigned Lender shall concurrently provide Tenant a copy of the same.

7. Tenant agrees with Lender that if the interests of Landlord in the Premises shall be transferred to and owned by Lender by reason of foreclosure or other proceedings brought by it, or any other manner, or shall be conveyed thereafter by Lender or shall be conveyed pursuant to a foreclosure sale of the Premises, Tenant shall be bound to Lender under all of the terms, covenants and conditions of the Lease for the balance of the time thereof remaining and any extensions or renewals thereof which may be effected in accordance with any option therefor in the Lease, with the same force and effect as if Lender were the landlord under the Lease and Tenant does hereby attorn to Lender as its landlord, said attornment to be effective and self-operative without the execution of any further instruments on the part of any of the parties hereto immediately upon Lender succeeding to the interest of Landlord in the Premises. Notwithstanding the foregoing, Lender shall not be: (i) liable for any act or omission of Landlord, or for any fact, circumstance or condition existing or arising prior to Lender's succession in interest to Landlord unless such fact, circumstance or condition shall continue after such succession; or (ii) subject to any offsets, claims or defenses which Tenant might have against Landlord, except as set forth in the Lease.

8. This Agreement shall bind and inure to the benefit of the parties hereto, their successors and assigns. As used herein the term "Tenant" shall include Tenant, its successors and assigns; the words "foreclosure" and "foreclosure sale" as used herein shall be deemed to include the acquisition of Landlord's estate in the Premises by voluntary deed (or assignment) in lieu of foreclosure; and the word "Lender" shall include the Lender herein specifically named and any of its successors, participants and assigns, including anyone who shall have succeeded to Landlord's interest in the Premises by, or through, Lender foreclosure of the Mortgage.

9. All notices, consents and other communications pursuant to the provisions of this Agreement shall be in writing and shall be sent by registered or certified mail, return receipt requested, or by a reputable commercial overnight carrier that provides a receipt, or by facsimile with confirmation of transmission, and shall be deemed given when postmarked and addressed as follows:

If to Lender:

If to Tenant:               Solect Energy Development LLC  
89 Hayden Rowe Street  
Hopkinton, MA 01748  
Attn: Legal Notices

If to Landlord:

or to such other address as shall from time to time have been designated by written notice by such party to the other parties as herein provided.

10. This Agreement may not be modified orally or in any manner other than by agreement, in writing, signed by the parties hereto. This Agreement may be executed in counterparts, each of which shall be deemed an original, and such counterparts taken together shall constitute but one agreement. This Agreement shall be governed by the laws of the state or commonwealth where the Premises are located.

[This Page Ends Here – Signature Page to SNDA Follows]

IN WITNESS WHEREOF, the parties hereto have placed their hands and seals the day and year first written above.

TENANT:  
SOLECT ENERGY DEVELOPMENT LLC

By: \_\_\_\_\_  
Printed Name:  
Title:

LANDLORD:

By: \_\_\_\_\_  
Printed Name:  
Title:

LENDER:

By: \_\_\_\_\_  
Printed Name:  
Title:

## MINUTES

1. Review and vote to approve minutes of meetings
  - a. Public Sessions:
    - March 28, 2022
    - March 1, 2025
    - March 10, 2025

March 28, 2022

March 24, 2025

**TOWN OF FALMOUTH**  
**SELECT BOARD**  
**MONDAY, MARCH 28, 2022 – 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.*

**Present:** Douglas C. Brown, Chair; Sam Patterson; Nancy Robbins Taylor; Onjalé Scott Price; Megan English Braga  
**Others present:** Julian Suso, Town Manager; Peter Johnson-Staub, Assistant Town Manager; Maura O’Keefe, Town Counsel

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

**EXECUTIVE SESSION:**

1. M.G.L. Ch.30A s.21(a)(3) and s.21(a)(6) – To consider, with potential vote, the value of Mayflower Wind Electric Cable easements and to discuss strategy, with potential vote, regarding pending regulatory litigation before the Energy Facilities Siting Board for Mayflower Wind, EFSB 21-03/D.P.U. 21-142 & 21-143.
2. M.G.L. Ch. 30A s. 21(a)(3) – To discuss offer and settlement of disputed demolition lien on property at 630 Waquoit Highway and imminent litigation.
3. M.G.L. Ch. 30A s.21(a)(3) – Discuss and vote to authorize the Town Manager or Town Counsel to execute the Massachusetts State-Subdivision Agreement for Statewide Opioid Settlements with Attorney General.

**Motion by Mr. Brown: To enter into Executive Session per M.G.L. Ch.30A s.21(a)(3) - To consider, with potential vote, the value of Mayflower Wind Electric Cable easements and to discuss strategy, with potential vote, regarding pending regulatory litigation before the Energy Facilities Siting Board for Mayflower Wind, EFSB 21-03/D.P.U. 21-142 & 21-143 and s.21(a)(6); and M.G.L. Ch.30A s.21(a)(3) and s.21(a)(6) - To discuss offer and settlement of disputed demolition lien on property at 630 Waquoit Highway and imminent litigation and Discuss and vote to authorize the Town Manager or Town Counsel to execute the Massachusetts State-Subdivision Agreement for Statewide Opioid Settlements with Attorney General. Second: Mr. Patterson.**

**Roll Call Vote: Brown – aye; Patterson – aye; Taylor – aye; English Braga – aye; Scott Price – aye; Yes – 5 No – 0**

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

Call to Order: By Chair Brown at 7:00 p.m.

Pledge of Allegiance: Led by Select Board

Recognition: Ms. Scott Price recognized Diane Davidson and Phyllis Downey in the Town Manager's Office for their work. Mr. Brown recognized all of the volunteers gathering items to send to Ukraine.

Announcements: Mr. Brown noted that he resigned from the Assembly of Delegates this week.

Public Comment:

Barb Schneider noted that the Beach Committee serves in an advisory capacity to the Select Board and the Committee has heard concerns regarding beach staffing for the summer. The Committee is working in partnership to the Beach Department on this item. Also, on Saturday an Eagle Scout candidate placed an osprey pole. It is hoped that Eversource brings in deterrents to keep the birds away from their poles shortly.

Dave Moriarty asked for an opportunity to personally speak with Mayflower Wind and asked that the company come to Falmouth and present the project to citizens.

Dianna Mota stated that the Town needs to do something for the children. She suggested pairing students with people in recovery.

Marc Finneran stated that the invitation only process undertaken by the Fire Station Building Committee did not meet the original purpose of the group. This group has become more of an invitation only staff meeting to which he was not invited. While he supports a Fire Station in Hatchville, he cannot support the process or product, as they were manipulated by Town Manager Suso and staff. He resigned from the Committee.

Mr. Suso objected to the public attack that just occurred at a public meeting, most of which was based on false statements.

Affirm appointment of Beach Superintendent

**Motion by Ms. Scott Price: To affirm the appointment of Maggie Clayton, Beach Superintendent.**

**Second: Mr. Patterson.**

**Vote: Yes – 5 No – 0**

**TOWN MANAGER'S PRELIMINARY REPORT**

Mr. Suso reviewed the four public hearings that the Select Board will conduct this evening, along with a number of the Business agenda items.

**PUBLIC HEARINGS**

1. Vote to Establish and Adopt Rules and Regulations for Vessels (Watercraft) on Town Property **(15 minutes)**

Ms. English Braga read the public hearing notice.

Gregg Fraser, Harbor Master, explained that these regulations were based on review of similar nearby communities. This includes a provision allowing for mooring or a dock based on information submitted to his Office.

Don Silvia stated that he has had a mooring since the 1980s and has had his dinghy stolen many times. He stated that the screwing device mentioned in the regulations is not a good idea.

Joe Netto stated that almost 100% of the west side of Great Bay is Town property. The new regulations would be a requirement in this area.

**Motion by Ms. English Braga: To close the hearing.**

**Second: Ms. Scott Price.**

**Vote: Yes – 5 No – 0**

**Motion by Mr. Patterson: To approve the update to the vessel on Town property, with minor edits.**

**Second: Ms. English Braga.**

**Vote: Yes – 5 No – 0**

2. Wetlands/Dock Hearing – Adamo and Carol Rufo – to reconstruct a permitted pier, ramp and float in the waters of Eel Pond located at 139 Edgewater Drive West, East Falmouth **(15 minutes)**

Ms. English Braga read the public hearing notice.

Mike Borselli, Falmouth Engineering, stated that he previously received permission from the Board to apply to the Conservation Commission as the dock in question crosses a salt marsh under the ownership of the Town of Falmouth. At that time, the Board authorized him to apply to the Conservation Commission and the Commission issued an approval in the form of an Order of Conditions, allowing the dock to be reconstructed on the property. There is currently a dock on the property and has been one for decades. It has the benefits of permits through DEP. There is a mandate to convert the permit to a Chapter 91 license, leading to the opportunity to repair the dock. The existing dock is a low profile dock, just above the salt marsh. The new dock will be elevated such that shading will be eliminated. The elevated profile provides for public access under the dock and also provides for shading to be mitigated. The new dock will be fitted with decking that allows for sunlight penetration. The dock is designed to be within the same footprint and alignment as the existing dock.

Mr. Brown asked about projection of the dock into the waterway. Mr. Borselli stated that this will be a bit tight, with a projection over water of 12' and the distance to salt marsh edge of approximately 120'. The proposal was reviewed by the Harbor Master. There is some congestion in this area of the pond, but there will be access between the two docks for access to the channel.

There was no public comment at this time.

**Motion by Ms. English Braga: To close the hearing.**

**Second: Ms. Taylor.**

**Vote: Yes – 5 No – 0**

**Motion by Mr. Patterson: To approve the application, with the Conservation Commission conditions.**

**Second: Ms. English Braga.**

**Vote: Yes – 5 No – 0**

3. Wetlands/Dock Hearing – Jay Rao – to reconstruct a dock in the waters of Wing Pond located at 124 North Falmouth Highway, North Falmouth **(15 minutes)**

Ms. English Braga read the public hearing notice.

Mr. Borselli explained that the proposal is to rebuild an existing dock. The property has the benefit of a significant water frontage on Wing Pond and there is an existing small dock currently in place. The owner has applied for permission to rebuild the dock to make it more usable for passive recreational purposes. This will not be used for any type of motor craft. This application has been reviewed by Conservation Commission, and they issued a favorable Order of Conditions to allow this to proceed, if approved by the Select Board, with the State Chapter 91 licensing process.

There was no public comment at this time.

**Motion by Ms. English Braga: To close the hearing.**

**Second: Ms. Scott Price.**

**Vote: Yes – 5 No – 0**

**Motion by Ms. Scott Price: To approve the application, with the Conservation Commission conditions.**

**Second: Mr. Patterson.**

**Vote: Yes – 5 No – 0**

4. Application for a New All Alcoholic Beverages Common Victualler License – Tiger Ramen, Inc. d/b/a Tiger Ramen located at 587 Main Street, Falmouth **(10 minutes)**

Ms. English Braga read the public hearing notice.

Molly Wilson, owner of Water Street Kitchen, explained that she is making plans to open a new ramen restaurant on Main Street and is seeking to apply for a new liquor license.

Robert Dugan explained that he lives across the street from this property but never received notice about this hearing. He noted that the current parking for the site is extremely limited. There was signage required for the parking, but this was recently removed. He asked about hours

of operation for the outdoor seating area. Mr. Suso stated that he would review the notice issue for this item.

**Motion by Ms. English Braga: To postpone the vote on this item to April 4, 2022.**

**Second: Ms. Scott Price.**

**Vote: Yes – 5 No – 0**

## **BUSINESS**

### **1. Discuss and vote new Solid Waste Advisory Committee mission statement (10 minutes)**

Alan Robinson, Chair of the Solid Waste Advisory Committee, presented the new mission statement to the Board.

**Motion by Ms. Taylor: To approve the new Solid Waste Advisory Committee mission statement.**

**Second: Ms. English Braga.**

**Vote: Yes – 5 No – 0**

### **2. Discussion on request for expansion of Emerald House Community Garden (10 minutes)**

Joe Netto, Emerald House Committee, explained that some people seem confused by the use of this parcel. He asked that the Board protect this land and, with it, the Portuguese heritage of the Town.

Pam Wolfe-Schumacher, Emerald House Garden Committee, explained this expansion would allow adding approximately 18 new plots. There is a strong demand for gardening plots at this time. There has been a waiting list for plots in past years.

**Motion by Ms. Scott Price: To approve conditional upon this being revokable if there is a change in usage.**

**Second: Mr. Patterson.**

**Vote: Yes – 5 No – 0**

### **3. Report to Select Board on Embarkation Fund (10 minutes)**

Mr. Suso explained that responses to three specific inquiries received from the Inspector General's Office were drafted and are available for review.

Ms. Taylor stated that she finds it unconscionable that this complaint was filed by one of the Town committee's chairpersons. She sees this as a mark not only against the Town Manager and the Director of Finance but also against the Board who oversees them. She is offended by this complaint.

**Motion by Ms. Scott Price: To allow Mr. Suso to transmit the report as presented to the Inspector General's Office.**

**Second: Mr. Patterson.**

**Vote: Yes – 5 No – 0**

4. Vote to affirm direction on historic horse trough water fountains **(10 minutes)**

The Board discussed the proposal.

**Motion by Ms. Taylor: To approve the recommendation to have one historic horse fountain remain at the entrance of the Water Treatment Facility and have the second horse fountain relocated to another location in Town to be affirmed by the Board at a future date.**

**Second: Ms. Scott Price.**

**Vote: Yes – 5 No – 0**

5. Follow up discussion on fire station staffing policy **(10 minutes)**

The Board reviewed the draft policy.

Ms. Taylor stated that she believes the policy should be broader. The Board should not direct the Chief as to how many people should be hired.

**Motion by Ms. Taylor: To approve Ms. English Braga’s policy, as presented.**

**Second: Mr. Patterson.**

**Vote: Yes – 5 No – 0**

6. Vote questions for ballot for May municipal election relative to debt exclusions for Sandwich Road fire station and wastewater treatment plant projects **(15 minutes)**

The Board reviewed the language for the proposed debt exclusion question for the ballot.

**Motion by Ms. Taylor: To place the language on the ballot as presented.**

**Second: Mr. Patterson.**

**Vote: Yes – 5 No – 0**

7. Vote questions for ballot for May municipal election relative to five Falmouth Home Rule Charter amendments proposed by the November 15, 2021, Annual Town Meeting **(15 minutes)**

The Board reviewed the language for the proposed Home Rule Charter amendments question for the ballot.

**Motion by Mr. Patterson: To place the language for the first item on the ballot.**

**Second: Ms. Taylor.**

**Vote: Yes – 5 No – 0**

**Motion by Ms. Taylor: To place the language for the second item on the ballot.**

**Second: Mr. Patterson.**

**Vote: Yes – 5 No – 0**

**Motion by Ms. Taylor: To place the language for the third item on the ballot.**

**Second: Mr. Patterson.**

**Vote: Yes – 5 No – 0**

**Motion by Ms. Taylor: To place the language for the fourth item on the ballot.**

**Second: Mr. Patterson.**

**Vote: Yes – 5 No – 0**

**Motion by Mr. Patterson: To place the language for the fifth item on the ballot.**

**Second: Ms. Taylor.**

**Vote: Yes – 5 No – 0**

8. Respond to petition by Ivan Valiela and others for non-binding advisory question on ballot for May 2022 annual town election re: disposal of nuclear waste in Cape Cod Bay **(10 minutes)**

The Board reviewed the language for the proposed non-binding advisory question for the ballot. Mr. Brown noted that the agenda incorrectly named Ivan Valiela as the petitioner, but this was actually submitted by Diane Turco and Catherine Bumpus.

**Motion by Ms. Taylor: To place the language on the ballot as presented.**

**Second: Mr. Patterson.**

**Vote: Yes – 5 No – 0**

#### 9. Licenses

- a. Approve application for a Change of Manager of an all Alcoholic Beverages Common Victualler License – Water Street Kitchen, located at 56 Water Street, Woods Hole **(5 minutes)**

The Board reviewed the application.

**Motion by Ms. English Braga: To approve the application.**

**Second: Mr. Patterson.**

**Vote: Yes – 5 No – 0**

- b. Approve application for a Change of Manager of an all Alcoholic Beverages Common Victualler License – Quicks Hole Tavern, located at 29 Railroad Avenue, Woods Hole **(5 minutes)**

The Board reviewed the application.

**Motion by Mr. Patterson: To approve the application.**

**Second: Ms. English Braga.**

**Vote: Yes – 5 No – 0**

#### **CONSENT AGENDA**

1. Licenses

- a. Approve application to amend the Entertainment License and Sunday Entertainment License – Shipwrecked, LLC dba Shipwrecked, 263 Grand Avenue, Falmouth

There was discussion regarding the proposed Entertainment License and concerns expressed by the public.

The Board agreed to table discussion on this topic until later in the meeting.

2. SEASONAL ALL ALCOHOL COMMON VICTUALLER LICENSE

Falmouth Pier 37 Boathouse, 88 Scranton Avenue  
Falmouth Raw Bar, 56 Scranton Avenue  
Landfall Restaurant, 9 Luscombe Avenue  
Quicks Hole Taqueria, 28 Water Street, Unit C  
Shuckers, 91A Water Street  
The Woods Hole Wharf, 71 Water Street

SEASONAL ALL ALCOHOL CLUB LICENSE

Seacoast Shore Association, 7 Farview Lane

LODGING HOUSE LICENSE

Frederick William House, 594 Palmer Avenue  
Inn on the Square, 40 North Main Street  
Woods Hole Inn, 28 Water Street, Unit D

SECOND-HAND DEALER LICENSE

Cash Point, 348 East Falmouth Highway  
Home Again, 93 East Falmouth Highway  
Hope Restored, 75 County Road  
St. Vincent DePaul Thrift Shop, 18A Davisville Road  
Trendy Tots, 426 Main Street

SEASONAL COMMON VICTUALLER LICENSE

Eulinda's, 634 West Falmouth Highway  
Falmouth Pier 37 Boathouse, 88 Scranton Avenue  
Falmouth Raw Bar, 56 Scranton Avenue  
Jim's Clam Shack, 227 Clinton Avenue  
Landfall Restaurant, 9 Luscombe Avenue  
Quicks Hole Taqueria, 28 Water Street, Unit C  
Seacoast Shore Association, 7 Farview Lane  
Shuckers, 91A Water Street  
The Village Café of West Falmouth, 634 West Falmouth Highway  
The Woods Hole Wharf, 71 Water Street

ENTERTAINMENT LICENSE

Falmouth Raw Bar, 56 Scranton Avenue  
Landfall Restaurant, 9 Luscombe Avenue  
Quicks Hole Taqueria, 28 Water Street, Unit C  
Shuckers, 91A Water Street  
Seacoast Shore Association, 7 Farview Lane  
The Woods Hole Wharf, 71 Water Street

SUNDAY ENTERTAINMENT LICENSE

Falmouth Raw Bar, 56 Scranton Avenue  
Landfall Restaurant, 9 Luscombe Avenue  
Quicks Hole Taqueria, 28 Water Street, Unit C  
Seacoast Shore Association, 7 Farview Lane  
Shuckers, 91A Water Street  
The Woods Hole Wharf, 71 Water Street

**Motion by Ms. English Braga: To approve the licenses.**

**Second: Mr. Patterson.**

**Vote: Yes – 5 No – 0**

3. Review and Vote to Approve Minutes of Meetings:

a. Public Session – March 9, 2022

b. Executive Session – February 28, 2022 (1, 2 and 3); March 9, 2022, and March 14, 2022

**Motion by Mr. Patterson: To approve the meeting minutes of March 9, 2022, as presented.**

**Second: Ms. English Braga.**

**Vote: Yes – 5 No – 0**

The Board agreed to table discussion on the Executive Session minutes to a future meeting.

**TOWN MANAGER’S SUPPLEMENTAL REPORT**

- The Board's next meeting will be a traditional brief meeting convening just before the onset of Town Meeting Monday April 4<sup>th</sup>.
- There are 38 Town Meeting articles to be acted upon, including the \$146.7M annual operating budget for FY23.
- He has been attending Town Precinct meetings and will continue to do so in the coming week.
- He welcomed the new IT Director Dawn Lewis.

1. Licenses

- a. Approve application to amend the Entertainment License and Sunday Entertainment License – Shipwrecked, LLC dba Shipwrecked, 263 Grand Avenue, Falmouth

*The Board retook this item at this time.*

Mr. Brown stated that someone expressed concern that there is already loud amplified music going on at the venue.

Ms. Scott Price stated that the Board has received many concerns, and she suggested a trial period or temporary license to attempt the amplified music and see how nearby residents feel.

Rob Loewen, General Manager – Shipwrecked, stated that there have been solo and duet acts from 3pm-6pm Saturday and Sunday afternoons. Sometimes these acts have had speakers. Mr. Brown stated that he believes the Board previously placed an acoustic-only restriction on the venue. Mr. Loewen stated that he has had some acts that will not come play without amplification.

Dave Buzanoski, 32 Lucerne Avenue, stated that amplification itself does not necessarily mean a loud volume. There are many variables. The general manager previously suggested inward facing speakers to help with the noise. There needs to be a policy set that people can adhere to.

Ms. English Braga agreed that there needs to be a set of standards dealing with the level of noise and not with the amplification itself.

Mr. Patterson stated that the issue is how to enforce any regulations on this item. It is incumbent upon management to control complaints from neighbors.

Lorraine Luchner, 15 Pennsylvania Avenue, stated that her house is two properties away from Shipwrecked. The amplification outdoors for the Road Race was so loud that she had to leave her house. She has called to complain, but this depends on who one reaches each time. It is unclear why the amplified music cannot only be inside.

John Hackett stated that he is an abutter to the Shipwrecked property. He is concerned with the volume of the noise. The outside acoustic performances can be heard from his house. He should be able to have quiet at his property. This business becomes similar to a nightclub some evenings. He asked the Board to continue the same restrictions on the license as currently exists. He has complained to the owner, but the noise issue has not been resolved.

Ms. Scott Price asked how the Board is defining ‘amplification.’ Mr. Brown stated that he believed the Board previously only allowed for acoustic music, which he thought was without any amplification.

Paula Lichter stated that she does not believe a trial period would work. She expressed concerns with the Town Manager’s memo on this topic. Music should be background noise and easily spoken over.

Marc Finneran stated that he did not understand why the Board originally placed the restrictions on this property, as it seemed unprecedented.

Kevin Klauer, representing the applicant, explained that this property is zoned Business, and a business is occurring on the property, with residences nearby. This type of use has occurred on

the property for the past 45-60 years. There needs to be a give and take on both sides. Amplification, in and of itself, is not the issue. The issue is volume, and the owner can address this by limiting and monitoring the volume. The owner is trying to provide beachfront dining with some amplified acoustical music in the background. The owner wants to be a good neighbor while also running a successful business.

Mr. Johnson-Staub suggested that the Board consider some limitations, while noting that hearings can be held at any time throughout the period of the license due to complaints.

The Board discussed potential parameters, including no music noise past the property line, entertainment for no longer than three hours, entertainment allowed for Friday-Monday each week, and the other parameters which were previously in the license.

**Motion by Mr. Patterson: To approve the application with the proposed parameters.**

**Second: Ms. Scott Price.**

**Vote: Yes – 5 No – 0**

#### **SELECT BOARD REPORTS**

- Ms. Scott Price stated that there will be a community narcan training for community members to be educated on the opioid crisis and overdoses.
- Ms. Scott Price stated that she and Ms. English Braga participated in the Students for Social and Environmental Justice group at Falmouth Academy.
- Ms. Scott Price stated that she would like to have a joint Select Board and Affordable Housing Committee meeting, preferably before June 1<sup>st</sup>.
- Mr. Patterson stated that he attended the Cape and Islands Municipal Leaders Association Board meeting on Friday which was a brainstorming session for future agenda items.
- Ms. Scott Price stated that she would like to hear from someone regarding how to obtain more engagement from the community in local elections.

#### **DISCUSSION OF FUTURE AGENDA ITEMS**

As discussed during the meeting.

#### **ADJOURN**

**Motion by Ms. English Braga: To adjourn at 11:46pm. Second: Mr. Patterson**

**Vote: Yes – 5 No – 0**

Respectfully submitted,  
Kristan Patenaude, Recording Secretary

March 1, 2025

March 24, 2025

**TOWN OF FALMOUTH**  
**SELECT BOARD**  
**Open Meeting Minutes for Strategic Meeting - DRAFT**  
**SATURDAY, MARCH 1, 2025 – 9:00 A.M. to 12:00 P.M.**  
**SELECT BOARD MEETING ROOM**  
**TOWN HALL**  
**59 TOWN HALL SQUARE, FALMOUTH, MA 02540**

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

**THIS IS A WORKSHOP MEETING – THERE WILL BE NO PUBLIC COMMENT.**

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; Maura O’Keefe, Town Counsel

**OPEN SESSION- WORKSHOP**

Call to Order: By Chair Taylor at 9:02 a.m.

Discussion on immigration enforcement procedure and practice.

Jeff Lourie, Chief of Police, was invited to participate in this discussion. It began with a summary of the 2017 court decision that lays the foundation for how local law enforcement operates with ICE. Town Counsel explained that immigration law is a civil, not a criminal, matter, and that an immigration detainer is not an arrest warrant. She said that Massachusetts law does not provide local law enforcement the authority to arrest or hold an individual based solely on a federal civil immigration detainer. Chief Lourie then summarized an incident in Falmouth that involved a violent crime against a 15-year-old girl and how the suspect, who was here illegally, was apprehended by federal officials outside a district court house. He focused on the procedures used by law enforcement responding to the commission of a violent crime, not the immigration status of the suspect. He said every arrest is processed using established procedures with prescribed notifications going out. He said the police department’s job is not to round up people, but instead, the goal is to serve and protect the people of Falmouth.

Atty. O’Keefe then spent time defining the meaning of an immigration detainer – what it is and what it is not. It is more a request than a judicial warrant, she said, and it does not need to be adhered to if there are no criminal charges. She said a detainer is not enough to hold anyone. Chair Taylor noted that while entering the U.S. illegally is a crime, being present illegally in the country without additional information is not a crime. Chief Lourie said again that local law enforcement won’t get involved in ICE actions.

The discussion moved into what the Board should consider doing, if anything, regarding this issue. The following ideas surfaced during this portion of the discussion:

- What areas of public buildings or a courthouse ICE agents are allowed to go into since all areas are not available to them
- The importance of trust in the relationships that law enforcement builds in the community
- That local law enforcement are guardians first and warriors as necessary, not assistants in federal civil immigration enforcement
- The need for something, perhaps a policy, that would clarify the distinctions between local law enforcement and federal immigration enforcement

Next, the Board considered the pros and cons of formulating a policy around this issue. Ideas during this portion of the discussion appear below:

- Reference to a policy adopted in Natick (copies made available to the Board) and how that might apply in Falmouth
- The necessity of “staying in our lane” to continue to be a safe and welcoming community for all residents
- That a policy should do more than re-state the law, and that Falmouth is currently following the law

- That the state attorney general’s office has put out guidance containing best practices
- The need for all Town employees to understand clearly what to do if they are presented with a detainer by a federal officer, especially since a detainer looks like a warrant but isn’t one
- The importance of “know your rights” training for all Town employees, or even a written clarification of what to do if subjected to a detainer
- That a policy prescribing how law enforcement should act, especially considering how fluid situations can be, could restrain police in negative ways
- That training should be reinforced and done again, and that Town employees should know how to pause a situation and immediately call a supervisor or Town Counsel for guidance.
- That department heads could be brought into the process for informing employees how to respond to certain situations
- That formal, written guidance does not need to be policy

At this point, there was consensus on the Board that printed, published, written guidelines would provide the clarity needed for Town employees, something the town manager said he would implement. Brief discussion among members mentioned different points of view from constituencies surrounding this issue. For example, some residents say that immigrants are unvetted and that reports of horrific, violent acts exist. Others say that some immigrants are afraid to go to work and face high costs for processing their immigration status. Chair Taylor said that the crux of the issue is what is best for the community as a whole, as well as the need to clarify when to get involved and when not to.

The discussion ended with Town Counsel saying she would send the webinar from the Mass Municipal Lawyers Assn. around if she could locate it, and Mr. Renshaw saying he would notify DHs to evaluate the signage in their departments.

Chief Lourie left the meeting.

Discussion on the proposed Land Acknowledgement Policy.

Chair Taylor gave a brief background behind this item. Members had paperwork for reference. There were questions from Board members about previous Town Meeting action regarding this issue, if this is what is before them now, and what the obligation of the Board was to take the matter up again. Mr. Johnson-Staub said the original issue was a petition article that was voted down at Town Meeting, but there is a difference, he said, between what is legally required for them to do and politics.

Comments from Board included the following:

- This feels more like an action item, which is very valuable and worth pursuing, more than policy guidance
- Support for moving it to an agenda item where there would be a presentation, opportunity for questions, and public comment

Chair Taylor said she would move on to Step 2, where she and the town manager would meet with the petitioner and then Step 3, put it on a meeting agenda.

Discuss drafting a letter in opposition to the Mass DEP proposed \$50 million wastewater construction funding application cap included in the 2025 Clean Water State Revolving Fund (CWSRF) Intended Use Plan (IUP).

Mr. Renshaw first said the comment period on this issue would end on March 3. He then said that the draft letter to be reviewed was put together by Peter McConarty and Amy Lowell, and that it follows the Yarmouth letter format. He said the \$50M cap would have a serious impact in that it would limit local municipalities from borrowing more than \$50M. Board members commented that it should be a sliding cap related more to town population or outflow than the same cap for all; that it is not fair that towns are urged to initiate projects and then face limited funding; and that MassDEP should keep projects currently in the pipeline moving. Mr. Johnson-Staub then reviewed the process for applying for a loan as it now exists.

Board members then silently reviewed the draft letter that was presented to them as well as other information in their packets. After this review, Board comment included the following:

- Question about the meaning of the phrase “without advance notice”
- That the public comment period for this new funding cap is pretty abrupt considering the length of projects and that communities have already planned for projects based upon a different level of funding

- That there are unknown reasons why federal funds may be re-directed
- That state funding has been complicated by previous errors made in funding use which has a longer term consequence

Chair Taylor asked for specific edits to the draft letter to the governor.

- First sentence line 3 - use "...Falmouth **and other** Cape towns..."
- Paragraph 2 - use "...and to prevent any **funds**..."
- Paragraph 2, penultimate sentence –Use "The town's wastewater plans are designed to remove nitrogen from our **14** sensitive coastal areas (**the most on Cape Cod**).
- Use "without **sufficient** notice"

There was brief Board comment on whether the wastewater action was mandated by the state or voluntary and the particulars of that distinction.

Chair Taylor asked for edits to the letter to Mr. McNamara, which used the Yarmouth letter as a template.

- First paragraph, first sentence - use "...grave concerns about changes which cap per applicant funding at \$50M and eliminate the carryover provisions."
- Work in that this is one of 14 projects, not just one project
- Use "...that the Town is relying upon to cover based upon current policy."

Mr. Johnson-Staub introduced the idea that scarce state funding will be an issue and do we want to soften the language. Board comment offered ideas about how to proceed. Consensus was not to soften the language.

**Motion by Mr. Zylinski: To move the formulation of these letters with the edits as described by the town manager to be distributed by Monday, having been approved unanimously and voted on March 1, 2025, with all Board members' signatures                      Second: Mr. Brown                      Vote: Yes – 5    No - 0**

The Board took a 7-minute recess.

Discussion and update on use of municipal funding for IA septic systems.

Mr. Johnson-Staub summarized the issue, which centers on the legality of providing public funding for private property improvements involving innovative alternative septic systems (including urine diversion) for the purpose of nitrogen removal to comply with Title 5 regulations. Initial review by the former finance director resulted in a conclusion of no because improvements were on private property. Mr. Johnson-Staub's summary then included information about a meeting attended by representatives of the state revolving fund where the argument was made that there would be public benefit for such improvements, and therefore, IAs would be eligible for use of the state revolving fund. MassDEP concurred. The next step is for follow-up from the department of revenue, which has already begun.

Next, Town Counsel O'Keefe summarized the anti-aid amendment of the constitution as well as a second citation where public good and private interest are dealt with. She said that currently, she is not totally convinced that public purpose supersedes private purpose but understands that there is a crisis now regarding nitrogen load, and there is a good argument to be made for helping homeowners in order to achieve public purpose or benefit. But she would want DOR to sign off on it, she said. She went on to say her hesitation comes from a risk assessment standpoint and described a potential lawsuit that could be brought by just 10 taxpayers over the use of public funds and could stop the spending.

Comment from the Board included these points:

- Where do you draw the line with private home improvements that contain possible public benefit such as safety?
- The funding would need to contain specific limited purposes for its use.
- Grinder pumps have already been provided by some towns.
- Funding could be through a debt exclusion and taken to Town Meeting and voters.
- Easements, not licenses, might be part of the process.
- Required regular monitoring of purchased equipment would be ongoing but very costly to undertake.

- The Testing Center is making a program where they'll do the monitoring.
- Require special permits for new projects to incorporate the IA equipment.
- However an agreement could be crafted that lays out rights and responsibilities for homeowners who have received funding for improvements, it would be a huge undertaking for the Town.
- The need is twofold: to get a solution that works long term for the Town and to help homeowners with enormous cost that is for public benefit.
- What is available to the typical homeowner to enable them to install a \$40k IA system?

Discussion then focused on programs that were available after a watershed permit with mandated IAs is adopted, both at the state and county level, how they would work, and who would qualify. Mr. Johnson-Staub said these details are complicated and would need to be worked on, such as equity questions, betterment costs, available loans, tax credits and so forth, before a plan for a reasonable subsidy could be presented. There was also comment on how many homes in Falmouth would be affected and where they are located. Chair Taylor said that she cannot believe that protecting our water and the public benefit of that cannot supersede the private purpose.

Further comment contained these points:

- How the county septic loan program and the state septic tax credit prepare for the upcoming demand for the funding
- Problems exist due to the size of the systems, and to the lack of installers because of the high-tech nature of the systems
- The mandate from the state would be to clean up the entire watershed, not just the geo-boundaries.
- Water is a critical element of new housing construction, existing housing renovation, and home maintenance.

Mr. Johnson-Staub said he was cautiously optimistic the Town would get the letter from the DOR. He said the Town approached the DOR as the Cape and Islands Water Protection Fund on behalf of the entire Cape and is looking for a somewhat generic response saying yes it's allowed, and perhaps identify boundaries to ensure public benefit. He estimated formulating a plan might take a year.

At this point, Mr. Zylinski left the meeting room.

Final comment included the following points:

- The need for a townwide system of monitoring that the Town would pay for due to the difficulty of monitoring the existing IAs
- The need for more information related to these problems and how to go about getting it
- The dearth of private contractors qualified to do this monitoring and the value of a single monitoring system

#### Adjourn

**Motion by Ms. Goldstone: To adjourn    Second: Mr. Brown    Vote: Yes – 4    No- 0**

Respectfully submitted,  
Carole Sutherland, Recording Secretary

March 10, 2025

March 24, 2025

**TOWN OF FALMOUTH**  
**SELECT BOARD**  
**Open Meeting Minutes - DRAFT**  
**MONDAY, MARCH 10, 2025 – 6:30 P.M.**  
**OLD SILVER / SURF DRIVE PROGRAM ROOM**  
**SENIOR CENTER**  
**780 MAIN STREET, 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

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

Call to Order: By Chair Taylor

Pledge of Allegiance: Led by Select Board

Recognition: Swearing in of Police Officers

Chief Lourie reviewed the status of the police department, saying they had hired 27 new officers, 13 to be sworn in and all current staff to reaffirm their oaths. Each of the 13 officers was introduced individually with brief biographical information. Clerk Michael Palmer then swore them in and they were pinned by the designated party of each officer. Chief Lourie thanked Chair Taylor and Vice-Chair Zylinski, since neither was seeking re-election, for their support of him and the department.

Announcements:

Mr. Mascali announced the showing of the Katharine Lee Bates documentary film at the public library and Museums on the Green on Thursday. Also, there would be a meeting of the workers and family group this Saturday at the Hermann Meeting Room at the library.

Ms. Goldstone recognized Dr. Chris Neal for an outstanding service award from the Mass. Assn. of Conservation Commissions. She also announced a meeting on Tuesday at the rec center regarding an amendment to the state obscenity law.

Mr. Brown announced a meeting of the League of Women Voters on Thursday at the Hermann Room.

Public Comment:

Matt Handly, 710 Thomas Landers Rd. – addressed the issue of freedom of speech at a public meeting – said he was discouraged from speaking at a recent WQMC meeting and was not allowed to speak at a public meeting about betterments – said the ability to speak about water quality is being limited – said some homeowners don't know about changes regarding water quality that will affect their homes – said the public needs to be brought in, notified, and there need to be public hearings on those issues – said his input has been ignored – said he is speaking for taxpayers that have been ignored and is helping to protect their freedom of speech.

**COMMITTEE INTERVIEWS**

Interview and consider a vote to appoint a representative to the Environmental Advisory Council's Joint Base Cape Cod Community Advisory Council (CAC):

Robert Crevey said he felt his application was complete and thorough. Ms. Goldstone complimented Mr. Crevey's credentials and experience and asked if representing Falmouth's specific interests would be difficult in any way. Mr. Crevey said he regards himself as a scientist and would follow where the evidence leads. He said he felt he could be impartial. Mr. Brown also asked about a conflict, and if Mr. Crevey felt his role would be akin to the fox guarding the henhouse. Mr. Crevey again said he did not feel concern in this area. Mr. Goldstone asked about his top issue. He said the ongoing issue is the groundwater monitoring program and said that currently, they are doing a very good job, but he is interested in seeing it from this new perspective.

Mr. Mascali asked if applicants applied for the Falmouth resident or an at-large position. Mr. Renshaw said there are one Falmouth and four at-large positions, and Mr. Crevey has indicated he has no preference.

Dr. K.E. Schrieber said her application was complete and thorough. Ms. Goldstone asked what Dr. Schrieber would identify as the biggest issues to focus on. Dr. Schrieber said that she has noticed a lack of transparency surrounding issues and would work to support that Falmouth gets the information it needs. She said she has no current involvement with programs at the military base.

**Motion by Mr. Mascali: To recommend the appointment of Dr. K.E. Schrieber to the Governor’s Office for the position of at-large member of the Environmental Advisory Council’s Joint Base Cape Cod Community Advisory Council      Second: Mr. Brown      Vote: Yes – 5    No – 0**

**Motion by Ms. Goldstone: To nominate Robert Crevey to the Falmouth representative of the Environmental Advisory Council’s Joint Base Cape Cod Community Advisory Council      Second: Mr. Zylinski      Vote: Yes – 5    No - 0**

### **PUBLIC HEARINGS**

Consider a vote to approve an application for the Transfer of an All-Alcoholic Beverages Restaurant License – Quicks Hole Taqueria, LLC d/b/a Quicks Hole Taqueria, 28 Water Street, Unit C. An application for a Common Victualler License is also in process.

Mr. Zylinski read out the hearing notice.

Mr. Renshaw said he had no comment on the application. The applicant was present.

Public comment: None

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

**Motion by Mr. Brown: To approve the application for the Transfer of an All-Alcoholic Beverages Restaurant License – Quicks Hole Taqueria, LLC d/b/a Quicks Hole Taqueria, 28 Water Street, Unit C as presented      Second: Mr. Mascali      Vote: Yes – 5    No - 0**

Consider a vote to approve an application for Entertainment Licenses – New England Festivals, Inc. – Harbor Lights Illumination concert series and night markets, Lin Whitehead Band Shell at Marine Park, 180 Scranton Ave. – Saturdays: July 5, 12, 19 and August 9, 16, 23, 2025 from 5:00 p.m. to 9:30 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: *Public Hearing 2 - Consider a vote to approve an application for Entertainment Licenses – New England Festivals, Inc. – Harbor Lights Illumination concert series and night markets, Lin Whitehead Band Shell at Marine Park, 180 Scranton Ave. – Saturdays: July 5, 12, 19 and August 9, 16, 23, 2025 from 5:00 p.m. to 9:30 p.m.* in the Select Board packet. He said the entertainment license for this special event was now required in accordance with regulations adopted by the Board last July. This would be the 5<sup>th</sup> annual concert series and night market. He recommended approval.

Mr. Mascali asked if there have been any complaints over the past 4 years. Mr. Renshaw said he is not aware of any from the past 4 years, but there have been emails over the past 48 hours on behalf of abutters. Mr. Brown said the emails are from the same person, and that there may be confusion over which events are causing the concerns. The applicant, Lillian Kazanis, said she cuts off live sound at 9:00. She said she is happy to adjust sound as needed. Ms. Kazanis went on to explain why she started the event, which included heartfelt comment about her connection to the Falmouth community and to Lin Whitehead.

Mr. Brown asked that the applicant pay attention to the new, stricter entertainment regulations regarding noise.

Public comment:

Joe Seblock, property manager for the Admiralty Apartments, outlined the physical layout of the building he manages. He said the noise level is not a problem. He said he and residents fully support the event. He said everybody involved does a tremendous job with cleanup.

Alice Cocimba, chair of the Falmouth Cultural Council, said the event received a grant from the council. She said she supports fun, inclusive events such as this. She said economically it drives us in the right direction.

Barbara Schneider, Precinct 4, said everyone who lives on the water hears almost everything that is going on. She said this is what the community is about and that we should want this. She said that if someone is complaining because they are hearing music, she is sorry for them. She asked that the Board not get so tight on these things that we cannot function and enjoy the beautiful things that are offered to us.

John Benninghoff, Falmouth, said music is ingrained in this Town and it would be a shame to prevent that for anyone. He said he understands people's concern, but the harbor is noisy. He said please don't ruin one of the best things about the Town.

Roseann Amireau, a resident since 1962, said this event is so good for families. She said it's a free, donation-based event, and money goes back into the Town. She said there have been virtually no complaints and that it should continue.

Pat Ryan, a resident since 1989, has been involved in music for years and supports the event going forward. He said he doesn't know the details of the new rules, but would like civility, decency, and human interaction also to be part of the equation.

Rick Mape, 174 Queen St., said it's not that he is not in support, but his unit is located about 30 yards away from the bandstand, and that every Saturday night there is that form of entertainment. He said it's the amount of time that is being requested. He said it impacts family gatherings on weekends. He asked if the number of times could be limited.

At this point, Mr. Johnson-Staub said the application this year matches last year's with 6 events. Mr. Brown suggested the noise referred to might be from a different event.

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

Ms. Goldstone said we need to support events such as this, saying that there have not been complaints over the years.

**Motion by Ms. Goldstone: To approve      Second: Mr. Brown**

There was brief Board comment on the new entertainment regulations adopted last July. Mr. Mascali said it will be a learning process on the part of the Board as it moves forward on applications that come before it.

**Vote: Yes – 5    No - 0**

## **BUSINESS**

Presentation – Cape Cod Commission's "Year in Review" – Kristi Senatori, Executive Director

Ms. Senatori recognized John Druley, Falmouth's representative on the CCC. She orally presented information in the commission's approximately 15-page *2024 Year in Review*. Issues such as housing, water quality, zoning, traffic, climate and coastal resiliency, and replacement of the canal bridges were included in the report. Mr. Druley briefly spoke at the end of Ms. Senatori's presentation, summarizing the issues/projects he has worked on.

Mr. Brown asked if the CCC had been invited to the planning initiative out at the base. Ms. Senatori said the CCC has been engaged with base leadership as well as leadership at Mass Development, saying there is an opportunity for the commission and the county to play a role there where it makes sense.

Chair Taylor asked if the Falmouth Housing Authority or the Falmouth Housing Trust was involved in the regional housing planning process. Ms. Senatori said that the CCC had reached out to a variety of different groups and

organizations as it developed the plan, and that there would be more opportunities for more boards and organizations to be included during implementation.

Mr. Mascali, as a former member of the CCC, complimented the commission, especially on the way it handled the YMCA application. On the permitting process, he asked if the CCC had more recommendations on how to speed up the process for affordable housing projects. Ms. Senatori said a series of zoning recommendations has been put together as a first step, as well as some recommendations for streamlining permitting in the right places. She said the CCC is also looking internally at its own regulations for advancing housing. Mr. Mascali commended Mr. Renshaw and Mr. Johnson-Staub for their collaboration with the CCC for the betterment of Falmouth.

#### Hear a presentation on the draft Single-Use Plastics Rules and Regulations for Food Establishments

Mr. Renshaw introduced a slide presentation on this issue. Philip Gessen, an advocate for plastic waste reduction, reviewed the information contained on approximately 15 screens, first giving an overview of the content of the presentation, which included motivation, formulation of the Plastic Reduction Advisory Committee, the process it used, a summary of the draft regulation itself, lessons learned, and pathway forward. He said this committee has disbanded because its work is concluded. There is a Board of Health hearing on the draft regulations on March 25.

Chair Taylor commented on the large volume of work that the Plastic Reduction Advisory Committee has done. Mr. Brown complimented the presentation and the work done by the committee.

#### Public comment:

Stephanie Murphy, a committee member, said there may be an opportunity, perhaps through the Cape Cod Commission, for Falmouth to get more regional regulation or sponsorship.

#### Discuss the establishment of a Green Dog Program

Mr. Renshaw orally introduced the item for the Board, referring to the *Agenda Item Summary Sheet*, Item number and Title: *Business 3 - Discuss the establishment of a Green Dog Program* in the Select Board packet. He said Sally Clymer would be presenting the information.

Ms. Clymer said she was addressing the issue of the leash law in Falmouth and its sometimes-restrictive nature. She referred to the Green Dog Program in Brookline and outlined some of the characteristics of that program. She focused on the impossibility of enforcing the existing Falmouth law, saying that the Brookline program would help to mitigate that and offer some off-leash time. She referred to 2 screens of information about this program. She asked the Board to consider this suggestion.

#### Board discussion raised several issues:

- How the program is insured or how liability is handled by the town
- If non-Town-owned parcels had been considered for this potential program
- If discussions with pet control staff or other related staff had been contacted

Mr. Brown said he supports the idea. He said some non-Town-owned open space parcels are not as accessible as Town properties.

#### Public comment:

Regarding the dog park, Barbara Schneider, along with Molly Mason, the senior animal control officer in Falmouth, said that there is a problem with dog feces from off-leash dogs running free. She said every day, stewards of the dog park collect and dispose of these feces (anywhere from a dozen to twenty piles). She said this problem is the first thing that comes to mind with dogs off leashes. Another thing is that dogs often run ahead of owners, increasing the potential for unwelcome interactions with other dogs or humans. She said she had not been contacted by anyone. Dr. Schneider also outlined potential harm from off-leash dogs when encountering marine life on beaches in the winter. She said keeping the dog park clean is a daily activity for the stewards and invited others to come help out.

Regarding insurance, Dr. Schneider said that former Town Counsel Frank Duffy told her that “you are not ever allowed to charge a penny for someone to go on Town land because the minute you do, the Town is liable.”

Joe Seblock – said he has experience with Pet Smart and Pets Hotel– said people in general, do not have decent control of their animals – said he has often been bitten by dogs who have not been trained – said he was routinely cleaning up after dogs – offered to volunteer to be on a committee to deal with this issue.

Consider a vote to approve proposed updated Water Quality Management Committee (WQMC) charge document  
Mr. Johnson-Staub said the update was requested by the WQMC. The proposed draft was a joint effort between staff and the committee. It does not represent a substantial change in the mission or operation of the committee.

Steve Rafferty, chair of the WQMC, summarized the reasons he felt an update to the original charge was opportune because the original document was “kind of” out of date. He said it is a way the committee could re-focus and honor the charge to address water quality in Falmouth.

Ms. Goldstone said she would love to see Point 5 expanded to include ponds and estuaries. She also suggested expanding language to ensure coordination on matters relevant to water health. Mr. Rafferty said he could confer with Mr. Johnson-Staub on the language, but assured the Board there is ongoing engagement with other boards that deal with these issues.

**Motion by Mr. Mascali: That we approve the charge of the Water Quality Management Committee as presented**  
**Second: Mr. Zylinski** **Vote: Yes – 5 No - 0**

Consider a vote to send the petition to stop Holtec from evaporating nuclear waste to the Town Clerk to be placed on the May 20, 2025 Annual Town Election Ballot

Mr. Renshaw orally reviewed the item for the Board, referring to the *Agenda Item Summary Sheet*, Item number and Title: *Business 5 - Consider a vote to send the petition to stop Holtec from evaporating nuclear waste to the Town Clerk to be placed on the May 20, 2025 Annual Town Election Ballot* in the Select Board packet. He recommended approval.

Rosemary Carey, who submitted the request, was present. Ms. Goldstone asked Ms. Carey why she chose this route rather than simply asking the Board to communicate with the governor. Ms. Carey deferred the question to Diane Turgo from Cape Downwinders, who said that this method involved getting the opinion of the public. She said it would be on every ballot of Cape Cod towns. She said the Board could also communicate directly with the governor.

Mr. Mascali said he appreciated the work that has been done on this issue by this group and requested that the chair hold this issue for another meeting to think more thoroughly about it. Ensuing Board comment included the following points:

- The pros and cons of delaying a vote
- Lack of clarity about Hotec’s actions regarding radioactive industrial wastewater
- The desire to look more deeply into the issue since there is no urgency regarding the deadline for the ballot
- The value of gauging public opinion through the ballot process
- That the question of urgency could also mean taking up the issue of the actions of Hotec regardless of or in addition to the ballot timeline
- The value of sending a letter from the Board to the governor regardless of the ballot strategy
- The need to have all of the facts before acting

Motion by Ms. Goldstone: To table this from this Board sending this to the Town Clerk to be included on the May 2025 ballot

Ms. Carey offered more comment. She said Plymouth has approved it, and that all Cape towns are considering it. She said she knew instinctively that Falmouth would support it. She urged the Board to make a decision tonight to support it.

Second: Mr. Mascali

**Amended motion by Ms. Goldstone: To table this and take up at the first opportunity possible the drafting of a letter to the governor on this issue**  
**Second: Mr. Mascali**  
**Vote: Yes – 3 No – 2 (Chair Taylor and Mr. Zylinski)**

## CONSENT AGENDA

1. Licenses
  - a. Consider a vote to approve an application for a Common Victualler License – Quicks Hole Taqueria, LLC d/b/a Quicks Hole Taqueria, 28 Water Street, Unit C
  - b. Consider a vote to approve an application for six, Special One-Day All Alcohol Liquor Licenses – New England Festivals, Inc. – Harbor Lights Illumination concert series and night markets, Lin Whitehead Band Shell, Marine Park, 180 Scranton Ave., Saturdays: July 5, 12, 19 and August 9, 16, 23, 2025 from 5:00 p.m. – 9:30 p.m.
2. Administrative Orders
  - a. Consider a vote to adopt meal and travel policies

**Motion by Mr. Zylinski: To move the Consent Agenda      Second: Mr. Brown      Vote: Yes – 5      No - 0**

## MINUTES

Review and vote to approve minutes of meetings

Public Sessions:

October 25, 2021 and February 24, 2025

**Motion by Mr. Zylinski: To approve the minutes of Oct. 25, 2021 and February 24, 2025**

**Second: Mr. Brown      Vote: Yes – 5      No - 0**

Executive Sessions:

July 15, 2024 – **Motion by Mr. Brown: To approve and not release**

**Second: Mr. Zylinski**

**Vote: Yes – 5      No - 0**

August 12, 2024 – **Motion by Mr. Zylinski: To approve and not release      Second: Mr. Brown**

Ms. Goldstone noted that in the minutes, there is a statement that the same Board member moved and seconded the action, which needs to be reviewed before approval. Chair Taylor said the minutes will be amended, so the motion would be **to approve as amended and not release. Mr. Zylinski said he would amend his motion to Ms.**

**Goldstone’s comment..**

**Vote: Yes – 5      No - 0**

December 16, 2024 – **Motion by Mr. Zylinski: To approve**

**Second: Mr. Brown**

**Vote: Yes – 5      No – 0**

Chair Taylor said they are not to be released until they are redacted.

January 6, 2025 – **Motion by Mr. Zylinski: To approve**

**Second: Ms. Goldstone**

**Vote: Yes – 5      No - 0**

Chair Taylor said they are not to be released without being redacted.

## TOWN MANAGER’S SUPPLEMENTAL REPORT

Mr. Renshaw updated the Board on the following:

- A site visit to Bad Martha’s Brewery on March 5 to meet with managers to see renovations and improvements – Mr. Renshaw described the sound system they will use and saw acoustic carpeting. He said they are also looking into sound-limiting boards to place around the performance area. They are waiting for a report from an acoustic engineer. He said he was impressed by the improvements. He said he will visit every 6-7 weeks and then update the Board.
- Coastal resiliency specialist recruitment – Mr. Renshaw described the changes made in the recruitment to make it more attractive. He added potential for a relocation bonus and an increased step. There were 67 applications. Eight were selected for interview and 5 for second-round interviews. He said he feels like this will be a successful recruitment.

## **SELECT BOARD REPORTS**

### **Ms. Goldstone reported on the following:**

- Attended the Stand Up For Science rally in Woods Hole last Friday, which was uplifting and energizing

Mr. Mascali said that he would not be present for the March 24 Select Board meeting. Mr. Brown asked if there would be a problem regarding the Hotec letter. Mr. Renshaw said there are a couple of opportunities to meet the 35-day deadline for the ballot. Chair Taylor said they would save the Hotec/letter issue for April.

### **Mr. Brown reported on the following:**

- The Cape and Islands Municipal Leaders meeting is this Friday at the Sandwich Center for Active Living

## **ADJOURN**

**Motion by Mr. Zylinski: To adjourn**

**Second: Ms. Goldstone**

**Vote: Yes – 5 No - 0**

Respectfully submitted,  
Carole Sutherland, Recording Secretary